
School: The Lanes Primary
Meeting title: Autumn term meeting of the governing body
Date and time: Wednesday 13 November 2019 at 6.00pm
Location: At the school

Membership
'A' denotes absence

Mrs H Tarrant
Mrs R Briody
Mrs S Brown
Mrs N Masters
Mrs A Cawdell
Mr R Guyler (vice-chair)
Mr A Barker (chair)
Mr T Herbert
Mrs C Heath
Mrs S Birchall
Mrs L Wignell
Dr J Twycross
Vacancy co-opted
Mrs J Revill (Headteacher)
A Ms L Harris

In attendance

Mr D R Allen (clerk to the governors)
Mrs M Brown – associate member
Miss A Hodkin – associate member
Miss R Duthie – prospective co-opted governor

All present introduced themselves.

GB/19/19 Apologies for absence Action

There were no apologies for absence.

GB/20/19 Declaration of interest

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

Review and sign Register of Business Interest/Declaration of Eligibility

Most governors had already completed these. The rest filled them in at the meeting.

Review and sign Governor Code of Conduct, Child Protection Policy and KCSIE

These were circulated and signed at the meeting.

GB/21/19 Review of membership

The meeting was informed that Ms Harris had resigned as staff governor.

Headteacher to arrange staff governor election.

ht

The clerk highlighted the following vacancies on the governing body:

One co-opted vacancy.

Miss R Duthie attended the meeting as prospective co-opted governor.

She is a former pupil of the school and had recently visited with the chair. She gave a brief introductory talk outlining her work and strengths.

Miss Duthie was unanimously appointed as co-opted governor.

The chair reminded the meeting of the situation where 5 of the 7 co-opted governors end of term of office is on the same date in 2021.

He suggested that, in order to avoid this, both he and the vice-chair resign at tonight's meeting and be immediately re-appointed.

Again, the meeting unanimously agreed this.

GB/22/19 Determination of term of office for chair and vice-chair

The governing body agreed that the term of office for the chair and vice chair should be one year.

GB/23/19 Election of chair

Mr A Barker was proposed and seconded for the position of chair. There were no other nominations.

It was

resolved

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

GB/24/19 Election of vice-chair

Mr R Guyler was proposed and seconded for the position of vice-chair. There were no other nominations.

It was

resolved

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

The meeting recognised the need for succession planning. Thus, Mrs R Briody was appointed to shadow Mr Guyler as vice-chair.

GB/25/19 Approval of minutes of summer term meeting

The minutes of the summer term meeting held on 4 June 2019 having been previously circulated were confirmed and signed by the chair.

Review of actions

GB/09/19 Complaints Policy – this to be sent to next meeting of FPP

FPP

All other actions had been completed or were on tonight's agenda.

GB/26/19 Receipt of minutes and approval of policies from committees and working parties

Pupils, Standards and Strategy held on 11 September 2019

Review of actions

The following points were highlighted:

- Pupil data.
- Progress on SIP
- Pupil Premium update - strategy review.
- SEND.
- Details of governor visits.
- Policy reviews – all formally approved by this meeting:
Curriculum EYFS Foundation Stage English Marking
Handwriting and Presentation Pupil Premium Behaviour
Mathematics SEND

Finances, Premises and Personnel Committee held on 7 October 2019

Review of actions

The following points were highlighted:

- Budgetary matters. The school currently has a healthy budget.
- Building works Cator Lane site.

Governors discussed, at some length, matters relating to work on the school stage – lighting and microphones.

The meeting agreed that work go ahead on the lighting with attempts being made to find suitable mics.

A governor requested that the scaffolding currently along the front edge of the building be adjusted so that exterior doors could be safely opened in good weather.

- Building works Meadow Lane site.

Governors noted planned work to replace the school boilers. Also, school boundary and fencing issues.

- Policy reviews – all formally approved by this meeting:
Acceptable Use Appraisal Child Protection Code of Conduct
Single Equality Whistleblowing.
- Health and Safety – noting actions taken following two accidents when two children suffered broken bones.

Pay Committee held on 15 October 2019

Review of actions

- The meeting was informed that the teacher appraisal process had been rigorously applied, with appropriate teacher pay increments agreed.
- The new Teacher Pay Policy had been agreed and applied, using Table A in the LA documents.
- The headteacher appraisal process had taken place with a quality assurance check applied.

A governor requested full detail of processes undertaken.

GB/27/19 Financial reporting

Schools Financial Value Standard (SFVS)

Several governors had attended training led by Mrs V Lievesly.

Mrs Lievesly to assist the office manager in completion of this next term.

agenda

Year-end re-forecast

Currently:

Committed Revenue Balance - £192,902

Uncommitted Revenue Balance - £125,745

DFC balance – £21,023

A governor questioned how the governing body monitored the budget.

Policies

- Finance Policy

This had been previously circulated to all governors. It is based on the LA model.

This was formally approved by the meeting.

- Pay Policy

This had been previously circulated to all governors. It is based on the LA model.

This was formally approved by the meeting.

GB/28/19 Headteacher's report

The headteacher highlighted the following points from her report, which had been previously circulated:

- Pupil numbers, which are on the increase.
- Attendance, which is good.
- SEND, where the deputy head gave detail of figures, actions and progress.

Governors noted the number of children on the SEND register, as compared to the actual number receiving support.

- TA – analysis of quality of support. The deputy tabled a detailed chart as part of a three-point deployment review.

Governors sought greater explanation of this. It indicated that the school is successful in deployment of TAs, leading to good progress of SEND children.

Mrs Tarrant joined the meeting at 7.10pm

- Behaviour, which is good.
- Standards – dealt with in great detail at PSS Committee.
- Details of Pupil Premium and LAC pupils.
- Details of sports involvement – wide ranging.
- Staffing matters, including staff absences.
- Progress on SEF and SIP – both available on governorhub.
- Recent EIA visit and review. A most challenging visit by Mr V Wilkinson.
- Details of the “Challenge Partnership”. This included a most informative visit by the headteacher to a school in Swindon.

Initial details were given of the outcome following a visit by a Challenge Partnership team to this school.

These were mainly positive, with no surprises in relation to areas for improvement.

Full report to follow.

ht

Governors asked if this is to continue.

Governors suggested involvement of governors in future visits.

- Links with parents.
- CPD.
- Headteacher appraisal, where Simon Thomson is to continue as external assessor. Mr Barker and Mrs Birchall ht governors, with Mr Herbert as QA governor.

GB/29/19 Information from the Corporate Director for consideration and action

- School Teachers Pay Award

This had been dealt with at Pay Committee 15 October 2019.

- Ofsted inspection framework

The meeting noted the contents of this report. Also, that things seemed to be changing on an almost daily basis.

- Reduced Timetable

The meeting noted the contents of this report.

- Off-rolling in schools and academies

The meeting noted the contents of this report.

- Contextual safeguarding

The meeting noted the contents of this report.

GB/30/19 Safeguarding information for consideration and action

Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges and independent providers – letter from Cheryl Stollery dated June 2019

Safeguarding Children in Education: self-audit tool 2019-20 plus supporting guidance

Mr Guyler informed the meeting that he had been into school to carry out a safeguarding audit.

The form has been completed, to be returned to the LA.

ht

The necessary training has been booked for the two DSOs.

GB/31/19 Receive report from Data Protection Officer and Information Governance governor

The headteacher informed the meeting that she had attended training following changes made to GDPR documents/policies.

These have now been updated in school.

There have been no notifiable data breaches.

GB/32/19 Communication

From chair

The chair informed the meeting of a request from a teacher for two days unpaid leave of absence – this had been granted.

Complaints had been received in connection with noise and parking matters in connection with recent school events. These had been dealt with.

Governors discussed possible parent parking solutions, with no viable answer being found.

From clerk – Governor Newsletter both autumn term editions

The clerk informed the meeting that both newsletters were bursting with information for governors.

He encouraged governors to fully read both newsletters and contact the headteacher if they had any queries.

The meeting believed that the content of the two newsletters has become too much, discouraging governors from reading them.

GB/33/19 Report from training co-ordinator including review of governor training requirements for 2019/20

Mrs Lievesly had finance training for governors.

Training on the new Ofsted format had been identified as a governor need. The headteacher agreed to try and find a suitable provider. **ht**

Dr Twycross had attended Induction training. Miss Duthie to arrange for next term.

Plans are in place to update safeguarding training.

Mrs Briody agreed to meet with Mrs Birchall to discuss possible non-buyback of LA training package next year. Governors currently make little use of this. **RB+SB**

GB/34/19 Governor monitoring visits

Mrs Tarrant tabled a detailed report following her visit in relation to assessment. This included possible future developments.

Governors questioned the use of “Tracker” – is there a more efficient tool?

The chair and vice-chair had attended the Y6 residential visit.

Mrs Birchall had made TA visits. Also, a Health and Safety inspection at Meadow Lane site. The chair is to carry out the inspection at the Cator Lane site in the near future.

Mr Guyler had assisted at a recent football tournament, where the team were most successful. He had also carried out a safeguarding audit, along with inspection of the school SCR.

Mrs Heath had met with teachers in connection with SEND.

Mrs Birchall, Dr Twycross and Mr Guyler had attended the recent school Inset day.

GB/35/19 Evidence of governing body impact on school improvement and review of how the governing body has held the school’s leaders to account

Appointment of new co-opted governor, with relevant skills.

Appointment of governor to shadow the vice-chair, succession planning.

Governor involvement in numerous policy reviews.

Governor questioning of matters relating to ongoing building works.

Governor seeking clarification of pay processes. Also, governor monitoring of the school budget.

Governor questioning of items in the headteacher’s report.

Wide range of governor visits into school, including the important safeguarding audit.

Governor discussion of parents parking near to school – a concern for local residents.

Governor training, both undertaken and planned.

GB/36/19 Confirmation of dates for 2020

The governing body

agreed

Spring term – Wednesday 18 March 2020 at 6.00pm

Summer term – Wednesday 2 June 2020 at 6.00pm

GB/37/19 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 minutes be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 8.10pm.

Signed (chair) Date