
School: The Lanes Primary
Meeting title: Summer term meeting of the governing body
Date and time: Tuesday, 5 June, 2018 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
2 x co-opted vacancies
Parent vacancy
Mrs J Revill (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/16/18 | Apologies for absence | Action |
|-----------------|---|--|
| | <p>There were no apologies for absence.</p> <p>Mrs Harris agreed to take note of governor questions and challenges throughout the meeting.</p> | |
| GB/17/18 | Declaration of interest | |
| | <p>There were no declarations of interest, either direct or indirect, for items of business on the agenda.</p> | |
| GB/18/18 | Review of membership | |
| | <p>The clerk highlighted the following vacancies on the governing body:</p> <p>One parent and two co-opted vacancies</p> <p>The meeting agreed that the parent vacancy be advertised at the beginning of the next school year.</p> <p>Mrs Birchall informed the meeting that she knew of one person who might be interested in filling one of the co-opted vacancies – she was asked to further investigate this.</p> <p>All governors were encouraged to try and find a second possible candidate.</p> | <p>ht</p> <p>SB</p> <p>All govs</p> |
| GB/19/18 | Approval of minutes of spring term meeting | |

The minutes of the spring term meeting held on 13 March, 2018 having been previously circulated were confirmed and signed by the chair.

Review of actions

GB/10/18 Pupil numbers – the headteacher gave the meeting an update on the Y2 scenario for September 2018, when it is likely there will be 92 children.

Two classes of 30 children and one of 32 with two teachers – the LA had provided no extra funding for this.

Governors questioned various possible scenarios with movement of teachers/children.

GB/20/18 Receipt of minutes and approval of policies from committees and working parties

Finances, Premises and Personnel Committee held on 14 May, 2018

The meeting noted that these minutes had not yet been formally approved by the committee.

Mr Barker highlighted the following points from the minutes:

- Governors end of year statement 2017/18 (see GB/21/18 below)
- Revised budget plan 2018/19 – this to be formally approved tonight.
- Finance officer's report, where it was noted that the previous three budgets had been merged into one.
- Benchmarking exercise undertaken.
- DFC maintenance quotes.
- School fund accounts
- GDPR.
- Actions to be taken on the school inventory
- Staffing matters.

Pupils, Standards and Strategy Committee held on 8 May, 2018

The meeting noted that these minutes had not yet been formally approved by the committee.

Mr Guyler highlighted the following points from the minutes:

- GDPR.
- Inclusion report.
- Progress on the SIP.
- Data and Progression.

- Pupil Premium Strategy update and audit.
- Policy reviews – all formally approved by this meeting-

e-safety School Medicine Attendance (and tool kit)

GB/21/18 Financial reporting

Approval of school budget

2018/19 budget had been set at committee and was formally approved by this meeting.

There is an expected carry forward of £260k at the end of the financial year.

Projected budget plans for the next five years indicated a healthy picture.

Governors sought clarification on national funding formula.

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

Total revenue balance on 2017/18 budget of £150k – 12.07%.

BO2 form had been completed and returned to the LA indicating planned expenditure.

This included interactive whiteboards/laptops, toilet refurbishment and trim trail.

This was formally approved by the meeting.

Full details of both of the above are available to governors on governorhub.

GB/22/18 Headteacher's report

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

- Good pupil numbers – reception is full for September 2018.
- SEND update, where there is a considerable cut back on spending. Details of bids were given.
- Foundation stage report.
- Standards in KS1 and KS2 – headlines and actions.
- Details of Pupil premium and Sports Grant expenditure and outcomes.

Governors questioned if all outside providers are listed on the SCR.

- Details of revised plans for swimming.
- Staffing matters.

Governors questioned the SENCO role.

- Placement of TAs, September, 2018.

Governors questioned teaching staff placements for September, 2018.

- Progress on the SIP.

GB/23/18 Attendance Figures

The chair explained that this item had been included as attendance was falling close to the 96% Ofsted minimum.

An analysis of absences had been carried out – results were tabled at the meeting. This compared 2016/17 two school figures with single 2017/18 current amalgamated school figures.

Whilst it highlighted an increase in sickness, all other figures were slightly improved.

The meeting noted that several long-term illnesses had adversely affected the figures.

Governors questioned the use of penalty notices, but the meeting decided against this. Perhaps they could be used in individual cases in future.

Governors questioned how sickness figures could be reduced. The headteacher agreed to trial 24 hour instead of 48 hour return to school following sickness. **ht**

GB/24/18 GDPR – appointment and policies

Miss M Brown has been appointed as DPO.

Mr A Barker is the GDPO link governor.

The headteacher is the SIRO.

Mr Hancox is due to sort individual governor email addresses the next day.

The meeting formally approved GDPR policies outlined on governorhub. Relevant ones to go on the school website.

GB/25/18 Update on appraisal process for headteacher and staff

The next round of the headteacher appraisal is due to take place on 17 July, with Simon Thomson meeting with the chair, Mrs Birchall and the headteacher.

Teacher appraisal review are due to take place the same week.

GB/26/18 Information from the Corporate Director for consideration and action

Nottinghamshire County Council's Partnership Strategy for Looked after Children & Care Leavers 2018-21

and

Revised Guidance for Virtual School Heads and Designated Teachers (February 2018) - Governor update

This report was sent to Pupils, Standards and Strategy Committee.

PSS

GB/27/18 Communication

From clerk – Governor Newsletter

The Governor Code of Conduct article reminded the meeting that this is due for review - September, 2018. **agenda**

Governors questioned the continued membership of NGA – headteacher agreed to check. **ht**

GB/28/18 Approval of in-service training days

The meeting formally approved these dates:

Tuesday, 4 September, 2018

Friday, 26 October, 2018

Monday, 7 January, 2019

Friday, 24 May, 2019

Monday, 24 June, 2019

GB/29/18 Review of delegation and organisation of committees

Approval of delegation – decision planner 2018/19

The meeting noted that there is only one minor change and agreed that last years could be copied onto this year. **clerk**

Note annual planner 2018/19 to support agenda setting

Noted by the meeting.

Policy checklist 2018/19 – statutory policies for schools

The meeting agreed that the headteacher and chairs of the two committees meet and decide which policies should be allocated to which committee. **Ht+comm chairs**

This to be an agenda item on the next FGB. **agenda**

GB/30/18 Report from training co-ordinator including review of governor training requirements for 2018/19

Mrs Briody reported that she had set up a spreadsheet of governor training.

All governors had completed safeguarding and radicalisation training.

Finance is identified as an area of training need.

Remaining summer courses were noted. Also, the use of e-learning.

GB/31/18 Governor monitoring visits

The governor visits week had been very well attended.

The chair, vice-chair and Mrs Birchall had visited during SATs week, which had gone very well.

The chair had visited in connection with computer science.

Mrs Birchall had carried out a Health and Safety inspection.

Mrs Masters had visited in connection with Pupil Premium.

The chair and vice-chair had accompanied children on a visit to Twycross Zoo and Hartington.

Mrs Tarrant presented a written report following her Assessment visit – this was very positive and raised questions related to further development.

GB/32/18 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Possible filling of co-opted vacancy.

Challenge in relation to registration/teaching of Y2 children.

Review and approval of policies.

Question relating to national funding formula.

Question asking if all outside providers are listed on the SCR.

Questions relating to staffing changes for September, 2018 – both teaching and TA.

Questions relating to absence figures.

Clarification of GDPR – what resources governors need to keep on various devices.

Planned review of policy checklist and allocation to two committees.

GB/33/18 Confirmation of dates for 2018/19

The governing body

agreed

Autumn term – Wednesday, 7 November, 2018 at 6.00pm

Spring term – Tuesday, 12 March, 2019 at 6.00pm

Summer term – Tuesday, 4 June, 2019 at 6.00pm

GB/34/18 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 7.35pm.

Signed (chair) Date

