



Lawn
Primary
School

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

MINUTES

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

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
19/19	<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), Amanda Burton (AB), Amanda Clarke (AC), Louise Rhodes (LR), Margita Madjarova (MM), Sally-Anne Bonnett (SAB), Jonathan Blanchenot (JB) arrived at 6.35 pm, Helen Dobson, School Business Manager (HD).</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence</u> – Graham Boyd</p>	
20/19	<p><u>Review of Membership</u></p> <p>No changes.</p>	
21/19	<p><u>Declaration of Interests</u></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. None declared.</p>	
22/19	<p><u>Review of minutes from FGB 11 February 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
23/19	<p><u>Matters arising from minutes FGB 11 February 2019</u></p> <p>Item 05/19 – HD still to sort out the visitor badges.</p> <p>Item 15/19 – JH still to pursue the girls' sport opportunities.</p>	HD JH

24/19	<p><u>Staffing Update</u></p> <p>SA explained that the cleaner was still off long-term sick and that she intends to consult with DCC HR for advice on next steps. Governors need to consider whether this member of staff should be referred to Occupational Health or early retirement. Due to her illness, this member of staff is protected under the Disability at Work Act.</p> <p>Another cleaner has now reached their 3rd absence trigger. MM asked what a 'trigger' was and SA explained. SA awaiting response from HR before referring to Occupational Health. Governors were informed that a panel will be required if this case goes to a meeting. RL said that it made sense to have governors ready for this. MM/SAB/JH volunteered.</p> <p>SA said that Lee had now left for his new post and has not been replaced. A Playworker has resigned after having back surgery. Also not being replaced. A member of teaching staff has announced that they are pregnant (Victoria Harrison) and is currently off work due to the outbreaks of 'slapped cheek syndrome' in school. Victoria has been tested and is not immune to this so cannot return to work until 14 days after the last case. It is dangerous in pregnancy for between 9-20 weeks. This will cost the school a lot as there is no insurance for it.</p> <p>SA said that Chloe had been successful with her job application in London so there will be a vacancy as from November. The dilemma now is whether to advertise to fill the post or to offer a permanent contract to Victoria Harrison. MS stated that Victoria had been 'head and shoulders above other candidates' when she had been interviewed for her current post. SA said that Victoria is currently on a temporary contract so has been budgeted for. The other option is whether or not to appoint another Assistant Headteacher to replace Lee. MS said that this should be considered after 2-3 months without Lee in order to assess the impact. LR said that the earlier the appointment, the better the candidate will be. Whether it is for a class teacher or an Assistant Head. SA said that if the Assistant Head position is filled internally then they would still need a class teacher. The budget meeting will disclose if school can afford another Assistant Head.</p> <p>All governors agreed to offer Victoria Harrison a permanent contract from 11th March 2019.</p> <p>Yasmin Ayub will return to work just before the Easter holidays and will be taking over the class part time with DH.</p>	Agreed
25/19	<p><u>SFVS Audit Review for 2019</u></p> <p>The SFVS had been previously circulated to governors. HD said that the meeting had taken place on 6 March and was positive. There were 9 recommendations and most of them were very easy to resolve. E.g. 2 governor Declarations of Interest forms were missing and supply forms not signed. Other recommendations concerned IPRO, Whistle Blowing policy wording, the Imprest account limit, PAT testing register. HD said that all amendments will be completed by July.</p>	
26/19	<p><u>Finance Update</u></p> <p>HD circulated a copy of Finance Governors' Summary 2018-19 and informed governors that she had met with Rachel last Thursday. There is a small carry forward figure of around £12k but some funding has not come in yet so will not show until the next financial year. The biggest expense has been from supply and long term sickness cover. SA stated that the school was just 'in the black' and this has been helped by not replacing staff as they have left. SA said that the budget for the next 3 years was just about completed and it is looking healthy. One of the biggest costs will be the massive rise in teachers' pension contributions and the teachers' pay increase. SA not sure if DfE will contribute to this.</p>	

	<p>HD said that some of the SEN will be lost but this has not been finalised yet. SA said that a TA is leaving in the summer term and will not be replaced. HD said that staff costs are rising significantly and that they had to be mindful of the high percentage being paid out for salaries. LR said that it was a credit to the school for balancing the budget. VS said that it was good to explain the financial situation to staff who are now bearing this in mind, turning lights off etc.</p> <p>RL asked about pupil numbers. SA said that there were now 435 on role with 2 more to join. The cost of school dinners may have to increase as they are still at £2.20 and there has been no rise for years. MS asked if the uptake of school dinners has increased but SA said they had not. It was suggested that the long days at school as a result of the Treehouse may have increased the uptake but this was not so. HD to look at KS2 figures.</p>	HD
27/19	<p><u>IDSR Report</u></p> <p>This document had been uploaded to Governorhub prior to this meeting. SA said that it was all positive and asked governors if they had any questions relating to it. RL said there was nothing in the report that governors did not already know. Writing was the weakest area for the school. RL said that governors needed to spend time reading the report.</p>	
28/19	<p><u>MAT</u></p> <p>SA said that the consultation period was now underway and this will close on 2nd April 2019. Due diligence (on the school) has already begun and was timed to run alongside the consultation period. Transform have been very thorough and are coming into school. The experience has given the school an idea of what questions to ask Transform. SA said that several governors would be required, possibly as a working party. There had been a parent consultation meeting this evening. This was a drop in session attended by only 8 parents. LR said that good questions had been asked, nothing that hadn't been asked before by governors. SA said that the low parental attendance was a good sign that parents were happy about the prospective move. VS said that a parent had actually said that the letter that was sent out was very thorough and informative. SA said there had been a couple of questions at the gate regarding any changes in uniform/holiday dates. AB said that there would not be much change for the children. RL said that when governors meet on 8th April the due diligence on the school will be complete. SA said that then a working party would be required to move things forward. HD is to meet with another SBM and will ask what due diligence took place at their school. JH suggested allocating a governor to each area and to upload their questions to Governorhub. JH asked what the distinct areas are. These include: Attendance, Governance, HR, Leadership, Safeguarding, Teaching and Learning, Finance and Premises.</p> <p>JB asked if anyone had consulted 'The Key' for guidance on due diligence. No-one had log in details for this website. JB to download information from 'The Key'. SA to upload details of what Transform is doing (to Governorhub). AC said that on the NGA website there was an overview of questions for due diligence with actual examples.</p>	JB SA
29/19	<p><u>Pupil Premium</u></p> <p>DH had met with Susan to go through the Pupil Premium strategy and all is on track. Staff are taking ownership and are implementing this in their classes. Assessment week is imminent and more data will be available after this. For expected/above progress, Pupil Premium 82%, Non Pupil Premium 83%. DH said that she was happy with these predictions and still has a few</p>	

	<p>weeks to support the Pupil Premium children in class. RL asked if the report says how the money has been spent. DH said that it did and that it was reviewed at the end of the academic year too. School has now got Pupil Premium Plus children doing music lessons. Some of the children are taking part in art therapy and Lego therapy too. All of these things are having a positive impact.</p>	
30/19	<p><u>Policies and Procedures Ratification</u> SA said that no further policies will be reviewed yet. RL asked about the annual statutory policies such as the Behaviour Policy. MS asked if the Admissions policy is still valid. SA to check relevant policies. MS said that if someone appeals about not being given a place at the school then a policy should be in place. SA said that there are no changes to be made to the Admissions Policy and will upload it to Governorhub. All governors agreed to ratify this policy. AC asked about the information for parents new to the school when their children have been offered a place. There needs to be a consistent message for parents. RL suggested asking Transform if they have a standard letter for this.</p>	<p>SA</p> <p>Agreed</p>
31/19	<p><u>Governor Training</u> Training - RL reminded governors that the training schedule was on Governorhub. LR said that she had already completed Safeguarding training in her own workplace. RL said that she needed to bring in the certificate as evidence. SAB asked if there was another training session on Exclusion as she would like to undertake it. SAB to see training schedule on Governorhub. RL asked all governors to fill in their training details on Governorhub. At the same time, governors should complete the Declaration of Interest area. Monitoring – RL noted that not all reports had been uploaded following monitoring. All governors to send to BW to upload. RL asked SB if he had completed the website audit. SB still to do. MM to do EAL monitoring and will complete a report after this. RL reminded governors that the purpose of writing these reports was to highlight the key points and if necessary, ask for an agenda item for discussion. SB asked if newer staff were aware of governor visits. SA said that all staff are fully aware. RL had taken part in a learning walk on World Book Day and said that the costumes were amazing. Behaviour management had been discussed as this was inconsistent in some classrooms. There had been a noticeable difference in some classes. SA said that it had been a very unstructured day but still need to make decisions on covering PPA. SA said that companies used to come in but this had not been successful and we need to decide if we need teachers to cover PPAs. LR commented that a class teacher usually has the support of a TA but TAs have no support when covering classes. VS asked if it might be worth monitoring on a normal day. SA and RL both thought this was essential. On that particular day, SA said that the class calmed down when they walked into the room but she still felt that the activities were a little worrying. JB said that this was a discussion for school leadership and not governors</p>	<p>SAB</p> <p>ALL</p> <p>SB</p> <p>MM</p>
32/19	<p><u>Safeguarding</u> AC said that she would be monitoring Safeguarding on Friday. She had no other issues to raise except the 'momo' incident and parking. SAB raised</p>	

	<p>concerns about the person wheel spinning out of the car park. AC said that parents had been talking about patrolling the area and she had discouraged it. SAB said that this was an uncle, not a parent. He would not see newsletters etc that were sent out to parents. AC said that a patrolling PCSO was needed consistently for a few days. HD said that parents were parking in disabled bays at Park Farm but PCSOs say it is not their job to monitor this.</p>	
33/19	<p><u>Correspondence</u> Mental Health Training - DH had begun the mental health training. She had completed a diagnostic test prior to starting which would help to identify what was needed in school. An on-line coach will be assigned. DH said that one of her first tasks is to send questionnaires to the staff and to the children. These would be anonymous but has advised that if help is required then put your name on it. DH issued to governors and explained it to them. There will be a letter sent to parents to explain the award. DH said there should be a job description for the role of mental health lead and would like to raise this with Transform too. Sold Services - HD said that school would remain with the DCC package for premises/finance/payroll/school improvement etc. for the next 12 months. Personnel has been given to Flint Bishop at half the cost of DCC. Data Protection is from John Walker. HD to upload to Governorhub. Parental Complaint - RL was to write to the parent in response to the letter of complaint but decided not to. The letter would be taken as an acknowledgement letter. Exit Survey – RL said that Lee’s exit survey had been very positive. He had also sent a card to governors thanking them for their support.</p>	HD
34/19	<p><u>Determination of confidentiality of business</u> Nothing identified.</p>	
35/19	<p><u>What difference has this meeting made to Lawn pupils?</u> Governors acted to ensure high quality teaching continues. Ensured that school is operating within the budget constraints without affecting quality. Discussed due diligence to ensure the school’s future position.</p>	
36/19	<p><u>Date of next meeting and items to include</u> FGB 8 April 2019 at 6.00 pm Governor Monitoring/Actions from Monitoring MAT</p>	

Signed _____ Dated _____

‘Dream, Believe, Achieve’