

Minutes of a Meeting of the Full Governing Board of Park Lane School held on Monday 16 April 2018

Present: Tandy Palmes (Chair / Acting Clerk)
Lorraine Warmer (Head)
Huw Edwards
Katy Wadsworth
Giles Gaddum
Christine Jaydeokar
John McPherson

Also in attendance: Andree Barnard
Emma Shaw

Part One

The meeting was opened and John McPherson was welcomed and introduced to the Governing Board Members present.

1. Apologies & AOB Items

Apologies were received from:

Debs O'Connor
Helen Davies
Sue Edwards
Sujeet Jaydeokar

2. Conflict of Interest

None.

3. Membership

The two existing vacancies for a Co-opted and Parent Governor have been filled:

John McPherson - Co-opted Governor
Sujeet Jaydeokar - Parent Governor

The following terms of office were agreed:

Giles Gaddum - to continue from 17th July 2018 on a rolling 12 month basis due to Governance commitments elsewhere.

Tandy Palmes - to continue from 30th May 2018 as a Local Authority Governor for another 4 year term.

Helen Davies - her term had expired on 4th February 2018. **Post Meeting Note: HD has since resigned as Parent Governor.**

Action

- TP to check whether HD wished to continue as a Parent Governor

4. Part One Minutes & Matters Arising

The Part One minutes of the Autumn Term Full Governing Board Meeting on 2nd November 2017 were agreed and accepted.

5. Chair's Action

TP reported that during the recent bad weather (Beast from the East), the School had had to have been closed for to ensure the safety of both pupils and staff.

6. Committees & Nominated Governors

The Full Governing Board had met in January 2018 to discuss the reorganisation of the existing Committees to provide a more tailored approach to the Ofsted Framework. A draft proposal of the reorganisation had been put together.

HE asked about delegated powers and what decisions could be made at Committee level.

JMc shared his experience with the meeting and was able to share the Delegation Planner from his School.

It was agreed that the Committee meetings should be timetabled to last no more than 1.5 hours each and that each Committee would have ownership of their designated remit. All key points at each meeting would be fed back to the FGB for challenge and ratification where necessary. Governors with special responsibility would still be required. A Pro-forma report would be supplied for all meetings to provide uniformity.

The TOR that had been formulated by working groups of Governors were all approved for the new Committees.

GG proposed a vote of thanks to HE for pulling everything together.

Action

- **TP / LW to devise a Delegation Planner for Park Lane School for approval at the next FGB in June.**
- **LW to devise a pro-forma report.**

7. Part One Reports from Committees & Reports from Governors with Special Responsibilities

TP reported on the *Finance & Personnel* meeting that had been held prior to the FGB, the key points of which were:

- Park Lane School has increased to 86 places.
- Park Lane currently has issues with "one sided" funding, for example, if a pupil leaves or dies, CE are currently removing the funding straight away, however, if a new pupil starts then the School is not seeing any funding for them until the Autumn. **LW has written to Steve Redding, Head Accountant at CE to challenge this.**

- Park Lane is currently showing a deficit budget of -£870 for 2018/19.
- The Manual of Internal Financial Procedures had been agreed with amendments.
- The Pay Policy for School Support Staff had been approved.
- The Resignation Policy had been approved.
- GDPR had been discussed and emails would now be sent via the learning platform.

School Strategy (Huw Edwards)

- A meeting had been held with S Hodkiss and J Forster at Cheshire East earlier in the year.
- SEN had a 5 year plan.
- There was currently a free school within Cheshire East up for grabs.
- CE are currently negotiating to buy the Willows property and car park area to enable Park Lane to increase their places.
- There is currently £3m available (106 money) to increase SEN coverage in CE, however, this is not solely for Park Lane.
- We are currently awaiting a response from CE.
- There is a shortfall of 60 SEN places in CE.

School Forum (Christine Jaydeokar)

- Main discussion had been around funding and an increase in the high needs block.
- A new working group had been set up to discuss SEN funding, however CJ was not party to this.
- Funding is being stopped from Mainstream to SEN.

Action

- **CJ to send minutes out to the FGB from the School Forum**

8. Part One Headteacher's Report & Matters Arising

The Headteacher's Report was received and the following points were raised:

- **LW was asked if teaching observations were consistent with the SIP?** LW confirmed that they were and that any improvements were followed up by learning walks and also setting appraisal targets.
- Pupil progress is currently being transferred onto the new system.
- Currently only 4 intervention plans.
- SLT will be having CPD to enable them to continue to challenge supporting transition.
- SLT to meet to set focus for the Summer.
- AB meeting with ASDAN to address discrepancies in the use of evidence online.
- Barnaby Class (all P4 level and below). Emotional wellbeing being measured through behaviour, wellness and vocalisation. **HE challenged how targets are set**
- Impact Audit for GDPR - need to appoint a Data Protection Officer

9. Financial Matters

This had been discussed previously under Point 7, however, the following additional points were raised:

- Devolved Formula Capital - last year's had been spent. The figure for 2018/19 is £6k.

- Pupil Premium - **LW was asked how this was spent and how it benefitted the pupils in receipt of this premium within Park Lane School?** Pupil Premium is used to fund Music Therapy, additional TA support, ICT equipment, accessing educational visits and transport and ensuring inclusion and participation.
- Asset Management Plan - this is managed by CE
- Business Continuity Plan - there are currently two for Park Lane School - one financial, the other for the School Premises.

Action:

- **Clerk to add the use and impact of Pupil Premium and Sports Premium to the next agenda.**

10. Safeguarding

None.

11. Strategic Development Plan (SDP)

Discussed in Point 7.

12. School Improvement Information

Action

- **LW to circulate to Governors.**

13. School Prospectus

Action

- **Clerk to carry forward to Autumn Agenda**

14. Strategic Governance - Organisation Arrangements

See Point 6.

15. Clerking Arrangements for 2018/19

Action

- **Clerk to carry forward to the next agenda**

16. Director's Report

17. Governor Monitoring, Training & Development

- GG had completed GDPR training at Bridge College.
- TP had completed online Pupil Premium training.
- CJ had completed Safeguarding training.

Action

- **GG to supply date of GDPR training**

18. School Holiday Dates 2018/19

The holiday dates were agreed for those published on CE website.

Would existing INSET days be made into teaching days due to the School days lost by the recent bad weather? LW advised that the days would not be made up as there was no compelling reason too as it would not lead to degradation in the progress of pupils at the School. Sports Training had been arranged for the forthcoming INSET day in May.

19. School Policies

Support Staff Pay Policy & Resignation Policy - see Point 7.
Governors' Allowance Policy - to be carried forward.

Action

- Clerk to carry forward the Governors' Allowance Policy to next Agenda

20. Admission Arrangements for 2018

On request.

21. Meetings

The next meeting of the Full Governing Board will take place on Thursday 14th June at 3.30pm.

The dates for the three Full Governing Board Meetings for the 2018/19 academic year were agreed as follows:

1 November 2018
28 February 2018
13 June 2018

22. Any Other Business

Residentials - there are two residentials taking place during the Summer Term:

- Camping in School.
- Visiting Liverpool with 9 students

A risk assessment had been done for both, only outstanding area for the Liverpool trip was visiting the pub!

23. Impact Statement

- Challenged the Head about teaching observations, setting targets and making up snow days.
- Adopted a reorganisation of committees.
- To investigate further a scheme of delegation.
- Updated further on CE Strategy

Randy Palmer

14.6.18

