

Park Lane Primary School

Minutes of the Full Governing Body Meeting Wednesday 2nd May 2018 At 6.30 p.m.

Present: T Bennett-Tighe (Chair), R Litten (Executive Head), R Bains (Deputy Head), S Collier (Vice Chair), P Cornell (Vice Chair), C Cornell, A Roberts, S White, D Agger, E Anthony, S Munns

Apologies: L Porter, C Johnson, J Digby (CEO), J Roberts (Trustee)

Non attendee: C Jordan

In attendance: K Deplancke (Clerk) B Chisholm (Head of Lower School)

Item of business		Action
1	Welcome and Apologies for Absence	
1.1	TB-T welcomed everyone to the meeting and accepted the apologies. Further apologies were received by the clerk after the meeting from JD and JR. There was one none attendee.	
2	Declaration of interest	
2.1	SM informed the meeting that she has now been employed as the Clerk to the Trust.	
3	Minutes of the last meeting	
3.1	The minutes of the meeting of 21.3.18 were approved and signed. Proposed SC Seconded PC	
4	Matters Arising	
4.1	5.1 The order has now been placed for the solar screens for the classroom windows. The turnaround is about two weeks. The Safer Recruitment Training needs to be followed up by RL. 8.1 The safeguarding template was emailed to governors. RB reported that she needs to liaise with A Brudenell to populate the document for each school. 9.1 RL reported that Ann Fisher is visiting the school on 10 th May and suggested that the Chairs may like to meet with her at 3.30 p.m. for feedback and questions. 10.1 Ongoing actions from governor visits have been carried forward to the minutes and the agenda. The clerk also reported that the governor visit form has been revised and will be circulated to all governors shortly. 10.2 The governor training took place at Sir Harry Smith on 18 th April but KD and TB-T reported that there was not a very good turnout. Two governors from each of the primary schools attended along with one governor each from Coates and Alderman Jacobs. Those who attended it found it very useful and informative.	RL KD

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<p>10.5 The governor visit policy has been formatted, circulated to staff and put on the website.</p> <p>11.1 CC reported that enough governors came forward to help during SATS so that the whole timetable is covered and thanked the governors for their help in this matter.</p>	
<p>5 Finance</p>	
<p>5.1 RL distributed a Management Report which he had annotated for ease of reference. He explained that a new line had been added (1a) for holiday clubs. The costs for these will, in the future, be accounted for in the main budget. They have been very well received and attended by children from all schools, not just Park Lane. It is hoped that these clubs will generate some revenue as they develop.</p> <p>Extra costs have been incurred for supply staff (1b). This has been due to additional costs for maternity cover and staff sickness and currently, the school do not have any sickness insurance. RL explained that this type of insurance can be quite costly and some years is not used at all. By not buying into this insurance it is hoped, over time, that savings will be made.</p> <p>Q. Would there be any benefit from having a Trust insurance policy for sickness?</p> <p>A. Sir Harry Smith do not have this insurance. They set aside money to cover for these eventualities but they are a much bigger organisation.</p> <p>There has been an additional expense for booster classes (2) as staff who are running these from 8 a.m. are claiming overtime. This will need to be factored into the budget for 2018/19. RL thought it would be good for governors to look at the total cost of providing these boosters for Year 6. The children have made good progress but it has needed two teachers, two part-time teachers and two TAs to deliver these classes. It is working and the number of classes should decrease over time as the gaps in the children's progress should not be as big.</p> <p>Staffing costs for the Blue Tree Club (3) are included in the budget but should be offset against income. Currently the Club is looking at a surplus of £3-4,000, which includes the August salary bill.</p> <p>Q. Can the surplus go back into the Blue Tree Club?</p> <p>A. Yes it can at the end of Terms 1 and 2. The end of year surplus will go to the Trust unless invested in the school before the end of the year.</p> <p>Indirect Staff costs (4) relate to medical fees for staff counselling and occupational health. This need may have to be considered when setting the next budget and an amount of about £2,000 set aside.</p> <p>There is a current overspend (5) of just over £7,500. Sometimes there may be an overspend in one area and a saving somewhere else so it is hoped that in year savings can be made.</p>	

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	Forecast variants is currently £16,000 over but monies still to go in the budget are SEND, Blue Tree Club and summer savings.	
6	KS1 Data	
6.1	<p>Ben Chisolm, Head of Lower School, which includes Year 3, attended the meeting and delivered a presentation on KS1 data. The document had been circulated to governors ahead of the meeting.</p> <p>BC began by explaining the new Vulnerable Group Action Plan (VGAP) which includes children who are not making Age Related Expectation (ARE) but also highlights the higher attaining children who are not making sufficient progress. The children are set individual targets to enable them to progress.</p> <p>Q. Does anything go home with these VGAP children?</p> <p>A. Yes, they have a bookmark listing their targets and school comms are also sent.</p> <p>BC explained that VGAP children are taught in a whole class situation but children with a support plan are taught on a more individual basis.</p> <p>Q. Do you undertake external moderation with other schools?</p> <p>A. Yes and one is booked in for later in the term.</p> <p>With regard to the phonics results this year it is expected that 32 out of the 40 children will achieve the expected level and staff are hopeful that the results will be around 90%.</p> <p>Q. Are results shared with parents?</p> <p>A. Yes they are. Changes have been put in place bringing the results from 60% to 90%. The teachers have been working on non-words and split digraphs. A mock phonics check is sent home to parents for them to read with their child and when this is completed the child gets a sticker.</p> <p>Q. Are children coming into Year 1 more secure with their phonics?</p> <p>A. Yes, we are ahead of where we were last year. The children are split into three groups for phonics and so can work at their own level.</p> <p>Q. What is the current target?</p> <p>A. 79% so above where we hope to be. We should be within 80%.</p> <p>BC then briefly explained the topics and how these link into the rest of the curriculum.</p>	
7	Head's Report	
7.1	<p>This report was distributed at the meeting and explained by RL.</p> <p>Q. Why is there a decline in the number of Year 4 children at ARE?</p> <p>A. This is not known yet. It could be down to the teacher assessments being low because the PiXL results were strong. There is another PiXL paper coming up soon.</p>	

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	<p>There is a concern about Year 5 pupils, there is a high proportion of Pupil Premium and SEND children. To get a good Ofsted judgement it is progress that is the key.</p> <p>There is strong progress across Year 1 and Year 3.</p> <p>The attendance figures are strong but 16 penalty notices have been sent out.</p> <p>RL reported that critical thinking and questioning are still to be implemented.</p>	
8	Safeguarding and Child Protection	
8.1	<p>RB reported that a meeting has taken place with herself, Jo Phillips (Safeguarding Trustee), S Collier, C Whitehand (Governor New Road), A Brudenell and W Crick (from Sir Harry Smith) where RB explained exactly what is involved in the role, not just e-safety. Another deep dive is due to take place later this term, and all staff have undertaken training in Child Protection. Currently, there are no child protection issues at the school, one child in need, three looked after children and three previously looked after children. The family worker has met with a lot of parents but an Early Help Assessment is needed to see the school nurse.</p> <p>Q. With more of these children coming into school have you noticed a change in the relationship with parents?</p> <p>A. Yes they can talk to you and it is impacting on the work load. With an HLTA covering the class when needed it does mean we know the families better.</p> <p>There is to be an e-safety day in June linked with Year 7. A speaker from the Brec Foundation is coming along.</p>	
9	Health and Safety	
9.1	<p>A Health & Safety visit report from SW and TB-T had been circulated ahead of the meeting. It was noted that the reception class toilets need refurbishing. SM will speak to the Operations Manager at Aspire regarding this.</p>	SM
10	Governor Specific Items	
10.1	<p>The actions from previous visits, as listed on the Agenda, were reviewed.</p> <p>8.12.17 EYFS</p> <p>Mid-project Impact Report on Jennie Bishop's work in both schools will be circulated by RL.</p> <p>The SIP will be the focus of the next visit.</p> <p>All other actions were completed.</p> <p>15.12.17 Review SIP</p> <p>Attendance stands at 98% if illness is taken into account.</p> <p>All other actions completed.</p> <p>19.1.18 Key Priority 1 & 2</p> <p>A follow up visit took place on 27.4.18 looking at achievement and</p>	RL

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	<p>performance. SC is going in to look at maths books. 7.2.18 EYFS All actions completed.</p> <p>Visit Reports distributed and reviewed at this meeting. SEND 6.3.2018 EYFS March 2018 H & S Feb 18 Review Joint Improvement Plan (SIP) in relation to Priority 4. 16.3.18 Agreed actions listed below. The next finance visit will take place on 15.5.18 with SM, EA and SC.</p>	
11	Policies	
11.1	The new Asthma policy had been circulated ahead of the meeting. The main change is that in accordance with advice from Asthma UK, children from Year 4 onwards will keep their inhaler with them. SM will email some alternative wording to avoid ambiguity.	SM
12	Agreed actions for Governors	
12.1	<p>5.1 RL to follow up on Safer Recruitment Training. 9.1 SM to speak to Operations Manager re toilet refurbishment. 10.1 Clerk to email revised governor visit forms. RL to circulate mid project impact report re Jenni Bishop's work in school. 10.2 SEND visit 6.3.18 Speak to TAs re Key Priority 4 Feedback to LGB EYFS March 2018 Review progress in nursery against AF's recommendations and school's action plan. H & S Feb 18 Visit to Blue Tree after school to see in operation. Refurbishment of toilets – see 9.1 LQ to ensure staff know how to fill out accident reports correctly. All other actions already completed. SIP and Priority 4 16.3.18 Review Behaviour Logs for NR and PL Review lunchtime play provisions and Pupil Voice Review NR lunchtime provision re new equipment. 11.1 SM will email alternative wording for Asthma policy. 15.1 TB-T will invite Tara Banks to the next meeting.</p>	<p>RL SM KD RL</p> <p>SM TB-T</p>
14	Any Other Business	
14.1	There was no other business.	
15.	Date of next meeting	
15.1	Wednesday 20 th June 2018 at 6.30 p.m. TB-T will invite Tara Banks to the meeting to share data for Early Years.	TB-T

Aspire Learning Trust



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The meeting ended at 8.30 p.m.

Signed:
Chair of Full Governing Body

Date: