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**School:** The Lanes Primary  
**Meeting title:** Summer term meeting of the governing body  
**Date and time:** Tuesday June 4, 2019 at 6.00pm  
**Location:** At the school

## Membership

'A' denotes absence

	Mrs H Tarrant
A	Mrs R Briody
	Mrs S Brown
	Mrs N Masters
A	Mrs A Cawdell
	Mr R Guyler (vice-chair)
	Mr A Barker (chair)
	Mr T Herbert
	Mrs C Heath
A	Mrs S Birchall
	Mrs L Wignell
	Dr J Twycross
	Vacancy co-opted
	Mrs J Revill (Headteacher)
A	Ms L Harris

## In attendance

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

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## GB/01/19 Apologies for absence Action

Apologies for absence were received from Mrs R Briody (work), Mrs S Birchall (on holiday) and Ms L Harris (ill)

It was

### resolved

that the governing body consent to these absences.

Mrs A Cawdell was not present at the meeting, but had not sent apologies.

## GB/02/19 Declaration of interest

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

## GB/03/19 Review of membership

The clerk highlighted the following vacancies on the governing body:

One co-opted vacancy.

Dr J Twycross informed the meeting that he knew of a former parent who had expressed an interest in becoming a governor.

He was asked to request that this person contact the chair.

JT

The clerk informed the meeting that 5 co-opted and the LA governor end of term of office all occurred within a month of each other in 2021 and suggested that planning commence in the near future to address this matter.

The chair agreed to meet with governors to discuss this.

chair

**GB/04/19 Approval of minutes of spring term meeting**

The minutes of the spring term meeting held on 26 March, 2019 having been previously circulated and subject to the following corrections being made were confirmed and signed by the chair.

Spellings – Mrs Briody spelt several times GB/68/19 as Mrs Broidy

Spelling GB/68/19 governors spelt governros.

Spelling Gb/71/19 Cater Lane should read Cator Lane.

*Review of actions*

GB/60/19 Grade 5 post – this matter is still ongoing.

**Governors expressed** concern over the amount of time being taken by the LA.

GB/62/19 KCSIE – all governors had read Part 1. The clerk recommended that a signature sheet be drawn up to evidence this.

**Chair  
All gobs**

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

**Mr Herbert joined the meeting at 6.20pm**

**GB/05/19 Receipt of minutes and approval of policies from committees and working parties**

*Finances, Premises and Personnel Committee held on 20 May 2019*

The minutes of this meeting were not yet available, but several reports, available on governorhub were fed into item GB/06/19. These had previously been emailed to all governors.

The chair outlined the changes to the 2019/20 Decision Planner. These were agreed by the meeting.

The chair agreed to upload the new Decision Planner onto governorhub. Clerk to notify governing body services.

**Chair  
clerk**

**GB/06/19 Financial reporting**

*Approval of school budget*

This had been set at the FP&P committee on 20 May 2019.

The chair outlined the main aspects – both income and expenditure.

The total budget of £2,705,187 had a predicted end of year carry forward of

£209,731 - 9.4% of the total.

**The budget was formally approved by the meeting.**

The headteacher informed the meeting that number of pupils in school will increase year on year with the larger PAN moving up through the school.

This will have a beneficial effect on future budgets.

*Governors consistent financial reporting out-turn statement including the intended use of balances (B02) return*

The meeting was informed of the end of year 2018/19 budget carry forward was £339,670.

This consisted of £192,901 committed revenue balance and £125,745 uncommitted revenue balance.

Whilst these amounts total 13.2% of the total budget, the B02 does not require a specific statement for "intended use of balances" as it contains £154k mistakenly added to the school budget by the LA.

The school has been informed by the DfE that this cannot be clawed back.

**The out-turn statement and B02 were formally approved by the meeting.**

*Approval of services for schools/review of contracts*

This forms part of the 2019/20 budget plan.

**The Services for Schools plan for 2019/20 was formally approved by the meeting.**

GB/07/19

**Headteacher's report**

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

- Number on role and attendance, which is good.

Governors questioned the status of a child with previous poor attendance who had left the school.

- Details of SEND and the TA team.
- Behaviour, which is good.
- Standards in each year group.

At this point, the meeting held a discussion on the possibility of holding back a child for one year.

- KS1 and KS2 tests. Although KS2 results are not yet available, it was reported that all seemed to go well.
- Details of safeguarding checks.
- Details of pupil Premium and Sports Funding expenditure.

- A LAC report – progress made, along with meetings attended.
- Staffing, where issues relating to long term absences were noted.
- Progress on the SIP.

The headteacher informed the meeting that more detailed information on results would be available at the meeting of PSS on 19 July 2019. **PSS**

**GB/08/19 Update on appraisal process for headteacher and staff**

Final meeting for the headteacher appraisal cycle is arranged for 22 July 2019.

All staff appraisals will be completed before the end of the school year.

**GB/09/19 Information from the Corporate Director for consideration and action**

The meeting agreed that Mrs Birchall take initial responsibility for reading this document before it is dealt with at FPP. **SB  
FPP**

**GB/10/19 General Data Protection Regulations outcome of the review, audit and evaluation**

The headteacher had presented a detailed GDPR report at the FPP meeting on 20 May 2019.

This gave information on the current position – development points, along with actions taken.

Minor breaches, along with consequent actions taken, were outlined.

**GB/11/19 Receive report from the Designated LAC teacher**

This had been dealt with in GB/07/19 – Headteacher’s report.

**GB/12/19 Communication**

*From chair*

The chair reported on a letter of response in relation to a complaint from a neighbour.

*From headteacher*

The headteacher had received two requests from teachers for leave of absence during term time – both related to weddings.

The meeting agreed to these – both without pay.

*From clerk – Governor Newsletter*

The clerk highlighted the following articles:

- Annual governor conference
- Update of the Governor Handbook
- Safeguarding issues
- Virtual attendance,

- Ofsted – new framework
- Changes to assessment in P.S.
- SFVS changes 2019/20
- Measles/MMR

**GB/13/19 Report from training co-ordinator including review of governor training requirements for 2019/20**

The training co-ordinator was not present at the meeting.

Mr Guyler reported that he had attended a safeguarding refresher course.

**GB/14/19 Governor monitoring visits**

The chair, vice-chair and Mrs Birchall had attended during SATs week.

Mrs Briody had visited in connection with curriculum monitoring.

Mrs Brown and Mr Guyler had attended the Outdoor Learning Day.

Mrs Brown had assisted with two school visits, also made a visit in connection with reading.

Mr Guyler had accompanied the children on their visit to Twycross Zoo.

**GB/15/19 Governors Self Evaluation Tool**

The chair had previously circulated the collated scores, following individual governor completion of self-evaluation forms.

All scores were in the 3 to 4 range.

He reviewed the scores with the meeting, noting possible actions to be taken to improve the scores.

These included:

- Making the review an annual event
- Identification of stakeholders
- Increased governor presence/involvement at school events
- Governor attendance at School Council meetings.
- Regular external monitoring of headteacher/governing body performance

**Governors questioned** if the headteacher had any ambition to extend her role to perhaps support other schools.

**GB/16/19 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

All governors have now read KCSIE Part 1.

Governor questioning and approval of budget items.

Governor questions on aspects of the headteacher's report.

Frequent governor visits into school.

Completion of Governor self-evaluation tool, along with discussion of collated responses and suggestions for improvements.

**GB/17/19 Confirmation of dates for 2019/20**

The governing body

**agreed**

Autumn term - Wednesday 13 November, 2019 at 6.00pm

Spring term – Wednesday 18 March, 2020 at 6.00pm

Summer term – Tuesday 2 June, 2020 at 6.00pm

**GB/18/19 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary.

**The meeting closed at 8.00pm.**

Signed ..... (chair) Date .....