

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

### **SUMMER 2023**

Date: 4 May 2023

Time: 4.30pm

Venue: The School

#### **GOVERNORS PRESENT**

Mrs J Graham (Chair), Mr J Vali, Mr D Bennett, Mr R Monaghan Mrs C Owens, Mr T Ellison, Mrs E Battersby, Mr M McDermott, Ms J Sturch, Mrs J Carson, Mr E Milner (Headteacher)

#### **IN ATTENDANCE**

Mr A Lane Governor Support Officer

1.	<b><u>WELCOME AND APOLOGIES</u></b>
	In the temporary absence of Mrs Graham, Mr Vali took the chair.  Governors were welcomed to the meeting by the Chair. Apologies for absence were received from Mr P Thomas, Mrs A Power, Mrs J Patel and accepted by the governing board.
2.	<b><u>DECLARATION OF ANY OTHER BUSINESS (AOB)</u></b>
	The Chair invited governors to declare any items for discussion under AOB. No items were declared.
3.	<b><u>DECLARATIONS OF 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.
4.	<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 26 January and 16 March 22023, copies circulated previously, be approved, and signed by the Chair and authorised for publication.

b)	<b><u>Approval of Inset Days 2022-23</u></b>
	Governors had previously APPROVED the INSET days for the academic year 2023/24.
c)	<b><u>Pay Committee Membership</u></b>
	The Pay committee membership item was deferred until the autumn term when the whole committee structure review would be covered.
d)	<b><u>Managing Medical Needs Policy</u></b>

	<p>The Managing Medical Needs policy was considered and APPROVED by the governing board, subject to the rewording of the reference to the “ensuring participation by all in extra-curricular activities” to a more practical one.</p> <p>The HT added that the school was on track to complete and return its safeguarding audit to the LA before the cut-off date of 26 May. Like his counterparts, the HT expressed concern that the school was expected to effectively rewrite its audit, rather than simply updating it.</p>
	4.42 pm: Mrs Graham joined the meeting and took over as Chair.
5.	<u>BOARD/STRATEGIC DEVELOPMENT</u>
a)	<u>Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans)</u>
	<p>Governors noted the development sessions.</p> <p>The issue of succession planning had been covered at the recent Steering committee meeting. To develop succession planning, other governors were invited to join this committee.</p>
b)	<u>End of Term of Office</u>
	There were ends to governors’ terms of office on 10 July for Mrs Graham, Mr Vali, and Mr Thomas. Governors unanimously RESOLVED – That they be re-appointed with effect from 11 July 2023.
c)	<u>Board Vacancies</u>
	<p>There were currently two co-opted and one LA governor vacancies.</p> <p>Governors were invited to consider suitable prospective candidates.</p>
d)	<u>Terms of Office for Chair and Vice Chair</u>
	Governors duly AGREED a continuation of the current arrangements. Terms of office to remain at two years from September 2022 until 2024.
e)	<u>Feedback on Governor Visits</u>
	<p>Governors were invited to attend the next Drop-in Day and observe activities/initiatives within school. The next one was scheduled for 22 May.</p> <p>The HT recorded his appreciation of the help from governors on the recent school residential trip.</p>
6.	<u>BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY</u>
	<ul style="list-style-type: none"> <li>➤ Governance update and governor development</li> <li>➤ A Stocktake of our Outcomes in Stockport 22-23 and the Impact of the Pandemic</li> <li>➤ Young Carers</li> <li>➤ Improving School Attendance</li> <li>➤ Early Years Update</li> <li>➤ SEND Update</li> <li>➤ DfE updates for schools</li> </ul> <p>In terms of the stocktake of outcomes briefing paper, the HT referenced the section on exclusions. He pointed out to governors that the official - LA, DfE - correspondence afforded parents several forms of redress. Governors expressed their disquiet at the physical abuse to which staff were being subjected as well as the time taken up in dealing with a pupil. The</p>

	<p>school would be carrying out a staff survey in the autumn term to gauge their feelings.</p> <p>In terms of attendance, this stood at just below 93.2% compared to the borough figure of 93.8%. The level of attendance had taken a big hit on the recent strike day with the level being 85.3% on 2 May. Related LA attendance-supporting/monitoring visits were supposed to be termly, whereas there had only been one in the last 12 months. There was currently an Attendance Panel in school with bi-weekly meetings. The school had also started the legal process with some parents. There were regular letters and phone calls to parents, while Jackie Giles was carrying out home visits. There were several children with persistent absence. There was regular tracking of trends of attendance among the children. It was clear that there were attendance issues related to child protection and Team around the Child factors.</p> <p><b>Had there been any more developments on academisation?</b> There was nothing further to report on this, with no prospective talk from the Four Rivers MAT due.</p> <p>It was acknowledged that there might be a need to update the school's Young Carers policy.</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>
7.	<p><b><u>HEADTEACHER'S TERMLY REPORT</u></b></p>
	<p>The Headteacher's Report had been circulated to the governors prior to the meeting and questions were invited: this had been considered in detail at the recent Steering committee meeting.</p> <ul style="list-style-type: none"> <li>• <b>What was the current position regarding the SEND Learning Mentor?</b> The school had advertised the post twice now. There would now be an internal appointment to support Danielle Howarth with those pupils on education health care plans (EHCPs). The HT added that two new TAs had been appointed.</li> <li>• <b>How were pupils' views canvassed?</b> The following were employed: anti-bullying survey, home reading survey (pre-Whit). There was also the Pupil Voice platform, while the school had also started a brief Pupil Voice every Friday. The School Council has a key role. There were governor drop-in days for pupils to feedback to governors. There was an annual parents' survey.</li> <li>• There had been an improving picture on pupil behaviour this year in terms of fixed-term exclusions. There had been 4 exclusions in the autumn term, 2 in the spring and 2 so far this term. <b>Was there a link between exclusions and vulnerable children?</b> This was confirmed. There had been a high number of notes of concern in the autumn term. <b>Had there been an increase in incidents in relation to Operation Encompass?</b> This was not evident.</li> </ul>
8.	<p><b><u>WELLBEING</u></b></p>
	<p>Pleasingly, there had been no increase in staff absences. From comment made within this meeting, this was attributable to SLT support and the mutually supportive ethos prevalent in school. The HT shared anecdotal feedback from a supply teacher which testified to the strong supportive team ethic in school.</p>
9.	<p><b><u>TEACHING &amp; LEARNING</u></b></p>
a)	<p><b><u>Committee Minutes</u></b></p>
	<p>The minutes of the committee meeting held on 28 February 2023 were noted by the governing</p>

	board.  Mr Bennett, committee chair, was pleased to report that there had been full attendance at a very productive and informative meeting. He then reported back on matters covered: <ul style="list-style-type: none"> <li>• Presentation on data analysis.</li> <li>• Pedagogy update, revealed through the progress documents. The HT added that these were all now on the school website.</li> <li>• No significant changes to the School Improvement Plan.</li> <li>• Presentation on pupil premium data.</li> <li>• Policy review: ECT, Anti-bullying.</li> <li>• Presentations on P.E. and Reading – it was agreed to receive presentations on British Values and Pupil Voice at the next meeting – <b>ACTION 1</b></li> </ul>
	6.00pm: Mrs Battersby left the meeting.
	<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 8 February 2023 were noted by the governing board.  The action points would be covered at the forthcoming Resources committee meeting.
b)	<b><u>Budget Update</u></b>
	Mr Vali, committee chair, reported that the budget was a healthy one, but would face the twin pressures of rising energy costs and having to fund staff pay increases. The carry forward was c£12k compared to the previous year of c£140k.
c)	<b><u>Evaluation of Pupil Premium, Sports Grant, Covid Catch Up Spending</u></b>
	The decision on whether to use the sports grant for funding an additional year group's swimming would be covered at Resources committee – <b>ACTION 2</b>
d)	<b><u>Residential Trips</u></b>
	The forthcoming residential trips were APPROVED by the governing board subject to all appropriate Risk Assessments being in place.
e)	<b><u>Local Authority Buybacks</u></b>
	To be covered at Resources committee.
f)	<b><u>Scheme of Delegation</u></b>
	Governors considered and duly APPROVED the Scheme of Delegation 2023-24.
11.	<b><u>PREMISES &amp; HEALTH &amp; SAFETY (H&amp;S)</u></b>
	There were no major issues.
12.	<b><u>DATES</u></b>
a)	<b><u>Full Governing Board</u></b>

	Thursday 6 July at 4.30pm.
b)	<u>Committee Meetings</u>
	Teaching and Learning – Tuesday 23 May at 4.30pm
	The Clerk would circulate in due course suggested governing board and committee meeting dates for the autumn term – <b>ACTION 3</b>
13.	<u>ANY OTHER BUSINESS</u>
	Solar panels - The installation of these had been costed at c£25k and it had been estimated the potential energy savings would see this outlay recouped in just under 5 years. <b><i>What was their life expectancy?</i></b> About 25 years. A careful discussion ensued on this, with concern expressed regarding the risk of theft of the panels. There was also reference to what financial contribution the infant school should make. It was agreed to refer this for more detailed consideration to the next Resources committee meeting – <b>ACTION 4</b> - to which Mr McDermott would be invited to provide specialist advice.
	With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 6.15 pm.

## SUMMER TERM 2023 GOVERNING BOARD MINUTES

### MEETING ACTION POINTS

ACTION NUMBER	MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	9	Presentation on British Values and Pupil Voice	Staff	Next T & L committee meeting on 23 May
2	10c	Consider funding extra Year group swimming provision	Resources committee	Next Resources committee meeting on 10 May
3	12b	Circulate suggested autumn term meeting dates	Clerk	Post-meeting
4	13	Consider feasibility and other factors regarding solar panels	Resources committee	Next Resources committee meeting on 10 May