

MINUTES OF THE FULL GOVERNING BOARD MEETING OF GOOSTREY COMMUNITY PRIMARY SCHOOL Part One Non-Confidential		
Date:	Thursday 15th November 2018 at 6pm	
Venue:	Sunshine Room	
Present	Lyndsey Atkins (LA)	Head teacher
	Rebecca Cowell (RC)	Deputy Head teacher
	Linda Flint (LF)	Staff Governor
	Jacqui Schurer-Lewis(JSL)	Co-Opted Governor
	Tracey Goodwin (TG)	Chair Co-Opted Governor
	Leah Hamilton (LH)	Parent Governor
	Joanne Napier (JN)	Parent Governor
Apologies	Sarah Boardman (SB)	Vice Chair Parent Governor
	Kevin Few (KF)	Parent Governor
	Alex Thompson (AT)	Co-Opted Governor
	Ann-Louise Warren (AW)	Parent Governor
In Attendance	Adele Mitchell	Clerk

For all sets of minutes and backing papers it is taken that all will have been pre-read and coverage will therefore be limited to: • accuracy • action points • challenge

The meeting met its quorum

Agenda item 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion:	<p>The Chair and the Head teacher welcomed the Governors to the meeting.</p> <p>Apologies were received from AT, SB, KF & AW.</p> <p>AM the Clerk from S2N was welcomed to the meeting.</p> <p>This is the first meeting that has been organised through GovernorHub. The Governors stated that entry to the platform and access to reports seemed to be working well.</p>
Decision:	RESOLVED: That the apologies of the above-named Governors were accepted.

Agenda item 2	DECLARATION OF INTERESTS
Discussion:	<p>It was noted that no declarations of interest had been declared.</p> <p>Governors were asked to sign and complete the following:</p> <ol style="list-style-type: none"> a) Annual Declarations of Interest b) Governor Safeguarding Declaration c) Code of Conduct for Governors d) Governors Charter e) Image and contact details sharing consent <p>Attendance details for this meeting are to be forwarded to the SBM.</p>

Action	What	Who	When
	Governors not in attendance are asked to complete and sign asap		
	Governor attendance at this meeting will be provided to go on the website.	Clerk	ASAP

Agenda item 3	DECLARATION OF ANY OTHER BUSINESS OR ITEMS FOR FURTHER DISCUSSION		
Discussion:	No other business was declared for this meeting.		

Agenda item 4	MEMBERSHIP		
Discussion	<p>It was stated that currently there are two Governor vacancies.</p> <p>An application from Mr R. Northwood for the position of LA Governor. The Local Authority have approved the application.</p> <p>The Chair confirmed that she and the Head had met and interviewed Mr Northwood. TG/LA stated that there are genuine reasons stated by the nominee to join as a Governor and it was noted that there is a good fit to the FGB. Governors were asked for any reservations.</p> <p>Q: The Governors asked what the skills that the nominee will bring to the Governing Board? A: TG stated the nominee's skills align with F&P committee rather than P&C committee. That the term of the nomination is for 4 years.</p> <p>LA informed the Governors that a further nomination had been received from Mrs Y Lawson. That this nomination was considered as a Co-Opted Governor. It was stated that the nominee has a background in education.</p>		
Decision:	<p>RESOLVED: a) That Rob Northwood was appointed as LA Governor for a 4-year term.</p> <p>b) That Yvonne Lawson was appointed as a Co-Opted Governor for a 4-year term.</p>		

Agenda item 5	PART ONE MINUTES AND MATTERS ARISING OF THE LAST MEETING		
Discussion:	<p>Section 14 asked for amendments to the minutes prior to them being signed by the Chair. The Chair has stepped down from P&C Committee.</p> <p><u>Action Log:</u></p> <p>Item 4.2 The Governing Board are aware that they will need another community governor when MW leaves the board summer '19.</p> <p>Item 9 All actions have been completed. LH attended the Cheshire East Governors' Conference on 5 October 2018, and has provided feedback via email. It was reported the Conference was excellent and the Governor had provided constructive feedback to the Head teacher. Conference slides are available; the Head teacher will email them to Governors for information.</p> <p>Discussion was held regarding the categorisation of the role of Deputy and SBM on the board – ex-officio or co-opted.</p>		
Action	What	Who	When
	Amendments are required to the minutes of 20 June prior to being signed by the Chair.	TG	ASAP

	The Chair referred to the Governance statement and noted that two governors are referenced as ex officio Governors. Clarification will be sought around these appointments.	JSL	ASAP
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Agenda item 6	PART ONE REPORTS FROM EACH COMMITTEE AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES
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Discussion:	<p>The committee meetings that took place on a) 4 October (P&C committee) and b) 18 October (F&P committee) were approved.</p> <p>It was noted the Governing Board liked the titles: maintain - improve & promote for the school priorities 18 19</p> <p>The Budget Report to the Governing Board Autumn 2018 was received.</p> <p><u>Boiler House Update</u> The SBM reported work had started over the half term holiday. Cheshire East Children and Families agreed to fund the work. Contractors reported that asbestos work was greater than originally thought and it would need more time to complete. A temporary ceiling was put up as well as cleaning down and encapsulation of the floor. Air testing has taken place and is confirmed as safe. The Contractors will return to undertake higher level pipework work for two weeks at Easter.</p> <p><u>School Lease with the Diocese</u> This action is pending for the Vice Chair.</p> <p><u>Footpath steps</u> JSL reported progress from Highways. That there was a joint meeting this afternoon with Cheshire East and commented this action is ongoing.</p> <p><u>National Funding Formula</u> Is delayed for a further year. JSL reported the planned full roll out of National Funding formula has also been delayed a further year, therefore budget predictions for 2020-21 are just that – predictions based on current funding model, with the assumption the pay award grant ceases. Schools Forum have announced a further consultation on funding delivery for 19/20, but at present the predictions have been based on the current funding model.</p> <p>An Audit will be undertaken by Cheshire East on November 20th. The feedback meeting will take place the same day with the Chair and Head teacher. An audit report will then be available for governors to see.</p> <p>It was stated that the actual amount school would receive from Sports Funding for 18 19 was confirmed 2 weeks' ago. It was noted that 19 20 allocation could be significantly less.</p> <p><u>School Spider Meeting</u> went well. The website will be updated by the end of the term and the APP will then be reviewed.</p>
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Decision:	RESOLVED: The minutes of the committee meetings that took place on 4 October (P&C) and 18 October (F&P) were approved.
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	RESOLVED: That the Updated Budget Plan was approved.
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Action	What	Who	When
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	School Lease with Diocese. This action is pending for the Vice Chair.	Vice Chair	ASAP
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Agenda item 7	CHAIR'S ACTIONS
Discussion:	There were no Chair's actions for consideration.

Agenda item 8	COMMITTEES AND NOMINATED GOVERNORS		
Discussion:	<p>The Vice Chair SB will have responsibility for Safeguarding. The Vice Chair SB was nominated as F&P Chair and KF as Vice Chair LH was nominated as an F&P committee member. MW asked to be nominated as the Chair of P&C committee. However, taking into consideration that ALW (who is absent from this meeting) may prefer to step up into this role. LH was nominated as the Vice Chair of P&C committee.</p> <p>LH was nominated to the Head's Appraisal Panel. MW also sits on this panel and there will therefore be a vacancy after July '19.</p>		
Decision:	RESOLUTION: That the above-named Governors be appointed to the roles as indicated.		
Action:	What:	Who	When
	Governors to consider taking MW's place on the appraisal panel after July '19	ALL	

Agenda item 9	PART ONE HEAD TEACHERS REPORT AND MATTERS ARISING		
Discussion:	<p>The following items were on the Head's Report:</p> <p>CLASS ORGANISATION</p> <p>CURRENT NUMBERS</p> <p>CELEBRATIONS AND ACHIEVEMENTS – school has retained Universal Status. Outstanding behaviour by the pupils noted by Bikeability and the photographer. Goostrey Train station; it was reported that the Deputy Head has produced another excellent display of pupils' school work at the station.</p> <p>SDP PRIORITIES 2018/19: The Governors noted the teaching and learning on GovernorHub contains slightly different priorities; it was noted that the information contained in the Head teacher's Report is the most up to date and that this document should be used.</p> <p>PARENT GOVERNOR TERMLY MEETING WITH SENIOR MANAGERS: The morning of Wednesday 12th December was agreed as acceptable for everyone present this evening.</p> <p>HCDP: The Head teacher informed the board that the partnership was to be reviewed by the directors this term with a view to restructuring.</p> <p>Q: The Governors asked why have two schools left the Holmes Chapel and District Community Partnership? A: the two schools did not see it as value for money as they had access to similar things through their MAT. They are keen to continue with the sports provision and any cluster transition initiatives.</p>		

<p>STAFF SURVEY LA stated that through a survey staff will be asked four questions around their wellbeing and workload. LA will evaluate the responses in the spring term and report back to the Governors.</p> <p>Q: The Governors asked if the staff responses are anonymous? A: LA stated responses will be anonymous</p> <p>APPRAISAL UPDATE: Covered in Part Two.</p> <p>CLASS LINK GOVERNORS:</p> <p>SAFEGUARDING: The Audit continues to be updated regularly, there are no alerts to report. All staff have had refresher training in September and undertaken on-line Prevent training.</p> <p>Q: The Governors asked how often Governors should take updated safeguarding training? A: LA indicated that the Governors are advised to complete half hour online Prevent training</p> <p>Q: The Governors asked if there is any other training that they need to complete that they should be aware of? A: LA stated That Keeping Children Safe in Education (KCSiE) document is an important document for governors to be familiar with and has recently been updated. Governors are required to read and sign to state they understand part 1.</p> <p>TRAINING 2018/19: Noted by Governors.</p> <p>Curriculum leaders provided the board with a report and the Deputy head provided an overview of each area highlighting impact.</p> <p>Q: The Governors asked is ICT fully resourced and are teachers supported effectively? A: RC stated that they are.</p> <p>Q: The Governors asked out of the 12 letters sent to parents regarding their children being selected for an event how many parents replied? A: RC stated that 6 parents replied.</p> <p>Q: The Governors asked what happened to those children whose parents didn't reply? A: RC indicated other children were picked; that 11 children attended and that the event lasted for two weeks.</p> <p>Q: The Governors asked if pupils were chosen who don't normally participate in sport? A: Where possible yes..</p> <p>Q: The Governors asked how long the partner from the LA works with the school? A: LA stated usually three years maximum and that the school partner is in the second year.</p> <p>Q: The Chair asked the Governors is there is anything else that they consider is required in the HT report for future? A: The Governors stated there wasn't and that if any further information is required by them that they will inform the Head teacher.</p>			
Action:	What:	Who	When
	That staff wellbeing and workload will be evaluated and reported during the spring term and reported back to the Governors.	LA	Spring term

Agenda item 10	GOVERNOR MONITORING TRAINING AND DEVELOPMENT
Discussion:	JSL reported that Governor Training Records are unlocked for completion on GovernorHub – it was indicated that this is a live document. JSL asked that

	Governors update the action upon completion of any training undertaken directly in GovernorHub; stating training is logged on GovernorHub in both chronological order and term order. JSL will ensure that staff Prevent training is available for Governors.		
Action:	What:	Who	When
	That Governors update the action upon completion of any training undertaken directly in GovernorHub; stating training is logged on GovernorHub in both chronological order and term order. JSL will ensure that staff Prevent training is available for Governors. Governors to read and sign Part 1 KCSiE.	JSL All	ASAP

Agenda item 11	GOVERNOR VISITS		
Discussion:	<p>LH and MW stated attendance every Thursday morning with year groups. Q: The Governors asked do they need to complete a Governor visit feedback form after every visit? A: The Chair stated that this is required for monitoring purposes.</p> <p>It was reported that Governors recently attended the annual exhibition to see first-hand how classes work. Governors were impressed and noted how well the teachers and school work together as a team. The Head teacher thanked the Governors for their continued support.</p>		

Agenda item 12	POLICIES/PROCEDURES FOR REVIEW/APPROVAL		
Discussion:	<p>Special Needs Policy the Governors requested the policy is revisited to include bullet points throughout. JSL will ensure this is actioned.</p> <p>Safeguarding Policy – The Chair requested clarification of the term 'Swurl' in the policy. She also asked the Governors to be aware that no phones are allowed on personal school trips and that helpers must sign a voluntary declaration. It was reported that a school camera is available strictly for school trips which is covered in section 20.0 which makes reference to the use of school equipment only. It was noted that Safeguarding staff wording refers to all working on behalf of the school this is also relevant to both parents and governors.</p> <p>Admissions Policy. The Head teacher stated the school are bound by the Local Authority admissions information.</p> <p>Confidentiality Policy.</p> <p>Radicalisation and Extremism Policy.</p>		
Decision:	RESOLVED: The above policies were approved. That there are a couple of amendments to the narrative required.		
Action:	What:	Who	When
	Bullet points to be added to Special Needs policy Swurl to be clarified in Safeguarding policy	LA/JSL	asap

Agenda item 13	DIRECTOR'S REPORT		
Discussion:	<p>Cheshire East – The Director of Children’s Services Report to School Governing Boards Autumn Term document has been provided for information.</p> <ul style="list-style-type: none"> • KCSiE and Prevent refresher training has been undertaken by Governors • The new policy for Keeping Children Safe in Education will require part 1 to be signed and returned. SBM will action this • Awareness of the Local Children Safeguarding Board (LCSB) • The new Ofsted final framework will be published at the end of July 2019 and will go live from September 2019. Ofsted will in future give higher priority to the whole curriculum. • Pupil Premium/Universal Credit – Governors discussed expansion of criteria and agreed to review impact., <p>Q: The Governors asked is the school exempt from the new Ofsted framework due to the school Outstanding status? A: Yes currently but there may be changes to this in the future.</p>		

Agenda item 14	ANY OTHER BUSINESS ITEMS TO BE DISCUSSED		
Discussion:	It was reported that a new bank of Governor questions from the SIP will be located on GovernorHub.		
Action:	What:	Who	When
	A new bank of Governor questions from the SIP will be located on GovernorHub.	LA	Spring term

Agenda item 15	DATE OF NEXT MEETING		
Discussion:	The date of the next meeting is: 21 03 2019		

Agenda item 16	IMPACT STATEMENT		
Discussion:	<p>The Governors were asked what impact has this meeting made to Goostrey children? A Governor responded that monitored subjects will be improved and challenged; lengthy discussions had taken place around Safeguarding which ties directly into the SDP; subject reports were excellent; discussion on sport was well received; feedback on the new Ofsted framework system and effectiveness was meaningful; developing new Governor provision of new experiences in the community and the approval of school policies all make a considered difference to Goostrey pupils.</p>		

The meeting ended at. 20:10