

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF
PARK LANE SCHOOL
HELD AT SCHOOL ON 8TH JUNE 2023**

Governors Present:	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 from 15.55 p.m.)
	Mrs K Wadsworth (KW)	Governor
	Mrs C Hughes (CH)	Governor (attended online)
	Mr J McPherson (JM)	Governor
Apologies:	Ms A Barnard (AB)	Associate Governor
	Mr M Hayes (MH)	Parent Governor
Also in attendance:	Mrs A Richardson (AR)	Clerk to the Governors
	Mrs E Shaw (ES)	Associate Governor/Deputy Head

Meeting commenced at 15:40 p.m.

MINUTES - PART ONE

1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS

Apologies were received from Marcus Hayes and Andre Barnard.

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

2. CONFLICT OF INTEREST

JM declared being the Head of the Peak School.

KW declared being a Governor at Marlborough Academy.

RD declared being an Assistant Head at Kings School Macclesfield.

3. MEMBERSHIP

- a) Governors noted that a new Parent Governor had been elected – Mr Marcus Hayes who will bring a wealth of experience to the Board particularly around academisation and funding. MH's tenure would commence from the date of the election.

Governor Question: What happens when a Parent Governor no longer had children at the school?

Response: The parent Governor would normally see out their term of office but could, if they wished, seek to be appointed as a Co-opted Governor at the end of their Parent Governor term.

- b) Governors noted that there remained two, co-opted vacancies on the Board.
- c) Governors noted that NB's term of office as a co-opted Governor was due to expire on 22nd October 2023. NB confirmed that he would be prepared to stand again as a co-opted Governor. Governors approved the re-election of NB, to run from the date of the end of his current tenure for a period of four years.
- d) It was confirmed that the school Bursar would be completing criminal record checks for the new Parent Governors, within 21 days of their taking office.
- e) The Bursar would also be confirming arrangements for Section 128 checks for the new Parent Governor
- f) There were no changes to Associate members to be discussed at this meeting. Governors noted that Nichola Mott was now an Associate member and that she should now have access to Governor Hub.

4. **PART ONE MINUTES AND MATTERS ARISING**

- a) The minutes of the meeting held on 8th March 2023 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 except for the following which were carried forward: -
 - HT to share subject leaders' folders at next FGB.
 - The Skills audit had been completed but not yet circulated – TP will review and share.
 - NB to upload link visit report to Governor Hub
 - Governors to approve the MIFP and associated documents at the next FGB.
 - Governors to have signed of the accounts and audit certificate and approve the audit certificate for the Unofficial School Fund at the next FGB.

5. **CHAIR'S ACTION**

There had been no decisions taken **under the Chair's Power to Act** on behalf of the Board of Governors since the last full governing body meeting.

TP advised that she had attended a meeting with the Deputy Head of Macclesfield College to discuss access to, and use of restaurant facilities at the college. Pupils at Park Lane now have access to the Costa Coffee area, but not the college canteen, following a constructive discussion of safeguarding issues.

6. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

- a) Reports from committees and governors with special responsibilities were discussed as follows: -

Quality of Education:

Governors noted that the Quality of Education committee had not yet met, to enable minutes to be shared.

Behaviours and Attitudes:

KW and TP had attended a termly review of behaviour plans for Mulberry Class.

Several behaviour plans in this class were available to review, however, this review, focused on a single pupil. It was observed that the two well-established TAs, were able to provide a wealth of detail on the strategies implemented for the pupil - and share strategies that would be tried.

CH advised that the pupil reviewed, would be a focus for a case study, as an example of an in-depth analysis, to help to identify the best access to learning.

Governors also heard about how the record of pupil behaviours was recorded on the IRIS system. KW and TP had reviewed IRIS data across Mulberry Class. Governors noted that the behaviour trends for most pupils (but not all) had gone down - and acknowledged that this trend had also been highlighted in the Head Teacher's report. They noted that one pupil's behaviour has gone down significantly.

Behavioural issues generally appeared to be most prevalent around KS3 transitions, which were proving to be challenging for some pupils. Governors noted that teaching staff were trying to lesson stress and crisis, by supporting those KS3 pupils to stay in one place,

It was also reported that the My Happy Mind programme, continued to operate well. The format had been slightly changed, to make it more bespoke to Park Lane classes.

Governors noted that the one-year free trial was coming to an end - and that the school planned to carry on with My Happy Mind on a paid for basis. They also heard that Bollington class had received their My Happy Mind certificates - and were able to articulate the concept of My Happy Mind very well. Hovis Group was also highlighted as a lower school group, who was also using My Happy Mind well, in an adapted format.

TP agreed that the next termly review would be either a Thursday or a Friday, to fit in with staff availability.

Personal Development

JM advised that the Personal Development Committee had met on 17th May 2023. The meeting had discussed the following: -

- Access to the college catering areas (already outlined in agenda item 3 above)
- Mental health training, provided by KW and the importance of having a staff mental health group. Governors noted that Park Lane had been invited to join an external school's mental health group, by Cavendish High Academy, Warrington.
- The introduction and use of the Compass tool, (a free careers guidance tool for schools and colleges). AB would be feeding back further on the use of Compass at the next meeting.
- The PCSO had been in school, to talk to the School Council about keeping safe and that it has been a very positive visit.

- All pupils now having meaningful work experience opportunities.
 - Induction of new staff was being undertaken, to ensure the ethos of the school was understood and a mentoring system had been put in place, to ensure consistency of approach.
 - Pupils were regularly being involved in evaluating their own learning.
 - The positive impact that the King's Coronation had had on pupils. There had been a lot of opportunities to get involved in Coronation competitions, many of which had been won by pupils at Park Lane.
 - Desensitisation work had been delivered to students – which had had a positive effect for pupils taking part, particularly around managing hairdresser and GP appointments.
 - The school had been undertaking a lot of work to be Ofsted ready. The Local Authority School Improvement Lead has visited and offered constructive challenge and feedback ahead of the Ofsted visit.
 - The Pupil and Parent surveys, continue to be used effectively, to gain feedback.
- b) There were no Governor link/monitoring reports, or recommendations requiring the approval of the board of Governors.
- c) In terms of other reports, there was no report from the Link Governor for SEND as the school do not have a Link Governor for SEND (being a specialist provision school as a whole).

Regarding the report from the nominated governor for child protection/safeguarding, CH and the HT advised that they would be meeting next Wednesday, to discuss child protection and safeguarding. Meeting notes would be uploaded to Governor Hub.

Action: HT to upload notes of the child protection/safeguarding meeting to Governor Hub.

7. FINANCIAL/COMPLIANCE MATTERS

Governor financial/compliance approvals:

a) Final budget 2023-24

Governors noted that the final budget for the financial year 2023-24 needed to be submitted by 30th June 2023.

The HT advised that the projected carry forward from 2022/23 had been anticipated to be £125,036. However, the actual carry-forward for 2022/23 was £173,955. This was due to staff salary savings, a reduction in premises costs and some bills remained unpaid that were in dispute. The school was currently in dispute with its cleaning company (Part Two minutes refers) - and the Macclesfield College water bill remained an ongoing issue, where a more accurate bill having been requested. A re-forecast of spend on electric and gas had also led to saving being made. Park Lane had also received £72,000 additional income from FOPLSS (Friends of Park Lane Special School) and had received some funds from Everybody Leisure, together with maternity credits and government top up income of £35,000.

Governor Question: Does the Local Authority allow for all these funds to be carried forward?

Response: Yes, all the carried forward funds are acceptable.

Governor Question: What is the budget carry forward anticipated to be for 2023/24?

Response: The school is currently forecasting a carry forward of £143,000.

Governors approved the final budget for the financial year 2023/24

b) The staffing structure for 2023-24.

There were no further discussions or questions from Governors on the staffing structure for 2023/24, beyond discussions already held at item 7 a) above.

Governors approved the staffing structure for the financial year 2023/24

c) Purchase of annual contracts

d) Arrangements for the purchase of services to the school (i.e., ChESS / external provider)

The HT confirmed that all annual contracts had been discussed at the Leadership and Management Committee and had now been agreed on the Chess system. Governors were happy to ratify the recommendations.

e) To receive a copy of the annual accounts of the Unofficial School Fund and the audit certificate

It was agreed that the receipt of the annual accounts and the Unofficial School Fund audit certificate would be carried forward to the next FGB. This action was already on the Action Log from the previous meeting.

f) Manual of Internal Financial Procedures (MIFP), including approval of the Business Continuity Plan, Asset Register, and Scheme of Financial Delegation

It was agreed that approval of the MIFP, including approval of the Business Continuity Plan, Asset Register and Scheme of Financial Delegation would be carried forward to the next FGB. This action was already on the Action Log from the previous meeting.

Governor Financial/Compliance reviews

a) Use of the Sports Grant and the impact on pupils.

The HT advised that a report providing an updated on the use of Sports Grant would be shared with Governors on Governor Hub by 31/7/23 prior to this being shared on the school website.

Action: HT to share Sports Grant use report with Governors by 31/7/23.

b) Use of the Pupil Premium and Recovery Premium and the impact on disadvantaged pupils who are eligible for the funding.

The HT further advised that a report was being produced and that this would also be shared with Governors on Governor Hub by 31/7/23.

Action: HT to share Pupil Premium and Recovery Premium use report with Governors by 31/7/23.

Governors noted that the following financial compliance matters had been confirmed:

a) FGB approval and submission of the SFVS by 31st March 2023 deadline.

The HT confirmed that the SFVS had been submitted but the school had not yet received confirmation of receipt. Based on previous years, the school would usually receive feedback from the Local Authority by November/December 2023.

8. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

Governors received the Headteacher's report and noted the content which was summarised under the following headings: -

- Quality of Education
- Curriculum
- Community Engagement
- Leadership and Management

TP commented that most of the content of the HT report had already been discussed earlier in the meeting and asked the HT to outline any further aspects for Governors to note or discuss, as required.

The HT gave brief updates on the following: -

- New staff had settled in well to school.
- There had been some sad news that Sue Seaborn was retiring at end of the year. Governors acknowledged that Sue had made a very positive impact on pupil confidence and water skills and had enabled numerous pupils to swim independently.
- Another two members of staff were also considering retiring.
- There would be a FOPLSS fundraising BBQ on the 14th of July.
- Fundraising for the Snowdon Trek was going very well, with over £1700 raised to date.
- The school had registered to offer the Duke of Edinburgh Award Scheme for the first time and was currently ordering camping equipment for the first expedition.
- ES highlighted that 6th formers from Falibroom High, Wilmslow High and Tytherington High had attended for work experience.
- A volunteer at school had applied for a midday position and had been successful.
- Altius Teacher training students, led by Cheadle Hulme High School, had been into school with their trainees.
- Three trainee teachers from Edge Hill University had been supporting classes and had been helpful and useful in class, whilst gaining a lot of benefit and experience for their own development.
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Governor Question: Do we have any work experience to pupils at Kings School?

Response: Yes, we do offer work experience to pupils at Kings School and have had pupils in school last year and the year before, but none this year.

RD asked if there was any need to re-highlight the work experience opportunities at Park Lane to pupils at Kings School, but it was felt that there were sufficient links in place, and it may simply have been, that for this particular year, there were no pupils looking for work experience of this nature.

- Regarding Accreditation, the 6th form pupil portfolios had been sent off and moderated. Feedback had been very positive with an extremely efficient turnaround. Governors noted there had been very positive feedback on the quality of evidence provided and noted that other awards qualification (KS2 and KS4) had yet to be moderated.
- Curriculum and assessment were being continually reviewed using value groups, reviewing every class, to see what the impact of the curriculum had been, and any changes needed. There was a need to highlight the curriculum to new staff to raise the profile of the curriculum content, so that the new staff have as deep an understanding as longstanding staff.
- Subject leadership roles had been reviewed and the group structure had been updated. A member of the Senior Leadership Team now attended each value group to lead and chair the meetings and check the schemes of work. 6th form teachers and ECTs are now actively involved in seeing how a subject is led and the process undertaken. This will be beneficial longer term, when 6th form teachers and ECT's take on a subject leader role for themselves.
- Regarding assessment – KW advised that the Evidence for Learning Resource Centre was the tool now being used in school. Support staff were being encouraged to become more involved in assessment, to reduce some of the pressure on teaching staff. Most classes had already been baselined, so that this data could be compared with end of year data.
- Staff were also working on producing graphical data, using dashboards, which will enable them to see progress with individual pupils and create heatmaps of where effort is needed the most. Governors were pleased to hear that all teachers were confident in discussing where pupils were at - and where they were going to next - and noted that this had been evident at the recent SIP visit.
- The HT expressed her thanks to the teachers involved in achieving the Gold Standard Award. The Gold Standard logo was already on the website and on school letterhead.
- A Parent sign language workshop had been held. Fifteen parents had been invited and ten had attended. Feedback from parents was that they would like more training as they found it very beneficial.

The HT moved on to discuss **Leadership and Management**.

- An update on basic safeguarding awareness had been delivered to staff by the SCiES team.
- The HT had also completed safer recruitment training online and TP, ES and JM had also completed this. RD advised that he planned to complete a further online safeguarding refresher, to keep up to date - as he had last undertaken the training three years ago.
- Regarding attendance, the HT reported that the statistics were much the same as the last FGB. It was noted that pupils, on part-time timetables, were consistently attending. One pupil in the KS4 class, had, in the past, taken this school week off, due to a sibling having a two-week school holiday, but this year, had attended the full week, which was positive.

Governor Question: Is the target attendance percentage target different for special schools to mainstream schools?

Response: The target is to achieve around 89% and so Park Lane is slightly ahead of this at 91.1% but attendance does fluctuate. There has been an increase in attendance, due to part-time pupils coming in much more as highlighted in the HT report. Some pupils on part-time timetables, are healthier in the summer months and then their attendance drops off again in the winter months due to ill health, as they are more susceptible to illness in winter. Siblings on different school holiday weeks can also impact attendance.

- Regarding staff Appraisals – ES and the HT had undertaken CPD meetings with all TAs. Due to the number of TA staff, they had to limit the discussion to half an hour for each TA.

- There were no new updates to share for H&S matters, except to confirm that all H&S checks had been completed, the lift had been serviced in the new building and the new outdoor gym and play equipment was now in place.

Governor Question: Do we undertake regular PAT testing?

Response: Yes, this is done annually, every July.

Governor Question: Have there been any recorded accidents or near misses?

Response: Yes, there have been some accidents, for example where children have fallen, which have been recorded on IRIS, but these falls were not down to H&S reasons or poorly maintained buildings.

If a fall has not involved another person, such as a pupil catching a chair leg and falling, this is classed as an accident – if a child is hit by a toy, this would be an incident. Staff have been made aware of what constitutes an accident and what is classed as an incident. Automatic notifications of each incident come through to DH, ES and HT on the system.

We have implemented lots of sensory breaks, following Ofsted feedback, to reduce the levels of incidents. Staff are also more aware of pupil needs, through use of break out rooms and sensory regulation areas.

Governor Question: Has increased access to the outdoor play area caused more incidents?

Response: No, the weather has more of an impact on the levels of both accidents and incidents. The children love being outside. They love playing on the outdoor play area and play well on the area. We have observed a lovely atmosphere there where staff and pupils relax and enjoying each other.

9. SCHOOL DEVELOPMENT PLAN (SDP)

a) To review and evaluate impact of SDP 2022-23.

The most up to date copy of the SDP had been added to Governor Hub. The HT advised that this would be further updated by end of the term. It was anticipated that in terms of Red, Amber, Green ratings, most of the objectives would be green by the end of term - with a few ongoing actions.

b) To consider the School's Self Evaluation Form (SEF).

This item would be carried forward to the next FGB.

Action: Clerk to add to agenda

10. PUPIL PERFORMANCE

Governors noted that there was a summary in the HT report of pupil performance including what was working well and not so well.

11. SCHOOL IMPROVEMENT PARTNER (SIP)/EXTERNAL ADVISOR

Governors noted that the latest report from the SIP had been shared on Governor Hub. There were no further questions or matters arising.

12. HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW (HTPMR)

Governors note that the HT performance management mid-term review would take place on 5th July 2023. The time of the meeting would be discussed with the SIP and shared with Governors attending.

13. GOVERNANCE STATEMENT

It was discussed that the annual Governance statement, to be published to parents and shared on the school website had not yet been completed and that this should be added to the action list.

Action: TP/CM and HT to complete Governance statement.

14. DIRECTOR'S REPORT

To receive a report on current matters which the local authority wishes to bring to governors' attention.

The Clerk gave a precis of the Directors report highlighting relevant sections to Governors including:

- Cheshire East Council staff departures and arrangements going forward.
- Publishing Board Diversity Data – CEC are recommending boards don't act on this straight away - the DfE has given no deadline and the expectations aren't fully clear yet.
- Government responded to the SEND Review Green Paper Consultation by publishing its SEND and Alternative Provision (AP) Improvement Plan which would be trialled initially, with nine regional partnerships (covering around 30 local authority areas) piloting the changes before they are finalised. This means it could potentially be as late as 2025 before legislation is decided upon.
- Work had started on site for a new satellite school for Springfield special school near Wilmslow; this is due to open late 2023 and over time will create 80 additional places.
- The local authority has also been successful in securing two new SEND free schools following applications to the DfE – these will provide a further 120 special school places.

Governor question: where are the SEND schools likely to be?

Response: Cledford Primary school, Middlewich, and Congleton.

Governors were concerned, even with the new SEND free schools and additional places at Springfield, whether the number of places created would be sufficient and how Park Lane needed to proactively be part of this discussion. This would be discussed further under Part Two of the minutes.

The Director's report discussion continued as follows: -

- Boards should ensure review their school's SEND information report is reviewed and updated annually and published on the website.
- Safeguarding Link Governors may find it useful to complete the section 175 audit alongside the Designated Safeguarding Lead in school to ensure the governing body have a good oversight of safeguarding in the school.
- Cheshire East Safeguarding Children's Partnership will be sending out the request to complete the Section 175 audit to all schools in Cheshire East. The audit will be open to complete from 2 May until 10 July.

- The Service Level Agreement with the Cheshire East Safeguarding Children's Partnership is accessed through CHES Hub, and it will be live for schools to purchase for the whole of the academic year September 2023- August 2024 from Monday 24 April.
- The School Governance and Liaison team are offering a third Digital Monitoring training course presented by Katherine Howard from Smoothwall. The workshop will be held online on Tuesday 4 July and will run from 6.30- 7.30pm.
- The Department for Education recommends that all Boards 'work with the senior leadership team to develop a whole school food policy that sets out the school's approach to its provision of food, food education (including practical cooking), the role of the catering team as part of the wider school team and the school's strategy to increase the take up of school lunches.'
- Where applicable, ensure that your school has met its statutory duties as an Admissions Authority under the School Admissions Code 2021 and School Admissions Appeals Code 2012. Cheshire East Legal and Democratic Services offer an Appeals Service that can be purchased through ChESS.

15. GOVERNOR DEVELOPMENT, BOARD SELF EVALUTAION AND TRAINING

a) Report from the Training Link Governor.

b)

A report was not available for this meeting.

b) Feedback from governors who have attended training courses since the previous termly meeting of the Governing Board.

KW continues to work through the Mental Health Lead qualification with some workshops still to complete and continues to share strategies with staff. KW had also attended an Emotion Coaching strategy course. KW continues to share books to the whole school via email.

KW had also completed the Ofsted Ready governor training and had added the slides to Governor Hub and had also undertaken Prevent training.

c) Attendance of governors.

Governors felt that there were no major issues with attendance. Governors wished to give thanks to those governors who had stepped down with particular thanks to Giles Gaddum for his contribution.

d) Impact of all training undertaken.

This item was not discussed.

e) Governor development priorities for 2023-24.

The priorities for training were discussed and it was agreed that it was important for governors to undertake specific training, for their individual areas of responsibility however all Governors must undertake the mandatory safeguarding training.

Action: all Governors to undertake safeguarding training and arrange training specific to their areas of responsibility.

16. SCHOOL POLICIES

Governors were due to discuss and approve the EYFS policy at the meeting however Governors had not been able to locate the policy in the approvals section of Governor Hub. The approval of the policy was agreed to be carried forward to the next FGB with the policy to be shared on Governor Hub prior to the meeting.

Action: HT to share policy ahead of next FGB and Clerk to add to agenda.

17. NOMINATIONS FOR CHAIR

TP and CM advised that they would be happy to continue as Joint Chairs. Governors were happy to receive their nominations and approved the reappointment of TP and CM as Joint Chairs to follow on from the end of their current tenure.

Action: Clerk to update Governor Hub

18. NOMINATIONS FOR VICE CHAIR

Given that there are two joint Chair, it was agreed that there was no requirement for a Vice Chair to be elected.

19. MEETINGS

Dates and times of the three full board of governors' meetings to be held during the academic year 2023-24 had already been set as follows: -

2/11/23

29/2/24

27/6/24

All FGB meetings will commence at 3.30 p.m.

20. ANY OTHER BUSINESS

There was no other business to discuss in Part One.


21. IMPACT STATEMENT

How has the Board of Governors helped move the school forward in this meeting?

Governors had: -

- Discussed attendance noting it was higher than average.
- Set a positive budget for next year.
- Agreed that their knowledge aligned with HT report.
- Identified next steps for training and development.
- Reviewed pupil progress and Ofsted next steps preparations.
- Enabled more opportunities for pupils within work placements in the wider community and opportunities to further engage with the community.

Signed by Chair

Randy Palmer 

Date

20/11/23