

**Lawn Primary School FGB Meeting Minutes 4 June 2018 6.00 pm-8.00 pm**

Present: R Larsen, D Phillips (Co-Chairs), S Allison (Headteacher), S Bejar, J Blanchenot left 19:45,  
S Blood, SA Bonnett, A Burton, A Clarke, L Rhodes, M Stevens, L Storey (Clerk)

<b>Item</b>	<b>Topic</b>	<b>Action</b>
1	<b>Apologies</b> L Archer, D Hallam, M Madjarova - Accepted	
2	<b>Review of Membership</b> The parent governor role is due to be advertised.	Headteacher
3	<b>Declaration of Interest</b> None	
4	<b>Review of minutes and matters arising from FGB 14.5.18</b> Deferred until the next meeting. Training undertaken since September to be added to Governor Hub Action plan for Safeguarding to be uploaded to Governor Hub	Clerk Headteacher
5	<b>GDPR</b> Ruth and Susan had undertaken a walk around the school. Some items were noted and have been reviewed and changed. <i>Governors asked about the new organisation and the support they are offering.</i> The Headteacher reported that staff have used their toolkit and they are happy with the service. <i>Governors raised concerns about the lack of support from DCC relative to GDPR and D Phillips offered to take this up at the Chairs briefing.</i>	D Phillips
6	<b>Staffing Update</b> The Headteacher reported that a teacher will be leaving at the end of term. Chloe Seddon NQT has been appointed as a replacement from September. She was an applicant from the recent round of teacher interviews and the appointment process was checked with DCC. Treehouse club and TA vacancy hours have been covered internally. A couple of members of staff have applied for the Teacher workload post and interviews will take place.	
7	<b>Governor Training</b> No further update.	
8	<b>Monitoring</b> An updated list had been circulated. Summer visits and planned dates were discussed. Monitoring list to be updated <i>Further to a visit a Governor queried progress on H&amp;S matters.</i> The Headteacher confirmed that a meeting had been held with a surveyor the week before school had broken up. All actions required by the school have been undertaken, funding from DCC is awaited for a number of items. A new fire risk assessment is due in September.	R Larsen
9	<b>Policies &amp; procedures</b> <i>Governors suggested personalising the H&amp;S policy/Critical incident policy?</i> and made some comments. D Phillips to send his proposed changes. The complaints policy is to be updated.	D Phillips
10	<b>Safeguarding</b> <i>Governors flagged up that the school disco is this term.</i> A reminder to parents that they cannot wait inside or bring siblings is to be sent out and helpers to have some sort of identity badge.	Headteacher

11	<p><b>H&amp;S</b></p> <p>Matthew reported the external walk round took place a few weeks ago. No concerns were raised.</p> <p><i>Governors questioned staff well-being.</i> The Headteacher reported that discussions have taken place and there is a pot of money available for overall well-being and will/has been applied for.</p> <p>Staff well-being proposals have been looked at and planned and these will be noted in the RAP.</p> <p><i>Governors noted that part of the workload reduction should help staff well-being and had met with a positive response.</i></p>	
12	<p><b>Review of Governor action plan</b></p> <p>The action plan has been updated and uploaded to Governor Hub. Comments were requested. It was suggested that dates of completion were listed and ideas for the action plan for the next academic year need to be thought about.</p> <p>The Headteacher reported that the parent questionnaire could link into the Action Plan.</p> <p>The question of whether the school need to start looking at the possibility of becoming a MAT was raised and if there should be a working group.</p> <p><i>Governors asked for an update on the latest situation.</i> The Headteacher reported that informal conversations have been continuing and information on others schools in Derbyshire and how they progressing was given.</p> <p><i>Governors asked if there is going to be an SLT meeting during the Summer term where this could be discussed.</i> The Headteacher confirmed that a meeting is planned and Governors are welcome to attend. Governors agreed that the matter be reviewed again in September unless any proposals are brought up in the meantime.</p>	
13	<p><b>Parent questionnaire</b></p> <p>The results of the parent questionnaire were circulated. The response rate was just over a 1/3. <i>Governors questioned the Headteacher on the comments.</i> Overall the results and comments were extremely positive. The school will publish the results and answer some of the concerns that had been raised.</p> <p>Governors were disappointed that some parents were still unaware how to contact them despite the large amount of hard work that Governors had made this year to make themselves visible including attendance at events, spot light on Governors in the newsletter etc. Details are also in the new starter pack.</p> <p>Other ideas to improve the feedback was a Class Dojo message on how to contact Governors and use of the external noticeboard as well as a drop box in reception.</p> <p>Governors asked for their congratulations to be passed onto staff further to the excellent results and feedback.</p>	Headteacher
14	<p><b>Review of RAP/SES</b></p> <p>The Headteacher confirmed that this was last updated in March. The Leadership day is 12 July and will involve leadership coaching.</p>	
15	<p><b>Review of forthcoming Meeting Agendas</b></p> <p>It was agreed to put the statutory items at the beginning of the agenda as well as linking agenda items to the RAP and Governor action plan.</p>	
16	<p><b>Correspondence</b></p> <p>The school had talked about setting up a holiday club. Staff had met with an organisation called Fun Fest. Details have been uploaded to Governor Hub.</p>	

	<p><i>Governors raised a lot of disadvantages and were asked to make any further comments via Governor Hub. The general consensus was not to take this any further.</i></p> <p>The Headteacher reported that further to the direct instruction to admit pupil from DCC no funding was available to support them and that EHCP funding was due to change.</p>	
17	<p><b>Determination of confidentiality of business</b></p> <p>None</p>	
18	<p><b>What difference has this meeting made to Lawn pupils?</b></p> <p>The monitoring schedule had been checked and updated to ensure the standard of teaching at Lawn remains excellent.</p> <p>The parent questionnaire was discussed and feedback reviewed.</p> <p>Work has been ongoing to keeping pupil data safe following a GDPR review by Governors and the school.</p>	
19	<p>Date of next meeting – 9 July 2018 6.00 pm</p>	