



MINUTES OF A MEETING OF THE FULL BOARD OF GOVERNORS IN SCHOOL ON THURSDAY 27TH JUNE 2024

HELD

Governors present:	Tandy Palmes (TP)	Co-Chair
	Chris Milnes (CM)	Co-Chair
	Lorraine Warmer (LW)	Headteacher
	Nick Banner (NB)	
	Richard Davies (RD)	
	Katy Wadsworth (KW)	
Also in attendance:	Emma Shaw (ES)	Associate Member
	Diane Murdoch (Clerk)	Clerk to Governors

PART ONE MINUTES

The meeting opened at 3:36pm.

1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS

- a) Apologies were received from Charlotte Hughes (CH) and accepted by governors. Marcus Hayes (MH) and John McPherson (JM) did not attend the meeting.
- b) There were no items of additional business.

2. CONFLICT OF INTEREST

There were no conflicts of interest with the business of the meeting.

3. MEMBERSHIP

- a) LW would retire at the end of the academic year and would therefore step down from the board. ES had been appointed as the new Headteacher and would join the board at the start of the new academic year.
- b) Governors noted that there were two vacancies for Co-opted Governors. It was proposed that one of these vacancies be filled by a Teaching Assistant (TA) so that TAs had a voice on the governing board.
- c) RD's term of office as Co-opted Governor was due to expire on 3rd November 2024 and governors **agreed** to reappoint him for a further four-year term with effect from that date. KW's term of office as Staff Governor was due to expire on 4th November 2024. KW confirmed that she was happy to continue on the governing board.

ACTION: TP to advertise the governor vacancy to TAs.

4. CO-CHAIRS' ACTION

CM had agreed to contact Claire Williamson (Cheshire East (CE) Director of Education) regarding school expansion opportunities. TP was in contact with Emma Gilman (CE Counsellor, Vice Chair of Children & Families Committee).

5. PART ONE MINUTES AND MATTERS ARISING

- a) The part one minutes of the previous FGB meeting held on 29th February 2024 were **confirmed** as a correct record and signed by the Chair for retention by the school.
- b) The action log was reviewed:
 - Safeguarding Training:** Governors would need to update this from September 2024.
 - Prevent Training:** Governors were reminded of the need to update this training if not already completed.
 - Careers Monitoring Report:** JM was still to upload report to GovernorHub.
 - Skills Audit:** JM/MH to complete the Skills Audit and return to TP.

All other actions were **agreed** as completed or were on the agenda.

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

- a) The following reports were received:

QUALITY OF EDUCATION (RD)

The committee had received an update on Maths and English work scrutiny and noted assessment was consistent. The school was looking at providing entry level qualifications for English and Maths. Governors noted that Insights was on track to be launched in September 2024. The Ofsted visit had been discussed by the committee.

BEHAVIOUR & ATTITUDES (KW)

It was **agreed** that going forward this committee would be merged with Personal Development. The Behaviour Policy had been updated and reviewed. There was a small number of behaviour incidents. Context had been provided to explain the reasons behind the spike in incidents during May 2024 and strategies had been put in place to address these. Staff had received ELSA training and the school had applied for silver accreditation for My Happy Mind.

PERSONAL DEVELOPMENT (KW)

Governors had discussed Preparing for Adulthood including careers, health and employment. The school would liaise with the disability team at Rosemount Lodge regarding reasonable adjustment plans for students moving on from school. The desensitisation programme was reviewed by the committee. An RSE parents information evening had been held. Zones of regulation had been added to the PSHE scheme of work and had worked well.

- b) Link visit reports were **received** via GovernorHub. CH had completed a Safeguarding Link visit to review the SCR, staff safeguarding training, whistleblowing procedures and discuss how the school managed harmful sexual behaviours. CM had visited Mulberry and Hovis classes. Both classes were calm spaces, students were engaged in learning and behaviour was good.

7. FINANCIAL/COMPLIANCE MATTERS

- a) The 2024/25 budget would be finalised tomorrow and circulated to governors together with the three-year plan.
ACTION: Governors to approve the 2024/25 Budget for ratification at next FGB meeting (Clerk to add to agenda).
- b) The 2024/25 staffing structure had been circulated via GovernorHub and was **approved** by governors.
- c) Governors noted that ChESS costs had increased by £10K this year. This did include a package to support the new Headteacher. CE Clerking services had been added to ChESS and these would be removed.
- d) It was **confirmed** that the SFVS was approved by governors and submitted to CE by 31st March 2024.
- e) Governors **approved** the Manual of Internal Financial Procedures (MIFP), Business Continuity Plan, Asset Register and Scheme of Financial Delegation subject to the removal of references to named staff members who were no longer employed by the school and changing references to 'Chair and Vice-Chair' to 'Co-Chairs.'

8. OFSTED

Governors congratulated staff on the recent Ofsted report. During the inspection, the Inspectors had held professional dialogues with staff who reported that they felt the inspectors were listening to them and were genuinely interested in students. Inspectors had triangulated what had been discussed during the initial phone call to verify that what was reported to them during this call was happening in the school. Staff were very pleased with the result of the inspection.

Q: Will the change of Headteacher trigger a further Ofsted inspection?

A: Usually this triggers an inspection after a year, however as this is an internal promotion it may be slightly longer before the next visit.

Q: Have the school done anything to celebrate this with staff?

A: All staff have had a half day holiday to celebrate.

Q: There are some lovely quotes within the report. Will these be celebrated and used in marketing?

A: The prospectus is being updated and a video made which will include quotes. The Ofsted rating has been updated on the school website.

9. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

There were 128 students on roll with five leaving at the end of the year. Congratulations were extended to ES on her appointment as Headteacher. A teacher had returned from maternity leave and was teaching in Arighi class. Two teachers would complete their second ECT years – both were exceptional teachers.

Annual reviews had been completed. These had run smoothly with 100% parent participation this year and parents had provided positive feedback on the process. Parents had identified therapeutic support as their biggest concern, highlighting that access to SALT or physiotherapy was not provided as often as they would like it to be.

FOPLSS (Friends of Park Lane Special School) held a coffee morning every fortnight at The Picturedrome, and it was **agreed** that governors should attend from time to time.

ACTION: Governors to attend a FOPLSS coffee morning at The Picturedrome (fortnightly on Thursday mornings).

FOPLSS had secured a minibus for the school and raised funds to replace fencing at the rear of the school and purchase gym and music equipment. They had put in a bid to the Rugby Club Beer Festival for funding for a new sensory soft play area and were looking into fundraising grants. Thanks were extended to FOPLSS for all their fundraising efforts.

The number of student placements had reduced this year as applications to teacher training had dropped. Year 10 and 12 students remained keen to come into school on work experience placements and the school hosted 4 or 5 students at a time.

Q: How many student teachers would the school normally have?

A: Usually, 15 students during the summer term and this time we have had three. Fewer people are applying for teacher training at Chester. We also have links with Sheffield and Manchester. Manchester is for secondary teaching only and there has not been a reduction in applications there. We are offering places to universities now ready for next year.

The end of year assessments would start soon. The SLT would meet with teachers, collate information and gain a view of where each student was in terms of progress. From September, Insights will enable teachers to log expected progress levels and will generate more data.

PE and Sport were being promoted throughout the school with Sports Week held this week. Students were able to take part in a range of external sporting opportunities and the aim was for all students to participate in at least one external sporting activity each year.

Outreach was continuing but a freeze had been placed on applications as the school had been inundated with requests for support.

Q: Is there anything we can do to monetise Outreach?

A: We are being funded to £10K for Outreach. This was for schools to visit and observe practice rather than staff going out to provide support. We could provide training courses and charge for these in future. We are advertising for a TA to support with Outreach.

Governors were pleased to note that a residential was being provided for students. This was in connection with the Duke of Edinburgh Award and would consist of an overnight camp in tents in the school hall and a walking expedition along the Middlewood Way.

'Marbles' (a Bearded Dragon) had recently been welcomed to the school and was providing therapeutic interventions. The students loved him and were finding spending time with him to be very calming. Funding had been received from the Virtual School for additional animal therapy for students with social workers.

Governors were advised that those items in yellow on the School Development Plan (SDP) would be carried over into 2024/25.

10. SAFEGUARDING

This was addressed within the Headteacher's report.

11. SCHOOL IMPROVEMENT PARTNER (SIP)

Reports were **received by governors** via GovernorHub. Governors thanked Gill Robinson for her support, and it was confirmed that she would continue in the role for 2024/25.

12. HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW (HTPM)

The committee had met on 14th June 2024 and set objectives for ES for 2024/25.

13. DIRECTOR'S REPORT

The summer 2024 Director's Report had been circulated via Governor Hub and **received** by governors.

14. SCHOOL POLICIES

The following policies had been circulated via Governor Hub for review prior to the meeting:

- Health and Safety
- Lone Working

All the above were **approved** by governors.

The Behaviour Policy was under review and would be circulated to governors for approval at the autumn FGB meeting.

ACTION: ES to circulate the Behaviour Policy via GovernorHub for review/approval at the autumn FGB (Clerk to add to agenda).

15. GOVERNANCE STATEMENT

Governors **approved** the annual governance statement which would be published on the school website.

16. GOVERNOR DEVELOPMENT AND TRAINING

Governors were reminded to ensure that Safeguarding and Prevent training was up to date and logged on GovernorHub. It was noted that MH and JM had not yet completed their annual Skills Audits.

RD advised that he was qualified to train staff to provide mental health support to other staff members.

ACTION: RD/ES to arrange mental health training for staff.

17. FGB MEETING DATES 2024/25

FGB meeting dates for 2024-25 were confirmed as Thursday 7th November 2024, Thursday 6th March 2025 and Thursday 26th June 2025. All to take place at 3:30pm at the school.

18. ANY OTHER BUSINESS

There were no additional items of business.

The meeting moved to Part 2 at 4:45pm.

Randy Palmer

7.11.24