

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF
PARK LANE SCHOOL
HELD VIA MS TEAMS ON 25TH FEBRUARY 2021**

Governors Present:	Mrs T Palmes (TP)	Chair
	Mrs L Warmer (HT)	Head Teacher
	Mr N Banner (NB)	
	Mr R Davies (RD)	
	Mrs S Edwards (SE)	
	Mr G Gaddum (GG)	
	Mrs K Marsh (KM)	
	Mr J McPherson (JP)	<i>(arrived at item 5)</i>
	Mr C Milnes (CM)	
	Mrs K Wadsworth (KW)	<i>(left for items 13 & 14)</i>
Dr C Wee (CW)		
Also in attendance:	Mrs E Shaw (ES)	Associate Governor
	Mrs D Murdoch	Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting commenced at 3:38pm

1	APOLOGIES & ANY OTHER BUSINESS (AOB)	ACTION
	<p>Apologies for absence from Mrs A Barnard (AB) were received and accepted by governors.</p> <p>There were no items of any other business.</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 trustee of the Together Trust, a governor of Bridge College and Chair of Governors at Inscape House School. • John McPherson is headteacher of Peak School, Derbyshire. <p>There were no conflicts with the business of the meeting.</p> <p>It was confirmed that all governors had completed and returned the annual declarations of interests.</p>	
3	<p>MEMBERSHIP</p> <p>a) There were no changes to membership of the governing board.</p> <p>b) There were no vacancies on the governing board.</p> <p>c) Governors ratified the re-appointment of Christine Wee as Co-opted governor with effect from 15th February 2021 for a term of four years.</p> <p>d) Arrangements to apply for criminal records checked were made by the school office within 21 days of governors taking office.</p> <p>e) Action: To check that S128 checks have been completed for all governors.</p> <p>f) There were no associate governors to be appointed.</p>	HT
4	<p>CHAIR'S ACTION</p> <p>There had been no decisions taken under the Chair's Power to Act.</p>	

	<p>activities. Pupils had participated in a virtual Arts Week. Learning packs had been delivered to pupils who were unable to access remote education and staff had maintained contact with all pupils remaining at home. If families could not be contacted, social services had been informed.</p> <p>Q: Does the school receive any feedback from social services? A: Yes, social care meetings are currently held virtually, teachers continue to attend, and the school is kept informed. All pupils are well and kept safe at home.</p> <p>Q: Have there been any positive comments and are these recorded? A: There had been lots of positive feedback which was being recorded. Parents were submitting photos of pupils completing remote learning together with examples of their work.</p> <p>Q: Could the school use a roadmap model to re-introduce activities? A: This is something which could be considered.</p> <p><u>Behaviour and Attitudes</u> There had been a low number of behaviour incidents which may be due to smaller numbers in the classrooms and the additional OT intervention provided. Some pupils had regressed in aspects of behaviour such as toileting and self-feeding. Two Teaching Assistants (TA's) were training as ELSA's (Emotional Literacy Support Assistants). Sensory diets had been developed in conjunction with the OT and parents to benefit pupils. The L&M committee would be asked to consider the continued funding of OT.</p> <p>b) Governors received an update from the Safeguarding link. The school had reviewed the effects of Covid-19 upon disadvantaged pupils and was monitoring pupils who were shielding. Staff had identified which pupils would require additional support and plans had been put in place to deliver this. Governors were advised that the school had an increased risk of a Covid-19 outbreak due to mask exemptions.</p> <p>Pupils would be re-assessed upon their return to school to monitor the impact of lockdown upon mental health, wellbeing, behaviour, and education. The school had received support from the Local Authority (LA) and the Safeguarding in Schools Team and was involved in the Emotionally Healthy Schools programme. Staff would access Autism Education Training from the LA. The Virtual School was providing training on trauma.</p> <p>The school was signposting parents to CEIAS (Cheshire East Information Advice Support Service) which could provide support in planning the post-19 transition. There were no new safeguarding referrals and it was confirmed that staff safeguarding training was up to date.</p> <p>Q: Are any members of staff trained as mental health first aiders? A: One member of staff has been trained and the school is considering training additional members of staff. Action: To consider training more staff as mental health first aiders.</p> <p>c) It was confirmed that the school Safeguarding audit form (Section 175 return) and associated action plan had been reviewed and submitted.</p>	HT
8	<p>FINANCIAL MATTERS Governors agreed to defer review of all financial items until after the Local Authority (LA) budget meeting next week and the Leadership & Management committee</p>	

	meeting in March 2021. Action: To carry forward all financial items to the summer 2021 FGB agenda.	Clerk
9	<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"> • Annual reviews would take place remotely this term and it was hoped face to face meetings could take place in the summer term. • The social care offer for pupils not able to continue in education was currently limited as facilities were closed. • Supported internships had been impacted. It was hoped that one pupil would gain employment at the hospital but if this fell through, they would have a six-month placement at The Rossendale Trust. Another pupil had been offered an internship at All Hallows (which had been extended to July 2021) and it was hoped that they would be able to have one term of work experience once schools re-opened. • Progress meetings were being held and teachers were identifying gaps in knowledge and support required for pupils returning to school. • Staff had developed schemes of work for core and foundation subjects with a clear pathway to demonstrate progress made. The school was now able to say what the impact of the curriculum was and how pupils had benefitted. Subject leaders were gathering evidence to demonstrate the impact of the curriculum and these folders would be shared at the next face to face FGB meeting. <p>Action: To share subject leaders' folders at the next face to face FGB.</p> <ul style="list-style-type: none"> • Staff CPD continued online. An INSET day on developing communication had been held in school. At the INSET day on 1st April 2021, TA's would receive more communication training and staff would undertake leadership training from the School Improvement Partner (SIP). • Pupil Premium spend was focused on three areas: Communication and Interaction (Music Therapy); Sensory and Physical (Sensory provision and CPD); Communication and Interaction/Social Emotional and Mental Health (provision of lunchtime and groups to develop social interaction). 	HT
10	<p>SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>The SDP had been evaluated up to February 2021 and uploaded to Governor Hub. Governors noted that positive progress had been made and all targets were likely to be achieved at the end of the academic year 2020-21.</p>	
11	<p>SCHOOL EXTERNAL ADVISER</p> <p>The SIP and NLE (National Leader of Education) were in regular contact with the school. Virtual meetings had been thought-provoking and challenging with the theme of developing leadership and giving teachers the confidence to answer Ofsted questions. The SIP was due to attend school on 1st April 2021 to provide further training. No written report had been provided.</p> <p>Action: To request a written report from the SIP.</p>	HT
12	<p>STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2021-22</p> <p>Governors confirmed that they would retain the current level of LA clerking support for 2021-22.</p> <p><i>KW left the meeting.</i></p>	

13	<p>POLICIES Governors were advised that all statutory policies were now available for review via Governor Hub. Action: To provide instructions on how to review policies via Governor Hub.</p>	Clerk
14	<p>UPDATE ON SCHOOL EXPANSION Works on The Willows had started, but due to the delayed start, the building would not be ready until half-term October 2021. Governors noted that there would not be sufficient space to admit a whole new cohort until the works had been completed.</p> <p>Q: Are there any pupils wishing to move to the school? A: There were 4 pupils currently in mainstream primary provision who would move to Park Lane in September 2021 and the school had room for these pupils but would not be able to accommodate additional pupils in Years 3, 4 and 5. The LA was supportive of this.</p> <p>Q: Why had the building works been delayed? A: The contract was supposed to have been signed in early December 2020 by the LA but was only signed a few weeks ago. The hold up had been due to the need to agree increased funding for the project, as part of the original funding had been used to install temporary classrooms.</p> <p>Q: Has the school asked the Department for Education (DfE) for an increase in roll? A: The current roll was 96 pupils and the school were not agreeing to increased class sizes as this would be detrimental to existing pupils. As it may take time to obtain approval for an increase in roll, it would be worth investigating. Action: To investigate an increase in roll.</p> <p><i>KW returned to the meeting.</i></p>	HT
15	<p>CONFIRM TERM DATES AND HOLIDAYS FOR NEXT ACADEMIC YEAR 2021-22 The school would adopt the LA term dates and holidays for 2021-22 and this was approved by governors. Action: To upload 2021-22 term dates to the school website.</p>	HT
16	<p>GOVERNANCE NEWSLETTER The spring term 2021 Governance Newsletter had been uploaded to Governor Hub prior to the meeting. The clerk highlighted that the list of items required to be published on school websites had been updated. Action: To check the compliance of the school website.</p>	KW
17	<p>GOVERNOR TRAINING AND DEVELOPMENT NB advised that he had not yet been able to attend the Induction Training modules. Action: To attend Governor Induction Training.</p> <p>Governors noted the requirement to send course completion certificates to KM as Training Liaison Governor. Action: To advise KM of how to access training records via Governor Hub.</p>	NB Clerk
18	<p>MEETINGS The date of the next full governing board meeting was confirmed as 10th June 2020 at 3:30 pm.</p>	

19	ANY OTHER BUSINESS There were no additional items of business.	
20	IMPACT STATEMENT <i>"We have a clear and current vision and strategy which will deliver high quality education and training for all our learners. Our strategy is realised through strong shared values across the leadership team, up-to-date policies and plans which lead to good practice in the classroom and beyond."</i> Governors strongly agree/agree. A clear strategy is in place however the school has not been able to evidence this due to the low numbers of pupils in school as a result of lockdown. It was noted that financial matters had not been addressed at this meeting. <i>* Park Lane Governors are using the GovernorHub Health check based on the Ofsted framework to guide our self-review.</i>	

The meeting moved to the part two agenda at 4:47pm.

Randy Palmer Chair

..... 10.6.21 Dated