

MINUTES OF MEETING

School: The Lanes
Meeting title: Summer term meeting of the governing body
Date and time: Wednesday 10 July 2024 at 6.00pm
Location: At the School

Membership

'A' denotes absence

Vacancy – co-opted
Vacancy – co-opted
Vacancy - parent
Mrs H Faccio
Mrs D Sirl
A Mrs R Wise
Mr R Guylar (vice-chair)
Mr A Barker (chair)
A Mr T Herbert
A Mrs C Heath
Mrs S Birchall
Mrs L Wignell
Mr D Goodbarton
Mrs J Revill (Headteacher)
Mrs E Ireland

In attendance

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

GB/20/24

Apologies for absence

Action

Apologies for absence were received from Mrs R Wise (on holiday), Mr T Herbert and Mrs C Heath (both work commitment).

It was

resolved

that the governing body consent to these absences.

GB/21/24

Declaration of interest

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

GB/22/24

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 and one parent vacancy.

Bearing in mind the likelihood of the school joining the WHP Academy Trust, the meeting decided to defer filling the two co-opted vacancies.

Parent vacancy to be advertised at the beginning of the new academic year. ht

Mrs Birchall, LA governor, had previously informed the governing board of her intention to resign at the end of this academic year.

This would leave a LA vacancy. However, with the school soon to join WHP MAT, it was decided to take no action on this.

GB/23/24 Welcome to Mr Peter Wilkes

The chair welcomed Mr Wilkes to the meeting.

Mr Wilkes had visited the school on several occasions since his appointment.

He gave a brief introductory talk stating his previous experience and how much he is looking forward to starting his new post.

Mr Wilkes left the meeting at 6.10pm.

GB/24/24 Approval of minutes of spring term meeting and any additional special governing body meetings

The minutes of the spring term meeting held on 28 February 2024 having been previously circulated were confirmed and signed by the chair.

Review of actions

All actions had been completed.

The headteacher informed the meeting of the date of the Industrial Tribunal – March 2025.

She also gave detail of the progress on the parental complaint. WHP MAT had agreed to assist with this.

The meeting agreed the need to review the Complaints Policy.

GB/25/24 Receipt of minutes and approval of policies from committees and working parties

Pupils, Standards and Strategy meeting held on 18 March 2024

Mr Guyler reminded the meeting of contents of the meeting.

Finance Pupil and Personnel meeting held on 22 May 2024

Mr Barker reported on the contents of the meeting, much of which is dealt with in GB/26/24 below.

The Dinner Money Policy, reviewed at the meeting, was **formally approved** by this meeting.

The meeting was informed that the skills audit undertaken by the TAs had been most illuminating – a useful resource for future use by them.

The minutes for both of these meetings were **formally approved** by this meeting.

GB/26/24 Financial reporting

Approval of school budget

This had been agreed at the FPP meeting on 22 May and was **formally approved** by this meeting.

Scheme of Delegation for 2024/25

The chair highlighted amendments made by the LA to the new scheme.

Following discussion, the scheme was **formally approved** by the meeting.

A governor noted that the WHP MAT would probably have a different scheme.

SFVS for 2023/24

This had been agreed at the FPP meeting on 22 May and was **formally approved** by this meeting.

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

This had been agreed at the FPP meeting on 22 May and was **formally approved** by this meeting.

Approval of services for schools/review of contracts

This had been agreed at the FPP meeting on 22 May and was **formally approved** by this meeting.

Services for schools – buyback of NCC Services

This had been agreed at the FPP meeting on 22 May and was **formally approved** by this meeting.

GB/27/24 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:

- Pupil numbers, including in-year movements.
- Attendance, which is good.

Governors sought detail of the persistent absentees.

- Details of pupil exclusions and prejudicial incidents.

Governors noted actions taken by the school in relation to the above.

- Behaviour, which is generally good.

Governors discussed the school mobile phone policy, along with the difficulty of implementing action in the current climate.

- SEND, including large amount of transition work undertaken.
- Safeguarding.
- Staffing, including arrangements for September.

A governor asked if there had been much teacher mobility within school.

- Pupil performance including KS1 and KS2 SATs results.
- Pupil Premium.
- Staff CPD.
- Premises matters.
- Wide range of extra-curriculum activities including croquet.

The headteacher concluded her report with a huge thank you to the governing body for all their support and encouragement over the past 16 years.

GB/28/24 Update on appraisal process and wellbeing for headteacher and staff

The teacher's mid-term reviews had been completed. The new headteacher to finalise these next term.

The headteacher final appraisal to be completed next week.

A governor asked how the headteacher appraisal might change once the school joins the MAT.

In relation to well-being, the headteacher informed the meeting that, whilst all staff are shattered, nearing the end of a long term, they are in good spirits.

GB/29/24 Information from the Corporate Director for consideration and action

Pupil Place Planning

The report was noted by the meeting, but its accuracy was questioned.

GB/30/24 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

The headteacher informed the meeting of one minor breach.

GB/31/24 Receive report from the Designated CLA teacher (Children who are Looked After)

The school currently has no CLA.

GB/32/24 Communication

The clerk highlighted the following items:

- *Updates to Leave of Absence, Flexible Working and Paternity Policies.*
- *Cyber security – Mr Goodbarton agreed to undertake the training.*
- *Core functions of Governing Boards.*
- *Safeguarding issues.*

DG

- *Improving school attendance.*
- *PE and Sports Premium.*
- *British Values.*
- *Ofsted updates.*
- *Prevention of vaping.*

GB/33/24 Approval of in-service training days (5) 2024-2025

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

Monday 2 September 2024 – admin
 Friday 18 October 2024 – First Aid
 Friday 4 July 2025 – MAT day
 Monday 28 July – disaggregated day
 Tuesday 29 July - disaggregated day.

GB/34/24 Review of planning document: delegation and organisation of committees:

Note annual planner 2024-2025 to support agenda setting

agenda

Policy checklist 2024-2025 – statutory policies for schools

agenda

Both of the above to dealt with at the next FGB meeting.

GB/35/24 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

Mrs Birchall again requested that all governors check their training records on governorhub.

All gov's

The meeting agreed that a decision on the replacement training governor be delayed to the next FGB meeting.

agenda

GB/36/24 Review of governor monitoring visit reports – key actions for governing body

Mrs Birchall had met with the TAs during the skills audit – she stressed the importance of having a TA link governor.

Mr Guyler had visited to complete the Safeguarding audit.

The chair and vice chair had made numerous visits into school including assisting with the croquet visits.

GB/37/24 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governor challenges at both PSS and FPP committee meetings.

Review and approval of Dinner Money Policy.

Governor analysis and approval of financial matters.

Governor questioning of detail of persistent absentees.

Range of governor questions relating to the headteacher's report.

Governor approval of Inset Days.

GB/38/24 Confirmation of dates for 2024-2025 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Autumn term 2024 – Wednesday 13 November at 6.00pm

Spring term 2025 – Wednesday 26 February at 6.00pm

Summer term 2025 – Wednesday 9 July at 6.00pm

GB/39/24 Determination of confidentiality of business

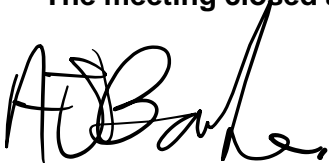
It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 7.10pm.

Signed



(chair)

Date 13.11.2024

At the end of the meeting, both the chair and headteacher thanked Mrs Birchall for the 35 years she had spent as a governor at the schools, noting her dedication and involvement.

She was presented with flowers and gift card.