

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF
PARK LANE SCHOOL
HELD VIA MS TEAMS ON 3RD MARCH 2022**

Governors Present:	Mrs T Palmes (TP) Mrs L Warmer (HT) Mr N Banner (NB) Mr R Davies (RD) Mr J McPherson (JM) Mrs K Marsh (KM) Mr C Milnes (CM) Mrs K Wadsworth (KW)	Chair Head Teacher <i>(left at item 14)</i>
Also in attendance:	Mrs A Barnard (AB) Mrs E Shaw (ES) Mrs D Murdoch	Associate Governor Associate Governor <i>(arrived at item 3)</i> Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting commenced at 3:34pm

1	APOLOGIES & ANY OTHER BUSINESS (AOB)	ACTION
	Apologies for absence from Giles Gaddum (GG) were received and accepted by governors. Charlotte Hughes (CH) did not join the meeting. There were no other items of business.	
2	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. The following were declared: <ul style="list-style-type: none"> • John McPherson is Head of Peak School. • Katy Wadsworth is a governor at Marlborough Primary School. There were no conflicts with the business of the meeting.	
3	MEMBERSHIP a) Governors noted the resignation of Christine Wee as Co-opted governor with effect from 17 th February 2022. b) There was one vacancy for a Co-opted governor on the governing board. c) Governors approved TP's re-application for the LA governor role and agreed to re-appoint JM as Co-opted governor for a further term of four years with effect from 15 th April 2022. Governors noted that CM's term of office as Parent governor would expire on 17 th May 2022. CM confirmed that he wished to nominate himself for re-election as Parent governor. Action: To run Parent governor elections. <i>ES joined the meeting.</i>	HT
4	CHAIR'S ACTION Governors were advised that the Chair had contacted Cheshire East (CE) School Governance regarding a proposed change of clerk. The current clerk would continue to work with governor board.	

	<ul style="list-style-type: none"> • Sixth Form 2: Tandy Palmes • Barnaby: Chris Milnes <p>Governors agreed to contact the teachers to arrange link visits. Lateral flow tests would be completed prior to visiting the school and masks would be worn in corridors. It was agreed that governors would write brief visit reports with a focus on Ofsted priorities, to be uploaded to Governor Hub. Action: To arrange and undertake link visits.</p> <p>e) It was confirmed that the school Safeguarding audit form (Section 175 return) was submitted during the autumn term 2021.</p>	Link governors
7	<p>FINANCIAL MATTERS</p> <p>Governors noted that the Budget meeting would take place on 9th March 2022 and the Leadership & Management committee would meet on 13th March 2022 to review the budget and SFVS. Governors agreed to defer the finance items to the summer term FGB meeting. Action: To add the finance items to the summer 2022 FGB agenda.</p>	Clerk
8	<p>PART ONE HEAD TEACHER'S REPORT AND MATTERS ARISING</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"> • Five year 14 students would leave at the end of the academic year and accreditation would take place on 30th June 2022. • Annual reviews were progressing well with parents offered the option of face to face, phone or MS Teams appointments. • Several requests had been received from universities regarding teaching placements for students. 15 associate teachers from Gorseley Bank would attend the school over 3 days. Students from Macclesfield College had been welcomed into school and two of these would remain in place for the rest of the academic year. Four PGCE (Secondary) students were on placements in the school this term. • Accreditation for students who had left in summer 2021 had been delayed due to Covid, however this had now been received. All students were successful in achieving their qualifications. • There were no supported internships this year as students were spending more time in school catching up on lost learning. • The SIP had visited and reviewed the Reading Pathways. The report was available on Governor Hub. • The Evidence for Learning platform was up and running with teachers using this to record and demonstrate student progress. • Staff CPD continued with a range of training delivered on the January INSET day including Evidence for Learning training for TA's. The SIP would deliver training to teaching assistants (TAs) on working together in class at the INSET day on 1st April 2022. • The school had introduced a new online appraisal system 'Blue Sky'. Teachers had been provided with log ins and were able to maintain their own training and appraisal records. This system would be rolled out to TAs. • A number of whole school, Covid-safe events had been held including a Christmas concert. • The School Council were designing a new school logo as the school would move away from using the Learning Zone logo. 	

15	<p>UPDATE ON SCHOOL EXPANSION</p> <p>The project was nearly completed with Handover having taken place last week. Some decorating was being completed downstairs and there were some items of snagging outstanding. The sixth form were moving equipment into the upstairs rooms. CE had been very supportive during the project.</p> <p>Staff from CE and Manchester & Cheshire Construction were giving up their time to create a sensory garden on 29th March 2022. Manchester & Cheshire Construction were donating a wheelchair accessible swing.</p> <p>Q: When would the Open Day take place? A: This would be held after the Easter break 2022.</p>	
16	<p>MEETINGS</p> <p>The date and time of the next FGB meeting was confirmed as Thursday 9th June 2022 at 3:30pm.</p>	
17	<p>ANY OTHER BUSINESS</p> <p>There were no additional items of business.</p>	
18	<p>IMPACT STATEMENT</p> <p>Governors had reviewed committee membership and reinstated the Link governor programme of monitoring visits. It had been very positive to note the new building was nearly completed and was soon to be in use by students. Curriculum development was progressing well, and Reading Pathways was having a positive impact.</p>	

The meeting moved to the part two agenda at 4:42pm.

Tandy Palmer Chair

9 June 2022 Dated