

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF  
PARK LANE SCHOOL  
HELD VIA MS TEAMS ON 10<sup>TH</sup> NOVEMBER 2022**

<b>Governors Present:</b>	Mrs T Palmes (TP)	Chair
	Mrs L Warmer (HT)	Head Teacher
	Mr N Banner (NB)	
	Mr R Davies (RD)	(via MS Teams)
	Mrs C Hughes (CH)	(via MS Teams)
	Mr J McPherson (JM)	
	Mr C Milnes (CM)	
	Mrs K Wadsworth (KW)	
<b>Also in attendance:</b>	Mrs A Barnard (AB)	Associate Governor
	Mrs E Shaw (ES)	Associate Governor
	Mrs D Murdoch	Clerk to the Governors
	Mrs A McKay	Observer

**PART ONE – NON-CONFIDENTIAL BUSINESS**

*The meeting commenced at 3:45pm*

<b>1</b>	<b>APOLOGIES &amp; ANY OTHER BUSINESS (AOB)</b> Apologies for absence from Giles Gaddum (GG) were received and accepted by governors.  There were no other items of business.	<b>ACTION</b>
<b>2</b>	<b>CONFLICT OF INTEREST</b> JM is Headteacher at Peak School (a special school in Derbyshire). There were no conflicts with the business of the meeting.  It was confirmed that all governors had completed annual declarations of interest via Governor Hub.	
<b>3</b>	<b>ELECTION OF CO-CHAIRS</b> Tandy Palmes and Chris Milnes were nominated as Co-Chairs, accepted the nominations, and were duly <b>appointed</b> for a one-year term of office.	
<b>4</b>	<b>MEMBERSHIP</b> a) There were no changes to the membership of the board. b) There was one Co-opted Governor vacancy and one Parent Governor vacancy on the governing board. <b>Action: To advertise for a Parent Governor.</b> c) Governors noted that CH would continue as Safeguarding Link Governor and <b>agreed</b> that there was no requirement to reappoint Christine Wee to the board. d) Governors <b>ratified</b> the appointment of GG as a Co-opted governor with effect from 16 <sup>th</sup> July 2022 for a one-year term of office. e) No new governors had been appointed. f) Governors <b>agreed</b> to appoint Claire Noonan and Jo Shackeley as Associate Members on the Behaviour & Attitudes committee; Nichola Mott as an Associate Member on the Quality of Education committee; Emma Shaw and Andree Barnard as Associate Members on the FGB.	HT
<b>5</b>	<b>CHAIR'S ACTION</b>	

	<p>The Co-Chairs had delivered a presentation to the Cheshire East (CE) Governors Conference, on the subjects of Leadership and the New Building. They had also met with the Chair of Trustees at Macclesfield Academy and would hold a further meeting with him next week. TP had undertaken class observations as part of staff recruitment.</p> <p><i>RD and CH joined the meeting.</i></p>	
6	<p><b>PART ONE MINUTES AND MATTERS ARISING</b></p> <p>a) The part one minutes of the meeting held on 9<sup>th</sup> June 2022 were confirmed as a correct record.  <b>Action: To sign the summer term 2022 FGB minutes and upload to the school website.</b></p> <p>b) The action log was reviewed and updated:  <b>New Build/Appliances:</b> A snagging walk around had taken place and all identified snags would be rectified.  <b>Amazon Wishlist:</b> This was set up and ready to publicise whenever any specific was required.  <b>Governance Statement:</b> This had been approved by governors and was published on the school website.  <b>Academisation:</b> It was agreed to organise an additional FGB meeting to review academisation and to invite the School Improvement Partner (SIP). <b>Action</b></p> <p>All other items were agreed as completed or ongoing.</p>	<p>TP</p> <p>TP</p>
7	<p><b>COMMITTEES AND NOMINATED GOVERNORS</b></p> <p>a) Committee membership was <b>confirmed</b> as:</p> <p><u>Leadership &amp; Management:</u> Chris Milnes (Chair), Nick Banner, Elaine Clarke, Tandy Palmes, Lorraine Warmer.</p> <p><u>Behaviour &amp; Attitudes:</u> Tandy Palmes (Chair), Charlotte Hughes, Claire Noonan, Jo Shackeley, Katy Wadsworth.</p> <p><u>Personal Development:</u> John McPherson (Chair), Andree Barnard, Tandy Palmes, Katy Wadsworth.</p> <p><u>Quality of Education:</u> Richard Davies (Chair), Andree Barnard, Nichola Mott, Tandy Palmes, Emma Shaw, Lorraine Warmer.</p> <p><u>Headteacher's Performance Management:</u> Nick Banner, Chris Milnes, Tandy Palmes</p> <p>b) It was <b>confirmed</b> that committee terms of reference and constitution had been reviewed and approved by committees.</p> <p>c) Link governors were <b>confirmed</b> as:</p> <p>Safeguarding: Charlotte Hughes  Careers Education and Guidance: John McPherson  Pupil Premium: Richard Davies  Attendance: Richard Davies  Health &amp; Safety: Chris Milnes  Website: Katy Wadsworth</p>	

	<p>Training Liaison: Tandy Palmes  Silk &amp; Forest Classes (EYFS): Tandy Palmes  Hovis &amp; Mulberry Classes (KS2): Chris Milnes  Middlewood, Bollin &amp; Arighi Classes (KS3): Nick Banner  Treacle Class (KS4): Richard Davies  Sixth Form 1 &amp; 2: John McPherson  Barnaby Class: Charlotte Hughes</p> <p>d) Governors <b>agreed</b> to adopt the CE model terms of reference for the adhoc committees.</p>	
8	<p><b>GOVERNORS CODE OF CONDUCT</b>  It was <b>confirmed</b> that all governors had signed up to the Code of Conduct via Governor Hub.</p>	
9	<p><b>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</b>  a) Governors received the following reports from committees:</p> <p><u>Personal Development</u>  The committee had reviewed extra-curricular clubs to ensure that there was a wide variety available and provision for all ages and abilities. Pupil Premium funding had been used to fund a drumming tutor for students. Governors had monitored the embedding of the curriculum and considered equipment required, e.g. in the food technology kitchen. The school were using taxis to transport students as they currently just had one minibus. This was not impacting students; however the school were looking to buy another minibus.</p> <p><b>Q: Has the Macclesfield College Café restricted access to students?</b>  A: The college had reinstated swipe access, so classes were no longer able to visit the café. This had been a nice resource for students to visit, use money and develop their personal skills. The college were no longer allowing public access to the café for safeguarding reasons.</p> <p><b>Q: Why are the college trying to disengage from Park Lane?</b>  A: The ethos of the Learning Zone has gone, and all three establishments have become their own entities just sharing a site.</p> <p><b>Q: Would it be worth governors writing to the college to enquire about the use of the café for Park Lane students?</b>  A: Yes, the café is just inside the entrance to the college. If students visit the cafe, there is no impact on the college, and this actually is a source of income for them.  <b>Action: To write to the Chair of Governors at Macclesfield College to request access to the ground floor café.</b></p> <p><u>Behaviour &amp; Attitudes</u>  There had been a spike in incidents when students returned to school in September 2022 however this had now dipped back down. This spike was due to students having to cope with moving classes or buildings. It had been noted that there were an excessive number of incidents reported by particular staff and an INSET day had been used to run training on incidents. It was hoped that the spring term 2023 would show a reduction in incidents reported. Behaviour plans were under review and feedback was positive. Governors noted that the school required more safe places for students to go if they were in crisis. The school had met with their new CAMHS Behaviour Nurse, Sarah Lewis, and it was hoped that behaviour sessions would be reinstated.</p>	TP

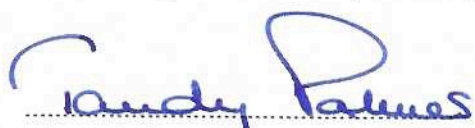
	<p><u>Quality of Education</u> The committee had monitored assessment data and noted a significant drop off from historic data in the number of students meeting the required standards and above. The new level of challenge was greater for students and this, together with a change in assessments, meant that fewer students were achieving the required standards. It was agreed that it was right to raise standards. Bespoke interventions were in place for students. Quality assurance for the ASDAN accreditation would take place on 17<sup>th</sup> November 2022.</p> <p><u>Headteacher's Performance Management</u> This was scheduled for 6<sup>th</sup> December 2022.</p> <p><b>b&amp;c) Action: To set up a termly Safeguarding Link meeting with HT and share the report via Governor Hub.</b></p>	CH
10	<p><b>FINANCIAL/COMPLIANCE MATTERS</b></p> <p>a) The finance meeting had taken place today. The projected carry forward for 2023-34 was £209,332, however this did not fully include the increased pay awards. The budget had only built in 2% for teachers not 5%. All teaching assistants (TAs) would receive £1,952 on every scale point. These pay increases would be built into the budget.</p> <p>b) Governors <b>approved</b> the 2022-23 staffing structure which was on Governor Hub. There was a new Assistant Headteacher and two staff had TLRs.</p> <p>c) The annual accounts and audit certificate of the Unofficial School Fund were not available yet.</p> <p>d&amp;e) The school had received a gas bill of £21K to be paid by 1<sup>st</sup> December 2022. £12K of this was owed by the school with the remainder owed by CE. The school were on a very high tariff and CE were looking to move them to West Mercia Gas.</p> <p>The budget was healthy. A pension grant of £80K had been received and new students had joined the school. There were some TA vacancies which needed to be filled.</p> <p><b>Q: If there is any carry forward at the end of the year, could the school look at renewables?</b> A: The school are considering heat exchange pumps to reduce heating costs.</p> <p>f) The Pupil Premium impact statement was on the school website. <b>Action: To upload the Pupil Premium impact statement to Governor Hub.</b></p> <p>g) Staff would review how best to allocate Pupil Premium funding for 2022-23 and publish the strategy statement by 31<sup>st</sup> December 2022.</p> <p>h) Governors would meet prior to the SFVS submission date of 31<sup>st</sup> March 2023 to review the submission. The school had received 'Good Assurance' for the March 2022 submission and governors expressed their thanks to Elaine Clarke.</p> <p>i) Governors <b>approved</b> the Manual of Internal Financial Procedures (MIFP).</p> <p>j) Governors <b>ratified</b> the decision (made via email on 2<sup>nd</sup> July 2022) to award the cleaning contract to SMC Premier Group Limited.</p>	HT

11	<p><b>PART ONE HEAD TEACHER'S REPORT AND MATTERS ARISING</b></p> <p>The HT spoke to the report which had been made available prior to the meeting via Governor Hub and highlighted the following:</p> <ul style="list-style-type: none"> <li>• There were 112 students on roll, and it was anticipated that four students would leave at the end of year through completing their education.</li> <li>• Of the recent leavers, only one student had still not accessed any day services. Four students had progressed to college, and all were settled and doing well. One student had gone to Seashell Trust and was now residential.</li> <li>• A new music therapist had started coming into school for the benefit of students.</li> <li>• Two teachers had resigned, and staffing was a constant management concern. Annual reviews would start on 21<sup>st</sup> November 2022 and run through the whole of the spring term 2023.</li> <li>• The new school prospectus had been created and should be available tomorrow. Thanks to KW for her work on this.</li> <li>• A new school uniform would be available from January 2023. There were two logos: an embroidered logo to go on the jumpers and a student designed logo for the PE kit and bookbags. Parents would be given a transition period so they could continue to use the old uniform. There was the option of a blazer and tie for KS4 students. The school had ensured that t-shirts and polo shirts were non-branded so they could be purchased from any shop and a TA had volunteered to run a school uniform shop for parents. Classworx currently had the old uniform on sale at half price and parents had been made aware of this, so they could take advantage of the offer. Macclesfield Leisure Centre were sponsoring the school and providing t-shirts for the PE uniform.</li> <li>• Breakfast Club and lunchtime clubs were up and running and there were a significant number of regular attendees. The after school Film Club ran every week for different age groups.</li> <li>• The school had linked with Sheffield Hallam University and now had their first student on a paid placement. Teaching students were in school from Manchester University and Chester University. One of the new teachers at the school had previously completed a placement here during teacher training.</li> <li>• Qualification Certificates had finally been received by this year's leavers and those students who had left 18 months ago. The delay had been caused by admin issues. Students had received some lovely comments from moderation.</li> <li>• An NLE would be in school next week to do a deep-dive into 'Preparing for Adulthood'.</li> <li>• Two students had not made any progress at school. One of these was a school refuser who had found it difficult to transition into attending school. CE were aware of the challenges. The school had supported with extra tuition (funded via the Tutoring fund) and the student had now returned to school for three days per week. The second student had now moved to a different curriculum framework which was tailored specifically for their needs.</li> <li>• All annual staff training including safeguarding had been completed.</li> <li>• The Designated Safeguarding Lead (DSL) was the HT with AB as the Deputy DSL.</li> <li>• The School Development Plan was available on Governor Hub and progress was underway.</li> <li>• Pupil Premium funding had been used to fund a paediatric occupational therapist for identified students and this provision had made a significant impact.</li> <li>• Attendance was 92.8% today and averaged 90.4%. There had been no unauthorised absences. Some students on part-time timetables were increasing their hours in school and staff were working with the CE Out of School Teams to monitor these students.</li> </ul>	
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12	<p><b>SCHOOL IMPROVEMENT PARTNER (SIP)</b>  It was confirmed that Gill Robinson would continue as the SIP. This year the focus would be on subject leadership and new teachers.</p> <p>The latest SIP report was available on Governor Hub. The SIP had looked at the assessment system, completed a data review and observed the EYFS classes. The SDP had been reviewed and the targets scrutinised, and it was agreed that they were all in line with the school's aspirations.</p>	
13	<p><b>GOVERNANCE STATEMENT</b>  Governors had <b>approved</b> the governance statement which was now on the school website.</p>	
14	<p><b>DIRECTOR'S REPORT</b>  The autumn term 2022 Director's Report had been uploaded to Governor Hub and reviewed by governors prior to the meeting. The Clerk highlighted the development of new SEN provisions in CE and the updated Ofsted Handbook.</p>	
15	<p><b>SCHOOL POLICIES</b>  Governors reviewed and <b>approved</b> the following policies:</p> <ul style="list-style-type: none"> <li>Child Protection Policy and Procedures</li> <li>Access Policy</li> <li>Anti-Discrimination Policy</li> <li>Communication Guidance for Parents</li> <li>Data Protection Policy</li> <li>Ethos &amp; Values Statement</li> <li>Health &amp; Safety Policy</li> <li>Mental Health Policy</li> <li>Pupil Premium Policy</li> <li>School Uniform Policy</li> </ul> <p><b>Action: To add the Pay Policy for Teachers, PfA Policy, Share Learning Policy and Special Education Needs Policy to the spring 2023 FGB agenda.</b></p>	Clerk
16	<p><b>GOVERNOR TRAINING AND DEVELOPMENT</b>  a&amp;b) TP and KW had completed Safeguarding training. CH had attended Safeguarding Link Governor training. CM had undertaken SFVS training and RD had completed Safer Recruitment.  c) The skills audit was in progress and would be reviewed at the spring 2023 FGB meeting.</p>	

	<b>Action: To add the Pay Policy for Teachers, PfA Policy, Share Learning Policy and Special Education Needs Policy to the spring 2023 FGB agenda.</b>	
16	<b>GOVERNOR TRAINING AND DEVELOPMENT</b> a&b) TP and KW had completed Safeguarding training. CH had attended Safeguarding Link Governor training. CM had undertaken SFVS training and RD had completed Safer Recruitment. c) The skills audit was in progress and would be reviewed at the spring 2023 FGB meeting.	
17	<b>PLANNED RESIDENTIAL VISITS</b> There were no trips planned.	
18	<b>TERM DATES 2023/24</b> Governors <b>confirmed</b> the 2023/24 term dates which were in line with CE and had been published on the website.	
19	<b>MEETINGS</b> The next FGB meeting was confirmed as Wednesday 8 <sup>th</sup> March 2022 at 3:30pm in school.	
20	<b>ANY OTHER BUSINESS</b> There were no additional items of business.	
21	<b>IMPACT STATEMENT</b> Governors were pleased to note the positive budget and the above national average attendance figures. Governors had agreed to challenge the college regarding allowing students to access their café. Committees and link governors had been confirmed. Governors continued to provide challenge over assessment data and to support the school through link visits.	

*The meeting moved to the part two agenda at 5:10pm.*

  
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Chair

8.3.23  
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Dated