

Lawn Primary School

12 March 2018 6.00 pm-8.00 pm

FGB Meeting Minutes

Present: R Larsen, D Phillips (left 18:47) (Co-Chairs), Y Ayub, J Blanchenot, S Bejar, SA Bonnett, A Burton, A Clarke, J Hall, L Rhodes, M Stevens, M Madjarova, Mary Alexander, Andrew Walters, L Storey (Clerk)

Item	Topic	Notes
1	<b>Apologies</b> L Archer - Accepted	
2	<b>Review of Membership</b> There will be a Parent Governor and Co-opted Governor vacancy coming up in June.	School to organise parent governor vacancy.
3	<b>Declaration of Interest</b> None	
4	<p>Mary Alexander gave a presentation on the Rights respecting Schools Award and the benefits it can provide. It is awarded by Unicef. SA Bonnett offered to be the Governor Link for the project. <i>Governors asked if any other DCC schools are taking part. The school are not aware of any but there are in Nottingham. M Alexander will ask if there are.</i></p> <p>Andrew Walters gave a presentation on SEN including the EHCP process. 24 children are on the SEN register in Lawn at present and 5 have an EHCP. <i>Governors asked if DCC are as up to speed as other Councils. The school reported that there is a backlog with processing EHCP plans. Governors asked if the school had been kept updated on the proposed changes to SEN and enhanced resource units by DCC. The school explained how they work with DCC and what information they have at present.</i></p>	
4	<b>Review of minutes and matters arising from FGB 5.2.18</b> The minutes of the meeting from the 5.2.18 were accepted as a true record and signed.	
5	<b>Staffing Update</b> A catering assistant has been appointed. The school are in the process of recruiting for a one to one TA for a hearing-impaired student. Two new play workers have started today. Y Ayub will be going on maternity leave soon. It was agreed to organise Governor cover during maternity leave. The Headteacher made a proposal to Governors to appoint a teacher on a one-year contract so management release time is covered in house. There is a finance meeting tomorrow and the budget is looking healthy. Governors agreed to the proposal as long as the budget is able to sustain this. Delegated to the Finance Governor.	
6	<b>Governor Training</b> £500 has been put into Governor training in the new budget. A Clarke & R Larsen to go on complaint training in April. If anyone else would like to go please inform the school.	

7	<p><b>Monitoring</b></p> <p>There were only two recent visit reports on Governor Hub Safeguarding and Treehouse Club. Governors were reminded to upload to Governor Hub.</p>	All Governors
8	<p><b>Policies &amp; procedures</b></p> <p>Assessments Policy - Approved</p> <p><i>Governors asked if the Administering medicines and Managing medication policies had been updated with the new epi pen information as discussed at the February meeting. Headteacher to check.</i></p>	S Allison
9	<p><b>Safeguarding</b></p> <p>A LAC has now left so there are no LAC in school.</p> <p>There have been a few issues raised and dealt with.</p> <p>A Clarke had signed the Single central record.</p>	
10	<p><b>Data Protection</b></p> <p>Heads Teachers are concerned that DCC are not offering the role of Data Protection Officer.</p> <p><i>Governors asked what the school are doing about the role. There is a Heads meeting on Wednesday and information has been received from other organisations.</i></p> <p><i>Governors asked if any training been rolled out to staff. Not at present but encrypted memory sticks have been ordered. There are problems with IT support and we are in the process of changing supplier. Class Dojo has been confirmed as being acceptable to use.</i></p>	
11	<p><b>Workloads</b></p> <p>At the staff forum meeting last week workloads in general and specifically teachers' workloads were discussed. The Headteacher proposed that a focus group for teachers is required and asked for a Governor to attend meetings once a term. J Blanchenot, S Bejar and M Stevens offered to be involved.</p>	
12	<p><b>Homework</b></p> <p>Deferred until the May meeting.</p>	
13	<p><b>Budget</b></p> <p>Budget setting is in progress. There is a Finance meeting tomorrow. Outturn and carry forward will be reviewed. The budget will include plans for a new MUGA and the school will be meeting with DCC to get professional advice. Grants and fundraising will also support this project. Governors asked what impact the gas repair is going to have. The school confirmed there are no concerns regarding this and they are not planning on using devolved capital.</p>	
14	<p><b>Questionnaires</b></p> <p>The staff questionnaire analysis and report on comments was circulated. Only 23 staff had responded and there has been a shift from strongly agree to agree and an increase in disagree responses.</p> <p><i>Governors asked what staff groups had replied. The school did not know. It was agreed to add a rationale on why staff group information is required on the next questionnaire. How many questionnaires were completed last year? Headteacher to check.</i></p> <p><i>It was agreed to review the questions next time due to the way they could be interpreted.</i></p>	S Allison

	<p>At the recent staff forums there had been open and honest discussions which did mirror some of the results from the questionnaire. Professional support was suggested to help with the school direction as well as Investors in People and staff training.</p> <p>A suggestion box with suggestions to go to the Governors was made and agreed.</p> <p>A noticeboard for the staff room about Governors was also agreed.</p>	
15	<p><b>Agreement on buying decision for sold services</b></p> <p>Governors agreed to use the following DCC services:- SIP, Governor Support, Educational Psychologist, budgeting, DPA, Egress switch, HR and payroll, legal, school management software Integris and premises. The Headteacher reported that they have been sharing information with other schools to find best value eg teacher cover insurance.</p>	
16	<p><b>Headteachers Report</b></p> <p>The Headteachers report had been circulated. <i>Governors had asked for a report on the Tree House club figures but not yet received.</i></p> <p>It was agreed to continue investigating a nursery provision.</p> <p><i>Governors asked the school about the Trust that had approached Lawn. It was agreed to inform them that Lawn are not currently pursuing this but would be happy to meet with them.</i></p> <p><i>Governors asked about a bullying incident. This has been dealt with and not repeated.</i></p> <p><i>Governors questioned the DCC Fire Risk Assessment. There were a number of actions to be completed. The school have undertaken minor actions but have been waiting for a DCC funding request to go to cabinet. Governors queried the teaching judgements. The Headteacher confirmed the teacher ratings are being followed up.</i></p>	
17	<p><b>Correspondence</b></p> <p>Dealt with under confidential business.</p>	
18	<p><b>Determination of confidentiality of business</b></p> <p>Complaint</p>	
19	<p><b>Review of forthcoming Meeting Agendas</b></p> <p>R Larsen asked for suggestions about how to re-work agendas into a different format</p>	
20	<p><b>What difference has this meeting made to Lawn pupils?</b></p> <p>Governors have agreed that nursery provision needs to be investigated. The presentation on SEND including a glossary of words that had been circulated was very valuable. The presentation on the Rights respecting Schools Award gave a good insight into the benefits of this worthwhile project.</p>	
21	<p>Date of next meeting – 9 April 2018 6.00 pm</p>	