

Lawn Primary School FGB Meeting Minutes 14 May 2018 6.00 pm-7.40pm

Present: R Larsen, D Phillips (Co-Chairs), S Allison (Headteacher), L Archer, S Bejar, Sally Anne-Bonnett, A Clarke (left 19.34), SA Bonnett, D Hallam, L Rhodes, L Storey (Clerk)

Item	Topic	Notes
1	Apologies J Blanchenot, S Blood, A Burton, J Hall, M Madjarova, M Stevens - Accepted	
2	Review of Membership It was confirmed that D Hallam is standing in for Yasmin during her maternity leave.	
3	Declaration of Interest None	
4	Review of minutes and matters arising from FGB 9.4.18 Two Governors have been monitoring the SATs process this week and there were no concerns. The missing in education policy has been used.	
5	Data Protection A GDPR toolkit has been circulated on Governor Hub. Governors are collectively responsible for GDPR. The Headteacher had met with Ruth and Susan. The LA do not have the facility to provide a DPO. The school have bought into an external provider to be the DPO and offer support. <i>Governors questioned the details of the external provider.</i> The Headteacher has been passing on relevant GDPR information to staff. The school have brought encrypted data sticks and a mobile phone for the Headteacher. Staff have been informed not to use personal phones for school business. <i>Governors suggested buying a number of mobile phones for school use eg taking pictures/school trips.</i> Governors are surprised and unhappy with the lack of support received from the LA with regards to GDPR. It was agreed that staff and governors do a walk round to ensure nothing is missed in relation to GDPR. Item to be included on the next agenda.	
6	Staffing Update Interviews had taken place two weeks ago for a teacher and an overview of the applicants was given. Victoria Harrison has been appointed on UPS1. Governors had checked the budget before the appointment and the teaching allocation re-arranged to accommodate the higher salary rather than an NQT. Yasmin has now gone on maternity leave. A TA has resigned but a TA is returning from maternity leave who has offered to cover the position. A TA had asked for their hours to be reduced from 5 days to 4 days from September. This had been approved by Governors between meetings. A Year 3 September pupil is being directly admitted on an EHCP plan. TA hours will be required and are to be reviewed. <i>Governors questioned the arrangements of funding on the EHCP.</i> The school will need to apply for funding. The new intake for September has 7 children with additional needs from nurseries.	
7	Governor Training Ruth and Amanda have been on complaints training which was very useful. The Clerk to obtain training attended from DCC since September.	Clerk
8	Monitoring Governors gave an update on visits and the chart was updated. The school agreed to a subject leader meeting rather than reports which will include details on an action plan and policy. The Headteacher to email subject leaders to inform them.	Headteacher
9	Policies & procedures None at present, currently waiting for updates from DCC.	

10	<p>Safeguarding</p> <p>Amanda had met last week with the Headteacher and undertaken a safeguarding audit. The Headteacher is doing an action plan. They had reflected on the children missing in education policy. The Headteacher to put the action plan on Governor Hub.</p>	Headteacher
11	<p>Workloads</p> <p>Sarah had met with Susan, David, Matt, Ashleigh Cooper and Chloe Hendy. It was a positive meeting and staff are aware that the school are addressing workload issues. Suggestions to reduce work load included amalgamating the end of year and term report. <i>Governors also suggested making it easier to understand.</i> It was agreed to update families using the newsletter. A suggestion to offer 5-8 hours a week to play workers to undertake photocopying had been made. Governors agreed it was a good idea as long as it could be included in the budget. It was agreed to do this on a temporary basis until Summer. Other workload reduction ideas included reduced planning and only having meetings when necessary.</p> <p>There are no further planned meetings for workload unless the item is brought to the staff forums.</p> <p>Photocopying and workload to be added to July meeting agenda.</p>	
12	<p>Review of action plan</p> <p>Deferred until the next meeting.</p>	
13	<p>Homework</p> <p>Feedback on homework was that a change was required. Homework has been reduced to fortnightly. Two have gone out so far and the feedback has been positive. <i>Governors gave feedback that they were glad the homework folder had gone but would like more information signposting in the newsletter eg website links, book suggestions.</i> The school agreed to the suggestion.</p> <p>The parent questionnaires are still coming in.</p>	
14	<p>Data</p> <p>Lee had prepared a report with the main findings from the Spring end of term data. Boys reading, girls maths and SEND are working below expected standards. On the whole PP children are doing well. We are doing well in SPAG. Spring term results don't give an accurate prediction. Lee to add report to Governor Hub. The school have not heard if they are going to moderated as yet.</p>	
15	<p>Review of forthcoming Meeting Agendas</p> <p>Feedback from the last meeting had been uploaded to Governor Hub. It was agreed to defer until the next meeting.</p>	
16	<p>Correspondence</p> <p>Concerns were raised about LA admissions in that DCC were admitting more pupils than the limit in a number of year groups. The school is full yet DCC are still admitting more students. Governors were concerned that there was a health and safety issue and agreed to write a letter of concern. Ruth to draft a letter.</p>	R Larsen
17	<p>Determination of confidentiality of business</p> <p>None</p>	
18	<p>What difference has this meeting made to Lawn pupils?</p> <p>Positive discussions had been had around homework. We have put into place policies in relation to workload to support staff to support pupils eg photocopying. Governors have agreed with the appointment of a new member of staff and plan of action to support GDPR.</p>	
19	<p>Date of next meeting – 4 June 2018 6.00 pm</p>	