

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF  
PARK LANE SCHOOL  
HELD VIRTUALLY ON 2<sup>ND</sup> APRIL 2020**

<b>Governors Present:</b>	Mrs T Palmes (TP)	Chair
	Mrs L Warmer (HT)	Head Teacher
	Mrs S Edwards (SE)	
	Mr H Edwards (HE)	
	Mr G Gaddum (GG)	joined at 3:40 pm
	Mr J McPherson (JP)	joined at 3:40 pm
	Mr C Milnes (CM)	
	Mr N Banner (NB)	
	Mrs K Wadsworth (KW)	
	Dr Christine Wee (CW)	
	Mrs K Marsh (KM)	

<b>Also in attendance:</b>	Mrs S Pomeroy	Clerk to the Governors
	Mrs A Barnard (AB)	Associate Governor
	Mrs E Shaw (ES)	Associate Governor

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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<b>1</b>	<p><b>APOLOGIES &amp; ANY OTHER BUSINESS (AOB)</b></p> <p>There were no apologies to receive; all governors were present at the meeting.</p> <p>There were no items of any other business tabled for discussion at the meeting.</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. The following were declared:</p> <ul style="list-style-type: none"> <li>• Giles Gaddum is a member of the Board of Together Trust and Chair of Governors at Inscape House School.</li> <li>• Huw Edwards and Sue Edwards are husband and wife.</li> <li>• John McPherson is headteacher of Peak School, Derbyshire.</li> </ul> <p>No other conflicts of interest were declared.</p>	

3	<p><b>MEMBERSHIP</b></p> <p>a) It was confirmed that criminal records checks were carried out for Nick Banner and Kate Marsh.</p> <p>b) It was confirmed that the school is in the process of carrying out Section 128 checks for all governors.</p>	
4	<p><b>PART ONE MINUTES AND MATTERS ARISING</b></p> <p>The part one minutes of the meeting held on the 7<sup>th</sup> November, 2019 were confirmed as a correct record.</p> <p><b>ACTION:</b> TP to sign a copy of the minutes for retention by the school.</p> <p>The action log was reviewed and it was confirmed that all actions were met and closed as appropriate. There were no matters arising.</p>	
5	<p><b>CHAIR'S ACTION</b></p> <ul style="list-style-type: none"> <li>• TP informed governors that she met with LW on 23.03.20 to discuss the arrangements for opening the school during the Covid 19 outbreak. Concerns were raised about the welfare of the staff and the fact that the pupils were unsettled and it was decided to close the school. Jacky Forster, Director of Education at Cheshire East, subsequently confirmed that the school should remain open. The school agreed to open for vulnerable children and those of key workers. One child, who has social care involvement, attended school today.</li> </ul> <p><b>Q. Is the school expecting more children to be in school next week during the Easter holiday?</b> R. Yes, one more child will be accommodated next week.</p> <p><b>Q. What is the situation after Easter?</b> R. LW will contact parents during the Easter holiday to finalise arrangements.</p> <p><b>Q. Is the school satisfied that it is meeting the needs of vulnerable children at this time?</b> R. The school is in regular contact with social care and plans are in place for vulnerable children.</p> <p><b>Q. Is the school confident that it is fully engaged with social care?</b> R. Yes. The school is keeping a record of discussions with social care. E-mails are used to confirm verbal conversations.</p> <p><b>Q. Is the school contacting parents regularly?</b> R. Yes, class teachers are contacting parents on a weekly basis.</p> <ul style="list-style-type: none"> <li>• TP further informed governors that she is in daily contact with LW during this time of national school closures.</li> <li>• A virtual meeting of the governing board has been arranged on 09.04.20 at 3:30 pm to discuss the recommendations from the March 2020 OFSTED inspection.</li> </ul>	

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**PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**

a) Minutes of Committee meetings not previously received  
Governors received reports from the following committees:

Behaviour & Attitudes	04.02.20
Quality of Education	27.02.20
Personal Development	10.03.20

Behaviour and Attitudes Committee

KW highlighted the following items from the minutes of the meeting:

- The meeting was very positive.
- Iris data on behaviour was analysed.
- The sensory group attended by four pupils has had a positive impact on behaviour; there have been fewer incident reports since it was established. The group is run by a teaching assistant.
- Behaviour will be a focus when the school re-opens to re-establish routines and expectations for the children.

Quality of Education Committee

HE highlighted the following items to governors from the minutes of the meeting:

- Members of the committee met the SIP at the end of February 2020 to discuss how SIP visits are approached and how best to ensure that governors provide appropriate levels of support and challenge to the senior leadership team. Governors need to consider how recommendations from future SIP visits are disseminated to governors to allow them to develop a clear picture of the quality of teaching and learning in school. This will be discussed further at the meeting on 09.04.20.

Personal Development Committee

JP gave a verbal report to governors and informed them that the meeting focussed on gathering information in preparation for an OFSTED inspection.

**ACTION:** JP to upload the meeting notes to Governor Hub.

JP

b) Safeguarding report

CW provided a verbal report from her meeting with LM on 06.03.20.

- The SCiES team visited school and were broadly happy with the system in school for recording safeguarding concerns. It was discussed whether teaching assistants should write directly into records. LW confirmed that teaching assistants write their own notes and these are then scanned into CPOMS.
- There are two cared for children in school, one of whom is attending school during the school closure period.
- The latest advice around Coronavirus was discussed.
- TP was due to attend Safer Recruitment training but it was cancelled.

CW proposed discussing safeguarding at the meeting planned for 09.04.20 as it is recognised nationally that the current period of school closures presents a

	high risk situation for vulnerable pupils. Governors agreed to this proposal.	
<b>7</b>	<p><b>FINANCIAL MATTERS</b></p> <p>a) A brief budget summary was circulated on Governor Hub prior to the meeting. The school is expecting a surplus at the end of 2019-20 of £39,886 and a surplus of £15,181 at the end of 2020-21.</p> <p><b>Q. Why do these figures vary from the ones presented to governors at the autumn term FGB meeting?</b></p> <p>R. There are several reasons why the budget position is more positive than previously reported; in September 2020 there will be more pupils entering the school than left in July, the teachers' pension grant has now been included in the budget and there is a slight increase in Pupil Premium funding.</p> <p>GM commented that it is good news that the school is in a healthy financial position.</p> <p>LW informed governors that a meeting with the school's budget officer will be held after Easter 2020. Due to the national closure of schools, governing boards are not required to approve a draft budget at this stage.</p> <p>b) Information on Budget v Actuals was not available for this meeting.</p> <p>c) The 3 year plan will be discussed at the meeting with the school's budget officer after Easter 2020.</p> <p>d) The staffing structure is available on Governor Hub and remains the same as in 2019-20.</p> <p>e) The deadline for the submission of the SFVS has been extended until 24.04.20.</p> <p>f) The MOIFP will be updated a part of the SFVS submission.</p>	
<b>8</b>	<p><b>HEAD TEACHER'S REPORT AND MATTERS ARISING</b></p> <p>Part one of the Head teacher's report was circulated prior to the meeting and included the following items:</p> <ul style="list-style-type: none"> <li>• Staffing and Pupils</li> <li>• Engagement with Parents, Staff and Partners</li> <li>• School Partnerships</li> <li>• Quality of Education</li> <li>• SMSC and British Values</li> <li>• Continuing Professional Development</li> <li>• Educational Residential Visits</li> <li>• Personal Development</li> <li>• Behaviour and Attitudes</li> <li>• Effectiveness of Leadership and Management</li> <li>• IT matters</li> </ul> <p>HE submitted the following questions relating to the headteacher's report via Governor Hub prior to the meeting:</p>	

**Q1. School Absence is 8.6% or about 7 pupils equivalent. How much of this is COVID19 related and how much are 'underlying issues'?**

R. The data relates to the autumn term 2019 and so is not affected by the Covid-19 outbreak. Three of the seven pupils are on part-time timetables and have long-term health conditions. The remaining four pupils have health conditions or were attending appointments.

**Q. How will the current school closure affect the attendance figures?**

R. The school has been asked by the DfE to record only the numbers of children attending school each day.

**Q. When will normal monitoring of attendance resume?**

R. The school does not have this information at the moment as there has been no government announcement on when schools will re-open.

**Q2. How are EHCP Annual Reviews being delivered with respect to COVID19 restrictions?**

R. The guidance from Cheshire East is that annual reviews will resume next week and be held virtually.

**Q3. Do all next year's leavers have good EHCP's to support them?**

R. The annual reviews of EHCP's for pupils due to leave at the end of this academic year took place from November 2019 onwards. The EHCP's will cease when the pupils end their academic life. The situation regarding the supported internships at the hospital is unclear and it is potentially a long time before they could resume. The funding and the job coaches will resume once the current lockdown situation changes. The school is investigating whether the EHCP's can continue into the next academic year.

**Q. How will NVQ's for post 16 year olds be graded?**

R. The moderation window has been extended. AB will contact ASDAN after the Easter holiday 2020 to ascertain whether the pupils will receive an accreditation or whether they will receive an extension. On-line resources have been released but these are aimed at work to be completed at home.

HE commented that the EHCP is about both education and training and asked if there are any pupils who would benefit from additional training. He is concerned that, due to the current national closure of schools, some children could leave school without completing their EHCP. Governors discussed the possibility of extending EHCP's and of holding interim annual reviews. LW confirmed that it would be necessary to go to panel if the school wanted to extend a pupil's EHCP.

A representative from the hospital attended the annual review of the pupils who are engaged in supported internships there. At the time it was looking positive that offers of paid employment would be made but the situation is now unclear as this is not a priority for the hospital during the coronavirus outbreak. The pupils on the supported internships are guaranteed 39 weeks of support and they will receive this even if they have left formal education. They will require support to enable them to re-engage with the programme.

**Q4. B-Squared change - how can the school effectively manage this change and ensure that miss things are not missed?**

R. B-Squared is releasing new packages for assessing life skills and academic skills. The school has been involved in trialling the materials with the 6<sup>th</sup> form and will order the packages which are currently available. This means that the same assessment system will be used throughout the school.

**Q5. New Curriculum (Themes) – will the points raised will be more appropriate for the meeting on 09.04.20?**

R. It will be more appropriate to discuss this item when the school is in receipt of the OFSTED report from the recent inspection in March 2020.

**Q6. Internships - how is the school measuring progress/success? How can the school make them (even) better?**

R. The issue of internships was discussed under the response to Q3.

**Q7. What was the outcome of the Safeguarding Exercise - was extra training needed?**

R. The safeguarding exercise was a training opportunity and asked staff to respond to various safeguarding scenarios. The focus was on clarifying what should be reported and the on the need to be concise. It was clarified that teaching assistants should write their own reports. Some training needs were identified and staff are completing online training modules over the next few weeks. The exercise will be repeated with scenarios which are more appropriate and relevant to the school.

**Q. How much do governors know about the strengths and weaknesses in the school's safeguarding procedures?**

R. Safeguarding is strong in school and is regularly monitored by LW, ES and AB. The focus has been on record keeping following recommendations from the previous OFSTED report. A summary of the findings of the safeguarding exercise will be provided to governors. **ACTION**

**Q8. How will the school recruit and interview new staff when face to face meetings are not possible at the moment?**

R. Vacancies will be advertised in the normal way and and interviews will be held online.

**Q9. Utilisation of Grade 7 and 6 teaching assistants: this is especially important following the recent OFSTED inspection. Data is required on how often they are 'acting up'.**

R. Grade 6 and Grade 7 teaching assistants are already accounted for in the school budget. The school utilises them to cover classes rather than employing supply teachers and savings are reflected in the supply budget.

Governors requested further information on how grade 6 and Grade 7 teaching assistants are used in school in order to be able judge if they provide value for money.

**ACTION:** To provide further detail on the use of Grade 6 and Grade 7

AB

	<p>teaching assistants in school.</p> <p><b>Q10. SDP; is it focusing on the right areas, is it fit for purpose?</b> R. The SDP will be revised to incorporate the OFSTED action plan.</p> <p>HE commented that governors need to ensure that they focus on systems and processes and work strategically.</p> <p><b>Q11. FGB assurance processes - do these need to be reviewed?</b> R. Governors were surprised by the outcome of the recent OSFTED inspection and so it may be necessary to review the way in which the governing board acts as a critical friend and provides challenge to the senior leadership team. This can be discussed further at the meeting to be held on 09.04.20.</p> <p><b>Q12. How is feedback from lesson observations carried out by the SIP acted upon? Are governors confident that they have a clear picture of the quality of teaching in school?</b> R. This will be discussed further at the meeting planned for 09.04.20. Governors would like to know how the school acts upon feedback from the SIP.</p> <p>Governors <b>thanked</b> LW for the report.</p>	
9	<p><b>UPDATE ON SCHOOL EXPANSION</b> LW informed governors that the builders appointed to carry out the school expansion work have gone into administration and the tender process needs to start again. Cheshire East still wants the school to admit additional pupils in September 2020 and have suggested erecting a temporary building to accommodate them. Five consultations have currently been received by the school for admission in September 2020.</p> <p><b>Q. How many pupils can be accommodated in a temporary building?</b> Up to 10 pupils could be accommodated. Cheshire East has identified 10 children who are currently in mainstream education. They do not have significant physical needs so their needs could be met in the temporary building.</p>	
10	<p><b>STRATEGIC GOVERNANCE-ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2020-21</b> Governors <b>agreed</b> to buy back the services of the Cheshire East clerk for 2020-21. It was requested to retain the same clerk to allow for continuity.</p>	
11	<p><b>SCHOOL POLICIES</b> Governors <b>approved</b> the following policies:</p> <ul style="list-style-type: none"> <li>• Child protection Policy (revised to reflect updated statutory safeguarding guidance)</li> <li>• Virtual Governance Policy</li> </ul> <p><b>Q. Is the Safeguarding Policy published on the school website?</b> R. KW will check and action if necessary. <b>ACTION</b></p>	

		<b>KW</b>
<b>12</b>	<b>MEETINGS</b> The dates and times of the remaining full board of governors meetings to be held during 2019-20 were confirmed as:  Thursday 9 <sup>th</sup> April, 2020 at 3:30 pm (virtual meeting) Wednesday 17 <sup>th</sup> June, 2020 at 3:30 pm	
<b>13</b>	<b>ANY OTHER BUSINESS</b> <u>Staffing List</u> HE requested that a current staffing list be uploaded to Governor Hub. <b>ACTION:</b> LW to upload the list.	<b>LW</b>

The meeting moved to the part two agenda.

Candy Patves Chair

17.6.20 Dated