

Lawn Primary School

FGB Meeting Minutes 5 December 2016 6.00pm-8.00pm

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

Item	Topic	Action
1	<b>Apologies</b> J Blanchenot, D Phillips, A Clarke, G Molineux, L Rhodes - Accepted	
2	<b>Review of Membership</b> None	
3	<b>Declaration of Interest</b> None	
4	<b>Review of minutes and matters arising from FGB 3.10.16</b> The Headteacher gave an update on the Cavendish Close Junior School situation. The SLA has not been signed but the charges have been signed. The action plan is still in progress.	SP/SAB
5	<b>Governor Training</b> SA Bonnett and S Parrott had attended the New and Aspiring Chairs course and a more detailed Chair's course is awaited. Most of what was discussed is in place but there is further evaluation that could be undertaken. D Phillips/R Larsen - Governor Induction training – November 2016 S Bejar – Effective Headteacher Appraisal 5.10.16 S Bejar - Pupil Premium - How to Ensure Impact 9.11.16	
6	<b>Headteacher's Report</b> The Headteacher's report had been circulated and Governors were asked if they had any questions. <i>Governors asked for more information on the EAL work.</i> A teacher is due to go on some training. Derby City Council are looking for a lead school in Derby City to provide a hub. <i>Governors asked about Rolls Royce and Symfonia viva music.</i> Staff have done some training and the project is going well. <i>Governors asked when the SSIO Annual Monitoring report will be released.</i> The Headteacher confirmed this should be available shortly. <i>Governors asked for an update on the Tree House Club.</i> There has been a slight drop in numbers and some staffing issues which are being managed. <i>Governors asked about a new T&amp;L electronic monitoring system.</i> Various packages are being investigated as the costs are quite high. <i>Governors asked if any parents have taken up the option of trying school dinners.</i> It was confirmed that there had been a good positive response and a thank you card had been received from this. <i>Governors asked what Class Dojo was.</i> It was confirmed it was a computerised app that can be used to message parents quickly. <i>Governors questioned any issues with the foundation stage pupils.</i> There have been issues bringing pupils up to required levels but many pupils have made massive progress. <i>Governors asked for more information on attendance.</i> There are still some pupils causing concern with attendance but the management of	

	<p>this is going well.</p> <p>Two more teachers will be trained in Safeguarding and other staff are also booked in.</p> <p><i>Governors asked about school dinner numbers.</i> It was confirmed this has levelled off. The menu has been re-designed and other ideas are being looked at. Governors suggested putting an article in the newsletter.</p> <p><i>Governors asked about the Year 1 teacher vacancy.</i> There were 6 applications and 4 are to be interviewed.</p> <p><i>Governors questioned the staff sickness absence and how it compared to 2015.</i> It was confirmed it was similar and key figures were explained.</p> <p>DCC have not sent in any trigger reports. The school are monitoring themselves as well.</p> <p>Pupil numbers are increasing all the time.</p>	
7	<p><b>Monitoring</b></p> <p>The finance visit report had been circulated. A visit for literacy needs to be organised. There had been no safeguarding visit this term, SB to undertake Friday. The PE visit has been done but no report yet circulated. It was agreed to include an update at each meeting.</p>	
8	<p><b>Policies &amp; procedures</b></p> <p>It was agreed to accept the Children missing from Education policy for one year.</p> <p>The Pay policy is due to be signed by the Unions soon.</p>	
9	<p><b>Safeguarding</b></p> <p>SB to undertake a safeguarding visit on Friday.</p>	SB
10	<p><b>GovernorHub</b></p> <p>Some Governors have been having issues with Governor Hub. J Hall to check the website is up to date by using the LA checklist.</p>	JH
11	<p><b>Chairs report</b></p> <p>The tree work is due by the end of January weather permitting.</p>	
12	<p><b>Correspondence</b></p> <p>The Headteacher confirmed she is applying to become a National Leader of Education and putting the teaching school application on hold. It was agreed that the parents questionnaire should go out after Christmas. R Ravi to set up on Survey Monkey or similar. Questions to include Tree House club/school meals.</p> <p>Staff questionnaire to be organised by M Stevens and SA Bonnett.</p> <p>The Headteacher reported that although currently full in reception DCC had given a place to a child in error, this is the second time this has happened. If a parent appeals then a place is granted due to DCC mal-administration. Governors agreed to send a letter of complaint asking for an explanation of how this has happened and copy in the local councillor.</p>	RR MS/SAB
13	<p><b>Determination of confidentiality of business</b></p> <p>None</p>	
14	<p><b>What difference has this meeting made to Lawn pupils?</b></p> <p>Governors will ensure monitoring is kept up to date. The Headteacher's report shows positive work towards the RAP and celebrates the excellence of both staff and students.</p>	
15	<p>Date of next meeting – 9 January Resources committee 6.00 pm</p>	