



Lawn  
Primary  
School

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

## **MINUTES**

**Full Governing Body Meeting  
Monday 13<sup>th</sup> May 2019 6.00 pm**

<b><u>Item</u></b>	<b><u>Topic</u></b>	<b><u>ACTIONS</u></b>
54/19	<p><b><u>Present</u></b></p> <p>Present: Dr Ruth Larsen, Chair (RL), Susan Bejar-Arrabal, Vice Chair (SBA), Jess Hall (JH), Donna Hallam, Acting Head (DH), Graham Boyd (GB), Vicky Shepherd (VS), Amanda Burton, left at 6.45 pm (AB), Amanda Clarke, left at 7.10 pm (AC), Louise Rhodes, arrived 6.25 pm (LR), Yasmin Ayub (YA), Helen Dobson, School Business Manager (HD).</p> <p><b>Clerk:</b> Billie Welford</p> <p><b><u>Apologies for Absence</u></b> – Sarah Allison, Simon Blood, Matthew Stevens, Sally-Anne Bonnett. No apologies from JB.</p>	
55/19	<p><b><u>Review of Membership</u></b>  <b>Term ends 2019</b> – JB 6/9 MS 22/10 SAB 15/11. RL explained that there was a high possibility that conversion to a MAT will be delayed until January 2020. This means that the above governors will have to reapply when their term of office is due to end (if they wish to continue as governors). RL to obtain clarification of this from Transform.</p>	<b>RL</b>
56/19	<p><b><u>Declaration of Interests</u></b>  Governors were asked if they had any interests to declare regarding the content of this meeting. GB declared an interest in item 61/19.</p>	
57/19	<p><b><u>Review of minutes from FGB 8 April 2019</u></b>  The minutes had been circulated to staff prior to this meeting.</p> <p><b>The minutes were accepted by all governors as a true record of the meeting. They were signed and dated by the Chair. RL to send to HD for Budget documentation.</b></p>	<b>Accepted RL</b>

58/19	<p><b><u>Matters arising from minutes FGB 8 April 2019</u></b></p> <p><b>Item 41/19</b> – The visitor badges have now been ordered.</p> <p><b>Item 41/19</b> – JH still to pursue the girls’ sport opportunities.</p> <p><b>Item 41/19</b> – HD looked at KS2 figures. HD said that various marketing strategies had been tried but found it difficult to attract any more pupils for school meals. A price rise had been included in the latest budget figures which may further impact. YA suggested a questionnaire directed at the pupils. HD felt that the standard of meals may be part of the issue and this needs looking at. DH said that take up for school meals is very similar to other primary schools. VS commented that a lunch box full of crisps etc is a lot more fun than a healthy school meal.</p> <p>There had been a news item recently where a child had been fed bread and jam as the parent had a large unpaid bill for school meals. AC asked what the policy is at Lawn Primary. HD said that it was very common that parents accrue large bills but usually pay after several reminders. Children would never be left without a meal.</p> <p><b>Item 41/19</b> – MM still waiting to complete the EAL monitoring.</p> <p><b>Item 41/19</b> – HD uploaded Sold Services documents to Governorhub.</p> <p><b>Item 47/19</b> – SA will return after half term and the monitoring visit will then take place with AC. AC still to sign SCR and will complete this on Wednesday.</p> <p><b>Item 48/19</b> – SAB absent this evening.</p>	<p>HD JH</p> <p>MM</p> <p>AC</p>
59/19	<p><b><u>Staffing Update</u></b></p> <p>DH informed governors that SA’s return after half term may be phased. RL and SBA had met with her to check on her progress.</p> <p>The teacher absent because of ‘slapped cheek’ has returned. A member of the teaching staff will leave in September. There was also a resignation from the Lead Play Worker but this has been filled in-house.</p> <p>The advertisement for a temporary contract Teacher generated a lot of interest, resulting in 8 guaranteed interviews. DH stated that more governors would be helpful in this process. SBA volunteered. JH volunteered to attend school council on Tuesday morning until 1.30. HD is awaiting a hospital appointment for an operation and will then be absent for at least 6 weeks. DH said that it may be necessary to use a Transform SBM to help out during this time.</p> <p>Gareth Molineux has been appointed as Temporary Assistant Head. He will be taking assessment lead. There is a TA off sick until at least half term and this has meant cover from TAs in other areas of the school. DH said that phonics results were looking very healthy and it was essential that this continued.</p>	
60/19	<p><b><u>HT Report</u></b></p> <p>In the absence of SA, DH circulated this report during the meeting. She will upload to Governorhub in due course. If governors have any further questions once read, email DH.</p> <p>The overall attendance figure of 97.4% was discussed. GB asked if there were any persistent absences. DH said there was 1 child in Y5 with around 76% attendance. There had been conversations with the EWO and Mother. The child has anxiety issues. LR asked if the child had time out in school for this. DH said yes and that she sees a learning mentor twice a week too.</p> <p>SBA enquired about the Cleaner who is off long-term sick. HD said that she had tried to contact her at the beginning of March but had no response. Currently she is signed off until the end of July.</p> <p>VS asked to be added to RAP3i as she has undertaken moderator training.</p>	

	DH to action this. It was noted that there had been no racial incidents to report and no incidents of bullying.	DH
61/19	<b><u>MAT</u></b> RL informed governors that Transform had confirmed that they had accepted Lawn Primary to become part of their MAT. The application is now going through the regional schools process. DCC only work with 3 schools at any one time and so the application may not be processed in time to convert in September 2019. RL said that she would be meeting with Rebecca in June. GB asked if DCC were aware that there were still some financial issues to resolve before the final decision to academise is made. HD said that they were. HD said that she had contacted Steve Cox in finance at Transform to try to get answers to some of her questions. She was having difficulty in obtaining a response from him. There were some important queries that needed answering concerning the 5% top slice for free school meals and also the teacher pension budget for example. HD to email again and to arrange a meeting with GB, RL and SBA. GB to try to contact also. RL is currently writing an article for the school Newsletter in order to update parents on progress.	HD GB
62/19	<b><u>Policies and Procedures Ratification</u></b> A decision had been made previously that policies would not be updated due to the transitional process. However, it was now necessary to ensure that the policies were kept up to date and staff are currently working on them. DH said that the Behaviour policy needs a complete overhaul regarding rewards etc. However, the current policy has a review date of November 2019 and will be updated once consultation has taken place with stakeholders. Signed by RL. Policies to be presented for ratification once updated.	SA/DH
63/19	<b><u>Finance</u></b> HD is awaiting notification of reimbursement of teacher pension contributions. Based on information received, this could mean around £19,575 to come back. HD said that the capital allocation this year is £8,837. This money could be used to update the 4 staff toilets. HD awaiting quotes. The government conditions survey has just been completed. This identifies areas that school can bid on. The boilers and lighting had been highlighted. There is also an area of parquet flooring that is lifting and might need replacing. SBA enquired about the bid man. HD said that she needs to draft a letter as she has received no response from him. HD said that the budget was beginning to look healthier.	
64/19	<b><u>Safeguarding</u></b> AC to organise a monitoring visit for early next term. SCR to be signed this week. There had been no Safeguarding issues to report in school. Two new staff members are booked in for training in July.	AC
65/19	<b><u>Staff Well-Being</u></b> RL said that this item had been put on the agenda due to the high staff sickness. However, this was generally for reasons beyond the control of the school. DH said that she had advised staff to focus on their teaching only. Staff	

	have been very supportive of DH. DH is attending a course tomorrow with a focus on staff well-being.	
66/19	<p><b><u>Governor Monitoring/Actions Raised</u></b></p> <p>LR raised the fact that Andy Walters is under a tremendous amount of stress. She said that he strives for perfection and will stay up late to work. LR to meet with him tomorrow at 1.30 pm. DH said that the SENCO role needs looking into as there is a lot to cover for 1 person. SAB to complete training form. GB said that there should be policies in place to prevent emails etc being sent after a certain time.</p> <p>RL said that these issues had been discussed at a conference as an area for concern. Strategies need to be put in place to take small steps to resolve them. DH said that by the next FGB she would have more ideas to cascade to staff.</p> <p>RL said that staff at some organisations arrange walks together at lunchtime. LR has a good poster which could be put up in the staffroom. LR to email to RL.</p>	<p>DH</p> <p>LR</p>
67/19	<p><b><u>Governor Skills Gaps/Governor Training</u></b></p> <p>LR to send report. RL to send report.</p> <p>Governors asked for a list of dates for events in school e.g sports day. DH to produce this.</p> <p>SBA mentioned the information on governor training sessions that had been sent from Transform. She had contacted them and been told that the training sessions were only being delivered in Nottingham as this had not been set up in Derby yet. It was discussed that the training sessions need to be in Derby too. JH said that there were enough Derby schools in the MAT to merit it. HD said that space was restricted at Lawn so they could not offer to host training sessions. SBA to contact Transform to request the governor training be offered in Derby and Lawn could host from 6-8 in the evenings. GB offered to deliver training on the new framework. RL said that this would be helpful to governors and staff. GB and DH to look at dates.</p>	<p>LR/RL DH</p> <p>SBA GB/DH</p>
68/19	<p><b><u>Correspondence</u></b></p> <p>DH had received the EHCPs. The 2 existing EHCPs had been awarded. Regarding the Foundation pupil with disabilities that had been awarded a place before assessment, Andy had spoken to her Mother. RL will visit Whitecross. The Y3 boy – this will go to panel as Lawn is parents' first choice. Foundation stage boy – EHCP admitted.</p> <p>RL has received informal correspondence from a parent which she needs to respond to. The first stage will be an informal discussion.</p> <p>RL has received correspondence from the current clerk, BW, who will be leaving her post as from 7 June 2019. RL said that her work as clerk has been much appreciated.</p>	
69/19	<p><b><u>Determination of confidentiality of business</u></b></p> <p><b>No confidential minutes.</b></p>	
70/19	<p><b><u>What difference has this meeting made to Lawn pupils?</u></b></p> <ul style="list-style-type: none"> <li>• Governors organised the activities for the curriculum inset day</li> <li>• Governors considered staff well-being and measures that could be taken to ensure it.</li> </ul>	

71/19	<b><u>Date of next meeting and items to include</u></b> FGB 10 June 2019 at 6.00 pm	
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Signed \_\_\_\_\_ Dated \_\_\_\_\_

‘Dream, Believe, Achieve’