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**School:** The Lanes  
**Meeting title:** Spring term meeting of the governing body  
**Date and time:** Wednesday 19 March 2025 at 6.00pm  
**Location:** At the School – Cator Lane site

**Membership**  
'A' denotes absence

Vacancy – co-opted  
Vacancy – co-opted  
Vacancy - parent  
Mrs H Faccio  
Dr D Sirl  
Mrs R Wise  
Mr R Guyler (vice-chair)  
A Mr A Barker (chair)  
A Mr T Herbert  
Mrs C Heath  
Vacancy - LA  
Mrs L Wignell  
A Mr D Goodbarton  
Mrs E Ireland  
Mr P Wilkes (headteacher)

**In attendance**

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

**GB/01/25 Apologies for absence Action**

Apologies for absence were received from Mr A Barker (on holiday), Mr T Herbert, Mr D Goodbarton and Miss A Hodkin (all work commitment) and Mrs M Brown (illness)

It was

**resolved**

that the governing body consent to these absences.

**GB/02/25 Declaration of interest**

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

**GB/03/25 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, one parent and LA governor.

As the school is to join the WHP MAT on 1 May, it was decided to take no action on these.

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

Mrs C Heath, Mr T Herbert and Mrs L Wignell all co-opted governors, end of term of office 17 October 2025.

Mrs H Faccio, Dr D Sirl and Mrs R Wise all parent governors of term of office 27 September 2025.

The headteacher agreed to meet with WHP to ascertain the governor membership once the school joins the MAT. ht

**GB/04/25 Approval of minutes of autumn term meeting and any additional special governing body meetings**

The minutes of the autumn term meeting held on 13 November 2024 having been previously circulated were confirmed and signed by the vice-chair.

*Review of actions*

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

**GB/05/25 Receipt of minutes and approval of policies from committees and working parties**

*Pupils, Standards and Strategy meeting held on 5 March 2025*

Minutes of the meeting had been uploaded onto governorhub.

*Finance Pupil and Personnel meeting held on 17 March 2025*

Minutes of the meeting had been uploaded onto governorhub.

*Approval of Finance Policy*

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

**GB/06/25 Holding executive leaders to account**

The headteacher highlighted the following points from his report:

- Attendance, which is in line with national figures.

**A governor asked** why two particular year groups had low attendance figures.

The headteacher responded that this is due to special circumstances in those year groups.

He also informed the meeting of an issue regarding lateness – this to be tackled in the near future.

- Prejudicial incidents and bullying – how these had been dealt with.
- Physical intervention, relating to one child, again how this had been dealt with.
- SEND – details of numbers and funding. Also, a review undertaken to ensure that TA time is more effectively timetabled.

- **Confidential item**
- Safeguarding

**Governors noted** the detailed report written by Sam Mensah of WHP MAT, following his visit talking to Y2 pupils – Pupil Voice.

- Staffing details, with a possible restructuring of the SLT.

**Mrs Faccio left the meeting at 6.37pm**

- Quality of Education.
- Details of Pupil Premium.
- Progress of SIP.
- Details of CPD.
- Parent complaint, along with how this was dealt with.
- Financial matters.
- Health and Safety.

**GB/07/25      **Overseeing Financial Performance - Financial reporting****

*Approval of*

*School budget*

This had been agreed at the FPP meeting on 17 March and was **formally approved** by this meeting.

*Scheme of Delegation (agenda item - summer term 2024) for 2024/2025*

This had been agreed at the FPP meeting on 17 March and was **formally approved** by this meeting.

*Schools Financial Value Standard (SFVS) for 2024/2025*

This had been agreed at the FPP meeting on 17 March and was **formally approved** by this meeting.

*Year-end re-forecast*

This had been agreed at the FPP meeting on 17 March and was **formally approved** by this meeting.

*Services for Schools - Buy Back of NCC Services*

This had been agreed at the FPP meeting on 17 March and was **formally approved** by this meeting.

**GB/08/25      **Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff****

Details of this had been included in the headteacher's report.

<b>GB/09/25</b>	<b>Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)</b>	
	Mr Guyler is to meet with the headteacher to inspect the Single Central Record and carry out the confidential file audit.	<b>RG+ht</b>
<b>GB/10/25</b>	<b>Corporate Directors' reports</b>	
	<i>Headteacher Wellbeing Support Package</i>	
	<i>Small Schools Sustainability Strategy</i>	
	These were noted by the meeting.	
<b>GB/11/25</b>	<b>Communication received and updates</b>	
	<i>From Clerk - Governor Newsletter two editions</i>	
	The clerk highlighted the following items:	
	<ul style="list-style-type: none"> <li>• Governor Conference</li> <li>• HR updates</li> <li>• Safeguarding matters</li> <li>• Children's Wellbeing and Schools Bill</li> </ul>	
<b>GB/12/25</b>	<b>Report from training co-ordinator including review of governor training audit and training requirements for 2025/2026</b>	
	The training co-ordinator had left the meeting.	
<b>GB/13/25</b>	<b>General Data Protection Regulations</b>	
	<i>Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)</i>	
	<i>Report from the DPO and Information Governance Governor</i>	
	This had been dealt with at FPP.	
<b>GB/14/25</b>	<b>Review of all recent governor monitoring visit reports (Safeguarding, SEND, PP and link governors - linked to School Improvement Priorities)</b>	
	Mr Guyler had attended in connection with Safeguarding. He had also accompanied a residential visit, with a further visit planned.	
	Mrs Heath is to visit in connection with SEND.	
<b>GB/15/25</b>	<b>Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account</b>	
	Questions and challenges at the two committee meetings.	
	Governor review and approval of policies.	
	Governor questions related to headteacher's report.	
	Governor involvement in financial matters.	

**GB/16/25 Confirmation of dates for 2025-2026 to be agreed at the meeting in conjunction with the clerk**

The governing body

**agreed**

Summer term PSS – Wednesday 9 July 2025 at 5.00pm  
Summer term FPP – to be agreed.  
Summer term 2025 – Wednesday 9 July 2025 at 6.00pm

Autumn term 2025 – to be agreed  
Spring term 2026 – to be agreed  
Summer term 2026 – to be agreed

**GB/17/25 Determination of confidentiality of business**

It was

**resolved**

that there was one confidential item.

**The meeting closed at 7.17pm.**

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