

BANKS LANE JUNIOR SCHOOL GOVERNING BOARD MINUTES

AUTUMN TERM 2022

Date: 15 September 2022

Time: 4.30pm

Venue: The School

GOVERNORS PRESENT

Mrs J Graham (Chair), Mr J Vali, Mrs A Power, Mr T Ellison, Ms J Carson, Mr M McDermott, Mrs E Battersby, Mrs C Owens, Mr E Milner (Headteacher)

IN ATTENDANCE

Mr A Lane

Governor Support Officer

1.	<u>WELCOME AND APOLOGIES</u>
	Governors were welcomed to the meeting by the Chair.
	Apologies for absence were received and accepted from Mr D Bennett, Mr P Thomas, Mrs A Boulderstone, Mrs J Patel and Ms J Sturch.
	As it was possible that the Chair of the Teaching and Learning committee may not attend the forthcoming T & L committee meeting, the committee members were asked if they were happy for the meeting to go ahead without him. They confirmed their agreement and they also confirmed that another committee member would step up to chair the meeting on this occasion.
2.	<u>DECLARATION OF ANY OTHER BUSINESS (AOB)</u>
	The Chair invited governors to declare any items for discussion under AOB. No declarations were made.
3.	<u>DECLARATION OF INTERESTS</u>
a)	<u>Declaration of Business Interests</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>Business Interest Form</u>
	Copies of the Business Interest form 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)	<u>DBS Checks and Section 128 Checks</u>
	All DBS checks were up to date.

<u>CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS & STRATEGIC DIRECTION</u>				
4.	<u>SCHOOL IMPROVEMENT PLAN (SIP) AND SELF EVALUATION FORM (SEF)</u>			
	<p>The SIP was due to be updated, having been done previously last autumn. Once done, the HT would circulate this to governors in late December/early January – ACTION 1</p> <p>The SEF was the school's own self-judgement of "good" with no changes having been made since the last Ofsted inspection. This was tabled for governors' reference. The SEF was broken down into the measuring devices of "intent", "implementation" and "impact". The HT and DHT would liaise in evaluating how far the key actions/priorities in the action plan had been addressed – ACTION 2</p> <p><i>Was there a danger of the school underplaying its self-grading in the light of the very positive judgements of the Senior School Improvement Partner ?</i> The HT advised that the school would have to evidence "outstanding" across the board to arrive at this judgement, hence stopping short of this. The key measure for the school was scrutinising the level of progress in the core Ofsted inspection framework areas since the last inspection.</p>			
5.	<u>CORE BUSINESS</u>			
a)	<u>Committee Structure and Membership, Appointment of Linked Governors, Review of Committee Remits</u>			
	<p>It was agreed to maintain the current committee structure/membership, with the agreement that Ms Carson should be listed as a member of the Teaching and Learning committee.</p> <p>Governors discussed and agreed the committee structure and membership as per Appendix 1.</p>			
b)	<u>Appointment of Linked Governors</u>			
	Governors discussed and agreed the link governor appointments as per Appendix 1.			
c)	<u>Policy List</u>			
	This would be covered later in the meeting.			
d)	<u>Review of revised Governor Code of Conduct</u>			
	Governors were referred to the previously circulated document. The Governing Board Code of Conduct was duly adopted.			
e)	<u>Previous Governing Board Minutes, Actions & Matters Arising</u>			
	<p>It was RESOLVED that the minutes of the meeting held on 7 May 2022 copies circulated previously, be approved and signed by the Chair and authorised for publication.</p> <p>The actions from the summer term minutes were reviewed as follows:</p>			
	ACTION	MINUTE	ACTION REQUIRED	ACTION
				UPDATE ON ACTION TO BE

	NUMBER	POINT		FOR	COMPLETED
	1	6c	Clarify governor application	Clerk	The prospective governor had not followed up their interest
	2	7	Respond to SEND Green Paper	Governors	It was understood that no Governors had responded
	3	7	Review School Uniform policy	Governors	Completed. It was added that the school now offered the option to parents of purchasing second-hand uniform
	4	12	Present toilets feasibility study to Resources committee	HT	This had not been progressed as this was cost-prohibitive, namely, c£25k for each toilet
	5	13b	Circulate suggested autumn term meeting dates	Clerk	Completed
f)	<u>Approval of Policies</u>				
	Governors considered and APPROVED the following policies which had been circulated prior to the meeting: <ul style="list-style-type: none">• Exclusion• Safeguarding - Governors undertook to read Annex A to the safeguarding policy and confirm on Governor Hub – ACTION 3• Attendance – This was not yet ready to come to governors. It was agreed that this could be considered further at the Teaching and Learning committee.				
	<ul style="list-style-type: none">• <u>Pay Policy</u> The updated policy was not available. In line with previous practice, this would be considered at full governing board level.				
g)	<u>Keeping Children Safe in Education 2022</u>				
	As noted above, governors undertook to read the revised document and confirm on Governor Hub as noted above.				
h)	<u>Feedback on Governor Visits</u>				
	The following governor visits were reported back on: <ul style="list-style-type: none">• Governor A had been into school to observe every class and had seen positive evidence of high-quality teaching and learning. The governor commended the high level of pupil engagement in the Year 6 wellbeing class. The governor praised the staff interaction and support in addressing the challenging behaviour of one pupil. The governor was also complimentary about the play afternoon and the Year 6 production. At this point, the Chair highlighted the value in revisiting the governor skills' audit. The Chair undertook to liaise with the School Business Manager in progressing this – ACTION 4• Governor B had been into school to look at systems and procedures for both safeguarding and pupil premium children.• Individual governors would be attending governor development on the following:				

	<p>Chair's Briefing, Exclusions, Safeguarding.</p> <p>Due to a current issue in school, the Chair encouraged colleagues to attend the exclusion training so that they had some awareness of the meeting process to follow, should a pupil discipline committee meeting need to be convened. The Clerk added that recent new legislation meant that the committee's deliberations leading to its decision would now need to be recorded in detail.</p>
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.
b)	<u>End of Term of Office</u>
	Ms Sturch's term was due to end on 3 December 2022. Due to her increasing work commitments, Ms Sturch was finding it increasingly difficult to commit the time which she wished to her governor role. Due to this, the Clerk had agreed to ascertain from governors whether they were happy to continue to accept Joanne's apologies for absence. In turn, the board confirmed that it wished to retain her as a governor and that they would accept future apologies for absence.
c)	<u>Board Vacancies</u>
	There were currently 2 co-opted vacancies and 1 LA vacancy. The Clerk explained the process by which someone could be appointed to the LA post. Governors were asked to consider suitable outside candidates with the right skills' set for joining the governing board.
e)	<u>Stockport Governor Conference</u>
	Information for the 2023 GOVAS conference would be circulated nearer the time.
7.	<u>BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY</u>
	<p>Governors noted the following:</p> <ul style="list-style-type: none"> • Governance update, governor development • DfE attendance guidance • Revised DfE guidance on suspensions and permanent exclusions • Keeping children safe in education guidance 2022 • Schools Finance update • Early Years update • Pupil premium: new reporting requirements • New guidance on school uniform
	<u>CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS</u>
8.	<u>HEADTEACHER'S TERMLY REPORT</u>

	<p>No prior questions had been submitted by governors.</p> <p>The Headteacher updated the governors upon the following matters:</p> <ul style="list-style-type: none"> • The cost-of-living issue, including energy price rises, held implications for school finances. The school had been advised to factor a 200% (up from a previous recommendation of 50%) energy price rise into its financial planning. The budget would be looked at in more detail at the next Resources committee meeting – ACTION 5. The school was also looking at a potential increase of c£100k in staffing costs next year. • Attendance and behaviour – Pupil attendance for last year had been 93.31%, which represented a dip of 3% on the normal level. In the summer term, there had been 13 incidents of physical restraint involving 4 pupils (2 of whom had since left the school). There had been 2 pupil exclusions. To date this term, there had been 3 incidents of physical restraint involving one pupil. There had been 1 exclusion for the same pupil. The pupil in question had significant complex needs and was in receipt of a wide array of internal and external specialist support. • An update was provided on staffing, with the HT outlining appointments and departures. The high calibre of the new teaching appointments was cited, with all appointees being assigned an ECT mentor. There had been one TA appointment and one TA advertisement. • In terms of safeguarding, there were 2 looked-after children and 3 children on the child protection register on roll. The needs of these children meant that there were significant demands on staff time to address them. • Staff wellbeing and absence – There had been a very positive start to the school, year. The following positive elements were detailed: <ul style="list-style-type: none"> - Positive inset days. - Staff appreciation of the buffet provided by the governors. - The support from the school's Resilience Coach. - The support from Danielle and Clare as mental health leads.
9.	<u>TEACHING & LEARNING</u>
	<u>Teaching & Learning/Curriculum Update</u>
	This had been covered under the HT's report.
	<u>CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL & MAKING SURE ITS MONEY IS SPENT WELL</u>
10.	<u>RESOURCES & 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 17 November at 4.30pm as a Governing Board Standards group, preceded by a SEND presentation at 4.00pm.
b)	<u>Committee Meetings</u>
	Resources committee – Wednesday 5 October at 4.30pm.
	Teaching and Learning committee – Tuesday 18 October at 4.30pm.
c)	<u>Pay Committee and Performance Management Committee</u>
	TBA
d)	<u>Miscellaneous</u>
	LA accountability meeting – Monday 10 October at 8.30am.
12.	<u>ANY OTHER BUSINESS</u>
	With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 5.55pm.

BANKS LANE JUNIOR SCHOOL

AUTUMN TERM 2022 GOVERNING BOARD MINUTES

MEETING ACTION POINTS

ACTION NUMBER	MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE FOR ACTION TO BE COMPLETED
1	4	Circulate updated School Improvement Plan	HT	Upon completion of its review
2	4	Evaluate progress against priorities in the SEF action plan	HT/DHT	Post-meeting
3	5f	Confirm reading of new KCSIE document	Governors	Post-meeting
4	5h	Liaise with SBM in progressing governor skills' audits	Chair	Post-meeting
5	8	Scrutiny of budget in the light of the rise in energy costs	Resources committee	5 October meeting

Banks Lane Junior School

Committee Details

Governing Board Standards Group

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

Pay Committee

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

Resources committee

Name	Type of Governor	Roles	Term Starts	Term Ends
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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
Mr Philip Thomas		Co-opted governor	Health and Safety	11 Jul 2019	10 Jul 2023
Mr Jonathan Vali	Chair	Co-opted governor	ViceChair	11 Jul 2019	10 Jul 2023
			Resources		

Steering Committee

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

Teaching and Learning committee

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	Chair	01 Sep 2020	31 Aug 2024
Ms Jennifer Carson		Parent governor	Link governor -	11 Oct 2021	10 Oct 2025
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
Mrs 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

