
School: The Lanes
Meeting title: Spring term meeting of the governing body
Date and time: Wednesday 8 March 2023 at 6.00pm
Location: At the School

Membership
'A' denotes absence

Vacancy – co-opted
Mrs H Faccio
Dr A Naghiyev
Mrs D Sirl
A Mrs R Wise
Mr R Guyler (vice-chair)
Mr A Barker (chair)
Mr T Herbert
Mrs C Heath
Mrs S Birchall
Mrs L Wignell
Dr J Twycross
Miss R Duthie
Mrs J Revill (Headteacher)
Mrs H Carre

In attendance

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

GB/01/23 Apologies for absence Action

Apologies for absence were received from Mrs R Wise (childcare) and Mrs M Brown (illness).

It was

resolved

that the governing body consent to these absences.

GB/02/23 Declaration of interest

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

GB/03/23 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

One co-opted vacancy.

The meeting decided to delay any appointment until a decision had been taken on possible joining of a MAT.

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

Dr J Twycross, parent governor, end of term of office 13 March 2023.

The chair thanked Dr Twycross for all the work he had done as a governor over the past four years.

A parent governor election had already been held, with Mr D Goodbarton being the successful parent. His term of office commences on 14 March 2023.

GB/04/23 Approval of minutes of autumn term meeting and any special governing body meetings

The minutes of the autumn term meeting held on 9 November 2022 having been previously circulated were confirmed and signed by the chair. These minutes will have the chair's e signature placed on them.

GB/48/22 Safeguarding training – the headteacher agreed to re-send the link for training to all governors. **ht**

GB/52/22 Appraisal training – Mrs Birchall and Mrs Heath have still to attend refresher training. **SB+CH**

GB/56/22 Prevent training - the headteacher agreed to send the link for training to all governors. **ht**

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

Dr A Naghiyev joined the meeting at 6.12pm

GB/05/23 Receipt of minutes and approval of policies from committees and working parties

Pupils Standards and Strategy Committee held on 6 February 2023

Mr Guyler highlighted the following points from the meeting:

- Presentation on Engagement.
- Pupil Premium/Vulnerable children data.
- SEND update.
- Progress on Ofsted actions + SIP.
- Policy reviews

Administration of Medicines Personal and Intimate Care Curriculum
Pupil Premium Policy and Strategy RSHE.

- Academy Update.
- Governor visits.

Finance, Premises and Personnel Committee held on 6 March 2023

Mr Barker highlighted the following points from the meeting:

- Premises report.
- Staffing issues.
- Budgetary matters – see GB/07/23 below.
- Policy reviews

The following policies reviewed and agreed at the meeting were **formally approved** by this meeting:

Health and Safety Finance Emergency Plan.

- GDPR update.

GB/06/23 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 the low Reception numbers was highlighted. This year group going through school would have a detrimental effect, year-on-year on the budget.
- Attendance, where overall and the figures were compared to the previous year.

A governor asked what measures are in place to improve the attendance of persistent absentees. Steps were outlined by the headteacher.

- Details of exclusions.
- Bullying, where **governors noted** that the incidents are very much linked to on-line – WhatsApp and Facebook.

The meeting discussed this at some length. The headteacher outlined action taken by the school, but stated that, ultimately the responsibility lay with the parents.

- Details of SEND.
- Safeguarding.
- Staffing details, where concern was expressed about the ability to maintain the current staffing levels, should there not be an improvement in the budget.

Governors noted the relatively high level of staff absence. The headteacher informed the meeting that she had carried out an analysis of this, with no exceptional pattern found.

- Quality of Education, where the detrimental effect of teacher strikes was highlighted.
- Ofsted priorities- steps taken and progress to date.

- Details of CPD.
- SIP, which had been discussed in detail at PSS committee meeting.
- Details of a parental complaint.

Governors thanked the headteacher for her recently introduced “Weekly News”, which they found most informative.

GB/07/23 Overseeing Financial Performance – Financial reporting

School budget

A draft budget had been set following the recent visit of Mrs V Lievesley, School Finance Officer. This has a predicted surplus of £236,637.

The meeting was informed that the previously planned modular build of a new classroom is no longer financially viable.

This is due to the rising cost (up 40%) school funding of the recent teacher pay award, and falling pupil numbers.

Governors asked what the Reception numbers are for September 2023 – this will not be known until April 2023.

The headteacher, Business Manager and Finance Officer are looking for possible savings on the budget.

The draft budget was **formally approved** by this meeting, whilst realising that changes will occur.

Scheme of Delegation for 2022/2023

This had been agreed at FPP and was **formally approved** by this meeting.

Schools Financial Value Standard (SFVS) for 2022- 2023

This had been completed by Mrs Lievesley. The meeting was given detail of minor action still to complete.

The SFVS was **formally approved** by this meeting, subject to the actions being completed.

Governor statement 2021/22

The meeting was informed that this is an item which had not been formally approved. Following discussion, it was **formally approved** by this meeting.

School Fund audit 2020/21

The meeting was informed that this had been submitted to the LA Finance department, but returned by them, asking for more detail in the “charities” section.

The chair explained that this was due to monies received and paid out being in different financial years. Explanatory notes have been added, and this was **formally approved** by this meeting.

Year-end re-forecast

The year-end re-forecast for 2022/23 had been completed, with a predicted carry-forward of £349,306.

This was **formally approved** by this meeting.

Services for schools

This had been agreed at FPP and was **formally approved** by this meeting.

Digital Connect

The FPP meeting had discussed the digital connect DfE scheme, which pays for IT upgrades. We have one quote, which is over £25k, from the school's normal company which supplies, installs and maintains our network. As described in the PSS minutes, there has been an issue in obtaining more than one quote, and it was questioned if we needed to obtain any more. The question was 'does the LA Finance policy strictly apply to a DfE funded initiative'?

The meeting agreed that we proceed with one quote, conditional on confirming the position with the LA Finance department.

(N.B. post meeting it has been confirmed that as it is DfE funded, and does not affect the school budget, we can proceed on the basis of the one quote.)

GB/08/23 Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff

Mr S Thomson is the external headteacher assessor.

Mrs Birchall to arrange date for mid-term review.

The teacher mid-term reviews are currently in progress.

GB/09/23 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)

Mr Guyler is to arrange a date with the headteacher to undertake this.

RG+ht

GB/10/23 Information from the Corporate Director for consideration and action

- *Harm outside the Home Toolkit*

This to be sent to the next PSS committee meeting.

PSS

- *The Schools Bill and School Attendance*

This to be sent to the next PSS committee meeting.

PSS

The headteacher had outlined in her report the work currently undertaken in this area.

GB/11/23 Communication received and updates

From Headteacher

The headteacher informed the meeting of two letters of resignation she had received – from a long serving teaching assistant who had retired, and the Family SENCO.

A governor enquired about the process of appointing the new Family SENCO.

From Clerk - Governor Newsletter first

The clerk highlighted the following points:

- New team manager
- Admission arrangements
- Range of HR information
- Safeguarding News
- News from the DfE

GB/12/23 Academy Update

Confidential item, see separate sheet.

GB/13/23 Report from training co-ordinator including a skills audit and review of governor training requirements for 2023

Mrs Birchall asked all governors to update their training record on governorhub.

All gobs

It was noted that more governors need to undertake “Safer Recruitment” training.

All gobs

It was noted that online checks are now required prior to interview of candidates for teaching posts.

GB/14/23 General Data Protection Regulations

Report from the DPO and Information Governance Governor

There had been one SAR request and no GDPR breaches.

GB/15/23 Review of governor monitoring visit reports – key actions for governing body

Both Mr Barker and Mrs Birchall had made Health and Safety visits.

Dr Twycross had visited in connection with assessment.

Both Mr Barker and Mr Guyler had accompanied the recent residential trip to York.

Mrs Heath had attended to assist with an interview.

Mr Guyler had accompanied the visit to Twycross zoo.

GB/16/23 Evidence of governing body impact on school improvement and review of how the governing body has held the school’s leaders to account

Governor questions/challenges at both committee meetings.

Governor review and formal approval of a range of policies.

Governor concern expressed in relation to low Reception numbers along with the consequential detrimental effect on the school budget.

Governor discussion and formal approval of financial matters.

Planned governor review of Safeguarding matters.

Lengthy governor discussion, along with planned future action related to MATs.

Governor visits into school.

GB/17/23 Confirmation of dates for 2023/24

The governing body

agreed

FPP Committee – Tuesday 23 May 2023 at 6.00pm
PSS Committee - Wednesday 12 July 2023 at 5.30pm
Summer term 2023 FGB – Wednesday 12 July 2023 at 6.30pm

Autumn term 2023 – Wednesday 8 November 2023 at 6.00pm
Spring term 2024 – Wednesday 6 March 2024 at 6.00pm
Summer 2024 – Wednesday 10 July 2024 at 6.00pm

GB/18/23 Determination of confidentiality of business

It was

resolved

that there was one confidential item.

The meeting closed at 7.50pm.



Signed..... (chair) Date.....12.07.2023.....