

**BANKS LANE JUNIOR SCHOOL GOVERNING BOARD MINUTES**

**AUTUMN TERM 2021**

Date: 23 September 2021

Time: 4.30pm

Venue: The School

**GOVERNORS PRESENT**

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

**IN ATTENDANCE**

Mr A Lane

Governor Support Officer

1.	<b><u>WELCOME AND APOLOGIES</u></b>
	<p>Governors were welcomed to the meeting by the Chair. Mrs Caroline Owens, new Deputy Headteacher and new co-opted governor, was welcomed and personal introductions were made. The meeting was informed that Mrs Jenny Humphreys had resigned as an LA Governor. The HT had arranged for flowers to be sent to Mrs Humphreys to thank her for her long service on the board. The Clerk had also written to thank her on behalf of the LA.</p> <p>There were no apologies for absence as all governors were present.</p> <p>As this was the first face to face board meeting in over eighteen months and as a number of new governors had joined the board in that time, the HT would arrange for lanyards to be provided for those governors – <b>ACTION 1</b></p>
2.	<b><u>DECLARATION OF ANY OTHER BUSINESS (AOB)</u></b>
	The Chair invited governors to declare any items for discussion under AOB. No declarations were made.
3.	<b><u>DECLARATION OF INTERESTS</u></b>
a)	<b><u>Declaration of Business Interests</u></b>
	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)	<b><u>Business Interest Form</u></b>
	Copies of the Business Interest form 2021-22 had been circulated prior to the meeting. Governors were requested to complete and sign the form and return it to school for upload to the website.
c)	<b><u>DBS Checks and Section 128 Checks</u></b>

	The Headteacher would confirm that all DBS and Section 128 checks have been carried out in readiness for governors coming into school as part of their monitoring role – <b>ACTION 2</b>
	<b><u>CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS &amp; STRATEGIC DIRECTION</u></b>
4.	<b><u>SCHOOL IMPROVEMENT PLAN (SIP) AND SELF EVALUATION FORM (SEF)</u></b>
	<p>The SIP was due to be updated, having been done previously last autumn. Its key priorities would be Reading, Writing and Maths as well as cross-curricular links and the overall curriculum offer.</p> <p>The SEF was the school’s own self-judgement with no changes having been made since the last Ofsted inspection due to lockdown.</p> <p>The aim was also to formulate a school vision statement which would be provided to governors</p>
5.	<b><u>CORE BUSINESS</u></b>
a)	<b><u>Committee Structure and Membership, Appointment of Linked Governors, Review of Committee Remits</u></b>
	<p>At this point, the HT informed the meeting that the Steering committee had met last week to look at the Governors’ Strategic Plan which would form the main business of today’s meeting. A key aspect of the plan had been the revamp of the committee structure and shape of governing board business.</p> <p>The following were proposed:</p> <ul style="list-style-type: none"> <li>- Steering committee to remain intact and be renamed from Monitoring committee.</li> <li>- Mr Bennett to come off the Resources committee.</li> <li>- The reinstatement of the Teaching and Learning committee with agreed members. This would be chaired by Mr Bennett.</li> <li>- The establishment of a Standards group, comprising all members of the board. This would meet for the second termly meeting directly after the link governor/subject co-ordinator meeting.</li> </ul> <p>Governors discussed and agreed committee structure and membership as per Appendix 1.</p>
b)	<b><u>Appointment of Linked Governors</u></b>
	Governors discussed and agreed link governor appointments as per Appendix 1.
c)	<b><u>Policy List</u></b>
	This would be covered later in the meeting.
d)	<b><u>Review of revised Governor Code of Conduct</u></b>

Governors were referred to the previously circulated document. The Governing Board Code of Conduct 2021-22 was duly adopted.

e) Previous Governing Board Minutes, Actions & Matters Arising

It was RESOLVED that the minutes of the meetings held on 6 May and 8 July 2021 copies circulated previously, be approved and signed by the Chair and authorised for publication subject to *the inclusion of Mr P Thomas as governor in attendance at the 6 May meeting.*

The actions from the summer term minutes were reviewed as follows:

6 May meeting

ACTION POINT	ACTION REQUIRED	ACTION FOR	UPDATE ON ACTION
1	Discuss DHT recruitment issues	Resources committee	Completed
2	Declare interest in Chair/Vice-Chair	Governors	Not applicable
3	Check contact details on Governor Hub	Governors	Completed
4	Submit current contact/membership list to SBM	GSO	Completed

8 July meeting

ACTION POINT	ACTION REQUIRED	ACTION FOR	UPDATE ON ACTION
1	Carry out benchmarking exercise on lighting costs/ savings	School Business Manager	To be confirmed
2	Circulate suggested autumn term GB/committee meeting dates	Clerk	Completed
3	Contact Mrs Humphreys regarding her governorship	Clerk	Completed – update above.

f)	<u>Approval of Policies</u>
	<p>Governors considered and APPROVED the following policies which had been circulated prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Exclusion</li> <li>• RSE</li> <li>• Safeguarding - Governors undertook to read Annex A to the safeguarding policy and confirm on GovernorHub – <b>ACTION 3</b>. Ms Sturch confirmed verbally that she had done this.</li> </ul>
	<ul style="list-style-type: none"> <li>• <u>Pay Policy</u> The updated policy was not available. In line with previous practice, this would be considered at full governing board level.</li> </ul>
g)	<u>Keeping Children Safe in Education 2021</u>
	Governors undertook to read the revised document and confirm on GovernorHub as noted above.
h)	<u>Sharing Email Addresses with GOVAS and NGA</u>
	Governors AGREED to share their email addresses with GOVAS and the NGA.
i)	<u>Governor Contact Details on GovernorHub</u>
	Governors were made aware that their contact details were visible on GovernorHub to all members of the governing board.
j)	<u>Feedback on Governor Visits</u>
	This would be ongoing. A template form was available for this purpose.
k)	<u>Approval of Removal of One Contact Day from 2021-22 Term</u>
	This was agreed as 27 May 2022.
6.	<u>BOARD/STRATEGIC DEVELOPMENT</u>
a)	<u>Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans)</u>
	This would be addressed as part of the ongoing evaluation of the skills on the board. It was agreed that the Clerk would resend to governors - as there had recently been changes to the membership - the skills matrix for completion and return to himself – <b>ACTION 4</b>
b)	<u>End of Term of Office</u>
	There were no terms due to end.
c)	<u>Board Vacancies</u>

	There was currently a vacancy for parent-governor; the Clerk had provided the election pack to school. There were two co-opted vacancies. The resignation of Mrs Humphreys had released a LA vacancy. The Clerk explained the process by which someone could be appointed to this post.
e)	<u>Stockport Governor Conference</u>
	Governors were advised that the 2022 GOVAS conference had been arranged for 26 <sup>th</sup> March.
7.	<b><u>BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY</u></b>
	Governors noted the following: <ul style="list-style-type: none"> <li>• Governance update and governor development</li> <li>• SEND 1</li> <li>• SEND 2</li> <li>• Safeguarding</li> <li>• Schools Finance</li> <li>• Early Years Update</li> <li>• Procedure for School Trips/DfE updates for schools</li> </ul>
	<b><u>CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS</u></b>
8.	<b><u>HEADTEACHER'S TERMLY REPORT</u></b>
	The Headteacher updated the governors upon the following matters: <ul style="list-style-type: none"> <li>• The Covid-related update had been sent out to governors prior to this meeting. The HT had provided the Steering committee with a detailed six-point exit strategy out of the restrictions.</li> <li>• Attendance and behaviour – there had been some instances of challenging pupil behaviour triggered largely by the effects of the pandemic. The HT highlighted some typical examples. Staff had received Team Teach training.</li> <li>• Staffing was tight in that there was no spare capacity. Again, a detailed update had been provided at the Steering committee meeting.</li> <li>• The situation with the gates, reported on at the previous governing board meeting, remained an ongoing issue.</li> <li>• All the residentials had now been booked.</li> <li>• The HT presented data on the targets for 2022 in Reading, Writing, Maths and SPAG, also in comparison to the estimated pupil attainment for July this year. The data was for both Key Stage 2 children and Key Stage 2 pupil premium children. The difficulty for the school was that children had very high Key Stage One data on-entry and this higher standard was having an impact on what progress the junior school could evidence. The school could still show, however, that the book scrutiny was very positive, while the Chair also stressed that the pupils were making progress thanks to the school's outstanding curriculum. This would be looked at more closely in the Teaching and Learning committee.</li> <li>• Governors were provided with a document which detailed both the school's curriculum intent and its curriculum implementation. The key facets of the former were the following: communication, collaboration, curiosity, resilience, reflection.</li> </ul>

	<ul style="list-style-type: none"> <li>• Mr Thomas was due to carry out a health and safety audit of school – <b>ACTION 5</b></li> <li>• The building work was ongoing. New radiators had been fitted, new lighting was being installed and snagging work was being carried out. The large interactive whiteboards which had been ordered were arriving, albeit gradually.</li> <li>• Governing board approval was given for a sum of c£5k for the requisite path work.</li> <li>• Staff wellbeing and absence – <b><i>in the light of the staff survey, were any actions required ?</i></b> The school was already addressing staff wellbeing through various measures such as support for more efficient use of time, while the children were being supported through the wellbeing groups with 1-1 support.</li> </ul>
9.	<u>TEACHING &amp; LEARNING</u>
	<u>Teaching &amp; Learning/Curriculum Update</u>
	This had been covered under the HT's report.
	<b><u>CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL &amp; MAKING SURE ITS MONEY IS SPENT WELL</u></b>
10.	<u>RESOURCES &amp; BUDGET</u>
a)	<u>Committee Minutes</u>
	The minutes of the committee meeting held on 11 May were noted by the governing board.
b)	<u>Budget Update</u>
	This would be covered at the forthcoming Resources committee meeting.
11.	<u>DATES</u>
a)	<u>Full Governing Board</u>
	Thursday 18 November at 4.30pm as a Governing Board Standards group, preceded by the link governor- subject co-ordinator meetings at 4.00pm.
b)	<u>Committee Meetings</u>
	Resources committee – Tuesday 5 October at 4.30pm (post-meeting re-arranged to Wednesday 6 October)
	Teaching and Learning committee – TBA (post-meeting arranged for Tuesday 2 November)
c)	<u>Pay Committee and Performance Management Committee</u>
	TBA
12.	<u>ANY OTHER BUSINESS</u>
	With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 6.30pm.

**BANKS LANE JUNIOR SCHOOL**  
**AUTUMN TERM 2021 GOVERNING BOARD MINUTES**  
**ACTION POINTS**

<b>MINUTE POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ON ACTION</b>
1	Arrange new governor lanyards	HT	Post-meeting
2	Confirm DBS checks are complete for all new governors	HT	Post-meeting
3	Confirm reading of KCSIE document on Governor Hub	Governors	Post-meeting
4	Circulate skills matrix to governors	GSO	Post-meeting
5	Carry out health and safety visit	Phil Thomas	Post-meeting

**APPENDIX 1**

# Banks Lane Junior School

## Committee Details

### Governing Board Standards Group

Name	Type of Governor	Roles	Term Starts	Term Ends
Mrs Emma Battersby	Parent governor	Pupil Premium	20 Sep 2019	19 Sep 2023
Mr David Bennett	Co-opted governor	Link governor - PE, Forest Wellbeing	01 Sep 2020	31 Aug 2024
Mrs Alison Boulderstone	Co-opted governor		01 Apr 2020	31 Mar 2024
Mr Tom Ellison	Staff governor		30 Sep 2020	29 Sep 2024
Mrs Jackie Graham	Co-opted governor	Chair	11 Jul 2019	10 Jul 2023
Mr Martin McDermott	Parent governor	Steering committee Link governor - Maths	18 Mar 2020	17 Mar 2024
Mr Ed Milner	Headteacher			
Caroline Owens	Co-opted governor		01 Sep 2021	31 Aug 2025
Mrs Judith Patel	Co-opted governor	SEND	24 Sep 2019	23 Sep 2023
Miss Amy Power	Parent governor	Link Safeguarding	18 Mar 2020	17 Mar 2024
Miss Joanne Sturch	Co-opted governor		04 Dec 2018	03 Dec 2022
Philip Thomas	Co-opted governor	Health and Safety	11 Jul 2019	10 Jul 2023
Mr Jonathan Vali	Co-opted governor	ViceChair Resources	11 Jul 2019	10 Jul 2023

### Pay Committee



Name	Type of Governor	Roles	Term Starts	Term Ends
Mr David Bennett	Co-opted governor	Link governor - PE, Forest	01 Sep 2020	31 Aug 2024
Miss Joanne Sturch	Co-opted governor		04 Dec 2018	03 Dec 2022
Philip Thomas	Co-opted governor	Health and Safety	11 Jul 2019	10 Jul 2023
Mr Jonathan Vali	Co-opted governor	ViceChair Resources	11 Jul 2019	10 Jul 2023

### Resources committee

Name	Type of Governor	Roles	Term Starts	Term Ends
Mrs Alison Boulderstone	Co-opted governor	Wellbeing	01 Apr 2020	31 Mar 2024
Mr Ed Milner	Headteacher			
Miss Joanne Sturch	Co-opted governor		04 Dec 2018	03 Dec 2022
Philip Thomas	Co-opted governor	Health and Safety	11 Jul 2019	10 Jul 2023
Mr Jonathan Vali	Chair Co-opted governor	ViceChair Resources	11 Jul 2019	10 Jul 2023

### Steering Committee

Name	Type of Governor	Roles	Term Starts	Term Ends
Mr David Bennett	Co-opted governor	Link governor - PE, Forest	01 Sep 2020	31 Aug 2024
Mrs Jackie Graham	Chair Co-opted governor	Chair Steering committee	11 Jul 2019	10 Jul 2023
Mr Ed Milner	Headteacher			
Mr Jonathan Vali	Co-opted governor	ViceChair Resources	11 Jul 2019	10 Jul 2023

### Teaching and Learning

Name	Type of Governor	Roles	Term Starts	Term Ends
Mrs Emma Battersby	Parent governor	Pupil Premium	20 Sep 2019	19 Sep 2023

Mr David Bennett	Chair	Co-opted governor	Link governor - PE, Forest	01 Sep 2020	31 Aug 2024
Mr Tom Ellison		Staff governor		30 Sep 2020	29 Sep 2024
Mr Martin McDermott		Parent governor	Link governor - Maths	18 Mar 2020	17 Mar 2024
Caroline Owens		Co-opted governor		01 Sep 2021	31 Aug 2025
Mrs Judith Patel		Co-opted governor	SEND	24 Sep 2019	23 Sep 2023
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