

Minutes of the Full Governing Body meeting held on 24 September 2014 at 7.30pm

Present:

Mr A Armstrong (AA)	Mrs B Blackstaffe (BB)	Mrs E Butler (ESB)
Mrs S Carlyon (SC)	Mr R Gibbs (RG)	Mr B Grimwood (BG)
Mr J Hartley (JH)	Mrs G Heath (GH)	Mr P Meyler (PM)
Mrs M Penny (MP)	Mrs D Plociennik (DP)	Mr J Roach (JR)
Mrs S Shan (SS)		

In attendance:

Mrs J Steward (Clerk)

1 Apologies for Absence

Apologies for absence were received from Mr N Ablett and Mrs N Ishaq and governors consented to their absence.

2 Appointment of Co-opted Governors

By unanimous agreement the following were appointed as Co-opted Governors:

- Nick Ablett
- Becky Blackstaffe
- Roger Gibbs
- Jonathan Hartley
- Safina Shan

3 Election of Chair of Governors

3.1 Agree term of office

The term of office was agreed as 2 years.

3.2 Election

By unanimous agreement Roger Gibbs was elected as Chair.

4 Appointment of Parent Governor

Sean Mahon resigned at the end of the summer holidays and governors appointed Paul Meyler as a Parent Governor.

5 Appointment of Associate Members

By unanimous agreement the following were appointed as Associate Members:

- Andy Armstrong
- Sharon Carlyon
- Gill Heath
- Liz Butler

6 Declaration of Conflict of Interest

RG reminded governors of the need to declare any conflicts of interest that may arise in the course of the meeting.

7 Notice of AoB

7.1 Traffic Issues – RG

8 Minutes of the meeting held on 2 July 2014

These were agreed as an accurate record of the meeting and signed by RG.

9 Matters arising from the minutes

9.1 Base funding – SC sent a detailed spreadsheet to HCC that clearly showed the overspend but HCC did not understand why there was an issue as the cost of staffing was less than the Base budget but their comparison was with the total budget for the Base and not the staffing element. SC will escalate this issue.

9.2 Maths Club – the minutes need to include BG's initials in this item. The Club will start on 3 October 2014.

9.3 FSM – parents still need to register using the same system as before but some parents believe that because of Universal Free School Meals they do not need to do so. New parents are being encouraged to sign up. The number of parents registering is falling nationally and the criteria for eligibility are being tightened. The school's PPG is down by c£20k and this will be discussed in P&R.

9.4 RG and GH have spoken and GH will continue in her mentoring role with Michelle, Ben and the Nurture staff, and act as a liaison with the local community. She will report to governors via C&CC

10 Review committee ToRs

Reference to Pupil Premium and Sports Grant was added to the ToRs. The ToRs were agreed and adopted.

11 Review Schedule of Financial Delegation

There were no changes and the Schedule was agreed and adopted.

12 Agree membership of committees and panels

P&R Committee	C&CC Committee
Mr Ablett	Mrs Blackstaffe
Mrs Carlyon	Mrs Somerset-Butler
Mr Gibbs	Mr Grimwood
Mr Hartley	Mrs Heath
Mrs Ishaq	Mrs Plociennik
Mrs Penny	Mr Roach
Mr Roach	Mrs Shan

SC will speak to NI to confirm which committee she would like to sit on and then the membership of the committees can be confirmed. It was suggested that new governors attend both committees if possible and then decide at a later date which committee to join.

Governors will form a pool from which membership of the Exclusion, Complaints and Staff Dismissal and Staff Grievance Panels will be formed if required. The HT Performance Management Panel will comprise Mr Gibbs and Mr Grimwood; Mr Ablett will be Reviewing Officer. Mr Hartley will undertake the training.

13 Agree Representative Governor Roles

Role	Governor
SENCO, Inclusion and Diversity	Mr Ablett and Mrs Heath (Mentor)
Safeguarding, CLA and CP	Mrs Blackstaffe
Assessment	Mrs Blackstaffe
Base and H&S	Mr Gibbs
Finance	Mr Hartley
Governor Development Co-ordinator	Mrs Penny
Pupil Premium and Sport Grant	Mrs Plociennik
Read Write Ink	Mrs Plociennik and Mr Grimwood
Curriculum Development	Mrs Shan

14 Agree membership of Working Party to review Pay Policy standards

And

16 Review Pay Policy

These items were taken together. The Pay Policy and supporting information have arrived very late and the HT standards are still outstanding. There has been an exchange of emails with Roy Hardcastle (Head of HR) and the advice received is that governors **must** accept the policy tonight and then work on the standards. If governors accept the policy in principle then it can go to consultation with staff from September 2014. The new policy links with the government's initiatives regarding performance related pay but needs criteria to be developed against which performance can be judged. JR, RG, BG and SC have all attended training. SC commented that the procedure is not dissimilar to the process support staff went through.

The Pay Policy was circulated to governors with recommended delegations to JR and SLT bearing in mind that there are 104 staff at LHS and governors would not be equipped to handle the workload. JR and line managers will make decisions about performance and governors will get an overview of recommendations regarding pay eg X number of teachers met the standards and will go up a point on their pay scale, and Y number of teachers partially met the standards and will not go up. JR indicated that the majority of teachers met their targets this year and similarly the majority of TAs met their targets. Teachers had progress data as a target, TAs had RWI and all had a personal target. The model policy includes the option to give a member of staff a double point increase for exceptional performance but the intention is for LHS to only do that to respond to a retention issue. There is also an option to pass on a cost of living increase should the government agree one and LHS will pass it on. There is also an option to pay up to an additional 25% of salary to the HT if certain criteria are met. A Working Party is needed to review the standards required within the policy. Governors have huge responsibility in this but there is also some flexibility. It was agreed to adopt the Pay Policy with recommendations in principle and the Working Party will be RG, BG, JH and SC.

15 Head Teacher's Report

This was circulated prior to the meeting. The file JR had circulated with the school's data was huge and had caused some issues so he gave an overview of the data online at the meeting. Governors had received the data before but in a different format and it will be on the data dashboard again next year. The file shared by JR allows governors to look at similar schools for comparison. The file also provides the Herts APS, that of statistical neighbours and also the national average. The data can also be reviewed in graphical format. BG commented that we can celebrate the school's outcomes this year and RAISE will show some greens this year. He felt that the outcomes show that what has been put in place over the last 2 or 3 years has paid off and rewards the hard work done by staff and governors year on year. Governors asked that their thanks be passed on to the whole school. RG commented that LHS has always been compared with other schools in the leafy suburbs and been found wanting but now we meet and even exceed Herts apart from in Reading at L5 and so this will be an area for development. A lot of work has been done on Maths and we are doing well here. RWI teaches the children how to decode and now we need to develop comprehension. Governors believe that the outcomes justify the additional appointments to SLT (ie the AHTs); the quality of education at LHS is really good. Our teaching profile is the 85% of teaching is good or better compared with 56% this time last year. We have been successful in recruiting better quality teachers and training our own.

Governors were informed that LH will be going on maternity leave. She has been teaching fulltime in Y6 covering staff absence. Her duties will be shared as follows: JR will take data back, ESB will lead on interventions and SC will oversee the financial aspects of her role. Nuno Alexandre will be back in school before half term.

JR said that the day with GSK had been amazing and they had worked wonders with the outside environment. Governors will send a letter of thanks. RG has also written to Della Allen to thank her for her help and support. LHS is still working with her: she is training our NQT+1 teachers and we are training her NQTs.

New SEN Code of Practice

ESB spoke about the responsibilities arising from the new Code which says this about governors' involvement:

6.3 There should be a member of the governing body or a sub-committee with specific oversight of the school's arrangements for SEN and disability. School leaders should regularly review how expertise and resources used to address SEN can be used to build the quality of whole-school provision as part of their approach to school improvement.

There are 530 children in school and a significant number of children in Nursery and Reception have additional needs and Gemma Williamson is undertaking SENCO training and will focus on Early Years so that structures are in place when children join. There continues to be a need to identify children's needs early when they join elsewhere in the school.

ESB circulated to governors the guidelines that teachers will follow. We need to publish on the school website information about what we offer for children with SEND. Once a need is identified a support plan is put in place which is then kept under review. Ownership of the plan rests with the teacher and not the SENCO. There is a one page profile for each child identified as needing SEN support and children have to have SEN rather than just be low achievers or not made progress. The children identified as having SEN will go onto SIMS in category K. The categories of School Action and School Action Plus no longer exist. The Code of Practice is very child friendly and staff will work with parents and children. GH commented that everything was well explained and easy to understand. ESB hopes that by half term all of the "K" children will have a one page profile or detailed plan. There are c10 children likely to be in this group. Some children will be monitored as they need intervention but are not SEN. BB asked if there will be consistency across teachers and ESB explained that it is still the SENCO who identifies the SEN children. There will be 3 meetings a year with parents to talk about plans, progress, etc. Governors were asked to keep the leaflet confidential as it is a creation of LHS.

OFSTED Key Changes

The revised documents are available on School Centre. Governors may be asked about how our ethos as a Christian school accommodates all the different faiths and nationalities in the school. Simply put: we celebrate all festivals and a pictorial record is being put together to show the multifaith element of the school. Lots falls onto governors with the latest OFSTED changes and the HfL digest that was also circulated explains governors' responsibilities. With regard to children's absence from school on medical grounds, DP asked if school have access to a child's medical record. JR explained that school does not have the right to see the records but if there are concerns about a child they can make a referral to the Child Health Service. He also stressed that staff are taking a very hard line with absence and there are regular meetings with repeat offenders and the Attendance Officer.

Curriculum and Assessment

The New Curriculum gives an opportunity for a little more freedom around **how** the curriculum is taught despite the 200 pages describing **what** is to be taught. The decision has been made to teach French at LHS even though many of our children come in speaking 2, 3 and even 4 languages. The school day will be unchanged. JR had produced a Powerpoint presentation describing the changes to the curriculum and how LHS would do this. Key themes were:

- What to teach and not how to teach
- Need to write our own assessment levels

- HCC will moderate how we assess and have written a new scheme for schools (98% of schools have adopted it)
- There will still be a daily act of worship (school creed) and we will follow the HCC RE syllabus
- We will write the community curriculum
- We strive to produce independent learners who are resilient and secondary ready
- We will provide experiences children will not normally get
- The New Curriculum will be a standing item on the C&CC agenda

17 Declaration of Pecuniary Interest

SC collected in governors' forms.

18 Governor Training and Development

HCC provide very good training and we have signed up to the training offer so governors can attend as many courses as they wish. More governors need to do the Safer Recruitment training as BB is the only governor trained who is not a member of staff. It was agreed to arrange a whole GB in-house course on "Effective Governor Visits".

21 AoB

21.1 Traffic Issues

Governors acknowledged that the proposed changes to traffic flow outside school and the introduction of parking restrictions and a parking zone will inconvenience local residents and parents but they wholeheartedly feel that the safety of the children at Laurance Haines School is of the utmost importance. Governors therefore did not feel that they could object to the proposals to make traffic flow at the lower end of Vicarage Road one way and we would not object should the one way system end at Rose Gardens or the junction of Vicarage Road and Hagden Lane. The school has raised issues with the parking scheme proposals that had been made for the area. They felt that certain parking conditions that had been agreed as part of our removing objections to CRL had not been included in these latest proposals. The introduction of a controlled parking area around school could cause problems for staff and visitors to school as we do not have sufficient onsite parking for our own staff.

21.2 Admissions

C&CC will look at admission numbers. HCC are behind with allocations. The Mayor is phoning tomorrow to talk to JR about admissions.

21.3 Governor profiles

SC asked for a volunteer to write a profile for the back of the newsletter this week – SS agreed to do so.

The meeting ended at 9.20pm



Part 2 Minutes of the Full Governing Body meeting held on 2 July 2014 at 7.30pm

CONFIDENTIAL

19 Annual Report to Governors on Safeguarding

The report had been emailed to governors. There were a lot of Core Group Meetings and Conferences (generally 2 staff attending Conferences) so this represents a significant workload. Staff and volunteers are being trained on 7 October (Level1) and then all staff training will be up to date. BB will review the Single Central Record and report back to governors at C&CC. Six CP referrals were made in the last year which is quite high.

20 Annual Report to Governors on Children Looked After

This report was circulated at the meeting and collected in at the end of the meeting. There were 2 CLA who were only with LHS for half a term and they left at October half term last year. Funding received for the children was partly used to pay for violin lessons although the allocations was received a year after they attended. ESB attended the new school for one of the children and did a handover but the other school involved did not take up the offer.

Approved for