

## **BANKS LANE JUNIOR SCHOOL GOVERNING BOARD MINUTES**

### **SPRING TERM 2022**

Date: 27 January 2022

Time: 4.30pm

Venue: The School

#### **GOVERNORS PRESENT**

Mrs J Graham (Chair), Mr P Thomas, Mr J Vali, Mr D Bennett, Mrs C Owens, Mrs A Power, Mr T Ellison, Mrs A Boulderstone, Ms J Sturch, Mrs J Carson, Mr E Milner (Headteacher)

#### **IN ATTENDANCE**

Mr A Lane Governor Support Officer

1	<u><b>WELCOME AND APOLOGIES</b></u>
	Governors were welcomed to the meeting by the Chair. Apologies for absence were received from Mrs J Patel, Mrs E Battersby and Mr M McDermott and accepted by the governing board.
2	<u><b>DECLARATION OF ANY OTHER BUSINESS (AOB)</b></u>
	The Chair invited governors to declare any items for discussion under AOB. The sole item declared was governing board approval for forthcoming residential trips
3	<u><b>DECLARATION OF INTERESTS</b></u>
a	<u><b>Declaration of Business Interests</b></u>
	Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made.
	Governors were reminded that they should declare any interest which arose during the meeting.
b	<u><b>DBS Checks and Section 128 Checks</b></u>
	The Headteacher confirmed that DBS checks were in place for all governors (apart from Mr McDermott, which was currently awaited) and that Section 128 checks have been carried out.
	<u><b>CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS &amp; STRATEGIC DIRECTION</b></u>
4	<u><b>REVIEW SCHOOL IMPROVEMENT PLAN (SIP)</b></u>
	The SIP had been circulated to governors prior to the meeting and questions were invited.  The SIP had been finalised following a thorough process. It had been referred to both MLT and SLT. It had then been considered in detail at the recent Steering committee. The HT explained that the SIP feeds into the half-termly and termly overviews and shapes the content and priorities outlined in the Headteacher's termly report. <b><i>Does this connect to the LA and government education recovery plans ?</i></b> Yes, it mirrors many of the core priorities such as Reading, which has been adversely affected by disrupted learning, as well as SEND in terms of the pandemic's impact on vulnerable pupils. It also marries up with staff appraisal targets. <b><i>Were there any concerns in school in terms of teaching and learning ?</i></b> The HT stated that the school had adopted throughout the last two years a mindset of "getting on with it" and ensuring that disruption to children's learning was minimised and that the education of the children was protected.

	The Governing Board recorded its approval of the School Improvement Plan		
5	<b><u>CORE BUSINESS</u></b>		
a	<b><u>Previous Governing Board Minutes, Actions &amp; Matters Arising</u></b>		
	<p>It was RESOLVED that the minutes of the meeting held on 23 September 2021, copies circulated previously, be approved and signed by the Chair and authorised for publication.</p> <p>The actions from the autumn term minutes were reviewed as follows:</p>		
	<b>ACTION POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>
	1	Procurement of governor lanyards	HT
	2	DBS checks for governors	HT
	3	Confirm reading of KCSIE document	Governors
	4	Circulation of Governor skills matrices	GSO
		<b>UPDATE ON ACTION TO BE COMPLETED</b>	
		Completed	
		Confirmed earlier	
		Ongoing where not done	
		Completed	

b)	<b><u>Approval of Policies</u></b>
	<p>Governors considered and APPROVED the following policies which had been circulated prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• Early Career Teachers - The DHT confirmed that a significant amount of work had gone into ensuring that the school was fully compliant with the policy. There would be a quality assurance of this on 4 February.</li> <li>• CCTV</li> </ul> <p>The following policies were referred to the Resources committee for consideration – <b>ACTION 1:</b></p> <ul style="list-style-type: none"> <li>• Data Breach</li> <li>• Data Subject Rights</li> <li>• Data Protection</li> </ul> <p>In terms of the policy review timetable, the School Business Manager was working on this. It was intended that the Governing Board Standards Group would be made aware of any policies in need of review.</p>
c)	<b><u>Pay Committee Recommendations</u></b>
	<p>The Chair of the Pay committee confirmed that pay recommendations had been received from the Headteacher and considered by the committee at its meeting on 8 December. There had been no issues in that all teachers had met their targets.</p>

d)	<u>Agreement of the Draft 2022-23 Budget</u>
	In line with normal practice, this would be considered in more detail at the Resources committee and recommended for approval to the Governing Board.
e)	<u>Approval of Financial Delegation Form 2022-23</u>
	Governors AGREED the financial delegation form and its authorised limits of spending authority.
f)	<u>Approval of Inset Days 2022-23</u>
	Governors confirmed their previous approval.
g)	<u>Approval of Finance Manual</u>
	The Finance Manual was recommended for approval by the Resources committee and to be duly approved by the governing board.
6.	<u>BOARD/STRATEGIC DEVELOPMENT</u>
a)	<u>Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans)</u>
	The skills assessment sheets had been circulated to governors. New governors confirmed that they had attended the new governor induction.
b)	<u>End of Term of Office</u>
	There were no imminent ends to terms of office.
c)	<u>Board Vacancies</u>
	There were currently vacancies for 1 LA governor and two co-opted governors.
d)	<u>Feedback on Governor Visits</u>
	Governors reported back on their visits to school following the drop-in days.  Mr Bennett had been in to look at the children's books and was pleased to confirm that they were of a high quality. He had also seen with Mrs Carson the Music lessons and both had been impressed.  Mrs Power was pleased to report from what she had seen that there were several high-quality initiatives in school.  Those governors who had been into school to help with the Christmas dinners had been very impressed with the behaviour of the children. In relation to the children's behaviour, the DHT explained that the school was committed to safeguarding the pupils' wellbeing through activities such as Mindfulness and the Dojo Bingo run by Mrs Giles.  The Chair cited the value for governors in enhancing their insight into school from these visits. This was echoed by the HT who was pleased that it afforded governors the opportunity to "see past this meeting". The school-based governors also commented that both staff and pupils welcomed seeing governors in school.
e)	<u>Stockport Governor Conference</u>
	Governors were advised that the 2022 GOVAS conference has been arranged for 26 <sup>th</sup> March at Marple Hall School.
7.	<u>BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY</u>

	<p><u>Governance update and governor development</u></p> <p>Governors noted the guidance.</p> <p><u>School Uniform</u></p> <p>Governors to review the school uniform processes and policy in the light of the new DfE guidance. The importance was highlighted of informing parents where second-hand uniforms could be obtained. The school was due to put the school uniform contract out to re-tender.</p> <p><u>School Effectiveness</u></p> <p>Governors to ensure the DBS and Section 128 checks are up to date on the school's Single Central Record. This had been covered previously.</p> <p><u>School Sufficiency Investment Plan</u></p> <p>Governors noted the guidance.</p> <p><u>Holiday Activities and Food Programme (HAF)</u></p> <p>Governors noted the guidance.</p> <p><u>Early Years Update</u></p> <p>Governors to ensure that the updated EYFS statutory framework is published on the school's website. Governors noted the guidance</p> <p><u>DfE Updates for Schools</u></p> <p>Governors noted the updates.</p>
	<p><b><u>CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS</u></b></p>
8.	<p><b><u>HEADTEACHER'S TERMLY REPORT</u></b></p>
	<p>The Headteacher's Report (shared previously with the Steering committee) had been circulated to the governors prior to the meeting and questions were invited:</p> <p>The Headteacher updated the governors upon matters arising from the Report:</p> <ul style="list-style-type: none"> <li>• Covid-related update – to date, 23 children had tested positive and today 17 children had been off school. There were implications for staffing in terms of staff being off school, either having tested positive or having to be at home for childcare. The school had sent a "warn and inform" letter to parents of children in one particular class and might have to do the same for another one tomorrow. Texts were sent twice-weekly to staff to remind them to take lateral flow tests.</li> <li>• Attendance and behaviour – the pupil attendance level was currently 92.9% (below the normal 95-96% range).</li> <li>• Exclusions, incidents, physical interventions – in the autumn term, there had been 7 exclusions involving 3 pupils and 15 incidents of physical restraint involving four pupils. Since Christmas, there had been one incident of physical restraint, while there had been no further fixed-term exclusions. The HT reported that the school was now receiving more external support for challenging pupils.</li> <li>• Safeguarding matters, including the LA audit – the audit would be completed and returned before the cut-off date of 25 February, although the HT informed the meeting that there had been concern expressed by many Headteachers at this date.</li> <li>• Building – completion was envisaged by 31 January.</li> </ul> <p>The HT responded to the <b><i>following questions:</i></b></p> <p><b><i>When will you measure the impact of the Phonics training and expected progress ?</i></b> With the Phonics teacher having left at Christmas, her replacement, Kim</p>

	<p>Powell, would be carrying this out in the forthcoming weeks.</p> <p><b>Assessment from the School book monitoring - Any concerns for governors to be aware of?</b> Staff had concluded that the quality was high.</p> <p><b>When are the training and observations planned? Any mitigation in place if expectations are falling short?</b> Some observations had been carried out, but this had then been overtaken by staff absences/departures.</p> <p><b>With reference to “high challenge for year 5 / 6 children” -anything different or extra to be implemented in this age group?</b> There would be more challenging steps for years 5 and 6 with the introduction of a new professors and diploma system.</p> <p><b>Which cohorts are challenged due to resource? Does this align with the cohorts with other areas of challenge in Maths ?</b> If all staff are in, this can be done on the same day with the aid of intervention work.</p> <p><b>Overall – how have Target Tuesdays gone?</b> The DHT explained that they had started last week in terms of looking at the children’s Writing as well as Arithmetic targets. These were already having a real impact in terms of children’s ownership of their progress.</p> <p><b>History and Geography audit has been adapted and presented to all subject leaders in staff meeting – is this something to share with governors or not suitable?</b> The next Teaching and Learning committee meeting would receive a report on this – <b>ACTION 3</b> - with both the DHT and Mr Ellison having shared it at last night’s staff meeting.</p> <p><b>“Pupil voice” which is currently being created ready for Spring 2022 – will this be early or late spring?</b> The school was aiming for a spring term 2 completion ready for summer term 1 implementation.</p>
9.	<u>WELLBEING</u>
	It was agreed that Mrs Boulderstone, Wellbeing Governor, would come into school to observe a wellbeing group – <b>ACTION 3</b>
10.	<u>TEACHING &amp; LEARNING</u>
a)	<u>Committee Minutes</u>
	The minutes of the committee meeting held on 19 October 2021 were noted by the governing board.
b)	<u>Teaching &amp; Learning/Curriculum Update</u>
	Mr Bennett, committee chair, reported that the meeting had been productive and thanked Mrs Owens for her provision of information and her support to him in his new role. He thanked fellow committee members for their enthusiasm and commitment at the first meeting of the revamped committee.
	<b><u>CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL &amp; MAKING SURE ITS MONEY IS SPENT WELL</u></b>
11.	<u>RESOURCES &amp; BUDGET</u>
a)	<u>Committee Minutes</u>
	The minutes of the committee meeting held on 5 October 2021 were noted by the governing board.
	The action points would be covered at the forthcoming meeting.

b)	<u>Budget Update</u>
	This would be covered at the above meeting; Mr Vali, committee chair, added that the budget was looking positive.
c)	<u>School Financial Value Standard (SFVS) Update</u>
	This would be submitted before the relevant cut-off date.
12.	<u>PREMISES &amp; HEALTH &amp; SAFETY (H&amp;S)</u>
	Mr Thomas, Health and Safety Governor, had checked on some of the outstanding external actions and had confirmed that these had been addressed.  The HT added that the fire plans were now on display, although work on the fire doors was required.  The school had incurred cost with the on/off repairs to the electronically controlled gate.
13.	<u>DATES</u>
a)	<u>Full Governing Board</u>
b)	<u>Committee Meetings</u>
	Th calendar of meeting dates had been confirmed previously and circulated to governors.
14.	<u>ANY OTHER BUSINESS</u>
	Governors recorded their approval for the forthcoming residential trips. Some governors expressed an interest in helping out on the trips.  <b><i>Were the costs still the same as last year ?</i></b> They were broadly in line.  <b><i>Were there any particular issues ?</i></b> A preliminary risk assessment had been carried out for a pupil with challenging physical needs.
	With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 6.28pm.

### MEETING ACTION POINTS

ACTION NUMBER	MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	5b	Review/consider data protection-related policies	Resources committee	9 February meeting
2	8	Receive report on History and Geography audit	Teaching and Learning committee	24 February meeting
3	9	Observe a School wellbeing group	Mrs Boulderstone	Post-meeting