

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF  
PARK LANE SCHOOL  
HELD AT THE SCHOOL ON 8<sup>th</sup> NOVEMBER 2018**

**Governors Present:** Mrs T Palmes (TP) (Chair)  
Mrs L Warmer (HT) (Head Teacher)  
Mrs S Edwards (SE)  
Mr H Edwards (HE)  
Mrs K Wadsworth (KW)  
Mr G Gaddum (GG) [from 17:00]  
Dr C Wee (CW)  
Dr S Jaydeokar (SJ)  
Mr J McPherson (JP)  
Mr C Milnes (CM)

**Also in attendance:** Mrs B Sidebotham (Clerk) Clerk to the Governors  
Mrs Andree Barnard (AB) Associate Governor

**PART ONE – NON-CONFIDENTIAL BUSINESS**

*Items 1-3 were chaired by the Clerk.*

The meeting opened at 3.35pm

<b>1</b>	<p><b>APOLOGIES &amp; ANY OTHER BUSINESS (AOB)</b></p> <p>There were no apologies. It was noted that G Gaddum would be arriving late to the meeting.</p> <p>AOB There were no AOB items.</p>	
<b>2</b>	<p><b>CONFLICT OF INTEREST</b></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"> <li>• GG is a member of the Board of Together Trust.</li> <li>• JM is Head Teacher at Peak School.</li> </ul> <p>No other conflicts of interest were declared.</p> <p>Governors have yet to complete their individual annual Pecuniary Interest Forms.</p> <p><b>ACTION:</b> Complete annual declarations of pecuniary interest forms and return to TP.</p>	<b>All G'nors</b>

<p><b>3</b></p>	<p><b>ELECTION OF CHAIR</b></p> <p>Governors <b>agreed</b> that the term of office for the Chair of Governors would be <b>one</b> year and until the autumn term 2019 FGB meeting.</p> <p>The following nomination was received: Tandy Palmes</p> <p>Following a vote, Tandy Palmes was elected as Chair of Governors, and was duly appointed as Chair of Governors.</p> <p><i>Tandy Palmes chaired the meeting from this point.</i></p>	
<p><b>4</b></p>	<p><b>ELECTION OF VICE CHAIR</b></p> <p>Governors <b>agreed</b> that the term of office for the Vice Chair of Governors would <b>one</b> year and until the autumn term 2019 FGB meeting.</p> <p>The following nomination was received: Sue Edwards</p> <p>Following a vote Sue Edwards was elected as Vice Chair of Governors and was duly appointed as Vice Chair of Governors.</p>	

<p><b>5</b></p>	<p><b>MEMBERSHIP</b></p> <p>There were no changes to the membership of the Governing Board since the last meeting.</p> <p>The Governing Board currently has one vacancy.</p> <p><b>1 x Co-opted governor</b></p> <p>Following previous successful Governor recruitment through Facebook an advert for the vacancy will be posted on the schools social media sites.</p> <p><b>ACTION:</b> Advertise the Governor vacancy on social media.</p> <p>The following terms of office expire prior to the next Full Governing Board meeting:</p> <ul style="list-style-type: none"> <li>• H Edwards - 20 January 2019</li> </ul> <p>HE has agreed to be reappointed as a co-opted Governor. All Governors agreed to co-opt HE for a further term of 4 years from 21 January 2019.</p> <p>The Associate Members are:</p> <ul style="list-style-type: none"> <li>• Andree Barnard</li> <li>• Emma Shaw</li> <li>• Elaine Clarke.</li> </ul> <p>The Board <b>agreed</b> Associate Members <b>will have voting rights</b> at Committee level, but <b>NO</b> voting rights at Full Governing Board meetings. The term of office for all associates members is one year, until Autumn 2019.</p>	<p><b>TP</b></p>
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**6 PART ONE MINUTES AND MATTERS ARISING**

The part one minutes of the meeting held on the **15<sup>th</sup> June 2018** were **confirmed** as a correct record and **signed** by the Chair.

The action log and the matters arising were reviewed and updated as follows:

- c/f: Send minutes of the Schools Forum to the FGB
- c/f: Provide TP with date of GDPR training.
- c/f: Update the annual planner.
- Behaviour Policy – all schools are following the same Behavior policy that is written jointly at the Consortium.
- CW has been confirmed as the new Safeguarding Link Governor.
- CW will send the minutes from the Schools Forum to all Governors.
- CM has completed the first part of the Governor Induction training. SJ has completed the online Governor training courses. JP has completed the Derbyshire Governor Training and will forward dates of training to TP.

**ACTION:** Feedback to Clerk on the breakdown received of the Directors Report.

The HT has explored, at the Special Schools Consortium, evidencing the use of pupil premium. The HT provided the following verbal report:

The school follows the legal requirement to publish the pupil premium expenditure annually. The schools reporting method is very similar to other local schools; a statement is uploaded on their website that lists how pupil premium funds are allocated. A column has been included this year in the statement which clearly indicates the outcomes of the funding. There is a breakdown in the data of pupil premium children's performance against their age peers and pupils with similar disabilities. This is all in line with the other schools.

A Governor questioned whether the school is sufficiently evidencing the pupil premium funding as noted in the previous Ofsted inspection; can the school evidence that pupils would not be at the same level as their peers in the school, without the pupil premium funding. The Head Teacher explained that this is a challenge to achieve because the required provision for pupil premium children would be provided regardless of the funding. At present, the pupil premium funding is used by the school to support pupils in receipt of pupil premium who are in receipt of additional interventions or increased staff support. The pupils are assessed by their need and

**CW  
GG  
TP**

**All  
G'nors**

7	<b>CHAIR'S ACTION</b>	
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	The Chair reported that <b>no</b> actions had been taken on behalf of the governing board since the summer 2018 full governing board meeting.	
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## 8 COMMITTEES AND NOMINATED GOVERNORS

a) Membership of the committees for the 2018/2019 academic year are:

### **Finance & Personnel      Personal Development, Behaviour & Welfare**

Tandy Palmes      Lorraine Warmer  
Lorraine Warmer      Huw Edwards  
Huw Edwards      Christine Wee  
Sue Edwards      Sue Edwards  
Elaine Clarke      Katy Wadsworth  
Sujeet Jaydeokar  
Chris Milnes

### **Pupil Outcomes      Teaching, Learning & Assessment**

Tandy Palmes      Lorraine Warmer  
Huw Edwards      Tandy Palmes  
Giles Gaddum      Sue Edwards  
Sue Edwards      Sujeet Jaydeokar  
Andree Barnard      Katy Wadsworth  
Emma Shaw      John McPherson  
Chris Milnes

### **Strategy      Head Teachers Review Panel**

Lorraine Warmer      Tandy Palmes  
Tandy Palmes      Sue Edwards  
Huw Edwards      Giles Gaddum  
Giles Gaddum      Mark Swain SIP  
Andree Barnard  
Chris Milnes

### **Appeals - Personnel      Appeals - Pupils**

John McPherson      John McPherson

b) Chairs for each committee have been confirmed as:

Finance & Personnel – Tandy Palmes  
Personal Development, behaviour & Welfare – Huw Edwards  
Pupil Outcomes – Tandy Palmes  
Strategy – Huw Edwards  
Teaching Learning & Assessment – Tandy Palmes  
Head Teachers Review Panel – Mark Swain

c) Governors with specific responsibilities were agreed as:

### **Named Governors**

Health and Safety      Huw Edwards  
Safeguarding      Christine Wee  
Training Liaison      Tandy Palmes  
Pupil Premium/SEND      Christine Wee  
Strategy Development      Huw Edwards

<p><b>9</b></p>	<p><b>GOVERNORS CODE OF CONDUCT</b></p> <p>The Governors reviewed the NGA and the Cheshire East Governor Code of Conducts and agreed that both documents were too extensive and needed to be more purposeful to the governing board.</p> <p>Governors agreed that both the NGA and Cheshire East Code of Conducts should be reviewed and incorporated within the current Governor Code of Conduct for Park Lane.</p> <p><b>ACTION:</b> Review the NGA and Cheshire East Governor Code of Conduct and amend the Park Lane Governor Code of Conduct as required. Once updated share with all Governors via Governor Hub for approval at the Spring 2018 FGB.</p> <p>Governors agreed that they all appreciated being invited to School events.</p> <p>The Clerk informed Governors that Governor Hub can be synced with mobile phones so calendar reminders and notifications can be received.</p>	<p><b>TP</b></p>
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**1 0 PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**

The Finance and Personnel Committee met on **8<sup>th</sup> November 2018**, HE gave a verbal report of the meeting;

- In a reasonably good position, forecast an excess of £34,255 to carry forward to next year. The excess is predicated through money owed from Cheshire East for incorrect payment for pupil numbers.
- The concern is the 2019/2020 budget which forecasts a total deficit position of £100,000.
- The school has been categorised as Targeted by Cheshire East for the year 2018/19 for the following reasons:
  - School to address Ofsted actions relating to safeguarding.
  - Deficits forecast in future years of over £1,000 per pupil. School needs to consider actions to balance budget.
  - Health & Safety – a number of actions remain unaddressed and must be completed before next year’s visit.
  - Attendance is below national average by -2.7%.

The school receives up to £5,000 less in per pupil funding than other SEN schools in Cheshire East, if funding was increased more in line with other schools there would not be a deficit budget. Any cost cutting completed now would impact directly on services offered.

A discussion was held on the type of cost cutting that could be considered and how other local SEN schools have managed to relieve their budget. Governors noted their concern about the negative impact of cost cutting in terms of staff wellbeing and moral.

A Governor noted that the issues are essentially twofold; the school is underfunded however, efficiencies in terms of cost need to be reviewed.

To ensure careful monitoring of the budget and maximum efficiencies Governors agreed to ensure that cost cutting is an agenda item for all Committee and Governing board meetings.  
**ACTION:** Include ‘Impact of cost cutting on the school’ on all future agendas.

A Governor noted that the school would need to demonstrate not only why they were underfunded but be able to provide comparisons to local schools that despite receiving better funding have still had to cut costs resulting in a negative impact on the provision.

**C’ttees/  
Clerk**



<p><b>1</b> <b>1</b></p>	<p><b>SAFEGUARDING</b></p> <p>A verbal report was presented by the Safeguarding governor, S Edwards. A written report will be added to Governor Hub. The following points were covered:</p> <ul style="list-style-type: none"> <li>• Safer Recruitment – is next required in March 2020.</li> <li>• HT is designated the Local Safeguarding Person.</li> <li>• All policies are in place.</li> <li>• There are two LAC in school.</li> <li>• There are no child protection cases at present.</li> <li>• There is a new Safeguarding leaflet available at reception for parents to read.</li> <li>• School holidays have been highlighted as an isolating time for parents/carers; the latest newsletter includes a list of places where parents can access support.</li> <li>• The Safeguarding Link Governor is completing regular unannounced checks of the Single Central register (SCR) to ensure it is up to date at all times.</li> <li>• All Governors are DBS checked.</li> <li>• All staff have signed the Working Together Safeguarding document.</li> <li>• The Child Protection Policy has been reviewed by all Governors. HT will add to Governor Hub.</li> </ul> <p><b>ACTION:</b> Upload Child Protection Policy to Governor Hub.</p> <p><b>Q. What restrictions are there on the IT equipment for pupil use?</b></p> <p><i>A. There are separate pupil logins, completely different from the staff logins. Pupils are not allowed to use staff logins. The pupil logins have much more restricted access.</i></p> <p><b>Q. What about the children that bring in their own iPads/ tablets?</b></p> <p><i>A. They are required to keep these in their bags during the day unless they are used as a communication aid in which case they are on monitored usage only. They are not given the Wi-Fi password for their own machines.</i></p> <p>Governors have been asked to review the new Relationships &amp; Sex Education and Safeguarding with External Devices policies.</p> <p><b>ACTION:</b> Review Relationships &amp; Sex Education and Safeguarding with External Devices Policies</p>	<p><b>HT</b></p> <p><b>All G'nors</b></p>
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<p>1 2</p>	<p><b>FINANCIAL MATTERS</b></p> <ul style="list-style-type: none"> <li>• The annual accounts of the Unofficial School Fund and the audit certificate was not presented at the meeting – the HT will upload to Governor Hub for all Governors to review.</li> <li>• SFVS completion arrangements – have been completed for submission by the end of March.</li> <li>• The Budget v Actuals for the current year 2018-19 was not presented to the FGB. The details have been reviewed at Committee level.</li> <li>• Governors were updated on the 3 year budget plan.</li> <li>• The Manual of Internal Financial procedures will be reviewed by the Chair and deferred for approval to the spring 19 meeting.</li> </ul> <p><b><u>ACTION:</u></b> Upload Unofficial School Fund to Governor Hub for all Governors to review.</p> <p><b><u>ACTION:</u></b> Add review Unofficial School Fund and MIFP to the Spring 2019 FGB meeting agenda.</p> <p><b><u>ACTION:</u></b> Review MIFP and report back at the Spring 2019 FGB meeting.</p>	<p><b>HT</b></p> <p><b>Clerk</b></p> <p><b>TP</b></p>
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## 1 HEAD TEACHER'S REPORT AND MATTERS ARISING

3

Part one of the Head teacher's report was circulated prior to the meeting and included the following items:

- Staffing and Pupil
  - Attendance
- Pupils
  - Number on Roll
  - New Admittance
  - Leavers
- Engagement with Parents
  - School Staffing
  - Therapy Staff
- Parents – Parents Questionnaire
- SMSC & British Values
- Water Babies
- School Partnerships
  - Macclesfield Academy
- Student Updates
- SENCO Cluster
- Learning Zone Campus Meeting
- SEND Partnership Board
  - Outcomes for Children and other Learners
  - Accreditation
  - Extended Schools – Social Education
  - Educational Residential Visits
- Quality of Teaching, Learning & Assessment
  - Lesson Observations
  - Assessment
  - Curriculum
  - Continuing Professional Development
- Personal development, Behaviour & Wellbeing
  - Safeguarding
- Effectiveness of Leadership & Management
  - School Development Plan
  - School Improvement Partner
  - Appraisal
  - Self-Evaluation Form
  - GDPR
- IT Matters

The following questions were raised:

**Q. Where are we with regard to progress of the academy/ college?**

**A.** There will be a strategy meeting before Christmas. There is no change at present.

**Q. The completed staff questionnaire, was there just one unhappy member of staff?**

**A.** Yes, it is all anonymous, but there was one unhappy response.

**Q. What about the parental questionnaire?**

<p><b>1</b> <b>4</b></p>	<p><b>STRATEGY DEVELOPMENT UPDATE</b></p> <p>The Strategy Development was shared prior to the meeting.</p> <p>There were no comments.</p>	
<p><b>1</b> <b>5</b></p>	<p><b>SCHOOL PERFORMANCE</b></p> <p><i>The Clerk noted that this item was not required and will be removed from future agendas.</i></p>	
<p><b>1</b> <b>6</b></p>	<p><b>SCHOOL IMPROVEMENT INFORMATION</b></p> <p>The governors agreed to appoint <b>Mark Swaine</b> as the School Improvement Partner (SIP) who is the retired Head teacher from Springfield Special School.</p> <p>The SIP has visited the school this term but he has yet to deliver his report.</p> <p><b><u>ACTION:</u></b> Add review SIP report to Spring 2019 FGB agenda.</p>	<p><b>Clerk</b></p>
<p><b>1</b> <b>7</b></p>	<p><b>ATTENDANCE TARGETS</b></p> <p><i>The Clerk noted that this item was not required and will be removed from future agendas.</i></p>	

<p><b>1</b> <b>8</b></p>	<p><b>DIRECTOR'S REPORT</b></p> <p>The Director's Report for the Autumn Term 2018 contained the following matters:</p> <p>Message from the Director of Children's Services</p> <ol style="list-style-type: none"> <li>1. School Governance and Liaison update</li> <li>2. Admissions, Transport and Fair Access</li> <li>3. Working Together to Safeguard Children 2018</li> <li>4. Keeping Children Safe in Education</li> <li>5. Cheshire East Information, Advice and Support Service (CEIAS)</li> <li>6. Virtual School Update</li> <li>7. Local Children's Safeguarding Board (LCSB)</li> <li>8. Ofsted Updates</li> <li>9. Free School Meals and Universal Credit</li> <li>10. Research into the impact of AS and L Level Decoupling</li> <li>11. School Teachers' Pay Award 2018</li> <li>12. Teachers' Pay Grant</li> <li>13. Schools' Funding 2019/2020</li> <li>14. The Inspection of Local Authority Children's Services (ILACS)</li> </ol> <p>The clerk highlighted to governors a number of issues, and governors noted the report. The clerk has also forwarded a precis of the report signposting the articles to the relevant individual roles and committees.</p> <p>Reporting of the Directors Report was also previously discussed under item 6.</p>	
<p><b>1</b> <b>9</b></p>	<p><b>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</b></p> <p>All Governor training is being added to Governor Hub.</p> <p><b>ACTION:</b> Update Governor Hub with SJ and GG completed training. By the end of November HE will have completed IPSEA SEND law &amp; Access to Tribunals Training.</p> <p>Governors have completed the following training:</p> <p>KW – Governors Conference  TP – Child Death Overview Panel  CM – Module 1 of Governor Induction training</p> <p>CW – Is still to complete the Critical Incidents training</p>	<p><b>TP</b></p>

2 0	<p><b>SCHOOL POLICIES</b></p> <p>The following policies were <b>approved</b> by the Governing Board:</p> <ul style="list-style-type: none"> <li>• Child Protection Policy</li> <li>• Governor Allowance Policy</li> <li>• Attendance Policy</li> <li>• Pay Policy.</li> </ul>	
2 1	<p><b>TERM DATES 2019/20</b></p> <p>The school term dates for 2019/20 are in line with Cheshire East term dates.</p> <p><b><u>ACTION:</u></b> Upload the 2019/20 term dates to Governor Hub.</p> <p><b><i>Q. How does Easter fall next year? Are we avoiding the disruption we had last year of the children having a long Easter weekend, back in school for a few days and then off again?</i></b></p> <p><b><i>A. Yes, Easter weekend is at the start of the two week break.</i></b></p>	HT
2 2	<p><b>MEETINGS</b></p> <p>The FGB meetings for this academic year have been confirmed as:</p> <ul style="list-style-type: none"> <li>• <b>28<sup>th</sup> February 2019 3.30pm</b></li> <li>• <b>13<sup>th</sup> June 2019 3.30pm</b></li> </ul>	
2 3	<p><b>ANY OTHER BUSINESS</b></p> <p>There were no other items tabled for business.</p>	

**2** **IMPACT STATEMENT**

**4**

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

The core strategic functions defined by the DfE are:

- Ensure clarity of vision, ethos and strategic direction;
- Hold the Head Teacher to account for the educational performance of the school;
- Oversee the financial performance of the school, ensuring value for money;
- Promote the highest possible standards for Safeguarding.

Governors have agreed that a different Governor would write the impact statement following each meeting to ensure that the impact is fully analysed. The impact statement will be forwarded to the Clerk following this meeting for inclusion in the minutes.

**ACTION:** Draft an impact statement and send to the Clerk.

**HE**

**{Subsequent to the meeting** HE forwarded the Clerk the following impact statement dated 13th November 2018.

The Governing Board considered the following areas of discussion to be particularly effective and feel that some challenges to the School SLT were made, which will be monitored over the next period.

1. Pupil Premium: Continued discussion on how best to demonstrate the effectiveness of the use of PP in an SEN environment. Agreed to seek out examples of best practise within NGA as it is not a straightforward matter (depends on capabilities of student receiving the additional PP activity)
2. Further discussion on the role of the sub-committees: Agreed to refresh the Terms of Reference to make them sharper and more relevant to the workings of each committee.
3. Agreed to deliver a short, precise Governors' Charter to avoid over-promising on the GB activities. This improves line-of-sight for those who oversee our activities and ensure we, as a GB, remain focused on what is truly important to the school.
4. In response, to a recent Cheshire East letter on 2018/19 categorisation that we would hold a meeting of the Strategy Committee to consolidate our understanding on Cost Benchmarking and how that feeds into proposed incremental expansion options under consideration wrt economies of scale.
5. Digital Records: Due to conflicting opinions of OFSTED vs ASDAN we will seek best practice advice from Peer schools and the NGA regarding the suitability of digital records}.

.....Chair

.....Dated

Meeting moved to Part 2 at 5:40pm