

Lawn Primary School

5 February 2018 6.00pm-7.25pm

FGB Meeting Minutes

Present: R Larsen, D Phillips (Co-Chairs), L Archer, Y Ayub, A Burton, A Clarke, J Hall, L Rhodes, H Dobson, D Hallam, M Stevens, M Madjarova, L Storey (Clerk)

Item	Topic	Notes
1	Apologies S Allison, S Bejar, J Blanchenot, S Blood, SA Bonnett - Accepted	
2	Review of Membership Y Ayub confirmed she hopes to return as Governor after maternity leave. S Bejar and J Hall four year terms finish in June 2018.	
3	Declaration of Interest None	
4	Review of minutes and matters arising from FGB 8.1.18 The minutes of the meeting from the 8.1.18 were accepted as a true record and signed.	
5	Staffing Update A one-to-one TA has been appointed for 15 hours to support a pupil. There are another 10 hours that need to be covered and promotion of an existing member of staff may result in a play worker vacancy. The closing date for a catering assistant is this week. A number of enquiries have been received.	
6	Governor Training L Archer gave a presentation on EAL. There are a total of 59 children with EAL. There are a total of 28 languages spoken in the school. <i>Governors asked questions about the presentation including what type of support is received.</i> Lawn has an EAL champion G Molineux and he has had additional training. There are a lot of resources and local professionals available. It was reported that there is a new policy out which gives further guidelines. <i>Governors queried if there were any behaviour/SEN issues relating to EAL pupils.</i> The school confirmed there wasn't. <i>A Governor asked for a split of the languages in relation to proficiency. Additional details in response to the questions will be provided for Governors.</i> The Chairs thanked those who attended the ASP training. The slides are available on Governor Hub. A Clarke had attended the LAC training and will feedback to the Headteacher. The Chairs attended the LA Chairs briefing on the 1 st February. A number of topics were covered and have been	LA

	referenced in relevant areas of the agenda. Jess had attended PE and Sports Premium training	
7	<p>Data The ASP data had been circulated.</p> <p>Schools are now required to report on Y6 pupil swimming competency. Where swimming lessons take place in other years, it has been interpreted that the competency previously recorded forms the basis for the mandatory reporting.</p> <p>The Chairs briefing included an explanation of the use of comparative authority data to establish Derby's position in national tables. The LA representative explained that informal analysis of the data indicates that Derby's national position would be expected to be close to 100th. Progress on initiatives to address this deficiency are expected to be reported at future Briefings.</p>	
8	<p>Monitoring The Chairs reminded Governors to book in their monitoring meetings.</p>	
9	<p>Policies & procedures Smoke Free Policy – To be updated -Approved Religious Education Policy – Approved Maths – Approved Managing medication – Contents queried to be reviewed. Intimate Care – Comments made – Approved History - Approved Fire Safety – Approved Children missing in education - Approved Worship – Approved School Council anti bullying policy – Approved with comments Calculation Policy – Approved – Suggested useful for parents Dealing with allegations of abuse against staff - Approved Administering medicines – Review EpiPen details</p> <p>The Chairs Briefing included advice to Governing Boards that Ofsted were now looking for explicit evidence that School policies were consistent in presentation and that content was not generic and had been developed to meet individual school requirements.</p>	
10	<p>Safeguarding A monitoring meeting that had been scheduled was postponed and will be completed by the end of this term, when it is due. E safety has been discussed with Y5/Y6. The trainer passed on ideas for disseminating information to parents/carers and further information which may be added to the website.</p>	A Clarke

	There is a new addition to the safeguarding policy on inappropriate peer on peer contact.	
11	<p>Data Protection H Dobson & S Allison have received GDPR training via a school cluster event during w/c 29 Jan. This event followed on from a briefing which took place in October 2017</p> <p>An update will be provided at the next FGB meeting. There are numerous actions that the school need to implement prior to the regulations coming into force in May including the appointment of a Data Protection Officer There are numerous consequential impacts relating to the location and control of data such as Class Dojo. The division of responsibilities and actions between the LA and Lawn needs to be identified and addressed.</p> <p>Post meeting note – The School Bus includes a GDPR Resource Pack which contains information which explains GDPR in an educational context for Governors requiring more details.</p>	
12	<p>Workloads Deferred until the next meeting.</p>	
13	<p>Homework Deferred until the next meeting.</p>	
14	<p>Budget The meeting took place on the 25 January. The carry forward has decreased from 24k to 15k. This is due to increased supply costs, there was a 2% increase to teachers pay and only 1% was budgeted. The benefit of new photocopier contracts will be seen next year.</p> <p>The consequence of a failure in part of the gas supply within the school grounds will require excavation and renewal of pipes. The LA has quoted the cost of this work at £15,500. Discussions between H. Dobson and the LA has established that the LA expect the school to use its capital funding allowance for this and next year <i>Governors questioned why the school were having to pay the full cost and Helen Dobson explained that the attribution was due to the contract that the School has with the LA for site services.</i> <i>Governors asked if the leak had impacted on the kitchen services for school meals. It was confirmed it hadn't.</i> The repair work is planned for half term.</p>	
15	<p>Schools Financial Value Standard The Schools financial value standards had been reviewed and were approved.</p>	
16	<p>Scheme of Delegation The Scheme of Delegation had been circulated and was approved.</p>	

17	Questionnaires The process is ongoing.	
18	Agreement on buying decision for sold services Deferred until the next meeting.	
19	Correspondence A request for a Y3 place in September with an EHCP had been received. There was not enough information available and Lawn was not the parents' first choice school. Governors agreed the child cannot be accepted as not enough information had been provided on the child's needs.	
20	Determination of confidentiality of business None	
21	What difference has this meeting made to Lawn pupils? We have agreed a number of school policies to keep pupils safe. Governors are more aware of EAL and varying languages and needs within the school. The school budget has been reviewed.	
22	Date of next meeting – 12 March 2018 6.00 pm	