
School: The Lanes Primary
Meeting title: Spring term meeting of the governing body
Date and time: Tuesday 26th March, 2019 at 6.00pm
Location: At the school

Membership
'A' denotes absence

Mrs H Tarrant
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
Mrs A Cawdell
Mr T Herbert
Dr J Twycross
Mrs J Revill (Headteacher)
A Ms L Harris

In attendance

Mrs J Kirkwood (clerk to the governors)
Mrs M Brown – associate member
Miss A Hodkin – associate member

* (c

GB/56/19 Apologies for absence Action

Apologies for absence were received from Ms Harris.

It was

resolved

that the governing body consent to this absence.

GB/57/19 Declaration of interest

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

GB/58/19 Review of membership

Dr Twycross was welcomed to the meeting as the newly elected parent governor.

Mrs Cawdell was also welcomed as the new Co-opted member.

The clerk highlighted that there is still one vacancy for a co-opted member. Mr

Barker asked that people think about who they could approach to fill that co-opted vacancy.

Dr Twycross asked if there were any particular skills required. It was felt that local community links would be beneficial, perhaps from a faith group or a local PCSO. A discussion was held around the number of parents on the governing body and the general feeling was that the school shouldn't have any more parents.

Mr Barker informed the new governors about the committee structure and urged them to visit the committee meetings and then decide which they'd like to join.

Mr Barker checked the personal email addresses used on the membership list and asked all governors to use their school email address.

The clerk agreed to pass on the updated information to Governor services.

Clerk

GB/59/19

Mrs Heath joined the meeting at 8.15pm.

Governing Body Code of Conduct

Mr Barker agreed to circulate the Governing Body Code of Conduct after the meeting and asked that any questions to be sent to him in advance, amendments will be made accordingly and the code of conduct will be signed at the next meeting.

AB

GB/60/19

Approval of minutes of autumn term meeting

- **Review of actions**

GB/36/18 - The clerk reminded governors to check their details on governorhub and the school website. Mrs Revill informed governors the website had been updated following the last meeting, and asked for a biography from each governor to include on the website. She added that if governors would prefer not to have this information on, there was no pressure to do so.

All gobs

GB/27/18 - NGA Membership – following discussion, the meeting agreed to trial a one-year standard membership. Mrs Revill agreed to check that this had been undertaken.

HT

GB/46/18 - The issue of a possible Grade 5 post was raised – work has still to be done on this. It was noted that this is a very time consuming process and the matter will be dealt with at committee. It was agreed that Mrs Revill and Mrs Birchall will lead on this.

HT & SB

GB/61/19

Receipt of minutes and approval of policies from committees and working parties

Mr Barker reminded governors that minutes from all committees were available to view on Governorhub.

Finances, Premises and Personnel Committee held on 9 October 2018

Mr Barker reported the following highlights;

1. Lighting in the school being replaced in the classrooms with LED lighting, This work will be undertaken during the Easter and May half term holidays.
2. Boilers at Cator Lane have been replaced, a problem with pipe work had been identified causing some flooding which had led to school closures. This issue has been temporarily repaired. During the summer holidays Nottinghamshire County Council have agreed to replace this pipework at their cost.
3. It was reported that a Nottinghamshire County Council conditions survey had been undertaken, and the school were awaiting the report.

4. Staffing – one long term illness
5. Appraisals – all completed
6. Finance –the first full budget since the amalgamation had been received, numbers were increasing in the school but the funding formula which the Local Authority use has changed. Mrs Revill reported that the school had received an overpayment and a meeting was held before Christmas and following lengthy discussions it has been agreed that the school could retain this. Mrs Revill added that a careful review of the budget is required as the money the school receives over the next 12 months will be reduced. Mrs Revill informed governors that she was developing a budget for the next financial year.
7. Policies reviewed and agreed at the committee meeting were; Appraisal, Whistle Blowing, Code of conduct for staff, Acceptable use, and Single equality.
8. GDPR policies were also reviewed. Reminder what to do if there is a data breach. 72 hours to report. Mr Barker urged governors to report to the Data Protection Officers as soon as they realise a breach has occurred.

Pupils, Standards and Strategy Committee held on 12 November 2018

Mr Guyler highlighted the following points:

1. The new curriculum had been assessed and had all been implemented. There was an inset day planned in June to progress this with staff.
2. Data explored and a Performance and Assessment training event is due to take place on 8th May to understand this better. All governors welcome.
3. SEND and Pupil Premium was discussed, with a report detailing how children were supported.
4. The School Improvement Plan was reviewed and it was felt that all was on track.
5. Following policies reviewed, Child Protection, Peer on Peer abuse, behaviour, code of conduct, prevent plan.
6. Governor visits were also discussed.

All gobs

Approval of NCC Pay Policy

Reviewed and agreed the pay policy at the last FPP meeting held on 18th March 2019

GB/62/19

Safeguarding update and review – governors to sign for KCSIE and other safeguarding policies

- Keeping Children Safe in Education – all Governors reminded to read Part 1
- Review undertaken in December and Child Protection file audit undertaken.
- Every term Mr Guyler undertakes a safeguarding audit. All training is up to date.
- Single Central Record was also viewed
- CPOMS is being used and updated and Mr Guyler agreed to check
- Managing allegations – Mrs Revill has attended this training.
- Mr Barker was asked to attend training on managing allegations in case of need.

All gobs

RG

AB

GB/63/19

Head teacher's report

Mrs Revill uploaded the Head teachers report to governor hub ahead of the meeting. The following points were highlighted:

1. The school roll is now 576. Since the last report in November the school have admitted 8 children and 7 children have left. There are currently 89

- children in Reception but have been asked by admissions to go over 90 in order to admit twin girls.
2. Indicative figures are looking good for September 2019. Mrs Broidy stated that the after school provision at the school may be deterring parents sending their children here as the capacity is limited.
 3. Dinner figures have dropped at Meadow lane, themed days suggested to increase numbers. School council to be involved, Mrs Revill agreed to explore this.
 4. Attendance positive – lots of 100%. Families with issues with attendance are still being monitored.
 5. SEND update – Family Senco still off sick so Mrs Revill has been fulfilling this role. She added that she had visited the children across all schools in preparation for the bid writing.
 6. Meeting took place with parents on anxiety and ASD. Follow up required.
 7. Behaviour still remains good and the school are constantly working towards keeping the high standards for the children. 1 fixed term exclusion for a year 5 pupil.
 8. There have been two recorded incidents of racism
 9. Assessment week in lower school this week, practice SATs next week. Governor complemented the school about their approach to SAT's and in particular the fact that the year 2 children don't know that they are sitting them.
 10. Mrs Birchall noted that the data had been challenged in some detail at the PSS committee.
 11. CPOMS system working well, staff logging any issues they may have and Mrs Revill gets the alerts enabling her to have a good overview.
 12. PE funding working well with 76 children going swimming. This extended period had been financed by the school's PE funding and has allowed children to develop their swimming technique and levels of stamina appreciably. In December, out of 76 Year 4 children, 39 could swim 25+ metres. This number has increased to 65, which is a fantastic achievement. In the summer term, Year 5 and 6 children who have not reached the required standard will go to Bramcote Pool for further lessons.
 13. Staffing – a lot of sickness, both long term and random. This was having an impact prior to Christmas and continues to have an impact. Mrs Revill added that the supply teacher covering year 5 has been an excellent member of staff who attended parents evening. It is hoped that this staff member will remain until the staff member is back from sickness.
 14. The two new temporary TLRs awarded to two members of staff have been very successful and this has strengthened the SLT in many ways.
 15. Education Advisor report was circulated to governors, he walked around the school, looked at the data and appreciated the SEF and the SIP. Nothing picked up that the school didn't already know about, key areas for improvement were highlighted.

HT

Mrs Revill asked if the head teachers report contained the information required by governors. All agreed that it did and they thanked her.

GB/64/19

Approval of (if applicable)

- **School budget** – Delegated to FPP
- **Schools Financial Value Standard (SFVS)** – Circulated to governors ahead of the meeting by Mr Barker, external and independent audit completed and good feedback given.

GB/65/19 Update on appraisal process for Headteacher and staff.

Midterm review undertaken, all on target. Hoping to undertake final review at the end of the year, Simon Thompson external appraiser coming to his final year.

It was agreed that the governing body needed to seek recommendations for his successor towards the end of next year.

GB/66/19 Information from the Corporate Director for consideration and action

- **Nottinghamshire Safeguarding Children Partnership**

The clerk referred governors to the Nottinghamshire Safeguarding Children Partnership Directors report which was available to view on Governor hub. She explained that this new partnership had replaced the Safeguarding children's boards. She brought governors attention to the 'Action for governors' section.

GB/67/19 Communication

- **From chair**

Mr Barker informed governors that there had been an ongoing issue with a neighbour and complaints had been made about the playground and the children using balls. Mrs Revill had agreed that no balls were to be in the playground before 9.00am and added that balls were typically used at breaks and lunchtime, occasionally after school.

Mr Barker to respond stating that the school have accommodated as much as they can. It was suggested that the letter also includes that the governing body unanimously agreed with the approach that the school had taken.

AB

Mrs Heath questioned that a log was kept regarding these complaints. Mrs Revill confirmed that all complaints were logged.

- **From headteacher**

Nothing to report. She added that parking continues to be an issue, but the school are encouraging parents to contact PCSO's to express their concerns.

- **From clerk - Governor Newsletter**

The clerk informed governors that there had been 2 newsletters since the last governing body meeting which were both available to view on Governor Hub. **January 2019** – the following articles were highlighted:

- What to do when a governor leaves your governing body?
- GDPR – 'Hot topic' sessions
- Data dashboards
- Website Compliance SEND update

February 2019 – the following articles were highlighted:

- Is your governance information up to data on the Department for Education

website?

- Safeguarding updates – recent articles all uploaded
- Missing children – What can governor do?
- Ofsted consultation for changes to the education inspection framework
- Governor training and recruitment

GB/68/19

Report from training co-ordinator including review of governor training requirements for 2019

Mrs Broidy – asked if buddies had been set up for the new governor.

Dr Twycross – Mrs Broidy

Mrs Cawdell – Mrs Masters

Both encouraged to attend New Governor induction training.

JT & AC

Skills matrix will be circulated to the new governors.

Mrs Broidy urged all governors to update their training logs on Governorhub.

All gov's

Mrs Birchall attended 'Measuring the impact of the governing body' training and stated that she was very disappointed with the delivery and the content of the training. The governors held a discussion about the training package that the school buy and considered whether it was worth it. Mrs Broidy agreed to feed this back at the Training coordinator meeting.

RB

Mrs Birchall and Mrs Broidy agreed to look in more detail at the training package and to consider whether school based tailored training would better meet the needs of the school .

RB & SB

Miss Hodkin left the meeting at 7.30pm

Discussion held around the governor self-evaluation tool. Governors asked to complete and return to Mr Barker who will collate and return to all governors to discuss at the next FGM meeting.

**AB
All Govs
Agenda**

GB/69/19

Governor monitoring visits

SEND

Report received from Mrs Heath. Mrs Heath informed governors that she had looked at SEN pupils and how they were getting on. She had attended a meeting with Mrs Brown Senco to ensure that she was supported in her role and that the staff within the school were supporting the SEND children adequately.

Mrs Heath walked around the school and observed the children being well included and accessing their education happily.

She added that the new system for parents was working well which has opened the communication system even for those parents who don't want to engage.

Mrs Heath commented that the 'hands on' approach was really beneficial and she urged governors to read the SEND action plan.

Another meeting will be held next term to review the SEND provision within the school.

Mrs Broidy asked about the SEND provision should Mrs Brown leave. Mrs Revill stated that there were two staff that are trained so the school were covered if this instance occurs.

Mrs Revill asked link governors who were assigned to each strand of the SIP to arrange visits. Mr Twycross asked for clarification on the strands which Mrs Revill

All gov's

provided.
Strands:

- 1. Reading and spelling
- 2. Curriculum
- 3. Assessment
- 4. Teaching and learning maths
- 5. Leadership and management and Pupil Premium

All govs

It was suggested that a Governor visit folder be created on Governorhub. Mrs Revill agreed to action this to enable the reports to be centrally stored.

HT

Mr Barker stated that the 'governor weeks' had worked well in the past and all agreed that they should do them again. It was felt that it provides a good opportunity to see what is going on around the school, observe lessons etc. Mrs Revill agreed to ask staff to identify week and then circulate dates to governors.

HT

Week Commencing 13th May 2019 – Mrs Revill requested volunteer governors to oversee the administration of the SATs. Mrs Brown asked that governors let Mrs Revill know asap as an unknown presence for the pupils might have a detrimental effort.

All govs

GB/70/19 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Head Teachers report
SEN report
Challenge in PPSS around attainment and data
Safeguarding challenges ensuring in line with advice

GB/71/19 Confirmation of date for 2019

Summer term – Tuesday, 4 June, 2019 at 6.00 pm
Mrs Birchall – apologies

Committee dates:
FPP – Monday 20th May 2019 – 6.00pm (Meadow Lane)
PSS – Monday 15th July 2019 – 6.00pm (Cater Lane)

GB/72/19 Determination of confidentiality of business

It was deemed that all papers and reports be made available as required.

The meeting closed at 8.00pm.

Signed (chair) Date