

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: The Lanes
Meeting title: Summer term meeting of the governing body
Date and time: Wednesday 9 June 2021 at 6.00pm
Location: Virtual via Zoom

Membership

'A' denotes absence

Mrs H Tarrant
A Mrs R Briody
Mrs S Brown
A Mrs N Masters
Vacancy – co-opted
Mr R Guyler (vice-chair)
Mr A Barker (chair)
Mr T Herbert
A 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/20/21

Apologies for absence

Action

Apologies for absence were received from Mrs R Briody (meeting at daughter's new school), Mrs C Heath (on holiday) and Mrs N Masters (family party)

It was

resolved

that the governing body consent to these absences.

GB/21/21

Declaration of interest

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

GB/22/21

Review of membership

The clerk highlighted the following vacancies on the governing body:

Currently one parent vacancy, but three end of term of office on 28 September 2021.

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

Mrs R Briody, Mrs S Brown and Mrs N Masters – all parent governors – end of term of office 28 September 2021.

The meeting agreed that the parent governor election process would commence in July 2021.

GB/23/21 Approval of minutes of spring term meeting and any additional special governing body meetings

The minutes of the spring term meeting held on 17 March, 2021 having been previously circulated were confirmed.

Review of actions

GB/04/21MDSA salary structure – Mrs Birchall had met with the headteacher. All MDSAs on correct NJC placement.

GB/05/21 Complaints Policy – This has now been uploaded onto the school website.

GB/09/21 Child Protection and Safeguarding issues – Mr Guyler visited school, but was unable to carry out the audit due to technical issues. Visit to be re-arranged. **RG+ht**

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

GB/24/21 Receipt of minutes and approval of policies from committees and working parties

Finance, Premises and Personnel Committee held on 15 March and 24 May 2021

A summary of these meetings had been uploaded onto governorhub. Questions were invited.

A governor requested that a particular item be moved to the confidential section – this was agreed.

The Inventory Policy was **formally approved** by this meeting.

Pupils Standards and Strategy Committee held on 10 May 2021

Mr Guyler highlighted the main points:

- Data progress.
- SEND review.
- Review of SIP.
- Governor training

GB/25/21 Financial reporting

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

Details of this had been uploaded onto governorhub.

There is a balance of £391,773 on the 2020/21 budget.

Approximately £250k of this is earmarked to build additional facilities on the Meadow Lane site to improve Before and After School provision.

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

Approval of services for schools/review of contracts.

These had been amended from the original figure – amounts for swimming, extra covid cleaning hours and extra ICT hours due to migration.

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

Review of quotes from FPP

Quotes had been sought for a number of items – new carpeting, re-furbish staff toilets, improved trim trail.

A late quote had come in from “Flush” for the refurbishment of toilets. The spec on this matched the previously agreed quote.

The meeting agreed with using the lower quote, but asked that the Office Manager check the references of this company before any action is taken.

Office

GB/26/21

Headteacher’s report

The headteacher informed the meeting that her report, previously uploaded onto governorhub, is in a new format.

Governors were invited to ask questions as she went through each section

- Attendance, including two bubble closures.
- Exclusion.

A governor sought clarification of this.

- Bullying – this led to lengthy discussion.

Governors questioned the Safeguarding pie chart, which had been included for the first time (CPOMS).

A governors expressed concern over the apparent number of behaviour related incidents logged.

The headteacher stated that being the first time this programme is used, it is difficult to illustrate a true picture.

It will be beneficial to look for patterns over a period of time, and therefore useful to maintain the same format for a time going forward.

A governor stated that the numbers are low in comparison to other schools.

Mr Guyler agreed to meet with the headteacher to possibly refine the use of the programme in terms of his reviews of safeguarding.

RG+ ht

- Staffing details, where the headteacher also informed the meeting of her intention to advertise for a part-time Outdoor Learning teacher. Also, staff appraisal details
- Quality of Education.

Governors questioned the effect of the lockdown on learning and pupil progress.

Governors asked if this is similar in all year groups.

Governors asked if resources are allocated to match degree of needs.

Governors enquired about the allocation of resources.

The excellent predicted Y6 SATs results were shown to the meeting, with high levels of ARE and GD in both Reading and Maths.

- Predicted results for all year groups.

Governors asked how accurate these are.

The headteacher responded that this varied from year to year dependent on the experience of the teachers. However, all would be moderated.

Governors requested that, when possible, link governors be able to look at both estimates and moderations.

- Pupil Premium details, including LAC.

Governors noted the worrying predicted result numbers generally and in specific year groups.

Governors expressed concern over the Pupil Premium Strategy, which seemed to differ little year on year.

- SIP, where the headteacher outlined her plans for both three year and one year plan, commencing in September 2021.

A governor asked if governors could be invited to staff meetings where this is being discussed – this was agreed.

- CPD details.

The chair thanked the headteacher for her report, the meeting found the new format very informative.

GB/27/21 Information from the Corporate Director for consideration and action

SEND Strategic Action Plan

This was noted by the meeting.

The meeting was informed that Mrs Heath is working well as link governor monitoring SEND.

GB/28/21 Communication

From clerk - Governor Newsletters, the following articles were highlighted:

- *Ofsted blogs*
- *Wellbeing commitment*
- *Additional building funding*
- *Governor training networks*
- *Safeguarding matters*
- *Pupil Premium update*
- *HR and Finance matters*

GB/29/21 Approval of in-service training days (5)

The headteacher agreed to email these out to governors for approval.

**Ht, all
govs**

GB/30/21 Review of delegation and organisation of committees:

Agree committee structure and membership of committees

This to be done at autumn term meeting.

agenda

Approval of scheme of delegation/decision planner 2021/22

The clerk informed the meeting that, as this had only been completed two terms earlier, the dates on the previous one should be moved forward one year.

Policy checklist 2021/22 – statutory policies for schools

The meeting noted the need for a review of this.

Governors were asked to take responsibility for policies and report back to the next meeting of PSS committee.

Appointment/re-appointment of link governors

This to be done at autumn term meeting.

agenda

GB/31/21 Report from training co-ordinator including review of governor training requirements (including safeguarding) for 2021/22

Mrs Briody was not present at the meeting.

GB/32/21 Governor monitoring visits

Both the chair and vice-chair had accompanied school visits to Pearlethorpe and Mount Cook.

The headteacher invited governors to arrange socially distanced visits later in the term.

GB/33/21 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 in committee meetings.

Governor discussion and approval of finance matters.

Lengthy governor discussion and questioning of the CPOMS alleged findings – along with an agreement to monitor this.

Governor questions related to lockdown effects on learning, along with allocation of resources.

Governor concern expressed over Pupil Premium progress and Pupil Premium Strategy

Governor request to attend staff meetings related to the new SIP – September 2021.

Governor questioning of the accuracy of predicted results.

Planned governor involvement in the review of policies.

The meeting discussed a **Governing Body audit**.

Forms to be completed by all governors by 23 June 2021 and returned to the chair **All gobs** for compilation.

What needs to improve, what actions do we need to take?

This to be an agenda item on the next PSS committee meeting on 7 July 2021.

GB/34/21 Confirmation of dates for 2021/22 – to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Autumn term 2021 – Wednesday 10 November 2021 at 6.00pm

Spring term 2022 – Wednesday 16 March 2022 at 6.00pm

Summer term 2022 – Wednesday 8 2022 at 6.00pm

GB/35/21 Determination of confidentiality of business

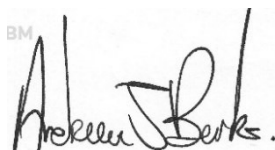
It was

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

 BM
Aileen Berk

(chair)

Date 23.02.2022