

**Lauriston School Governing Board Meeting**

<b>Wednesday 20 September 2017, 6pm – 8pm</b>	
<p><b><u>Present:</u></b></p> <p>Marisa Childs Janice Thomas Louis Harris Joannie Andrews Philip Borel Fiona Clarke Madeleine Davis Corrine Ffinch Lorraine Groom Jacy Templeton Colin Hutchinson Pauline Abbie</p>	<p>Co-opted Governor and Chair of Governors Executive Headteacher Head of School Co-opted Governor Parent Governor Parent Governor Parent Governor Co-opted Governor Co-opted Governor Parent Governor Local Authority Governor Co-opted Governor</p>
<p><b><u>In attendance:</u></b></p> <p>Salma Ali Daljeet Panesar Rebecca Milne</p>	<p>Assistant Headteacher DHT Inclusion Lead</p>
<p><b><u>Clerk:</u></b></p> <p>Leah Begley <a href="mailto:Leah.Begley@Learningtrust.co.uk">Leah.Begley@Learningtrust.co.uk</a> 0208 820 7405</p>	
<b>Discussion</b>	
1.	<b>INTRODUCTION/MEMBERSHIP/DECLARATION OF INTERESTS</b>
	<p>1.1.Apologies had been received from Kitty Stewart.</p> <p>1.2.Declaration of interest forms were provided however no new declarations were noted.</p> <p>1.3.The chair reported no urgent actions.</p>
2.	<b>CONSULTATION WORKING GROUP – CONFIDENTIAL AT THE TIME</b>
	<p>2.1.The Chair began by clarifying the membership of the working group, noting it should consist of three members of each governing body from each school.</p>

The Chair noted selected governors had been asked to be a part of the group however some declined therefore requested volunteers.

**Resolved:**

- **Governors agreed Marisa Childs, Fiona Clarke and Pauline Abbie will be the Consultation Working Group members.**

2.2. It was clarified that the working group has no voting rights, all decisions will be brought back to governing board meetings for agreement.

2.3. The working group will put together a consultation document for the governors to agree. Once agreed, the consultation period will begin and last 6 weeks from the start date, which has yet to be agreed. Once the document and date of consultation is agreed, a letter will be sent to parents from all 3 schools at the same time informing that an agreement has been made to consult to federate.

2.4. Breda Maynard, HLT Education Lawyer provided further information on what the governors will need complete/agree going forward. BM drew the Governors attention to section 9 of The School Governance (Federations) Regulations 2012:

- Decide what needs to be included in the consultation document provided to parents, stakeholders etc.
- the proposed size of the governing body of federation
- the proposed number of governors for each category of governor
- the proposed arrangements for staffing the schools within the federation
- the proposed federation date
- the identity of the admissions authority or authorities for the schools within the federation.

2.5. Governors questioned if the result of the consultation is a resounding decision, what would be the outcome. BM noted it is the role of the governing body to ensure all views are considered however the decision remains with the governing body. It was considered what would be the best method to gain parent views. Noted the consultation document will contain an answer sheet however a drop in session may be the most appropriate/useful way to gain views from parents.

2.6. It was questioned if the right schools were involved in the federating process and if the decision was to not federate. It was confirmed governors had already made the decision to federate with Sebright and Daubeney therefore a consultation will begin on this premise. Noted it was difficult to pre-empt parents views however once the responses are received, they will be taken into account.

2.7. The importance of being clear to parents regarding their understanding of involvement in the consultation process was noted. Noted the draft consultation document will clearly outline the vision and goals of the federation and what parents will be asked to contribute. The same document will also be sent to staff for consultation. It was noted Governance Services could provide example federation documents could be provided as guidance.

2.8. Governors requested clarification on what will be delegated to the working group and how much authority does the group have to shape the proposal. It was reiterated that the group will carry out the work around federating but all decisions have to be made by the governing body. Noted an extra meeting before the next FGB may be required to gather views.

### HEADS REPORT

3. 3.1. The Head of School provided an update of how the new term has started. Noted the first 2 weeks have been positive, the transition for pupils has been smooth, teachers are working well and quick relationships have been built between staff and children. Positive remarks have been voiced by SLT,

	<p>parents, support staff and learning mentors.</p> <p>3.2. New systems have been put in place e.g. KS1, a lesser number of children are in the playground at one time which has improved behaviour at lunch times, less incidents of children going to learning mentors and being sanctioned for their behaviour. This has resulted in an improvement in learning in the afternoons. Also more time is being allocated to particular vulnerable groups allowing more time to work with and support their behaviour. Again, parent's response has been positive.</p> <p>3.3. The Head of School noted Planning of Topic and Science had been moved to blocks over 3 weeks which has allowed children to have a more immersive experiences. It has also had a positive impact on teachers in terms of planning and monitoring.</p> <p>3.4. In terms of progress/targets, it was noted the priority sheet for 17/18 was yet to be circulated. However a key focus from the Ofsted report was <i>'teaching approaches are developed to ensure that the school's disadvantaged pupils make more substantial progress'</i>. To ensure this is completed, the school will form a more holistic approach to supporting children, e.g. structure of school day, changes in the behaviour policy, being less punitive etc.</p> <p>3.5. Exam results were detailed within the report and combined exam results were positive.</p> <p>3.6. Governors questioned if all pupil places were filled this year. Noted there are gaps in year groups, particularly in year 5. Noted admissions is done centrally by Hackney Learning Trust, who will assign vacancies to those on the waiting list.</p> <p>3.7. Governors noted the PPG gap had narrowed significantly in KS1 and 2 and queried as to whether this was updated in priorities list. The Head of School noted this was a particular cohort and PPG will continue to be a priority for the school. PPG remained a consistent focus of the school to prevent the gaps increasing each year.</p>
4.	<p><b>TAG REPORT – 13 JULY 17 - CONFIDENTIAL</b></p>
	<p style="text-align: center;"><b>SIP REPORT</b></p> <p>5.1. Hilary Ryan presented this report, noting the overall effectiveness as discussed above.</p> <p>5.2. Noted Early Years remained the strength of the school as is phonics. Again as noted previously, in KS2 leaders and teachers worked extremely hard to achieve these results.</p> <p>5.3. Personal development and welfare had improved over the year and children with significant needs of SEMH are managed well by leaders in the school.</p> <p>5.4. The SIP 3 focussed on pupils with special educational needs and/or disabilities and it was noted the SENCo's knowledge of the children was excellent. The SEND Code of Practice particularly focusses on the presence of the children and parent voice which is very apparent in the school.</p> <p>5.5. The 2017/18 priorities are as previously noted, focussing on disadvantaged pupils, ensuring marking is consistent, continue to working on writing, ensuring more pupils reach the higher standards and remain at this. Also senior leaders supporting middle leaders who were new to the school last year and ensuring the future of the school is secure.</p>
6.	<p style="text-align: center;"><b>GOVERNORS DAY/LINK ROLES</b></p> <p>6.1. Noted clarity around link roles and visits was required. A discussion had taken place with the Head of School and it was proposed that governors attended the school for a day to focus on link roles. The day would be shaped around the school improvement plan however there would be a theme and</p>

	<p>an opportunity for governors to discuss other roles/interests. An agenda would include learning walks, workshops, discussions with teachers and feedback towards the end of the day. This would allow governors to gain a holistic view of the school, see how the school is working and create stronger links between the school and governors.</p> <p>6.2. It was proposed two visits in total would take place, one in the autumn term and the other in the spring. The first proposed date was 14 November, starting at 8:45am with a theme of teaching and learning.</p> <p>6.3. Noted it was necessary to design feedback forms and collate at the end of the day, to which CF volunteered to carry out. <b>Action: CF</b></p> <p>6.4. Noted an email will be sent to governor's mid-October to confirm the date and agenda. <b>Action: FC</b></p>
7.	<p style="text-align: center;"><b>AOB</b></p> <p>7.1. Noted the next HASGA will be on 27 November.</p> <p><b>Finance Update:</b></p> <p>7.2. An update was provided from the Finance resource committee however it was noted the September report will provide a better forecast. Noted staffing costs will be reviewed and also SEN funding as it is likely to change due to pupils on role. Noted the HLT legal service was bought in as this was great success previously. A review will take place in EYFS due to probable changes in the single funding formula to clarify the situation for the rest of the year.</p> <p>7.3. Noted the financial Code of Practice will be reviewed and a continuity plan will be created which is an audit and HLT requirement. The procurement card policy will be reviewed and charging policy to include nursery top up fees.</p> <p>7.4. A Financial audit will take place in November, the Resources Committee will consider pre-audit checks. An action of the resources committee will be to review outcomes of performance management that will take place.</p> <p>7.5. Noted the plan for the future of site managers property will be reviewed as he is due for retirement. Noted the site is part of Hackney estate however preferably the school would like to use this as part of school premises therefore a proposal will need to be made to Hackney council.</p> <p>7.6. It was proposed to use the site for a nurture provision. Currently there is no space within the school for this and the provision will focus on early intervention and improving outcomes. LG to arrange a date for next resource committee meeting. <b>Action: LG</b></p> <p>7.7. Governors questioned if ideas for income generation are discussed at the resources committee. It was confirmed this was correct and the committee considers how to maximise the schools income.</p>
8.	<p style="text-align: center;"><b>PART 2 – CONFIDENTIAL BUSINESS – MINUTES OF THE PREVIOUS MEETING</b></p> <p>8.1. The minutes from the previous meeting were noted as confidential as this was regarding a discussion on federating. Once the announcement has been made, the minutes can be published on the schools website.</p> <p>8.2. One governor felt point 3.4 in the minutes did not reflect the discussion and the reasoning behind their decision, which was the proposal required more detail, rather than moving too quickly. The governor will email the chair and clerk a proposed alternative for approval. <b>Action: MC/LB</b></p> <p>8.3. Noted the first working group meeting will potentially take place 5 October.</p>

***Date of the next FGB meeting: Monday 18 December 6pm***