



Lawn
Primary
School

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

MINUTES

**Full Governing Body Meeting
Monday 10th June 2019 6.00 pm**

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
72/19	<p><u>Present</u></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), (AB), Amanda Clarke (AC), Louise Rhodes (LR), Yasmin Wilkins (YEW), (HD). Simon Blood (SB), Matthew Stevens (MS), Helen Dobson, School Business Manager.</p> <p>Clerk: Mike Armstrong</p> <p><u>Apologies for Absence</u> – Sarah Allison, Sally-Anne Bonnett, Amanda Burton, John Blanchart.</p>	
73/19	<p><u>Review of Membership</u></p> <p>The Chair stated that the following Governors were coming to the end of their term of office: -</p> <p>John Blanchart (JB) – will not be renewing after next meeting Sally-Anne Bonnett – term up in November 2019. Matthew Stevens (MS) – term up in October 2019. MS stated his intention was to be considered for another term. The Chair added that a new term could be as a Co-opted Governor (to replace JB) and a new Parent Governor could be elected.</p>	
74/19	<p><u>Declaration of Interests</u></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting.</p>	

	<p>GB declared he was a member of another MAT MS declared he was a neighbour of the school and would have an interest in any building discussions.</p>	
75/19	<p><u>Review of minutes from FGB 13 May 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>	
76/19	<p><u>Matters arising from minutes FGB 13 May 2019</u></p> <p>Item 55/19 RL - All Governors start a new 4-Year term of office with Transform. They do not impose a structure.</p> <p>Item 58/19 - Girls sports opportunities in discussion EAL Monitoring to be completed SCR completed</p> <p>Item 60/19 DH - Completed</p> <p>Item 61/19 HD/GB - Meeting set up 28th June with Transform. A report to be given at the next FGB</p> <p>Item 62/19 SA/DH - The Behaviour Policy has been signed. An update is due in November 2019.</p> <p>Item 64/19 AC - Safeguarding Monitoring visit carried forward</p> <p>Item 66/19 DH - Wellbeing to be discussed in Headteacher's report, Item 78/19. LR - The poster has been sent</p> <p>Item 67/19 LR/RL - Governor reports completed and will be uploaded to Governor Hub. DH - Dates on Governor Hub SBA - Contacted Transform. The training was not yet set up in Derby. GB/DH - New framework training for Governors to be done in the new year</p> <p>There were no additional matters arising.</p>	
	<p><u>Staffing Update</u></p> <p>The Acting Headteacher (DH) made the following points on staffing: -</p> <ul style="list-style-type: none"> • A new Year 5 teacher has been appointed on a 1-year temporary post. A maternity leave position has not been filled. • Parents have been informed of the class teachers for 2019/2020 • Transform have been contacted to see if they had any School Direct teachers to fill the maternity leave post. 	

	<ul style="list-style-type: none"> • A TA, who delivers 1 to 1 support, is doing teacher training. She will stay in the school and has been allocated to Year 5. <p>There were no questions</p>	
78/19	<p><u>Staff Wellbeing.</u></p> <p>The Chair introduced the topic by saying there had been quite a high level of staff sickness absence. It was important that the wellbeing of all staff was important.</p> <p>DH reported she had attended a training session on the topic, which had not been particularly useful. She has spoken with colleagues from other schools to collaborate on the wellbeing of staff.</p> <p>She added that staff had discussed workload on the school INSET day. Staff have completed a questionnaire on workload, which included questions on all aspects of school. Staff worked in their teams to discuss the issues. TAs and office staff were given their own version of the questionnaire.</p> <p>Based on the results, there will be workshops held in staff meeting time. Topics will include marking and assessment, one of the major issues highlighted by staff. Phase Leaders will be picking up other issues raised in their meetings.</p> <p>DH felt that the organisation of the school year and when things were done needed to be looked at. There were very busy and stressful times of the year, which were different for different phases in the school. By spreading out the key events, stress could be reduced.</p> <p>In terms of wellbeing, particularly mental health, DH felt that a key element was kindness and looking out for each other.</p> <p>She added that the workload for members of the SLT was huge and this needed some consideration from the Governors.</p> <p>The Chair suggested that smart solutions should be sought, such as middle leaders taking on more as development projects.</p> <p>DH said there were a number of staff on UPS 3 and it needed to be decided what these staff should be doing to contribute to the management of the school. The Transform performance management procedures will question the contribution of these staff.</p> <p>DH also stated that, in her role, she felt she benefitted from supervision. The availability of someone to speak to on a regular basis about issues would be very beneficial for all staff.</p> <p>The Chair said she would speak to Transform to see if they offered a mentoring/supervision service for staff. It was certainly something the school needed to look at.</p> <p>A Governor raised the issue of parental complaints, many of which were sent to the senior leaders, when often it is the class teacher who is in a better position to deal with any issues.</p>	RL

	<p>It was agreed that it needed to be made clear to parents what the procedure for complaints is. DH will write to parents to set this out.</p> <p>There was some discussion about parents emailing staff. DH suggested that the school server be switched off every evening until the following morning, to prevent staff receiving emails at home and often late at night. It was also stated that some parents were using Dojo to complain and spread messages around other parents, which was not the purpose or intention of the app.</p> <p>Finally, DH stated that a lot of stress was caused by the way some parents speak to staff. This was very important to her and central to the wellbeing of staff.</p>	<p>DH</p>
<p>79/19</p>	<p><u>MAT</u></p> <p>DH said that there was nothing to report at the moment. There were forthcoming meetings with Transform after which the process would move forward.</p> <p>A Governor suggested that a FAQ section be put on the website to answer all the questions regarding the move to becoming an Academy with Transform. It was felt this would be very useful for parents and prevent the same questions being asked of staff.</p> <p>It was agreed that this would be done.</p> <p>Parents will be informed of this in the newsletter and directed to the website for all questions relating to becoming an Academy.</p>	<p>DH/RL</p>
<p>80/19</p>	<p><u>Policies and Procedures Ratification</u></p> <p>Site Security Policy</p> <p>HD reported that the changes made were about responsibilities and the removal of the internal gates etc.</p> <p>A Governor said that catering staff must be aware of the Policy as external gates may need to be open for deliveries during break.</p> <p>HD replied that most of the deliveries were first thing in the morning, but deliveries during the day were supervised by the Site Supervisor.</p> <p>Resolved: The Site Security Policy was approved.</p> <p>HD informed Governors that the Policy Update Schedule was on Governor Hub. This will be updated again.</p> <p>A Governor commented that there were a lot of Policies which the school did not need and could be removed.</p> <p>HD agreed but stated the required Policies would be reviewed with Transform.</p>	

81/19	<p><u>Finance</u></p> <p>The School Business Manager stated that the meeting with the Local Authority Finance Officer had been postponed. The report will be uploaded to Governor Hub once the meeting had taken place.</p>	
82/19	<p><u>Safeguarding</u></p> <p>AC reported that she had checked the Single Central Record on 15th May 2019. A safeguarding meeting will be arranged with DH/Headteacher later in June 2019. AC was not aware of any significant safeguarding issues. She mentioned sending out information for year 6 parents on on-line safety. AC has booked on the Transform Safeguarding Briefing.</p>	
83/19	<p><u>Governor Monitoring/Actions Raised</u></p> <p>It was reported that the Special Needs Audit, carried out by an SSIO and another Headteacher, had gone very well, with very positive feedback. The team was impressed with the children's books and progress.</p> <p>The Chair asked Governors to arrange any visits planned as soon as possible.</p>	
84/19	<p><u>Governor Training</u></p> <p>AC – to attend Safeguarding Briefing.</p> <p>There was no other training reported.</p> <p>The meeting moved on to Item 86/19 at this point.</p>	
85/19	<p><u>Vision</u></p> <p>This item was considered after Item 87</p> <p>The Chair stated that the current vision statement was quite long. She felt the focus should be what the school wished its pupils to look like on leaving Year 6. There was general discussion about the personal qualities and skills the students should develop over the 7 years in the school.</p> <p>The major points made were as follows: -</p> <ul style="list-style-type: none"> • Be respectful, kind and polite • Become a confident and competent learner • Progress needs to be across the wider curriculum, developing knowledge to underpin skills. • Section on safeguarding <p>It was suggested that the school council be consulted DH said that they had been asked. Their focus was on kindness and</p>	

	<p>technology.</p> <ul style="list-style-type: none"> • Values skills and knowledge fit for the future • Tolerance • For staff as well - Wellbeing and workload. Happy place to work/learn and progress • Developing future leaders • Develop confidence • Being ambitious • Creative <p>DH added that Transform did a lot of work in celebrating the achievement and success of children and staff with award ceremonies, which encourages children and staff to want to improve. She felt the school needed to develop partnerships with external organisations to widen the experience for the children to influence and develop the children’s aspirations for work and an understanding of the wider world.</p> <ul style="list-style-type: none"> • Be prepared for the next stage mentally and academically. • Self-aware, independent and resilient. Confidence to take risks make mistakes and accept failure. • Strong value set. • Strong sense of equality and diversity • Physical and mental wellbeing. • Globally and locally aware. Connected to the community <p>The Chair said she would put together a draft vision statement using the suggestions from Governors. This would be uploaded to Governor Hub for Governors to review and make comments.</p>	RL
86/19	<p><u>Buildings</u></p> <p>HD said that following the fire risk assessment, which had been discussed previously, DCC have agreed to complete some work. The plans will be uploaded to Governor Hub. The work to be carried out is as follows: -</p> <ul style="list-style-type: none"> • Replacement of fire doors. The major work will be in the Year 2 and Year 1 classrooms, as these do not have fire doors at present. There is firstly a need to do an asbestos check in the building. • As much of this work as possible will be done in the summer holiday. • Fitting a new fire door and ramp in the old staffroom and replacing other fire doors throughout the school. • Fire doors will be connected to the alarm. • Ramps fitted where needed. <p>HD added that the school was looking to have new doors fitted at the back of the Davis Hall. The quote for the work is £8500.</p> <p>A Governor asked if the money for the doors would come out of the capital fund.</p> <p>HD replied that this would need to be looked at as refurbishing the staff toilets from the capital fund had been discussed previously.</p>	

	There were no further questions	
87/19	<p><u>Correspondence</u></p> <p>HD informed Governors of a request from a neighbour regarding reducing the tree height. At the bottom of the field. The school is getting quotes for having the work done.</p> <p>HD added that children were getting into the school grounds, probably by using the trees to climb over the fence. This area will need to be addressed.</p> <p>See confidential minute for a staff request. (This will be put on a separate note when OK'd)</p> <p>A TA has requested a reduction in hours from 4.5 days to 4 days, by not working half a day on Friday.</p> <p>A Governor asked what impact this would have on support for the children. DH said there would be little impact, as the time lost was minimal on Friday. She felt it would be beneficial for the wellbeing of the member of staff and recommended the request was approved.</p> <p>Resolved: The request for a reduction in hours was approved.</p> <p>The Chair informed Governors that a parent of a child in foundation stage 2 had challenged the appropriateness of some content in PSHE regarding same sex relationships. The parent had been spoken to on the phone and both parents had attended a meeting with DH and the Chair.</p> <p>DH explained that the school was very inclusive and tolerant. The issue arose out of a child saying that men cannot marry men. The child was told that this was not true. This was misconstrued at home as the school promoting same sex relationships. This has circulated on What's App as the school teaching about LGBT issues and has led to other parents contacting the school.</p> <p>DH said she stood by the school values and told the parents that any question from a child would be answered truthfully.</p> <p>Parents have been invited to a meeting on June 11 to discuss this.</p>	
88/19	<p><u>Determination of confidentiality of business</u></p> <p>Complaint from Parent and Staff request.</p> <p><u>Staff correspondence.</u></p> <p>As above.</p>	
89/19	<p><u>What difference has this meeting made to Lawn pupils?</u></p> <ul style="list-style-type: none"> • The vacant teacher post has been filled with a quality candidate • Workload for SLT and staff discussed to ensure wellbeing is maintained 	

	<ul style="list-style-type: none"> • The Governors fully support the school's approach to PSHE in relationships, sex education and inclusivity to ensure all children in the school feel well supported. • Discussion around as new vision statement to ensure the school is future ready. 	
71/19	<p><u>Date of next meeting and items to include</u></p> <p>FGB 8 July 2019 at 6.00 pm</p>	

Meeting closed at 7.45 p.m.

Signed _____ Dated _____

'Dream, Believe, Achieve'