

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF
PARK LANE SCHOOL
HELD VIA MS TEAMS ON 9TH JUNE 2022**

Governors Present: Mrs T Palmes (TP) Chair
Mrs L Warmer (HT) Head Teacher
Mr N Banner (NB)
Mr R Davies (RD)
Mr C Milnes (CM)
Mrs K Wadsworth (KW)

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 3:36pm

1	<p>APOLOGIES & ANY OTHER BUSINESS (AOB) Apologies for absence from Giles Gaddum (GG) and John McPherson (JM) were received and accepted by governors. Charlotte Hughes (CH) did not join the meeting.</p> <p>There were no other items of business.</p>	ACTION
2	<p>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:</p> <ul style="list-style-type: none"> • Katy Wadsworth is a governor at Marlborough Primary School. <p>There were no conflicts with the business of the meeting.</p>	
3	<p>MEMBERSHIP</p> <p>a) Governors ratified the re-appointment of Tandy Palmes as LA Governor with effect from 30th May 2022 for a further four-year term of office. Chris Milnes was re-elected as a Parent Governor with effect from 18th May 2022 for a further four-year term of office.</p> <p>b) There was one Co-opted Governor vacancy and one Parent Governor vacancy on the governing board.</p> <p>c) Governors noted that GG's term of office as Co-opted governor would expire on 16th July 2022.</p> <p>Action: To liaise with GG regarding the renewal of his term of office. Action: To provide an updated FGB constitution/terms of office and update the school website and GIAS.</p>	TP Clerk/KW
4	<p>CHAIR'S ACTION Governors noted that the Chair had contacted Cheshire East (CE) regarding Best4Business (B4B) as the school were unable to access reports. Consequently governors had not been able to hold the Leadership & Management (L&M) committee meeting.</p>	

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PART ONE MINUTES AND MATTERS ARISING

a) The part one minutes of the meeting held on 3rd March 2022 were confirmed as a correct record and signed by the Chair for retention by the school.

b) The action log was reviewed and updated:

Governor Induction Training: NB was unable to access governor training via Modern Governor. The Clerk would provide support.

Link Visits: Summer term governor link visits were under way.

Cyber Security: This had been added to the Quality of Education (QofE) committee agenda which would take place later this term.

Skills Audit: Most governors had completed this now. Governors who had not yet completed this were reminded to do so.

All other items were agreed as completed or ongoing.

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

a) Governors received the following reports from committees:

Personal Development

The committee had discussed supported internships, clubs, Artsmark and developing links with The Kings School and Fallibroome. The minibus arrangements were reviewed. Currently there were two minibuses, and this was not sufficient transport to facilitate student access to trips and visits. The school were considering whether leasing or hire purchase agreements could be worked into the budget in order to provide additional transport capacity, particularly given the increased number of students. Governors were advised that one of the school minibuses had an issue with the battery which drained very quickly, leading to the bus not starting. This bus was only used for short journeys, so did not get sufficient chance to charge up.

Q: Can the bus be part exchanged?

A: No, both minibuses were charity donated, so would have to be returned to the charities.

Q: Does the school have a set budget for vehicle repairs?

A: Yes, and both vehicles are regularly serviced and maintained. The battery had been replaced during the last year. The issue is basically due to lack of use as the buses had not been used for two years. Staff were concerned that they may get stranded whilst out on a visit and be unable to return to school.

Governor Comment: The school could purchase a battery pack to keep in the buses, so that they could always be restarted. This would give staff peace of mind.

The committee had also reviewed the updated Keeping Children Safe in Education 2022 (KCSiE) document and training would take place during the September 2022 INSET days.

Quality of Education

This meeting would take place next Thursday 16th June 2022 at 3:30pm.

Behaviour & Attitudes – 17th May 2022

Claire Noonan had completed the initial Behaviour Lead qualification and was progressing to complete the diploma. This training would be cascaded down to staff. The school would be part of a consortium of special schools across Cheshire East.

The committee reviewed IRIS data. There were more incidents in the upper school than in lower school, however it was felt that the upper school move into the new building together with some new staff may have increased anxiety related behaviours for a minority of students and additional support had been put in place to help these students settle in.

Leadership & Management

This meeting had been delayed due to issues with B4B.

b&c) There were no other reports or recommendations requiring the approval of governors.

d) TP had carried a link visit to both Sixth Form classes. The new building had been positively received and had impacted behaviour and social development as students were able to move around more and socialise. TP advised that during

7	<p>FINANCIAL MATTERS</p> <p>Items a, b and d could not be addressed due to issues with B4B (see item 5). These items would be addressed at the L&M committee meeting and carried forward to the autumn 2022 FGB.</p> <p>Action: To carry forward finance items to autumn 2022 FGB agenda.</p> <p>c) Procurement was in progress for the school cleaning contract to include the new building and five tenders had been received.</p> <p>e) It was confirmed that the SFVS had been approved by governors and submitted to CE within a few days of the deadline of 31st March 2022. Submission had been delayed due to issues with B4B.</p>	Clerk
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8 PART ONE HEAD TEACHER'S REPORT AND MATTERS ARISING

The HT spoke to the report which had been made available prior to the meeting via Governor Hub and highlighted the following:

- One staff member had returned from maternity leave and three new teaching assistants had joined the school. Recruitment was underway for teaching assistants for the new classes to start in September 2022. There was currently difficulty in recruiting midday assistants, and it was felt this was due to the hours required and rates of pay.

Q: Have teachers been recruited for the new classes?

A: Yes, a successful recruitment process was run.

- Annual reviews had been offered on a flexible basis (in person, online or via phone) and this had led to 100% attendance. Some reviews had been held face to face.
- The new building opened on 26th May 2022.
- The new breakfast club (Wednesday to Friday) was seeing a gradual increase in numbers.
- Macclesfield Football Club Community Sports were running weekly lunchtime sports sessions for students. The school were increasing their extra-curricular activities provision with a new Football Club which would start shortly.
- Student placements had resumed and there were currently three QTS students in school. Seven Teach Direct students would undertake one day placements. Applications for work experience placements during June and July 2022 had been received.
- The 2020/21 leavers had been successful in their qualifications, their certificates were on the way and transcripts were awaited. Accreditation had return to the usual June date.
- Three of the 2021/22 leavers would progress to Pettypool College in September 2022, one had been accepted into Seashell Royal College in Manchester and another was considering day care at the David Lewis Centre. Governors noted that it was challenging to access specialist college provision. The school had managed to secure a supported internship for one of the leavers, however their parents wished them to go on to Pettypool instead.

Q: Is a student still on placement in the All Hallows canteen?


A: The student had a break due to the pandemic but had returned to this placement and was working well, however the parents did not wish this arrangement to continue and the placement had broken down.

- A paid internship had been secured for a student for two days per week at the Rossendale Trust.
- The School Improvement Partner (SIP) had reviewed 'Preparing for Adulthood' in February 2022 and considered how delivery of this was evidenced throughout the school. The school had a 'Preparing for Adulthood' policy in place. The SIP had been impressed with the school's provision.
- Three students had started community based work experience, and all were enjoying their placements.
- Pupil progress meetings had been held and teachers were able to evidence progress and had reviewed any interventions required. A bespoke assessment system was used, and staff were able to tailor this to meet school requirements.
- English and maths internal moderations had been completed using Evidence for Learning, and workbook scrutiny would take place this term. Foundation subjects would be moderated from September 2022.

9	<p>SCHOOL IMPROVEMENT PARTNER (SIP) The SIP, Gill Robinson, attended school regularly and her input had been invaluable in developing the leadership team. It had been suggested that governors be provided with some Ofsted training and the SIP would be asked to provide this when she visited for the Headteacher's Performance Management Review on 8th July 2022. Action: To ask the SIP to deliver Ofsted training for governors on 8th July 2022 and to provide a report regarding recent visits.</p>	HT
10	<p>HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW (HTPMR) This would take place on 8th July 2022.</p>	
11	<p>GOVERNANCE STATEMENT Governors noted that this would be prepared towards the end of term for approval via Governor Hub. Action: To draft the Governance Statement for governor approval via Governor Hub.</p>	TP/All Governors
12	<p>CONFIRM TERM DATES FOR 2023-24 Action: To review the 2023-24 term dates and INSET days.</p>	HT
13	<p>DIRECTOR'S REPORT The summer term 2022 Director's Report had been uploaded to Governor Hub and reviewed by governors prior to the meeting. The Clerk highlighted the DfE White Paper and SEND Green Paper. Action: To upload the NGA summary documents to Governor Hub.</p> <p>Governors agreed that consideration would need to be given to a move to Academy status and that the proposed CE MAT could be an option. Action: To ask the SIP/JM for advice regarding academisation and to place this on the agenda for the Strategy committee.</p>	Clerk HT/TP
14	<p>SCHOOL POLICIES All policies for review were in the Governor Hub folder for approval. Action: To review and approve policies via Governor Hub.</p>	All Governors
15	<p>GOVERNOR TRAINING AND DEVELOPMENT a&b) TP had attended the Governor Conference. c) The skills audit was almost complete (see Item 5), and findings would be shared. Governors noted that the updated KCSiE 2022 stipulated certain training. Action: To check training required as per KCSiE 2022 and advise governors.</p>	Clerk TP

16	<p>UPDATE ON SCHOOL EXPANSION Students had moved into the new building. There were a few snagging items to be addressed and some works to the toilets would be completed during the summer holidays.</p> <p>Q: What was happening with the hydrotherapy pool? A: There had been a meeting with CE today regarding funding for the works required. CE would probably expect the school to contribute towards costs and the school had £60K in the fund. The total cost was £170K and CE had been asked to meet the shortfall. The works required included upgrading the changing facilities, addressing problems with condensation, and making the pool as energy efficient as possible. It was hoped the works could be completed during the summer 2022.</p> <p>Q: It may be challenging to complete these works in six weeks. If the works overran, would this be a problem? A: It would impact students. The works needed to be completed during the holidays as the school could not be without the pool for 8-10 weeks. Action: To liaise on the hydrotherapy pool works.</p>	HT/CM
17	<p>NOMINATIONS FOR CHAIR AND VICE CHAIR TP and CM had liaised over the possibility of establishing a Co-Chairing arrangement. Governors approved this and nominated TP and CM as Co-Chairs. Action: To send TP/CM information regarding sharing of Chairing responsibilities.</p>	Clerk
18	<p>MEETINGS Action: To provide TP/HT with suggested dates for the 2022-23 FGB meetings.</p>	Clerk
19	<p>ANY OTHER BUSINESS There were no additional items of business.</p>	
20	<p>IMPACT STATEMENT Governors celebrated the success of the new building; the increased engagement with the community and the success of the Singalong provision. Governors reviewed the assessment of students and reports generated via Evidence for Learning. Consideration was given to academisation and the required works to the hydrotherapy pool. Governors had discussed the school minibuses and strategies to address the increased need for transport for student trips.</p>	

The meeting moved to the part two agenda at 5:15pm.


 Chair

10.11.22
 Dated