



School: The Lanes
Meeting title: Spring term meeting of the governing body
Date and time: Wednesday 17 March 2021 at 6.00pm
Location: Virtual using Zoom

Membership
'A' denotes absence

Mrs H Tarrant
Mrs R Briody
Mrs S Brown
Mrs N Masters
Vacancy – co-opted
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)
Mrs M Brown – associate member
Miss A Hodkin – associate member

GB/01/21 Apologies for absence Action

There were no apologies for absence, but Mrs Cawdell had resigned as a co-opted governor.

GB/02/21 Declaration of interest

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

GB/03/21 Review of membership

The clerk highlighted the following vacancies on the governing body:

Following the resignation of Mrs Cawdell, there is one co-opted vacancy.

Following discussion, the meeting agreed to the appointment of Mrs H Tarrant as a co-opted governor.

The re-appointment of Mrs S Birchall as LA governor had been approved by the Strategic Director of the LA.

The meeting agreed unanimously to her re-appointment.

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

Mrs R Briody, Mrs S Brown, Mrs N Masters and Mrs H Tarrant – all parent governors – end of term of office 28 September 2021.

The meeting agreed that the parent governor election process could commence in July 2021.

A governor questioned the “end of term of office” and election process.

Mrs C Heath, Mr T Herbert and Mrs L Wignell – all co-opted governors – end of term of office 17 October 2021.

Following discussion, the meeting agreed to the re-appointment of Mrs Heath, Mr Herbert and Mrs Wignell.

Mrs M Brown and Miss A Hodkin – both Associate Members – end of term of office 28 September 2021.

Following discussion, the meeting agreed to their re-appointment as Associate members.

GB/04/21

Approval of minutes of autumn term meeting and any additional special governing body meetings

The minutes of the autumn term meeting held on 11 November 2020 having been previously circulated were confirmed.

Review of actions

GB/34/20 Confirmations on governorhub – it was noted that several governors had still not done this. Office to check and inform. **office**

GB/40/20 Reporting of Committee minutes to FGB – the summary report had not been done for this meeting.

A governor requested that this be commenced at future meetings.

GB/45/20 Review of MDSA salary structure – Mrs Birchall to meet with the headteacher to discuss this. **SB+ht**

GB/47/20 School Travel Toolkit – Mrs Birchell reported that she had reviewed this and saw it as a valuable resource stating that perhaps one of the teachers or TAs could use it as a development opportunity to promote it in school.

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

GB/05/21

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

Finance, Premises and Personnel Committee held on 15.03.21

The meeting was informed that, as the meeting had been held just two days previously, no minutes are, as yet, available.

However, much of what was discussed and decided will be dealt with under GB/07/21.

Action

The meeting was informed that a resolution to the Meadow Lane toilets issue had been agreed, but will take some time to implement due to needing to be done over a holiday period. .

Remote Learning Policy was **formally approved** by this meeting.

Mrs Birchall reported that she had reviewed the LA model Complaints Policy. She recommended that the school personalise this and adopt it. To be sent to PSS.

PSS

Comments were invited from governors.

All gobs

GB/06/21

Headteacher's report

The headteacher highlighted the following points from her report, which had been uploaded onto governorhub:

- Pupil numbers, which are stable.
- Attendance, along with Covid effects.
- Covid update.
- Remote Learning.

Governors questioned the level of engagement of pupils working at home.

The headteacher responded that this was generally very good.

Governors further questioned what measures had been taken to encourage those children/families who were not engaging.

A variety of measures were outlined.

Governors asked if these children were readily identifiable on their return to school.

The meeting was informed of the programme of assessment being carried out, along with planned interventions, with two planned waves of children identified

The SEND co-ordinator highlighted the issue of the length of time it is taking to action pupil referrals – approximately 22 months.

A governor reported that she had been in contact with the Community Paediatrician expressing her concerns.

There is a massive shortfall in funding here.

Governors asked if there is any way they could assist.

It was stated that letters to the local MP may raise the profile of this matter.

Mrs Brown agreed to meet with Mrs Heath to discuss possible further actions on this matter.

MB+CH

- Parent questionnaire, where there was a very positive response.
- A parent complaint, currently being investigated by the headteacher.

- Assessment details for this term, along with planned interventions.

A governor asked if the children were returning to school this time in the same manner as after the first lockdown.

Far more children had remained in school this time. Children this time had returned more anxious and quite loud.

A governor asked if there were whole cohort issues.

Children's writing had been identified as a major issue – with a major focus being placed on this by the school.

Plans for Maths were outlined.

- Planned PSS Committee meeting.

The headteacher suggested that the PSS Committee meeting planned for later this term be postponed to early next term as currently there is no data to discuss.

A governor raised concern that questions asked for prior to the last meeting, in relation to the SIP, had not been circulated to all governors, nor had there been any responses.

The headteacher responded that the SIP needed a full review due to the pandemic.

She undertook to do this and email to all governors shortly after the Easter break.

Governors would then have the opportunity to submit questions.

The chair, Dr Twycross and Mrs Tarrant agreed to collate the questions and re-send out to all governors.

Chair+JT+HT

- Staffing, including measures planned to cover two new maternity leaves.

GB/07/21 Approval of

All relevant finance documents had been previously uploaded onto governorhub. A two page report prepared by Vickie Lievesley summarised the financial position of the school.

School budget

A 2021/22 had been agreed at the FPP meeting on 15 March 2021. This had been placed on governorhub.

The chair outlined the major elements, stating that it covered all matters.

The predicted surplus was £405,953 – 14.42%.

This was recognised as being in excess of the permitted LA 8%. Ideas were sought from the meeting for projects which would benefit both children and staff.

It was agreed that an additional meeting may be needed to discuss this.

This meeting **formally approved** the budget set at FPP.

Scheme of Delegation for 2020/2021

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

School Fund Account

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

Schools Financial Value Standard (SFVS) for 2020-2021

The chair explained SFVS to the meeting and informed them that much of the work had been carried out by the school financial advisor – Vickie Lievesley.

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

Year-end re-forecast

This not yet currently available.

agenda

Services for schools

The chair expressed concern over finding out detailed information on some of the LA Services.

He agreed to check the £8k expenditure listed for IT.

A governor questioned the teacher to pupil ratio – is it high enough?

Subject to the above, the Services for Schools buy-back was **formally approved** by this meeting.

GB/08/21 Update on appraisal process for Headteacher and staff

The headteacher reported that the appraisal process for both headteacher and staff is in line with expectations.

Reviews will take place during the summer term.

GB/09/21 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems

Mr Guyler will meet with the headteacher to review the confidential files.

RG+ht

GB/10/21 Update on Lime Trees provision

Lime Trees had taken over pre and after school provision after the half term break.

The same staff had been employed.

The headteacher reported that all is working well.

GB/11/21 Discussion on school status

Confidential item, see separate sheet.

GB/12/21 Information from the Corporate Director for consideration and action*Blended Learning*

Children Missing in Education (CME) Strategy

Considering Everyone's Wellbeing in Schools: an update

These were noted by the meeting.

GB/13/21 Communication

From clerk - Governor Newsletter

The clerk reminded governors of the two newsletters this term.

GB/14/21 Report from training co-ordinator including review of governor training requirements for 2021

Governors were reminded of the e-learning Safeguarding training taking place on 31 March 2021.

All gobs

GB/15/21 General Data Protection Regulations

Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)

There are no changes.

Report from the DPO and Information Governance Governor

There are no breaches to report. There has been one subject access request, which has been satisfactorily dealt with.

The headteacher informed the meeting of the GDPR Policies folder, uploaded onto governorhub.

The GDPR Policy, provided by the LA, was **formally approved** by the meeting.

GB/16/21 Governor monitoring visits

A virtual Health and Safety Inspection had been carried out.

GB/17/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governor discussion on future membership.

Governor approval of Remote Learning Policy.

Governor questioning in relation to level of engagement of pupils during lockdown.

Governor questioning of measures to be taken to identify covid related learning gaps, along with steps to be taken by the school to remedy this.

Governor challenge and clarification of steps to be taken re questioning of the headteacher re the revised SIP.

Governor work and offer of further assistance to try and shorten length of time for pupil referrals.

Governor discussion and formal approval of finance matters.

Proposed meeting to review anonymised confidential safeguarding files.

Lengthy discussion on future status of the school.

Proposed e-learning Safeguarding training for all governors.

GB/18/21 Confirmation of dates for 2021-2022

The governing body

agreed

Summer term 2021 – Wednesday 9 June 2021 at 6.00pm

Autumn term 2021 – Wednesday 10 November 2021 at 6.00pm

Spring term 2022 – Wednesday 16 March 2022 at 6.00pm

Summer term 2022 – Wednesday 8 June 2022 at 6.00pm


GB/19/21 Determination of confidentiality of business

It was

resolved

that there was one confidential item.

The meeting closed at 8.35pm.

Signed  (chair)

Date 23.02.2022