
School: The Lanes Primary
Meeting title: Spring term meeting of the governing body
Date and time: Tuesday, 13 March, 2018 at 6.00pm
Location: At the school

Membership
'A' denotes absence

A	Mrs H Tarrant
	Dr M Wilson
	Mrs R Briody
	Mrs S Brown
	Mrs N Masters
	Mr R Guyler (vice-chair)
	Mr A Barker (chair)
	Mr T Herbert
	Mrs C Heath
	Mrs S Birchall
	Mrs L Wignell
	2 x co-opted vacancies
	Mrs J Reville (Headteacher)
	Ms L Harris

In attendance

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

GB/01/18 Apologies for absence Action

There were no apologies for absence.

Dr M Wilson did not attend the meeting but did not send apologies.

The headteacher informed the meeting that he had removed his children from the school and is quite likely to resign as a governor. The chair agreed to contact him. **chair**

GB/02/18 Declaration of interest

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

Mrs Harris agreed to take note of governor questions and challenges throughout the meeting.

GB/03/18 Review of membership

Governors received and noted the governing body membership list, which had been previously circulated.

The clerk highlighted the following vacancies on the governing body:

Two co-opted vacancies. Governors were encouraged to try and identify suitable candidates. The current absence of ethnic diversity was noted.

GB/04/18 Approval of minutes of autumn term meeting

The minutes of the autumn term meeting held on 8 November, 2017 having been previously circulated were confirmed and signed by the chair.

Review of actions

GB/18/17 LA funding – the meeting was informed that the LA had agreed to revert back to the original position. They would, however, carry out an audit in the autumn term.

GB/19/17 Headteacher appraisal training – Mrs Birchall had updated her training. Other governors were encouraged to undertake this training.

All govs

All other matters had been dealt with or sent to committees.

GB/05/18 Receipt of minutes and approval of policies from committees and working parties

Finances, Premises and Personnel Committee held on 13 December, 2017

The following items were highlighted:

- Health and Safety, along with asbestos. New H & S policy for each site formally approved by this meeting.
- Details of re-decoration at each site.
- New boilers fitted at the Cator Lane site – funded by the LA.
- Staffing matters.
- Budget update.
- Whistleblowing policy – formally approved by this meeting.

Pupils, Standards and Strategy Committee held on 12 December, 2017 and 31 January, 2018

The following items were highlighted:

- Pupil Premium.
- SEND, where Mrs Heath was appointed link governor.
- Safeguarding, including details of an audit.
- Progress on the SIP.
- Assessment details, along with data and progress details.
- Appointment of assessment link governor - Mrs H Tarrant.
- Monitoring review.

Governors questioned the possible use of Challenge Partner

The following policies agreed at the meetings were formally approved by this meeting:

Child protection Anti-bullying Behaviour Photo Prevent

Pay Committee held on 20 November, 2017

Nothing to report.

GB/06/18 Headteacher's report

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

- Pupil data – most detail on this had been dealt with at PSS committee meeting.
- Pupil numbers, where the relatively high level of pupil movement in and out of the school was noted.
- Y2 numbers issue – currently 98 pupils, three classes. Has the 30 class maximum been rescinded?

Mrs Briody joined the meeting at 6.33pm

The meeting discussed this at great length, with no satisfactory solution being finalised. It was agreed that it was inappropriate to divert the extra 8 children into another year group.

Headteacher to email Linda Foster for advice and clarification.

ht

- SEND update, including the decrease in LA funding.

Governors questioned if the recent autism training had been cascaded down to other teachers.

- Attendance and behaviour – both good.
- SATs week, commencing 14 May, 2018. Governors were invited to attend school to assist with administration.
- Details of Pupil Premium and Sports Grant funding and expenditure, along with impact.
- British Values, along with DARE.
- Staffing matters.

Governors questioned the high level of MDSA absence.

- Details of school self-evaluation and monitoring.
- Progress on the SIP.
- Fund raising by the PTA.
- Premises updates.

GB/07/18 Information from the Corporate Director for consideration and action

The clerk directed the meeting to actions for governors within the report.

The headteacher informed the meeting that she and the office manager had attended the initial training event that same afternoon. She gave the meeting a brief outline.

It was agreed that matters in connection with this go to FP&P.

FP&P

Appointment of school DPO to be decided at FP&P.

FP&P

Mr Barker agreed to become the GDPR link governor and attend the training.

chair

The headteacher informed the meeting that Tim Hancox, school ICT support would sort individual governor email addresses.

ht/TH

GB/08/18 Approval of

School budget

The chair had previously emailed the spring term budget report to all governors.

This included likely 2017/18 underspends of £113k for Meadow Lane and £68k for College House. News of the likely The Lanes 2017/18 underspend is likely to be £151k

All underspends to be built into the 2018/19 budget. A healthy draft budget has been drawn up. This predicts a surplus of £294k – just over 13%.

The final budget will be set and approved at the next meeting of FP&P.

Schools Financial Value Standard (SFVS)

This had been agreed at the FP&P meeting the previous evening and was formally approved by this meeting.

Chair to send copy to finance section of the LA.

chair

Year end re-forecast

See above.

Mrs Harris left the meeting at 7.15pm

GB/09/18 Policy update – to approve policies referred from the previous meeting or committee meetings

See GB/05/18 above.

The meeting formally approved the updated Finance policy, with name changes and change of committee name and membership.

GB/10/18 Communication

From chair

The chair informed the meeting of a complaint received from a resident living opposite the school – this was in connection with lights from the school shining through her windows.

He had responded to the complainant.

From clerk – Governor Newsletters

The clerk directed governors to the two newsletters and encouraged them to take note of the contents.

GB/11/18

Report from training co-ordinator including review of governor training requirements for 2018

Mrs Briody informed the meeting that she had completed the governor skills spreadsheet following forms sent in by governors. One or two governors have still to send these in. Current gaps were identified.

**Some
govs**

She requested that all governors email her with details of training undertaken in the previous three years.

All govs

Governors questioned if the LA could provide these from Eventbright.

clerk

Whole school Safeguarding training event – Wednesday 21 March at 4.00pm at Cator Lane site. Recommended that all governors attend.

All govs

GB/12/18

Governor monitoring visits

Governors were reminded of the forthcoming Governor Week – commencing 30 April, 2018. Headteacher to email details.

ht

Details of further governor visits is included in committee minutes.

GB/13/18

Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Challenge in respect of use of Challenge partner.

Lengthy discussion in relation to Y2 class numbers, along with possible solutions.

Question in relation to cascading of autism training.

Promised governor involvement in SATs week – along with explanation of their role.

Query in relation to MDSA absence rate, along with possible solution offered.

Discussion of GDPR – it's effect upon school practice.

GB/14/18

Confirmation of date for 2018

The governing body

agreed

Summer term – Tuesday, 5 June, 2018 at 6.00pm

GB/15/18 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 7.40pm.

Signed(chair) Date

