

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF  
PARK LANE SCHOOL  
HELD AT SCHOOL ON 8<sup>TH</sup> MARCH 2023**

<b>Governors Present:</b>	Mrs T Palmes (TP)	Joint Chair
	Mr C Milnes (CM)	Joint Chair
	Mrs L Warmer (HT)	Head Teacher
	Mr N Banner (NB)	Governor
	Mr R Davies (RD)	Governor (attended online)
	Mrs K Wadsworth (KW)	Governor
<b>Apologies:</b>	Mr G Gaddum (GG)	Governor
	Mrs C Hughes (CH)	Governor
	Mr J McPherson (JM)	Governor
<b>Also in attendance:</b>	Mrs A Barnard (AB)	Associate Governor
	Mrs E Shaw (ES)	Deputy Head/Associate Governor (attended online)
	Mrs A Richardson	Clerk to the Governors
	Mrs A McKay	Observer

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**AGENDA – PART ONE**

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**1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS**

Apologies were received from Mr G Gaddum, Mrs C Hughes and Mr J McPherson.

There was no other business to discuss under Any Other Business.

**2. CONFLICT OF INTEREST**

JM declared that he is the Head of the Peak School.

**3. ELECTION OF VICE CHAIR**

No nominations were required for a Vice Chair at the present time.

#### 4. MEMBERSHIP

- a) There were no changes to the membership of the Board to discuss.
- b) Governors noted one vacancy for a Co-opted Governor and one parent governor. An advertisement on Inspiring Governance would be placed for the two vacant Board positions, together with use of social media to raise awareness.
- c) There were no terms of office due to expire before the next meeting.
- d) Criminal record checks and Section 128 checks for all new governors appointed/elected were confirmed as being undertaken within 21 days of their taking office.
- e) The persons responsible for updating GIAS with any changes is the Bursars.
- f) There were no associate members to discuss at the meeting.

#### 5. PART ONE MINUTES AND MATTERS ARISING

- a) The minutes of the meeting held on 10<sup>th</sup> November 2022 had been circulated on Governor Hub prior to the meeting. Governors approved the minutes as a true record and a copy was signed by the Chair and retained by the school.
- b) The Action Log was reviewed, and it was confirmed that all Part 1 actions had been completed with the exception of the following which were carried forward:-
  - To share subject leaders' folders at next FGB
  - The Skills audit had been completed but not yet circulated – TP will review and share via Governor Hub. **Action:** TP
  - TP to advertise for new parent governor again making use of Facebook and social media
  - NB's Link visit report to be uploaded to Governor Hub when complete.
  - Arrange extraordinary FGB to discuss academisation.
- c) There were no other matters arising from the Part One minutes, which would not be covered elsewhere in the meeting.

#### 6. CHAIR'S ACTION-closure of school due to weather 19.1.23

The Chair and HT had taken one action under the Chair's Power to Act on behalf of the board of Governors since the last full governing body meeting. This was to close the school, due to heavy snow, for the safety of pupils and staff on 19<sup>th</sup> January 2023.

#### 7. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

- a) Minutes of Committee meetings not previously received and any other reports from committees including any recommendations requiring the approval of the board of governors.

#### Quality of Education sub-Committee

RD gave a verbal update regarding the Quality of Education sub-Committee meeting held online on 7<sup>th</sup> March 2023 – the meeting report had been uploaded to Governor Hub.

- Focus had been on the SDP and a review of the curriculum changes that had been made. Lots of progress had been made, but there was still more work to do but with a clear plan in place.
- There had been a quality assurance visit from ASDAN in November and the school had passed with flying colours, with no actions to be undertaken identified. Governors congratulated the staff team and HT.
- English reading pathways were working well. RD had seen a great display in Reception.
- Maths was reviewed and a report was due to come to the next Quality of Education Committee.
- Whilst an Arts Award was not likely this year, there was clear potential for next year.
- The staff team were developing schemes of work and sequences and again, clear progress was evident. Rationales for common schemes of work had also all been completed.
- RD had postponed a review of intervention progress to the next planned meeting.

### **Behaviours and Attitudes sub-Committee**

ES gave an update from the Behaviours and Attitudes sub-Committee which had met on 15/02/23.

- ES had attended Mulberry's termly behaviour meeting to observe teacher strategies for behaviour management and check if strategies were still relevant.
- Incident data had been reviewed, to ensure that it was up to date and whether any new measures or additional resources needed to be put in place.
- The more holistic approach with speech and language therapy seemed to be working well and was considered a much better approach.
- The committee had analysed IRIS data and gained an overview insight of behaviour and conduct. Most pupil behavioural issues had decreased, with only a few middle range pupils having had increased behavioural and conduct issues (this was considered perhaps to be related to Arts Week, which consisted of fun sensory activities and off-timetable workshops, which could sometimes affect behaviour).

### **Personal Development sub-Committee.**

The Personal Development sub-committee had not yet met. **Post meeting note:** The meeting was held on 14<sup>th</sup> March 2023 and meeting notes were added to Governor Hub.

- b) Governor link/monitoring reports, including any recommendations requiring the approval of the board of governors.**

### **Safeguarding**

CM had completed the minutes of the previous Safeguarding meeting, but they were not yet uploaded to Governor Hub.

A productive meeting had been held with the HT where several safeguarding matters had been reviewed and discussed - including the curriculum, safer recruitment, the recording of safeguarding incidents, a pandemic update, CAMHS referrals and single central records. The next safeguarding meeting would take place on Thursday 16<sup>th</sup> March 2023.

## 8. FINANCIAL MATTERS

### a) Draft annual budget for 2023/24

Governors approved the draft annual budget for 2023/24.

### b) Review of Budget vs Actuals for the current year 2022/23 and progress against the 3-year budget plan.

A budget meeting had been held to set the 2023-24 financial year. £125,036 is to be carried forward this financial year. Next year, the carry forward was predicated to be £125,143 (to be confirmed). Year 3 is currently showing a carry forward of £30,776 however, there may be another £36,000 to add on to 2023/24 figures regarding outstanding funding from Cheshire East.

### c) Review and approval of the SFVS by 31<sup>st</sup> March 2023

Governors noted that the SFVS was in progress and on track to be submitted by 31/3/23.

### d) Setting and evaluating the staffing structure for 2023/24

Governors noted that the budget carry forward figures (discussed above), did not include additional staffing agreed for Sept 2023, in lieu of having an additional class.

Recruitment was ongoing. As applications were received, they were being reviewed and followed through.

Two staff on maternity leave were due to return to school, with one planning to return on a part time basis.

**Governor Question:** Could we advertise on "What's going on in Macclesfield?"

**Response:** Yes, that is a possibility, the job vacancies are also on the school website

**Governor Question:** Are we coping with the current resources we have?

**Response:** The situation is not ideal; the school is struggling with capacity regarding TAs.

### e) Manual of Internal Financial Procedures (MIFP), including approval of: Business Continuity Plan, Asset Register, Scheme of Financial Delegation

It was agreed that this item would be carried forward to the next meeting.

### f) Spending and impact of the Pupil Premium and School-Led-Tutoring Grant.

Governors noted that spending and impact of Pupil Premium were now on Governor Hub and the school website.

### g) Annual accounts of the Unofficial School Fund and the audit certificate 2021/22

Governors felt that this had been received at an earlier meeting.

**Action:** Clerk to check if it was approved at the last meeting.

## 9. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

The Headteacher's report March 2023 had been uploaded to Governor Hub for review.

- Governors noted that there were now 116 on roll with four new pupils. Four pupils were leaving at end of the academic year. Currently two of the pupils leaving, had confirmed places at Petty Pool, one had a placement at the Seashell Trust, and one was currently without a placement.
- A list of new TAs joining the school had been included in the report.
- One member of staff had left in February at end of half term, due to retirement.
- Governors heard that EHCPs were continuing - with the HT and ES chairing meetings with parents. Governors noted that very few outside agencies were attending the meetings.
- TP had started delivering a monthly parents forum - four governors had also supported the forum.
- There had been a CAMHS parenting course delivered. Ten parents had attended on a weekly basis, covering aspects such as sleep, toileting and good routines. This has been particularly helpful as, when children attend school, they lose contact with health visitors and so parents were often left to manage these aspects alone. The course has helped parents manage both behavioural difficulties and tackle practical issues.
- The introduction of the new school uniform was going well. Everybody Leisure had agreed to sponsor and pay for the PE tops. All staff now wear school logoed polo shirts and fleeces.
- Extracurricular activities were going well – there are different activity each day with multi-sports and ball skills on a Friday. Sale Sharks Rugby were also attending school, providing tag Rugby on a Friday.

**Governor Question:** Have we got Arbor, (MIS System parent portal payment app) running well now?

**Response:** Yes, we can now log in as a parent - and see what governors can see on the system – two other parents have also been able to access it.

- In terms of volunteering, there were three volunteers in school (two parents and one former teacher).
- ES has been in discussion with Chester University regarding student placements. She had also attended two interview sessions and felt that the system used was robust - and it was good to see the questions asked. One student already on placement at Park Lane, wanted to undertake teacher training and become a teacher at the school in the future. Governors commented that it was great to nurture new teachers to develop - and that Chester University seemed to have all the right processes in place.
- Governors noted that Chester University were also looking to redesign their Masters programme for SEND and create their own SENDCo Degree level qualification, to raise the level of the role.
- ES was working also with another part of Chester University, to review the Government's Green and White papers.
- Park Lane had also been recognised by Manchester University as an outstanding provider for trainees, having taken on students for the last 10 years. Governors commented on how positive it was to have good relationships with two universities.
- HT highlighted that in new the new Government SEND document, the Government are looking to improve teacher training, such that every teacher can teach SEND and be better able to teach SEND children in a mainstream setting.

**RD left the meeting.**

Governors commented that the school sometimes does not celebrate itself enough – especially given that the last four Ofsted Inspections were Outstanding. They noted that Springfield School had recently won a National School of the Year Awards in 2022. Governors suggested promoting the school via the Macclesfield Express, to raise awareness of successes achieved.

**Governor Question:** Could we look to do something regularly once a half term - or once a month?

**Response:** Yes, the Senior Leadership Team will review what the school could submit to the local papers, to raise profile and encourage others to invest in the school.

**Action:** HT

### **AB gave a Quality of Education update.**

- Four children would be leaving school this year - and would be undertaking external moderation and KS4 awards. Governors noted that the school had managed to keep these qualifications going, even during the pandemic and had repeated work, when children came back into school, post-pandemic.
- Governors noted the pupils currently undertaking placements. One pupil was going to Macclesfield Library, others were involved with work experience within the school's office. Two pupils were assisting with the management of the hall and restocking bathrooms with supplies.

### **ES gave a curriculum update.**

- The school continues to use the evidence for learning approach. The Insight package (assessment tracking system for primary schools) was helping teachers, senior leaders, and Governors, to use data to ask questions and challenge.

**Governor Question:** Can governors have some training on Insight? Do we need a login?

**Response:** It is quite simple to use, and good for creating graphs and charts. Governors can have their own login and put their own headline data on a Governor's dashboard. The reports could also form part of the Governors quality of education challenge process.

**Governor Question:** Is there a drive for governors to have access to more data - do Ofsted ask for this data?

**Response:** Ofsted do not ask to see this data as such, but Ofsted do want to see progress made from a pupil's starting point to end point and what has happened in between - including any dips in performance - and why. The dips in trends data, is very useful to review, so that no student falls behind. We are also becoming more confident in what we are doing, through using the data.

ES summed up the discussion, by highlighting that at Park Lane, the curriculum never stands still with regular ongoing reviews, so that it is broad, balanced, and ambitious - with a key push on non-specific school learners, so that they are all included in the curriculum.

### **Community Engagement**

- The HT outlined that there was lots of community engagement happening - with new relationships being developed with organisations such as Sale Sharks Rugby and Cheshire Cricket Club.
- Cheshire Cricket Club had recently delivered table cricket. Park Lane's team had done well and reached the final (not yet played).

- The Y2 teacher had been working with Sports for Schools and had secured a Team GB Paralympian to come into school to talk to pupils.
- The new school minibus has been received – it was a second-hand bus and was to be used for community visits. The school had not yet applied for a new, charity minibus.
- AB highlighted that in terms of Continuous Professional Development, the inset days had been successful, with a lot of training delivered.
- The three yearly Safer Handling and First Aid training had both been completed at an inset day and the staff team had also had input from a specialist nurse on the topic of epilepsy.
- Twilights were coming up. One of the Twilights would cover the safeguarding three yearly update.
- Governors noted that a rolling programme of pool safety training still needs to be done

## **Leadership and Management**

- Governors noted latest attendance data. Five pupils were on a reduced timetable and those on part-time timetable had increased their time in school – one pupil was now back up to four full days.
- Governors were updated that attendance was 92% overall, which is above the National average for special schools and noted that the school would be working more closely with the CE attendance team.
- Governor's noted that the HT would be undertaking mid-term reviews with teachers including lesson observations.
- There had been a Health and Safety inspection on 5<sup>th</sup> February, which involved a school walk around. The draft report from the inspection had now been received and it was positive, with only a small number of minor items to address.

## **10. SCHOOL DEVELOPMENT PLAN (SDP)**

The SDP was included in the HT report. Governors noted that all aspects were either complete or ongoing. No further questions were raised.

## **11. SCHOOL EXTERNAL ADVISER**

The SIP had attended school on 13<sup>th</sup> February and had led a teaching staff meeting focussing on preparation for Ofsted, briefing teachers, as to what they could expect for a deep dive. The SIP had met with new early careers teachers and sixth form teachers and had been impressed by their knowledge and articulation. The SIP will be visiting school again after the Easter break.

The written report from the SIP was not yet available. HT to share the report with Governors on Governor Hub.

**Action:** HT to share School External Adviser report on Governor Hub

## **12. STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2023/24**

Governors discussed that from September 2023, they would be using the services of an external clerk rather than the Cheshire East Council Clerking service, but that they intended to buy training and Governor Hub, via the Chess system.

### **13. CONFIRM TERM DATES AND HOLIDAYS FOR 2023/24**

The term dates for the next school year were confirmed as the same as the Cheshire East dates.

### **14. DIRECTOR'S REPORT**

The following aspects of the Spring Directors report were noted by Governors:

1.1: School Bill officially withdrawn but MATs still on the agenda.

1.1: Continue to monitor wellbeing and mental health.

1.2: Part-time timetables need an end date and schools need to check that there are no issues regarding the vulnerability of the child.

1.5: There was a Digital Monitoring course for the Safeguarding Lead Governors looking at safeguarding and e-safety.

1.6: NGA document for Safeguarding Lead Governors to read to support children who identify as transgender.

2.1: Data reports must include benchmarking. The impact of the pandemic must be considered when making quality of learning judgements.

2.3: Review the IDSR.

2.4: Continue to monitor National Tutoring Programme expenditure v objectives.

2.5: Members of staff to attend RE network sessions.

2.6: The Ofsted Annual Report is available to read – for information only.

2.7: Holiday Activities and Food Programme information.

### **15. GOVERNOR TRAINING AND DEVELOPMENT**

#### **a) Report from the Training Liaison Governor.**

ES had completed six months, of an eighteen-month NPQH (National Professional Qualification in Headship) training programme, with the support of the HT.

**Governor Question:** Is it a significant commitment?

**Response from ES:** it is quite intense. The content is highly relevant practically to the workplace - and is good for reflection.

KW had completed Early Career Teacher Mentor Training and NPQLTD (National Professional Qualification in Leadership Teaching Development) Leading Mental Health training.

CW had attended a safeguarding briefing for Governors, which had been useful to attend.

#### **b) Progress with governor development since the last skills audit and areas still to be addressed.**

This item was carried forward to the next meeting.

#### **c) Board self-review planning**

This item was carried forward to the next meeting.

**Action:** Clerk to add Governor development and Board self-review to the next FGB agenda

## **16. SCHOOL POLICIES**

The policies below had been added to Governor Hub. 3-6 Governors had read and reviewed each policy.

Governors were happy to approve all policies.

- a) H&S Policy 2023
- b) Induction Policy
- c) Conflict of Interest Policy
- d) Delivery of Qualifications in Sixth Form Policy
- e) Extended Provision Policy
- f) PfA Policy
- g) Share Learning Policy
- h) Special Educational Needs Policy April 2022
- i) Staff Wellbeing Policy 2022

Governors noted that future policies for review would also be put into the Policies for Review/Approval folder.

## **17. PLANNED RESIDENTIAL VISITS**

There were no planned residential trips to discuss.

## **18. MEETINGS**

To confirm the dates and times of the remaining full board of governors' meetings to be held during the academic year 2022/23.

The Summer FGB will take place on 08/06/23 15.30 p.m.

## **19. ANY OTHER BUSINESS**

Governors noted that a group of TAs from school would be climbing Snowden on 15<sup>th</sup> July 2023. Due to the age of one TA, there would be a need for parental permission, ahead of the climb.

## **20. IMPACT STATEMENT**

How did the discussions/decisions made at the Autumn term meeting of the Board of Governors help move the school forward?

Governors had.

- Agreed the three-year budget.
- Continued to monitor performance of the senior leadership team and Head Teacher.
- Provided challenge through governor briefings and committee meetings.
- Reviewed performance data information vigorously.
- Heard how the curriculum is ambitious and embedded.

Signed by Chair ..... Tandy Palves .....

Date ..... 8.6.23 .....