

MINUTES
OF THE FULL GOVERNING BODY MEETING OF
GOOSTREY COMMUNITY PRIMARY SCHOOL
Part One Non-Confidential

Date:	Thursday 30 th June 2022 at 6pm	
Venue:	The School	
Present	Lyndsey Atkins (LA)	Head teacher
	Tracey Goodwin (TG)	Chair, Co-opted Governor
	Rebecca Cowell (RC)	Co-opted Governor
	Linda Flint (LF)	Staff Governor
	Jacqui Schurer-Lewis (JS-L)	Co-opted Governor
	Kevin Few (KF)	Parent Governor-arrived at 6:30 pm
	Rob Northwood (RN)	LA Governor
	Yvonne Lawson	Co-opted Governor
	Hugh Adams	Parent Governor
	Anna Clifford	Parent Governor
Apologies	Alex Thompson (AT)	Co-opted Governor
	Louisa Hulsken	Parent Governor
Also in attendance	Sue Pomeroy	Clerk to Governors

Agenda item 1	APOLOGIES AND AOB ITEMS
Discussion:	<p>a) Governors agreed that the apologies received from Alex Thompson and Louisa Hulsken be accepted.</p> <p>b) Governors agreed to discuss the following items of any other business under agenda item 16:</p> <ul style="list-style-type: none"> • Governor Hub Healthcheck Document • Local Authority Multi Academy Trust • Update on potential funding for the steps <p>Governors agreed to deal with the re-appointment of Rebecca Cowell and Jacqui-Shurer-Lewis as Co-opted governors at this point in the meeting. Governors agreed that both offer valuable knowledge and experience to the board and agreed to co-opt their positions for a further 4-year term of office 27.06.22-26.06.26.</p>

Agenda item 2	CONFLICT OF INTEREST
Discussion:	There were no conflicts of interest declared with the business to be discussed at the meeting.

Agenda item 3	MEMBERSHIP
Discussion:	<p>a) There were no changes to receive to the board of governors.</p> <p>b) Rebecca Cowell and Jacqui Shurer -Lewis were re-appointed under agenda item 1.</p> <p>There is currently 1 vacancy for Parent Governor and 1 vacancy for a co-opted Governor on the board. Governors had previously agreed not to fill these vacancies as the Instrument of Government was to be reviewed.</p>

	<p>c) The following terms of office due to expire before the next meeting were noted: Rob Northwood LA Governor 15.11.22 Yvonne Lawson Co-opted Governor 15.11.22 The Chair would meet Rob Northwood to discuss whether he wanted to serve another term as the LA Governor. The board would like to retain his skills and experience. Yvonne Lawson confirmed that she would be happy to stand again as a Co-opted Governor. <i>YL left the meeting.</i> Governors agreed that YL is a committed, enthusiastic member of the board and approved her re-appointment as Co-opted governor for a further 4-year term of office 16.11.22-15.11.26. It was decided that all non-staff governors should consider undertaking refresher training when re-appointed for a further term of office. <i>YL returned to the meeting.</i> Governors informed her of her re-appointment and the recommendation that all re-appointed governors should consider undertaking refresher training.</p> <p>d) It was confirmed that JS-L would update governance details on GIAS.</p>
ACTIONS	<ul style="list-style-type: none"> • JS-L to update governor details on GIAS. • Re-appointed non-staff governors to consider undertaking refresher training.

Agenda item 4	PART ONE MINUTES AND MATTERS ARISING
Discussion:	<p>The minutes from the FGB meeting held on 24th March 2022 were confirmed as a true record, signed by the Chair and retained by the school.</p> <p>Governors reviewed the actions from the previous meeting and the following matter was discussed: Future meeting times: A poll to ascertain preferences for meeting times in 2022-23 had not been circulated. Governors agreed to trial starting meetings at 5:00 pm from the autumn term 2022 and to meet in the Sunshine Room. The clerk was requested to add this venue to future agendas. The clerk was also requested to put a review of the Instrument of Government back on the action log, along with the item for governors to inform JS-L of any training undertaken.</p> <p>It was confirmed that all other actions, which will not be addressed at the meeting, had been met, and closed as appropriate.</p>
ACTIONS	<ul style="list-style-type: none"> • Clerk to update the action log. • Clerk to add the new meeting time and venue to future FGB agendas.

Agenda item 5	CHAIR'S ACTION
Discussion:	<p>The Chair confirmed that the following actions had been taken on the board's behalf relating to part one business since the last meeting of the full board of governors:</p> <ul style="list-style-type: none"> • Approved a quote of £12,600 to fully tarmac the area outside the infants. Another quote to patch the area had been received for £7,800 but it had been decided to go ahead with the first option. Work would commence on 08.08.22 and be funded from DFC and the Sports Grant. The headteacher informed governors that playground markings would be added later.

	<ul style="list-style-type: none"> Signed off the photocopier contract. 3 quotes had been received. The current supplier had originally submitted an expensive quote but was then able to offer the best deal.
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Agenda item 6	PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES
Discussion:	<p>a) The minutes from the following committees had been circulated to governors prior to the meeting via Governor Hub. Personnel and Curriculum Committee 28.04.22 Finance and Premises Committee 19.05.22</p> <p>AC provided a summary of the Personnel and Curriculum Committee meeting:</p> <ul style="list-style-type: none"> The committee had enjoyed observing pupils working on the TT Rockstars programme. They had been impressed with the speed the children had been able to answer the questions. Data had been discussed Well-being support is available through the staff absence insurance policy The “My Happy Mind” programme is being incorporated into the curriculum. A report on Pupil Premium had been received. The impact of the SEN provision had been discussed. An update on safeguarding training had been received. <p>RN provided a summary of the Finance and Premises Committee meeting:</p> <ul style="list-style-type: none"> The committee had reviewed the budget. The use of the sports funding had been agreed. Building plans had been discussed. It was agreed that the on-site swimming pool was a success as it offered flexibility and value for money <p>b) There were no other reports to receive from committees. c) There were no recommendations requiring the approval of the board of governors. d) Governor monitoring reports were included in the Headteacher’s report which had been circulated prior to the meeting via Governor Hub. <i>KF arrived at 6:30 pm.</i></p>

Agenda item 7	FINANCIAL MATTERS
Discussion:	<p>a) Budget papers had been circulated via Governor Hub prior to the meeting and governors had indicated their approval. JS-L informed governors that she had had an online meeting with Cheshire East’s Principal accountant following her queries on the original budget papers which had contained errors. Revised budget papers had followed this meeting and had been circulated to governors for approval. JS-L drew governors’ attention to the following points:</p> <ul style="list-style-type: none"> Year 3 is showing a deficit, but the position is improved from that reported in the spring term 2022. A significant increase in the price of utilities had been factored into the budget. There is a supplementary grant of £25,000 The predicted income going forward is based on current funding and no uplift had been built in.

	<ul style="list-style-type: none"> • Earmarked reserves of £55,000 had been approved for support staffing. <p>Governors approved the budget for 2022-23.</p> <p>b) The staffing structure had been approved at the Personnel and Curriculum meeting on 28.04.22.</p> <p>c) JS-L informed governors that a register of contracts is maintained and that large contracts are discussed with the Chair. The gas/electricity is on a corporate contract with the LA and provides the best deal. The school could use the DfE procurement scheme if the need occurred.</p> <p>d) This item was addressed under 7c).</p> <p>e) The Unofficial School Fund certificate and accounts had been received at the Finance and Premises committee on 19.05.22.</p> <p>Review:</p> <p>a) The Sports Grant report would be uploaded to the website by 31.07.22.</p> <p>b) The impact of the Pupil Premium funding had been discussed at the Personnel and Curriculum Committee. HA had met with the Headteacher, and the Pupil Premium report would be updated in July 2022. The impact is concerned with closing the gap and ensuring that pupils entitled to PP funding achieve at least EXP.</p> <p>It was confirmed that the S175 Safeguarding audit had been completed and submitted.</p>
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Agenda item 8	PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING
Discussion:	<p>The Headteacher's report was circulated prior to the meeting and contained the following items:</p> <ul style="list-style-type: none"> • Class Organisation • Pupil numbers • Staffing • Items to note since the last meeting • Pupil Wellbeing • Well-being for staff • The White Paper • Appraisal update • School Partner Visit • Pupil Premium (PP) – Disadvantaged • OFSTED priorities – School Development Plan – approved by the board <p>The Year 6 report, Governor monitoring visit reports and a Safeguarding report had also been shared prior to the meeting via Governor Hub. The safeguarding report answered the same questions as the Scies audit for governors to note.</p> <p>The Headteacher referred governors to the Safeguarding Report:</p> <ul style="list-style-type: none"> • The Chair had recently attended Safeguarding training and it had been suggested that governors should receive a formalised safeguarding report. The report provided had been based on the safeguarding audit and responses. • Relevant safeguarding policies are listed in the report. • The list of vulnerable pupils is reviewed regularly at staff meetings. • The "watch list" had increased from 5 pupils to 9. These are children who do not meet the threshold for inclusion on the vulnerable list but who the school has concerns about.

- Comprehensive subject reports had been completed by governors. These monitor progress of the action plans.
- The Year 6 Report had been produced following a meeting with pupils to gain their views on what they had enjoyed at the school and what could be improved. The Chair commented that she had enjoyed reading the pupils' comments and particularly liked the suggestion about pupils being able to recommend books to other children as library assistants.
- The SIP, Lesley Else, had carried out a deep dive into phonics and had referred to the OFSTED recommendations. She had noted the following strengths:
 - Phonics is well-led
 - Children receive high quality teaching
 - The teaching is well-organised
 - Teachers and teaching assistants use pure sounds when teaching phonics
 - Pupil progress is robustly tracked
 - Pupils are provided with meaningful opportunities to write
- The SIP had met with the same pupils as OFSTED and did not find an issue with the suitability of their reading books.

Q. How much time had elapsed between the OFSTED inspection and the SIP visit?

R. The SIP visited 4 weeks after OFSTED and no changes had been made to the reading books provided to the children. The SIP is an Early Years specialist.

- The attendance figure was 95.5% which was slightly below target but above the national figure of 89.1%.

Q. What are the reasons for the absences?

R. Some families have taken holidays and the school has always given permission for children to attend the Cheshire Show.

Q. Could the attendance of Reception children be separated from the main information? This could highlight any future potential attendance issues.

R. Yes, this information could be provided.

- Behaviour in school is excellent. This was evidenced in the OFSTED report, from reports when children are taken on visits, from pupil voice and from records kept in school.
- The report provides an overview of staff and pupil well-being initiatives.
- A training session had been held on supporting children with complex needs. It is important for the adults in school to have the capacity to support these children. A whole day training would be held in October 2022 with Marie Gentles, a specialist adviser on behaviour.
- The school received £2,902.50 for school led tutoring. An end of year return is required by the DfE. The funding provided tutoring for 165 hours and 11 pupils. The school had exceeded this and provided 302 hours tutoring to 36 pupils at a cost of £4,369.57. The school's own staff had been used to deliver the tutoring as the programme is more effective when pupils are familiar with the tutors.

	<ul style="list-style-type: none"> • Appraisal meetings for teachers would take place in the autumn term 2022 where targets from 2021-22 would be reviewed and new targets set. • The Headteacher’s Performance Management would take place on 20.10.22 when the SIP visits school. The HTPM panel would meet prior to this on 06.10.22. • The report provides an update on the OFSTED development points. These would continue to be updated until the school is re-inspected. • The school was very proud of its pupil performance data. <ul style="list-style-type: none"> ➢ The EYFS data had been submitted. When outliers had been removed, 80% achieved GLD across all subjects. For the school’s own analysis, children would be identified who could achieve GD. ➢ 90% passed the phonics screening test. 3 children did not pass but they were very close to the pass mark. ➢ 5 children re-sat the phonics test in Year 2. 4 children passed and the one who did not had still made significant progress and may have dyslexic tendencies. ➢ Key stage 1 results <table border="1" data-bbox="593 810 1485 949"> <thead> <tr> <th></th> <th>EXP %</th> <th>GD %</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>80</td> <td>33</td> </tr> <tr> <td>Writing</td> <td>84</td> <td>13</td> </tr> <tr> <td>Maths</td> <td>90</td> <td>33</td> </tr> </tbody> </table> <p>70% had been predicted at EXP. The school is expecting that these percentages would be higher when this cohort reaches Year 6.</p> <ul style="list-style-type: none"> ➢ Quality First teaching and the tutoring programme had been effective. ➢ The school would continue to support those children in Year 3 who had re-sat the phonics test in Year 2. <p>Q. Does the school have a phonics specialist in Key Stage 2? R. BC runs booster groups for phonics in Key Stage 2.</p> <ul style="list-style-type: none"> ➢ Year 4 multiplication test-83% achieved 24 or 25 out of 25. There is no pass mark for the test. 10% scored below 20 but had made significant progress from the beginning of the year. ➢ Year 6 SATs results would be released on Tuesday 5th July 2022. ➢ Teacher assessment for Year 6 was 89/90% at EXP. 80% had initially been predicted. ➢ It is expected that the national results for phonics could drop but the school has had its best ever results. ➢ Next year’s SATs results would be lower as there are 3 children with significant needs on EHCPs in the cohort. <p>Q. How did the children cope with doing SATs? R. They were all fine. The children were well-prepared and knew what they were aiming for. Treats had been organised for them throughout the week.</p> <p>Governors thanked LA for her comprehensive report and she thanked them for their governor monitoring reports.</p>		EXP %	GD %	Reading	80	33	Writing	84	13	Maths	90	33
	EXP %	GD %											
Reading	80	33											
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Maths	90	33											
ACTION	LA to provide separate information on Reception attendance. LA to circulate SATs results when they are released.												

Discussion:	Governors approved the Governance Statement which had been circulated on Governor Hub.
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Agenda item 10	TERM DATES 2023-24
Discussion:	Governors agreed the term dates for 2023-24. The Headteacher confirmed that they are in line with Cheshire East and the High School.

Agenda item 11	DIRECTOR'S REPORT
Discussion:	<p>The Headteacher drew governors' attention to the following items from the Director's Report Summer term 2022:</p> <p>1.1, 1.2, 1.3, 1.5, 1.6, 1.7, 2.2, 2.3, 2.7</p> <p>The following items were discussed:</p> <ul style="list-style-type: none"> • 1.2 SEND Green Paper Summary It was noted that it would be challenging for schools to deliver the changes outlined in the paper. • 1.3 Summary of the Schools White Paper Funding would be required to ensure its success. There is a crisis in teacher recruitment and retention. The target of 90% of primary children achieving the expected standard in Reading, Writing and Maths by 2030 would be extremely challenging to achieve. • 2.1 Arrangements for summer 2022 exams It was confirmed that the school followed the strict guidance procedures on the opening and storage of test papers and was fully compliant. 28 children took the tests, and no modifications had been required. • 2.7 New Agreed Syllabus for RE The school's RE lead had attended the launch of the new syllabus. <p>Q. Is there a link governor for RE? R. LA would check. AC volunteered to take on the role if required.</p> <p>It was confirmed that all other items from the Director's Report had been addressed at committee level.</p>
ACTION	LA to check whether the school has a link governor for RE.

Agenda item 12	GOVERNOR DEVELOPMENT AND TRAINING
Discussion:	<p>a) JS-L requested that governors inform her when they have attended training and provide details of any actions and feedback required.</p> <p>b) All governors would be required to complete safeguarding training under the revised guidance in the Keeping Children Safe in Education September 2022 document.</p> <p>c) JS-L would produce a governor attendance report for 2021-22.</p> <p>d) Governor development priorities would be linked to the OFSTED priorities. Appraisal training, and Safeguarding training would also be priorities and any governors starting a new term of office would be asked to complete refresher training.</p>

ACTION	JS-L to produce a governor attendance report for 2021-22.
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Agenda item 13	SCHOOL POLICIES
Discussion:	<p>Behaviour Policy The Headteacher informed governors that this policy had been updated and contained some changes from the previous policy. It was as up to date as it could be and would be reviewed again if the draft government guidance became statutory.</p> <p>Q. Have staff received training in positive handling and de-escalation techniques? R. Yes.</p> <p>Q. Why was the appendix needed? R. It provides guidance for staff in that particular area</p> <p>Governors noted some typographical errors which required correcting and requested that page numbers be added.</p> <p>Governors approved the Behaviour Policy, subject to the above amendments being made.</p> <p>Instrument of Government The Chair explained that the Instrument of Government currently states that the governing board has 14 members. The board has operated successfully with 2 vacancies this year, so it was proposed that the number of governors be reduced to 12. This would allow the board to retain the number of staff governors at 4. It was agreed to review this proposal at the autumn term 2022 FGB meeting. The clerk advised that any changes to the Instrument of Government would require approval from the Local Authority.</p>
ACTION	<ul style="list-style-type: none"> • LA to make the requested changes to the Behaviour Policy. • Clerk to retain Instrument of Government on the action log for review in the autumn term 2022.

Agenda item 14	NOMINATIONS FOR CHAIR
Discussion:	Nominations for Chair would be taken at the autumn term 2022 FGB meeting.

Agenda item 15	MEETINGS								
Discussion:	<p>The dates and time of the governors' meetings for 2022-23 were confirmed as follows:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Meeting</th> </tr> </thead> <tbody> <tr> <td>13 10 22 5pm</td> <td>P & C</td> </tr> <tr> <td>3 11 22 5pm</td> <td>F & P</td> </tr> <tr> <td>17 11 22 5pm</td> <td>FGB</td> </tr> </tbody> </table>	Date	Meeting	13 10 22 5pm	P & C	3 11 22 5pm	F & P	17 11 22 5pm	FGB
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	09 02 23	5pm	P & C
	09 03 23	5pm	F & P
	23 03 23	5pm	FGB
	18 05 23	5pm	P & C
	15 06 23	5pm	F & P
	29 06 23	5pm	FGB
	All meetings to be held at 5:00 pm in the Sunshine Room.		
ACTION	<ul style="list-style-type: none"> • LA to amend the list of meetings for 2022-23 to reflect the new start time of 5:00 pm. • Clerk to note venue and new meeting time on the FGB agenda. 		

Agenda item 16	ANY OTHER BUSINESS
Discussion:	<p>Governors agreed to discuss the following items of any other business: Governor Hub Healthcheck</p> <p>Governors considered the following and agreed that the other questions would be addressed at committee level and future FGB meetings.</p> <p>We carry out our statutory duties as governors and ensure that our school fulfils all statutory duties including safeguarding, equality, Prevent strategy and complies with relevant codes of conduct/guidelines including SEND provision and financial controls. We know that safeguarding is effective (Leadership & Management)</p> <p>Strongly agree Evidence: OFSTED report SIP reports Headteacher's report Safeguarding audit Training records SFVS working group Governor monitoring</p> <p>We have clear and current vision and strategy which will deliver high quality education and training for all our learners. Our strategy is realised through string shared values across the leadership team, up-to-date policies and plans which lead to good practice in the classroom and beyond (Leadership & Management)</p> <p>Strongly agree Evidence Curriculum plans Appraisals Governor monitoring reports Policy Review Schedule</p>

	<p>Tutoring Catch up interventions Pupil progress meetings External validation from the SIP</p> <ul style="list-style-type: none"> Local Authority Multi Academy Trust The Headteacher informed governors that the Local Authority is proposing to establish a Multi-Academy Trust and is asking for expressions of interest from schools. She would attend a meeting arranged by Mark Bayley to find out more information. Governors had previously agreed to form a working party to consider academisation as it was important to start some exploratory work and take time to carefully consider different options. The working party would consist of JS-L, LA, BC, TG and AT. Update on potential funding for the steps KF informed governors that he had been in contact with Councillor Kolker who had advised that some funding may potentially be available to address the issues with the steps used to cross between the school sites.

Agenda item 17	IMPACT STATEMENT
Discussion:	<p>Governors helped to move the school forward in the following ways:</p> <ul style="list-style-type: none"> Approved the budget and ensured that the school is in a healthy financial position. Received pupil performance data. Requested additional attendance data. Reviewed pupil well-being. Reviewed the Instrument of Government Agreed priorities for governor development. Agreed School Development in Head's Report – meeting to agree the draft priorities to be held in September Carried out self assessment using the Governor Hub Healthcheck

The meeting moved to the part two agenda.

..... **Chair**

..... **Date**