

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
PARK LANE SCHOOL
HELD AT THE SCHOOL ON 28th FEBRUARY 2019**

Governors Present: Mrs T Palmes (TP) Chair
Mrs L Warmer (HT) Head Teacher
Mrs S Edwards (SE)
Mr H Edwards (HE)
Mrs K Wadsworth (KW)
Mr G Gaddum (GG)
Dr S Jaydeokar (SJ)
Mr J McPherson (JP)
Mr C Milnes (CM) [arrived 4pm]

Also in attendance: Mrs B Sidebotham (Clerk) Clerk to the Governors
Mrs Andree Barnard (AB) Associate Governor
Ms Emma Shaw (ES) Associate Governor

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting opened at 3.35pm

1	<p>APOLOGIES & ANY OTHER BUSINESS (AOB)</p> <p>Apologies were received and accepted from C Wee (CW).</p> <p>JP gave advance notice that he would have to leave the meeting at 5pm.</p> <p>AOB There were no AOB items.</p>	
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<p>2</p>	<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"> • GG is a member of the Board of Together Trust and is Chair of Governors at Inscape House School. • JM is Head Teacher at Peak School. <p>No other conflicts of interest were declared.</p> <p>All Governors present have now all completed and signed their individual annual Pecuniary Interest Forms; these are held at the school.</p> <p><u>ACTION:</u> Sign annual Pecuniary Interest Forms.</p>	<p>CW & EC</p>
<p>3</p>	<p>MEMBERSHIP</p> <p>There were no changes to the membership of the Governing Board since the last meeting.</p> <p>The Governing Board currently has one vacancy.</p> <p>1 x Co-opted governor</p> <p>TP confirmed she had emailed a contact regarding the position but is awaiting a response.</p> <p><i>Q. Did anything come from the discussions with the parent who had shown an interest?</i></p> <p><i>A. Consideration is being given to a non-parent candidate in the first instance to have a balance between parent and non-parent governors - currently 50% of Governors are parents.</i></p> <p>There are no terms of office due to expire before the next FGB meeting.</p>	

<p>4</p>	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The part one minutes of the meeting held on the 8th November 2018 were confirmed as an accurate record and signed by the Chair.</p> <p>The action log and the matters arising were reviewed and updated as follows:</p> <ul style="list-style-type: none"> • The school software will be able to provide the pupil premium evidence of progression as requested. However there is currently insufficient data to provide the information. This is an ongoing action until sufficient data is available in the autumn 2019 term. • All Governors agreed to follow the NGA Governor Code of Conduct. • Most Governors have now completed the online Safeguarding training. This action is carried forward for those who have yet to complete the online course. • Feedback from the NGA regarding the expectations of evidencing a Childs progression was it was down to the individual preference of the school as to whether they preferred digital evidence or workbooks. <p>The Governors discussed Ofsteds approach to internal performance data and their insistence that external data was also provided. Clarification was provided that external moderation of internal judgements was sufficient.</p> <p><i>Q. So working hand in hand with our Partner Schools will help?</i> <i>A. Yes, that goes toward the external moderation of our judgements.</i></p> <ul style="list-style-type: none"> • Nick O'Brien was confirmed as the auditor for the Unofficial School Fund for the forthcoming year. <p><u>ACTION:</u> Ensure Safeguarding Online training is completed and certificates are emailed to TP.</p> <p>It was confirmed that all other actions from the autumn term FGB meeting had been completed.</p>	<p>All G'nors</p>
<p>5</p>	<p>CHAIR'S ACTION</p> <p>The Chair reported that no actions had been taken on behalf of the governing board since the autumn 2018 Full Governing Board meeting.</p>	

6	COMMITTEES AND NOMINATED GOVERNORS The terms of reference for each committee are in the process of being reviewed. These will be shared with each Committee at their next meeting and be brought to the summer term FGB for Full Board approval. <u>ACTION:</u> Review the terms of reference for each committee and share with the Board during the summer term FGB Meeting for Full Board approval.	All C'ttees
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7 PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

Minutes of Committee meetings not previously received;
Finance & Personnel

The Finance and Personnel (F&P) Committee are due to meet on the 14th March 2019. The HT provided a verbal overview of the meeting with the Cheshire East Finance Officer (ECFO) that has already taken place, although the school is still waiting for the final report.

At the time of the meeting with the ECFO the School was unable to set a positive budget, the draft budget showed a deficit of £13,500. However, a new pupil started the school today; the income received for this pupil will reduce the deficit position to £900.

Governors discussed in detail the £74,500 carry forward that is owed to the school by Cheshire East for the correction of place funding over the last 2/3 years.

Q. Has anyone at Cheshire East agreed that that sum is owed to the school?

A. No, but every time there is a meeting with the CEFO a new person attends. This time the school has been assured the matter will be looked into. EC can provide them with a detailed breakdown of all outstanding money, she has been requesting a meeting with Cheshire East for 2 years and has not managed to get one arranged. If this issue is reconciled the school will be able to set a positive budget for 2019/20, but there will be no carry forward for the following year.

Q. So the draft budget takes into account the £74,500?

A. Yes.

Governors discussed the need to discuss the money owed to the school with J Forster, Director of Education, and whether D Rutley MP should be copied into any correspondence. It was agreed that a letter would be sent to J Forster but on this occasion it was unnecessary to copy in D Rutley MP.

TP

ACTION: Write to J Forster regarding the money owed to the school by Cheshire East to highlight the impact the lack of funds will have on salaries, jobs and the children.

Governors discussed the Government's recent announcement regarding increased pension contributions for teachers. The understanding at present is that this will be fully funded by the Government; however the draft budget has taken the increase in to consideration in case the school is expected to also contribute. Therefore dependent on the pension position the school may be in a slightly better financial position. The pay increases built into the

8	FINANCIAL MATTERS The Finance Committee is not due to meet until the 14 th March 2019 due to a late meeting with the Cheshire East Finance Officer. There were no reports to discuss at this time.	
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9 PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

The Head teachers report was shared via Governor Hub prior to the meeting. The following points were included within the report:

1. Staffing and Pupils
2. Engagement with Parents, Staff and Partners
3. SMSC and British Values
4. School Partnerships
5. Students Updates
6. Outcomes for Children and other Learners
7. Personal Development, Behaviour and Wellbeing
8. Effectiveness of Leadership & Management
9. Safeguarding
10. School Development Plan
11. School Improvement Partner
12. Appraisal
13. Self-Evaluation Form
14. IT Matters
15. Health & Safety

The HT gave a verbal summary of the report including a brief update on the new assessment system B Squared. The feedback from teachers so far has been positive and the system seems to be working well. Joint moderation was discussed with Peak School who also use the system.

ACTION: Forward details of the Deputy Head Teacher at Peak School to arrange joint moderation session of B Squared.

The curriculum has been redistributed amongst staff with evaluations of the success of the lessons to ensure they are challenging enough for the students. Themed events are to be held to raise the awareness of each subject. The long term approach to the curriculum is to be revised from September to reflect the community and the society in which the pupils live.

The recent Safeguarding audit confirmed that the Safeguarding Registers were being completed on time and accurately. There were a few minor discrepancies in coding that have been corrected and the Teachers reminded of the correct codes. A training session has been held by Cheshire East on Record Keeping. Staff are working hard to ensure that all actions raised are followed through and explanations provided on why each step has been taken. Monthly checks on the registers are being carried out to ensure that no patterns in incidents are developing. The importance of supporting documentation was also discussed.

The HT confirmed that the Safeguarding Link Governor had been kept up to speed on all developments and the outcome of the Safeguarding Audit

JP

1 0	<p>SCHOOL DEVELOPMENT PLAN</p> <p>This item is included within the Head Teachers Report.</p>	
1 1	<p>SIP EVALUATION & OFSTED EVALUATION</p> <p>This item is included within the Head Teachers Report.</p>	
1 2	<p>SAFEGUARDING</p> <p>A written report by CW, Safeguarding Link Governor, was read to the Board by the HT.</p> <p>CW met with the HT on the 17th January 2019, the report outlines the training completed by staff and a reminder to all Governors to complete the online Safeguarding training as discussed earlier in the meeting.</p> <p>The Safeguarding actions raised by Ofsted were noted. All staff have been reminded to record and follow up all concerns.</p> <p>The HT confirmed that all new staff members were given a copy of the Safeguarding policy as part of their induction and all attend the Safeguarding Level 1 course.</p> <p>Q. What about any work experience students, how soon are they given any safeguarding training? <i>A. Before they start.</i></p> <p>Q. What about DBS checks on staff? <i>A. Staff are on a rolling process, DBS are checked approximately every five years. Five names from the Single Central Register (SCR) are checked each month on a random basis.</i></p> <p>There are two Looked After Children (LAC) within the school, both have on EHCP.</p> <p>There is one designated Social Worker from the Disability Team that bases herself within the school and one designated Social Worker from the Adult Team that provides drop in sessions for parents.</p>	

1 3	<p>SCHOOL PROSPECTUS</p> <p>The prospectus is still being reviewed and will be carried forward to the summer term FGB.</p> <p>A new website is currently being developed using the School Spider app, this is also in the early stages.</p> <p><u>ACTION:</u> Add School Prospectus to the summer term FGB agenda.</p>	Clerk
1 4	<p>ACCESS PLAN</p> <p>The Access plan is on Governor Hub. All Governors had reviewed it prior to the meeting.</p> <p>There were no questions.</p>	
1 5	<p><u>STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2019-2020</u></p> <p>The Governors discussed clerking arrangements and agreed to purchase the clerking service from Cheshire East for 2019-20 as long as continuity of Clerk could be assured.</p> <p><i>[JP left the meeting 5pm]</i></p>	

<p>1</p> <p>6</p>	<p>DIRECTOR'S REPORT</p> <p>The Director's Report for the Spring Term 2019 contained the following matters:</p> <p>Message from the Director of Children's Services</p> <ol style="list-style-type: none"> 1. School Governance and Liaison update 2. Special Educational Needs and Disability Update 3. Education Contributions to Child Protection Conferences 4. Corporate Parenting - Pledges 5. Attendance and Children Out of School Update 6. Admission Arrangements (including Sixth Form) for 2020-21 7. School Organisation and Capital – Review of Planning Areas 8. School to School Support Programmes 9. The New Ofsted Inspection Framework 2019 10. Mental Health and Wellbeing in School – latest DfE Guidance 11. Schools Funding Formula 2019/20 12. Local Children's Safeguarding Board <p>The clerk highlighted to governors a number of issues, and governors noted the report. The clerk had also forwarded a precis of the report signposting the articles to the relevant individual roles and committees prior to the meeting.</p> <p>ACTION: Investigate whether admissions training is still a requirement for Governors of special schools?</p> <p>Q. Should we discuss Momo?</p> <p><i>A. Yes, it has already been discussed with the pupils that have already been in contact with it and teachers and parents have taken action.</i></p> <p>Governors discussed what Momo is and the concerns it raises. It was agreed that E-Safety Officers would be re-introduced to help tackle internet safety and raise pupil and parent awareness of the risks.</p>	<p>TP</p>
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1 7	<p>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</p> <p>The completion of the following courses was confirmed by Governors:</p> <p>TP has completed Equality and Diversity SE and HE have completed the online Safeguarding training. HE completed the IPSEA SEND Law & Access to Tribunals Training on the 30th November 2018. CW completed Exclusions, Finance, Multi Agency Safeguarding Level 2, Critical Incidents, Health & Safety and Complaints training.</p>	
1 8	<p>SCHOOL POLICIES</p> <p>The following policies were approved by the Governing Board:</p> <ul style="list-style-type: none"> • Governors Allowance Policy • Resignation policy • Access Policy • Child Protection <p>Pay Policy-Support Staff will be reviewed following the Finance meeting on the 14th March 2019.</p> <p><u>ACTION:</u> Include approval of the Support Staff Pay policy at the summer term FGB meeting.</p>	Clerk
1 9	<p>PLANNED RESIDENTIAL VISITS</p> <p>There are no residential trips planned this term.</p>	
2 0	<p>EU EXIT – CONTINGENCY PLANNING</p> <p>Governors discussed the implications of Brexit on the school particularly in relation to the members of staff that are EU nationals. It was agreed that Governors should ensure that the Board remains aware of the changes and offer support to staff members as and when required.</p>	

<p>2 1</p>	<p>MEETINGS</p> <p>The date and time of the next full governing body meeting was confirmed as the 13th June 2019.</p> <p>The dates for the three full board of governors meetings to be held during the academic year 2019-2020 were confirmed as:</p> <ul style="list-style-type: none"> • 7th November 2019 • 19th March 2020 • 11th June 2020 	
<p>2 2</p>	<p>ANY OTHER BUSINESS</p> <p>Questions that were asked that had not been covered elsewhere during the meeting:</p> <p><i>Q. It was reported in the HTR that the school has had two TA resignations are they going to be replaced?</i> <i>A. Not currently. Both TAs were on secondment and so their positions had already been infilled. It will be a cost saving for the school. The Local Authority has been asked to fund an additional TA until the end of the school year to assist with the emergency admission, this has been agreed.</i></p> <p><i>Q. Are there any further updates on expanding the school?</i> <i>A. Nothing further. The college has emptied the building and their understanding was that the transaction had gone through but no confirmation has been provided to the school. The school is currently turning children away, and Cheshire East has no local capacity.</i></p> <p>Governors discussed the length of time it would take to complete the proposed expansion and the processes that would be involved.</p>	

2 IMPACT STATEMENT

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How has the Board of Governors helped move the school forward in this meeting?

The core strategic functions defined by the DfE are:

Ensure clarity of vision, ethos and strategic direction;
 Hold the Head Teacher to account for the educational performance of the school;
 Oversee the financial performance of the school, ensuring value for money;
 Promote the highest possible standards for Safeguarding.

The impact statement from the last meeting was discussed and the following comments made:

- The review of pupil premium data is ongoing; it will be the autumn term before sufficient data is available.
- Terms of Reference are still being reviewed; this has been carried forward to the summer term.
- The Governors all agreed to follow the NGA Governors Code of Conduct.
- The categorisation letter has been discussed during the meeting.

It was agreed that GG would draft the Impact Statement for this meeting and forward to the Clerk to add to the minutes.

GG

ACTION: Draft an impact statement and send to the Clerk.

{Subsequent to the meeting GG provided the following Impact Statement:

The Governors discussed a number of areas:-

Budget – It was recognised that although the budget balances for 2019, the budget is in deficit for 2020, this needs constant monitoring. It was acknowledged that we are still owed considerable monies from Cheshire East.

Pupil Progress – Acknowledging the new standards and formula put in place from OFSTED, the school plans to create new assessment partnerships with similar schools in Derbyshire.

OFSTED – the SEF is to be updated for presentation in the Autumn Meeting

Post OFSTED – The actions recommended from the review from our last inspection are being implemented.

.....Chair

.....Dated

Meeting moved to Part 2 at 5:25pm
[ES left the meeting 5:25pm]