

# MINUTES OF MEETING

**School:** The Lanes  
**Meeting title:** Autumn term meeting of the governing body  
**Date and time:** Wednesday 15 November 2023 at 6.00pm  
**Location:** At Cator Lane site

**Membership**  
'A' denotes absence

Vacancy – co-opted  
Vacancy – co-opted  
Vacancy - parent  
Mrs H Faccio  
Mrs D Sirl  
Mrs R Wise  
Mr R Guylar (vice-chair)  
Mr A Barker (chair)  
Mr T Herbert  
A Mrs C Heath  
Mrs S Birchall  
Mrs L Wignell  
Mr D Goodbarton  
Mrs J Revill (Headteacher)  
A Mrs H Carre

**In attendance**

Mr D R Allen (clerk to the governors)  
Mrs M Brown – associate member  
Miss A Hodkin – associate member

**GB/44/23      Apologies for absence      Action**

Apologies for absence were received from Mrs C Heath (family commitment) and Mrs H Carre (illness).

It was

**resolved**

that the governing body consent to these absences.

**GB/45/23      Declaration of interest – Governor annual declarations and agreements**

*Review and sign 2023/2024 Register of Business Interest*

*Review and sign 2023/2024 Declaration of Eligibility*

*Review and sign Governor Code of Conduct*

*Review and sign KCSIE September 2023*

Nearly all governors had completed declarations on governorhub. Chair to remind those still to do so. **chair**

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

**GB/46/23 Review of membership and terms of office ending in the next 12 months**

The clerk highlighted the following vacancies on the governing body:

Two co-opted and one parent vacancy.

Bearing in mind the likelihood of the school joining the WHP Academy Trust, the meeting decided to defer any action on these.

The clerk brought to the attention of governors the following end of term of office:

Mrs H Carre, staff governor, end date 17 December 2023.

The headteacher agreed to hold a staff governor election in the near future. ht

**GB/47/23 Determination of term of office for chair and vice-chair**

The governors agreed to continue with a one-year term of office for both chair and vice chair.

**GB/48/23 Election of chair**

Mr A Barker was proposed and seconded for the position of chair. There were no other nominations. Following a vote, it was

resolved

that Mr A Barker be appointed as chair of the governing body.

**GB/49/23 Election of vice-chair**

Mr R Guyler was proposed and seconded (or self-nominated) for the position of vice-chair. There were no other nominations. Following a vote, it was

resolved

that Mr R Guyler be appointed as vice-chair of the governing body.

**GB/50/23 Approval of minutes of summer term meeting and any special governing body meetings**

The minutes of the summer term meeting held on 12 July 2023 having been previously circulated and subject to the following correction being made were confirmed and signed by the chair.

Correction

GB/26/23 Resignation should be Mrs Duthie **not** Mrs Faccio.

*Review of actions – including annual planning documents and approval of 2023/2024 scheme of delegation*

The meeting noted that the above had been **formally approved** at the summer term meeting.

All actions had been completed or are tonight's agenda.

**GB/51/23 Receipt of minutes and approval of policies from committees and working parties**

*Approval of Child Protection Policy*

*Approval of governor code of conduct policy*

*Approval of HR policy*

*Approval of complaints policy, if required*

The meeting noted that the above four policies are based on LA templates. They were **formally approved** by this meeting.

*Behaviour Policy*

This is to be dealt with at the next PSS Committee meeting.

**PSS**

**GB/52/23 Overseeing Financial Performance – Financial reporting**

- *Financial consultant's termly budget report*

Mrs Livesley's Finance Report had been uploaded onto governorhub. It gave a detailed analysis of predicted carry forwards, based on predicted pupil numbers.

Also, details of both teachers and support staff pay awards – their effects on the budget.

Also, the current and predicted 2023/24 budget position, along with prediction for 2024/25.

**The meeting noted** the possible drastic detrimental effect of falling pupil numbers on the budget, long term.

- *Governor's Summary Budget (2022/23) for information*

This had been dealt with at the summer term FGB meeting.

**GB/53/23 Holding executive leaders to account: Summary of Headteacher's report and governors' questions and challenge**

The headteacher highlighted the following points from her report, which had been previously uploaded onto governorhub:

- Pupil numbers, where **governors noted** the detrimental effect on the budget of low numbers in Reception.
- Attendance, which is good. **Governors noted** the actions taken with reference to persistent absentees.
- Actions taken following two prejudicial incidents.
- Behaviour, which is generally good. **Governors discussed** the anti-social behaviour of a number of pupils out of school, along with the effect of this in school.

**Governors sought detail** of the Anti-bullying week.

- Details of SEND.
- Safeguarding, where **governors were informed** that school is having to take on more and more social, housing, mental health, finance issues due to the lack of external support.
- Staffing. **Governors recognised** the value of the current stable staff position and asked that their thanks be passed on to them.

A particular thanks to be given to Gail Roy, who is retiring after spending more than 20 years teaching at the school.

- Staffing structure and staff absence.
- Quality of Education.
- Pupil Premium, where the Y6 issues were highlighted.
- Progress on the SIP.
- A wide range of CPD.
- Parental complaints – details of progress.
- Premises and Health and Safety.
- Parents fund raising events.

The headteacher was thanked for her governor “Weekly News” bulletins.

**GB/54/23 Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff**

*Confirm external adviser*

Simon Thompson to continue in this capacity.

*Confirm/appoint appraisal governors – confirm appraisers have completed training*

Mrs Birchall and Mrs Heath to continue as headteacher appraisal governors.

*Confirmation of the Quality Assurance arrangements*

Mr Herbert and Dr Sirl to continue as QA governors.

**GB/55/23 Receive and scrutinise headteacher’s annual report on whole school appraisal process including:**

*Review appraisal policy in line with recommended changes from HR Provider*

The policy had been **formally approved** at FPP on 13 December 2023.

*Ensure effective appraisal arrangements for all staff are in place*

*Ensure timetable in place for termly review*

The headteacher informed the meeting of appraisal arrangements – details had been uploaded to governorhub.

*Confirm arrangements to consider/ratify headteacher pay recommendations for all staff in line with the scheme of delegation and the pay policy*

The Pay Committee had met on 26 October 2023. The headteacher had tabled an anonymised list of recommendations, along with evidence for teacher pay progression.

These had been approved at the committee and were **formally approved** by this meeting.

*Confirm arrangements to receive the appraisal governors pay recommendations for the Headteacher in line with the scheme of delegation and the pay policy*

The headteacher had met all of her targets, but is at the top of her Pay Spine.

### **GB/56/23 Ensure clarity of vision, ethos and strategic direction, set by governors**

*Update on Academy application*

The chair informed the meeting that the application to join the WHP Academy is to be presented to the DfE on 13 December 2023.

WHP staff have visited the school to carry out due diligence inspections.

The headteacher is to meet with HR from WHP in the near future.

She is currently attending WHP academy meetings.

*Confirm arrangements to approve the School Improvement Plan as detailed in the scheme of delegation - PSS*

This to be dealt with at PSS Committee.

**PSS**

### **GB/57/23 Information from the Corporate Director for consideration and action**

*Nottinghamshire SEND Improvement Programme*

The clerk directed the meeting to steps being taken by the LA.

Also, Actions for Governors – **the meeting is confident** that the school is more than fulfilling all requirements.

*Safer Working (recruitment and selection), Teachers Pay and other HR updates*

Matters raised in this report were highlighted by the clerk.

### **GB/58/23 Safeguarding information for consideration and action**

*Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges, and independent providers*

*Safeguarding Children in Education: self-audit tool 2023/2024 plus supporting guidance*

Mr Guyler is currently completing the form in consultation with the headteacher. To be returned to the LA by 20 December 2023.

**GB/59/23 General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor**

The meeting was informed of a recent SAR – this had since been withdrawn.

However, this request had highlighted the vast amount of work required to complete a SAR.

There had been no GDPR breaches.

**GB/60/23 Communication received and updates**

*From Headteacher*

The headteacher had received one letter of complaint and two resignation letters.

*From Clerk – two Governor Newsletter*

The following items were highlighted:

- School admission arrangements
- Safeguarding in Education news
- Ofsted – National updates and Information
- Support for Governors
- School Governors right to time off work
- Annual Conference
- Changes to website requirements.

**GB/61/23 Report from training co-ordinator including a skills audit and review of governor training requirements (including safeguarding) for 2023/24**

Mrs Birchall informed the meeting that she will initiate a Governor Skills Audit in the near future.

She reminded governors that they should upload all training undertaken onto personal profiles on governorhub.

The chair, Mr Guyler, Dr Sirl and Mrs Birchall had all undertaken “Voice 21” training.

Mr Guyler had again undertaken Prevent training. He informed the meeting that all governors needed to do this.

**All gobs**

**GB/62/23 Review of governor monitoring visit reports – key actions for governing body**

Dr Sirl had visited the library with a class of children. Also, Think Tank training

The chair and Mr Guyler had participated in a residential visit and an LA sports/athletics event.

Mr Guyler had visited in connection with Safeguarding.

Mrs Birchall and Mr Goodbarton had carried out a Health and Safety inspection.

Mrs Birchall had met with TAs and Office staff.

A Governor Week was organised for the spring term – week commencing 29 January 2023.

**GB/63/23 Well-being link governor**

Mrs R Wise agreed to take over this role.

**GB/64/23 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

Review and formal approval of a range of policies, at this meeting and two committee meetings.

Governor monitoring of financial matters.

Governor discussion relating to anti-social behaviour of a small group of pupils – along with the effect on both the community and school.

Governor recognition of the current stable staffing position.

Governor concern expressed in relation to the ever increasing social issues that the school has to deal with.

Governor involvement in appraisal.

Governor training undertaken, along with school visits made.

**GB/65/23 Confirmation of dates for 2023/24**

The governing body

**agreed**

Spring term 2024 – Wednesday 28 February 2024 at 6.00pm

Summer term 2024 – Wednesday 10 July 2024 at 6.00pm

**GB/66/23 Determination of confidentiality of business**

It was

**resolved**

that the governing body membership list; confidential sections of the headteacher's report and confidential sections of committee minutes be deemed confidential but that all other papers and reports be made available as required.

**The meeting closed at 7.40pm.**

Signed



(chair)

Date 28 February 2024