

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
PARK LANE SCHOOL
HELD VIRTUALLY ON 17TH JUNE 2020**

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

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

PART ONE – NON-CONFIDENTIAL BUSINESS

1	<p>APOLOGIES & ANY OTHER BUSINESS (AOB)</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>	
2	<p>CONFLICT OF INTEREST</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"> • Giles Gaddum is a member of the Board of Together Trust and Chair of Governors at Inscape 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>	

3	<p>MEMBERSHIP</p> <p>a) There were no changes to receive to the membership of the board of governors.</p> <p>b) There are no vacancies on the governing board.</p> <p>c) It was noted that the following term of office is due to expire before the next meeting: Katy Wadsworth 04.11.20 Staff governor ACTION: School to hold a staff governor election in the autumn term 2020.</p> <p>d) The school will check that governor details are updated on the national database of governors on GIAS. ACTION</p> <p>e) No further associate members were appointed.</p>							
4	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The part one minutes of the meeting held on the 2nd April 2020 were confirmed as a correct record. ACTION: TP to sign a copy of the minutes for retention by the school.</p> <p>The action log was reviewed, and it the following matter arising was discussed: <u>OFSTED report</u> LW informed governors that the school has been contacted by OFSTED to confirm that the report from the recent inspection will be published from the week beginning 22nd June 2020. It was confirmed that all other actions were met and closed as appropriate.</p>							
5	<p>CHAIR'S ACTION</p> <p>TP informed governors that no action has been taken on behalf of the governing body since the last meeting of the full board of governors. The school is following Cheshire East guidelines with regards to the Covid-19 pandemic.</p>							
6	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>a) Governors received reports from the following committees:</p> <table data-bbox="183 1724 1300 1848"> <tr> <td>Finance</td> <td>20.05.20</td> </tr> <tr> <td>Behaviour & Attitudes</td> <td>08.06.20</td> </tr> <tr> <td>Quality of Education</td> <td>meeting cancelled due to Covid-19</td> </tr> </table> <p><u>Finance committee</u></p> <p>The budget was set for 2020-21. The school has a small carry forward. Funds were received from the teachers' pension grant and the swimming instructor</p>	Finance	20.05.20	Behaviour & Attitudes	08.06.20	Quality of Education	meeting cancelled due to Covid-19	
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	<p>costs were moved from the main budget into the sports premium grant funding. The school will admit extra pupils in September 2020 and some savings will be made from transport and additional services. A meeting will take place with the locality manager for Macclesfield to finalise the number of Year 7 pupils to be admitted in September 2020 and to confirm the additional funding. Savings will also be made on staffing costs through the retirement of one teacher.</p> <p>Q. Is the school recruiting new staff for the additional pupils?</p> <p>R. No, the existing staff will be re-allocated. The new Year 7 pupils have previously been accommodated in mainstream settings and the school has a teacher with mainstream teaching experience who will be allocated to teach this group. The school does not require additional teaching staff.</p> <p><u>Behaviour Committee</u></p> <p>KW informed governors that the main focus of the meeting was a review of the Behaviour Policy. Additional strategies have been included in the policy relating to physical intervention/support where the needs of the child supersede the 2-metre social distancing requirement. The changes to the policy were agreed with the Cheshire Consortium of Special Schools and the policy is available on Governor Hub.</p> <p>b) There were no other reports to receive from committees. c) There were no recommendations requiring the approval of the board of governors. d) CW and LW will arrange to meet to carry out the safeguarding audit.</p> <p>ACTION</p>	
7	<p>FINANCIAL MATTERS</p> <ul style="list-style-type: none"> • It was confirmed that the SFVS was submitted to Cheshire East. • The budget for 2020-21 was approved. • The staffing structure for 2020-21 was approved. 	
8	<p>HEAD TEACHER'S REPORT AND MATTERS ARISING</p> <p>The headteacher's report was circulated to governors prior to the meeting and contained the following items:</p> <ul style="list-style-type: none"> • Staffing and Pupils • Engagement with Parents, Staff and Partners • School Partnerships • Quality of Education • Continuing Professional Development • Educational Residential Visits • Personal Development • Behaviour and Attitudes • Effectiveness of Leadership and Management 	

LW highlighted the following issues to governors from her report:

- Daily updates to governors have been provided on Governor Hub throughout the period of school closure.
- The school admitted further pupils on Monday 15th June 2020. The children are excited to be back in school and have responded well to the changes made to the working environment. There are discrete groups of pupils in all classes except one, where parents have chosen not to send their children back to school.
- On teacher is retiring and has been replaced by a teacher from Manchester who is experienced in working with PMLD children.
- Annual reviews have taken place by telephone.
- Temporary provision plans have been written.
- A Covid-19 appendix has been added to the Behaviour Policy.
- ASDAN have deferred the external moderation to the autumn term 2020 for the Personal Progress and Personal and Social Development qualifications.
- Two pupils are leaving in July and the delay in the external qualification will not affect their future placements.
- The three students who were serving an internship at Macclesfield hospital will be able to resume their placements once the hospital deems it is safe for them to do so. Access to Work has frozen the funding until the placements resume, and Cheshire East has agreed an extension to their ECHP's for one term. The extension to the EHCP is dependent upon the students continuing in the placement and the hospital will put arrangements in place to minimise the risks.

Q. Is there any guidance for special schools on implementing the RSE scheme?

R. Implementation of the RSE Scheme has been deferred by the DfE due to the Covid-19 situation. The content of the scheme is very relevant to the pupils at the school. The focus of the work with the pupils will be on relationships and keeping safe. Personalised one to one teaching of sex education will take place if required. The subject leader has worked on developing the curriculum ready for implementation in September 2020.

- The distance learning on the website has been maintained. There are activities for parents and resources such as signing stories. In some cases, specific learning packs have been sent home for pupils.
- Teachers have been working on planning schemes of work for the summer and autumn terms 2020.
- AB created a pack of online learning courses for staff to complete. All staff were asked to complete certain courses such as safeguarding and first aid, and AB is collating the certificates from the staff.
- Provisional teaching student placements are booked but it is unclear as yet whether these will go ahead.
- Work towards the UNICEF Rights Respecting award will commence next week, promoting student voice.
- The Designated Safeguarding Lead or Deputy is on the premises every day when the school is open.

	<ul style="list-style-type: none"> The CPOMS system is still in use to record and monitor actions and concerns related to safeguarding. All class teachers have been involved in contacting parents via telephone to offer help and support. The SDP will be finalised for 2020-21, based on the OFSTED findings and will be uploaded to Governor Hub. There has been no SIP visit in the summer term 2020. The ladies' bathroom has been refurbished. <p>TP thanked LW for her report and for the daily updates posted on Governor Hub.</p>	
9	SCHOOL DEVELOPMENT PLAN/SCHOOL SELF EVALUATION <ul style="list-style-type: none"> This was covered under agenda item 8. 	
10	ATTENDANCE <ul style="list-style-type: none"> The DfE has required an Educational Setting Status form to be submitted daily which records the number of staff and children in school. The school is now recording the attendance of pupils who have returned to school on SIMS. 	
11	PUPIL PREMIUM GRANT <p>LW provided an update to governors:</p> <ul style="list-style-type: none"> The school is in the process of finalising the PP expenditure for 2019-20. There is an amount of £850 to carry over. The largest amount is spent on music therapy and the service level agreement has been set for one day per week in 2020-21. The school has requested additional funding from the LA for a further day. ASC training has been organised to provide support for a sensory group of four pupils. One to one support is provided for attendance at this group. LW will upload an update of Pupil Premium expenditure and outcomes to Governor Hub. ACTION 	
12	SPORTS GRANT <p>LW informed governors that the Sports Grant has been used to fund the swimming instructor, individual sensory equipment and PE equipment. The impact of the funding is difficult to assess this year as sports day was cancelled and swimming stopped due to the Covid-19 situation.</p>	
13	HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW <p>The current SIP will complete the headteacher's performance management appraisal for 2019-20. The mid-year review is due in June 2020 and the final one in December 2020.</p>	

	LW will contact the Cheshire Consortium of Special Schools to seek recommendations for a new SIP for 2020-21. ACTION	
14	<p>UPDATE ON SCHOOL EXPANSION</p> <p>CM provided an update to governors on the planned school expansion:</p> <ul style="list-style-type: none"> • A contractor has been appointed for the temporary works and the temporary classrooms will be ready on 11.09.20. This is a tight timescale as new pupils will be admitted in September 2020 and it is hoped that the classrooms will be ready before this date. • Temporary planning permission is in place for the temporary classrooms and lasts for 5 years. An application would then have to be made to extend the planning permission. • The gas main needs to be diverted prior to the temporary works commencing; this is also a requirement for the permanent works and an order has been placed. • It is expected to go out to tender for the permanent works in the forthcoming weeks. • It is unclear when the work on the roof will be completed. It would be beneficial if it was carried out over the summer holiday 2020. It has been agreed that the school can carry over the £100,000 allocated for this project. • A pre-start meeting will be held next week. <p>LW stated that 6 additional pupils will be admitted in September 2020 and the school has been named on their EHCP's. Cheshire East is in discussion with their parents to agree the short-term provision arrangements for September 2020.</p>	
15	<p>GOVERNANCE STATEMENT</p> <p>TP will upload the Governance Statement to Governor Hub.</p>	
16	<p>DIRECTOR'S REPORT</p> <p>The Director's summer term 2020 report was circulated prior to the meeting and contained the following items:</p> <ol style="list-style-type: none"> 1. School Governance and Liaison Update 2. Data Collection: Maintained Schools and Academy Trusts 3. Governing in Challenging Circumstances 4. Monitoring During the Coronavirus 5. Completion of the NQT Induction Year in the Context of Covid-19:Contingency Arrangements 6. NGA and OFSTED Joint Research Project on the Impact of CV19 on Governance 7. Child Protection and Safeguarding Policy COVID-19 Addendum 8. Compulsory "Relationships" (primary) and "Relationships and Sex"(secondary) Education 	

	<p>9. Schools Audit Programme 2019-20-Summary of Findings 10. Updated Education HR Policies 11. Update on Covid 19 Funding Guidance</p> <p>The clerk highlighted a number of items to governors and the following matter was discussed: Item 3 Governors commented on staff well-being and asked if the school will be expected to monitor safeguarding issues over the summer holiday 2020. LW responded that there will still be a role for the school to play over the summer holiday. The school has taken the lead in safeguarding issues and it is not clear if social care will be fully operational. Parents are often grateful that the school can act on their behalf.</p> <p>CW suggested that the issue of support over the summer holiday be discussed at the safeguarding audit with LW.</p>	
17	<p>GOVERNOR MONITORING, DEVELOPMENT AND TRAINING</p> <ul style="list-style-type: none"> • There has been no governor training due to the Covid-19 situation. • TP will arrange the governor skills audit. ACTION • TP will update the FGB annual planner. ACTION 	
18	<p>SCHOOL POLICIES</p> <p>There were no policies requiring the approval of the full governing board. LW informed governors that an update to the Keeping Children Safe in Education document will be published in September 2020 and adopted by the school.</p>	
19	<p>PLANNED RESIDENTIAL VISITS</p> <p>There are no planned residential visits for 2020-21.</p>	
20	<p>NOMINATIONS FOR CHAIR</p> <p>TP was nominated for the position of Chair of Governors at the election to be held in the autumn term 2020.</p>	
21	<p>NOMINATIONS FOR VICE CHAIR</p> <p>CM was nominated for the position of Vice Chair of Governors at the election to be held in the autumn term 2020.</p>	
22	<p>CONFIRM TERM DATES FOR 2021-22</p> <p>The term dates for 2021-22 have been set to align with Cheshire East recommendations.</p>	
23	<p>MEETINGS</p>	

	<p>The dates of the full governing board meetings for 2020-21 were confirmed as below: 4th November 2020 25th February 2020 10th June 2020</p> <p>All meetings to commence at 3:30 pm.</p>	
24	<p>ANY OTHER BUSINESS</p> <p>None</p>	
25	<p>IMPACT STATEMENT</p> <p>Governors helped to move the school forward in this meeting in the following ways:</p> <ul style="list-style-type: none"> • Ensure clarity of vision, ethos and strategic direction; Governors received an update on Covid-19 and how it has impacted pupils and staff. • Hold the Headteacher to account for the educational performance of the school; Governors ensured that plans have been amended for pupils leaving school. • Oversee the financial performance of the school, ensuring value for money; Governors approved the budget. Governors approved the SFVS. • Promote the highest possible standards for Safeguarding. Governors arranged a safeguarding audit. Governors questioned safeguarding arrangements over the summer holiday. 	

The meeting moved to the part two agenda.

Candy Palmer Chair

4.11.20 Dated