

# MINUTES OF MEETING

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**School:** The Lanes Primary School  
**Meeting title:** Meeting of the temporary governing body  
**Date and time:** Wednesday, 20 September, 2017 at 6.00pm  
**Location:** At the school

**Membership**  
'A' denotes absence

A	Mrs J Gosling (Associate) Mrs L Wignell (Associate) Mr A Baxter (Chair)
A	Mr R Guyler (Vice-chair) Mrs C Heath Mr T Herbert Mr P Willmott Mrs S Birchall
A	Mr B Moore Mrs R Briody Mrs S Brown
A	Mrs N Masters Mrs J Revill (Headteacher) Miss V Tewson

**In attendance** Miss S Smith (clerk to the governing body)

## Action

### **TGB/76/17 Apologies for absence**

Apologies were received from Mr Guyler, Mr Moore and Mrs Gosling.

It was resolved that the governing body accept these apologies.

### **TGB/77/17 Declaration of interest**

Miss Tewson and Mrs Wignell declared an interest in the item on teacher's pay.

### **TGB/78/17 Review of membership/permanent governing body update**

Mrs Birchall had been recommended by the LA as an LA Governor subject to the governing body's approval. She had asked to be invited to attend the first meeting subject to approval of her appointment at that meeting.

There had been 2 nominations for staff governors and 12 (for 5 places) for parent governor.

Parent members of the temporary governing body had been encouraged to apply for Co-opted governor posts.

The first meeting of the permanent governing body would be Wednesday 18 October 2017. Jane Mansell had agreed to attend that meeting. Mrs Revill and elected staff and parent governors would be present and would appoint the co-opted governors.

6.10pm Mr Willott and Mrs Heath joined the meeting.  
Wednesday 8 November would be the first full meeting of the new governing body.

**TGB/79/17 Approval of minutes of the summer term meeting held on 3 July, 2017**

The minutes of the meeting held on Monday 3 July 2017, having been previously circulated were confirmed and signed by the chair, subject a clarification in item GTB/72/17 where 2 lines were deleted before the Finance bullet point.

**Review of actions**

The £28K for pupil growth had not yet been clarified but was still being investigated.

The funding for the KS1 was being held up following the change of the school name.

6.20pm Mr Herbert joined the meeting.

*TGB/69/17 The budget for the new school*

The figures predicted a surplus of £142,000 at the end of the financial year. This would provide a cushion over the following years as PAN numbers settled and gave security to the school.

Governors asked if there had been clarification on the 18/19 budget. This was potentially lower than previously predicted.

How many pupils were currently on roll?

There were 564 pupils in the school.

The PAN across the school was clarified and governors noted variations in the PAN and that eventually the PAN across the school would be 90.

*TGB/71/17 the cyber security risk assessment and disaster recovery plan*

It was suggested that this should be passed to the new governing body.

**New GB**

**TGB/80/17 General update on School opening**

All those who had helped with the opening were thanked for their hard work. There had been good feedback and the children had been brilliant.

Governors noted that planning by email had worked well for the sub-group.

**TGB/81/17 Appointment of new governing body**

This had been covered previously in the meeting.

**TGB/82/17 Policy update**

Pay Policy and Appraisal/Performance Management Policies needed approval.

*Pay Policy*

The proposed Pay Policy was that recommended by the Local Authority made personal to the school. Changes from the previous year were outlined to governors.

Governors asked if staff were aware of the Salary Sacrifice Scheme. It was suggested staff were made aware of who from the local authority to contact.

Governors **agreed** to the adoption of this policy by the school.

### *Teachers Pay Scales from September 2017*

After discussion of the pay scales suggested by the Local Authority, governors agreed to adopt Table A and Table C. These were the figures that had been used in setting the budget.

### *Appraisal Policy*

The proposed Appraisal Policy was that recommended by the Local Authority.

Governors approved the appointment of Simon Thompson to support the headteacher's appraisal. It was expected he would challenge the Headteacher.

There were a couple of typing errors on that page which were noted by the headteacher. **JR**

Governors **agreed** that the school adopt the Appraisal Policy.

Disciplinary and Capability Procedures were to be emailed by the headteacher to all governors. **JR**

### **TGB/83/17 Any other business**

Governors asked if the old website was still working. The College House and Meadow Lane sites were still available, but the Meadow Lane site still requires a redirect to the new site. The new website was progressing but had raised a question over data available for a new school.

Would the Behaviour Policy be added to the website? Yes, now it had been agreed.

Other policies would be added to the website as they were approved.

### *School day*

There was a question about the ending of the school day across the 2 sites. Meadow Lane had agreed to open their doors at 25 past 3 to enable parents to pick up children from both sites.

The school day was still within legal time limits.

### **TGB/84/17 Confirmation of dates for future meetings**

Meetings for the new Governing Body would be Wednesday, 18 October 2017 at 6.00pm

Wednesday, 8 November 2017 was suggested as the date for the first Full Governing Body meeting but would be agreed at the meeting on 18 October.

**TGB/85/17 Determination of confidentiality of business**

It was resolved that all papers and reports be made available as necessary.

Governors were thanked for their work on the temporary governing body. The governors would remain in post until the new governing body had met.

Mr Barker was thanked for leading the governing body through this period.

**The meeting closed at 6.50pm.**

Signed .....(chair)      Date .....  
SS/\*