



Lawn  
Primary  
School

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

## **MINUTES**

**Full Governing Body Meeting  
Monday 10<sup>th</sup> December 6.00 pm**

<b><u>Item</u></b>	<b><u>Topic</u></b>	<b><u>ACTIONS</u></b>
41/18	<p><b><u>Present</u></b></p> <p>Present: Dr Ruth Larsen, Chair (RL), Sarah Allison, Head (SA), Susan Bejar-Arrabal , Vice Chair (SBA), Sally-Anne Bonnett (SAB), Jess Hall (JH), Donna Hallam (DH), Matthew Stevens (MS), Simon Blood (SB), Vicky Shepherd (VS), Jonathan Blanchenot (JB), Helen Dobson, School Business Manager (HD).</p> <p><b>Clerk:</b> Billie Welford</p> <p><b><u>Apologies for Absence –</u></b>, Amanda Burton, Amanda Clarke, Louise Rhodes.</p>	
42/18	<p><b><u>Review of Membership</u></b></p> <p>No changes.</p>	
43/18	<p><b><u>Declaration of Interests</u></b></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. No interests declared but SA mentioned that there were some highly confidential matters to be discussed.</p>	
44/18	<p><b><u>Review of minutes from FGB 19 November 2018</u></b></p> <p>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.</b></p>	<b>Accepted</b>
45/18	<p><b><u>Matters arising from minutes FGB 19 November 2018</u></b></p> <p><b>Item 31</b> – Regarding the topics discussed around the FRA, MS had drafted a letter on behalf of the governors and was awaiting approval from governors.</p>	

	<b>Item 34 – RL reminded JB to complete and submit the skills audit.</b>	<b>JB</b>
46/18	<p><b><u>Staffing Update</u></b>  SA had issued a comprehensive report to governors at the previous FGB. Since then, staff had returned and the new Treehouse manager, Natasha Dumelow, had started in post. However, Lee Archer had notified SA that he wishes to leave in February as he will be moving on to a Deputy Head post. He had worked at Lawn for 13 ½ years and this move was a natural progression. SA said that she was now faced with a decision to either advertise for an Assistant Head now or hold fire. She felt that the priority was to cover the class but that there was only one of the supply teachers that she would consider utilising for this. Therefore, it may be a case of using a different supply teacher or advertising the job asap.  JB felt that it was not really the right time to advertise. SA said that even appointing after Christmas would mean that the new staff member didn't start until Easter. Also, if the post was only initially advertised internally it might mean having to advertise for the member of staff who fills it. MS stated that advertising internally was the favoured option. SA said that if she went down this route then the process would have to be robust and the role should be clarified. SBA said there could be a temporary upgrade for the TLR. After the discussion, SA said that the situation needs a lot of thought and that the decision should be delayed. If the school is desperate, an Acting Head could be another option. Also, there may be further implications with the new budget. Governors all agreed that this was the best solution and RL thanked SLT for all of the extra work that they had to do.  SA said that governors should decide if Lee can leave at February half term as requested. All governors agreed to this.</p>	<p><b>Agreed</b></p> <p><b>Agreed</b></p>
47/18	<p><b><u>Headteacher's Report</u></b>  The Headteacher's report had been circulated to Governors prior to this meeting. SA asked if there were any questions arising from it.</p> <p><b><u>Unauthorised absences</u></b>  At the beginning of the academic year a letter was sent out to parents explaining the consequences of children missing school. Individual letters had been sent to several families regarding low attendance. MS asked who paid the legal expenses for taking parents to court. SA said that the cost was picked up by the LA. SAB asked if the letters had had the desired impact or if there had been any reaction at all. SA said that one child's attendance had improved since the letter was received. There is another child who has an attendance record of 67% and this was partly due to a 3 week holiday to Florida. Unfortunately, Woodlands had approved the holiday for the other child in the family but Lawn had not. JH asked if there was evidence of this happening. JB felt that it would be a good idea to write to Woodlands for verification. SA said that holidays are always going to be an issue as parents are willing to pay the fine. These parents will be fined. MS asked if a lot of the absences were from reception children but SA said that this was not the case even though they would be allowed time off.</p> <p><b><u>Accident data</u></b>  RL asked if the accident data (68 minor incidents in school) was normal. SA said that it was and that it was usually lunchtime/playtime incidents in the playground.</p> <p><b><u>Staff sickness</u></b>  The amount of absences had impacted greatly on staff wellbeing this term. Teaching staff had lost 52 days in Autumn 2018 compared to 10 during Summer 2018. SA explained the reasons for these absences (all in</p>	

	<p>Headteacher's report).</p> <p>Support staff absence was also very high, losing 144 days in Autumn 2018 compared to 32 during Summer 2018.</p> <p><b>Exclusions</b></p> <p>The report showed that there has been 1 fixed-term exclusion of 2.5 days. Since writing the report, SA said that there had also been a permanent exclusion although this was not being made public yet. The child in question had been physically violent towards SA and it was felt that he needed specialist support that he could not access at Lawn. The parents have a right to appeal and at this stage governors may be required to attend a hearing. SA said that the school had done everything possible to accommodate the child's needs but there was also a need to consider the impact on the children in school. There was a discussion around the procedure that has to be followed for a permanent exclusion/appeal. SA said there had never been one since she had been at Lawn. Asked if the child was an SEN child, SA said that the child was very bright and because of this had been lost in the system. MS said that it would be wrong for the child to be kept at school if their needs were greater than could be offered at Lawn. MS also asked about the impact on TAs in Y4. SA said that it could affect funding for this when the budget is set. There is a possibility that a restructure is required. Losing funding for 3 pupils amounts to £30k. SAB pointed out that this equates to the salaries of 2 TAs.</p> <p><b>Parents' evening attendance</b></p> <p>One parent had refused to attend the parents' evenings on 13<sup>th</sup> and 14<sup>th</sup> November. This had been documented.</p> <p><b>Pupil numbers</b></p> <p>Pupil numbers were discussed. In total, there are 434 pupils which consists of 225 male and 209 female. There has been a rise of 24 pupils since September 2017.</p> <p><b>Events and visitors</b></p> <p>The report showed a long list of events which created discussion among the governors. RL asked which activities the children had enjoyed the most. SAB said that the Y5 First Aid training with St John's Ambulance was popular and so was the certificate that was presented to the children on completion. VS said that anything to do with history had been popular, such as the WW1 history week and soldier visit. MS said that the children also enjoyed the Pride Park event. SA said that the children were a little disappointed with the Brownlee triathlon event as they were expecting to see the Brownlee brothers.</p> <p><b>CPD training and events</b></p> <p>SAB mentioned that she should be going to the Exclusion training on Tuesday evening but that her son's parents' evening would clash. SA will now join RL for this training instead.</p>	
48/18	<p><b><u>Finance Report Update</u></b></p> <p>HD circulated the Finance Update document during the meeting and key points were discussed. The carry forward from 2017-2018 was £16,856.00 and currently the projected carry forward for 2018-2019 is £16,033.00. A lot had been done this year and this figure has also taken into account pay increases for supply staff and salaries for covering sickness. Even using existing staff for cover incurs more expense. Staff have to work longer hours to provide cover. SBA said that there had been a good meeting with the Finance Officer from DCC.</p> <p>RL said that a lot of money spent this year has been in long term investments. SBA said that this was mostly revenue but HD said that capital</p>	

	<p>had also been spent. HD said that they would have to be mindful over the next 2-3 years in terms of spending. SA said that the SEN funding will probably be halved which will have a huge impact. HD said that TAs on EHCP were not with a named child. If named, the job disappears when the child leaves. SA said that she would do everything possible to avoid restructure but it may be necessary. All schools are in the same position. MS asked if the online system for Treehouse and dinners was saving money. HD said that it would eventually but there had been initial teething problems. Parents need to sign up to it and there may be a laptop put in reception in order to help them to use the system.</p> <p>The Finance Summary for Governors was circulated and discussed. HD said that the SFVS audit - paper version - is yearly. Auditors are in January and HD to circulate on Governorhub beforehand.</p>	HD
49/18	<p><b><u>MAT - Confidential</u></b> See separate confidential minute.</p>	
50/18	<p><b><u>GDPR updates</u></b> An Acceptable Use policy was issued to governors to sign, for GDPR purposes. Governors to return to HD once signed. HD to email governors who have not completed the GDPR training. SBA asked about the lost birth certificate issue. HD said there had been no more news about it.</p>	
51/18	<p><b><u>Policies and Procedures Ratification</u></b> No further policies to ratify.</p>	
52/18	<p><b><u>Governor Training</u></b> Discussed previously.</p>	
53/18	<p><b><u>Safeguarding</u></b> There will be a meeting next week regarding the Single Central Record. Also to discuss how to deal with certain issues. It costs £75 per hour but will help to alleviate some of the stress. MS mentioned his trip to Pride Park with the children and identified that helpers needed badges so that the children knew who to go to. The badges will say Volunteer and will also be used in school. HD to arrange.</p>	HD
54/18	<p><b><u>Correspondence</u></b> Nothing had been received except the DCC letter regarding HR and Lee's letter of resignation. There had been a letter from Nick Gibb congratulating on being in the top 9% for phonics. Also a letter from the LA regarding the priorities which had already been circulated to governors.</p>	
55/18	<p><b><u>Determination of confidentiality of business</u></b> MAT discussion.</p>	
56/18	<p><b><u>What difference has this meeting made to Lawn pupils?</u></b> Ensuring quality cover for the assistant head. Identifying underlying issues of staff absence. Investigated and deemed unavoidable. Ensuring financial budget being used effectively.</p>	
57/18	<p><b><u>Date of next meeting and items to include</u></b> <b>FGB</b> 14 January 2019 at 6.00 pm</p>	

Signed \_\_\_\_\_ Dated \_\_\_\_\_

‘Dream, Believe, Achieve’