



Lawn  
Primary  
School

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

## **MINUTES**

**Full Governing Body Meeting  
Monday 19<sup>th</sup> November 2018 6.00 pm**

<b><u>Item</u></b>	<b><u>Topic</u></b>	<b><u>ACTIONS</u></b>
16/18	<p><b><u>Present</u></b></p> <p>Present: Ruth Larsen, Chair (RL), Sarah Allison, Head (SA), Susan Bejar-Arrabal, Vice Chair (SBA), Sally-Anne Bonnett (SAB), Amanda Clarke (AC), Amanda Burton (AB), Jess Hall (JH), Donna Hallam (DH), Margita Madjarova (MM), Matthew Stevens (MS), Simon Blood (SB), Vicky Shepherd (VS), Louise Rhodes (LR), Helen Dobson, School Business Manager (HD).</p> <p><b>Clerk:</b> Billie Welford</p> <p><b><u>Apologies for Absence –</u></b>, Jonathan Blanchenot, Graham Boyd</p>	
17/18	<p><b><u>Review of Membership</u></b> No changes.</p>	
18/18	<p><b><u>Declaration of Interests</u></b> Governors were asked if they had any interests to declare regarding the content of this meeting. No interests declared.</p>	
19/18	<p><b><u>Review of minutes and matters arising from FGB 8 October 2018</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.</b></p>	<b>Accepted</b>
20/18	<p><b><u>Review of minutes and matters arising from FGB 8 October 2018</u></b> Item 5 - RL to collate the results of the skills audit. Item 7 – RL reminded governors that they needed to inform BW when undertaking training. This should be done when booking the training and when it is complete. Governors to email BW with this information.</p>	<b>RL</b>

	Item 10 – RL asked if GB had provided the list of policies to delegate. SA said that he had but has not yet met with SA to discuss.	<b>GB</b>
21/18	<p><b><u>Staffing Update</u></b></p> <p>Regarding the Treehouse, DH informed governors that there was now another member of staff off sick. A member of staff who has returned on a phased return is being closely monitored. Supply staff are being used for this member of staff in FS2 as a TA during this time. A relief cleaner is also being utilised on a part time basis. SA explained that a cleaner was off due to serious health issues. Due to the nature of the illness SA said that it had been difficult to communicate with her but had sent flowers. SA would also send good wishes from the governing board. DH said that a member of staff had just been appointed for the Treehouse and will start on 10<sup>th</sup> December. HD added that there had been five candidates and a parent had been employed who had had a very positive effect on the children during the interview process. However, the candidate's admin skills were weak but she is using her own time to come into school on a Friday to improve on this. SLT are helping out in the kitchen along with Treehouse and DH requested that any help from governors would be appreciated.</p> <p>Lee has returned to school. Ruth is back but needs to be very careful with some of the jobs and other staff are helping out with this.</p> <p>AC asked if qualifications were needed to be able to help out in the kitchen. HS said that a food hygiene certificate was required and that SLT all have level 2. However, the SLT were not cooking dinners.</p> <p>SA said that a member of staff was off visiting a family member who was ill. Whilst there, the member of staff had contracted gastroenteritis and had missed their flight home which had delayed his return to work.</p>	
22/18	<p><b><u>Pupil Premium Review</u></b></p> <p>DH had uploaded the Pupil Premium Strategy to Governorhub prior to the meeting. There had been a Pupil Premium Review meeting regarding this strategy and areas for development had been pointed out by the SSIO. The strategy was to be transparent so that it is clear where the money is spent. GB had sent a question asking how writing was being addressed. DH said that it was part of teacher appraisals and would be addressed by literacy leads.</p> <p>RL asked how Greater Depth was being addressed. DH said that this was also part of teacher appraisal – exceeding expected progress and also pupil progress meetings. DH is holding Pupil Premium Progress Meetings in order to challenge progress and 'greater depth'. GB had sent a question to ask what proportion of pupil premium pupils has additional needs. RL said that the stats were amazing and some of the high results were from pupils who (or had been) SEND. MM asked if the stats would have an impact on funding. DH said that it had no impact as it was purely based on needs.</p>	
23/18	<p><b><u>End of Year Data including 3 year trend and Derby Data</u></b></p> <p>This document had been uploaded to Governorhub and some copies circulated during the meeting. SA said that GB had asked why maths expected was only 80% this year when it was 86% last year. Science expected was also lower than last year.</p> <p>DH said that the cohort was the reason for maths progress. There had been a huge emphasis on reading and now science was an area to work on. SA agreed that 'greater depth' was an issue but DH said that the school's moderation process was accurate. There was now going to be more emphasis on writing and also during staff training. Staff concerned are</p>	

	<p>getting together with other schools too for moderation. 'Greater depth' nationally is a difficult level to reach. AB asked if there were any obvious differences between the results of boys/girls. DH said that girls achieved a slightly higher level of 'greater depth' but the school was constantly looking for ways to enthuse boys.</p> <p>SA said that GB had also questioned the downward trend of 'greater depth' in writing. MS asked if this was teacher assessed. DH said that it was but that moderation was accurate. Cohorts and family situations must be considered. Pupils will not make the same progress every year.</p> <p>On behalf of all governors, RL thanked the staff for their extremely hard work. RL was particularly impressed by the 'whole child' approach.</p>	
24/18	<p><b><u>RAP Priorities</u></b></p> <p>The Raising Achievement Action Plan had been uploaded to Governorhub prior to this meeting. DH said that the gap was closing with Pupil Premium and SEND pupils but still needs to be area to close even further. There now needs to be a strong focus and this subject is also forming part of teacher appraisals.</p> <p>SAB asked if the systems for managing behaviour were working. SA said that their systems were constantly being evaluated to ensure that they are still working. It is a proactive approach and all staff are involved.</p> <p>SA said that systems in place for managing behaviour are often commented on by parents. Consistency of rewards for example. SAB said that she had seen evidence of inconsistencies. SA said that parent perceptions are often very different to those of staff. DH said that consistency matters and she would like to ensure that everyone (including supply staff) are following the same procedures.</p> <p>MS said that the numbering on the list of priorities is random and should possibly be just bullet points instead. SA to address this.</p> <p>Persistent absences had increased and SA said that parents with reception level children knew that she had to authorise holidays. SA said that the current national average for attendance is 96% and theirs is only just above at 97%. This is due to holidays and illness. SA said that 15 letters had been sent to poor attenders but she can do little until attendance reaches 90% or less. LR asked what percentage of the low attendance was down to SEND pupils. DH said that SEND pupil attendance is generally very good. A discussion ensued regarding different rewards for 100% attendance but SA felt that as there were so many pupils falling into this category it was difficult. DH said that one school was sending home letters which clearly demonstrate their child's attendance against the average.</p> <p>MS suggested that posters need displaying showing what a difference time off school actually makes.</p>	SA
25/18	<p><b><u>Confidential – Threshold Applications</u></b></p> <p>Discussed in item 36/18 after staff members had left the meeting.</p>	
26/18	<p><b><u>SWOT and Vision discussion</u></b></p> <p>RL said that the working party had uploaded some ideas to Governorhub but a meeting needed to be arranged to get all the ideas together. RL to email some dates to SA/DH.</p>	RL
27/18	<p><b><u>Building Update, Planning, MUGA</u></b></p> <p><b>Path-HD</b> said that the widening of the path was complete and that it had made a huge difference for access. It had been completed during October half term</p> <p><b>Planning MUGA</b> –Awaiting DCC confirmation of approval. Discussions will then continue with different companies for funding and further quotes. There</p>	

	<p>had been issues with project leads. SA to keep governors up to date with this. SBA commented that the path had flooded one day. HD said that the project manager suggested drilling holes in it to allow the water to escape. Needless to say he was sent an email to say that the flooding issue needed a better solution. HD said that there had been a lot of rain and it cleared very quickly. The situation will be monitored</p>	
28/18	<p><b><u>Approval for School Residential</u></b>  DH said that the residential for Y6 and Y4 needed approval from governors. It was decided to return to PGL after Kingswood had a variety of issues and no longer lived up to expectations. SA said that the food was shocking and children and staff were not eating properly. The activities and sleeping arrangements were also inadequate. SA consulted the cluster of heads and decided to return to PGL but a smaller centre in Lancashire. There had been an opportunity to attend the one on the south coast but travel had made it much too expensive.</p> <p><b>Approved by all governors.</b></p>	<b>Approved</b>
29/18	<p><b><u>ASP Data</u></b>  Not discussed. This item deferred until the next FGB.</p>	
30/18	<p><b><u>Finance</u></b>  Finance report not discussed. This item deferred until December FGB. There is an LA finance meeting 21/11 after which the forecast will be more up to date.</p> <p>SA said that DCC had approved the 3.5% increase for main grade teachers, 2% for the upper range and 1% SLT.  LR had been discussing the SEND Locality Fund with SENCOs who had not been informed that the funding had stopped. This had impacted on the budget. SA said that this decision will draw TAs away from being class-based and they will be assigned to a child instead. It will be very difficult to manage without them in class and it could lead to exclusions.  RL and SA to get together to write letters of protest on behalf of the governors. RL said that it may also be time to get the local MP involved. LR said there had been a real push to improve SEND provision but there would be no money for this. Some pupils have had their funding approval withdrawn. JH suggested that the local newspaper may also be interested.</p>	
31/18	<p><b><u>FRA Confidential Report</u></b>  The Fire Risk Assessment report had been uploaded to Governorhub prior to this meeting. SA still in battle with DCC over funding to ensure compliance. DCC had installed doors which should be fire retardant but were not. SA able to action items that have been highlighted which are the school's responsibility. Sensors have already been installed. MS happy to draft a letter to DCC on behalf of the governors. MS asked for past fire risk assessments for comparison. SA to send to MS.</p>	<b>MS SA</b>
32/18	<p><b><u>GDPR Updates</u></b>  HD explained that the school was still going through the compliance process to ensure that paperwork was correct. The DPO was happy. HD to contact other SBMs. There had been another request for the lost birth certificate which HD needed to chase up. Nothing more heard about this.</p>	<b>HD</b>

33/18	<b><u>Policies and Procedures</u></b> No further policies to ratify.	
34/18	<b><u>Governor Training</u></b> RL thanked governors for returning the skills audit. A reminder to let BW know of any training planned or completed.	
35/18	<b><u>Safeguarding</u></b> RL said that AC's report had been uploaded to Governorhub. Discussed clinical supervision for Senior Leaders who can have the same issues as SLT. This could be an expensive choice but it prevents staff from becoming overwhelmed and going off sick. To be explored. Safeguarding policy had been circulated prior to this meeting. Copies were given to all present who signed that they had read and understood it. Governors were happy for SA to have a pot of money for clinical supervision for safeguarding.	
36/18	<b><u>Confidential Item –</u></b> <b>This item was dealt with at the end of the meeting. At this juncture, all staff left the meeting (7.45pm) except for SA and DH and HD. See Separate Minute.</b>	
37/18	<b><u>Correspondence</u></b> DH had received a letter from Nick Gibb congratulating staff and students on the phonics results. On behalf of the governors, RL thanked the staff for all of their hard work to produce these results.	
38/18	<b><u>Determination of confidentiality of business</u></b> The FRA report on Governorhub. Threshold application MAT discussion	
39/18	<b><u>What difference has this meeting made to Lawn pupils?</u></b> There was now a comprehensive strategy in place to address Pupil Premium. Attendance issues had been addressed and new ideas brought forward. Governors to help with Treehouse during staff absences.	
40/18	<b><u>Date of next meeting and items to include</u></b> <b>FGB 10 December 2018 at 6pm</b>	

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

‘Dream, Believe, Achieve’