

# BANKS LAN JUNIOR SCHOOL GOVERNING BOARD MINUTES

## SPRING TERM 2019

Date: 28<sup>th</sup> February 2019  
Time: 5.30 pm  
Venue: The School

### GOVERNORS PRESENT

Mrs J Graham (Chairperson), Mr J Vali, Mrs N Taylor, Mr P Thomas, Mrs G Collins, Mr A Bassett, Mr D Bennett, Mrs K Pixton, Ms J Sturch, Mrs J Patel, Mr E Milner (Headteacher)

### IN ATTENDANCE

Mr A Lane Governor Support Officer

Prior to the agenda, governors completed a self-evaluation questionnaire which analysed their Role and covered what they perceived as their strengths and weaknesses. These were returned to the school to be collated and evaluated.

#### 1. WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting; apologies for absence were received from Mrs J Knott and Mr A Grace and accepted by the governing board.

#### 2. DECLARATION OF BUSINESS INTERESTS

Governors were asked to declare any business, financial or personal interests; there were no declarations made. Governors were reminded that they should declare any interest which arose during the meeting.

#### 3. BUSINESS

##### a) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 28<sup>th</sup> November 2018, copies circulated previously, be approved and authorised for publication, subject to the correction of Mr **D** Bennett.

##### b) Matters Arising from Previous Governing Board Minutes

***How frequently would Section 128 checks need to be re-done ?*** Mrs Collins undertook to clarify this - **Action**

There were no further matters arising.

##### c) Committee Minutes

It was RESOLVED that the minutes of the following committee meetings, copies circulated previously, be approved and authorised for publication:

Teaching and Learning: 22 January 2019

Resources: 6 February 2019

Monitoring: 26 February 2019

d) Matters Arising/Action Points from the Committee Minutes

Resources

The cost to the budget of funding the staff pay increases had been confirmed as c£12k.

There were no other matters arising.

e) Policy Review Document

Mrs Collins informed the meeting that she had compiled a spreadsheet which detailed the timeline for review and approval of policies.

Anti-bullying policy

Drug policy

Consent Policy

Date protection policy

**Does the anti-bullying policy mirror school practice ?** The core principles were the same.  
**Did the provisions of the policy cover transgender children ?** Mrs Collins undertook to clarify this – **Action**. It was agreed that there would be merit in this aspect forming part of the next related staff CPD

The above model policies were approved.

Safeguarding policy

Critical Incidents Guidelines

These policies had been personalised for the school; governors approve the policies.

Section 128 checks for governors

This had been covered earlier.

4. RESOURCES

a) Budget Update

The current budget had been considered at Resources committee.

Governors were alerted to the budget pressures facing the school. In terms of the SLAs, the school was carefully assessing the buy-backs to ensure that best value was secured. The school was making savings through some non-replacement of staff leaving. **Would the school continue to buy back into School Improvement ?** Yes, although there was concern in the meeting at the past level of support which the school had received.

The 2019/20 Scheme of Delegation Form had been circulated previously; governors approved the various limits of spending authority.

5. HEADTEACHER'S TERMLY REPORT

The Headteacher's Report – now in the form of the school self-evaluation form - had been circulated to governors prior to the meeting and questions were invited.

**What did governors think of its format and content?** Governors welcomed it. It had also been submitted to the School Improvement Partner for comment. The recent LA review had shaped the next steps for the school.

## SEF

The SEF should be seen in conjunction with the Governors' Strategic Plan, which had updated and refined the governors' roles and responsibilities.

Governors received the Governor Question Banks which would serve as a steer for supporting governors during drop in days and pupil voice activities. It was also agreed that governors should talk with the children during visits which would further support their verification process.

The SEF also included all baseline data, tracking the progress from different starting points, which helped provide a representative picture of pupil progress.

It was agreed that the Clerk would post the SEF and Strategic Plan to Governor Hub - **Action**

## Premises

Mr Grace was due to carry out a premises inspection walk.

The skylights had been installed.

The school was seeking a quote for new corridor carpets.

## Team around the school

The school worked closely with external agencies to support vulnerable children, addressing social care issues.

## Safeguarding matters

There were no current issues.

Mrs Taylor, designated governor, had carried out a recent visit and had assured herself that the school's systems and procedures were fully compliant with related requirements. The Headteacher was liaising with the school's safeguarding lead in updating the school referral process.

To support staff health and wellbeing, the school had bought into the services of an external consultant at an approximate cost of £3k per annum. The Headteacher briefly explained how this "supervision" support would work, tabling for governors related documentation. Governors welcomed this, although they expressed caution that it should not become a negative forum for staff to vent grievances. It was agreed that the consultant could make a presentation to governors at a future date.

## 6. STANDING ITEMS

### a) School Improvement Plan (SIP) / School Development Plan (SDP) Update

This had been covered earlier.

### b) Appraisal Update

The process was ongoing in school.

### c) Report on Racist, Bullying, Homophobic Incidents

The Headteacher reported that there had not been any racist incidents in school during the autumn term.

There had not been any bullying incidents in the last term and there were no homophobic incidents.

d) Report on Physical Interventions

The Headteacher reported that there had been no incidents during the autumn term where the use of physical intervention procedures had been necessary.

e) Young Carers Update

The school does not have any young carers.

7. GOVERNOR DEVELOPMENT

Governors reported back on training attended/planned.

Governors noted that the Govas annual governor conference would be held at Marple High School on Saturday 23 March, 2019; a number of governors would be attending.

8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

a) SEND – Local Inspection Update

b) Governance Update

c) GOVAS-Stockport Governor Conference

Governors noted the above guidance.

9. DATES

The dates had been set.

The extra full Governing Board was arranged for Thursday 13 June at 4.00pm

The Clerk would liaise with Mrs Knott to arrange a date for the next Standards committee meeting - **Action.**

10. ANY OTHER BUSINESS

a) End of Term of Office

The following governors were re-appointed ahead of their term ending:

Mr Vali, Mrs Graham, Mrs Taylor, Mrs Collins, Mrs Knott.

It was agreed that Mr Thomas would be appointed co-opted governor with effect from 1 September, thereby releasing a parent-governor vacancy.

b) Residential Trips

Approval had already been given for forthcoming residential trips.

c) Approval of INSET Days for 2019/20

The INSET days of 2/3 September, 18 October 2018, 8 June, 27 July 2019 - were approved.

d) FOBL

Governors noted that had now disbanded.

e) Governors' report to parents.

The Chair invited suggestions from colleagues on contents for the proposed report to parents.

With there not being any further business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 6.45 pm.

**MEETING ACTION POINTS**

<b>MINUTE POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ACTION TO BE COMPLETED</b>
3	Clarify frequency of S128 checks	School Business Manager	Post-meeting
3	Clarify whether Anti-bullying policy covers transgender children	School Business Manager	Post-meeting
5	Post SEF and GSDP to Governor Hub	GSO	Post-meeting
9	Contact Standards committee chair to set next meeting date	GSO	Post-meeting