



Lawn
Primary
School

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

MINUTES

**Full Governing Body Meeting
Monday 8th April 2019 6.00 pm**

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
37/19	<p><u>Present</u></p> <p>Present: Dr Ruth Larsen, Chair (RL), Susan Bejar-Arrabal, Vice Chair (SBA), Jess Hall, arrived 6.30 pm (JH), Donna Hallam (DH), Matthew Stevens (MS), Graham Boyd (GB), Vicky Shepherd (VS), Amanda Burton (AB), Amanda Clarke (AC), Louise Rhodes (LR), Sally-Anne Bonnett (SAB), Jonathan Blanchenot (JB), Helen Dobson, School Business Manager (HD).</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence</u> – Sarah Allison, Simon Blood, Margita Madjarova</p>	
38/19	<p><u>Review of Membership</u></p> <p>No changes.</p>	
39/19	<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 45/19.</p>	
40/19	<p><u>Review of minutes from FGB 11 March 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
41/19	<p><u>Matters arising from minutes FGB 11 March 2019</u></p> <p>Item 23/19 – HD still to sort out the visitor badges. They have now been priced but have not yet been ordered.</p> <p>Item 23/19 – JH still to pursue the girls' sport opportunities.</p> <p>Item 26/19 – HD still to look at KS2 figures.</p> <p>Item 31/19 – SB still to complete the website audit.</p>	<p>HD</p> <p>JH</p> <p>HD</p> <p>SB</p>

	<p>Item 31/19 – MM absent from meeting so unsure if the EAL monitoring has been completed.</p> <p>Item 33/19 – HD still to upload Sold Services documents to Governorhub.</p>	<p>MM</p> <p>HD</p>
42/19	<p><u>Staffing Update</u></p> <p>See separate confidential minute.</p>	
43/19	<p><u>HT Report</u></p> <p>In the absence of SA (HT), this item was postponed.</p>	
44/19	<p><u>Budget (Discussed at the end of the meeting)</u></p> <p>See separate confidential minute.</p>	
45/19	<p><u>MAT</u></p> <p>RL informed governors that the consultation period was now over. Meetings with parents and staff had shown that there are no significant concerns. RL had received only 1 email from a parent since. RL said that she had responded to their questions. Staff are all happy with the consultation. MS commented that staff and parents had been given plenty of opportunity to ask questions. LR said that the consultation had been very clear so staff and parents have been more receptive of the idea.</p> <p>RL said that the next step was for the governors to ratify 2 resolutions.</p> <ol style="list-style-type: none"> 1. To become part of an academy. 2. To academise with Transform Academy. <p>RL explained that if governors accept the latter then the process needs to move forward. (JH arrived at this point)</p> <p>Before the vote, RL distributed copies of the responses to governor questions that she had previously uploaded to Governorhub. There was much discussion around the questions/responses. RL said that there will be no further requirement for an LA Governor but SBA stated that Governors could be categorised as they wished. The meetings would continue as now, 1 per month. Training opportunities were on offer from Transform. GB asked about the financial element. HD said that she had communicated with Transform to clarify the 5% which was taken from all funding except SEN funding. JH said that the PE funding is ring-fenced Transform will invoice each month. HD said that she needed clarification on the Treehouse income but the 5% was the same as the DCC payment. There was some discussion about the 5% top slice from FSM funding which governors need clarification on. HD read out some of the things that were included in the package. HD said that questions had been raised regarding the low reserves to carry forward. Transform would have liked £100k but Lawn will only have £50k. MS asked if the situation with academisation would affect the fire escape with DCC. HD said that if conversion comes later than expected then DCC will definitely not pay. SAB asked about the meals funding (regarding the 5%). HD said that she needed clarification. Governors took a vote on the following:</p> <ol style="list-style-type: none"> 1. To become part of an academy - Unanimously agreed 2. To academise with Transform Academy – Unanimously agreed 	<p>Agreed</p> <p>Agreed</p>
46/19	<p><u>Policies and Procedures Ratification</u></p> <p>Financial Procedures Manual – Slight amendment required but agreed in principal. Signed by the Chair.</p>	<p>Agreed</p>

	Whistleblowing Policy – Agreed and signed by the Chair.	Agreed
47/19	<p><u>Safeguarding</u> AC had completed a monitoring visit with SA but has yet to send a completed monitoring form to BW. The Safeguarding provision that Transform provide had been discussed. A member of Transform had been into school and questions had also been sent to them and answered. Transform were happy with what they had seen in school. AC did comment that there were high expectations of the Safeguarding governor. AC said there had been an issue in school with a referral to the LA. A meeting had been missed and AC needs to sign the Single Central Record before the end of term. AC asked if there were still concerns regarding the parking around school. HD said that things seemed a little quieter at the moment and this may be due to a regular presence on the gate. Patrolling PCSOs had been out to monitor but there have been no further issues. MS said that parents were confused about the parking situation at Park Farm. It is not made clear that the first 2 hours parking is free. AC asked for clarification regarding the residential trip. Would the extra people be staff or parents? DH said that it would staff.</p>	<p>AC</p> <p>AC</p>
48/19	<p><u>Governor Training</u> SAB to complete training form. RL reminded governors that the DCC training schedule was uploaded to Governorhub. This included all of the regular courses e.g Exclusion training, Leadership and Challenge etc. Transform also offer training opportunities. LR is now the Mental Health Lead.</p>	SAB
49/19	<p><u>Governor Monitoring</u> LR had met with Andy Walters for a SEND audit. He was trained as a reviewer. He had started to complete the audit forms but was concerned that a lot more information is required. LR had concerns about his workload which began a discussion to find a solution. Monitoring report to follow. SBA said that Transform had seen the governor monitoring reports and were very impressed with them. GB asked if the Trust will implement assessment method changes. DH said that school would decide but there will probably be input from them. RL and GB agreed that this was another question for Transform as it is unfair on staff to keep changing assessment methods.</p>	LR
50/19	<p><u>Correspondence</u></p> <p>See separate confidential minute.</p>	
51/19	<p><u>Determination of confidentiality of business</u></p> <p>Minute numbers: 42/19, 44/19, 50/19</p>	
52/19	<p><u>What difference has this meeting made to Lawn pupils?</u></p> <ul style="list-style-type: none"> • Governors acted to ensure that sufficient cover was in place to manage staff sickness. • The next steps have been taken to moving the school towards becoming part of an academy trust which has the children at heart. • Agreed the budget for the next 5 years. 	

53/19	<u>Date of next meeting and items to include</u> FGB 13 May 2019 at 6.00 pm Governor Monitoring/Actions from Monitoring MAT/Staff Wellbeing	
-------	--	--

Signed _____ Dated _____

‘Dream, Believe, Achieve’