

## Park Lane Primary School

### Minutes of the Full Governing Body Meeting Wednesday 10<sup>th</sup> January 2018 At 6.30 p.m.

**Present:** R Litten (Executive Head), P Cornell (Vice Chair), L Porter, C Cornell, C Johnson (CMJ), S White, E Anthony, S Munns

**Apologies:** T Bennett-Tighe, S Collier, A Roberts, D Agger, C Jordan

**In attendance:** J Digby (CEO), R Bains (Deputy Executive Head), T Beeby (Aspire Director), K Deplancke (Clerk)

Item of business		Action
<b>1</b>	<b>Welcome And apologies for absence</b>	
1.1	PC was chairing the meeting and welcomed everyone. Apologies were accepted as detailed above.	
<b>2</b>	<b>Declaration of interest</b>	
2.1	There were no declarations of interest.	
<b>3</b>	<b>Minutes of the last meeting</b>	
3.1	The minutes of the meeting of 8.11.17 were approved and signed. Proposed RL Seconded CC	
<b>4</b>	<b>Matters Arising</b>	
4.1	Three quotes for solar screens for the classrooms have been received by RL and JD. They are now going to review the quotes, which are approximately £3-4,000, with a view to having the screens in place by Easter. The screens need to be of a type where you can see out but not in for when the children are changing for PE. All other actions were completed.	RL/JD
<b>5</b>	<b>Finance</b>	
5.1	This item will be on the Agenda at each meeting for update and review. A management report had been circulated to the governors ahead of the meeting. RL explained that there had been some areas of heavy spend at the beginning of the academic year which, on the current forecasts, look like a large overspend but this will have evened out by the end of the year. The model used to produce the report assumes that this spend will take place every month. He reported that there has been an overspend due to an increase in pension contributions for support staff. The sports premium money has been used to buy equipment. Extra sports premium money has still to come in and pupil premium money has not yet been received. RL will arrange for the reports to be annotated in future to further explain the expenditure for governors.	RL

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	<p>Income from the Blue Tree Club, out of hours' care, has been more than expected. The club can take a maximum of 40 children but that has not yet been reached, the most so far has been 36. At the end of the year a decision will have to be made on how to spend the profit.</p> <p>The Nursery is now accepting children under the government's thirty hours' free childcare initiative and therefore numbers have increased. Some children have transferred from other establishments not offering the funding. With the number of staff currently in post the number of children who can be accommodated in the afternoon is capped at 26. This might have to be reviewed at Easter.</p>	
<b>6</b>	<b>Head's Report</b>	
6.1	<p>The report had been circulated prior to the meeting. RL explained that the number of children in Year 4 working to Age Related Expectations (ARE) is lower than desired and questions are being asked as to why. Year 5 ARE has been lower than wanted in previous years and RL is keen to stop the fluctuations in achievement. Support for the children in Year 5 starts as soon as the Year 6 SATS are completed.</p> <p><b>Q. Is Year 5 a cohort that has struggled previously?</b></p> <p>A. The third table in the report shows the progress made from KS1 and although quite high is not as high as we would like. There is a question over whether the KS1 figures were accurate as there is a history of figures being inflated. The Year 5 cohort is the weak Year 3 identified in the Ofsted report.</p> <p>In Year Progress</p> <p>There has been good progress in Year 3 and good accelerated progress in Year 6. A strategy meeting has taken place to address the in-year progress concerns and RB explained that in some cases it is a case of teaching skills such as reading comprehension. Parental support is not as prevalent in KS2 as in KS1. There are a number of booster classes and interventions taking place.</p> <p><b>Q. Progress in Year 3 is lower than expected and year 3 was identified as having weak teachers. Has this been addressed?</b></p> <p>A. Most pupils are working at or exceeding ARE following input regarding the teaching. Teaching seen through lesson observations and drop ins is much improved.</p> <p>RB explained the progress table.</p> <p>Attendance</p> <p>This is high at 97%. Pupil premium attendance is much improved at 95% and SEN is also very strong at 97%.</p> <p>Six new children started in KS2 at the beginning of term and there is the possibility of another 3 or 4.</p> <p>RL explained that he is trying to set up meetings between the Aspire</p>	

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	<p>Primary Schools and Alderman Jacobs (AJS) when children move between schools within the town. This would be a sharing of information prior to the move rather than a period of time after the move.</p> <p><b>Q. Where do we stand regarding confidentiality in this regard?</b></p> <p>A. The child's file will move with them to the new school anyway, this would be a meeting by way of a professional conversation ahead of the move rather than waiting for the file to be forwarded.</p> <p>RL asked if there were any further comments regarding his report or the improvement plan. The improvement plan is updated each term and strategies will be put in place to acknowledge comments made this evening. RB and RL will carry out a 'health check' on the school prior to the next expected Ofsted inspection in September/October of this year. A brief discussion took place regarding Ofsted and the focus on reading and writing in Early Years.</p>	
<b>7</b>	<b>Safeguarding and Child Protection</b>	
7.1	<p>SC and LP undertook two visits before Christmas and the reports will be sent out soon.</p> <p>RL informed the meeting that it would be beneficial for some governors to undertake safer recruitment training. Sarah Gregory, the e-safety lead, has sent information out to parents. Information is shared across the schools and ipads etc are set up securely.</p>	
<b>8</b>	<b>Risk Register and ACE meeting</b>	
8.1	TB-T had reported to PC that RL, CW (from New Road) and TB-T have had a meeting and new forms are being drawn up. This is a work in progress.	
<b>9</b>	<b>Governor Specific Items</b>	
9.1	The question had been raised as to whether a governor was required to oversee attendance. As RL reports on attendance at each meeting and Mrs Seaford deals with this matter on a daily basis it was felt that this role was not needed.	
<b>10</b>	<b>Any other business</b>	
10.1	JD reported that Kidzone's solicitors have requested an extension to the lease until 31 <sup>st</sup> March to allow for the removal of equipment from the mobile. This was agreed and will mean that the school will receive more rent monies.	
<b>11</b>	<b>Agreed Actions for Governors</b>	
11.1	<p>Item 4.1. RL and JD will review quotes for solar screens.</p> <p>Item 5.1 RL will annotate finance reports</p>	RL/JD RL

# Aspire Learning Trust



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Item of business		Action
<b>12.</b>	<b>Date of next meeting</b>	
12.1	Wednesday 28 <sup>th</sup> February at 6.30 p. PC and CC gave their apologies for the next meeting.	

The meeting ended at 7.34 p.m.

Signed: .....  
**Chair of Full Governing Body**

Date: .....