

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF
PARK LANE SCHOOL
HELD VIA MS TEAMS ON 4TH NOVEMBER 2020**

Governors Present:	Mrs T Palmes (TP)	Chair
	Mrs L Warmer (HT)	Head Teacher
	Mr R Davies (RD)	
	Mrs S Edwards (SE)	<i>(arrived at item 3)</i>
	Mr H Edwards (HE)	<i>(arrived at item 3)</i>
	Mr G Gaddum (GG)	<i>(arrived at item 3)</i>
	Mr J McPherson (JP)	
	Mr C Milnes (CM)	
	Mr N Banner (NB)	<i>(arrived at item 5)</i>
	Mrs K Wadsworth (KW) Mrs K Marsh (KM)	
Also in attendance:	Mrs A Barnard (AB)	Associate Governor
	Mrs E Shaw (ES)	Associate Governor
	Mrs D Murdoch	Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting commenced at 3:42pm

1	APOLOGIES & ANY OTHER BUSINESS (AOB)	ACTION
	<p>Governors welcomed Richard Davies (RD) to the governing board and introductions were made. Apologies for absence from Dr Christine Wee (CW) were received and accepted by governors.</p> <p>There were no items of any other business.</p>	
2	<p>CONFLICT OF INTEREST</p> <p>Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting. The following were declared:</p> <ul style="list-style-type: none"> • Giles Gaddum is a member of the Board of Together Trust and Chair of Governors at Inscape House School. • Huw Edwards and Sue Edwards are husband and wife. • John McPherson is headteacher of Peak School, Derbyshire. <p>No other conflicts of interest were declared. Action: To update the Declarations of Interests register.</p> <p><i>SE, HE and GG joined the meeting.</i></p>	TP
3	<p>ELECTION OF CHAIR</p> <p>Governors agreed that the term of office for the Chair of Governors would be one year and until the autumn term 2021 FGB meeting. The Clerk had received the following nomination for Chair: Tandy Palmes</p> <p>Tandy Palmes accepted the nomination, was duly appointed as Chair and chaired the meeting from this point.</p>	

4	<p>ELECTION OF VICE CHAIR</p> <p>Governors agreed that the term of office for the Chair of Governors would be one year and until the autumn term 2021 FGB meeting. The Clerk had received the following nomination for Vice Chair: Chris Milnes</p> <p>Chris Milnes accepted the nomination and was duly appointed as Vice Chair.</p>	
5	<p>MEMBERSHIP</p> <p>a) Governors noted the resignation of HE (Co-opted governor) with effect from 5th November 2020 and ratified the appointment of RD as Co-opted governor with effect from 4th November 2020 for a term of four years.</p> <p>Governors were advised that SE would resign from the governing board at the end of the 2020/21 academic year leaving a vacancy for a Parent Governor.</p> <p>Action: To place Parent Governor election on the summer 2021 FGB agenda.</p> <p>b) There were no vacancies on the governing board.</p> <p>c) The term of office of KW as Staff governor expired with effect from 4th November 2020. Staff had been canvassed and KW had been re-appointed with effect from 5th November 2020 for a term of four years.</p> <p>d&e) Arrangements to apply for criminal records and Section 128 checks were made by the school office within 21 days of governors taking office.</p> <p>f) Governors agreed to re-appoint Andree Barnard, Emma Shaw and Elaine Clarke as Associate Members for a period of one year, or until the autumn term 2021 FGB meeting. The Board agreed Associate Members will have voting rights at Committee level, but NO voting rights at Full Governing Board meetings.</p>	Clerk

	<p>COMMITTEES & NOMINATED GOVERNORS The membership and Chairs for each committee for the 2020/21 academic year was confirmed as follows:</p> <p>Appeals – Personnel: Mr John McPherson Appeals – Pupils: Mr John McPherson HT Performance Review: Mrs Kate Marsh, Mr Chris Milnes, Tandy Palmes</p> <p>Behaviours & Attitudes: Mrs Sue Edwards, Tandy Palmes, Mrs Katy Wadsworth, Ms Lorraine Warmer, Dr Christine Wee</p> <p>Leadership & Management (inc Finance & Personnel): Mrs Elaine Clarke, Mrs Sue Edwards, Mrs Kate Marsh, Mr Chris Milnes, Tandy Palmes, Emma Shaw, Ms Lorraine Warmer, Dr Christine Wee</p> <p>Personal Development: Mrs Sue Edwards, Mr John McPherson, Tandy Palmes, Mrs Katy Wadsworth, Dr Christine Wee</p> <p>Quality of Education: Miss Andree Barnard, Mr Richard Davies, Mrs Sue Edwards, Tandy Palmes, Emma Shaw, Mrs Katy Wadsworth, Ms Lorraine Warmer, Dr Christine Wee</p> <p>The list of functions delegated to committees and individuals was agreed as follows:</p> <ul style="list-style-type: none"> • SEND – to be the responsibility of the FGB as a whole. • Safeguarding Governor – Christine Wee • Careers Education & Guidance; Coronavirus Catch-Up Premium; Remote Learning – delegated to the Quality of Education Committee • Health & Safety – Chris Milnes <p>Q: How often does the Health & Safety Governor need to inspect the school? A: An inspection is normally made prior to the Cheshire East (CE) Health & Safety visit. The governor should walk round the school site, reviewing any maintenance and access issues. The governor also accompanies the CE representative on their visit. The next CE Health & Safety inspection would take place on 3rd December 2020.</p>	
7	<p>CONSTITUTION AND ARRANGEMENT OF THE HEADTEACHERS PERFORMANCE MANAGEMENT MEETING INCLUDING THE APPOINTMENT OF THE EXTERNAL ADVISER Governors confirmed the appointments of TP, CM and KM to the panel for 2020/21. The external adviser was confirmed as Jill Robinson.</p>	
8	<p>GOVERNORS CODE OF CONDUCT The NGA Model Code of Conduct had been uploaded to Governor Hub for review prior to the meeting. Governors agreed to adopt this code.</p>	

<p>9</p>	<p>FULL SCHOOL OPENING AND ASSOCIATED UPDATES</p> <p>The risk assessment for the full re-opening of the school in September 2020 had been reviewed and approved by governors and was available on Governor Hub.</p> <p>The HT provided an update on the re-opening of the school and highlighted the following:</p> <ul style="list-style-type: none"> • Five pupils were isolating due to parental concerns regarding underlying health conditions. • Two members of staff were extremely clinically vulnerable and would be shielding with effect from 5th November 2020 (start of second lockdown). • There had been two positive cases in pupils which resulted in two bubbles isolating. • Two members of staff had tested positive, but no other staff or pupils had had to isolate as a result. • The school would receive £20,846 in Catch-Up Premium and had identified the need for additional physiotherapy and sensory occupational therapy to bridge development gaps due to the school closure. • The Recovery Curriculum was being developed and meetings with staff were underway to assess pupil progress and identify needs. <p>Q: Was any learning provided for the 5 isolating pupils? A: The school is providing distance learning for them. They were isolating as a result of medical advice.</p> <p><i>The HT, AB and ES left the meeting due to technical issues.</i></p>	
<p>10</p>	<p>CHAIR'S ACTION</p> <p>There had been no decisions taken under the Chair's Power to Act.</p>	
<p>11</p>	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The part one minutes of the meeting held on the 17th June 2020 were confirmed as a correct record.</p> <p>ACTION: To sign a copy of the minutes for retention by the school.</p> <p><i>The HT, AB and ES re-joined the meeting.</i></p> <p>The action log was reviewed and all items were agreed as completed or ongoing.</p>	<p>TP</p>

12 PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

a) Governors received reports from the following committees:

Finance	04.11.20
Behaviour & Attitudes	06.10.20
Quality of Education	03.11.20

Finance Committee

The carry forward forecast for Year 1 was a surplus of £74,825 and the projected carry forward for Year 2 was £6,631. There had been an increase in pupil numbers resulting in increased funding. High needs funding had increased from £11,691 to £12,042 per pupil. The Year 2 forecast included budgeted staffing changes and classroom improvements.

Q: Was the increase in high needs funding due to lobbying by the school/governors or an inflationary rise?

A: Funding was not increased to all schools so may have been as a result of lobbying, although this has not been confirmed. The school still receives less high needs funding than other CE schools.

Q: Is it worth governors recognising the increase in funding but also asking why the school does not receive parity with other schools?

A: It may be worth asking the question.

The Willows building work would proceed and the contractor had been appointed.

Q: Does all Pupil Premium funding need to be spent each year, as £150 of Pupil Premium had been reported as carried forward into the next year?

A: It is spent throughout the year but the spend may not show in the budget until the following academic year. The statement on the school website details the use and outcomes of Pupil Premium.

Quality of Education Committee

Governors noted that there had been no formal tracking of pupil progress for the academic year 2019/20 due to school closure. The 2020/21 academic year was a catch-up year to bridge gaps. The committee had reviewed the Catch-Up Premium and Pupil Premium and considered how best to utilise them for the benefit of pupils. The use of Catch-Up Premium would form part of the Headteacher's Performance Management.

Due to Covid-19 restrictions and the need to maintain bubbles the school could not currently offer the full range of activities to all pupils. The Light room and ball pool were each used by one class only. The committee had reviewed the placements for pupils who had left school in July 2020 to ensure pupils were receiving positive outcomes.

Behaviour Committee

Staff had undertaken class visits and reviewed behaviour plans and the sensory diet. Due to Covid-19 restrictions the sensory group had moved to a different space but were working well and the school wished to expand the group.

Q: What is the sensory diet?

A: This is the range of sensory experiences available for pupils

13	<p>FINANCIAL MATTERS</p> <ul style="list-style-type: none"> The copy of the annual accounts of the Unofficial School Fund and the audit certificate was received by the school on 21st July 2020 and will be uploaded to Governor Hub. <p>Action: To upload Unofficial School Fund accounts and audit certificate to Governor Hub.</p> <ul style="list-style-type: none"> The auditor of the Unofficial School Fund for 2020/21 was confirmed as Nick O'Brien. The budget had been covered under item 12. The SFVS completion arrangements are under review. <p><i>GG left the meeting.</i></p>	HT
14	<p>PART ONE HEAD TEACHER'S REPORT AND MATTERS ARISING</p> <p>The HT spoke to the report which had been made available prior to the meeting via Governor Hub and highlighted the following issues:</p> <ul style="list-style-type: none"> Between £50-70K in donations had been received for improvements to the hydrotherapy pool and contractors had been asked to draw up plans for refurbishment based on that budget. The changing rooms could be reconfigured to create more space. Accreditation for the July 2020 leavers would happen in November 2020. The curriculum offer was restricted due to the inability to access external activities due to Covid-19 restrictions. The school was focussing upon developing the progression of skills in KS1 to 3 English and Maths. The distance learning provision was being continually developed for the benefit of isolating pupils. Pupils were able to take iPads home to practice their skills. The leadership team had a professional development meeting and were continuing to develop the curriculum. The Student Council was continuing to meet within class bubbles. Child in Need had been monitored virtually with social workers. 	
15	<p>SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>The SDP had been uploaded to Governor Hub. A National Leader of Education would be working with the school and would visit this week to assist with broadening the SDP.</p> <p>Action: To update the SDP and upload to Governor Hub.</p>	HT

16	<p>DIRECTOR'S REPORT The Director's autumn term 2020 report was circulated prior to the meeting. The clerk highlighted the following:</p> <p><u>Item 3 – Governor Monitoring</u> Governors were advised that monitoring visits should continue albeit virtually, by phone or by email.</p> <p><u>Item 10 – Keeping Children Safe in Education (KCSiE) September 2020</u> Governors noted the requirement to read Part 1 of the updated KCSiE document and confirm that they had done this via Governor Hub. Action: To provide instructions on Governor Hub.</p> <p><u>Item 13 – Updated HR Policies</u> Governors noted that Education HR Policies had been updated.</p>	Clerk
17	<p>SCHOOL POLICIES Governors agreed to carry forward the review and approval of policies to the spring 2021 FGB meeting. Action: To put review of policies on spring 2021 agenda.</p>	Clerk
18	<p>CONFIRM TERM DATES FOR 2021-22 AND 2022-23 The school followed the holidays set by CE. The term dates for 2021/22 had been confirmed and would be published on the school website. Action: To publish the 2021/22 term dates on the website.</p>	HT
19	<p>UPDATE ON SCHOOL EXPANSION Work on The Willows is due to commence on 3rd December 2020 and to be completed by 20th August 2020. The project would be funded by CE.</p> <p>Q: Is the projected August completion date the date the building is handed over to the school? Will additional time be required in order to make the building ready for classes? A: Yes, even if the building work is completed on time it would be challenging to have the rooms set up ready for classes in September 2021. The school may need to prioritise, and it is envisaged that the Sixth Form would move in initially. The school will still retain use of the mobile classrooms.</p>	
20	<p>GOVERNANCE STATEMENT Governors approved the annual governance statement which had been uploaded to Governor Hub prior to the meeting. Action: To publish the Governance Statement on the school website.</p>	TP
21	<p>MEETINGS The dates of the remaining full governing board meetings for 2020-21 were confirmed: 25th February 2020 10th June 2020</p> <p>All meetings to commence at 3:30 pm.</p>	

22	<p>ANY OTHER BUSINESS There were no additional items of business.</p>	
23	<p>IMPACT STATEMENT Governors helped to move the school forward in this meeting in the following ways:</p> <ul style="list-style-type: none"> • Considered the expansion of the school and the necessary arrangements to enable the opening of the new building in 2021. • Considered the impact of Covid-19 upon the curriculum and quality of education and reviewed the use of the Catch-Up Premium. • Heard that the school was in a strong financial position and considered the spend on building and improvement works. • Reviewed the increase in high needs funding. <p><i>GG re-joined the meeting.</i></p>	

The meeting moved to the part two agenda at 5:25pm.

Tandy Palmes

Chair

25.2.2021

Dated