

Lawn Primary School

8 January 2018 6.00pm-7.45pm

FGB Meeting Minutes

Present: R Larsen, D Phillips (Co-Chairs), S Allison, L Archer, Y Ayub, S Bejar, J Blanchenot, S Blood, SA Bonnett, L Rhodes, M Stevens, M Madjarova, L Storey (Clerk)

Item	Topic	Notes
1	Apologies J Hall, A Clarke, A Burton - Accepted	
2	Review of Membership H Dobson's four year term has now finished. Amanda Burton has been elected as new staff Governor. Governors formally thanked H Dobson for her time as Governor. Y Ayub was asked to confirm whether she would want to continue with the Governor role following her return from maternity leave.	Y Ayub
3	Declaration of Interest None	
4	Review of minutes and matters arising from FGB 11.12.17 The minutes of the meeting from the 11.12.17 were accepted as a true record and signed.	
5	Staffing Update A supply teacher will stand in for the maternity cover until the end of July. A part time member of staff will move to full time and permanent from September. The supply teacher will be asked to cover the part time role that will then become vacant. The school will be advertising for a TA for a Y1 pupil. The post requires British Sign Language competency and the interview panel will include an SEN advisor from the LA. Sarah would also like a Governor to participate in interviews.	
6	Governor Training On the 29 January there is ASP training. All Governors are invited to attend.	
7	Data Due to computer problems full information was not available. Details of the main findings were circulated. Reading is the key area for improvement. Drop Everything and Read (DEAR) has gone down well. <i>Governors questioned what else is being done in this area.</i> Examples of pupils bringing in books, magazines and other publications from home were described together with children being encouraged to choose a comfortable location to read. Other ideas for improvement to explore include encouraging parents to take a direct interest in reading activity.	
8	Monitoring The Co-Chairs thanked everyone for their monitoring reports. Further to a recent visit some pupils that had been interviewed mentioned they weren't aware of their targets that had been recently set. This is being	

	<p>looked at. A review of monitoring visits since the last meeting was discussed. Governors were asked to organise this terms monitoring visits. There were suggestions for an EAL or SEN presentation at a Governor meeting.</p> <p>It was also suggested that staff be invited to propose ideas for topics which they think would be of interest and relevance to Governors.</p> <p>The school asked Governors to help spread the word on the Tesco project and vote.</p>	ALL
9	<p>Policies & procedures</p> <p>A lot of policies and procedures will be due next month. They will be uploaded to Governor Hub and Governors nominated to review. Governors were asked to read and sign the Safeguarding policy.</p>	SA
10	<p>Safeguarding</p> <p>One mobile phone had been confiscated. It was agreed it was a good decision to ban mobile phones from school. The school are trying to get PREVENT training for the summer term. <i>Governors asked how often you have to have it.</i> The school confirmed the rules on this are not clear. Further direction will be provided to governors as part of ongoing training requirements.</p>	
11	<p>Data Protection</p> <p>New legislation (GDPR) comes into force in May. Senior Staff have attended a briefing meeting. More briefings will be provided by the LA to school staff. It was agreed to add the subject to the next agenda.</p>	
12	<p>Workloads</p> <p>Through staff forums this subject has been talked about in particular with teachers. The school will be making some adjustments but other items will need to come to a Governor meeting. The main concern was teachers doing administration work. <i>Governors asked what sort of admin tasks these were and how these could possibly be overcome. A suggestion for parent/carer volunteer helpers was made.</i></p> <p>It was suggested that admin staff could organise trips.</p> <p>It was agreed to add workload to the next agenda. Staff forums had been very useful and it was suggested Governors attend.</p>	
13	<p>Homework</p> <p>Results from the questionnaire have not yet been collated. It was agreed to defer until the next meeting. <i>Governors suggested that workshops rather than questionnaires be used for feedback.</i></p>	
14	<p>Update on MAT</p> <p>Sarah has met with other headteachers to continue recent discussions further. There is a common interest in a local MAT but individual school priorities are not considered to make this subject an immediate priority. It was agreed that no further work was needed at present other than monitoring changes in policy and how it may affect Lawn. A review of the situation will be scheduled for September 2018.</p>	SA / RL / DRP
15	<p>Correspondence</p> <p>Governors agreed with the proposed 2% main scale teachers award and 1% for all other teachers in line with DCC guidance.</p> <p>The staff questionnaires are due to be circulated. Governors to organise.</p> <p>The Headteacher has drafted an online parents questionnaire.</p>	RL / DRP SA

	<p>The pupil questionnaire to be done via the School Council.</p> <p>A list of important dates to be circulated and added to Governor Hub.</p> <p>The School Business Manager had done a report of the teachers' pool premium over the last 5 years. 37% had been claimed back overall.</p> <p><i>Governors asked who the current provider was. It was confirmed that it was DCC.</i> The overall need for insurance cover was discussed and it was established that whilst past performance indicated an outlay over the return received, the school could not absorb the cost of a long term sickness absence. Governors agreed to continue with the cover.</p>	
16	<p>Determination of confidentiality of business</p> <p>None</p>	
17	<p>What difference has this meeting made to Lawn pupils?</p> <p>Putting work on becoming an academy on the back burner to focus on the needs of staff and pupils. Staff well-being through staff forums and review of workloads. Monitoring reports been completed and are positive. The annual salary review has been agreed and the safeguarding policy updated.</p>	
18	<p>Date of next meeting – 5 February 2018 6.00 pm</p>	