

Full Governing Board Summer Term – Part 1 Minutes

Held:	Wednesday 20 June 2018 at 18.30hrs		
Present:	Lyndsey Atkins (LA) Head Teacher	Sarah Boardman Vice Chair (SB)	Rebecca Cowell (RC)
	Joanne Davies (JD)	Kevin Few (KF)	Linda Flint (LF)
	Tracey Goodwin (TG) Chair	Leah Hamilton (LH)	Jacqui Schurer-Lewis (JSL)
	Joanne Napier (JN)	Anne-Louise Warren (AW)	Margaret Weeks (MW) (from 19.00)
Apologies:	Alex Thompson (AT).		
Clerk:	Lynn Taylor		
Distribution:	All Governors		

No	Item	Action
1	Apologies for absence and additional AOB items	
1.1	MW had advised of late arrival. Apologies were received and accepted from Alex Thompson.	
1.2	There were no additional items of business tabled for discussion during the part one meeting.	
2	Conflict of Interest	
	No conflicts of interests were declared.	
3.	Membership	
3.1	There had been no changes to the membership of the governing board since the spring term 2018 meeting.	
3.2	The spring term action to clarify with the CE School Governance Officer RC's and JSL's category of membership had been completed. In accordance with the school's Instrument of Government, only the Headteacher's post is ex-officio. Following discussion, the governing board agreed the re-appointment of Co-opted Governors R Cowell and J Schurer Lewis, effective date 27.06.18, for a term of four years until 26. 06.22. Action.	CLERK
	As notified at the Spring term FGB meeting, Joanne Davies was not seeking re-appointment at the end of her Co-opted term of office on the 26 th June 2018. The Chair of Governors expressed sincere thanks to JD and appreciation for everything JD has done for the school.	
3.3	The Governing Board discussed recruitment for the current vacancy for a Local Authority Governor and JD's Co-opted position. The Headteacher and Chair have a meeting scheduled with a parent on 21.06.18.	

	<p>Q: Is recruitment based on the skills matrix and are there any skills gaps? A: There are no skills gaps but areas requiring more depth include I.T, marketing and business.</p>	
4	Part One Minutes and Matters Arising	
4.1	<p>The part one minutes of the previous board of governors meeting on 21st February 2018 were confirmed as a correct record, subject to the following minor amendments, signed by the Chair and retained at the school. Amendments: Item 5: The grounds maintenance contract had been awarded to local company <u>Aitchisons</u>. Item 7: All references to SC, and throughout document, are to be changed to RC. ACTION.</p>	CLERK
4.2	<p>Action Log Review: Item 10 Consideration of Committee Structure: It was noted that this was to be discussed under item 15 on the agenda, to consider changes to the current structure. Item 14: Policies (Missing Child). The Headteacher confirmed that the policies do overlap, the school has addressed any issues and this has been discussed at the summer term committee meetings. It was noted that once the children are collected from school the Superkids polices apply. Item 1: The Chair has tried to register with Inspiring Governance and will pursue this. Action: Actions 2 and 3: Completed. Item 5: JS and TG reviewed the ChESS Clerking package for 2018-19 against quotes received from alternative providers. The quote received from Second2none School Support secured best value and is non-contracted. The board want continuity with a named clerk, but will review the purchase of a clerking package annually. It was noted that appointment of the Clerk to Governors is a full Board of Governors decision and it would be proposed for formal agreement under agenda item 6. The school will continue to buy back governor training and will purchase Governor Hub via ChESS.</p>	CHAIR
5	Chair's Action	
	<p>The Chair reported that no decisions were taken under the Chair's Power to Act on behalf of the board of governors since the spring term full governing board meeting.</p>	
6	Part One Reports from Committees and Reports from Governors with Special Responsibilities	
	<p>Minutes of the committee meetings were circulated to all Governors in advance of the meeting with the following items of note:</p>	

<p>6.1</p>	<p><u>Personnel & Curriculum</u></p> <ul style="list-style-type: none"> • The committee received a lovely and informative presentation from Mrs Cowell and Mrs Riddell • Pupil attendance has fallen slightly behind; there have been lots of illnesses. • Crossing Patrol: Three applications have been received for the position which will be processed by CE. • Educational Visits: the action to approve the visit was completed. • The part one and two parent survey responses were discussed. • Policies allocated to the committee were reviewed. • Sports provision was discussed. 	
<p>6.2</p>	<p><u>Finance & Premises</u></p> <ul style="list-style-type: none"> • The budget was interrogated and recommended for adoption by the FGB at the summer term meeting. • Asbestos survey: JS queried the need to re- clear areas that had already been cleared. Encapsulation; CE advice has been discussed with A Davies and P Shallcross; the previous contractors and current contractors and removers will all meet on-site with CE and decide the way to move forward. Other removal companies have been asked to provide quotes. A Davies has requested an analyst’s report for a boiler room sample. The meeting discussed the sometimes conflicting advice received. Costs to action will be in the region of 10k. It was hoped the works would fall under capital projects but CE advice has been that as it would not prolong the life of the building that would not be the case and CE would not fund the work. Negligence issues were noted. The delays to address are hampering the progress of projects to be completed over the summer. SB asked for further details for consideration 	
<p>6.3</p>	<p><u>Health and Safety</u></p> <ul style="list-style-type: none"> • The issues identified by the governor termly walk round are being addressed by the school. • The annual Health and Safety inspection visit has been done; the school kitchen again was awarded a 5 * rating. • The committee discussed the children being aware of the procedures for emergency vehicles travelling through the village. • The residential visit to Burwardsley was approved. • The staff team have agreed the lock-down procedure code word. 	
<p>6.4</p>	<p><u>Budget 2018-19:</u> The report overview, updated following the summer term review meeting, was received with the following items of note:</p> <ul style="list-style-type: none"> • The projected pupil numbers have been adjusted. • Earmarked funds from 17/18 have been applied. • 2018-19 has a carry forward of 56,198, with an in-year deficit of 19,957. 	

<p>6.5</p>	<ul style="list-style-type: none"> • 19/20 the in year deficit is 50,305. (19.00) M Weeks joined the meeting. • It was noted that the LA budget Officer commented that they are seeing a lot of similar things in other local school’s budgets. • The Chair noted, historically year 3 of the predicted budgets always appears this way and that the LA budget Officer had been pleased with the budget. <p>Q: Concerns with the following year (in year deficit), we couldn’t operate on that budget, and then do we need to make changes?</p> <p>A: We have always operated on a predicted year 2 deficit.</p> <p>Q: It seems bigger (the deficit amount)?</p> <p>A: We are very conservative when setting the budget.</p> <p>A: For example we have made a temporary staffing appointment.</p> <ul style="list-style-type: none"> • The extended school suffix; there is money that could be transferred to the main budget. • Pupil numbers for September 18 are changing constantly. <p>Q: What is our maximum in each year?</p> <p>A: The limit is the space in each classroom.</p> <ul style="list-style-type: none"> • It was noted that pupil numbers are on a risk assessment basis and have historically never gone beyond 33. In the local context there are now more admissions appeals based on exceptional circumstances as so many local schools are full. The budget has been set on fluid pupil numbers. • The autumn term budget papers will look very different due to the changeover to the new CE software, Best4Business. This was due to be in place for 1.9.18 but has now been delayed. Schools have received information regarding the changes to budget line codes. • Joint Use centre code: The meeting noted that the school may have to agree a charging agreement for JSL’s time to process joint purchases and invoicing with the community centre. • The school are anticipating that they will be audited by CE during the autumn term. <p>Q: Governor involvement will be required?</p> <p>A: I’m sure we will require governor involvement.</p> <p>The Budget 2018-19 was approved by the Board of Governors.</p> <p>Q: The supply teacher insurance figure – 9,766?</p> <p>A: It was confirmed that this budget line was expenditure for supply teachers.</p> <p>Q: The code line E10 was queried.</p> <p>In Response: It was noted that budget code lines E10 and E 11 were the wrong way round and require adjustment. Insurance for teacher absence was discussed; it was noted that the school have to pay for maternity leave insurance from CE.</p> <p>Appointment of a Clerk to the Governors for academic year 2018-19:</p>	
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<p>6.6</p>	<p>As discussed under item 4.2, the Chair of governors proposed that the Board of Governors appoint Second2none as Clerk to the governors for 20-18 -19 and this was agreed by the Board of Governors.</p> <p>SFVS 2017-18: This was submitted within CE’s timescales and the return is anticipated during the autumn term. The Finance Committee are currently reviewing the SFVS form for 2018-19</p>	
<p>7</p>	<p>Part One Head Teacher’s Report and Matters Arising</p>	
	<p>The Head Teacher’s (HT) Report was received in advance of the meeting with the following matters of note and arising:</p> <p>The HT extended thanks to governors for all the link monitoring reports submitted. It was noted that the submission of the English report had been overlooked but had been forwarded to governors 20.6.18.</p> <p>Pupil mobility figures were noted. Parental perceptions regarding class sizes were discussed.</p> <p>Governor Comment: Governors that had children in school when class numbers had been at 32/33 noticed no negative impact on teaching.</p> <p>The meeting discussed the rising school pupil numbers. It was noted that the cap on numbers is the physical space of the school. The meeting noted pupil mobility; this has been due to genuine reasons.</p> <p>Page 2: There will be 30 new Reception starters in September; 3 children are on the waiting list.</p> <p>Q: Admissions appeals? A: Yes, there will be.</p> <p>Attendance: This is very close to the target set. The HT has reviewed and updated the authorised absence request form. Parental perceptions of exceptional circumstances were discussed; it was noted that authorised absence is at the Headteacher’s discretion.</p> <p>There were no exclusions or racist incidents to report. There had been no lunch time reflections.</p> <p>Staffing: There is a new member of the team, Ms Cummins.</p> <p>Y6 report to the board: It was commented that it was a nice report to read. The considerations for future areas for the FGB to consider on the to –do list; this will be useful to refer to;</p> <ul style="list-style-type: none"> • Repainting the netball court; the funding bid to re-surface the junior playground and re-paint the markings has been successful. • PTA funding has been confirmed for a shelter. It is hoped to complete this over the summer term dependent on if the asbestos 	

<p>contractors are on site.</p> <p>Q: Deciding the markings?</p> <p>A: <i>It will be a netball court.</i></p> <p>It was noted the markings used to be a multi court.</p> <p>In Response: <i>This may have to be considered outside of the funding bid.</i></p> <p>Playground markings were further discussed.</p> <p>Governor Comment: <i>It is an interesting connection (with the funding bid) encouraging girls to play sport.</i></p> <p>In Response: <i>It also acknowledges the things in school that are quite good.</i></p> <p>It was noted that parents on the latest survey valued the exhibition and the majority found it to be one of the main highlights of the year.</p> <p>Item 9: Wellbeing at Goostrey School: The intention is to put this on the school website over the summer; it is not a definitive list. The therapeutic value of the fish tank was discussed. The fish tank contract runs until October and the HT is hoping this contract can be extended due to the positive impact on pupil wellbeing.</p> <p>Parental feedback from the Y2 meeting- to be shown around the junior school has been actioned and has proved very effective in supporting the KS2 transition for parents. The HT will each June, invite any Y2 parent that would like to, to be shown around the junior school.</p> <p>Item 11: It was noted that this is a very effective group.</p> <p>SDP: Update of impacts; the SLT have gone more into priority 3 and the tracking sheet will be run past the SIP. Linda will be discussing EYFS with the SIP.</p> <p>Moderation: No KS1 or KS2 external moderation was done. The meeting discussed external moderation. Y2 were externally moderated last academic year and Y6 the year prior to that.</p> <p>KS2 results: The results will be available at the beginning of July. Two children's scores were dis-applied.</p> <p>Reading: Teacher assessment is strong; 100% met national standard (not including the disapplied pupils).</p> <p>Writing: The cohort is particularly strong with 20% + at greater depth. Without two children's scores who were disapplied 100% met national standard. It was noted that this cohort has exceptional writers and not every cohort is the same.</p> <p>Maths: Reading: Teacher assessment is strong; 100% met national standard (not including the disapplied pupils).</p>	
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	<p>KS1 results: Teacher assessment is again strong. Phonics results will be strong. Results haven't yet been tracked back to the reception data.</p> <p>There was a LA unannounced inspection of the Phonics test; the outcome was no recommendations or required changes to the school's procedures.</p> <p>EYFS: 87% met a good level of development (GLD); 4 children didn't make GLD. The team are really pleased with the cohort; the boys are doing well.</p> <p>Q: The results are what you would have expected for the cohort? A: National expectation is high- 87%; we are very, very pleased.</p> <p>In EYFS 9 children exceeded national expectations for reading. The meeting discussed Y2 teacher assessment and predictions and progress tracking.</p> <p>Page 16: School Improvement Plan Priorities: The board was invited to the meeting being held on 03.09.18 to consider current school priorities. The Chair highlighted that it is a good meeting for governors to attend.</p> <p>Page 17 SIP visit: A minor amendment to the 2nd bullet point was noted; foundation <u>subjects</u> not stage. The appraisal dates are for the board to note. It was noted that the report from the SIP was comprehensive. One or two children are benefitting enormously in the social skills area; some very effective work is going on with younger disadvantaged children.</p> <p>Sports Funding: JSI reported that the left over funding will be used to extend the path around the school forming a complete all weather loop. It is hoped to complete the work during the summer break. The surfacing material will be a porous composite not requiring drainage or the planning permission required for drainage works. The school fund account monies received from the sponsored walk will be used to top-up the funding.</p> <p>The report received from MW was noted.</p> <p>The Chair extended thanks to all governors for their reports and for the timely submission of reports which supports the full board of governors meeting.</p>	
<p>8</p>	<p>GOVERNOR DEVELOPMENT</p> <p>Training Liaison Governor's Report: The meeting received the report. Action: Further comments to be emailed to JSL by 04.07.18 before the report is published on the school website. Q: Have any of the new governors completed specific SFVS training? In Response: The last CE SFVS training session had been cancelled. It was noted that Modern Governor on-line has an SFVS module.</p>	<p>ALL BOARD</p>

	The school will be buying back training and support from ChESS. The Chair noted that the Board of Governors have demonstrated commitment to training.	
9	Director's Report	
	<p>The summer term Director of Children's Services Report to School Governing Boards and the precis were received in advance of the meeting with the following matters of note and arising.</p> <p>Items 3, 5, 6, 7, 8 and 11 had been taken to the P and C committee and item 4 had been taken to the F and P committee. The Clerk took the meeting through the remaining items with the following matters arising:</p> <p>1.1: The date of the Cheshire East Annual governors' Conference has been changed to 05.10.18, venue Cranage Hall.</p> <p>At least one governor to attend and feedback to FBG.</p> <p>1.2: ChESS offers discussed under finance item 6.4 (Budget)</p> <p>1.3: NGA – A Report on Headteacher Appraisal: The meeting discussed this item. The Headteacher's Performance Management Panel (HTPM) sub committee has the delegated authority each year to review and set the targets. The sharing of non-personal targets was discussed.</p> <p>1.4: The Department for Education (DfE) funded training courses were noted. The Chair of governors has completed a Chairs development course. The meeting discussed succession planning and "growing" chairs of committees and board of governors.</p> <p>1.6: Being Strategic, a guide for governing boards: It was noted that this would be good to review in September. Action: Take to autumn committee meetings.</p> <p>Item 9: Signs of Safety: LA and JSL attended Signs of Safety training and JSL verbally reported items of note to the meeting: Worry or danger statements are used and there is a focus on positives as well as negatives and this drives the worry goals.</p> <p>Governor Comments: Signs of Safety puts young children first; there is impact on governor discussions and positive changes as a result. As a school we do this.</p> <p>Item 10: Local Children's Safeguarding Board (LSCB): The item was noted. Missing Child policy discussed under item 4.2 (14).</p> <p>Item 13: Governing Board documents: The guidelines for retention of the differing types of documents were noted. JSL is assessing the DfE Information Management Toolkit for schools; annual archiving is done in line with the toolkit. The meeting discussed the retention periods of educational documents. Within compliance with the General Data Protection Regulation (GDPR) there is data mapping. It was noted that the purchase of Governor Hub for 2018-19 to support board meetings and manage all board documentation will aid compliance with the GDPR. Governors are aware that the current email system will not be needed once we join Governor Hub, in the interim, emails now blind copy all governors in. Governors discussed the need to be security aware and make sure information sent to them is protected.</p>	<p>ALL BOARD</p> <p>CHAIR</p>

10	School Policies	
	<p>Data Protection Policy: The policy was received in advance of the meeting with the following matters arising: Q: It is a standard CE policy? A: It is an amalgamation following GDPR training and collaboration with the other School Business Manager. The School Business Manager cluster meeting w/c 25/6 will be focussing solely on this. Q: Processing staff and children data; we also process parents and governors data? Action: Add parents and governors data to page 4. Section 4 Data Protection Officer (DPO) reporting was discussed. It was agreed to use Headteacher instead of “the highest level of management”. Action: It was noted that the school has bought back the services of a DPO. Section 7.7: Seeking consent from parents and outside agencies were discussed. It was agreed to adjust to “where not covered by the GDPR”. 18.11: Extra–curricular clubs: Data practices were discussed. Action: To contact extra–curricular clubs and notify of expected practice. Section 20: Agreed to remove as not applicable. 23.1: Policy review: It was agreed to add to the Safeguarding governors delegated responsibilities. Statement of intent: Q: Is it comprehensive? A: The list adds to and is not limited to. The final version of the policy will be approved via email. Governors’ own practice will reflect the policy and the use of Governor Hub will support this. It was noted that Governor Hub works most effectively using the web browser google chrome.</p> <p>Safeguarding Monitor: The school has purchased the DPO services from this not for profit company. The service will include access to an audit tool. To guarantee GDPR compliance in the event of a personal data breach (The 72 hour reporting timeframe to the Information Commissioners Office) there will be 24hr/7 days a week access to a DPO. It was noted that Governor Hub offer support in the event of a subject access request relating to documents stored on the system.</p>	<p>JSL</p> <p>JSL</p> <p>JSL</p> <p>CHAIR</p>
11	AOB	
	<p>Benchmarking Information: The report was circulated to the Board for review.</p> <p>Celebration: The Head boy and Head girl of the local High School are former pupils of Goostrey Primary School.</p>	
12	Impact of this Meeting	
	<ul style="list-style-type: none"> • KS1 and 2 assessment results are very positive • Sports funding is on track 	

	<ul style="list-style-type: none"> • Y6 voice was very positive and useful for Board priorities • The Netball Court bid has been successful • The budget 2018-19 has been interrogated • Class sizes and the ethos of the school have been discussed • It is very clear that governors are incredibly supportive of the school 	
13	GOVERNANCE STATEMENT	
	<p>Action: TG, LA and JSL will update the Governance Statement and send out to the board for final comments and it will then be published on the school website during August.</p> <p>Action: Final comments for statement.</p>	<p>TG,LA, JSL</p> <p>ALL BOARD</p>
14	MEETINGS format, days and dates	
	<p>The Chair asked the board for reflection on the format of the structure of meetings and if this was to be two committees and one FGB per term, or to be more FGB meetings per term.</p> <p>Governor Comments: <i>Sometimes there is overlap; I prefer one FGB a term and deal with more in committees.</i> <i>The downside of FGB meetings every half term is it doesn't give opportunities to others to chair committees.</i></p> <p>The Board noted that the meeting schedule can have impact on the costs of Clerking.</p> <p><i>The duplication of membership of committees can be behind the overlap. My concentration is better if a member of one committee.</i></p> <p>The meeting discussed the best schedule of days and times to facilitate the governors' attendance. The policy review cycle and use of Governor Hub to support the work of the boards work discussed. Asking governors to feedback on policies in advance of meetings and summarising changes to policies was discussed.</p> <p><i>I think the conversation around policies is important and to read them in advance.</i></p> <p>Action: It was agreed that minor wording and grammar changes were to be emailed to JSL in advance of governor meetings. ALL BOARD</p> <p>KF confirmed as member of the F&P committee. JN & LH confirmed as members of P&C committee.</p> <p>The following were agreed:</p> <ul style="list-style-type: none"> • The committee structure will be reviewed during the autumn term. • All non staff governors to consider being a member of one committee to avoid duplication. • All policies to be read in advance of governor meetings. • There will be one FGB and one of each committee meeting each term. • All meetings will be on Thursdays, commencing 6pm. • Dates will fall in a similar pattern to this year and will be confirmed 	

	via email once TG and LA meet on 13.07.18 with the newly appointed Clerk.	
15	<p>Governance Arrangements Checklist</p> <p>It was noted that the CE Director of Education and Skills, J Forster, has requested that all Boards complete the checklist.</p> <p>Governors Challenged if that was appropriate use of the school's time.</p> <p>In Response: <i>Governors discussed what was required by Jacqui Forster</i> It was noted that the school received the highest level of assurance from the SFVS 2017-18 return. The Board of Governors agreed that they were happy for LA to send a response to J Forster on behalf of the Board.</p>	
	<p>AOB CONTINUED</p> <p>Meeting the Lead Ofsted Inspector's questions:</p> <p>The Chair challenged the meeting to respond to random questions from the list:</p> <p>Q 25: Examples of where you have taken or supported hard decisions in the best interests of the school:</p> <ul style="list-style-type: none"> • Staffing –restructure • Closing the school during inclement weather • Challenging the advice and quoted costs received re- Asbestos 	
<i>The part one meeting closed</i>		

----- Chair

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