

Lawn Primary School

FGB Meeting Minutes 24 April 2017 6.00pm-8pm

Present: D Phillips (Chair), S Allison, S Bejar, S Blood, H Dobson, J Hall, R Larsen, A Clarke, D Phillips, L Rhodes, R Ravi, L Storey (Clerk)

Item	Topic	Action
1	Apologies A Cooper, J Blanchenot, G Molineux, SA Bonnett, M Stevens - Accepted	
2	Review of Membership G Molineux's term as Staff Governor had come to an end. G Molineux had confirmed he was happy to continue as a Governor, however the vacant position is required to be put to a staff vote. There is currently a Parent Governor vacancy.	
3	Declaration of Interest None	
4	Review of minutes and matters arising from FGB 20.2.17 The minutes of the meeting from the 20.2.17 were accepted as a true record and signed. Review of minutes and matters arising from FGB 3.4.17 The minutes of the meeting from the 3.4.17 were accepted as a true record and signed.	
5	Change of constitution Governors voted to change the constitution and increase the number of co-opted governors by one. All Governors voted in favour. Governors voted unanimously for S Blood to become a co-opted Governor.	Clerk to inform DCC
6	Governor Training It was agreed that all training requests are to be sent to H Dobson and the Clerk in order to be booked. An updated list of training attended by Governors since September 2016 is to be requested from DCC and uploaded to Governor Hub.	
7	Monitoring <i>Governors asked about a new literacy assessment package that had been mentioned during a monitoring visit. The Headteacher confirmed that this would be investigated.</i> The Pupil Premium visit had been done today and the Safeguarding visit is organised for this week Clerk to upload the monitoring schedule to Governor Hub for Governors to review and Headteacher to upload a master monitoring visit report form.	Clerk/ Headteacher
8	MAT update A letter had been received from I Peel DCC. Governors agreed to reply to the letter. <i>Governors asked for feedback on the recent decision to withdraw from the Academisation process. Parents and staff appear to be happy with the decision and no negative comments had been received.</i> <i>Governors asked what are the future plans for Lawn now. The Headteacher confirmed that the school continues to be approached by interested parties. It was confirmed that a Leadership day for next half term after the General Election is to be organised to include Governors to discuss plans for the future.</i> <i>Governors suggested that the parent questionnaire include question(s) relating to the future of Lawn/MAT status to get feedback on what parents/carers feel is important.</i>	
9	Headteachers Report The Headteachers report and Spring Term data had been circulated. The Headteacher confirmed an updated RAP is to be uploaded to Governor Hub. <i>Governors questioned how it felt supporting a NQT especially as there are options to become a teaching school. The Headteacher reported that it was going very well and applications to become a teaching school close in the Autumn. Teachers are very involved in a coaching and mentoring triad system. A CPD list has been issued to teaching staff to see what they want development in. Governors queried an observation that had been classed as "good". The Headteacher explained that staff observations are ongoing and there are no concerns around this.</i> <i>Governors raised questions on staffing. One of the teaching staff had returned and was now covering a number of areas. All cover until the end of term should</i>	

	<p>be in house due to the return of the Deputy and Assistant Head Teacher. <i>Governors asked about exclusions.</i> There have been 3 fixed term exclusions for the same child. There have been a couple of leavers and new starters. The new intake for September is full and 50% are out of the catchment area. There are currently 15 pupils on a waiting list. Attendance- lower than last year. More detailed break down to be included in next report- SEN etc. Information on school attendance to be included in the next newsletter to parent to clarify procedure and guidelines.</p> <p>Data</p> <ul style="list-style-type: none"> • Y6/Y5- excellent progress • Y2- ongoing concerns over progress- looking to put in place additional support to address this. This is also the case for one Y1 class. • Investigation needed into differences and inconsistencies in different areas between girls and boys. Senior leadership will be looking at the data in more detail. • Early Years data is very positive, particularly taking into account the entry data for this cohort. • Attainment- concerns with writing across the school. This will be monitored closely over the next term to determine if any action is needed. 																
10	<p>Policies & procedures None</p>																
11	<p>Safeguarding Audit is to be completed this Friday. Four further staff have been trained as safeguarding leads. Children bringing mobile phones into school is an ongoing issue. The school is working on a policy to help address this. Mobile phone use will also be included in the newsletter and parent opinion will be sought via the parent questionnaire.</p>																
12	<p>Budget BUDGET PLANS – 2017 – 2022 5 YEAR PLAN Carry Forward is £20,000 At the last meeting we predicted a carry forward of £34,000 this has been reduced due to £3000 being taken for Academy conversion which is currently in the process of being refunded. Also we had included some SEN Locality funding of £6000 in which we will receive but have only actually received a small amount up to end of March of £1333.00 as they split their funding over each term so the remainder should come in the summer term. Also cost of residential which has been an issue throughout this year – It still goes through the budget but how this happens is controlled more effectively which makes it easier to maintain and monitor.</p> <p>Balances</p> <table border="0"> <tr> <td>2017-2018</td> <td>£27,575.00</td> <td>2%</td> </tr> <tr> <td>2018-2019</td> <td>£85,090.00</td> <td>6%</td> </tr> <tr> <td>2019-2020</td> <td>£87,894.00</td> <td>7%</td> </tr> <tr> <td>2020-2021</td> <td>£74,529.00</td> <td>6%</td> </tr> <tr> <td>2021-2022</td> <td>£50,635.00</td> <td>4%</td> </tr> </table> <p>Carry Forward figure is increasing in Year 2 and 3 due to increases in pupil numbers. Years 4 & 5 pupil numbers remain the same but expenditure costs still increase ie staffing, utilities etc.</p> <p>Staffing</p> <p>Teaching All staffing has been returned to what it was prior to changes in October and working with other schools. We currently have 2 floating teachers until the end of summer and 1 floating teacher from September onwards who will pick up all cover/interventions/boosters.</p> <p>Non Teaching Staff All increments and 1% pay rise have been included from April 2017.t but Non Teaching staff currently remains the same.</p> <p>Catering</p>	2017-2018	£27,575.00	2%	2018-2019	£85,090.00	6%	2019-2020	£87,894.00	7%	2020-2021	£74,529.00	6%	2021-2022	£50,635.00	4%	
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	<p>No changes to staffing within catering Still in profit but working on improving this</p> <p>Tree House Club Resignation of THC Manager therefore a supervisor will be put in place at a lower rate to help save costs. Looking to increase the capacity of the club to 40 children each day for both morning and afternoon sessions. Also looking at transferring the group to the Davies hall as the facilities are bigger and better. Also to start opening on Inset days from September. Holiday club – currently looking at this during the summer term to see if it is a viable option to start after Christmas.</p> <p>The Tree House Club manager has chosen to resign because of ill health. The position will be advertised. Demand for places is rising, particularly from September for new reception intake. Increasing capacity is being looked at, including moving location within school, which will incur costs. Some staff increase will also be needed. Governors agreed to increase the capacity of the club.</p> <p>Premises Kept within the school package but have increased the spend for this year to cover some additional works that need to be done on emergency lights and playground equipment No other big expense this year except for the £10,000 capital project which is to be used for either staff toilet refurbishments, fencing for moving of THC or playground surfacing.</p> <p>Income SEN funding income is higher in Year 1 due to the number of children but this reduces as each child leaves school.</p> <p>Carry forward for this year is slightly less than expected.</p> <ul style="list-style-type: none"> £3000 paid out for the academy process that is expected to be reimbursed. SEN locality funding is paid in increments. <p>School Business Manager will e mail the financial break down explanation.</p> <ul style="list-style-type: none"> Equal Pay review changes to pay commenced in April this year. All teaching staff have received a 1% pay rise. <p><i>The budget was accepted by the governing body and signed by the Vice-chair, including the statement of best value and statement of internal controls.</i></p>	SBM
13	<p>Competency framework for Governors, Skills Audit and Skills for Chairs and Vice Chairs Deferred until the next meeting due to the need to spend more time discussing budget and HT report.</p>	
14	<p>Staff Questionnaire Deferred until the next meeting due to the need to spend more time discussing budget and HT report.</p>	
15	<p>Correspondence One letter has been received regarding the trees within the school's grounds. The letter will be acknowledged and an appointment offered.</p>	
16	<p>Determination of confidentiality of business None</p>	
17	<p>What difference has this meeting made to Lawn pupils? A balanced budget give financial stability to the school for the next 5 years Changed the constitution to ensure that governor experience and skills are is suitably broad. Governor training to ensure governor have skills in areas required.</p>	
18	<p>Date of next meeting 8th May - FGB 6.00 pm</p>	