

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
PARK LANE SCHOOL
HELD AT THE SCHOOL ON 15th JUNE 2018**

Governors Present: Mrs T Palmes Chair
Mrs L Warmer Head Teacher
Mr H Edwards (HE)
Mr G Gaddum (GG)
Mr C Milnes (CM)
Mr S Jaydeokar (SJ)

Also in attendance: Mrs C Creager (Clerk) Clerk to the Governors
Mrs B Sidebotham (Clerk BS) Clerk to the Governors
Mrs Andree Barnard (AB) Associate Governor
Mrs Emma Shaw (ES) Associate Governor

PART ONE – NON-CONFIDENTIAL BUSINESS

Meeting opened at 3:35pm

1	<p>APOLOGIES & ADDITIONAL AOB ITEMS Apologies were received, and accepted, from:</p> <ul style="list-style-type: none"> • Sue Edwards (Vice Chair) • Katy Wadsworth • Christine Wee • John Mcpherson <p>Any other business? No further items were tabled for AOB.</p>	
2	<p>CONFLICT OF INTEREST Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting. GG is a member of the Board of Together Trust JM Is Head Teacher at Peak School. No other conflicts of interest were declared.</p> <p>All Governors completed their individual annual Pecuniary Interest Forms.</p>	
3	<p>MEMBERSHIP</p> <p>TP has spoken to Debs O'Connor (Co-opted Governor) she has stepped down <u>tended her resignation due to work commitments.</u></p> <p>There is now 1 vacancy for a co-opted Governor.</p> <p>Helen Davies has resigned her position of Parent Governor; she has been replaced by Chris Milnes (CM). CM was welcomed to the Governing Board.</p> <p>GG has agreed a further term of 12 months as a Cop-opted Governor from 17th July 2018 to the 16th July 2019. GG does not want to commit to a longer term due to his Governance commitments elsewhere.</p> <p>ACTION confirm all information on GIAS is up to date after recent changes.</p>	LW
4	PART ONE MINUTES AND MATTERS ARISING	

	<p>The part one minutes of the meeting held on the 16th April 2018 were confirmed as a correct record and signed by the Chair.</p> <p>The following matters arising were discussed: Helen Davies was thanked for her contribution to the Governors she has asked for it to be noted that if a Governor position came up in the future she would be interested in coming back. It is due to current personal circumstances she has had to step down.</p> <p>Action log reviewed. The action log was reviewed see attached action log dated 14th June 2018.</p> <p>Q. Do we need a Governors allowance? A. (Clerk) Yes, by not having an allowance you are potentially excluding people that could not afford to cover cost of childcare or transport costs from being a Governor. Whether an individual Governor decides to make a claim against the allowance or not is down to them. But there needs to be an allowance in place to cover Governor training and expenses.</p> <p>Q. What do the partnership schools have set aside in their budgets?</p> <p>ACTION LW to review Governor allowance in the school budget and speak to the partnership schools.</p>	LW
5	<p>CHAIR'S ACTION AND CORRESPONDENCE The Chair reported that no action had been taken on behalf of the governing board since the last full governing board meeting.</p>	
6	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES The first meeting of the Teaching, Learning and Assessment Committee (TLA) has been held.</p> <p>SIP report has been read by all Governors. No follow up actions. The next visit is booked for the 18th June 2018.</p> <p>HE is seeking clarification as to why the SEF is still outstanding? What does the school feel it does to make it outstanding? HE feels current assessment is too teacher focused and the evidence base is too narrow. He has requested external verification as to how other schools monitor and assess themselves.</p> <p>The schools ethos has been reviewed. A section has been added on staff values and expectations of staff by the Senior Leadership Team (SLT) and Governors, and the support of parents. The revised ethos is on the agenda for the teachers' staff meeting on Tuesday 19th June 2018. Hoping to have it finalised by the end of July 2018.</p> <p>ACTION Finalise the revised school ethos wording.</p> <p><u>Pupil Premium</u> This is a concern for the Governors; it is on the next Finance & Personnel Committee (F&P) meeting agenda. ES is putting together the pupil progress data for the committee meeting.</p> <p>The criteria for the assessment of the effective use of a schools pupil premium are generic across the board. Pupils at Park Lane differ from pupils at a mainstream school, therefore the process used to assess the effective use of the funds needs to</p>	LW

	<p>be rethought. The judgement between peers does not work at Park Lane as each child has such different needs. The money is being used to benefit the pupils; it is just how this is evidenced. Comparisons need to be made with other similar local schools, how do they evidence their use of the pupil premium?</p> <p>Q. Can it be brought up at the next Head Teachers Consortium with the other schools? A. Yes, LW will bring it up.</p> <p>ACTION Ask other local special schools their way of evidencing their use of pupil premium at the next Special Schools Consortium.</p> <p>Due to current changes from September 2018, pupils over the age of 16 will no longer receive free transportation. A letter is being drafted to parents explaining the situation.</p> <p>Q. Do the parents that need assistance with form completion, i.e. the families where English may not be their first language, receive the help they need? A. Yes, for all annual review meetings that require it an interpreter is present. LW and all staff are making it clear to parents they are here to offer support and guidance where needed. Help will be offered by all staff under the 'values' section of the school ethos and it covers British Values as well. The aim is to make sure no families are missing out.</p> <p>Safeguarding – no reports.</p> <p>Health & Safety – No actions from the previous walk through. The next is booked for October 2018.</p> <p>The School Forum is taking place today, 15th June 2018; SE is in attendance and will report back at the next meeting.</p> <p>ACTION report on the latest Schools Forum.</p> <p>To be approved: <u>Budget for the financial year 2018/19.</u></p> <ul style="list-style-type: none"> • The budget has been finalised, but the top line has not been confirmed by Cheshire East. • As the budget is balanced, once confirmation has been received from Cheshire East, the final budget will go the F&P for approval. If the school were in deficit, it would be asked to account to the Chief Accountant in Schools for the deficit and submit a recovery plan. • Main issue is there is no carry forward in the budget. This will cause problems in the following year, 2019/20. This may vary slightly once the final figures from Cheshire East are received. <p>Q. Who decides the top slicing? A. The Schools Forum, who are meeting today.</p> <p>Q. If the budget does not seem to still be accurate after the first 3 months of the year can it be reviewed? A. Yes, it will be monitored and reviewed if necessary.</p> <p>ACTION Review the budget after the first 3 months of the year.</p>	<p>LW</p> <p>SE</p> <p>F&P</p>
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	<p>ACTION Any issues raised by the F&P in the review are to be reported back to the FGB at the next meeting.</p> <p><u>Staffing Structure</u> Included in HTR – no changes</p> <p><u>Purchase of annual contracts</u> All done, including the clerking service.</p> <p><u>Annual Accounts of the Unofficial School Fund & audit certificate</u> Q. What is the unofficial school fund? A. Any funds that do not come from Cheshire East, so donations etc. that come direct to the school. They are audited separately by Nick O'Brien.</p> <p>All accounts done and audit certificate received.</p> <p><u>The Scheme of Delegation</u> Delegation has been based on Peak Schools delegation. Governors agreed it was helpful, all Governors agreed and adopted the delegation.</p> <p><u>The appointment of a Safeguarding Governor</u> SE has been doing the role for 12 years and would now like to step down. SJ has put forward CW as an ideal candidate.</p> <p>ACTION SJ to ask CW as to whether she would consider being the new Safeguarding Governor?</p>	<p>FGB</p> <p>SJ</p>
7	<p>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING</p> <p>ACTION Email a copy of the HTR to the Clerk.</p> <p>Positive feedback has been received from parents regarding the increased updates and use of Facebook.</p> <p>Special Schools Consortium – have commissioned Gill Crawford, an independent consultant to draft a behavior policy for the schools in the group. Each school is to then adapt the policy to its own circumstances. A meeting was scheduled for today, 14th June 2018, but was cancelled.</p> <p>The assessment conference is now next week where there will be an update on the assessment.</p> <p>ACTION update on the behavior policy as discussed at the Special Schools Consortium.</p> <p><u>Moderation Report – delivered by AB</u> It has been decided by Cheshire East that every 12 months a new moderator would be assigned to each school. The new moderator for Park Lane has queried the transcript although no actions were raised. The school has been asked to re-word the transcript without copying from the commentary. This will mean a lot more work for the school. The current transcript has never caused any problems in the past.</p> <p>Governors were concerned that if Asdan are not clear on their requirements to accredit 6th Formers work it makes more work for the school and causes lack of clarity for the Governors. When they were questioned Asdan said as no action points</p>	<p>LW</p> <p>LW</p>

were raised there is no issue. However, from the schools point of view the comments need to be assessed and explanations given.

It is essentially a paper exercise it does not affect the pupils but it provides the school accreditation.

ACTION review moderation report transcript process at the Data Audit Committee (DAC) and agree.

DAC

Two upcoming residential visits

- a) Initially hoped that tents would be able to be pitched on the astro turf however this is not an option, there will be indoor camping in the school hall.
- b) A lower sixth visit to Liverpool for 2 nights.

All risk assessments have been done and forwarded to Evolve.

Lesson Observations

Lesson observations will be carried out over the next 2 weeks by all the SLT. They will be observing:-

- Initial arrivals
- How quickly do the children settle to work after arrival?
- Are the initial activities appropriate and linked to targets?
- Staff deployment during this period?
- How quickly do the children move to their next tasks?

Changes to P Levels

There are 4 weeks until the end of assessment deadline. From September 2018 anyone judged at P4 and above will be judged at the new standard levels called 1-4. 'I can ...' statements and a new language will be used. It has been made clear that the process should not be used as a progression tool, other methods should be used to monitor progression and then pupils will be assessed at the end of the Key Stage against the standard levels.

Governors said the system works and questioned why it needs to be changed.

Q. Can we have clarity on the process?

A. They are emailing out a teacher's guide.

ACTION Email guidance to all Governors.

ES

Spring Term Data

83% of pupils are on target.

17% (equates to 10 pupils) have intervention plans in place, for each everyone knows why and what is being done.

Curriculum

Basic Skills Qualify Mark has been awarded to the school for the second time. Liz Flemming, teacher of the Barnaby Class, put together all the data. It was clear to see the school had moved forward, there was more 'active' teaching.

Barnaby Class

Has had a very successful first 12 months. Feedback from a recent review with parents is all very positive and parents are pleased with children's progression. The feedback from staff is the same.

Q. If it carries on next year will it be the same pupils?

A. Pretty much. There will be 1 girl joining in September but otherwise the same.

Q. Do the other teachers notice any disruption to their classes when the Barnaby Class students comeback for lessons?

A. No. The atmosphere remains calm, but the students are welcomed back by their peers and mix really well.

Q. Did the SIP observe a lesson in Barnaby Class?

A. Yes, feedback in the report is very good.

The FGB said they would review the situation after 12 months as to whether they would continue with Barnaby Class. After a short discussion it was **agreed** that the class would continue in September 2018. This agreement was strengthened by the positive feedback received by the SIP in the Autumn term of 2017.

Q. Are we dependent on the teachers being in place? Do we need a backup/contingency plan?

A. That is always a concern in any school, especially in a small school where there could be a big impact. However, because the teachers are so well planned and well organised people can come in and assume the role straight away. This is evidenced by the recent maternity leave, and is a credit to all the teachers.

Q. Demand for places is rising. Do we need to think of splitting the age groups? If so there will be a need for a second teacher?

A. Yes, it is something to consider.

CPD

Budgets are tight so the school has to be creative. Staff have been running their own training courses. It is recognised that this is particularly important for the NQT in order for her to develop.

SDP

Will evaluate by the end of term and send around.

ACTION once completed send SDP to all Governors

All teachers have had their appraisals with their line managers. The Head Teachers Performance Management Review is scheduled for 18th June 2018; the Review Panel will be supported by Mark Swain (SIP).

GDPR

School has issued privacy notices to all parents and staff. It ensures parents assume responsibility for their children.

The GDPR and Retention of Records policies have been updated.

Vicky was DPO for the school, however, this was on a temporary basis and with the reduction in administration staff there is limited capacity for her to take on the role.

Cheshire East have put forward 3 companies that offer a GDPR service. Having reviewed all the offers, LW feels the best value for money is Safeguarding Monitor;

LW

	<p>they provide a DPO, templates and legal advice, all for £500 pa. The company has been set up by retired Head's and Local Authority Officers, they are based in Leeds. LW has recommended the Governors buy in the service from Safeguarding Monitor.</p> <p>All Governors agreed to purchase Safeguarding Monitor.</p> <p>The internet system has been recently updated. All teething issues have been resolved and it seems to be working well.</p>	
8	<p>GENERAL DATA PROTECTION REGULATION (GDPR) Data Protection Policy and Retention of Records policies have both been agreed and implemented.</p> <p>GDPR pro-forma was circulated with the meeting papers to all Governors.</p> <p>GDPR discussed in more detail in HTR.</p>	
9	<p>GOVERNANCE STATEMENT (maintained schools only) Statement has been reviewed and agreed by all Governors. It will be added to the schools website.</p> <p>ACTION add the revised Governance Statement to the school website</p>	TP
10	<p>DIRECTOR'S REPORT</p> <p>Points that were discussed:-</p> <ul style="list-style-type: none"> • Information on retention of documents • Travel policies for over 16 year olds • Make the mile campaign <p>ACTION Split the Directors Report in to sections relevant to each Committee</p> <p>ACTION Send the Clerk the list of Governors on each Committee</p>	Clerk TP
11	<p>GOVERNOR MONITORING, DEVELOPMENT AND TRAINING SJ and CM are still to complete the Governor Induction Training.</p> <p>ACTION Complete the Governor Induction Training</p> <p>ACTION Send the online link for the Governor Induction Training to CM.</p> <p>TP has previously put together an annual planner for policy reviews, training and other Governance matters. It needs to be updated, but all Governors have agreed that this would be a useful tool.</p> <p>ACTION Update and circulate an annual planner.</p> <p>Clerk has highlighted that any member or associate member of the Governing Board are invited to attend any Committee meeting, but it must be noted that only the members of that Committee are entitled to vote, and if at least 3 members of the Committee are not present the meeting will not be quorate.</p> <p>There was no report to be reviewed by the Training Link Governor.</p>	SJ & CM TP TP
12	<p>PLANNED RESIDENTIAL VISITS Discussed in the HTR. Approval was given in the last FGB.</p>	
13	<p>CONFIRM TERM DATES FOR 2018/19</p>	

14	MEETINGS Dates agreed at last FGB as follows 1/11/2018 28/02/2019 13/06/2019	
15	ANY OTHER BUSINESS None	
16	IMPACT STATEMENT <ul style="list-style-type: none"> • Pupil Premium – approach a wider group for clarity on evaluation of effective use by the Governing Board. • Continuation of Barnaby Class – agreed. • Pupil’s progression following changes to procedures. • Ethos and values statement reviewed and agreed. • GDPR – agreed on an external provider, will remove some pressure from admin staff. • Possible new Safeguarding Officer <p>Q. We won’t know if these points have impacted the running of the school until later in the year. Should these points be marked for review at the next FGB to make sure that the decisions made today have moved the school forward?</p> <p>A. Yes, that is true. We can review at the next FGB.</p> <p>ACTION Add review Impact Statement from the previous FGB meeting to the agenda for the Autumn FGB meeting. If successful add to all future agendas.</p>	Clerk

Part one closed at 16.55

Randy Palmer
Chair

.....8.11.18.....Dated