

Lawn Primary School
FGB Meeting Minutes 8 May 2017 6.00pm-7.55pm

Present: Sally-Anne Bonnett (Chair), S Allison, Y Ayub, S Bejar, A Cooper, J Blanchenot, S Blood, R Larsen (left 7.30 pm), D Phillips, R Ravi, L Storey (Clerk)

Item	Topic	Notes
1	Apologies M Stevens, A Clarke, J Hall, L Rhodes, H Dobson - Accepted	
2	Review of Membership <u>Parent Governor vacancy</u> Further to the re-constitution of the Governing Board it was confirmed that a parent governor position would be removed and a co-opted governor position be added (filled by Simon Blood 24.4.17) <u>Associate and Staff Governor vacancies</u> Yasmin Ayub had been voted as Staff Governor	Clerk to confirm to DCC
3	Declaration of Interest Staff Governors declared an interest in item 11 (request from a teacher) and this was made the last item of business and staff governors left at this point	
4	Review of minutes and matters arising from FGB 24.4.17 The minutes of the meeting from the 24.4.17 were accepted as a true record and signed.	
5	Governor Training An updated list had been uploaded to Governor Hub. Governors were reminded to book training through the Clerk/H Dobson.	
6	Monitoring The safeguarding monitoring visit had been undertaken and a report is due to be uploaded. A Clarke The Pupil premium visit has been done. S Bejar Finance is due next week. S Bejar S Blood to be allocated visits. Clerk to update monitoring schedule.	SAB/SA
7	Policies & procedures Whistle blowing policy – 1 year Sex policy – 3 years Social Media – 1 year Safer recruitment – 1 year LAC – 1 year Governor monitoring policy – 3 years DBS – 1 year Child Friendly anti bullying – 1 year Pay Policy – This had been approved by the Unions and there were some updates – 1 year Communication policy – 1 year. A letter will be going out about communication. It was agreed to use version control when updating policies.	
8	Safeguarding The Headteacher made governors aware of some information that had come to light regarding a child at the school. This has been dealt with and there is no further action required at present. The designated safeguarding lead should be on the SLT. It will be added to the Headteacher's job description.	

9	<p>Competency framework for Governors, Skills Audit and Skills for Chairs and Vice Chairs Governors had been circulated the appropriate documents which were also available on Governor Hub. The skills audit must be completed by Governors by the 26 June. The Chair to seek advice on the Skills for Chairs and Vice Chairs forms.</p>	
10	<p>Staff Questionnaire There were some additional questions added this year. The results were circulated and discussed. The results were not as positive this year, however the reasons for this were discussed. 39 out of 58 staff members returned the questionnaire. Further to feedback from the questionnaire the following actions to take place. Governor in the spotlight article every half term to be done. School newsletter to be issued every other week. Photos for Governors to be made available. The results will be circulated to staff and an action plan relating to concerns will be drawn up.</p>	
11	<p>Correspondence <u>Application for Threshold for teacher</u> A request from a teacher to progress to the upper payscale had been received. Governors approved the request. <u>Application to Lawn for a child with SEND</u> An FS2 place has been requested. Full information to make a decision had not been received in time for the meeting. Governors agreed that the Headteacher to further investigate, circulate information received and a decision based on email feedback agreed. <u>Request from Tree house worker to reduce their hours</u> Governors approved the request.</p>	
12	<p>Determination of confidentiality of business None</p>	
13	<p>What difference has this meeting made to Lawn pupils? Feedback from staff on what can be done better has been sought and solutions further to feedback will be actioned. The competency framework for Governors will show any skill gaps that need to be filled. It is hoped the communication policy will improve communication between staff and parents/carers.</p>	
14	<p>Date of next meeting – 5 June Resources committee 6.00 pm</p>	