

LAWNS PARK PRIMARY SCHOOL FULL GOVERNING BOARD MEETING.

Minutes of the meeting held in school on Monday 09 October 2023 at 6:00pm.

PRESENT	Donna Kellett (Chair)	Simon Chapman (Headteacher)
	Ann Blackburn	Mark Curran
	Jillian Ellis	Paul Harrison
	Adrian McCluskey	Claire Parkin
	Darren Porritt	Neil Shackleton

IN ATTENDANCE:

Lyndsey Pearson - Clerk, Governor Support Service

		ACTION
1.00	APOLOGIES FOR ABSENCE	
1.01	The Chair welcomed governors to the meeting.	
1.02	Apologies had been received from Katrina Greenhalf. The apologies were accepted.	
2.00	MEMBERSHIP MATTERS	
2.01	There were vacancies for two co-opted governors.	
2.02	The Chair reported that A McCluskey was proposed for the role of co-opted governor.	
2.03	A McCluskey explained that he had previously worked in the NHS as a Mental Health Nurse and had previously been the Chair of a school governing board. He had been appointed to the role of Councillor in May 2023. <i>A McCluskey left the room during the discussion.</i>	
2.04	Resolved: The governing board unanimously voted to elect A McCluskey to the role of co-opted governor for a four year term.	
2.05	It was noted that safeguarding and DBS documentation would be completed.	Chair/ Headteacher /A McCluskey
2.06	Governors were reminded that there remained one co-opted governor vacancy. Governors were asked to explore their professional networks and to notify the Chair if they were aware of any suitable candidates.	Governors
2.07	Resolved: N Shackleton's governor role would change from parent governor to co-opted governor to assist with governor recruitment.	
2.08	It was agreed that a parent governor advert would be released.	Headteacher
2.09	Succession planning was raised for discussion. The Chair explained that she did not plan to undertake a further four year term, noting that she had been a governor at the school since	

	November 2016.	
2.10	M Curran reported that his term as Vice-Chair was due to end in 2024. M Curran planned to step down from his role at this time.	
2.11	J Ellis agreed to continue shadowing M Curran.	J Ellis/ M Curran
3.00	DECLARATION OF INTERESTS	
3.01	No declarations of interest were raised.	
3.02	Declaration of interest forms had been circulated to governors in advance of the meeting. Governors completed and submitted declaration of interest forms during the meeting.	
3.03	It was agreed that K Greenhalf would submit a declaration of interest form following the meeting.	K Greenhalf
4.00	ELECT A CHAIR AND VICE CHAIR AND AGREE TERMS OF OFFICE	
4.01	Election to the role of Chair The Clerk invited nominations from governors. D Kellett nominated herself for the role of Chair.	
4.02	Resolved: D Kellett was unanimously elected to the role of Chair for a one year term until the first meeting of the 2024/25 academic year.	
4.03	Election to the role of Vice-Chair M Curran nominated himself for the role of Vice-Chair.	
4.04	Resolved: M Curran was unanimously elected to the role of Vice-Chair for a one year term until the first meeting of the 2024/25 academic year.	
5.00	CONFIRMATION OF THE CODE OF CONDUCT	
5.01	The local authority model Code of Conduct had been circulated to governors in advance of the meeting.	
5.02	Resolved: The local authority Code of Conduct was approved and adopted.	
5.03	It was agreed that K Greenhalf would submit a Code of Conduct form following the meeting.	K Greenhalf
6.00	AGREE METHODS FOR PARTICIPATION IN MEETINGS	
6.01	Resolved: <ul style="list-style-type: none"> Full governing board meetings would be held in school wherever possible. No hybrid (i.e. videoconferencing or telephone) meetings would be held. Proxy voting and voting by email was not permitted. Members of the board were required to be present at the meeting in order to vote. 	

- Committee meetings would be held in a hybrid manner. Governors would be welcome to attend in-person or virtually.
- 6.02 **Q – A governor asked when committee meetings were held.**
The Chair explained that one meeting of each committee was held per term. Teaching and Learning Committee meetings would be held on Tuesdays starting at 6:00pm. Pupil/Staff Welfare Committee meetings and Resources Committee meetings would be held on Wednesdays starting at 6:00pm.
- 7.00 AGREE TERMS OF REFERENCE**
- 7.01 The Governing Board and Committee Terms of Reference for Maintained Schools 2023-24 had been circulated to governors in advance of the meeting.
- 7.02 **Resolved:**
- The model Terms of Reference were adopted.
 - Authority was delegated to the Resources Committee to approve the school budget.
 - The following committees would operate: A Teaching and Learning Committee, a Resources Committee and a Pupil/Staff Welfare Committee.
 - Authority was delegated to the Headteacher to appoint new members of staff, apart from the appointment of a new Headteacher or Deputy Headteacher who would be appointed by the Governing Board. Recruitment would be undertaken with the support and input of governors.
- 8.00 CONFIRM COMMITTEES AND COMMITTEE MEMBERSHIP**
- 8.01 The Chair explained that governor responsibilities had been discussed in the governing board meeting held on Monday 22 May 2023.
- 8.02 It was agreed that the Chair would email a list stating committee membership and governor monitoring responsibilities to the Headteacher and the Clerk.
- 8.03 **Resolved:** The following committee structure and membership was confirmed:
- Resources Committee**
Simon Chapman
Darren Porritt
Mark Curran (Chair)
Jillian Ellis
Clerk by rotation
- Pay Appeal Committee**
Jillian Ellis
Donna Kellett

Chair

Neil Shackleton
Teaching and Learning Committee

Donna Kellett (Chair)
Adrian McCluskey
Neil Shackleton
Simon Chapman
Darren Porritt
Mark Curran
Ann Blackburn
Jillian Ellis
Clerk by rotation

Pupil/Staff Welfare Committee

Simon Chapman
Claire Parkin
Donna Kellett
Neil Shackleton (Chair)
Clerk by rotation

Performance Management Committee

Neil Shackleton
Donna Kellett
Mark Curran

Communications, Fundraising and Marketing Working Party

Simon Chapman
Neil Shackleton
Jillian Ellis

Three Year Plan Working Party

Neil Shackleton
Donna Kellett
Darren Porritt
Simon Chapman

9.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES

9.01 Governor monitoring responsibilities were agreed as follows:

Children Looked After/Pupil Premium/Relationships and Sex Education

Claire Parkin

Wellbeing/Art

Paul Harrison

Curriculum - Writing

Mark Curran

Equalities

Neil Shackleton

Design Technology

Katrina Greenhalf

Modern Foreign Languages

Darren Porritt *(if the school could accommodate online/combined governor monitoring visits).*

Training Governor

The Chair would accept this responsibility in the interim.
This was usually Katrina Greenhalf.

Reading

Jillian Ellis

Arts Mark

Neil Shackleton

10.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

- 10.01
- **Resolved:** That authority would be delegated to the Headteacher to vire sums up to the value of £5,000 and to enter into contracts up to the value of £5,000. Amounts over the agreed limit would be referred to the Governing Board.

- 10.02
- **Resolved:** Signatories for the authorisation of orders and invoices were approved as follows:

Orders and contracts: S Chapman and L Dean.

Invoices: C Mould and M Bainbridge.

Petty cash: C Mould, M Bainbridge and P Harrison.

- The Authorisation of Orders, Invoices, Virements and Contract Levels form would be completed each year and retained in school.
- Authorisation to register unofficial funds (in a separate bank account) would be registered with the Schools Finance Team each year. The Chair on behalf of the governing board would be authorised to sign the relevant form(s).
- The Budget Review Virement Form would be submitted to the full governing board for approval, signed by the Chair of Governors and returned electronically.

11.00 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER

- 11.01 **Headteacher Performance Management Committee Members:**
Neil Shackleton
Donna Kellett
Mark Curran

- 11.02 The Chair explained that arrangements for the Headteacher's performance management review would be agreed with the Headteacher.

**Chair/
Headteacher**

12.00	MINUTES OF THE LAST MEETING	
12.01	Resolved: The minutes of the meeting held on Monday 22 May 2023 were confirmed as a true and accurate record of the discussion.	
13.00	REVIEW ACTIONS AND MATTERS ARISING	
13.01	Membership Matters – C Parkin would complete the governor induction modules in October 2023. C Parkin would meet with the new Headteacher in the new academic year – minute 2.06 refers. This action was ongoing. C Parkin reported that she planned to attend the upcoming local authority governor induction sessions.	C Parkin
13.02	Any Other Urgent Business – C Parkin would participate in the Acting Deputy Headteacher interviews – minute 4.07 refers. This action had been completed.	
13.03	Governor Monitoring – J Ellis would be asked if she would be willing to take on the Reading governor monitoring responsibility – minute 6.11 refers. This action had been completed.	
13.04	Review of Actions – The Headteacher would suggest dates for a governor to provide feedback to staff on the Headteacher recruitment process – minute 9.12 refers. The Chair explained that this action had been superseded as staff had clarified that they did not wish for this to take place. It was agreed that staff welfare would be discussed in sub-committee meetings.	Committee Agendas
13.05	Review of Actions – S Ghatrora would pass on his templates to P Harrison – minute 9.15 refers. This action was ongoing. P Harrison would ask S Ghatrora to send the templates to him.	P Harrison
13.06	The Chair reported that the Annual Child Protection Compliance Return had been completed. The yearly safeguarding audit would be discussed in the Pupil/Staff Welfare Committee.	Welfare Committee Agenda
13.07	Governor Development - The Chair would ask J Ellis whether she would be willing to continue to shadow M Curran – minute 15.02 refers. This action had been completed. J Ellis had confirmed that she was willing to do this.	
13.08	Governor Development - The co-opted governor role would be advertised. Governors would explore their professional networks – minute 15.05 refers. This action had been completed.	

- 14.00 PRESENT UNVALIDATED END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS**
- 14.01 The Chair reported that the Headteacher had circulated end of year school results.
- 14.02 M Curran explained that he had submitted questions by email which the Headteacher had responded to. He had raised the challenges the school faced in Writing.
- 14.03 It was agreed that the Headteacher would provide a Headteacher's Report for the January 2024 governing board meeting.
- 14.04 The Headteacher reported that performance in Writing was lower than desired across the school. This was stated in year group data as well as at the end of Key Stages One and Two. Performance had fallen over the past three years. This was being addressed immediately with the implementation of an action plan. The school was below local and national levels in both areas.
- 14.05 The action plan focused specifically on increasing the number of pupils who achieved the expected standard. The Headteacher explained that punctuation and grammar skills were holding pupils back from achieving this. The use vocabulary and structure of writing were generally at the expected level.
- 14.06 The Headteacher explained that this position was consistent with many schools following the Covid-19 pandemic. The school would embrace and encourage Writing and ensure that it was a school priority this year. M Curran would observe Writing in his governor monitoring visits.
- 14.07 The Headteacher reported that he had identified staff understanding of and confidence in assessment as an area of focus.
- 14.08 Greater clarity of formative assessment was a priority. This would be a focus at the next training day. The Headteacher explained that it was important to ensure that staff were confident in their assessment of pupils.
- 14.09 Subject leadership teams were in place. The Headteacher explained that these could support new members of staff.
- 14.10 **Q – A governor asked how school staff had responded to the subject leadership team model.**
The Headteacher explained that staff had been keen to work together. The teamwork had assisted with confidence and structure.
- 14.11 **Q – A governor asked whether the performance of SEND**

**FGB
Agenda/
Headteacher**

pupils could be enhanced.

A governor noted that all children were unique and had different needs. N Shackleton explained that he undertook SEND governor monitoring visits. N Shackleton explained that SEND pupils participated in the same lessons. These were adjusted to the child's needs and abilities.

14.12 C Parkin reported that during her foundation visit staff had explained how children had been supported to meet their milestones.

14.13 **Q – A governor asked about pupil achievement of the greater depth level, noting that performance at greater depth did not appear to be as high this year.**

The Headteacher explained that achievement of the greater depth level was often below local and national levels in Key Stages One and Two.

14.14 The Headteacher explained that three 'one hundred day plans' had been implemented. There was a Maths greater depth plan which focused on improving attainment for those who were working at the expected standard to a high level.

14.15 There was a plan for Writing which focused on improving the attainment of those who were working towards the expected level. There was an assessment of the curriculum plan. This included a focus on opportunities for pupils to work at the greater depth level within the curriculum.

14.16 A report on the outcome of the three 'one hundred day plans' would be received in a future Headteacher's Report.

Headteacher

14.17 The Headteacher had agreed to share attendance data with governors. This would be an agenda item at the November 2023 Pupil/Staff Welfare Committee.

**Headteacher
/Welfare
Committee
Agenda**

14.18 M Curran reported that works to the outside pond area were excellent. It was explained that N Shackleton had secured a grant of £5,830 through Greggs. This had enabled the overgrown pond area to be redeveloped. N Shackleton had formed a team of Greggs staff who had dug out the pond and cleared the area.

14.19 P Harrison assisted with project management. P Harrison planned to build and line the pond. Trees had been trimmed back. P Harrison explained that he had already started several tasks including laying the foundations for the decking. P Harrison explained that the changes would encourage wildlife back into the area.

14.20 The Headteacher explained that the school was very grateful to N Shackleton and to Greggs. Members of the Greggs team would be invited to celebrate the finished pond area. This would make a significant difference to the school's children.

15.00	STRATEGIC PLANNING	
15.01	No business was raised for discussion.	
16.00	QUESTIONS ABOUT THE HEADTEACHER'S REPORT	FGB Agenda
16.01	No business was raised for discussion. It had been agreed that a Headteacher's Report would be received at the January 2024 governing board meeting.	
17.00	COMMITTEE REPORTS	
17.01	Resources Committee The Headteacher reported that a list of policies which required updating had been prepared.	
17.02	The Headteacher would request that policies identified as requiring review were considered by the Resources Committee.	Headteacher /Resources Committee Agenda
17.03	Pupil/Staff Welfare Committee The Headteacher reported that the Medical Conditions Policy required updating. The Headteacher would action this.	Headteacher
18.00	SAFEGUARDING	
18.01	The Chair reported that S Miles was the new Designated Safeguarding Lead. The Headteacher and the Deputy Headteacher also had responsibility for safeguarding. The Chair explained that she was the safeguarding governor.	
18.02	It was agreed that the Chair would contact S Miles.	Chair
18.03	Child Protection Policy Resolved: The governing board approved the Child Protection Policy.	
18.04	Keeping Children Safe in Education Guidance Document The Chair reported that updates had been made to the Keeping Children Safe in Education Guidance Document. S Miles would be asked to circulate this to governors. Governors would be asked to confirm by email that they had read this document.	Headteacher /Governors
19.00	POLICY APPROVAL	
19.01	Teacher Pay Policy It was agreed that the Teacher Pay Policy would be reviewed by the Resources Committee.	Resources Committee Agenda
19.02	Complaints Policy It was agreed that the Complaints Policy would be reviewed by the Resources Committee.	Resources Committee Agenda
20.00	GOVERNOR DEVELOPMENT	
20.01	The Chair reported that she would notify governors of any upcoming governor training opportunities. Governor training courses were stated on Leeds for Learning. Governors were asked to notify the Chair if they were interested in attending any	

	sessions.	
20.02	It was agreed that A McCluskey would attend local authority governor induction training.	A McCluskey
20.03	The Governing Board Action Plan had been updated in May 2023. The Chair would send the Governing Board Action Plan to the Headteacher for information.	Chair
21.00	CHAIR'S BUSINESS	
21.01	No business was raised for discussion.	
22.00	ANY OTHER URGENT BUSINESS	
22.01	The Headteacher explained that there was an opportunity for a school dog. A questionnaire had been circulated to parents regarding this. One hundred and sixty five families had been in favour of the proposal. Twelve families had objected.	
22.02	The Headteacher reported that he had observed a significant difference in pupils in a short space of time. The Headteacher explained that a detailed risk assessment had been completed.	
22.03	Q – A governor asked whether any of the twelve families who had objected to the proposal had raised any specific issues. The Headteacher explained that no specific issues had been raised. A question had been received on whether family dogs could also be brought into school. The Headteacher had explained why this was not possible.	
22.04	Q – A governor asked who the owner of Button was. The Headteacher explained that he was Button's owner. Button was seven years old. The Headteacher explained that after checking with parents he had trialled the length of time involved and the experience with pupils who he thought would particularly benefit. Governors noted that the risk assessment was very thorough and that the proposal sounded very positive.	
22.05	A McCluskey noted that he fully supported the proposal. A McCluskey explained that animals had been used successfully in his mental health nursing career to provide therapeutic support.	
22.06	Resolved: The governing board unanimously approved the proposal for a school dog.	
22.07	A McCluskey reported that the Lord Mayor would be happy to visit the school or to arrange a school visit to Civic Hall.	
23.00	DATE AND TIME OF THE NEXT MEETING	
23.01	The next governing board meeting would be held on Monday 22 January 2024 at 6.00pm.	
23.02	Resources Committee Meeting Dates. <ul style="list-style-type: none"> Wednesday 18 October 2023 at 6:00pm. This meeting 	

would be held in school.

- Wednesday 06 March 2024 at 6:00pm.
- Wednesday 15 May 2024 at 6:00pm.

23.03 **Teaching and Learning Committee Meeting Dates.**

- November date TBC - the Headteacher would review potential dates for this meeting.
- Wednesday 17 January 2024 at 6:00pm.
- Wednesday 24 April 2024 at 6:00pm.
- Wednesday 10 July 2024 at 6:00pm (SATs discussion).

Headteacher

23.04 **Pupil Welfare Committee Meeting Dates.**

- November date TBC - the Headteacher would review potential dates for this meeting.
- Tuesday 30 January 2024 at 6:00pm.
- Tuesday 02 July 2024 at 6:00pm.

Headteacher

23.05 The meeting closed at 7.15pm.