

## FGB Meeting Minutes

Present: R Larsen (left 7.30 pm), D Phillips (Co-Chairs), S Allison (Headteacher), Y Ayub, J Blanchenot, S Bejar, SA Bonnett, A Burton, A Clarke, J Hall, L Rhodes, M Stevens, M Madjarova, L Storey (Clerk)

Item	Topic	Notes
1	<b>Apologies</b> None	
2	<b>Review of Membership</b> Governors voted for Susan Bejar to continue as a co-opted Governor for a four-year term. The school will be organising a parent Governor election around May.	Headteacher
3	<b>Declaration of Interest</b> None	
4	<b>Review of minutes and matters arising from FGB 12.3.18</b> The DCC Fire Risk Assessments recommendations have been reviewed and actioned where the school have been able to fund. Capital funding has been requested for items such as windows in fire doors.	
5	<b>Staffing Update</b> We have appointed a teaching assistant for a pupil with an EHC plan who has started today. A teacher has returned from sick leave. Another member of staff has gone off sick and is being covered with supply. A maternity leave TA is due back shortly. Y Ayub is due to go on maternity at the end of term. The Deputy Headteacher will be covering for a staff member's paternity leave.	
6	<b>Governor Training</b> L Rhodes offered to attend a local SENCO meeting. It was agreed to investigate alternative New Governor Training.	Clerk
7	<b>Monitoring</b> The monitoring report was reviewed. The SEN visit is due 1 May J Hall has the Early Years visit report to be uploaded. Learning walk undertaken by R Larsen and D Phillips from March to be uploaded. The PE visit is due in the next couple of weeks. Governors were reminded to book and upload all reports. L Archer asked for a Governor to review the SATs process. Governors asked for a date to see who could attend.	L Archer
8	<b>Policies &amp; procedures</b> SEN Policy – Approved one year	
9	<b>Safeguarding</b> It was agreed to review the Children missing from education policy.	S Allison/A Clarke
10	<b>Data Protection</b> Further guidance is coming out this week from the NUT. The main concern is the appointment of a DPO. All other data requirements are being reviewed and an action plan is to be produced. Ongoing agenda item.	
11	<b>Workloads</b> Staff members Ashley and Chloe have volunteered to be on the workload focus group. D Phillips also offered to be on the group and there are now enough members to meet.	

12	<p><b>Budget</b></p> <p>The budget for 2018/2019 was circulated. The general picture is healthy mainly due to the school being full up to 437 pupils along with the new national funding formula. The staffing percentage is at 81% but goes up over next 4 years due to NI and pension costs but is still below 90%. An extra teacher for one year is in the budget. DCC are happy with the proposals. Electricity and water costs have gone up and additional money has been put into fixtures and fittings due to KS1 tables and chairs. The school will be reviewing subscriptions to look at decreasing costs and there has been an increase to IT costs due to new supplier. <i>Governors asked why the uniform cost had gone down.</i> The Headteacher reported that a lot had previously been brought for the tree house club and not as much should be required this year. The Pupil Premium income is due to go down due to pupils leaving. LSA donations for MUGA and £25k from this year's budget to go towards this are noted and this will hopefully be done soon. Planned school dinner income has been reduced. SEN &amp; LAC funding is likely to decrease due to pupil no's reducing/leaving. <i>Governors asked about the utilities costs and asked if other options could be reviewed.</i> The school confirmed that it would cost a lot of time to review and were happy with the currently provider. <i>Governors asked if the Apprentice levy could be used to the schools benefit.</i> The school confirmed this had been looked at in length previously and there was no particular benefit. Governors queried the capital expenditure cost. This was explained. Governors queried the Treehouse Club costings. These are still being reviewed and a report will be produced for next month. There is a new online booking system for the Treehouse club. Governors all voted in favour of the budget that had been circulated and was signed by Governors. The statement of best value and internal controls were approved and signed. These will be reviewed on ongoing basis.</p>	
13	<p><b>Correspondence</b></p> <p>A letter from Iain Peel regarding the Derby opportunity area board was shared.</p> <p>The Chief Inspector of Schools is in Derby next week.</p> <p>A request has been received from a member of staff to swap some days. Governors unfortunately declined the request and did not want to set a precedent for other requests.</p> <p>Governors were asked to let the Headteacher know if they could assist with some staff interviews.</p>	
14	<p><b>Determination of confidentiality of business</b></p> <p>Complaint.</p>	
15	<p><b>Review of forthcoming Meeting Agendas</b></p> <p>D Phillips outlined ideas that he and Ruth have discussed regarding governor meetings, particularly in relation to balancing statutory and strategic responsibilities.</p> <p>To encourage discussion David circulated cards for governors to jot their thoughts and ideas for board priorities. The responses will be compiled for governors to consider at future meetings.</p>	DRP
16	<p><b>What difference has this meeting made to Lawn pupils?</b></p> <p>Governors approved and examined the forthcoming four-year budget which appears to be very financially sound.</p> <p>The SEN policy was approved.</p>	
17	<p>Date of next meeting – 14 May 2018 6.00 pm</p>	