

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

### **SPRING TERM 2023**

Date: 26 January 2023

Time: 4.30pm

Venue: The School

#### **GOVERNORS PRESENT**

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

#### **IN ATTENDANCE**

Mr R Monaghan

Observer

Mr A Lane

Governor Support Officer

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| 1. | <u><b>WELCOME AND APOLOGIES</b></u>   |
|    | Governors were welcomed to the meeting by the Chair. The meeting achieved quorum with eight governors in attendance.<br><br>Mr Richard Monaghan, prospective new co-opted governor, was welcomed and personal introductions were made round the table. Apologies for absence were received from Mrs J Patel, Mr T Ellison, Mr M McDermott, Mrs E Battersby and accepted by the governing board.   |
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| 2. | <u><b>DECLARATION OF ANY OTHER BUSINESS (AOB)</b></u>   |
|    | The Chair invited governors to declare any items for discussion under AOB.<br><br>The issue of industrial action would be raised under AOB.   |
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| 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>Business Interest Forms</b></u>   |
|    | Where not done, governors were asked to complete and return their Business Interest Forms to the School Business Manager – <b>ACTION 1</b>  |
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| 4  | <u><b>HEADTEACHER'S TERMLY REPORT</b></u>   |
|    | At this point, the Headteacher's termly report was brought forward from its placement in the agenda.<br><br>The HT explained that this had been considered in detail at the recent Steering committee meeting and that this was an opportunity for governors to ask question of its content. The HT added that as one of his action points he had investigated why there had been a change of school in the school linking project. He had been informed of the ethnic make-up of the linking school which ensured that Banks Lane was twinned with a |

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|  | <p>school of pupil diversity.</p> <p>The DHT reported that last night there had been a review of the new reading system., with Cheryl Rock leading a staff meeting to evaluate how staff felt about the new model which was based around Whole Class Reading rather than the previous Guided Reading approach. Staff feedback had been positive with evidence of an improvement in progress, especially for the lower attainment readers <b><i>How did the staff select the choice of vocabulary?</i></b> This was on the premise of tier 1, 2 and 3 words. There were also vocabulary tasks at the start of each session. Staff were ensuring that discussion was opened around language to promote a love of reading on the part of the children. There would be a learning walk on 13 February by the Senior School Improvement Partner (SSIP) to evaluate progress.</p> <p>A new Phonics scheme had been brought in for Year 3 for those children who had not passed the screening in Years 1 and 2. Feedback from the TAs confirmed the increased confidence of the children in reading aloud in class. A parent-governor testified to the improved attitude to reading of her child(ren). Daily Phonics intervention groups were taking place in Years 3 and 4 for the lowest progress readers.</p> <p>The School Council was to run a project around Home Reading.</p> <p><b><i>When was the next Governor Drop-in Day?</i></b> This was confirmed for 2 February when governors were invited to observe the children's reading in class.</p> <p>The DHT provided the committee with data on behaviour related incidents.</p> <p>For last term, there had been four fixed-term exclusions for two children, compared to seven involving three children for the 2021 autumn term. For last term, there had been fifteen incidents of physical restraint, compared to eighteen for the 2021 autumn term. The governing board was pleased to note the improving situation.</p> <p>SEND – There had been 4 applications for the new role. The HT would be looking to re-advertise the post, while retaining the applications of the two internal candidates.</p> <p>Attendance – Last term the rate had been 93.6%, with the school struggling to regain pre-Covid levels. The school continued to be proactive in addressing this, with termly reviews being carried out by the Education Welfare Officer. The biggest problems were (a) the parents who don't inform the office that their children would not be attending school and (b) the small number of persistent absentees.</p> <p>There were currently 4 child protection children and 2 looked-after children on roll.</p> <p>Staff wellbeing – morale was good, with staff being mutually supported by a strong team ethos and input from the resilience coach. There was positive feedback from new parents on staff morale in school. Similarly, there had been positive comment from agency/supply staff. <b><i>How was the school progressing with its aspiration for the wellbeing award?</i></b> The HT undertook to check on this – <b>ACTION 2</b></p> <p>A pupil anti-bullying survey was due to be carried out.</p> <p>The updated School Improvement Plan was received by governors. Governors' comments were invited for the Teaching and Learning to consider at its next meeting – <b>ACTION 3.</b></p> |
|  | <p><b><u>CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS &amp; STRATEGIC</u></b></p>  |

|    | <b><u>DIRECTION</u></b>   |
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| 5. | <b><u>CORE BUSINESS</u></b>   |
| a  | <b><u>Previous Governing Board Minutes, Actions &amp; Matters Arising</u></b>   |
|    | It was RESOLVED that the minutes of the meetings held on 15 September and 17 November 2022, copies circulated previously, be approved and signed by the Chair and authorised for publication. |

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| b) | <b><u>Approval of Policies</u></b>   |
|    | Governors agreed that, in the first instance, the Leave of Absence policy be referred to staff for comment and subsequent governing board approval – <b>ACTION 4</b>   |
| c) | <b><u>Pay Committee Recommendations</u></b>  |
|    | The Chair of the Pay committee confirmed that pay recommendations had been received from the Headteacher and considered by the committee.  |
| d) | <b><u>Agreement of the Draft 2023-24 Budget</u></b>  |
|    | To be covered at the forthcoming Resources committee meeting<br>The HT added that the school held a healthy carry-over, but that this was likely to change to a deficit the year after next due to the impact of funding the teacher's pay rise this year and the potential up to 200% increase in energy costs.<br>The school had also been liaising with the SSIP on a poverty proofing project. |
| e) | <b><u>Delegation of Draft 2023-24 Budget</u></b>   |
|    | To be covered at the forthcoming Resources committee meeting.  |
| f) | <b><u>Approval of Inset Days 2023-24</u></b>   |
|    | To be confirmed to governors – <b>ACTION 5</b>   |
| e) | <b><u>Approval of Finance Manual</u></b>   |
|    | To be covered at the forthcoming Resources committee meeting.  |
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| 6. | <b><u>BOARD/STRATEGIC DEVELOPMENT</u></b>  |
| a) | <b><u>Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans)</u></b>   |
|    | There were currently governor link roles for wellbeing and writing.<br>Governors were reminded about the importance of succession planning on the board, especially in the context of the timeline for academisation. It was agreed to refer this for more detailed consideration to the forthcoming Governing Board Standards group meeting – <b>ACTION 6</b>                                     |
| b) | <b><u>End of Term of Office</u></b>  |
|    | There were no imminent ends of terms of office.  |
| c) | <b><u>Board Vacancies</u></b>  |
|    | There were currently 2 co-opted and 1 LA governor vacancies.   |
| d) | <b><u>Feedback on Governor Visits</u></b>  |
|    | Governor visits had been undertaken by Mr Bennett and Mrs Carson.  |
| e) | <b><u>Stockport Governor Conference</u></b>  |

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|     | <p>Governors were advised that the 2023 GOVAS conference has been arranged for 25<sup>th</sup> March on Microsoft Teams. Registration details will be circulated in due course.</p> <p>Governors regretted that this event was not being held face to face as a virtual forum changed its dynamic and value.</p> |
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| 7.  | <b><u>BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY</u></b>   |
|     | <p>Governors noted the following papers:</p> <ul style="list-style-type: none"> <li>• Governance Update and Governor Development</li> <li>• The Schools' Bill – Where Now?</li> <li>• Appeal for Volunteers</li> <li>• DfE Updates for Schools</li> </ul> <p>Governors noted the briefing papers.</p>            |
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|     | <b><u>CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS</u></b>  |
| 7.  | <b><u>HEADTEACHER'S TERMLY REPORT AND SCHOOL DEVELOPMENT PLAN</u></b>  |
|     | This had been covered earlier.   |
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| 8.  | <b><u>WELLBEING</u></b>  |
|     | This had been covered earlier.   |
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| 9.  | <b><u>TEACHING &amp; LEARNING</u></b>  |
| a)  | <b><u>Committee Minutes</u></b>  |
|     | The minutes of the committee meeting held on 18 October 2022 were noted by the governing board.  |
| b)  | <b><u>Ratification of Policies</u></b>   |
|     | The ECT policy had been considered and duly ratified by the committee.   |
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|     | <b><u>CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL &amp; MAKING SURE ITS MONEY IS SPENT WELL</u></b>   |
| 10. | <b><u>RESOURCES &amp; BUDGET</u></b>   |
| a)  | <b><u>Committee Minutes</u></b>  |
|     | The minutes of the committee meeting held on 5 October 2022 were noted by the governing board.   |
| b)  | <b><u>Ratification of Policies</u></b>   |
|     | The policies were considered at each termly meeting.   |
| c)  | <b><u>Budget Update</u></b>  |
| d)  | <b><u>School Financial Value Standard (SFVS) Update</u></b>  |
| e)  | <b><u>School Fund Audit Certificate: Approval of School Fund Audit Arrangements</u></b>  |

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| f)  | <u>Report on Pupil Premium (PP), Sports Grant and Covid Catch Up Spending</u>   |
| g)  | <u>Scheme of Delegation</u>   |
| i)  | <u>Finance manual</u>   |
|     | All the above would be considered at the forthcoming Resources committee meeting.   |
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| 11. | <u>PREMISES &amp; HEALTH &amp; SAFETY (H&amp;S)</u>   |
|     | The school was dissatisfied with the quality of the service provided by Robertsons, its Building Maintenance buy-back. This would be considered more closely in terms of alternative provider at the next Resources committee meeting – <b>ACTION 7</b>   |
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| 12. | <u>DATES</u>  |
| a)  | <u>Full Governing Board</u>   |
| b)  | <u>Committee Meetings</u>   |
|     | The calendar of meeting dates had been set previously.  |
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| 13. | <u>ANY OTHER BUSINESS</u>   |
|     | <u>Residential</u> - The board expressed its dismay at the recent media coverage of a pupil on roll. The board stressed its strong support of the school's efforts in this situation and recognised that the school was committed to ensuring that every child had access to the curriculum, including trips.<br><br><u>Industrial action</u> – The HT updated governors on the contingency plans in place for the forthcoming day of industrial action, namely, keeping the school open for vulnerable children and, specifically, closing two classes. A letter would be sent to parents to inform them of the school's arrangements. |
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|     | With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 6.40pm.   |

## BANKS LANE JUNIOR SCHOOL

### SPRING TERM 2023 GOVERNING BOARD MINUTES

#### MEETING ACTION POINTS

| ACTION NUMBER | MINUTE POINT | ACTION REQUIRED                                   | ACTION FOR      | DATE ACTION TO BE COMPLETED |
|---------------|--------------|---|-----------------|-----------------------------|
| 1             | 3b           | Complete, where required, business interest forms | Governors       | Post-meeting                |
| 2             | 4            | Clarify progress on school wellbeing award        | HT              | Post-meeting                |
| 3             | 4            | Review of School Improvement Plan                 | T & L committee | Next meeting                |
| 4             | 5b           | Review of leave of absence policy                 | Governing Board | Future meeting              |
| 5             | 5f           | Circulate 2023/34 Inset dates for approval        | HT              | Post-meeting                |
| 6             | 6c           | Discuss governing board succession                | Governing Board | Next meeting                |

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|   |    | planning                         | Standards Group     |              |
| 7 | 11 | Discuss Building Maintenance SLA | Resources committee | Next meeting |