

Park Lane Primary School

Minutes of the Full Governing Body Meeting Wednesday 8th November 2017

Present: T Bennett-Tighe (Chair), R Litten (Executive Head), S Collier (Vice Chair), L Porter, C Cornell, A Roberts, D Agger, E Anthony, C Jorden, S Munns

Apologies: P Cornell, S White

Non-attendee: H Goulbourne

In attendance: J Digby (CEO), R Bains (Executive Deputy Head), J Phillips (Safeguarding Director), K Deplancke (Clerk)

Item of business		Action
1	Welcome And apologies for absence	
1.1	TB-T welcomed everyone to the meeting and introduced the new governors. The apologies were accepted. It was noted that there was a non-attendee at the meeting. TB-T will get in touch with HG to ascertain whether or not she wishes to continue as a governor.	
2	Declaration of interest	
2.1	There were no declarations of interest.	
3	Minutes of the last meeting	
3.1	The minutes of the meeting of 20.9.17 were approved and signed. Proposed CJ Seconded AR	
4	Matters Arising	
4.1	<p>Item 1 The governor vacancy list has been completed. Membership of the NGA has been completed. Kidzone have been in touch to say that the name on their lease is not Park Lane School, it is Whittlesea Learning Trust and therefore the letter they have received terminating the agreement is incorrect. JD has replied stating that Park Lane School was part of Whittlesea Learning Trust which is now Aspire Learning Trust and therefore the letter stands and their tenancy ends on 19th December 2017. All property must be removed from the mobile by that date. LP and DA have been to visit the new out of school hours club and their report is in hand. They were both very impressed with what they saw including a chill out space and an outside area that was very well supervised.</p> <p>Q. In terms of profit how is the club doing? A. The club has made £1300, which were the total of the start up costs, but in actual fact it is not supposed to be a profit making organisation.</p> <p>Item 5.1 Monies have been ring fenced for the school and RL stated that he</p>	

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<p>has some plans for the school which JD will take to the Board. Steve White is getting some quotes for solar film on the classroom windows to keep out the glare instead of blinds.</p> <p>Q. What would be the issues regarding children getting changed without blinds?</p> <p>A. With some kinds of film it is not possible to see in from outside.</p> <p>Q. Has the maternity cover now been organised?</p> <p>A. Yes it has and parents have been informed.</p> <p>Item 7.1 The governor effectiveness report has gone to the Board.</p> <p>Item 8 JD will organise copies of the Governor Information Book.</p> <p>Item 11.4 The Salary Review Committee has met and all obligations have been completed.</p>	SW
5	Finance
5.1	<p>RL informed the committee that there were no variants to report in the first four weeks of term. The Trust accountants have been in recently.</p> <p>JD reported that the recommendation for teachers' pay was a 1% rise with an LA recommendation of 2% for the higher salary levels. The Board have met and agreed to a 2% rise for salary levels M1-6. A letter has been circulated to staff and the pay will be backdated to September.</p>
6	Head's Report
6.1	<p>For the benefit of the new governors RL explained how his report is presented. He reported that the current Year 6 is a strong cohort.</p> <p>Q. Will the KS2 targets continue to narrow the gap for pupil premium children?</p> <p>A. Eight children are SEN or vulnerable and the school needs to determine what can be done for these children and what cannot be done.</p> <p>The school has had an invite from the DfE to be part of a project to reduce the gap between pupil premium children and more affluent families. They need to find another two schools in similar areas one of which will be the lead school. The staff will be able to visit each other's schools and review the strategic plan for the children</p> <p>Page 2 of the report Table 1 shows the current attainment to Age Related Expectation (ARE) which steadily declines as the children get older. Table 2 shows the in-year progress from the end of the summer holidays to October half-term. Progress of the pupil premium children is very successful however, some of these children have come from other schools so previous data is not always available.</p> <p>The five physical restraints mentioned in the report all relate to the same child.</p> <p>Q. Is the child's behaviour improving?</p>

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<p>A. No, there is now a specialist teacher involved. A brief discussion took place regarding the management of challenging children. Whole school attendance is currently at 97% but for pupil premium children it is only 91.4%. There is currently a looked after child on the school roll who is no longer at the school but will have to remain on roll until registered at a new school. There is evidence which states that SEN and pupil premium children take more time off school than other children, typically 3 day's absence for SEN and pupil premium to every one day's absence of their peers. There are less pupil premium children in Key Stage 1 but it is thought that this may be due to the Universal Free School Meals. Parents tend to register for pupil premium in order to access free school meals but Key Stage 1 children get a free meal anyway. Total number of children in the school currently is 402 and there are three children on the waiting list for Year 1. Q. Now that changes have been made to the lunchtime provisions has that reduced the number of incidents? A. Yes, but some individuals who were causing problems are no longer there. Quality of Teaching RL reported that there is still some variation regarding the quantity of work in children's books. Senior leaders will now clearly define how much is expected. Q. Is the quantity issue just in some classes or does it fluctuate? A. It varies across the school. Raising Standards The Senior Leadership Team (SLT) will review the protocol annually. Leadership and Governance The SLT are currently undertaking appraisals of both teachers and TAs. Office and site staff will be appraised before Christmas. RL will send an up to date copy of the Improvement Plan to KD so that it can be incorporated into the new governor induction pack.</p>	RL
7	Risk Register
7.1	The Risk Register has been drafted by the ACE group. TB-T suggested that to save time it should be looked at by the policy group. Governors were asked to look at the document and report to TB-T or SC with their approval or any queries. The policy group will then draft a document for the governors to review before it is taken to the Board.
8	School Uniform Policy
8.1	<p>RL has put together a uniform policy with the help of the school office and a copy had been circulated prior to the meeting. Q. Can we asked for headscarves and hijabs to be removed for PE lessons? A. The guidance states that removal or not relates to puberty.</p>

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<p>A discussion took place regarding this and whether there should be further guidance.</p> <p>Q. What steps are taken if a child is not adhering to the uniform policy?</p> <p>A. RL would have a conversation with the family.</p> <p>Q. Where do we stand on uniform being compulsory or voluntary?</p> <p>A. As an academy it could be made compulsory but we would have to check the guidance on this matter.</p> <p>After a discussion regarding various aspects of the uniform including cost and availability it was agreed that girls can wear white ankle socks with a summer dress.</p> <p>RL will now be able to state that the governors have endorsed the policy.</p>	
<p>9 Governor Specific Items</p>	
<p>9.1 Feedback from Trainings</p> <p>DA and SW have attended the new governor training. DA stated that it had been very helpful.</p> <p>Visits</p> <p>It was agreed that staff governors can undertake visits provided they are not reporting on an area in which they have some involvement in a working capacity.</p> <p>CC reported that PC had been to Stibbington with the children. He wished to thank the staff for all their hard work and stated that the children had been excellent.</p> <p>Governor Responsibilities</p> <p>TB-T asked if anyone would like to change their responsibilities and if so to let her know. Email addresses will also be updated and then KD will distribute to all governors.</p>	Clerk
<p>10 Policies</p>	
<p>10.1 These policies had been circulated prior to the meeting and governors were asked to approve them.</p> <p>Safeguarding and Technology</p> <p>Approved.</p> <p>First Aid</p> <p>This has been updated to incorporate administering of medication and what happens if a member of staff refuses to medicate.</p> <p>Approved.</p> <p>Lesson Observation Protocol</p> <p>This policy has been compiled from the Sir Harry Smith policy.</p> <p>Approved</p>	
<p>11 Any other business</p>	
<p>11.1 There should be a safeguarding update on every agenda.</p> <p>RL gave an update on the training undertaken by staff and other safeguarding issues.</p> <p>Teaching Staff had up to date Child Protection & Prevent training Sept training Day</p>	

Aspire Learning Trust



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<p>Alison Brudenell - Designated Person refresher training is booked Nov 23rd</p> <p>Alison Brudenell & Sarah Gregory - attending e safety training 8th Nov - in order to update teaching materials and evaluate practise across the trust at primary level</p> <p>Training for all staff is due Jan 2018 - so dates being booked for Dec - staff will know in the next week.</p> <p>A safeguarding section has been added to the newsletter - the first reminded parents of the NSPCC underwear rule which has been on our website for a while.</p> <p>Lock down procedure shared and discussed with teaching staff - soon to be finalised and shared with all staff and parents ready to practise in the new year.</p> <p>There have been 2 new looked after children admitted into school - both settling well.</p> <p>1 referral at the start of the autumn term - resulted in family support - Early Help now engaged with family.</p>	
12	Agreed actions for Governors
12.1	<p>Item 4 Quotes for solar film being obtained by Steve White</p> <p>Item 6 Copy of Improvement Plan to be sent to clerk to be incorporated into the induction pack.</p> <p>Item 9 Governor Responsibilities document to be distributed.</p> <p>SW RL Clerk Clerk</p>
13.	Date of next meeting
13.1	10 th January 2018 TB-T gave her apologies. SC will chair.

The meeting ended at

Signed:
Chair of Full Governing Body

Date: