

**Minutes of the Full Governing Body Meeting of
Park Lane Learning Trust**

Wednesday 7 February 2018 – 6.00 pm

Present: Lisa Corrigan (LC), Pat Hill (PH), Joanne Taylor (JT), Amanda Blackett (AB), Leanne Cole (LCo), George Paterson (GP)

In Attendance: Debby Simpson (DAS) (Clerk), Rebecca Ahmed (RA), Emma Atkinson (EA), Sadie Williams (SW), Ian Edwards (IR), Roz Batley (RB)

Apologies: Mohammed Naeem (MN), Fiona Woodhouse (FW), Annette Rhodes (AR)

Absent, No Reason Provided:

Chair: Pat Hill

Item on Agenda	Discussion	Action by:
1. Apologies	As above. Governors and colleagues in attendance introduced themselves to each other.	
2 Minutes of Meeting – 22/11/17	Subject to minor amendments the minutes of the public and confidential minutes were agreed as a true and accurate record.	
3. Matters Arising	<i>Managed Moves:</i> This item was classed as a confidential item. <i>Health & Safety Outcomes:</i> LC to forward the report to LCo this week. <i>Term Dates:</i> The school would be going with the LA term dates, however, the Inset and twilight dates would be decided through the Trust. LC to bring these to the next meeting.	LC LC
4. Leadership & Management	<i>Academy Improvement Plan:</i> This had been received by all governors. The following points were noted: <ul style="list-style-type: none"> • The plan needed to be reviewed on a termly basis. • Impact statements had now been completed and LC could provide hard evidence of all impacts whenever governors requested to see this. • Most of the items were now on amber. There were 3 items still on red:- <ul style="list-style-type: none"> ❖ Review the efficacy and impact of Governance: This hasn't been done due to the academy conversion. ❖ Adopt a focus upon students' behaviour for learning skills: This is currently being worked on. The school will be buying into Pixel 	

	<p>Edge and launching this in September.</p> <ul style="list-style-type: none"> ❖ Re-evaluate the intervention strategies for students with poor attendance: This had been launched today. LC explained the lesson catch up to governors that ensured there were no wide gaps with students. <ul style="list-style-type: none"> • Q: Is the AIP stored on-line so that governors can follow progress. LC said it wasn't on-line but that she would send any amendments to governors highlighted in red. <p><i>SEF:</i> All governors had received a copy of the SEF. The following points were noted:</p> <ul style="list-style-type: none"> • This would be updated each term. • The SEF is triangulated in the AIP. • The school is still being judged as inadequate. • Q: With regard to the point system – are the points awarded up front and then taken off. LC confirmed that they were. • Q: Are staff consistently following the rewards and behaviour policies? LC said not all members of staff were but this would be discussed later in the meeting as the school were currently at a critical point with staffing at the moment. • An internal Trust review had taken place with Christine Birchall. Due to the outcomes the school was still inadequate but everything else had been put in place which she suggested. • Governors said that Year 7 and Year 8 progress was looking good. LC said that it was, however, she had concerns due to staffing. Staff were being used to support GCSE groups for long term absent staff and therefore, KS3 classes were suffering. <p><i>Staffing:</i> This was classed as a confidential item.</p> <p><i>Policies:</i></p> <p>Accessibility Plan: Governors had received a copy of this. There were a number of queries raised by governors regarding the policy but subject to a few minor amendments the policy was agreed.</p> <p>Attendance Policy: Governors had received a copy of this.</p> <p>Q: Is the policy already being used. LC it wouldn't be used until governors had agreed it. GP explained to LC about the policy working group that had been agreed at Park Lane and offered assistance if she needed any policies checking. RB said that when the school becomes an academy they will be using a portal for policies to be checked.</p> <p>Baker Rule Policy (Provider Access): Governors had received a copy of this document. No questions were raised.</p> <p>Subject to minor amendments all policies were agreed by the governing body.</p>	LC
5. Teaching, Learning & Assessment	<p><i>Lesson Observations and Outcomes:</i> Governors had received a copy of this document and LC went through the main items with governors. Observations would be taking place in March and LC informed governors that the outcomes would still be weak due to poor student outcomes. No questions were raised.</p> <p><i>Reading Age Progress:</i> Governors had received a copy of this</p>	

document and LC went through the main items with governors. The following points were noted:

- Amanda Underhill, as Director of Literacy, has adopted the use of accelerated reader.
- A nurture pathway had now been set up in each year group which would enable more literacy intervention for the forthcoming academic curriculum plan.
- Over the last 6 months reading ages had increased by 50% in Year 7, 54.6% in Year 8 and 49% in Year 9.
- LC explained how the tests worked to governors.
- Literacy had been tackled quickly and had positive outcomes.

No questions were raised.

Curriculum: RA presented to governors with the following points being noted:

- A rigorous and bespoke curriculum had now been put in place.
- There were 3 pathways used – Top – EBACC, Main – the same but with no languages at KS4 and a nurture pathway, who will spend more time in Maths and English and have opportunities to learn life skills.
- KS3 will not be doing MFL in the nurture pathway.
- KS4 will not be doing a language or humanities in the nurture pathway.
- All these decisions had not been put in place until they were fully researched and analysed to see if they would work.
- The curriculum will be reviewed after each point.

Q: Can you move from different pathways? RA confirmed that you could.

- RA said school had spoken to various employers and careers advisors to look at what current growth was within the workplace. This research helped to ensure that when the options were taken pupils could be matched to a curriculum that would match jobs available and what is currently on the market.

Q: When and how are they put into groups? RA said this would be in Year 8.

Q: Do parents have to agree this? RA said the final decision had only been made tonight. The school will then speak to parents. Each student will be individualised to decide the best pathway for them.

Q: Will students have a choice in their pathways? LC said that she felt there would be complaints from some parents, however, this is something in school that needs to be tackled and parents need to be aware that Park Lane is way behind.

Governors gave their appreciation to SLT for the amount of work put into this.

6. Student Outcomes	<p>Governors had received a copy of this document.</p> <p>RA went through with the following points being noted:</p> <ul style="list-style-type: none"> • The format given to governors was how this would be produced for the MAT. All other schools in the MAT would have the same format. • The data dashboard will come from the Trust and will be scrutinised by them. The school were not with the Trust as yet, but were still receiving lots of support. • The data was showing green shoots of improvement. • There were concerns in maths, science and Spanish however the school had managed to get a really good Spanish teacher on board who would help improve this. <p>Q: Why would they want to come to Park Lane? LC said one of the reasons was for succession planning. The teacher would be working with the new incoming AHT to shadow her.</p> <p>Q: How often does the data get updated? RA said it would be 5 times a year on every data drop.</p>	
7. Personal Development, Behaviour & Welfare	<p><i>Safeguarding:</i> SW went through the statistics with governors with the following points being noted:</p> <ul style="list-style-type: none"> • The statistics hadn't gone up or down dramatically since the last report. • The school was doing the Mental Health Award with Leeds Carnegie and meeting with Calderdale to look at their plan. • SW will share the mental health strategy with governors at the next meeting. • A survey had been carried out and now all pupils know who to go to if they have any safeguarding issues to report. • Unauthorised attendance had now gone down dramatically. To tackle authorised absence the school were now asking for more medical evidence to be provided. • SW went through the analysis carried out with governors. • The school had now reduced external exclusions. • Targeted interventions had now been put in place. <p>No questions were raised.</p>	SW
8. Link Governor Meeting Cycle	<p>Discussion took place with link contacts due to there being a number of staff changes within school. It was agreed that LC would put a schedule together so governors could see who their link was and links would be looked at again at a later date.</p>	LC
9. Photos	<p>Photos were taken of governors as they arrived.</p>	
10. Freedom of Information Requests	<p>Governors discussed the possibility of them receiving FOI's. LCo said she could provide information if necessary if anyone did not understand what was required.</p>	
11. Company	<p>All governors had now responded via email to authorise the</p>	

Credit Card	headteacher to be the authorised holder of the credit card – as per the school's policy.	
12. AOB	<p><i>Top Slice for Academy:</i> LC informed governors that the 5% top slice had not been taken off the school budget this year which was good news for the school as this had been accounted for in all the budget reports. The school had done a full examination of the budget had now been completed. Next year the school will look at ring fencing pupil premium spending and also look to having a contingency fund once the staff structure had been completed. Finance will be put on the next Agenda.</p> <p>The Chair said that as the governing body was still the budget holder they would need to know what is going on with it.</p> <p>LC repeated that this would be on the next agenda and explained to Governors that now there was no Business Manager in place, there would be limitations regarding what was brought to Governors, but a full update would be brought to the next meeting.</p> <p>GP, who was Chair of the Finance Committee offered to go through this with LC if required.</p> <p><i>Health and Safety: Q: Has the lockdown procedure been reviewed?</i> LC said that it was and said that a copy of the procedure would be sent to LCo as link officer once the scheduled trail had been carried out.</p> <p><i>Park Lane Pan of Pride:</i> LC invited governors to the Pan of Pride pancake day charity events taking place in school on 13 and 14 February 2018.</p>	<p>LC</p> <p>LC</p> <p>LC</p>
13. Date of Next Meeting	21 March 2018 – 6.00 pm.	