

Lawn Primary School [LPS], FGB 6pm on 9 July 2018

Attendees: S Bejar [SB-A], M Stevens [MS], A Clarke [AC], S Blood [SB], J Blanchenot [JB], S Bonnett [SAB], D Phillips [DP], S Allison [SA], L Archer [LA], D Hallam [DH], A Burton [AB], J Hall [JH], L Rhodes [LR], R Larsen [RL]

Observer: H Dobson [HD]

Item	Topic	Action
1	Absences: M Madjarova, accepted. L Storey [LS], illness	
2	Review of membership <ul style="list-style-type: none"> • New parent governor elected: Graham Boyd. Governors agreed selection and he will be asked to join us at the next meeting in September • Jess Hall to be invited to become co-opted governor [see item under correspondence]; this will be discussed in September • Helen Dobson [SBM] to be an Associate governor, attending when finance / buildings items on agenda 	HT / CofG to contact GB to arrange
3	Declaration on interest <ul style="list-style-type: none"> • Confidential item under correspondence – staff & parent governors • Trees – M Stevens 	
4	Review of minutes and matters arising from May & June meetings <ul style="list-style-type: none"> • 14.5.18 minutes accepted • June 2018 minutes accepted, all actions had been completed 	
5	Safeguarding <ul style="list-style-type: none"> • At the meeting between SA and AC the arrangements for the disco were reviewed • An in-depth review and monitor of the central record was completed and as a temporary measure where necessary a confidential waiver will be used to cover short term needs when visitors to school do not have a current DBS • A more robust system for ensuring that all coach drivers used by LPS have a current DBS • Because 'disqualification by association' has been removed LPS needs to consider another scheme for ensuring the pupils safety 	<ul style="list-style-type: none"> • Confidential waiver to be drafted • To be instigated in school • New system to be formulated
6	Staffing update <ul style="list-style-type: none"> • No changes this month 	
7	Governor training <ul style="list-style-type: none"> • Most up to date record is now on Governorhub • Ruth [RL] asked that all governors looked at the latest training newsletter circulated by LS and took up training especially in the following areas: complaints, pupil premium, policies, health and safety and OFSTED preparation 	<ul style="list-style-type: none"> • All governors to note they must advise LS when they attend training so she can keep the record up to date
10	Monitoring reports <ul style="list-style-type: none"> • RL reminded governors to ensure they complete all visits and when the reports were agreed they need to be sent to LS for uploading on governorhub 	

11	Policies and Procedures <ul style="list-style-type: none"> The following were agreed for a one-year period; whistleblowing, social media, online safety [new], LAC, allegations, GDPR, critical incident, complaints [new], business interests, charging and remissions The following were agreed for a 2-year period; grievance and collective grievance, parental communications The following were agreed for a 3-year period; geography, literacy and handwriting 	
12	GDPR <ul style="list-style-type: none"> Further training by SA and HD by the schools DPO. They have deadlines for the data list to be ready in September 2018 All pupils have completed their paperwork Retention of documentation policy to be updated to comply with the new rules The schools Data Protection Officer [DPO] is John Walker, J. A. Walker Solicitor, 14 Forsells End, Houghton on the Hill, Leicester, LE7 9HQ 0333 772 9763 	<ul style="list-style-type: none"> HD to arrange for the DPO to meet the FGB at a future meeting Review IT equipment used by all at LPS
13	Finance update <ul style="list-style-type: none"> HD explained that currently the spreadsheet that is used to collate the school's expenditure is not working as it should and DCC are further investigating. However she was able to confirm that the schools finances are in a healthy position and as soon as possible she will forward the governors finance report to Governorhub for governors to review. SA asked that the GB note that currently there is concern about the quality of the finance support being offered and the situation is under constant review A letter had been received by LPS reminding them to ensure all documents were submitted on time – this has been achieved by LPS without the reminder! In the next few months there will be an audit of the SFVS by DCC 	
14	360 degree review of Co-chairs <ul style="list-style-type: none"> To be progressed at the next meeting 	<ul style="list-style-type: none"> Contact previous chair to ask what system she used previously On agenda for next meeting
15	Action plan <ul style="list-style-type: none"> Will be updated following the SLT away day that is planned for this Thursday No governors asked to add anything specific at this time 	<ul style="list-style-type: none"> RL will upload onto Governorhub Any items from GB to be advised to RL asap Review at next meeting
16	End of year report from governors <ul style="list-style-type: none"> Agreed an item would be added to LPS newsletter covering this 	<ul style="list-style-type: none"> Governors to submit data to RL via Governorhub asap

17	<p>Data</p> <ul style="list-style-type: none"> • LA submitted his report to the board, this is internal analysis only since SATs data not released yet. He will submit a fuller report in September to reflect updated results • The action plan for monitoring outcomes are listed in https://app.governorhub.com/document/5b42808af8d2f100057bda30/view • MS asked if boys generally read comics rather conventional books but the answer is 'no' they also enjoy reading books • JB suggested that there must be a less cumbersome way of collating and reviewing the data, to help with LAs workload. This to be investigated 	
18	<p>HT report</p> <ul style="list-style-type: none"> • Very interesting and comprehensive report received. Much in it to congratulate LPS. Lovely to celebrate successes, and the front-page photo of handwritten work brilliant! • The board then discussed in depth the issues of absences, and how could the requested for in term time holidays be reduced. These are rising year on year and it is obvious that the fines are no deterrent. • Also, because there have been a few short-term exclusions recently SA spoke about the various incidents anonymously and reminded governors they may need to form a panel to review in the near future • JB offered a possible option for a person to review the PP spend at LPS • Another success – 'Outstandingly Happy School' was awarded to LPS today, the first in Derby!! 	<ul style="list-style-type: none"> • HT to put a reminder into the newsletter regarding absences from school and medical absence
19	<p>Correspondence</p> <ul style="list-style-type: none"> • 1st item confidential • A letter has again been received from a resident regarding tree growth, a resident who has been in contact previous years. Any actions by LPS will be minded by the TPOs that are in progress • Resignation from D Phillips. Thank you, David, for your time and commitment over the past 2 and 1/2 years 	
20	<p>Meeting dates</p> <ul style="list-style-type: none"> • To be fully reviewed at the meeting in September 2018, but September date agreed 	<ul style="list-style-type: none"> • Agenda item
21	<p>Confidentiality of business</p> <ul style="list-style-type: none"> • 1st item under point 19 	
22	<p>What decisions has the GB taken today to ensure LPS</p> <ul style="list-style-type: none"> • New initiatives to improve attendance • Pupils achievements discussed in depth • Policies, both updated and new, have been agreed 	
23	<p>Date of next meeting</p> <ul style="list-style-type: none"> • 6pm, 10 September 2018 	<ul style="list-style-type: none"> • Governors to submit to LS their nominations for Chair and Vice Chair prior to this meeting