

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: The Lanes Primary
Meeting title: Summer term meeting of the governing body
Date and time: Tuesday 2 June 2020 at 6.00pm
Location: Virtual meeting using Teams

Membership
'A' denotes absence

	Mrs H Tarrant
	Mrs R Briody
A	Mrs S Brown
	Mrs N Masters
	Mrs A Cawdell
	Mr R Guyler (vice-chair)
	Mr A Barker (chair)
A	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/15/20 Apologies for absence Action

Apologies for absence were received from Mrs S Brown (family commitment) and Mr T Herbert (work commitment)

It was

resolved

that the governing body consent to these absences.

GB/16/20 Declaration of interest

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

GB/17/20 Review of membership

The governing body currently has a full membership.

GB/18/20 Approval of minutes of spring term meeting

The minutes of the spring term meeting held on 18 March 2020 having been previously circulated were confirmed.

Review of actions

All actions had been completed.

GB/19/20 Receipt of minutes and approval of policies from committees and working parties

Joint Committee meeting held on 6 May 2020

- *Review of actions*

Financial matters dealt with at this meeting are confirmed under GB/20/20 below.

- *Committee membership*

Finance, Premises and Personnel Committee:

Mr A Barker (chair), Mr R Guylar (vice-chair), Mrs J Reville, Mrs S Brown, Mrs A Cawdell, Mr T Herbert, Mrs S Birchall, Dr J Twycross, Miss R Duthie.

Pupils, Standards and Strategy Committee:

All governors and two associate members.

- *Link governors*

Subject	Name
Appraisal	Mr A Barker, Mrs S Birchall
Assessment	Mrs H Tarrant, Dr J Twycross
Behaviour / Anti- bullying	Mr A Barker
Child Protection	Mr R Guylar, Mr A Barker
CHAS	Mrs H Carre
Complaints	Mr A Barker
Early Years	Miss R Duthie
GDPR	Mr A Barker
Health and Safety	Mr A Barker – Cator Lane site Mrs S Birchall – Meadow Lane site
Pupil Premium Strategy	Mrs N Masters
Pupil wellbeing	Mrs A Cawdell
Quality Assurance	Mr T Herbert
Reading and Spelling	Mrs S Brown
SEND	Mrs C Heath
RHSE	Mrs R Briody
TAs	Mrs S Birchall
Teaching and Learning	Mrs H Tarrant
Training co-ordinator	Mrs R Briody

GB/20/20 Financial reporting

- *Approval of school budget 2020/21*

The 2020/21 school budget, presented to the joint committee meeting on 6 May 2020, was **formally approved by this meeting.**

The budget has a predicted surplus of £316k.

It has been submitted to the LA.

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

This had been uploaded onto governorhub, with a surplus of £292,985.

The Revenue balance (BO2) is £284,985 – 12.62% of the total revenue.

Details of proposed use of part of this balance were outlined to the meeting:

Building projects – toilets, dining room floor, gym benches - **£37,325**
Outdoor learning environment - **£6,000**
Replacement of high cost equipment – staffroom carpets and blinds, classroom furniture, ICT hardware - **£20,865**
Maintenance of staffing levels - **£10,500**
HLN repayments - **£5,385**
Total £80,075

Similar figures were outlined for 2021/22;
Staff toilets - **£25,000**
Children's toilets - **£17,000**
ICT - **£5,000**
Staffroom - **£3,000**
with a predicted total of **£50,000**.

Governors challenged the above, stating that more discussion is needed.

The chair responded that these are currently plans, and would have to go through the normal decision making process in the FPP.

The meeting agreed that these would need to be discussed at the next meeting of **FPP** FPP.

Once approved, quotes would be sought in the normal manner.

Governors sought assurance that, with planned expenditure, the revenue balance would be below the permitted 8%.

The meeting then **formally approved** the out-turn statement and Committed Balances Return.

The DFC balance is £7,062.

- *Approval of services for schools/review of contracts*

These had been included within the 2020/21 school budget and were **formally approved by the meeting**.

GB/21/20 **Headteacher's report**

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

- Updating of the LA Risk Assessment form, with more control measures inserted. This had been submitted to, and approved by, the LA Health and Safety department

Staff had been consulted, and signed to say that they are happy to return to work.

Following a **question from a governor**, the headteacher confirmed that Unions had been notified of risk assessments made and intended plan to reopen school to certain age groups.

Governors sought clarification in relation to parents visiting school.

The headteacher responded that parents should not be in school, but if they were, they would be classed as visitors.

- Details of numbers in school in the next three weeks – all subject to review.
- Details of continuing home learning -which is working well.
- Steps taken in relation to safeguarding.
- An appendix added to the Behaviour policy. This was **formally approved** by the meeting.
- SEND update.
- Y6 transition arrangements.

A governor enquired what measures are in place for children due to start school in September. The headteacher gave details.

- Staffing matters including the retirement of two teachers.

Governors enquired about the possible interview methods under CV19 for appointment of a new teacher.

A governor enquired about the possibility of viewing the interviews.

- Details of CPD completed by staff – remotely and on-line.
- Site safety and building matters.
- New RSHE policy, agreed at joint committee meeting. Consultation with staff and parents is required prior to formal approval.
- Budgetary matters.

agenda

GB/22/20 Update on appraisal process for headteacher and staff

This is ongoing, with advice sought from LA, HR department.

GB/23/20 Information from the Corporate Director for consideration and action

A Strategy for Improving Educational Opportunities for All.

Notts Special Educational Needs and Disabilities Policy (2020-2023)

Mrs Heath agreed to consult with Mrs M Brown in relation to these two reports.

She stated that most of the content of the second report is already in place within school currently.

GB/24/20 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

There has been nothing to report since the previous FGB meeting.

GB/25/20 Receive report from the Designated LAC teacher

This is contained within the headteacher's report.

GB/26/20 Communication

From chair

Resignation letters received from Steph Ward and Mags Herbert. The chair agreed **chair** to send letters of thanks.

From clerk - Governor Newsletter

The clerk highlighted the following articles:

- Reopening guidance for schools
- Safeguarding matters
- RSHE – September 2020
- Performance related pay
- Schoolteachers Pay awards
- CV testing
- Training including on-line induction courses.

GB/27/20 Approval of in-service training days

Details of these had been uploaded onto governorhub:

Change of the May and June Inset dates to 23 and 24 July 2020

For 2020/21:

Tuesday 1 September 2020
 Friday 27 May 2021
 Monday 26 July 2021
 Tuesday 27 July 2021
 Wednesday 28 July 2021.

All of the above was formally approved by the meeting.

GB/28/20 Report from training co-ordinator including review of governor training requirements (including safeguarding) for 2020/21

There was no training to report.

Governors questioned the availability and procedure for applying for NSPCC safeguarding training. **ht**

GB/29/20 Governor monitoring visits

The chair and vice-chair had made safeguarding visits.

The chair and Mrs Birchall had made Health and Safety visits.

Mrs Briody had made a visit in connection with school curriculum.

GB/30/20 Evidence of governing body impact on school improvement and review of how the governing body has held the school’s leaders to account

Discussion and challenge relating to budgetary matters.

Review of link governor responsibilities.

Governor questions relating to CV19 Risk Assessments. Also, governor support in filling in these.

Clarification relating to interview and appointment of new teachers under current CV19 conditions.

Approval of Inset dates.

GB/31/20 Confirmation of dates for 2020 - 2021

The governing body

agreed

Autumn term 2020 – Wednesday 11 November 2020 at 6.00pm

Spring term 2021 – Wednesday 17 March 2021 at 6.00pm

Summer term 2021 – Wednesday 9 June 2021 at 6.00pm

GB/32/20 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 7.30pm.

Signed (chair) Date