


Lawn Primary School

9 October 2017 6.00pm-8.00pm

FGB Meeting Minutes

Present: R Larsen, D Phillips (Co-Chairs), S Allison, Y Ayub, S Bejar, S Blood, SA Bonnett, A Clarke, H Dobson, J Hall, L Rhodes, M Stevens, L Storey (Clerk)

Item	Minutes	Action
1	<b>Apologies</b> J Blanchenot, L Archer - Accepted	
2	<b>Review of Membership</b> A skills requirement list has been sent to the LA in order to find a suitable LA Governor Governors were reminded about regular attendance. Attendance details are listed on the website. Governors were reminded to complete the personal relationships and eligibility to serve forms.	
3	<b>Declaration of Interest</b> M Stevens - Trees	
4	<b>Review of minutes and matters arising from FGB 11.9.17</b> The minutes of the meeting from the 11.9.17 were accepted as a true record and signed. Actions from the meeting were reviewed. Most o/s matters will be covered during this meeting.	
5	<b>Staffing Update</b> A member of staff will be going on paternity leave. There had been a lot of sickness with playworkers and cleaners for which there is no insurance cover in place unlike other staff. There is funding for an SEND child in school as the EHCP plan is going ahead. Another EHCP is in progress. Funding is also due for a LAC. A new play worker has been appointed. The Tree house club has an increase in staff numbers due to an increase in children attending. Inset day cover and holiday clubs is likely to be deferred until 2018/2019.	
6	<b>Governor Training</b> A reminder was given for Governors to do the Prevent Training. D Philips & R Larsen will be attending the Chairs briefing. A Clarke will be attending a safer recruitment training session. It is hoped a training session through DCC will take place in the new year for Governors on data.	
7	<b>Discussion on skills gap and actions required</b> The results had been analysed and the following training identified which will be made up of general briefing, formal training and further indepth training as appropriate. Priorities that had emerged were mainly under Accountability - Performance and also risk management under Strategic Leadership. Key areas for training would therefore be:- 1. Risk management – Short online talks/Investigate other options 2. Financial frameworks/accountability/management and monitoring – LA finance team presentation/D Hallam – Pupil Premium 3. Data – DCC training session	RA/DP HD SA
8	<b>Review of self-evaluation results</b> Please can all Governors complete the self-evaluation form available on Governor Hub. Induction of new governors had been identified as an area needing further work. Monitoring of bullying had been highlighted as a matter Governors were not aware of. This information is contained in Headteachers report. Governors were also unsure of sharing information with external stakeholders this is covered in the newsletter/questionnaires. Governor	RL to update Governor Hub with rota

	presence at events is also very useful and Governors were asked to attend the upcoming Open Mornings/Parents evenings and talk about homework along with having surveys available for completion.	
9	<b>Creation of GB action plan based on self evaluation</b> Deferred until the next meeting	
10	<b>Agree Governors roles and responsibilities</b> To be put on Governor Hub	RL
11	<b>Review of the effectiveness of the GB</b> Deferred	
12	<b>Monitoring</b> Governors were reminded to book visits if not already done	All
13	<b>Policies &amp; procedures</b> The new format for reviewing policies and procedures is being put into place and will be added to Governor Hub	DP/RL/SA
14	<b>Safeguarding</b> The Safeguarding visit had taken place on the 5.10.17. The single centre register had been reviewed and signed. The exit gate mechanism to the tree house club has been raised. A reminder about pupil use of mobile phones is to be sent out. Children have been getting dropped off too early and are hanging round. It was agreed this would be included in the newsletter.	SA
15	<b>Staff pay award</b> Y Ayub left the meeting for this item Taken under confidential	
16	<b>Data</b> The Headteacher circulated 2016/2017 assessment results which are published externally.  Assessment results. 19.7.17.docx  The internal data will be available before Christmas. The results are significantly above Derby City and all better than national results. The achieving results for 2017 are much better than 2016. The KS2 SATS combined reading/writing/maths are lower than in previous years but match with the children in that cohort. The progress scores for KS1 to KS2 show maths as green, writing positive and reading negative. Focus is being given to reading to improve this result. It was noted that writing scores are marked in school. <i>Governors asked who audits this.</i> It was confirmed DCC.	
17	<b>Completion of SES and RAP</b> <i>Governors asked about the RAP and SES.</i> The Headteacher confirmed this is in progress.	SA
18	<b>Review of vision/SWOT</b> Deferred until the next meeting.	
19	<b>Review of Raise online</b> Dealt with under data	
20	<b>Financial Update</b> A report further to the finance meeting on Thursday was circulated. The predicted carry forward has increased from 18k to £29k. Additional funding for PE is expected. There are additional support hours/tree house club hours. Savings on the photocopier as the years go on should show. £10k has been spent on fencing for the tree house club security. Income is also higher. Nominal supply cover had been budgeted for and a big chunk of it used. A letter from P Latham MP regarding the new national funding formula should show improvements in funding over a period of time. However increasing pension costs, decreases in demand for school dinners will have an impact.	

	<p>The Tree house club is breaking even with enough return to re-invest in this facility.</p> <p><i>Governors asked about the school loan scheme.</i> It was confirmed that this was monies borrowed for largescale improvements some time ago and this was the final payment.</p> <p>A journal to re-align the budget code for school trips for £18215.50 was approved by Governors.</p>	
21	<p><b>Health and Safety</b></p> <p>No major concerns to note.</p> <p>Fencing on the other side of the school is still on the list to review.</p> <p>Only minor day to day actions have been necessary.</p> <p>A fire alarm drill has taken place this term.</p>	
22	<p><b>Building works</b></p> <p>Fencing works have been done over the summer.</p> <p>Fund raising for a MUGA is ongoing with the LSA. Lottery funding is being applied for to support this. DCC have undertaken a feasibility study.</p> <p>A link building has been discussed and staff have met with an architect who is drawing up plans.</p>	
23	<p><b>Correspondence</b></p> <p>An application for an SEND Y4 child had been received. However they were actually Y5 but had been working a year behind. Governors agreed that the school would be able to support the child with its needs and Governors approved the request. It was agreed that support provision would need to be put in place before the child started.</p> <p>All Headteachers had received a letter from Unison about the ongoing pay dispute which had not been resolved.</p> <p>Three residentials were approved by Governors which were all deemed medium risk. Pupil premium trip to Shining cliffs, Y4 to Ravenstor and Y6 to Kingswood.</p> <p>The Headteacher confirmed that a consultation on work loads of staff is taking place. There are issues that staff are raising that need addressing and this will be added to the next agenda.</p> <p>Ofsted would also be undertaking more visits to outstanding schools.</p> <p>A meeting about MAT had taken place with a number of schools.</p> <p>Governors/School need to decide what are the non-negotiables eg local governing body, keeping school ethos as is and let the Headteacher know by Thursday.</p> <p>It appears academy conversion is still a priority for the government.</p> <p>A letter had been received from a resident with concerns about trees. D Philips to draft a response.</p>	<p>SA</p> <p>DP</p>
24	<p><b>Determination of confidentiality of business</b></p> <p>Item 15 Staff Pay award</p>	
25	<p><b>What difference has this meeting made to Lawn pupils?</b></p> <p>Governors have looked at the budget to ensure good financial running and approved this years residentials. The skills of the governing body have been reviewed and development of this is ongoing via a variety of training methods.</p> <p>Governors have approved the admission of a new pupil.</p>	
26	Date of next meeting – 13 November 2017 6.00 pm	