

Lawn Primary School

11 December 2017 6.00pm-8.00pm

FGB Meeting Minutes

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

Item	Topic	Notes
1	Apologies L Rhodes – Accepted	
2	Review of Membership Margita Madjarova was proposed as LA Governor. All Governors voted in favour.	
3	Declaration of Interest None	
4	Review of minutes and matters arising from FGB 13.11.17 D Phillips had attended risk management training on Friday and will continue further investigation for Governor training in this area. HD is working with DCC finance on some training. Training has been organised with Maxine Bull our SSIO to deliver some training in the new ASP and data dashboard on January 29th 2018 at 6pm. The process for reviewing policies is still being reviewed. A response to the tree concerns has been sent. The Roles and responsibilities summary is now on Governor Hub. The SES & RAP have been circulated. The updated vision has been uploaded to Governor Hub.	
5	Pupil Premium Presentation D Hallam gave a presentation which will be uploaded to Governor Hub. Any questions feel free to contact D Hallam. <i>Governors raised questions about the PE premium and how this is linked. The school are looking at organising activities. Governors questioned the after school tuition aimed at pupil premium students and asked if the wider school use it. Governors asked if the school could obtain discounts for disadvantaged children in any areas. It was agreed to investigate.</i> <i>Governors asked when you find out about free school meals to enable planning for the future. It was confirmed not until the pupil starts school.</i> <i>Free inset cover at the Tree House club was suggested for pupil premium children. The school confirmed they need to be fair to all children and are looking at offering breakfast for pupil premium children.</i>	

6	<p>Staffing Update A member of staff has asked to have their hours reduced on a temporary basis for a term due to personal circumstances. Governors approved the request. Cover until the end of the Summer term was discussed for a pregnant member of staff. Governors to think about the options and ensure these are financially viable. The preferred option is more expensive but a known quantity for backfill. It was agreed to add to next month's agenda.</p>	
7	<p>Governor Training Training attended:- Leading Governance for New and Aspiring Chairs 21/28.11.17 R Larsen Safer Recruitment in Children's Services 6.11.17 A Clarke Risk Assessment and Educational Visits 8.1.17 D Phillips A Clarke to attend the LAC training in January. Governors were asked if anyone else wanted to go.</p>	
8	<p>Finance Update The estimated carry forward is 24.5 k. The increase in income 53K is due to additional pupil premium, SEN and school trip funding. Teaching is over budget due to supply costs and education support staff. We have put in more TA support. Tree house numbers growing so additional hours have been required. Last term there was a high turnaround of lunchtime staff sickness. Lunchtime staffing is to be reviewed next year further to comments from DCC. <i>Governors asked if there was guidance on numbers.</i> The school confirmed that they didn't think there was. Next year there will be the pension contributions increase. The supply budget has increased and a lot can't be claimed back. The Insurance for teachers is approximately 13k and probably only 2k has been able to have been claimed. <i>Governors questioned the cover including adding other staff departments and asked for a breakdown of options.</i> IT providers are being investigated as the school are not happy with the current service.</p>	
9	<p>Data The final figures have only just been received so will need to be discussed next year.</p>	
10	<p>Monitoring M Stevens had undertaken a H&S walk round. A suggestion to purchase glass hammers for an emergency exit was made. The school were happy with this suggestion. DCC are considering putting fire exits in. No actions have been taken by DCC since the last risk assessment and a new risk assessment may be undertaken again shortly.</p>	

	<p>A Clarke had completed the safeguarding visit. D Phillips & R Larsen had also done a learning walk and were very impressed with behaviour of children. The Finance & Pupil Premium reports are due to be received. The Early Years visit will be January. The PE report is to be circulated. S Blood is visiting the Tree House Club on Wednesday. J Blanchenot to circulate his report on assessment shortly. D Phillips to write up the school council visit. The Headteacher performance review had been done today.</p>	
11	<p>Policies & procedures Behaviour & Exclusions policy – Approved Anti bullying policy – Approved with one amendment RE policy – Approved 3 years.</p>	
12	<p>Safeguarding It had been noted that at the school disco run by the LSA there were too many parents. It was confirmed that parents would not be allowed to stay in future. LSA members and volunteers to have a lanyard displayed at such events. Still waiting for the tree house light buzzer.</p>	
13	<p>Headteachers Report The Headteachers report had been circulated. Governors congratulated the school for winning the poetry competition. <i>Governors queried the playground surfacing.</i> The issue mainly relates to KS1. The School have been investigating options. It was agreed to ask DCC when they do the H&S audit. <i>Governors queried the lack of trigger reports.</i> The school have flagged it with DCC but are monitoring it themselves. RAG rating RAP and will be updated in Governor Hub.</p>	
14	<p>Workloads Deferred until the next meeting. Needs to be discussed at the Staff Forum.</p>	
15	<p>Homework Deferred until the next meeting. Staff meeting in new year about it.</p>	
16	<p>Update on MAT Woodlands are not pursuing at present due to other priorities. The school could apply to be a standalone trust. There is a set criteria to follow. <i>Governors asked lots of questions regarding the interested parties and options available.</i> The school will continue to investigate options.</p>	
17	<p>Ofsted IDSR R Larsen explained some of the training she had attended. The subject should be touched on in the January training. Any questions please ask.</p>	
18	<p>Correspondence A letter had been received regarding a planning application for 152 student flats at Park Farm above Wilko/Co-Op. The school have responded to the application.</p>	

	<p>All schools were informed they would receive a letter on assessments. Concerns were raised as to how we can have the best data in the City but receive a negative letter from DCC. Other school letters had been seen which were much more positive despite poorer results.</p> <p>D Hallam shared with Governors about the NPQH training she was undertaking. It involves a whole school programme of change. Mental health and emotional well-being is the subject that has been chosen. Information will be made available on Governor Hub any questions please contact D Hallam.</p> <p>The school had responded to the consultation on SEN provision from DCC.</p>	
19	<p>Determination of confidentiality of business None</p>	
20	<p>What difference has this meeting made to Lawn pupils? Clearly defined roles have been agreed. Understanding of pupil premium amongst governors has improved greatly. The updated anti- bullying policy has been approved in order to keep children safe. The finances are sound. The school thanked S Blood for talking to Y6.</p>	
21	<p>Date of next meeting – 8 January 2018 6.00 pm</p>	