



Lawn
Primary
School

**Lawn Primary School
Norbury Close, Derby DE22 2QR**

MINUTES

**Full Governing Body Meeting
Monday 11th February 2019 6.00 pm**

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
01/19	<p><u>Present</u></p> <p>Present: Dr Ruth Larsen, Chair (RL), Sarah Allison, Head(SA), Susan Bejar-Arrabal, Vice Chair (SBA), Jess Hall (JH), Donna Hallam (DH), Matthew Stevens (MS), Simon Blood (SB), Vicky Shepherd (VS), Graham Boyd (GB), Amanda Burton (AB), Amanda Clarke (AC), Louise Rhodes (LR), Margita Madjarova (MM), Helen Dobson, School Business Manager (HD).</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence</u> –, Jonathan Blanchenot, Sally-Anne Bonnett</p>	
02/19	<p><u>Review of Membership</u></p> <p>No changes.</p>	
03/19	<p><u>Declaration of Interests</u></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. GB declared an interest in item 10/19.</p>	
04/19	<p><u>Review of minutes from FGB 10 December 2019</u></p> <p>The minutes had been circulated to staff prior to this meeting.</p> <p>The minutes were accepted by all governors as a true record of the meeting. They were signed and dated by the Chair.</p>	Accepted
05/19	<p><u>Matters arising from minutes FGB 10 December 2019</u></p> <p>Item 53 – HD still to sort out the visitor badges.</p>	HD

06/19	<p><u>Staffing Update</u> DH said that a Play Worker had recently resigned and that their resignation had been accepted. SA said that this post will not be filled. There had also been a decision made not to replace Lee when he leaves this week. DH will be providing some of the cover and another member of staff will be returning from maternity leave and will share the responsibility. The cleaner had been signed off again until the end of April so that role is being covered too.</p>	
07/19	<p><u>SFVS Audit Review for 2019</u> The SFVS had been previously circulated to governors. The visit date had now been changed to 6 March. All governors were happy with this document and it was signed off by the chair.</p>	
08/19	<p><u>Finance Update– Confidential</u> See Separate Confidential Minute.</p>	
09/19	<p><u>IDSR Report</u> This item was not discussed. The document is on Governorhub and will be included in the next agenda.</p>	
10/19	<p><u>MAT</u> A number of staff attended the meeting in order to air their thoughts on the formation of a MAT. RL explained that staff had previously had the opportunity to meet/speak with representatives from Transform Academy. It was now time to decide whether to take the next steps to become part of this academy. SA said that there were two options. One to join an academy or two, to become part of the Transform Academy. SA went on to say that it would be preferable to stay as a maintained school but with the LA withdrawing HR services it would mean that the school would have to go elsewhere for this anyway. SA said that if more services were withdrawn, she did not want to be one of the last to academise. There were many comments from the staff who had attended this meeting. It was stated that staff were initially worried regarding the school’s identity but now realise that there would be no changes to this. Staff said that SA had explained all options thoroughly and that Transform had been able to answer questions well. Staff had previously had bad experiences with other trusts but they left the Transform meeting feeling reassured and inspired with confidence. However, although teaching staff were now on board, support staff were feeling more unsure and vulnerable. They felt that their jobs were not as secure as the teaching staff. Another issue that arose was how sharing ideas/resources would work logistically. Workloads for staff were currently good, how would they manage timewise without the work becoming onerous. VS clarified the situation stating that staff worried about leaving their own classes to go to other schools. VS said that staff saw themselves as supporting others. DH said that parents would also worry about this. VS said that also, the support staff were valuable commodities within the classrooms and that their good practice should be shared too. RL said that she now felt reassured that Transform would be the best way forward for Lawn. It is future proof but there will always be risks involved and moving onto the next stage would hopefully give staff/governors the finer details. GB said that there are now tighter restrictions on who can create a MAT as the LA are dealing with far too many small ones. He said that he knows the trust very well and that they are very professional and there will be more opportunities for staff throughout the MAT. GB felt that one of the</p>	

	<p>greatest risks was potentially amongst governing bodies and he would be interested to know how this would work. Governors did not want to disempower themselves. There is a risk of policy led approaches. Lawn should also check the financial due diligence. AB asked if terms of service would change. GB said that changes to terms and conditions have to be declared and that this would all come out in the consultation process. If changes are not declared then there is an automatic 2 year protection period. SBA said that the trust had good relationships with unions, which is positive. GB said that he would have no reservations about his own children being part of this trust. However, there were also political considerations which may cause a shift in focus. It is a risk. SBA felt that Transform is not commercially focussed. Andy Foulds(site manager) represented other site staff who were not at this meeting this evening. He said that the majority of kitchen/site staff were on board with joining Transform. AC said that Transform had a lot of experience and embedded good practice. MM said that it seemed a positive move which would give staff opportunities for progress and development. It was agreed that staff wanted to go ahead with the next steps.</p> <p>There was further discussion regarding the funding and budget if joining the trust. GB said that SA needed to explore in terms of what the top slice constitutes. SA said that the formal consultation period is approximately 20 days. Applying for academy notice takes around 3 months.</p> <p>There was some discussion around notifying parents and what their responses/ questions might be. SA said that she would happily hold a meeting for parents but could practically guarantee that it would be only a certain few that would attend. MS said that if Lawn decided to go ahead with it then parents needed to be informed. GB said that parents should know the positive reasons for the move. MS said to explain that there are massive concerns about what will be offered by the local authority in future.</p> <p>With a show of hands, governors voted unanimously to become part of an academy and that the academy should be Transform.</p> <p>This item was discussed first, allowing the visiting school staff to leave straight afterwards.</p>	
11/19	<p><u>Admissions</u></p> <p>SA said that KS2 class sizes were set at 32. Reception class 2019 there were 80 first choice applicants and 198 in total. There were a few places in classes across school but these were gradually being filled. There had been some SEND consultation documents coming through too.</p>	
12/19	<p><u>Policies and Procedures Ratification</u></p> <p>No further policies to ratify. Some policies were still being reviewed.</p>	
13/19	<p><u>Governor Training</u></p> <p>RL noted that there had not been a great deal of training opportunities coming through but intended to attend the chairs' briefing on 12 February. MM had been to new governor induction training.</p> <p>RL reminded governors that the training schedule was on Governorhub. RL also mentioned that she had uploaded the skills audit. There were no significant skill gaps. RL also reminded governors that monitoring visits were taking place.</p> <p>SA informed governors that schools were required to nominate a member of staff to attend mental health training. DH volunteered for this and LR volunteered to accompany her.</p>	

14/19	<p><u>Safeguarding</u> There was a meeting before Christmas regarding the Single Central Record. Everything was fine. SA informed governors that there had been a formal decision-making process for a permanent exclusion in January. Three governors and a representative from the LA were present. RL said that based on the case details governors regrettably decided to uphold the decision. The pupil has now been placed in a more appropriate setting but currently only for an hour each day. MS requested that pupils paid £3 for the disco beforehand in future. There had been a sizeable queue outside which could have been avoided. SA to put this into place next year.</p>	
15/19	<p><u>Correspondence</u> SA informed governors that she is around 5 months into a NPQEL qualification and has been given the opportunity to attend a conference in Dubai. This is a fully paid for event and whilst there, SA will get the opportunity to visit schools. Governors unanimously approved this. SA asked governors to review the case of a parent who had been banned from the premises 6 months ago. She said that the parent involved had stuck to the rules of the ban and SA felt that it was time to lift it. There was a new class teacher now and the parent had been into school and things had gone ok. AB said that SA should be very clear of the conditions of the lifted ban so that it can be reinstated if necessary. SA to request draft letter. GDPR - HD said that there was a new privacy notice for governors and she had received a summary off the DPO (circulated). HD had reported a data breach when a child's personal file had been sent to their new school. This had been delivered by the Post Office but not by recorded delivery. The recipient had opened the letter and kept it for 2 weeks. HD had spoken to the DPO and because school cannot confirm what was in it, the ICO were taking a low view. As a result of this incident the school is now reviewing the internal controls. AC brought up the fact that there were fewer opportunities for girls' sport outside of school and she had assured parents that she would raise this issue. JH to investigate on next visit. There were leagues being run but mainly for boys.</p>	<p>Approved</p> <p>AGREED</p> <p>JH</p>
16/19	<p><u>Determination of confidentiality of business</u> Finance Update.</p>	
17/19	<p><u>What difference has this meeting made to Lawn pupils?</u> Staff and governors united in putting the pupils and the school at the forefront of their decision-making. Controls on budget put in place in order to minimise the potential impact on pupils.</p>	
18/19	<p><u>Date of next meeting and items to include</u> FGB11 March 2019 at 6.00 pm</p> <p>IDSR Report Governor Monitoring Pupil Premium MAT</p>	

Signed _____ Dated _____

‘Dream, Believe, Achieve’