

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF  
PARK LANE SCHOOL  
HELD VIA MS TEAMS ON 4<sup>TH</sup> NOVEMBER 2021**

**Governors Present:**

Mrs T Palmes (TP)	Chair
Mrs L Warmer (HT)	Head Teacher
Mr N Banner (NB)	
Mr G Gaddum (GG)	<i>(arrived at item 6)</i>
Ms C Hughes (CH)	
Mr J McPherson (JM)	
Mrs K Marsh (KM)	
Mr C Milnes (CM)	<i>(arrived at item 4)</i>
Mrs K Wadsworth (KW)	<i>(arrived at item 6)</i>
Dr C Wee (CW)	

**Also in attendance:**

Mrs A Barnard (AB)	Associate Governor
Mrs E Shaw (ES)	Associate Governor
Mrs D Murdoch	Clerk to the Governors

**PART ONE – NON-CONFIDENTIAL BUSINESS**

*The meeting commenced at 3:33pm*

		<b>ACTION</b>
<b>1</b>	<p><b>APOLOGIES &amp; ANY OTHER BUSINESS (AOB)</b> Governors welcomed CH to the governing board. Apologies for absence from Richard Davies (RD) were received and accepted by governors.</p> <p>There were no other items of business.</p>	
<b>2</b>	<p><b>CONFLICT OF INTEREST</b></p> <p>a) 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>• Giles Gaddum is Acting Chair of the Together Trust, a governor of Bridge College and Chair of Governors at Inscape House School.</li> <li>• John McPherson is Head of Peak School.</li> <li>• Katy Wadsworth is a governor at Marlborough Primary School.</li> </ul> <p>There were no conflicts with the business of the meeting.</p> <p>b) Governors were reminded of the requirement to complete annual declarations via Governor Hub.</p> <p><b>Action: To complete annual declarations of interests.</b></p> <p>c) It was confirmed that TP would update the register of business interests on the school website. The school office update Get Information About Schools.</p>	RD/GG/ JM
<b>3</b>	<p><b>ELECTION OF CHAIR</b> Tandy Palmes was nominated, accepted the nomination, and was duly elected as Chair for a one-year term.</p>	
<b>4</b>	<p><b>ELECTION OF VICE CHAIR</b> Chris Milnes was nominated, had accepted the nomination, and was duly elected as Vice Chair for a one-year term.</p> <p><i>CM joined the meeting.</i></p>	
<b>5</b>	<p><b>MEMBERSHIP</b></p>	



	<p><b>Strategy Committee:</b> A meeting of the strategy committee took place on 2<sup>nd</sup> November 2021.</p> <p>All other items were agreed as completed or ongoing.</p>	
11	<p><b>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</b></p> <p>a) Governors received the following reports from committees:</p> <p><u>Quality of Education</u> The Community Values group had delivered a presentation to the committee detailing how humanities and elements of the world of work were incorporated into the curriculum through the age groups. The RE curriculum had focused upon festivals and cultural celebrations. Subject leaders had developed Park Lane ‘Lanes’ for assessment which were based upon what pupils needed to know. The Evidence for Learning PowerPoint had been made available to governors via Governor Hub.</p> <p>Governors noted that 90% of pupils had either met or exceeded their Covid-19 recovery targets. The remaining 10% had been impacted by health issues or had not returned to school. Four pupils had not yet returned due to health concerns. They were accessing Zoom lessons and the school was liaising with parents regarding these pupils.</p> <p><u>Leadership &amp; Management</u> The committee had reviewed the budget. There was a predicted carry forward of £145,683. Currently there was an overspend of £55L on staffing due to the need for supply teachers and the creation of new staff posts to meet the slight increase in pupil numbers. There was a £96K underspend on non-staffing resources and £104K of additional income. A purchasing order had revealed an anomaly in the process outlined in the MIFP (Manual of Internal Financial Procedures). The MIFP was now under review and would be updated to reflect current practice.</p> <p><u>Behaviour &amp; Attitudes</u> Governors noted that the Behaviour Leads in all the area’s special schools would be receiving training in BILD (Behaviours in Learning Disability) so that they could provide in-house training and support in their schools. The BILD training would be completed online in three modules.</p> <p><b>Q: What is the timescale for completion of the training?</b> A: This would be completed within the next six months.</p> <p>The committee had analysed incidents recorded on IRIS (the behaviour tracking systems). There had been a few logged incidents at the beginning of September 2021, however on investigation, not all these had qualified as an incident. Support had been provided regarding reporting incidents and the number of logged incidents had since reduced. Following the delivery of ELSA training (Emotional Literacy Support Assistant) three teaching assistants (TAs) were running sessions with pupils who required emotional support.</p> <p>b&amp;c) There were no other reports or recommendations requiring the approval of governors.</p> <p>d) CW and the HT had held a safeguarding meeting this week and reviewed the school’s response to the Ofsted Sexual Abuse Report. There were a wide range of disabilities amongst pupils with a mismatch between individual pupil’s physical and</p>	

	<p>mental abilities. Some pupils were unable to communicate clearly. The Curriculum 'So Safe' Programme was reviewed. Online safety training was offered to pupils and parents. The school would review the annual pupil survey and improve communication.</p> <p>The school had reviewed Covid levels and was maintaining PPE and bubbles. One pupil was currently isolating and all pupils at home were accessing remote learning. The Catch-Up Premium had been used in a targeted way to support the needs of individual pupils.</p> <p>There had been two safeguarding referrals this term which was higher than normal. The use of withdrawal rooms in special schools had been reviewed. Pupils could have time-limited withdrawals from classrooms if required. Governors were advised that withdrawal rooms were not used at Park Lane. If a pupil demonstrated extreme behaviour, the school accessed multi-agency support. Staff had received annual safeguarding training. Two LAC (Looked After Children) had been supported to move placements.</p> <p>Staff DBS checks had been reviewed. Some DBS's were over ten years old. Governors noted that staff sign an annual self-declaration that nothing had changed in respect of their DBS check.</p>	
12	<p><b>FINANCIAL MATTERS</b></p> <p>a) The annual accounts and audit certificate of the Unofficial School Fund had been received by governors.  <b>Action: To upload audit certificate to Governor Hub.</b></p> <p>b) The auditor of the Unofficial School Fund for 2021-22 was confirmed as Nick O'Brien.</p> <p>c&amp;d) This was reviewed under item 11.</p> <p>e) SFVS completion arrangements would be confirmed at the spring 2022 meeting of the Leadership &amp; Management committee.</p> <p>f) This was covered under item 11.</p>	School Bursar
13	<p><b>PART ONE HEAD TEACHER'S REPORT AND MATTERS ARISING</b></p> <p>The HT spoke to the report which had been made available prior to the meeting via Governor Hub and highlighted the following:</p> <ul style="list-style-type: none"> <li>• There were 95 pupils on roll. Five had left at the end of 2020-21 and 11 pupils joined the school in September 2021. All new pupils had settled in and were confident and happy.</li> <li>• The HT had met with TAs and it had been agreed to reintroduce the staff mentoring system. Experienced TAs had volunteered to be mentors for new TAs. This confidential system was a positive development by staff for staff and worked well.</li> </ul> <p><b>Q: If a training need became apparent as a result of mentoring, would this feed through to the SLT?</b></p> <p>A: Yes, the mentor would suggest that the member of staff speak to the SLT to highlight their training requirements so that the school could help them develop their skills.</p> <p><b>Governor Comment:</b> This system is essential for staff retention and recruitment. Mentoring helps new staff to bed in and gives them a safe space to express any concerns.</p>	

	<ul style="list-style-type: none"> <li>• Annual reviews would start next week with the older pupils. Parents evenings would be held on 10<sup>th</sup> and 11<sup>th</sup> November 2021 by phone calls or Teams meetings.</li> <li>• There had been positive feedback from the parental questionnaire for the new pupils/</li> <li>• Volunteers and students were back in school and teacher trainees would start in February 2022.</li> <li>• Accreditation had been delayed again with moderation put back to the end of January 2022.</li> <li>• There were no new internships this year, however two pupils had been earmarked to start internships next year. One pupil who had benefitted from an internship was now in paid employment one day per week. A further pupil had received an extension to his supported internship to gain more experience.</li> <li>• Lesson observations would take place after half term and the SLT continued to conduct unscheduled walks round classes.</li> <li>• English and Reading pathways had been developed for all pupils.</li> <li>• No assessments were undertaken last year. The school was now target-setting using Evidence for Learning to tailor plans for students.</li> <li>• The Basic Skills Quality Mark reviewed how the school planned, delivered, and assessed English and Maths skills. The school had completed an audit and had a virtual assessment visit. A development point was to ensure that the level of assessment and curriculum was maintained.</li> <li>• Staff had continued to undertake CPD. The School Improvement Partner (SIP), Gill Robinson had focussed on senior and subject leadership.</li> <li>• The school council had been involved in recruiting a sixth form teacher. They had also developed a school mascot.</li> <li>• Regular safeguarding meetings were held, and the Child Protection Policy had been updated.</li> <li>• Pupil Premium and Catch-Up Premium statements would be uploaded to the school website by 31<sup>st</sup> December 2021 using the DfE template.</li> <li>• There was one school refuser and the school had contacted the National Tutoring Programme to set up individual tutoring for him and was working with external agencies to encourage the pupil back into school.</li> <li>• The school would receive another three days of Alison Ashley's time (National Leader of Education).</li> <li>• All teachers had received their appraisals.</li> <li>• The Covid-19 risk assessment was reviewed on an ongoing basis in line with Cheshire East (CE) recommendations and the outbreak management plan was in place. The Health &amp; Safety review would take place in school on 14<sup>th</sup> December 2021.</li> <li>• Classes were accessing the leisure centre for swimming. Music Therapy was provided. The after school film club had restarted for class bubbles.</li> </ul> <p><b>Q: Is the SIP appointment ongoing or for a fixed term?</b> A: The contract is reviewed annually.</p> <p><b>Q: Can governors now attend school for link visits?</b> A: Yes, the Health &amp; Safety governor could come in for a site visit prior to the review meeting in December, and the Safeguarding governor was welcome to attend site.</p>	
14	<p><b>SCHOOL DEVELOPMENT PLAN (SDP)</b> The SDP was in progress and had been circulated via Governor Hub and was <b>approved</b> by governors.</p>	

	<p>The Self-Evaluation Form had been completed using the Ofsted framework and was available on Governor Hub.</p> <p><i>CH and GG left the meeting.</i></p>	
15	<p><b>DIRECTOR'S REPORT</b> The autumn term 2021 Director's Report had been uploaded to Governor Hub and reviewed by governors prior to the meeting. The clerk highlighted the new induction programme for Early Career Teachers.</p>	
16	<p><b>SCHOOL POLICIES</b> Governors <b>approved</b> the Instrument of Government. The Child Protection Policy and Procedures had been uploaded to Governor Hub. <b>Action: To review/confirm approval of the Child Protection Policy via 'marking as signed' on Governor Hub.</b></p> <p>It was agreed to carry forward approval of the Pay Policy. <b>Action: To add Pay Policy approval to the spring 2022 FGB agenda.</b></p>	<p>All governors</p> <p>Clerk</p>
17	<p><b>GOVERNOR TRAINING AND DEVELOPMENT</b> a&amp;b) All governor training records had been updated on Governor Hub. c) <b>Action: To arrange a governor skills audit.</b></p> <p><i>KM left the meeting.</i></p>	<p>KM</p>
18	<p><b>PLANNED RESIDENTIAL VISITS</b> There were no planned visits.</p>	
19	<p><b>CONFIRM TERM DATES FOR 2022-23</b> The 2022-23 term dates had been circulated via Governor Hub prior to the meeting and were <b>approved</b> by governors.</p>	
20	<p><b>UPDATE ON SCHOOL EXPANSION</b> Governors were advised that the project had been delayed due to an issue with flooding in the lift shaft which was currently under investigation. The school was confident that two classrooms would be ready for the sixth form to move into in January 2022. There had been a small overspend on the project and CE would cover this. It was anticipated that the building would be ready towards the end of the spring term 2022.</p> <p><b>Q: When would the school start recruiting new staff for the expansion?</b> A: Once there was a firm handover date, the timeline would be clearer.</p> <p>The main school building had received a new roof and new boiler, and there had been some modifications to the kitchen area to accommodate the increase in roll from September 2022.</p> <p><b>Q: Had IT been sorted out for the new building?</b> A: CompuTeam had advised that they required the size and specification of the new building in order that they could place the orders as there may be a long lead time. The school would review the completion schedule and then place the order.</p> <p><b>Q: Had other IT suppliers been asked to quote?</b> A: CompuTeam do a search of suppliers to obtain the best system to meet the school's needs.</p>	

21	<p><b>GOVERNANCE STATEMENT</b>  The Governance Statement had been circulated and approved by governors via Governor Hub.  <b>Action: To upload the Governance Statement to the school website.</b></p>	TP
22	<p><b>MEETINGS</b>  The dates and time of the next FGB meeting was confirmed as Thursday 3<sup>rd</sup> March 2022 at 3:30pm.</p>	
23	<p><b>ANY OTHER BUSINESS</b>  There were no additional items of business.</p>	
24	<p><b>IMPACT STATEMENT</b>  11. <i>"We carry out our statutory duties as governors and ensure that our school/academy/college fulfils all statutory duties including safeguarding, equality, 'Prevent' strategy and complies with relevant codes of conduct / guidelines including SEND provision and financial controls. We know that safeguarding is effective. (Leadership &amp; Management)"</i>  Governors had received and reviewed the report of the Safeguarding link governor, reviewed staff DBS checks and safeguarding training, and considered the wellbeing of staff and pupils. Governors had reviewed budget and the school expansion progress and costs.   <i>* Park Lane Governors are using the GovernorHub Health check based on the Ofsted framework to guide our self-review.</i></p>	

The meeting moved to the part two agenda at 5:12pm.

Gandy Palmer Chair

3.3.22 Dated