



Lawn
Primary
School

**Lawn Primary School
Norbury Close, Derby DE222QR**

MINUTES

**Full Governing Body Meeting
Monday 8th October 6pm**

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
1/18	<p><u>Present</u></p> <p>Present: Ruth Larsen, Chair (RL), Sarah Allison(SA) (Head), Susan Bejar-Arrabal (Vice Chair) (SBA), Jonathan Blanchenot (JB), Sally-Anne Bonnett (SAB), Graham Boyd (GB), Amanda Clarke (AC) arrived at 6.15 pm , Amanda Burton (AB), Jess Hall (JH), Donna Hallam (DH), Margita Madjarova (MM), Matthew Stevens (MS).</p> <p>In attendance: Helen Dobson (HD) (School Business Manager).</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence –</u> Simon Blood, Louise Rhodes, Vicky Shepherd</p>	
2/18	<p><u>Review of Membership:</u> RL proposed that Vicky Shepherd be accepted as new Staff Associate member. All governors in agreement.</p>	AGREED
3/18	<p><u>Declaration of Interests</u> Governors were asked if they had any interests to declare regarding the content of this meeting. Staff governors, SA and DH to leave the room whilst salaries discussed in item 6. No other interests declared.</p>	
4/18	<p><u>Review of minutes and matters arising from FGB July 2018</u></p> <p>The minutes had been circulated to staff prior to this meeting.</p> <p>Item 5 - RL asked if the confidential waiver had been drafted. SA said that she was waiting for the new policy to be implemented. There was a template which needed amending and finalising.</p> <p>Item 7 – RL reminded governors that they needed to inform BW when</p>	Accepted

	<p>undertaking training. This should be done when booking the training and when it is complete.</p> <p>Item 12 – HD still to arrange for the DPO to meet the FGB. HD said that every member of staff’s email account is now secure. Technicians are in the process of encrypting laptops.</p> <p>Items 15 and 16 discussed below.</p> <p>Item 18 – SA had included the reminder regarding absences into the school newsletter. SA said that this also fulfilled part of the procedure that was required to address persistent absence. MS asked how the newsletter was distributed to parents. SA said that it was customary to email parents and also to put a copy in the children’s book bags.</p> <p>Item 20 – The meeting dates for this academic year had been uploaded to Governorhub.</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>	
5/18	<p><u>Review of minutes and matters arising from FGB Sept 2018</u></p> <p>The minutes had been circulated to staff prior to this meeting.</p> <p>Item 8 – DH explained that she had decided to postpone the circulation of dates of School Council meetings until staff appraisals were complete. Also, meeting dates have been amended and uploaded to Governorhub.</p> <p>Item 9 – RL asked governors if they had thought any more about the school vision. Nothing had been uploaded to Governorhub regarding ideas. RL suggested that a working party was formed in order to focus on this. After nominations, DH/MM/SAB/RL/AB/SBA are to become the focus group.</p> <p>Item 11 – RL thanked all governors who had completed the GDPR training and reminded others that it must be done as soon as possible.</p> <p>Item 12 – RL thanked all governors who had completed the skills audit and asked others to email theirs as soon as possible. SAB asked if the audit needed completing if skills had not changed. SA said that the audit had different questions. RL to collate the results when all governors have completed. SA requested that governors return the 360 degree review forms as soon as possible. RL reminded governors to come into school to have a photograph taken for name badges. SA has uploaded open morning dates to Governorhub and requires volunteers. SAB volunteered to do a Friday. JH volunteered for a Monday morning.</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>	<p>RL</p> <p>Accepted</p>
6/18	<p><u>Staffing Update</u></p> <p>SA said that interviews for the Treehouse Club staff had been completed last Tuesday. School had shortlisted 3 people out of 5 applicants. One applicant had turned up but was not really suitable for the role. Therefore SA had not appointed. As there was no-one else who had completed Safeguarding training, the SLT were having to cover the vacancy. Since GD had resigned, SA had received another resignation and another member of staff had taken on a new role. There had been an advert for a Play Worker and SA had received 2 applications, one from a 16 year old who was currently doing A levels. SA to re-advertise. HD stated that it was now difficult to get help from other staff members to cover. MS asked why these staff were leaving. SA said that one needs to be at home with the children</p>	

	<p>but was staying on as a lunchtime worker. Another was currently covering the Treehouse. AC asked if there was perhaps an option of offering a different pay scale in order to attract staff. SA thought that the issue may be split shifts rather than the salary but a higher salary is a possibility. HD reminded that a job evaluation would have to be completed first. MS asked if the jobs had been advertised directly to parents. HD said that they had but parents rarely applied. SA commented that there had been no negative comments relating to the Treehouse yet, thus suggesting that parents are happy with it.</p> <p>There was some discussion around the lack of staff and the constant cover from SLT. AB suggested that the inset day should be cancelled if necessary. GB asked if any external agencies had been approached for recruitment as some don't charge. SA had not followed this route but had advertised on DCC website.</p> <p>SA had appointed kitchen staff and a Play Worker. Unfortunately, the kitchen staff was now off sick which was adding to the pressure. There was a lunchtime Play Worker off and a cleaner too. Regarding the teaching staff, Lee is off until after the October half term and school is using external supply. This will, of course, impact on the budget. 3 members of staff have been appointed internally. Gareth Molineux has now been appointed as temporary Assistant Head during Lee Archer's absence. MS asked if Guy had the qualifications required but SA said that he did not but he could train. He hasn't got the financial skills and did not wish to train. There was a discussion around where the jobs were being advertised. JB said that it is becoming commonplace to use facebook and twitter as platforms to let people know of job vacancies. Lots of people see them and they can be shared by parents. There could be a link to the DCC website on facebook. RL felt that the DCC website was not user friendly. SA stated that the advert for an additional needs TA had generated 12-15 applications. AB said that SA must recognise the pressure on the SLT if cover is long term. RL said that other ways must be found like looking at staff capacity.</p> <p>At this juncture HD, DH and AB left the room.</p> <p>DHT Salary – SA said that the appraisal cycle had begun but not all staff appraisals had been completed. SA felt that DH had met all of her targets and recommended that her salary was increased by 1 leadership point. This would take her to the top of her scale. All governors were in agreement.</p> <p>At this juncture, SA also left the room.</p> <p>HT Salary –RL and SBA had undertaken SA's appraisal along with the SSIO (Maxine Bull). It was deemed that SA had met all of the targets which were previously set. There had been a very open discussion and more targets were set for the coming year. The SSIO had produced a written report for SA. Governors were all in agreement of the 1pt on the scale increase. GB asked how far from the top of the scale SA was. SBA replied that there was only 1 more point to reach.</p> <p>All of the staff returned.</p> <p>Teachers' Pay (following report from review board) – SA said that it had been in the news that teachers would be given large pay increases this year. Before this can happen, DCC and the unions have to come to an agreement as to what percent this will be. SA said that 3 ½% has been put in the budget this year so the money will be available. There had been conflicting advice as to who will get 1% and who will get higher. Governors could make this decision or wait for DCC. SA said that teachers were getting impatient to know how much they will be getting, JH said that this should be revisited in a few weeks time to see if any decisions had been made by DCC. RL said that this was a difficult decision for governors to make. GB said that</p>	<p>Agreed</p> <p>Agreed</p>
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	<p>academies were setting their own pay scales but it would probably be wise to wait for the unions to decide. Governors decided that this would be an item on the next FGB agenda.</p> <p>Vacancies– Discussed earlier in this minute number.</p>	
7/18	<p><u>Governor Training</u></p> <p>RL thanked the governors who had uploaded their skills audit and reiterated that training opportunities had been uploaded to Governorhub. RL to attend Chairs briefing in the coming week.</p> <p>SAB asked if there was any exclusion training available. SAB volunteered to attend this on 11th December.</p> <p>MS had completed H&S training. All governors to identify which training will be most beneficial to their area of responsibility. All to inform BW.</p>	
8/18	<p><u>Finance Update</u></p> <p>SA had uploaded a report summary to Governorhub. The finance meeting planned for a couple of weeks ago had been cancelled as the finance officer had a family bereavement. The forecast was sent to HD who needs to finalise with SA. HD said there were a couple of queries raised but will then upload a detailed report. The 2018 Summer Term Governor Finance Report was circulated during the meeting. RL stated that the format of the finance report was easy to read and it looked like the school was doing well financially. SA said that part of this was due to the restructure in 2013. SBA said that the report showed that by 2020/21 a healthy 6.4% carry forward is projected. SA said that static staff incurred more costs as their experience grows.</p>	
9/18	<p><u>GDPR Update</u></p> <p>HD said that governors were being trained and staff would be receiving training shortly. Some of the data mapping was completed but school was not totally compliant yet. There had been a report to the DPO for a potential data breach (see confidential element of minute).</p>	
10/18	<p><u>Policies and Procedures</u></p> <p>Some discussion ensued around policies required for outdoor provision. GB said that this should be delegated to SLT to approve instead of bringing to the governors. GB to provide a list of which policies can be delegated. SA to send GB a policy list.</p> <p>The following policies had been circulated to the governors and were ratified in this meeting:</p> <p>Administering Medicines in School – Read by RL Approved Leave of Absence – Read by SBA,MM Display Screen Equipment – Read by SBA Educational Visits – Read by SBA EYFS – Read by RL Fraud- <i>Read by SBA, RL</i> FS2 Outdoor Policy - <i>Read by RL</i> Governors' Allowance Policy – Read by SBA Imprest Policy – Read by SBA, RL Lone Worker Policy–Read by MS Managing Medicines Policy – Read by RL Phonics and Spelling Policy - <i>Read by RL</i> Retention Policy - <i>Read by RL and SBA</i> Tree Management Policy – Read by SA <i>and MS</i></p> <p>All policies were unanimously adopted by the governors.</p>	<p>GB SA AB</p>

11/18	<p><u>Safeguarding</u></p> <p>SA said that Derby had a new Safeguarding policy out now which was 59 pages long. SA is currently adapting it for Lawn and said that it was to include risks specific to each school. SA read out some the risks that had been highlighted in the meetings for the cluster of Heads that she attends. AC said that parents might question why radicalisation has been included. There is actually a risk from everything without specific focus on that. There is a spectrum of concerns. Parents would want to know why extremism had happened in the school (for example) so it is better to include every possible risk. GB said that risks were school specific but all schools could be exposed to everything. AC said that if you list a specific risk then you will have to explain how staff will deal with it. AC to email Carol Woods for advice. SA said that the policy would need governor approval in theory but we would look at the contextual element at the next FGB. All governors in agreement to approve. AC suggested that this could be put as a link in the next newsletter.</p>	AC
12/18	<p><u>Correspondence/AOB</u></p> <p>SA had attended a 'Stop Abuse Together' meeting. From 1st November staff will receive domestic abuse incident reports from the police within 24 hours of it happening. There will be no details as to the nature of the abuse. Parents to be informed via the newsletter. AB commented that from a risk point of view, the new procedure was useless. SA said that previously schools would receive a detailed report which helped them to address the situation.</p> <p>2017-2018 data for EYFS FS2 was circulated during the meeting with more detailed results promised once analysed. RL said that they were excellent results and that all categories were well above the national average. There was some discussion around the results and areas that required a little more focus. GB asked to see results from the previous 2 years in order to see trends of progression. SA to upload to Governorhub.</p> <p>SA said that school was working with DCC with plans to widen the KS1 path to accommodate a child that needs a support dog. The path needs to be double the width with an intercom on the gate. Quotes are to be obtained and SA is hoping that DCC will pay 50% of the cost. More accurate confirmation of the price will be available tomorrow. SA explained how costly the process had been already in obtaining professional advice. MS said that this could be because it will have to be a tightly managed site. SA said that if the price is reasonable then school will pay 50% - if over £10k then there will be a request to governors for approval. This will be uploaded to Governorhub. HD commented that DCC will have to sign the job off anyway even if someone else did the job.</p> <p>(Also see separate confidential element of this minute.)</p>	
13/18	<p><u>Determination of confidentiality of business</u></p> <p>Part of 9/18 Potential data breach. Part of 12/18 Discussion around the parent sending aggressive emails.</p>	

14/18	<p><u>What difference has this meeting made to Lawn pupils?</u> There had been a pay review discussed which ensures quality of staff. Results had been analysed identifying points to address. The Safeguarding policy had been discussed, identifying potential risks to pupils.</p>	
15/18	<p><u>Date of next meeting and items to include</u> FGB 19 November 2018 at 6pm</p>	

Signed _____ Dated _____

‘Dream, Believe, Achieve’