

Park Lane Primary School

**Minutes of the Virtual Full Governing Body Meeting  
Tuesday 23<sup>rd</sup> June 2020  
At 6.30 p.m.**

**Present:** S Collier (Vice Chair), P Cornell (Vice Chair), D Casbon, C Cornell, H Grainger, L Porter, T Bennett-Tighe (Chair) (Joined later due to technical issues)

**Apologies:** R Litten (Executive Head), A Ding

**In attendance:** R Bains (Deputy Executive Head), J Digby (CEO), J King (Trustee), K Deplancke (Clerk)

Item of business	Action
<b>1</b> <b>Welcome and Apologies for Absence</b>	
1.1      SC welcomed everyone to the meeting and agreed to chair as TB-T was experiencing technical difficulties and was unable to join the meeting.	
<b>2</b> <b>Declaration of interest</b>	
2.1      JD declared that he is a Trustee of KWEST MAT in Kings Lynn and Chair of the Academy Council of KESA.	
<b>3</b> <b>Election of Chair</b>	
3.1      Prior to the meeting nominations had been invited for the role of Chair for the coming year. As there was no interest TB-T had informed the Clerk that she would be willing to carry on. The meeting agreed to this appointment by a show of hands. TB-T was duly elected as Chair.	
3.2      Election of Vice-Chair SC and PC both stated that they would be willing to carry on as Vice-Chair for another year.	
3.3      Term of Office Expiration CC's term of office will come to an end on 21.9.20. She informed the meeting that she is happy to continue for another term. CC was re-appointed as a governor of Park Lane Primary School and Nursery.	
<b>4</b> <b>Minutes of Last Meeting</b>	
4.1      The minutes of the meeting of 12.5.20 were approved and will be signed at the earliest opportunity. Proposed CC Seconded LP	
<b>5</b> <b>Matters Arising</b>	
5.1      As agreed at the last meeting a letter of appreciation from Governors and Trustees had been sent to all staff. HG said that staff had appreciated receiving the letter. RB confirmed that the staff at New Road had also received the letter.	

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6	<b>Head's Report</b>	
6.1	<p>In the absence of RL the Head's report was delivered by RB. The report had been uploaded to TEAMS ahead of the meeting so RB highlighted the key points and invited questions.</p> <ol style="list-style-type: none"> <li>1. Pupil attendance RB stated that the number of pupils attending school represents a quarter of the school population. There has been a high uptake from Year 6 and Year 1 but a lower percentage from Reception.</li>   <li>2. Bubble Organisation Where possible, staff have been deployed with their usual year groups and TAs are helping in the afternoon thereby enabling teachers to use the time to upload work for the children still learning at home. There is no more capacity to take any further Year 6 children. <b>Q. How do the figures compare to other schools?</b> A. RB was not aware of the figures for other schools. Both New Road and Park Lane have put siblings together in the same bubble, there have been quite a few siblings in both schools. At New Road about half of the children have returned to school and at Park Lane it is about a quarter. Unfortunately, it has not been possible to open the nursery as there are not enough staff available. JD expressed the view that the Senior Leadership Team (SLT) had done a great job at opening the school. Two members of staff in each room is allowing teachers to be able to upload work on line for the children who are still distance learning at home. Very few changes have had to be made because the system was set up so well at the beginning.</li>   <li>3. Pupils Accessing Distance Learning The number of children accessing home learning is 80% plus. Although the children are not posting work online they are sending messages. Some families are not accessing and will therefore be contacted by staff. The system allows the teachers to see who has logged in and when.</li>   <li>4. How will the school help pupils to 'catch up'? RB stated that this is a matter for further discussion. Now that the government have confirmed that schools will re-open in September the SLT will work towards this.</li>   <li>5. Organisation and delivery of Education for those in school. Two teachers are currently shielding but RB has spoken to them and both are well. Some of the children's work, linked to online maths and art, has been posted on the Twitter feed and school website.</li>   <li>6. Organisation and Delivery for Children being educated at home.</li> </ol>	

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	<p>Some of the reception children who were not accessing work on Tapestry are now in school.</p> <p>7. Health &amp; Safety There were no questions with regard to Health and Safety.</p> <p>8. Pupil Numbers and Class Structure for September. This will be dealt with under item 7 in the Agenda.</p> <p>9. Gratitude RB thanked the staff, especially B Chisholm and P Ingham who have stepped up to the role in the absence of RL. During the weekly meetings with SLT and JD there has been very little to change. She also thanked S White, Caretaker, and the cleaners.</p> <p><b>Q. How are Year 6? Are they transitioning to Sir Harry Smith or has that not happened yet?</b> A. JD has been in touch with Sir Harry Smith and P Ingham has had some transition work. SHS has produced a brochure which should be going out to the primary schools soon.</p> <p>LP thanked colleagues for their support whilst she has been shielding.</p>	
<b>7</b>	<b>Staffing for September 2020</b>	
7.1	<p>RB reported that school is still awaiting the budget for next year but the class numbers have been sorted out today and the information sent to teachers. There are four appeals for places for September. Sam Cullen has been appointed for September. This was originally for three days per week but he has now agreed to five days a week. This has helped with a current vacancy in Year 3. As Early Years are overstaffed a colleague will work in Year 3 on Monday and Tuesday and back in Early Years for the remainder of the week. This will also give scope for release time for a recently qualified teacher and for Sam to work in nursery and across the team.</p> <p>Mrs Light-Rutland has been very successful with EHCP applications, fourteen in total, and she submitted another one last week for a child moving from Reception into Year 1. RL and FL-R are meeting tomorrow to discuss the deployment of TAs for these children. School will have to fund the first £6,000 but will then get funds through for the other ones. The hours range from 25 to 32.5. The decision has been taken to split the current year two classes. Mrs White has been assisting with contacting the new Early Years children who are not at the Park Lane nursery.</p> <p><b>Q. What are the total number of children in the school?</b> A. There are 415 altogether leaving only 5 vacancies in the school. The new Reception intake will be 62, the current Reception cohort is 57. Year 4 is 55 and the remainder of the year groups are all 60.</p>	

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<b>8</b>	<b>Safeguarding and Child Protection</b>	
8.1	Sarah Rogers is constantly updating as new guidelines come through and is also updating the 'Keeping Children Safe in Education. RB is aware that there has been one referral to MASH and most of the vulnerable children are in school. One vulnerable child is coming into school tomorrow. HG reported that support is still being given to the children both at home and in school. The Looked After Children are all at home but are in regular contact and their PEPs have been updated virtually.	
<b>9</b>	<b>Health &amp; Safety Policy</b>	
9.1	JD informed the meeting that this is a draft Trust policy which has gone out to all three schools. This will be slowly gone through by the Trustees with a view to having something in place by the end of term and ready for use in September. TB-T expressed her concern at what appears to be an increased work load for the Deputy Executive Head not only in terms of time but also expertise and wondered how much could be delegated elsewhere. JD stressed that at this stage the document is a draft. There will be different levels of responsibility and clarification of the responsibility of the Trust and Local Governing Bodies.	
<b>10</b>	<b>Governor Specific Items</b>	
10.1	Succession Planning and Vacancy for Chair Although TB-T has agreed to remain as Chair for the time being she stressed the importance of succession planning going forward. If anybody thinks they may be interested and would like to have a private conversation regarding the role she would be happy to facilitate this. JK thanked TB-T and said her work was appreciated. He felt there was also an argument for continuity by having a Chair serving for a longer period. It was suggested that if a new Chair is appointed TB-T could remain as Vice Chair for a year to assist the new Chair.	
<b>11</b>	<b>Extraordinary Meeting of the LGB</b>	
11.1	Under normal circumstances this meeting would have been the last of the current academic year. However, in the light of the current situation the Trust will be meeting during the summer holidays on 17 <sup>th</sup> August to discuss the plans for opening in September. It was felt that it would be useful for the LGBs to be briefed on any decisions made. It was agreed that on this occasion the meeting could be a joint meeting for the governors of both the primary schools. A date of Thursday 27 <sup>th</sup> August 2020 at 6.30 p.m. via TEAMS had already been agreed with the New Road governors and this will now be for both primary schools.	
<b>12</b>	<b>Any other business</b>	
12.1	JD thanked the governors for the last four years that he has been involved with Park Lane Primary School. All have played their part in the success of the school making it a very strong good school. RL is now looking at the taking the school to outstanding. TB-T thanked JD for his support of both the governors and the staff at the school.	

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<b>13.</b>	<b>Agreed Actions</b>	
13.1	There were no agreed actions.	
<b>14</b>	<b>Date of Next Meeting</b>	
14.1	Thursday 27 <sup>th</sup> August 2020 with the governors of New Road.	

The meeting ended at 7.25 p.m.

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

Date: .....