

MINUTES OF MEETING

School: The Lanes
Meeting title: Summer term meeting of the governing body
Date and time: Wednesday 12 July 2023 at 6.50pm
Location: At the School

Membership
'A' denotes absence

A	Vacancy – co-opted
	Mrs H Faccio
	Dr A Naghiyev
	Mrs D Sirl
	Mrs R Wise
	Mr R Guylar (vice-chair)
	Mr A Barker (chair)
	Mr T Herbert
	Mrs C Heath
	Mrs S Birchall
	Mrs L Wignell
	Mr D Goodbarton
	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/24/23 Apologies for absence

Action

Apologies for absence were received from Mrs H Faccio (council meeting)

It was

resolved

that the governing body consent to this absence.

GB/25/23 Declaration of interest

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

GB/26/23 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

Following the resignation of Mrs Duthie, there are two co-opted vacancies.

Bearing in mind the likelihood of the school joining the WHP Academy Trust, the meeting decided to defer any action on this.

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

Mr A Barker and Mr R Guyler both co-opted both 12 November 2023 and Mrs H Carre, staff governor 17 December 2023.

Following discussion, the meeting formally approved the re-appointment of Mr Barker and Mr Guyler as co-opted governors. **HT**
The headteacher will initiate a staff election in the Autumn term.

GB/27/23 Approval of minutes of spring term meeting and any special governing body meetings

The minutes of the spring term meeting held on 8 March, 2023 having been previously circulated were confirmed and signed by the chair.

Matters arising/review of actions

GB/04/23 - GB/52/22 Appraisal training – Mrs Birchall and Mrs Heath have still to attend refresher training. **SB+CH**

All other matters had been dealt with or are on tonight's agenda.

GB/28/23 Receipt of minutes and approval of policies from committees and working parties

Pupils Standards and Strategy Committee held on 12 July 2023

This meeting was held immediately prior to FGB meeting, thus minutes not yet available.

Finance, Premises and Personnel Committee held on 23 May 2023

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

Inventory Lettings CCTV Visitors.

Other items from the meeting appear later in this meeting.

The minutes were **formally approved** by this meeting.

GB/29/23 Financial reporting

Approval of school budget

The 2023/24 budget had been set at the FP&P meeting on 23 May 2023. It has a predicted surplus of £320,080.

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

Governors noted the predicted year on year decrease in predicted underspend leading to a possible overspend by 2025/26.

The meeting was reminded that this is mainly due to a shortage of approximately 20 pupils in Reception. This could lead to a 20x7 years' shortfall.

Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return

Again, this had been dealt with at FP&P. The Revenue Balance on the 2022/23 budget was £369,403.

Of this £49,323 had been identified under a range of categories.

The BO2 statement was **formally approved** by this meeting.

GB/30/23 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:

- Attendance, which is good.

Governors sought detail of persistent absentees, along with measures undertaken to resolve issues.

- Pupil exclusions

Governors questioned the reasons for the exclusions.

- Details of racist incidents, along with measures taken by the school.
- Bullying incidents, especially cyber bullying.

Following **governor questions**, the meeting was assured that all incidents had been dealt with and managed effectively.

- SEND report – written by Michaela Brown and uploaded onto governorhub.

Difficulties with funding SEND were highlighted. **Governors sought detail of** a couple of children who were causing major concern.

Staff were praised for all the extra work they had put in dealing with SEND children.

- Safeguarding, where the continued use of CPOMS was highlighted.
- Staffing details.
- Ofsted priorities.
- Pupil Premium.
- CPD.
- Premises and Health and Safety.
- Community and extra-curricular activities.

The headteacher expressed her thanks to the school fundraising team.

GB/31/23 Update on appraisal process and wellbeing for headteacher and staff

Reviews had been completed, with new targets to be set in the autumn term.

The final headteacher appraisal meeting is to be held next week.

The headteacher reported that staff wellbeing is good, with a strong team ethic.

She stated that the modern, new staffroom had had a positive effect, encouraging staff to meet more regularly.

GB/32/23 Update on application to join WHP MAT

WHP had carried out a presentation to staff on Thursday 8 June and MDSAs and caretakers on Monday 12 June.

Mrs Birchall had met with TAs to reassure them of contract matters.

An email informing the LA of the application to join the WHP MAT was sent on 15 June 2023.

The formal online application was sent to the DfE on 21 June 2023.

Parent consultation meetings had been held on 4 and 10th July – with little response. No major concerns had been expressed.

Parents had also been invited to email responses.

WHP will carry out a site survey, with a valuer to visit the two sites in the near future.

The chair had been informed that the likely date for conversion would be February/March. If this is the case, then April would be better in relation to the financial year.

WHP had informed the school that, from September, The Lanes would be considered as part of the Trust as regards planning matters.

GB/33/23 Information from the Corporate Director for consideration and action

The Actions for Governors were noted by the meeting. However, governors believed that the school is already fulfilling all of these.

The meeting was reminded that Mrs Brown and Dr Naghiyev are to carry out a review of the SEND policy in order to make it more parent-friendly – a policy for managing expectations.

GB/34/23 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

There have been no breaches nor SAR requests this term.

GB/35/23 Receive report from the Designated CLA (Children who are Looked After) teacher (presented at least once per year)

The school currently has no LAC.

GB/36/23 Communication

From Clerk - Governor Newsletter

The clerk highlighted the following points from the two newsletters:

- Wellbeing support

- HR Updates
- Change to EMES
- Safeguarding matters
- Suspensions and exclusions – updated guidance
- Free Early Years child development training

GB/37/23 Approval of in-service training days (5) 2023-2024

The following dates were **formally approved** by the meeting:

4 September 2023 – admin day
 20 October 2023
 4 and 5 January 2024 (to be disaggregated)
 5 July 2024 Trust Day.

GB/38/23 Review of planning document: delegation and organisation of committees:

Agree committee structure and membership of committees

The meeting agreed to continue with the current committee format and membership.

Mr Goodbarton to decide which committee to join after he has attended both committee meetings.

Approval of scheme of delegation 2023-2024

The chair had updated the previous year's scheme. The new scheme was **formally approved** by the meeting.

Note annual planner 2023-2024 to support agenda setting

This was noted by the meeting.

Policy checklist 2023-2024 – statutory policies for schools

This was noted by the meeting.

Review of and appointment to link governor roles

Dr Sirl agreed to take responsibility for assessment.

Mr Goodbarton agreed to replace Mrs Birchall as Health and Safety governor – Meadow Lane site.

EYFS, Mental Health and Wellbeing link governor to be decided in the autumn term.

agenda

The headteacher agreed to upload a new complete list onto governorhub.

GB/39/23 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

Governors were encouraged to update their training record on the individual profiles on governorhub.

All gobs

Safeguarding training for all governors will take place in March 2024.

All gobs

All governors were asked to consider Safer Recruitment training.

GB/40/23 Review of governor monitoring visit reports – key actions for governing body

Mrs Birchall had made a Pupil Premium visit.

Mr Guyler had made a Safeguarding visit, along with Netball, Cricket and Athletics visits.

Mr Barker and Mr Guyler had attended residential visits to Sherwood Forest and Castleton.

Most governors had visited school during the Governor Week commencing 22 May 2023.

GB/41/23 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governor review of policies.

Governor discussion and formal approval of financial matters.

Governor questioning of elements of the headteacher report.

Governor decision to continue with application to join WHP MAT, along with consultation meetings held.

Review of committee structure, membership and link governors.

Range of governor visits into school.

GB/42/23 Confirmation of dates for 2023-2024 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Autumn term 2023 – Wednesday 15 November 2023 at 6.00pm

Spring term 2024 – Wednesday 28 February 2024 at 6.00pm

Summer term 2024 - Wednesday 10 July 2024 at 6.00pm

FP&P Committee – Monday 13 November 2023 at 6.00pm

PS&S Committee – Monday 27 November 2023 at 6.00pm

GB/43/23 Determination of confidentiality of business


It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.10pm.

Signed



(chair)

Date 15 November 2023