

Lawn Primary School

13 November 2017 6.00pm-8.00pm

FGB Meeting Minutes

Present: R Larsen, D Phillips (Co-Chairs), S Allison, L Archer, S Bejar, S Blood, SA Bonnett, A Clarke, M Stevens, L Storey (Clerk)

Item	Minutes	Action
1	Apologies J Blanchenot, L Rhodes, J Hall, H Dobson, Y Ayub - Accepted	
2	Review of Membership An application for a potential LA governor has come from DCC. R Larsen confirmed that a meeting will be organised to meet them.	
3	Declaration of Interest M Stevens - Trees	
4	Review of minutes and matters arising from FGB 9.10.17 The minutes of the meeting from the 9.10.17 were accepted as a true record and signed. D Phillips has been investigating risk management training. There will be a presentation on Pupil premium at the next meeting Finance training options of a day or evening were given. It was suggested another school could be asked to join to reduce the cost. H Dobson to explore further or option for online training. A DCC training session will be held in the new year when ASP is released. The process for reviewing P&P is being reviewed. It was confirmed that the Headteacher's job description now lists them as the designated safeguarding lead. Two letters regarding trees have now been received and a response drafted.	DP HD SA SA/DP/RL DP
5	Staffing Update A maternity cover will be coming up next year. A temporary additional needs TA has been appointed.	
6	Governor Training SA Bonnett has undertaken the Prevent training today. A Clarke had attended the Safer recruitment training last week. R Larsen undertook the new dashboard training. R Larsen and D Phillips had attended the Chairs briefing. The dual chairs had attended the SIP meeting with the Headteacher. The Headteacher had been informed that Governors need to be visiting the school during SATS week.	
7	Skills gap update No further update	
8	Review of self evaluation results This had been circulated to Governors. Thanks were given to those who completed the document. The results were discussed and areas where there was some evidence of some governors feeling that they did not have a full understanding of key issues were reviewed. The Pupil premium understanding will be picked up at the next meeting through a presentation. The Co-Chair confirmed that if there is anything Governors would like a presentation or further information on please let them know. Governors suggested that parents/carers are messaged on the day of events advising them that Governors will be available to talk to.	

	<p>The self evaluation noted that some governors thought that they received limited information on bullying. However it was confirmed that there is very little bullying in the school and anything to report is provided in the Headteacher's report.</p> <p>It was agreed that new Governors should get a proper induction and a buddying approach be used for future governors.</p>	
9	<p>Governors roles and responsibilities</p> <p>The Co-Chairs asked if everyone happy with the roles and responsibilities allocated. These were reviewed and agreed. A Roles and Responsibilities summary will be posted in Governor Hub</p>	RL
10	<p>Monitoring</p> <p>The monitoring schedule was reviewed and Governors reminded to book visits. Further to the School Council visit homework came out as something to be discussed and will be added to the next agenda.</p>	
11	<p>Review of the effectiveness of the GB</p> <p>The action plan has been updated again and highlighted where progress has been made. Governors attended parents evening.</p> <p>A list of non-negotiables for joining an academy has been compiled (RL and DRP) which has taken into account concerns and ideas previously expressed at governor meetings.</p> <p>A review of the induction for Governors will be ready for new Governors. S Bejar offered to buddy a new Governor.</p> <p>A list of school events had been circulated for Governors to attend in order to get to know staff. It was agreed to add the list of dates to Governor Hub.</p> <p>It was agreed to use the RAG system on the action plan.</p> <p>Governors were reminded that Ofsted can call at any time and Governors need to be Ofsted ready.</p> <p>It has been reported that in 2019, Ofsted are re-organising the assessment and rating categories of schools. No further details are available at present.</p>	Clerk
12	<p>Policies & procedures</p> <p>The Safeguarding policy was approved and signed.</p>	
13	<p>Safeguarding</p> <p>The school has bought into an online Safeguarding recording system called CPOMs. The school has encountered ongoing difficulties communicating with Social Services regarding specific cases and issues. The circumstances will continue to be monitored by Lawn staff and if appropriate, proposals to escalate concerns will be brought to the FGB.</p>	
14	<p>Threshold application</p> <p>An application for a teacher to progress to threshold 1 had been received. It was recommended by staff to approve. The increase is in the budget. Governors approved the request.</p>	
15	<p>Governors Consultation for SEND place</p> <p>A reception place for September 2018 had been requested. Governors agreed that they could not support the request as full time support would be required for the child and only 20 hours was being offered.</p>	
16	<p>SES and RAP update</p> <p>The Chairs asked Governors to ensure they have reviewed these documents.</p> <p>The key area is reading and the school will need to invest in new technology e.g. iPads or other tablet devices in the near future.</p> <p>As part of Task 2c – 'improve the quality of teaching and learning' the Headteacher will be asking Maxine Bull from the LA to provide an external review.</p>	SA
17	<p>Review of vision/SWOT</p> <p>Does it still reflect what we want Lawn to be?</p> <p>Governors were happy with the vision that had been circulated with some minor amendments. The document along with progress and revisions will be maintained in Governor Hub.</p>	RL

18	Building works None	
19	Correspondence A meeting had been held regarding a proposal for Ashgate Primary School, Allestree Woodlands and Brackensdale to form a MAT. The next meeting is planned for 11 December where a final decision from each school to form a MAT will be known and the way forward planned. Governors agreed with this proposal (see item 11 re. the basis on which further progress would be pursued). A request for paternity leave in May 2018 was approved. A request for a sabbatical from a teacher to work overseas for two years had been requested. The request was not approved.	
20	Determination of confidentiality of business None	
21	What difference has this meeting made to Lawn pupils? We have continued our long term strategic plan for continued growth and improvement. Reviewed the vision and signed off the safeguarding policy. The monitoring report of school visits has been reviewed.	
22	Date of next meeting – 11 December 2017 6.00 pm	