

Lawn Primary School

FGB Meeting Minutes 20 February 2017 6.00pm-8.00pm

Present: SA Bonnett (Chair), S Allison, S Bejar, S Blood, H Dobson, J Hall, R Larsen, M Stevens, A Clarke, D Phillips, L Rhodes, G Molineux

Minutes taken by H Dobson

Item	Topic	Action
1	Apologies A Cooper, J Blanchenot, L Storey (Clerk) – Accepted No apologies received from R Ravi	
2	Review of Membership S Parrott has stepped down from the FGB due to other commitments. Nomination and election for Vice Chair was taken. This will be an interim position due to the changes taking place in school. D Phillips nominated himself and it was unanimously agreed. Discussions were undertaken regarding S Parrott transferring to an associate governor which would allow him to attend when available. We now have a parent governor vacancy – Advice to be taken on whether we can transfer S Blood from Associate Governor to Parent Governor. SAB to contact Clerk to Governors as not attended the meetings.	SAB
3	Declaration of Interest None	
4	Review of minutes and matters arising from FGB on 05.12.16 Service Level Agreement between Lawn and CCJ has still not be approved. A School Improvement Board has now been created at CCJ which S Bejar has agreed to sit on. With the new board being created the Service Level Agreement should now be agreed. Updates on Questions raised from the Headteachers Report Tree House Club – Staffing issues are still carrying on – Tree House Manager still off sick, G Dopson is currently Acting Tree House Club Manager. Discussions have taken place regarding the capacity of the club when new children start in September as it is felt that numbers will increase. Various options have been discussed in particular the located of the club, one of the suggestions is to look at the possibility of a new building which would join the Davies and Smedley Buildings together which would become the new reception and administration areas therefore enabling the current offices, staff etc to house the club. J Hall raised the question on how this would impact the MAT conversion – this would not be an issue as S Allison has already had discussions around the Tree House Club and also the implementation of a Nursery. With regard to the MAT conversion this would not be an issue as discussion have also taken place regarding the implementation of a nursery as well. Class Dojo – This is a communication tool between staff and parents as an additional form of communication. A Letter had to be sent to parents just prior to half term informing parents that class dojo would be	

	<p>removed. This has been due to parental pressures to staff, abusing staff, emailing at all times of day and night. A policy needs to be devised to which clearly states the use of communication systems within in school. Guidance is being sought from the LA on a parental communication policy. Questions were asked regarding who administers the facebook account which has also been causing concerns, this is a closed group which is maintained by parents. It was stated that there is a lot of positive information on the facebook page but just a few that are causing concerns for others.</p> <p>Letters received from parents that are abusive or aggressive – discussions were raised regarding how to respond to these.</p> <p>A suggestion made was a line at the bottom of each email/letters that states – ‘there will be no response if Our Staff receive any abuse from anyone</p> <p>Safeguarding – Visit has taken place and report to be issued shortly.</p> <p>Parent Questionnaire – This has been postponed until later in the term.</p> <p>School Dinners – figures remain the same currently, further suggestions were made regarding universal infant meals being available only and no sandwiches. Mr Kokore has some good ideas on moving forward. Also offering a flexible meal system has also had an impact on numbers. New intake of children to only have universal meals not having the option of sandwiches. This option to be looked into further. Suggestion made regarding having a taster session on an open evening so parents can sample the food.</p> <p>Tree Work – this has now been undertaken and this has made a significant improvement to the area. Further communication has been received from neighbours. Suggestion made by contractors is to have a preservation order placed on all the trees.</p> <p>Letter re appeal – Letter was not sent to admissions as S Allison met with parents and discussions were made with the parents regarding the child’s issues. The appeal did go ahead but it was refused and the child was not allocated a place.</p>	<p>SA/HD</p> <p>HD</p> <p>HD</p>
5	<p>Review of minutes of and matters arising from extra-ordinary meeting 23.1.17</p> <p>To be discussed later at item 8.</p>	
6	<p>Governor Training</p> <p>A Clarke – attended Safeguarding training in February – certificate to be received</p> <p>M Stevens – Attended safer recruitment in January – certificate received</p> <p>S Blood – New Governor Induction in January/February – Certificate still to be received</p> <p>PE training – JH has attended this and feedback the following information – Funding which is currently received will double in September. Also from September 2017 it will be compulsory to have 30 minutes physical activity each day.</p> <p>All bookings for training can be made on Governor Hub</p>	
7	<p>Monitoring</p> <p>Visits that have taken place</p> <p>SEN visit between L Rhodes and A Walters has taken place and report will follow shortly.</p> <p>S Bejar has undertaken a LAC meeting with S Allison and the report will follow</p> <p>S Bejar attended a LA Finance meeting on 9th Feb – Finances are healthy</p>	

	<p>and projections are good</p> <p>M Stevens undertook the Health and Safety visit on 13th January – report has been issued</p> <p>J Hall meet with R Richards for Early Years in January – report to be issued</p> <p>R Ravi has arranged a meeting with GM for ICT – Date to be confirmed</p> <p>A Clarke – Safeguarding visit on 27th January with S Allison</p> <p>D Philips to meet with new Science leader C Harland</p> <p>D Philips has also discussed D&T with H Yates but no meeting has specifically been held</p>	
8	<p>MAT Update</p> <p>S Allison sent an email to all governors prior to half term stating that the meeting had not taken place on the 9th February with the Regional Schools Commissioner and Head Teachers Board as expected, this will now take place on 9th March. Communication has also been received today with regard to the conversion date now potentially being 1st July 2017.</p> <p>Currently a consultant is working with CCJ and Lawn at present. Information regarding timelines has been issued to Governors.</p> <p>S Allison & A Hughes from Harmony are working on the communication to parents with a view to this being issued as soon as it has been agreed for the MAT conversion.</p> <p>Woodlands have also been in touch with Lawn with regard to discussions taking place regarding a MAT with them. It was felt that presently this is not a viable option for Lawn. Discussions were also made regarding the possibility of a secondary school joining our trust further down the line. A Governor working committee to move forward once the go ahead has been given.</p> <p>Discussions have taken place regarding further visits to Harmony and also visits from their board to Lawn and CCJ.</p> <p>GM left the meeting at 7.10pm</p> <p>Once conversion starts majority of this information will be undertaken by Harmony working with the SBM of both schools.</p> <p>Potentially at present time we may have further schools interested in joining the MAT. Progression of this will take place once the MAT conversion has taken place.</p> <p>Harmony has already put a bid in of £270,000 for a new opportunities area funding.</p> <p>Once the go ahead has been received a structure and also recruitment will need to be looked at .</p> <p>Harmony are still very interested in us becoming a teaching school and also helping with the applications etc. Potential links with Warwick University, Teach First and Derby University</p>	
9	<p>Data</p> <p>S Allison circulated the data report to Governors prior to the meeting. S Allison explained that currently there is no progress data as of yet due to tweaks that the school have made with the progress data this year. More information will be available for Governors at the end of the spring term.</p> <p>More children at developing now than they were at this stage last year. If they are developing in Year 1 they have to be developing by the end of Year 2 so that is 6 steps of development which is a large jump.</p> <p>Data used is up to December 2016.</p>	

	<p>Issues were raised with regard to the Y4 cohort – SA explained that this was not a cohort to be concerned about.</p> <p>Y2 cohort – small numbers but are filling up with children out of catchment and a large amount of SEN provision. Children coming in at a lower level than expected. General cohort is a low cohort as a lot of SEN and issues. Children coming in Year 2 are coming from out of catchment which impacts on the percentages.</p> <p>Early years data very good as the cohort is much better and the data is showing the baseline as being significantly improved. FS2 intake for September is looking at being a large proportion of catchment area.</p> <p>Year 6 data looking very positive – a large number of SEN needs within the cohort. Boosters to commence next week. Results for this cohort will not be as good as last year as this cohort is lower.</p> <p>Very little funding available for children with special needs. Not many enhanced resource places available.</p> <p>Year 2 cohort will affect our results considerably due to the dynamics of the children attending and the ability of the cohort.</p>	
10	<p>Policies & procedures</p> <p>Children Missing in Education Policy & Procedures – DCC approved – review December 2017</p> <p>Touch and the use of touch in schools – DCC approved and no changes – review February 2019</p> <p>Art Policy – no changes - approved – review February 2020</p> <p>Teacher Appraisal Policy – no changes to previous one – Not updated by DCC – reviewed – February 2018</p> <p>Anti Bullying Policy - no changes – review February 2018</p> <p>Behaviour policy – no changes – review February 2018</p> <p>Data Protection – no changes – review February 2019</p> <p>D & T Policy – Still needs to be reviewed so to bring to the next meeting</p> <p>Drug Education – no changes – review February 2020</p> <p>Mutual respect policy – no changes – review February 2019</p> <p>Accessibility plan – no changes – February 2018</p> <p>Business interests policy – no changes – February 2018</p> <p>Ruth left the meeting at 19.37pm</p> <p>Single Equality Policy – no changes to policy but updates have been made to priorities – review February 2018.</p>	
11	<p>Safeguarding</p> <p>S Allison & A Clarke met in January for a Safeguarding meeting – Another meeting arranged to undertake the Safeguarding audit which will then result in the action plan being created.</p> <p>A Clarke – raised the government have changed the definition to child sexual exploitation. We need to be aware of further changes taking place. S Allison also explained that updates from Governments with regards to apps were being done due to recent incidents.</p> <p>Also recently held an E-Safety week within school and GM is also arranging an E-Safety meeting with parents. A lot of information has been raised through e-safety week by the children which has raised some concerns. Theme of e-safety week was putting photos onto social media.</p> <p>SA & Learning Mentor undertook CSE training with Year 5 and 6 last year called alright Charlie. This is going to be undertaken again this year.</p>	

	Discussions were raised over children bringing mobile phones into school and that a policy/letter needs to be sent stating that we do not allow mobile phones in schools. We need to be looking at this in the future. A Clarke left the meeting at 19.52pm	
11	Chairs report Nothing to report.	
12	Correspondence SA received a letter from Nick Gibbs MP congratulating the school on achieving a high level in Mathematics which puts us in the top 2% in the country	
13	Determination of confidentiality of business The issues discussed regarding the MAT to remain confidential	
14	What difference has this meeting made to Lawn pupils? Continuing to sustain the development of opportunities for all pupils at Lawn Primary School Being in the top 2% in maths in the country Continuing development of the governing board	
15	Date of next meeting 13 th March - Resources committee 6.00 pm	