
School: The Lanes Primary
Meeting title: Second Autumn term meeting of the governing body
Date and time: Wednesday, 8 November, 2017 at 6.00pm
Location: At the school

Membership
'A' denotes absence

Mrs H Tarrant
Dr M Wilson
Mrs R Briody
Mrs S Brown
Mrs N Masters
Mr R Guyler
Mr A Barker
Mr T Herbert
Mrs C Heath
Mrs S Birchall
Mrs L Wignell
2 x co-opted vacancies
Mrs J Reville (Headteacher)
Ms L Harris

In attendance Mr D R Allen (clerk to the governors)

GB/11/17 Apologies for absence Action

There were no apologies for absence.

GB/12/17 Declaration of interest

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

Review and update Register of Business Interest/Declaration of Eligibility

Governors completed and returned to the headteacher Register of Business Interest forms.

Most governors had already completed Declaration of Eligibility forms.

GB/13/17 Review of membership

Governors received and noted the governing body membership list, which had been previously circulated.

The clerk highlighted the following vacancies on the governing body:

Two co-opted vacancies – the meeting agreed to wait completion of the current governor skills audit, before appointment of the two new governors.

Following discussion, it was agreed to appoint the two deputy heads, Mrs M Brown and Miss A Hodkin as associate members.

GB/14/17 Determination of term of office for chair and vice-chair

The governing body agreed that the term of office for the chair and vice chair should be one year

GB/15/17 Election of chair

Mr A Barker was proposed and seconded for the position of chair. There were no other nominations.

It was

resolved

that Mr A Barker be appointed as chair of the governing body.

GB/16/17 Election of vice-chair

Mr R Guyler was proposed and seconded for the position of vice-chair. There were no other nominations.

It was

resolved

that Mr R Guyler be appointed as vice-chair of the governing body.

GB/17/17 Approval of minutes of summer term meetings

The minutes of the summer term meeting at Meadow Lane held on 17 May, 2017 having been previously circulated were confirmed and signed by the chair.

Review of actions

There were no actions.

The minutes of the summer term meeting at College House held on 6 June, 2017 having been previously circulated were confirmed and signed by the chair.

Review of actions

All actions had been completed.

The minutes of the meeting of the JEC – Meadow Lane Infant and College House Primary held on 20 July, 2017 having been previously circulated were confirmed and signed by the chair.

Review of actions

There were no actions.

The minutes of the meeting of the temporary governing body – The Lanes Primary held on 20 September, 2017 having been previously circulated were confirmed and signed by the chair.

Review of actions

All actions had been completed.

The minutes of the first meeting of The Lanes Primary held on 18 October, 2017

having been previously circulated were confirmed and signed by the chair.

Review of actions

All actions had been completed.

Mrs Heath joined the meeting at 6.30pm

GB/18/17

Headteacher's report

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

- Pupil numbers, which were constantly rising.

Governors questioned the effect on the teaching staff, especially as several were EAL children.

Governors expressed grave concern in relation to promised funding, where the LA seems to have changed its position. A meeting with the LA was suggested.

Ht/chair

- Attendance, which is good.

Governors queried which absences were authorised.

- Details of SEND, where pupil movement could raise an issue with TA employment.
- Behaviour, which is good.
- Standards – whilst the Early Years standards are good, KS2 results were very disappointing.

Governors questioned, at length, the reasons for this, along with measures taken to analyse the results/performance in order to ensure that future results will improve.

The headteacher assured the meeting that all possible steps were being taken to improve and monitor performance, throughout the school.

- Details of Pupil Premium expenditure. Further details and discussion to go to PS&S.
- Details of Sports Funding expenditure.
- Details of work related to British Values and SMSCD.
- Staffing details.
- The vast array of school self evaluation and monitoring.
- Progress made on the SIP.

PS&S

Governors questioned if there had been any noticeable drop off in results due to the school(s) going through the uncertainty of the amalgamation process.

The headteacher replied that both deputy heads and SLT now had clear, more defined roles – this could only lead to improvements.

- Main priorities and action points for 2017/18.
- Details of links with parents, other schools and the wider community.
- Budget information – the school is in a healthy position financially, but this is clouded due to the fact that it is currently running three school budgets.

Following a governor request, a chart giving predictions for pupil performance 2018 was tabled.

The headteacher informed the meeting that these were conservative figures and were likely to rise.

GB/19/17 Update on appraisal process for headteacher and staff

Confirm external appraiser

External appraiser - Mr Simon Thompson. Meeting arranged for 20 November, 2017 at 2.00pm.

Confirm/appoint appraisal governors

Mrs Birchall and Mr Barker were appointed as headteacher appraisal governors, with Mr Herbert to provide quality assurance.

The headteacher informed the meeting that the LA had appointed a member of the EIS to assist the school.

Mrs Birchall informed the meeting that the previous round of headteacher appraisal had been successfully completed in July, 2017.

The chair requested that a further member of the governing body undertake appraisal training.

All gobs

The headteacher informed the meeting that all teacher appraisals had been completed. This to go to Pay Committee.

**Pay
Comm**

GB/20/17 Information from the Corporate Director for consideration and action

Admission arrangements

Information is on the school website.

Ofsted judgements – Key findings arising from good and outstanding schools being judged as requiring special measures

The meeting noted the content of the report. An inspection is expected in the next 12 – 18 months as this is a new school.

Fire Safety in School Premises

Requirements and actions in the report were noted. Mrs Birchall had checked through the necessary documents. This to go to FP&P.

FP&P

Teachers' Pay Scales, September, 2017

This had been dealt with at the TGB meeting earlier in the term.

GB/21/17 Review of delegation and organisation of committees

Following discussion, it was agreed to set up the committees as outlined below:

Finance, Premises and Personnel - Mrs S Birchall, Mr R Guyler, Mr A Barker, Mr T Herbert, Ms L Harris, Mrs S Brown, Mrs J Revill

Pupils, Standards and Strategy - Mr A Barker, Mrs R Briody, Mrs S Brown, Mr R Guyler, Ms L Harris, Mrs C Heath, Mr T Herbert, Mrs N Masters, Mrs H Tarrant, Mrs L Wignell, Dr M Wilson, Mrs J Revill

Pay - Mrs S Birchell, Mr R Guyler

FP&P – first meeting Thursday 7 December, 2017 at 6.00pm at Meadow Lane site.

PS&S – first meeting Tuesday 12 December, 2017 at 6.00pm at Cator Lane site.

Pay – first meeting Monday 20 November, 2017 at 3.00pm at Cator lane site.

Chairs of committees to be appointed at the first meetings.

Initial link governors were agreed as follows:

Subject	Name
Training Co-ordinator	Mrs R Briody
Appraisal governors	Mrs S Birchall, Mr A Barker
Quality assurance	Mr T Herbert
Complaints	
Health and safety	Mrs S Birchall – Meadow Lane site Mr A Barker – Cator Lane site
Child protection	Mr R Guyler
SEND	

Other links to be agreed at committees.

GB/22/17 Safeguarding children in education governors' compliance checklist

Agree arrangements for completion and sign off by the chair

Mr Guyler to meet with the headteacher to complete the form and return to the LA. **RG+ht**

GB/23/17 Communication

From chair

The chair recognised difficulties encountered by governors with the school entrance dongles. Faulty ones were collected to be repaired.

From clerk – Governor Newsletter

The clerk highlighted several articles in the two governor newsletters. Also, the County Plan.

Information given to the meeting in relation to changes in Data Protection and school DPO caused concern.

GB/24/17 Report from training co-ordinator including review of governor training requirements for 2017/18

Mrs Briody agreed to become the new school training co-ordinator.
She requested that any outstanding governor skills audit forms be emailed to her.
Also, details of governor training previously undertaken. This would be placed on governorhub.

All gvs

GB/25/17 Governor monitoring reports

Mr Barker and Mr Guyler had attended the area indoor sports event.
Mrs Birchall (Meadow Lane) and Mr Barker (Cator Lane) to arrange Health and Safety inspections.

GB/26/17 Evidence of governing body impact on school improvement and review of how the governing body has held the school’s leaders to account

Decision to appoint both deputy heads as associate members.
Strong, various and numerous challenges of the headteacher in her report.
Request for 2018 performance prediction figures.
Decision relating to number/format of committees.
Appointment of link governors.

GB/27/17 Confirmation of dates for 2018

The governing body
agreed
Spring term - Tuesday 13 March, 2018 at 6.00pm
Summer term – Tuesday 5 June, 2018 at 6.00pm

GB/28/17 Determination of confidentiality of business

It was
resolved
that all papers and reports be made available as necessary. However, sections of the headteachers report are confidential.
The meeting closed at 8.15pm.

Signed(chair) Date