

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF  
PARK LANE SCHOOL  
HELD AT THE SCHOOL ON 13<sup>th</sup> JUNE 2019**

<b>Governors Present:</b>	Mrs T Palmes (TP)	Chair
	Mrs L Warmer (HT)	Head Teacher
	Mr H Edwards (HE)	
	Mr G Gaddum (GG)	
	Mr C Milnes (CM)	
	Dr S Jaydeokar (SJ)	
	Mrs S Edwards (SE)	
	Mr J McPherson (JP)	<i>[left 5:40pm]</i>
	Mrs K Wadsworth (KW)	
	Dr C Wee (CW)	<i>[left 4pm]</i>
<b>Also in attendance:</b>	Mrs B Sidebotham (Clerk)	Clerk to the Governors
	Mrs Emma Shaw (ES)	Associate Governor <i>[left 5:30pm]</i>

**PART ONE – NON-CONFIDENTIAL BUSINESS**

*Meeting opened at 3:35pm*

<b>1</b>	<p><b>APOLOGIES &amp; ADDITIONAL AOB ITEMS</b></p> <p>Apologies were received, and accepted, from:</p> <ul style="list-style-type: none"> <li>• Andree Barnard</li> </ul> <p>CW, ES and JM gave apologies they would have to leave the meeting early.</p> <p>No further items were tabled for AOB.</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.</p> <p>GG is Vice Chair to the Board of Together Trust JM is Head Teacher at Peak School.</p> <p>No other conflicts of interest were declared.</p>	
<b>3</b>	<p><b>MEMBERSHIP</b></p> <p>a) There have been no changes to the Governing Board since the last full Governing Board meeting.</p> <p>b) Governors discussed the current Co-Opted Governor vacancy. KW will advertise the position again on the new school website.</p> <p>JP suggested the use of the Inspiring Governance website as a way to source potential new Governors.</p> <p><b>ACTION:</b> Update the school website with the Co-Opted Governor vacancy. <b>ACTION:</b> Research Inspiring Governance website for potential new Governors.</p>	<b>KW TP</b>

	<p>c) There are no terms of office due to expire before the next meeting.</p> <p>d) KW is in the process of updating all Governor details on GIAS.</p>	
<b>4</b>	<p><b>PART ONE MINUTES AND MATTERS ARISING</b></p> <p>The part one minutes of the meeting held on the 28<sup>th</sup> February 2019 were <b>confirmed</b> as an accurate record and <b>signed</b> by the Chair for retention by the school.</p> <p>There were no matters arising to discuss.</p> <p>The action log was reviewed and the following comments made:</p> <ul style="list-style-type: none"> <li>• TP to send CM the online training link for safeguarding training.</li> <li>• JM to complete Governor Induction training.</li> </ul> <p>All other actions have been confirmed as completed.</p>	
<b>5</b>	<p><b>CHAIR'S ACTION AND CORRESPONDENCE</b></p> <p>The Chair reported that <b>no</b> action had been taken on behalf of the Governing Board since the last full Governing Board meeting.</p>	
<b>6</b>	<p><b>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</b></p> <p><u>Safeguarding</u></p> <p>The Board agreed to hear the Safeguarding Report at this point in the meeting due to CW need to leave the meeting early.</p> <p>Safeguarding Link Governor, CW, gave a verbal presentation of her report. The key points raised from the report were as follows:</p> <ul style="list-style-type: none"> <li>• Family workers are attending all reviews.</li> <li>• Digital training updates are linked to C-OP training. Included is a link to an American Paediatric screen time pro-forma.</li> <li>• A discussion is being held as to whether the school subscribes to a digital safeguarding magazine.</li> <li>• Training has been reviewed.</li> <li>• Audit of safeguarding is completed half termly and reports are uploaded to Governor Hub.</li> <li>• Safer handling training is due in September 2019.</li> <li>• 5 random DBS checks have been completed. All checks confirmed that a DBS check had been previously carried out, the earliest dated back to 2011. The financial implications are currently being reviewed with respect to auto renewals for all staff DBS checks.</li> </ul> <p><b>Q. Was the 2011 a staff member?</b></p> <p><b>A. No. The 2011 DBS record was for a visiting health professional. The earliest staff DBS checked was 2013. There are no rules on how often the checks need to be reviewed, but a plan has been put into place to start checking from the oldest check and work through all staff. The aim is to complete one staff check per month to spread the cost.</b></p> <ul style="list-style-type: none"> <li>• The quality reviews are up to date.</li> </ul>	

- A discussion was held on the two most recent children in need referrals. Governors agreed there was a good outcome for both.
- There are two Looked After Children (LAC) at the school. One from out of area. Both children are making good progress.
- CW is attending an Ofsted Review meeting on the 21<sup>st</sup> June as the schools LAC Governor Lead. She has recently completed training on LAC and the Virtual School. The Virtual School offers free training for schools on dealing with trauma; it is something to be considered in the future.
- The changes to the Ofsted Framework that come into effect from the 1 September 2019 do not impact safeguarding within the school.

**Q. Have the staff flagged any concerns since the last meeting?**

*A. No actual concerns. The staff seem pleased with the process and the governance.*

Pupil Outcomes - 25<sup>th</sup> April 2019

TP provided a verbal update of the key discussions held at the Pupil Outcomes meeting:

- A demonstration of the BSquared system has been given to the Committee. The system is now fully implemented and has been positively received by staff.
- Pupil progress meetings have been completed. There will be a reduction in the number of times data is input going forward. The teachers seem more comfortable with the new system.
- A discussion was held on the national Reception Baseline pilot running from September 2019. The school has been asked to participate as a pilot school.

**Q. Following the inset day training how confident are the staff with BSquared?**

*A. It was a successful training session. The staff watched a webinar showing how progress is tracked on the system.*

The Governors discussed how the system has changed processes and the benefits that the additional levels bring to the tracking of progress. Specifically around the recording of the mastering and trialing of skills and not just the ability to record a success or a fail.

Teaching Learning & Assessment – 15<sup>th</sup> May 2019

The revised curriculum is currently under review. There will be a two year rolling curriculum from Early Years to the end of Key Stage 3. The new curriculum will be launched in September 2019.

Discussions are taking place with Macclesfield Hospital to offer internships to Year 14 pupils. Initially 3 pupils will take part in the pilot scheme, the roles offered will be office/administration based. A meeting is scheduled for the end of June 2019 to discuss in more detail with the Hospital.

The Committee agreed that the whole school approach to the revised curriculum would be beneficial.

Finance & Personnel – 14<sup>th</sup> March 2019 / 12<sup>th</sup> June 2019

The meeting in March showed a projected carry forward of £74,000 for the year 2019/20, this had reduced to a carry forward of £60,000 for 2019/20 at the June Committee meeting.

There is a small carryforward of £4,000 at the end of this year, 2018/19.

**Q. Where are we on receiving the money owed by Cheshire East?**

*A. We have received £20,000 so far, the rest is still under discussion, but we should receive it soon.*

The Board reviewed the Year 2 and Year 3 budget positions. It was confirmed that the figures did not take into account any new pupils joining the school. The budget forecast for Year 2 and Year 3 also included the increased pension liability that the DfE are funding in Year 1.

TP confirmed she is currently drafting a letter to Jackie Forster regarding the lack of funding going forward especially in light of the possible expansion of the school.

*[4pm CE left the meeting]*

The Finance Committee confirmed that the underlying performance this year had been better than expected. But going forward it will be a challenge to continue the quality of the provision with the lack of available funding. There will be a difficult meeting with Cheshire East Finance team in the near future unless things improve.

The Governors discussed the funding position of other special schools outside Cheshire East, and agreed that it was not a county problem, but a national funding crisis.

HE confirmed his attendance at the last four High Needs Funding Working Group meetings since the last FGB meeting. The Working Group includes all schools within the county and not just special schools. Discussions had been focused on how best to fund high needs education within schools. Cheshire East has been trialing the tiered approach that Essex had implemented in their schools, known as The Essex Model. However, since this trial has begun, Essex has now stopped this funding formula as it was found to be too expensive to maintain.

The Board discussed the weighting of the tiered approach and the impact that could have on the school if it was fully implemented within Cheshire East. It was agreed that any funding formula needed to be transparent and provide clarity for the schools.

Governors reviewed the timescales for any proposed changes. Mainstream schools are being reviewed first; funding for special schools will not be looked at until at least 2021. Therefore budget forecasts are likely to remain on the existing funding formula for the foreseeable future.

**Q. If the cost of supplying the care is greater than the funding that we receive have we tried saying no to new pupils?**

*A. Cheshire East will guarantee the support for the first year, but not after that. It makes it hard to say no under those circumstances.*

A discussion was held on the impact of the initial costs of accepting new children, the increase in the cost of equipment and staffing costs in that first year. One solution suggested by Cheshire East was a central store for equipment that could be loaned to schools as and when it was required. However, Governors agreed that that method had been trialed historically and had been unsuccessful.

	<p><b>Q. If we expand there was talk of the school receiving a £40,000 sweetener, is this still the case?</b>  <i>A. That is a blanket figure for the school to cover set up costs. That money would contribute toward the cost of another teacher and 3 Teaching Assistants, but it would not cover the whole cost.</i></p> <p><b>Q. Is the school expected to cover all costs before the funding is received?</b>  <i>A. Yes. The funding for a child starting in September would be received by the school in the following April. Therefore that £40,000 is toward covering the costs in the interim. If the expansion is looking to be completed and open for September 2020, ideally we would like to start the recruitment process in January 2020.</i></p> <p>After much discussion it was agreed that TP would copy in David Rutley and Ian Donegani to her letter to Jackie Forster regarding the funding situation.</p> <p><b>ACTION:</b> Copy in David Rutley and Ian Donegani to the letter to Jackie Forster regarding the current funding situation.</p> <p>The Board also discussed disappointing it was to see that there were no representatives from any special schools represented at the meetings between David Rutley and Damian Hinds, Secretary of State for Education.</p> <p><u>Personal Development, Behaviour &amp; Welfare – 22 Apr 2019</u>          A demonstration was provided to the Committee on a new tracking tool for behavior and accidents.</p> <p>The new tool makes the existing system far more efficient. It helps with the development of behavior strategies and allows staff to track the impact of the strategies in place.</p> <p>The new system will be fully implemented by September 2019.</p> <p>In the future Safeguarding will also be moved to the new system and away from CPoms.</p> <p>There were no other reports from the Committees.</p> <p>There were no recommendations requiring the approval of the full Board of Governors.</p>	<p>TP</p>
<p>7</p>	<p><b>FINANCIAL MATTERS</b></p> <p>The budget for the financial year 2019-20 was <b>approved</b> by the full Board of Governors.</p> <p>Terms of reference will be reviewed during the autumn term. It was agreed that the terms of reference should be adapted to reflect the changes in the new Ofsted Framework that comes into force from September 2019. Governors agreed these changes should be drafted before the end of the summer term, the reviews will be carried out as follows:          Pupil Outcomes – TP          Teaching, Learning and Assessment – HE          Finance &amp; Personnel – Elaine Clarke          Personal Development, Behaviour and Welfare – KW</p>	<p>TP</p>

	<p>It was agreed the Strategy Committee terms of reference would remain as they are currently.</p> <p><b>ACTION:</b> Review the terms of reference for each committee to reflect the changes in the Ofsted Framework from September 2019.</p> <p>The staffing structure for 2019-20 remains the same as was <b>approved</b> by the Full Governing Board.</p> <p>The annual contracts were reviewed. The Board <b>agreed</b> to purchase the Cheshire East Clerking package for the year 2019-20.</p> <p>Governors discussed the Occupation Health package that has historically been purchased through the Local Authority. A discussion was held on other local provisions and options available to the school. The Board considered under what circumstances an Occupation Health referral may occur, and when that referral and support would have its biggest impact.</p> <p><b>Q. Is the service value for money? Do we use it?</b>  <i>A. We use it as and when we need it. It is balancing the cost between the type of cohort that we currently have and are likely to have in the future. The School Independent Partner (SIP), Mark Swain, has commented in his report at how calm the school environment is, and how lovely it is to see. It is a positive reflection on the young people that we have here.</i></p> <p><b>Q. Do new staff members have checks prior to starting?</b>  <i>A. Yes, they receive Occupational Health checks prior to starting their new role.</i></p> <p>After a brief discussion it was agreed that Occupational Health would be bought back through Cheshire East for the next 12 months but would be reviewed during the year to see if there was a more appropriate external option.</p> <p><b>ACTION:</b> Investigate external Occupational Health providers for the year 2020-21.</p> <p>The unofficial school fund is being completed by Nick O'Brien. Nick O'Brien was appointed to complete the audit for the year 2019-20.</p>	<p>TP/HE/EC /KW</p> <p>SJ</p>
8	<p><b>PART ONE HEADTEACHER AND SENIOR LEADERSHIP TEAM'S REPORT AND MATTERS ARISING</b></p> <p>The Head Teacher and Senior Leadership Report was shared with the Board prior to the meeting.</p> <p>The report included the following items:</p> <ul style="list-style-type: none"> <li>• Staffing &amp; Pupils</li> <li>• Engagement with Parents, Staff and Partners</li> <li>• Student Placements</li> <li>• Outcomes for Children &amp; Other Learners</li> <li>• Quality of Teaching, Learning and Assessment</li> <li>• Continuing Professional Development</li> <li>• Personal Development, Behaviour &amp; Wellbeing</li> <li>• Effectiveness of Leadership &amp; Management</li> </ul> <p>The HT thanked parents Ella Rowe and Sarah Ervine for their continued support and</p>	

dedication to the running of Friends of Park Lane Special School (FOPLSS).  
Governors were invited to attend the FOPLSS BBQ on the 5<sup>th</sup> July 2019.

A discussion was held on the student placements that have taken place during the year. The Governors agreed that the placements benefited the students as well as the school.

**Q. Does the school get paid to have the students on placement?**

*A. For university placements yes. The money is important, but so is having the opportunity of highlighting the importance of SEN education to the trainee teachers.*

All students who are leaving the school in July are on track to achieve their diplomas in Personal Progress. The external moderation is booked for the end of June.

**Q. Are you expecting any issues with the moderation?**

*A. No.*

There will not be a Liverpool trip this year, as it would be difficult to accommodate one student on the trip. Alternative options are being considered for next year.

There has been a reduction in the budget available to attend external courses. Instead more emphasis has been made on training staff to deliver the training internally.

The HT praised the behavior of the pupils both whilst in school and whilst on trips away from site.

The School Council has raised an impressive £2,000 during the school year.

An update on Safeguarding was provided to the Board.

The SIP completed mock Ofsted interviews with Subject Coordinators in preparation of the next Ofsted visit. Governors discussed the format of the next inspection and the increased time that will be spent with staff as well as the focus on the curriculum.

**Q. Has the SIP come back on our comments on the last Ofsted Inspection, on the difference of opinion to the Inspector? Do we have any assurance from the SIP as to our understanding and perspective?**

*A. I will ask for his thoughts when we meet on the 20<sup>th</sup> June 2019. As a Governing Board we need to consider was it the personal preference of the Inspector or are there issues with the processes?*

**ACTION:** Discuss the last Ofsted report with the SIP specifically around the differences in opinion with the Inspector.

Governors reviewed the changes in the Ofsted Inspection and timescales involved. An in depth discussion was held on whether an Inspector at a special school should have Special Educational Needs (SEN) experience, and the concerns raised if this was not the case.

JM provided an example of a school in Derbyshire that has a power point presentation prepared for the Ofsted Inspector on their arrival at the school to highlight the ethos, core values and essence of the school.

Clark

WJ

HT

	<p>The Governors agreed that they should prepare for a worst case scenario and expect an Inspector that has no SEN experience. The Board felt that a presentation was a good idea to get across the positive work the school does. It was agreed that the Governors needed a detailed understanding of the questions and information that may be asked of them. It was agreed that a folder of all the important documentation and key messages should be compiled in case the HT was unavailable at the time of the Ofsted call.</p> <p><b>ACTION:</b> Compile a folder on Governor Hub for all key documentation required during an Ofsted visit.</p> <p>A discussion was held on the different methods that could be used to record the key facts about the school, such as mind mapping.</p> <p><b>Q. What is the current quality of the EHCP from Cheshire East? Are they improving?</b>  <i>A. They are currently written by an external company called Enhance. They are shorter and smarter than previous versions, but the quality of them is still under review as they are still relatively new. Next year will provide a better position as to whether the strategies/plans are appropriate or how many amendments are required. The school works as it thinks is appropriate and the paperwork reflects this, but it can take time.</i></p> <p><b>Q. Do Enhance do quality assurance?</b>  <i>A. Yes, they undertake any re-writing as well. They gather information from the school reports and meetings with parents.</i></p>	HT
9	<p><b>SCHOOL DEVELOPMENT PLAN/SCHOOL SELF EVALUATION</b></p> <p>The School Development Plan (SDP) will be evaluated at the end of the year once the end of year data is available. The updated version will be shared with the Board via Governor Hub.</p> <p><b>ACTION:</b> Share the updated SDP with Governors once the end of year data has been received and evaluated.</p>	HT
10	<p><b>SCHOOL PROSPECTUS</b></p> <p>Photographs for the School Prospectus are scheduled to be taken on Monday 17<sup>th</sup> June 2019.</p> <p>It was agreed the prospectus would be shared on Governor Hub once it is completed.</p> <p><b>ACTION:</b> Share the completed School Prospectus with the FGB via Governor Hub.</p>	KW
11	<p><b>ATTENDANCE</b></p> <p>Included in the Head Teacher and Senior Leadership report.</p>	
12	<p><b>PUPIL PREMIUM GRANT</b></p> <p>The data is currently being collated; it will be presented to the Board during the autumn term FGB meeting.</p>	



	<p><b>ACTION:</b> Include Pupil Premium Grant update in the autumn term FGB agenda.</p>	<b>Clerk</b>
13	<p><b>HEAD TEACHER'S PERFORMANCE MANAGEMENT REVIEW (HTPM)</b></p> <p>Governors agreed to appoint Mark Swain as the SIP for the year 2019-20.</p> <p>A meeting will be booked for July to review the Head Teachers performance management.</p> <p>GG advised the Board of his desire to step down from all Committees due to other commitments.</p> <p>SE advised the Board of her wish to step down from the HTPM Committee at the end of this academic year.</p> <p>For the July meeting the HTPM Committee was confirmed as: CM, TP and SE. The Committee membership will be reviewed again during the autumn term.</p>	
14	<p><b>GOVERNANCE STATEMENT</b></p> <p>The draft Governance Statement was shared with the Board via Governor Hub prior to the meeting.</p> <p>The Governors approved the statement and agreed it could be published on the school website.</p> <p><b>ACTION:</b> Upload the approved Governance Statement to the school website.</p>	<b>KW</b>
15	<p><b>DIRECTOR'S REPORT</b></p> <p>The Director's Report for the Summer Term 2019 contained the following matters:</p> <ol style="list-style-type: none"> <li>1. School Governance and Liaison Update</li> <li>2. Schools' Audit Programme</li> <li>3. Annual Education Report: Performance 2017/18</li> <li>4. Free Advertising for Schools for Teaching Vacancies</li> <li>5. The Cheshire East 'Free School Meals and Pupil Premium' Campaign</li> <li>6. Maintain Schools' Apprenticeship Levy Update</li> <li>7. Schools Organisation and Capital – Review of the Planning Areas (primary)</li> <li>8. Early Help Assessments Update.</li> </ol> <p>The Clerk gave a brief overview of the key messages.</p> <p>HE was appointed as the No Deal Brexit Link Governor.</p> <p>There were no questions raised.</p>	
16	<p><b>GOVERNOR MONITORING, DEVELOPMENT AND TRAINING</b></p> <p>CW has completed her Level 3 Multi Level, Looked After Children training and Complaints training.</p> <p>JM has provided certificates for his Safer Recruitment and Safeguarding training</p>	

Clerk	<p>From September 2019 a review of all Safer Recruitment training will be undertaken, with the aim for Governors to refresh their training. A discussion was held on the possibility of running an internal refresher course jointly with Macclesfield Academy.</p> <p><b>ACTION:</b> Share contact details for the Macclesfield Academy with TP.</p> <p>A review of the Governor attendance record was completed and the times of each meeting was discussed to ensure they remained as convenient as possible for Governors.</p> <p>The Board reviewed the draft annual planner shared prior to the meeting. The Clerk advised there were template planners available on the NGA website and agreed to share the examples with the Board. It was agreed the annual planner would be reviewed again in the autumn term.</p> <p><b>ACTION:</b> Forward examples of annual Governance Planners to TP.  <b>ACTION:</b> Include review of the annual planner in the autumn term FGB agenda.</p>	KW  Clerk Clerk
17	<p><b>SCHOOL POLICIES</b></p> <p>The Support Staff Pay Policy is currently under review, it will be brought to the autumn term FGB for Board approval.</p> <p><b>ACTION:</b> Include approval of the Support Staff Pay Policy in the autumn term FGB agenda.</p>	Clerk
18	<p><b>PLANNED RESIDENTIAL VISITS</b></p> <p>Discussed in the Head Teacher and Senior Leadership Report. The HT confirmed that all risk assessments had been completed.</p>	
19	<p><b>NOMINATIONS FOR CHAIR</b></p> <p>TP was nominated as Chair of Governors. The election will take place in the autumn term.</p>	
20	<p><b>NOMINATIONS FOR VICE CHAIR</b></p> <p>SE was nominated as Vice Chair of Governors. The election will take place in the autumn term.</p>	
21	<p><b>CONFIRM TERM DATES FOR 2019/20</b></p> <p>There have been no changes to the dates published on the school website.</p> <p>Governors discussed the new school website and confirmed it was a definite improvement. A query was made on the 3% charge made by the website for paying for school meals.</p>	
22	<p><b>MEETINGS</b></p> <p>Dates for the FGB meetings for the next academic year were <b>agreed</b> as follows:</p> <ul style="list-style-type: none"> <li>• 7<sup>th</sup> November 2019 3:30pm</li> </ul>	

	<ul style="list-style-type: none"> <li>• 19<sup>th</sup> March 2020 3:30pm</li> <li>• 11<sup>th</sup> June 2020 3:30pm</li> </ul> <p>Governors discussed bringing forward the autumn term FGB meeting, the Clerk suggested holding an early FGB meeting in September to elect the Chair and Vice Chair as well as confirm the Committee structure and Link Governors. A later FGB can then be held in November as normal.</p> <p>The Board were open to the idea and set a provisional date of 18<sup>th</sup> September 2019 at 3:30pm. Consideration will be given as to whether the Board would look to have this meeting clerked as it would incur an additional cost.</p> <p><b>ACTION:</b> Consider increasing the Cheshire East Clerking buy back to cover an additional FGB meeting in the autumn term.</p>	<b>FGB</b>
23	<p><b>ANY OTHER BUSINESS</b></p> <p>There were no AOB items to discuss.</p>	
24	<p><b>IMPACT STATEMENT</b></p> <p>The core strategic functions defined by the DfE are:</p> <ul style="list-style-type: none"> <li>• Ensure clarity of vision, ethos and strategic direction;</li> <li>• Hold the Head Teacher to account for the educational performance of the school;</li> <li>• Oversee the financial performance of the school, ensuring value for money;</li> <li>• Promote the highest possible standards for Safeguarding.</li> </ul> <p>During the meeting the Board of Governors helped move the school forward by:</p> <ul style="list-style-type: none"> <li>• Reviewed the training requirements of the Board.</li> <li>• Discussed the 3 year budget forecast, and future issues that may arise.</li> <li>• Reviewed measures that can be taken to highlight the funding issues of the school with the Local Authority.</li> <li>• Challenged the Head Teacher on performance and moderation.</li> <li>• Reviewed the Governor responsibilities in terms of an Ofsted Inspection.</li> <li>• Updated and approved the annual Governance Statement to demonstrate the vision, ethos and strategy of the school.</li> <li>• Reviewed the Annual Governance Planner to improve the strategic performance of the Governing Board going forward.</li> </ul>	

Signed Randy PalmerDate 7.11.19