

Lawn Primary School

3 October 2016 6.00pm-8.00pm

FGB Meeting Minutes

Present: SA Bonnett (Chair), S Allison, S Bejar, A Cooper, H Dobson, R Evans, J Hall, D Hallam, R Larsen, G Molineux, D Phillips, S Parrott, M Stevens, R Ravi, L Storey (Clerk)

Item	Topic	Action
1	<b>Apologies</b> J Blanchenot, H Robinson - Accepted	
2	<b>Review of Membership</b> Governors gave thanks to R Evans and H Robinson for their time as Governors as it was their last meeting. A letter had been drafted for the two vacancies.	
3	<b>Declaration of Interest</b> A Cooper and G Molineux declared an interest in the teachers' pay award agenda item and left the meeting during this item.	
4	The Headteacher had been approached by the LA to be joint Head of another Junior School. It was confirmed that there would be no financial implications for the school and it will be a positive opportunity for joint working with staff. Governors agreed to the decision in principle subject to approving a SLA. The Deputy Head will be Acting Head for 3 days a week. It is proposed to advertise internally for an acting Assistant Head for as long as necessary. A letter will be sent to parents by the end of the week. A working group to review the SLA was agreed. (J Hall/S Parrott/SAB/D Phillips)	Working group to review SLA
5	<b>Review of minutes and matters arising from FGB 18.7.16</b> The minutes of the meeting from 18.7.16 were accepted as a true record and signed by SAB.	
6	<b>Review of skills audit/ Discussion on skills gap and actions required</b> Governors had completed the skills audit and these have been analysed. One weakness was links with community and local business. It is hoped that Governors that fill the two upcoming vacancies will be able to fill any skill gaps.	
7	<b>Review of self-evaluation results/ Creation of GB action plan based on self-evaluation</b> Governors had completed the self-evaluation forms and these have been analysed. An action plan is being drafted.	SAB/SP
8	<b>Governor Training</b> All governors to inform the Clerk of any training booked. Training undertaken during 2015/2016 included as an appendix to these minutes.	
9	<b>Monitoring</b> The Headteacher provided a copy of the school monitoring plan. Governors asked where the school monitoring was at. The Headteacher showed Governors the current version and confirmed the updated version is always available in school.	
10	<b>Review of Code of Conduct/Standing Orders</b> It was agreed to accept both the documents that had been circulated.	
11	<b>SEND place request</b> A request for a place for a Y6 child with an EHC had been received from the LA. Governors agreed that the school would not be able to accommodate the child due to a number of reasons.	

12	<b>Derby data packs</b> The Derby data packs had been circulated to Governors. The results have been analysed and comparisons both locally and nationally are available. Governors were pleased with the results.	
13	<b>Approval for school residentials this academic year</b> Governors approved the two residentials proposed by the Headteacher. Year 6 PGL and Year 4 Ravenstor Youth Hostel in Buxton.	
14	<b>RAP/SES</b> Both documents had been circulated for Governors to review. Governors accepted the documents that had been circulated and it was agreed to review and check progress on an ongoing basis.	
14	<b>Policy update</b> It was suggested that only statutory policies are brought to the FGB.	
15	<b>Safeguarding</b> A new draft policy had been circulated and was approved for one year. Another member of staff is planned to attend the designated safeguarding training.	
16	<b>Chairs report</b> Nothing to report.	
17	<b>Teachers Pay Award</b> Taken under confidential.	
18	<b>Correspondence</b> Governors have access to the school bus and a training session will be organised. The legal department have confirmed that a firm stance needs to be taken with anyone trespassing on the school and doing unauthorised treework. Governors agreed that anyone found to be doing this would be reported to the police and potentially prosecuted.	
19	<b>Determination of confidentiality of business</b> Teachers pay award.	
20	<b>What difference has this meeting made to Lawn pupils?</b> The residentials have been approved. There is a robust monitoring system in place. Data packs have shown good results.	
21	Date of next meeting – 14 November Resources committee 6.00 pm	

## Training 2015/2016 Appendix

Name	Training	Date
D Haynes	Raise Online	9.11.15
D Haynes	Ofsted	29.9.15
D Haynes	Prevent	13.7.15
D Haynes	Chairs Briefing	13.10.15/28.1.16
H Robinson	Raise Online	9.11.15
H Robinson	Ofsted	5.10.15
H Robinson	Prevent	13.7.15
H Robinson	Effective Head Teacher Appraisal	7.10.15
H Robinson	Chairs Briefing	13.10.15/28.1.16
J Blanchenot	Raise Online	9.11.15
J Hall	Raise Online	9.11.15
J Hall	Governor visits	
M Stevens	Raise Online	9.11.15
M Stevens	New Governor Induction	9.3.16/16.6.16
R Evans	Raise Online	9.11.15
R Evans	Governor visits	
R Ravi	New Governor Induction	3.5.16/10.5.16
R Ravi	Safer Recruitment in Children's Services	23.5.16
R Ravi	Leading Governance for New and Aspiring Chairs	7.6.16
R Ravi	Dealing with Complaints in Schools	22.6.16
R Ravi	Effectively Challenging the Head Teacher and Senior Leadership Team	5.7.16
R Ravi	Skills Audits	7.7.16
R Ravi	Effective Head Teacher Appraisal	7.7.16
R Ravi	Being an Effective Finance Committee	13.7.16
S Bejar-Arrabal	Raise Online	9.11.15
S Bejar-Arrabal	Preparing for Ofsted	5.10.15
S Bejar-Arrabal	Prevent	13.7.15
S Parrott	Raise Online	9.11.15
S Parrott	Course for new and aspiring Chairs/Vice-Chairs	8.11.16/15.11.16
S Parrott	New Governor Induction	7.1.16
SA Bonnett	Governor visits	
SA Bonnett	Course for new and aspiring Chairs/Vice-Chairs	8.11.16/15.11.16
SA Bonnett	Prevent	13.7.15
SA Bonnett	Safeguarding	8.9.15
David Phillips	Dealing with Complaints in Schools	22.6.16
Ruth Larsen	Effective Head teacher appraisal	7.7.16
SA Bonnett	Chairs Briefing	20.6.16
Stephen Parrott	Chairs Briefing	20.6.16
SA Bonnett	Chairs Briefing	28.1.16