

**LYDGATE JUNIOR SCHOOL**

**MINUTES OF THE MEETING OF GOVERNORS HELD ON 23 JUNE 2016**

Present: Maureen Neill (Chairperson); Mark Alexander, Jeremy Bannister, Chris Batchelor, Angela Fairclough, Julie Farrell, Rosemary Fletcher,, Jodie Foster, Stuart Jones, Ann Parker, Joel Robinson, Jane Thompson, Jill Williams

In Attendance: James Kelly (Clerk to the Governors)

|  |  | <b>ACTION</b> |
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| <b>1. Apologies for Absence</b>  | Apologies for absence were received and accepted from Rebecca Proctor and Carolyn Sleath   |               |
| <b>2. Declaration of pecuniary interests relevant to this agenda</b>   | Governors were asked to declare any pecuniary interests relevant to the agenda. No one declared any interests relevant to this agenda.   |               |
| <b>3. Confirmation of the minutes of the previous meeting and report on matters arising from the minutes</b> | Resolved: That the minutes of the meeting held on 17 March 2016 be approved and signed.  | Agreed        |
|  | <b>Matters arising from the minutes</b>  |               |
|  | Minutes were cleared subject to one amendment – correct Chairperson’s name to Maureen Neill (name was inadvertently inserted as Margaret Neil).  | Agreed        |
| <b>4. Headteacher’s Report</b>   | The Headteacher’s report was received and the following points were discussed:<br><br>i) <b>Admissions</b> Stuart Jones explained that the school’s reputation means it continues to attract admission requests beyond its allocated number of 120 per year group. Stuart Jones said he had gone to Admission Appeal panels 5 times this academic year, and the school is still over its admission number. <u>Jeremy Bannister asked</u> if the school received more funding as its pupil number was over its ‘limit’? Stuart Jones explained that there is no extra funding immediately but there is some later – for every additional pupil the school has it receives £2700 |               |

the following April.

(ii) **Pupil Characteristics** -Governors heard how the number of children entitled to Pupil Premium and Free School Meals had decreased from 6.4% of pupils to 4.2%, with very few in Y3. Stuart Jones explained that not all parents claim Free School Meals immediately so figure could rise. Chris Batchelor asked if parents are aware they need to claim FSM? Stuart Jones explained that Pupil Premium funding is not ring fenced so can be spent on wide range of activities but tends to be used on interventions to boost the achievement of disadvantaged pupils and the tracking of how those pupils progress.

(iii) **Pupil Achievement** – Stuart Jones explained the difficulties in making clear predictions at the moment. It is the first year for new assessments and there are still no national guidelines – it is still unclear what the national averages will be, against which children will be scored, and deemed to have ‘passed’ or not. Stuart Jones told governors about the school’s frustrations as it wants to be able to give parents clear information on their child’s progress. Lydgate are not alone in this situation and other local schools share concerns, with some more confident than others about what the outcomes will be. Stuart Jones also described how parents of Years 3, 4 and 5 are keen to get information on their child’s progress, but the current system is not supposed to be used with other year groups. Lydgate have worked up their own ‘Key Skills Assessment Framework’ that produces information for each year group in English and Maths. The school will use this to track achievement from September 2016 – Stuart Jones thinks that other schools may want to use the system too.

iv) **Targeted Teacher Interventions** – Stuart Jones reported that the school have arrangements for Year 6 teachers to undertake targeted small group interventions. Staff felt positive about this and it will continue next year. Amendments to teachers PPA time will free up forty-two minutes per week per Year 6 teacher for these interventions. Stuart Jones said he is confident the provision for individual pupils is ‘Good’ in Ofsted terms – and could be ‘Outstanding’ if more funding was available.

(v) **Teaching and learning** – two days in May were used for training and part of this was connected to children’s mental health and CAMHS services. Teachers and support staff undertook the training and although useful, some concerns were raised and as a result some changes to the staffing structure may be necessary. Another major area of training has been around ‘leadership’. Stuart Jones told governors that Lydgate staff continue to be sought after to speak at conferences and events on best classroom practice.

(vi) **Safeguarding** – Stuart Jones shared with governors the new online ‘Safeguarding Annual report’ for the school. It was noted that the new format did have a few ‘teething’ problems, but was still useful. Stuart Jones explained that not every single concern is referred to local authority safeguarding teams, e.g a child walking to school alone. Angela Fairclough asked what exactly is the school’s response when there is a safeguarding concern – Stuart Jones said school will investigate every concern before deciding whether it is significant enough to be referred on. Jodie Foster emphasised how rigorous the school’s investigations were. Jeremy Bannister asked how the PREVENT programme was being introduced? Stuart Jones said he had

attended the training, and the key message was the need for vigilance at all times, and clarity on who to refer to. Stuart Jones said the training stressed it was not about an individual religion.

(vii) **Attendance and behaviour.** Stuart Jones told governors that attendance has increased from last year again, and across the whole school stands at 97.6% (up to May half-term). Behaviour in school remains positive and the school receives many compliments about the behaviour of children when outside the school. There have been two Fixed-Term Exclusions this term – both pupils are on the SEN register but not stated. Stuart Jones explained how the school are supporting the pupils' reintegration, as they want to see the pupils 'buy-in' to the learning on offer. Stuart Jones also said there have been two minor racist incidents (hurtful name-calling) and the parents of both parties were consulted in order to help the school make an appropriate response.

(viii) **Site related issues.** Stuart Jones updated governors on continuing problems with leaks due to the state of the main building roof. Both Nick Clegg and Councillor Jackie Drayton had visited the school and were aware of the issues. The Local Authority's Property and Asset Team visited recently. Stuart Jones reported that as a result the school is now on the list of schools needing funding for repairs. Governors asked about the level of disruption due to the problems – Stuart Jones stressed that despite the leaks, lessons have continued as planned due to the hard work of staff.

(ix) **Complaints** – governors heard that the school gets far more compliments than it does complaints, and most are really no more serious than 'concerns'. When issues arise Maureen Neill as chair of governors, liaises closely with Stuart Jones.

(X) **Confiscation** - Stuart Jones explained how he had to confiscate, using legitimate powers, the phone of one pupil who had taken photos of another pupil in distress.

(xi) **Leadership and Management** – Stuart Jones talked governors through the staff changes to take effect from September. Governors agreed that the school has a stable workforce despite some changes. Stuart Jones said the changes were not dramatic, were fairly typical for a primary school, and through careful planning, the school are limiting their impact.

(xii) **Governors** – Stuart Jones encouraged governors to take up any available training opportunities from the local Governor Support Service. School has two vacancies for parent governors. Rosemary Fletcher and the Maureen Neill stressed that the school needed to make sure all parents were aware of the opportunities. Maureen Neill nominated Andy Sharrock as a new co-opted governor. This was seconded by Chris Batchelor, and approved unanimously by governors.

(xiii) **Extra-Curricular Activities** – governors heard how the school has organised/taking part in a range of activities that have enriched the pupils learning experiences – examples include Forest school work, and 10 pupils visiting the Moor because their artwork was on display.

(xiv) **Horizon Scanning** – Academisation remains a key government policy. The development of Learn Sheffield may mean Sheffield LA is in a strong position to continue to support its schools – Lydgate itself is considered a good, self-sustaining school fully engaged in partnership

Agreed

Action

working. Other issues likely to impact in the future include the new national funding formula and local issues such as the expansion of Hallam Primary school.

Jill Williams asked if governors could have earlier sight of the Headteacher's report in the future. Stuart Jones was happy with this.

**5. Committee minutes and reports from Governors with curriculum links**

All the minutes have been circulated to Governors and no issues or questions were raised at tonight's meeting about the updates.

Agreed

**6. To approve the budget spending plan for the financial year 2016-17**

Governors heard that a surplus of £40k was now predicted, more than the original prediction of £7k. Stuart Jones said he will bring some proposals over use of the funding to the next Finance Committee. Jane Thompson asked does the school get to keep the money? Stuart Jones explained that the school can keep up to 5% of its budget but any more than that would need a strong rationale.

**7. Annual report on Safeguarding**

Stuart Jones described how the new online report is quite time-consuming to complete. Both Maureen Neill and Stuart Jones said this comprehensive report showed the breadth of what the school was doing. Stuart Jones stressed the school had good links with services such as MAST. Stuart Jones did report that the school did not currently have a designated Child Sexual Exploitation lead (CSE ) so he will address this as a priority. Stuart Jones said that in response to Q40 in the report, all staff have not undertaken face to face training, but governors then discussed how lots of training is available online. Stuart Jones said that Ofsted were the only real 'whip' to make sure training was available.

**8. Confirm or appoint the reviewers for the Performance Management of the Headteacher and to appoint an external adviser to support the process**

Agreed

Governors were happy with the existing arrangements of Maureen Neill and Rosemary Fletcher - the external reviewer being Liz Tunnard.

**9. Date and Time of the Next Meeting**

Resolved: That the next meeting be held on 24 November 2016 at 19.00.

**10. Any Other Urgent Business**

Stuart Jones reported that Stephen Betts has spoken at length about the importance of governor training. Governors approved Stuart Jones'

request to recruit a new lunchtime supervisor following a resignation. Rosemary Fletcher offered to take part in the interview which was welcomed by Maureen Neill and Stuart Jones.

**ACTION**

Agreed

**Meeting closed at 20.40 p.m.**

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