

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
PARK LANE SCHOOL
HELD AT THE SCHOOL ON 18th SEPTEMBER 2019**

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)
Dr C Wee (CW)
Mr C Milnes (CM)

Also in attendance: Mrs S Pomeroy Clerk to the Governors
Mrs E Shaw Associate Governor

PART ONE – NON-CONFIDENTIAL BUSINESS

Items 1-3 were chaired by the Clerk.

The meeting opened at 3.35pm

1	<p>APOLOGIES & ANY OTHER BUSINESS (AOB)</p> <p>John McPherson was not present at the meeting. No apologies were received.</p> <p>Andree Barnard (associate member) was not present at the meeting and sent her apologies.</p> <p>AOB No items of any other business were tabled for discussion at the meeting.</p>	
2	<p>CONFLICT OF INTEREST</p> <p>2.1 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"> • Giles Gaddum is a member of the Board of Together Trust and Chair of Governors at Inspace House School. • Huw Edwards and Sue Edwards are husband and wife. • John McPherson is headteacher of Peak School, Derbyshire. <p>No other conflicts of interest were declared.</p> <p>2.2 All governors present at the meeting completed the annual declaration of pecuniary interest form and returned it to TP.</p> <p>ACTION: John McPherson and Andree Bernard to complete the annual declaration of pecuniary interest form and return it to TP.</p>	<p>JP AB</p>

	<p>2.3 ACTION: TP to update the register of business interests</p> <p>The clerk noted that the governor information on GIAS is up to date.</p>	TP
3	<p>ELECTION OF CHAIR</p> <p>3.1 Governors agreed that the term of office for the Chair of Governors would be one year and until the autumn term 2020 FGB meeting.</p> <p>The following nomination was received: Tandy Palmes</p> <p>3.2 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>	
4	<p>ELECTION OF VICE CHAIR</p> <p>Governors agreed that the term of office for the Vice Chair of Governors would one year and until the autumn term 2020 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>	
5	<p>MEMBERSHIP</p> <p>5.1 TP informed governors that Sujeet Jaydeokar resigned from the post of parent governor with effect from 18.09.19 due to pressure of work and being unable to devote enough time to the role. Governors expressed their thanks to Sujeet for his hard work as a governor of the school.</p> <p>ACTION: School to arrange a parent governor election at the earliest opportunity.</p> <p>5.2 The Governing Board currently has one vacancy. 1 x Co-opted governor</p> <p>ACTION: Advertise the Governor vacancy on social media.</p> <p>5.3 There are no terms of office due to expire before the next meeting.</p> <p>5.4 Governors agreed to re-appoint Andree Barnard, Emma Shaw and Elaine Clarke as Associate Members for a period of one year, or until the autumn</p>	<p>LW</p> <p>KW</p>

term 2020 FGB meeting.

The Board **agreed** Associate Members **will have voting rights** at Committee level, but **NO** voting rights at Full Governing Board meetings.

6 COMMITTEES AND NOMINATED GOVERNORS

6.1

TP and LW met to discuss the committee structure and how to revise it in line with the new OFSTED framework. Governors discussed the proposed structure and **agreed** that the following committee structure be adopted for 2019-20:

Leadership and Management	Personal Development
Tandy Palmes (Chair)	John McPherson (Chair)
Lorraine Warmer	Tandy Palmes
Huw Edwards	Christine Wee
Sue Edwards	Sue Edwards
Elaine Clarke	
Chris Milnes	
Christine Wee	
Emma Shaw	

Quality of Education	Behaviour and Attitudes
Huw Edwards (Chair)	Sue Edwards (Chair)
Tandy Palmes	Tandy Palmes
Christine Wee	Lorraine Warmer
Sue Edwards	Katy Wadsworth
Emma Shaw	
Andree Barnard	
Katy Wadsworth	
Lorraine Warmer	

Appeals - Personnel	Appeals - Pupils
John McPherson	John McPherson

Head Teachers Review Panel

Tandy Palmes
Sue Edwards
Chris Milnes
Mark Swaine SIP

Governors discussed whether to retain a strategy committee and **agreed** that it was not required for the academic year 2019-20 as the three year outlook for the school is in place and will be realised in the planned extension to the school's provision.

	<p>6.2 Chairs for each committee have been confirmed as: Leadership and Management-Tandy Palmes Personal development-John McPherson Quality of Education-Huw Edwards Behaviour and Attitudes-Sue Edwards Head Teachers Review Panel – Mark Swaine</p> <p>6.3 Governors with specific responsibilities were agreed as: Named Governors</p> <table border="0"> <tr> <td>Health and Safety</td> <td>Huw Edwards</td> </tr> <tr> <td>Safeguarding</td> <td>Christine Wee</td> </tr> <tr> <td>Training Liaison</td> <td>Tandy Palmes</td> </tr> <tr> <td>Pupil Premium</td> <td>Christine Wee</td> </tr> <tr> <td>Website</td> <td>Katy Wadsworth</td> </tr> <tr> <td>Looked After Children</td> <td>Christine Wee</td> </tr> <tr> <td>Website & Digital Champion</td> <td>Katy Wadsworth</td> </tr> </table> <p>6.4 Governors agreed that the current terms of reference need to be revised to make them more applicable to the work of each committee. The terms of reference will be reviewed and revised at the next committee meeting and presented to the Board for approval at the autumn 2019 FGB meeting to be held on 7th November, 2019.</p> <p>ACTION: Each committee to review their terms of reference and report back to the Board at the autumn term 2019 FGB meeting (November 2019).</p> <p>ACTION: Add review committee terms of reference to the autumn 2019 FGB agenda (November 2019).</p> <p>6.5 The terms of reference for the Pupil Discipline Committee, Staff Discipline/Dismissal Committee and Staff Appeals Committee will be confirmed at the autumn term 2019 FGB meeting. ACTION: Clerk to add to the agenda.</p> <p>The Governors confirmed that the Pay Committee terms of reference were included in the Finance and Personnel Committee terms of reference</p> <p>6.6 The Head Teachers Performance Review Panel was confirmed in the table above. Mark Swaine was confirmed as the External Adviser.</p>	Health and Safety	Huw Edwards	Safeguarding	Christine Wee	Training Liaison	Tandy Palmes	Pupil Premium	Christine Wee	Website	Katy Wadsworth	Looked After Children	Christine Wee	Website & Digital Champion	Katy Wadsworth	<p>Each Committee</p> <p>Clerk</p> <p>Clerk</p>
Health and Safety	Huw Edwards															
Safeguarding	Christine Wee															
Training Liaison	Tandy Palmes															
Pupil Premium	Christine Wee															
Website	Katy Wadsworth															
Looked After Children	Christine Wee															
Website & Digital Champion	Katy Wadsworth															
7	<p>GOVERNORS' CHARTER/CODE OF CONDUCT All governors present at the meeting confirmed that they had read the code of conduct, signed a copy and agreed to abide by it. ACTION: John McPherson and Andree Bernard to sign the governors' code of conduct.</p>	<p>JP AB</p>														

8	<p>SCHOOL DEVELOPMENT PLAN (SDP) LW informed governors that the evaluated SDP 2018-19 is available on Governor Hub, along with the SDP for 2019-20.</p>	
9	<p>OFSTED</p> <p>9.1 This item was discussed under agenda item 6. The committee structure has been revised to reflect the requirements of the new OFSTED framework.</p> <p>9.2 Governors discussed the need to have a good knowledge of the school in order to be prepared to meet OFSTED inspectors as part of the next inspection. The school is expecting to undergo an inspection during the forthcoming academic year 2019-20. HE stated that governors need to be clear on the impact of the curriculum on pupil outcomes and that this is the area where governors can have the most influence. The intent and implementation of the curriculum fall under the remit of the Senior Leadership Team (SLT) and governors need to hold the SLT to account. Personalisation of the curriculum is a focus for the school and governors should consider the journey individual pupils make throughout their school career.</p> <p>LW stated that, during an inspection, governors will be asked "how do you know?" type questions and it is important that they consider the sources of information available to them such as surveys, monitoring visits, SIP reports etc.. LW is preparing some basic information for governors setting out the context and statistical information about the school, along with the curriculum offer made to pupils.</p> <p>ACTION: Circulate this information to governors.</p> <p>Governors agreed that each committee will prepare a report on its work to circulate to governors.</p> <p>ACTION: Each committee to prepare a report on its work to circulate to governors to aid OFSTED preparations.</p>	<p>LW</p> <p>Each committee</p>
10	<p>SCHOOL EXPANSION</p> <p>CM provided an update on the planned expansion to the school site and its capacity:</p> <ul style="list-style-type: none"> • The site has yet to be purchased • Planning permission is in and a decision is due on 18th October, 2019. • Work on the existing kitchen and roof is included in the plan. • CE has agreed to do an assessment on the building housing the hydrotherapy pool to examine the current facilities and consider what improvements could be made. LW stated that state of the art facilities are required to attract parents to the school. • The plans go out to tender on 4th October, 2019 and are due to be returned on 1st November, 2019. • The building work is due to commence on 25th November, 2019 and to be completed on 28th August, 2020. CM expressed concern that this schedule is very tight and the school could be in a position of the work not being 	

	<p>finished in time for the start of the new school year in September 2020. It may be necessary to ask the college to retain the current room for the school to use.</p> <p>Q. How many additional pupils is the school expecting to accommodate in the new building in September 2020? R. 10 pupils.</p> <p>Q. Is it anticipated that BREXIT will have an impact on the availability of building materials? R. We are not expecting this to be the case.</p> <p>HE stated that a simultaneous operations assessment will need to be carried out, prior to the commencement of the building work. It is necessary to consider aspects such as how the school buses will be affected and how materials will be brought onto site. It will also be necessary to consider the implications of changes to the school routine on the behaviour and well-being of the pupils.</p> <p>ACTION: HE and CM to arrange a meeting with Cheshire East regarding plans for the building work. .</p> <p>LW informed governors that a meeting will take place on 15th October, 2019 to consider new pupils in Early Years and Year 7. Updates for governors will be available on Governor Hub.</p>	<p>HE CM</p>
<p>1 1</p>	<p>MEETINGS</p> <p>The dates for the FGB meetings for 2019-20 were confirmed as:</p> <p>Thursday 7th November, 2019 Thursday 2nd April, 2020 Wednesday 17th June, 2020 (Please note the change of date for the spring 2020 and summer 2020 meetings).</p> <p>It was further confirmed that all meetings will commence at 3:30 pm.</p>	
<p>1 2</p>	<p>ANY OTHER BUSINESS</p> <p>No items of any other business were tabled for discussion at the meeting.</p>	

 Chair

7.11.19 Dated

The meeting moved to the part two agenda.