

| <b>MINUTES</b><br><b>OF THE FULL GOVERNING BODY MEETING OF</b><br><b>GOOSTREY COMMUNITY PRIMARY SCHOOL</b><br><b>Part One Non-Confidential</b> |  |   |
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| <b>Date:</b>   | Thursday 29 <sup>th</sup> June 2023 at 5:00 pm |   |
| <b>Venue:</b>  | The School-Sunshine Room                       |   |
| <b>Present</b>   | <b>Lyndsey Atkins (LA)</b>                     | <b>Head teacher</b>                       |
|  | <b>Tracey Goodwin (TG)</b>                     | <b>Chair, Co-opted Governor</b>           |
|  | <b>Linda Flint (LF)</b>                        | <b>Staff Governor</b>                     |
|  | <b>Kevin Few (KF)</b>                          | <b>Parent Governor</b>                    |
|  | <b>Hugh Adams (HA)</b>                         | <b>Parent Governor</b>                    |
|  | <b>Yvonne Lawson (YL)</b>                      | <b>Co-opted Governor</b>                  |
|  | <b>David Solan (DS)</b>                        | <b>Parent Governor-arrived at 5:02 pm</b> |
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| <b>Apologies</b>   | <b>Rob Northwood (RN)</b>                      | <b>LA Governor</b>                        |
|  | <b>Alex Thompson</b>                           | <b>Co-opted Governor</b>                  |
|  | <b>Anna Clifford (AC)</b>                      | <b>Parent Governor</b>                    |
|  | <b>Jacqui Schurer-Lewis (JS-L)</b>             | <b>Co-opted Governor</b>                  |
|  | <b>Rebecca Cowell (RC)</b>                     | <b>Co-opted Governor</b>                  |
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| <b>Absent</b>  | n/a  |   |
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| <b>Also in attendance</b>  | <b>Sue Pomeroy</b>                             | <b>Clerk to Governors</b>                 |

| <b>Agenda item 1</b> | <b>APOLOGIES AND AOB ITEMS</b>  |
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| <b>Discussion:</b>   | a) Governors agreed to accept the apologies received from Rob Northwood, Alex Thompson, Anna Clifford, Jacqui Schurer-Lewis and Rebecca Cowell.<br>b) Governors agreed to address questions from the Governor Hub Health Check if time allowed and to receive a MAT update. |

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

| <b>Agenda item 3</b> | <b>MEMBERSHIP</b>  |
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| <b>Discussion:</b>   | a) There were no changes to note to the membership of the board.<br>b) There are no vacancies on the board.<br>c) There were no terms of office due to expire before the next meeting of the board.<br>d) It was confirmed that governance details are up to date on GIAS and on the school website. |

| <b>Agenda item 4</b> | <b>PART ONE MINUTES AND MATTERS ARISING</b>   |
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| <b>Discussion:</b>   | Governors reviewed the minutes from the FGB meeting held on 23 <sup>rd</sup> March 2023 and requested that the clerk make a minor amendment to change the date of the Director's Report from 2022 to 2023. The minutes were confirmed |

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|                | <p>as a true record, subject to the above amendment, signed by the Chair, and retained by the school.</p> <p>Governors reviewed the actions from the previous meeting and the following matters were discussed:</p> <ul style="list-style-type: none"> <li>• DS offered to take on the role of Science link governor</li> <li>• HA offered to take on the role of Maths link governor</li> <li>• TG would arrange to monitor the asset register</li> <li>• JS-L had requested that governors provide feedback on the quality of training undertaken so that she can monitor its effectiveness and value for money.</li> <li>• A skills audit would be carried out in the autumn term 2023</li> </ul> <p>It was confirmed that all other actions, which would not be addressed at the meeting, had been met, and closed as appropriate.</p> |
| <b>ACTIONS</b> | <ul style="list-style-type: none"> <li>• Clerk to make minor amendment to previous minutes-change DR report to spring 2023</li> </ul>  |

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| <b>Agenda item 5</b> | <b>CHAIR'S ACTION</b>  |
| <b>Discussion:</b>   | <p>The chair reported that she had been involved with discussions with LA and JS-L over the use of £10k of Earmarked Reserves for guttering and rent for the junior building.</p> <p>Governors approved the expenditure.</p> |

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| <b>Agenda item 6</b> | <b>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</b>   |
| <b>Discussion:</b>   | <p>a) The minutes from the following committees had been circulated to governors prior to the meeting via Governor Hub.<br/>Personnel and Curriculum Committee 18.05.23<br/>Finance and Premises Committee 15.06.23</p> <p>KF thanked JS-L for her comprehensive budget report.</p> <p>Governors noted the minutes.</p> <p>b) Governor monitoring reports were included in the Headteacher's Report.<br/>c) SEND was included in the Headteacher's Report.<br/>d) A separate Safeguarding report was not available but the S175 audit had been shared on Governor Hub.</p> |

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| <b>Agenda item 7</b> | <b>FINANCIAL MATTERS</b>  |
| <b>Discussion:</b>   | <p>a) Governors approved the final budget for submission to Cheshire East by 30.06.23.</p> <p>b) The staffing structure is included in the budget papers and had been discussed at the Finance and Premises Committee 15.06.23.</p> <p>c) Annual contracts had been reviewed and approved at the Finance and Premises Committee 15.06.23.</p> |

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|  | <p>d) The audit certificate from the Unofficial School Fund had been shared earlier today on Governor Hub. There were no actions to note.</p> <p>Review:</p> <p>a) The impact of the Sports Grant was included in the Headteacher's report. The report, on the school website, will be updated in August 2023.</p> <p>b) The Pupil Premium Report is available on the school website.</p> <p>Confirm:</p> <p>The S175 Safeguarding Audit had been completed for submission to the Local Authority.</p> |
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| <b>Agenda item 8</b> | <b>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING</b>  |
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| <b>Discussion:</b>   | <p>The Headteacher's Report had been circulated prior to the meeting on Governor Hub. LA highlighted the following points from her report:</p> <ul style="list-style-type: none"> <li>• Attendance (excluding Reception class) since the beginning of the academic year is: <ul style="list-style-type: none"> <li>➢ Authorised absences total 3.5%</li> <li>➢ Unauthorised absences total 0.4%</li> <li>➢ Attendance total 96.1%</li> <li>➢ Target for this year is 96%</li> </ul> </li> <li>• Pupil voice had been collected from Year 6 pupils. The school was considering various suggestions made by the children such as larger food portions for Year 6, a water fountain, lacrosse and football, opportunity to learn Afrikaans.</li> <li>• Well-being initiatives for both staff and pupils are detailed on pages 5, 6 and 7 of the report.</li> <li>• The Headteacher's performance management review will take place on 18.11.23.</li> <li>• The SIP had visited on 18.05.23 and the report was available on Governor Hub. She had focused on the following items: <ul style="list-style-type: none"> <li>➢ Draft plans for 2023- 24 and any proposed curriculum changes.</li> <li>➢ Impact and outcome of the geography Ofsted visit.</li> <li>➢ Predicted grades for end of KS2 SATS this year.</li> <li>➢ Subject monitoring</li> <li>➢ Character SES.</li> <li>➢ Leadership Challenge Support document.</li> <li>➢ lowest 20% of readers in Year 3 and continued provision from Year 2 in reading</li> <li>➢ Speaking with junior children about British Values</li> </ul> </li> <li>• Changes to the Ofsted Framework had been announced. Ofsted would continue to automatically grade schools as inadequate if there were safeguarding issues but would re-visit these schools within 3 months to give the school the chance to be re-graded if the required improvements had been made.</li> </ul> <p><b>Q. Could Goostrey have been graded inadequate due to the issue with the gate?</b></p> <p>R. No, this was the only safeguarding issue raised and the school was already addressing it.</p> <ul style="list-style-type: none"> <li>• There are 11 children entitled to Pupil Premium (PP) Funding and they are spread throughout the year groups. P 10 of the report outlines the priorities for 2022-23.</li> </ul> |

- The Personnel and Curriculum Committee had considered PP and recovery Premium. LA explained research about the “K Effect” which highlights the difficulties with closing the gap between disadvantaged and non-disadvantaged pupils. In fact, the gap is likely to continue to widen. Governors commented that the school should not just accept this and should continue to address the attainment gap. LA responded that the school is not complacent; teachers are aware of the children entitled to PP and are addressing the issue. The school uses case studies to demonstrate the impact of its initiatives. Pupil progress meetings always start with reviewing children entitled to PP funding. The Chair commented that there was a clear focus on PP in the subject monitoring reports.
- Pupil performance data is very strong from 2023
  - EYFS-GLD-87%. There is one child with an EHCP. LA commented that there are very few high attaining pupils in this cohort, but it is a solid group, and the children are building the foundations for future learning.
  - Year 1-Phonics-93%. Two children were disapplied and all the others passed. 38/40 was the average score.

**Q. Was the school monitored during the administration of the phonics screening test?**

R. No, but the school had to inform the Local Authority of when it would be administering the test.

- The school was moderated for Year 2 results and all the school's judgments were agreed. Results as below:

| Subject | % EXP | National figure |
|---------|-------|-----------------|
| Reading | 87%   | 67%             |
| Writing | 87%   | 58%             |
| Maths   | 87%   | 68%             |

**Q. Had the school been worried about the Writing results?**

R. The percentage at EXP is good and the figure at GD is what the moderators would expect.

- Year 4 multiplication test-3 x children with SEND, 1 x disapplied. The average score was 23/25.
- Year 6-3 x EHCP, 2 x disapplied. The results would be published on 11.07.23. The school had been moderated for the storage and administration of the SATs and no issues had been reported.

**Q. In Writing 88% of Year 6 achieved EXP with one child achieving GD. What did these children achieve at Key Stage 1?**

R. This had already been discussed at a staff meeting and further analysis would take place in September 2023. It would be useful for governors to see examples of GD Writing at Year 6.

Governors requested further information on the progress from Year 2 to Year 6.

- The school is still seeing evidence of the effects of the Covid pandemic in Key Stage 2.
- The Headteacher thanked governors for a great set of monitoring reports.
- 23/24 Draft Proposals: The draft priorities for 23-24 are as follows:
  - Review behaviour procedures in light of Marie Gentles training

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|               | <ul style="list-style-type: none"> <li>➤ Embed the phonics scheme</li> <li>➤ Review handwriting and spelling provision in school</li> </ul> <p><b>Q. Why have spelling and handwriting been identified as priority areas?</b><br/>R. They have not been reviewed for a considerable time. The school feels that there are improvements to be made in the teaching of spelling to bring it in line with phonics teaching. The school would analyse the spelling results from the SATs.</p> <p><b>Q. Is it possible that a review of Writing at GD might highlight other areas to focus on?</b><br/>Yes-this may be the case but there were ten children not joining their handwriting at the beginning of Year 6 in September 2023 and this needs to be addressed.</p> |
| <b>ACTION</b> | <ul style="list-style-type: none"> <li>• LA to provide an analysis of Year 6 2023 SAT's results compared with their performance at Year 2</li> <li>• LA to review priorities for 2023-24 following an analysis of the Writing results.</li> </ul>   |

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| <b>Agenda item 9</b> | <b>SCHOOL IMPROVEMENT PARTNER (SIP) EXTERNAL ADVISOR</b>                 |
| <b>Discussion:</b>   | The SIP report had been circulated on Governor Hub prior to the meeting. |

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| <b>Agenda item 10</b> | <b>HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW</b>   |
| <b>Discussion:</b>    | Lesley Else would remain as the external adviser for the Headteacher's Performance Management. A date had been set for the review. |

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| <b>Agenda item 11</b> | <b>GOVERNANCE STATEMENT</b>   |
| <b>Discussion:</b>    | Governors approved the Governance Statement which had been shared on Governor Hub prior to the meeting. |

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| <b>Agenda item 12</b> | <b>TERM DATES FOR 2024-25</b>  |
| <b>Discussion:</b>    | Governors confirmed the term dates which follow the Cheshire East pattern. |

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| <b>Agenda item 13</b> | <b>DIRECTOR'S REPORT</b>  |
| <b>Discussion:</b>    | <p>The Director's Report summer term 2023 had been shared on Governor Hub at the beginning of the summer term. Relevant items had been discussed at each committee meeting.</p> <p>The following items had been identified as relevant to the FGB:<br/>1.1, 1.1, 2.1, 3.1, 3.3</p> <p>Governors noted the items and discussed the following:</p> <ul style="list-style-type: none"> <li>• Artificial Intelligence and Homework</li> <li>• Guidance on mental health issues affecting a pupil's attendance</li> </ul> <p><b>Q. How does the school develop emotional resilience?</b></p> |

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|  | <p>The school employs a range of strategies such as My Happy Mind, reflection sheets, worry box and Three Houses. Children know who they can approach in school if they have an issue.</p> <p><b>Q. How can this be developed further?</b></p> <p>R. The school works closely with the family and now must deal with a much wider range of issues, especially related to social media.</p> |
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| <b>Agenda item 14</b> | <b>GOVERNOR TRAINING AND DEVELOPMENT</b>  |
| <b>Discussion:</b>    | <p>JS-L had been unable to attend this meeting to provide an update. The Chair gave an overview to address this agenda item:</p> <ul style="list-style-type: none"> <li>• Governors were requested to feedback to JS-L on the quality and impact of training so she could assess the value for money.</li> <li>• KF had completed cyber security training.</li> <li>• TG had completed safer recruitment training.</li> <li>• Governors need to visit school at least once per year and to identify relevant courses after completing the skills audit.</li> <li>• The clerk would provide a governor attendance report for 2022-23.</li> </ul> |
| <b>ACTION</b>         | <ul style="list-style-type: none"> <li>• Governors to arrange to visit school at least once during 2023-24</li> <li>• Governors to provide feedback to JS-L on the quality and usefulness of training</li> <li>• Clerk to provide a governor attendance report</li> </ul>   |

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| <b>Agenda item 15</b> | <b>SCHOOL POLICIES</b>  |
| <b>Discussion:</b>    | <p>Governors approved the Behaviour Policy which had been circulated for review prior to the meeting. It was noted that the terminology had changed and that fixed term exclusions are now referred to as suspensions. It was also suggested that the Behaviour Policy could be split into two separate documents-policy and procedures. The Headteacher would consider this.</p> |
| <b>ACTIONS</b>        | <p>LA to amend the terminology in the Behaviour Policy to refer to suspensions rather than fixed term exclusions.</p>   |

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| <b>Agenda item 16</b> | <b>PLANNED RESIDENTIAL VISITS</b>   |
| <b>Discussion:</b>    | <p>There were no visits to approve at this meeting. The Headteacher commented that the workload involved in arranging the visit from South Africa had been considerable and she thanked the staff for their hard work. The school had taken advice from Evolve when organising the visits and activities.</p> |

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| <b>Agenda item 17</b> | <b>MEETINGS</b>  |
| <b>Discussion:</b>    | <p>The dates for the full board of governors' meetings for 20223-234 were confirmed as:</p> <p>Thursday 23<sup>rd</sup> November 2023</p> <p>Thursday 21<sup>st</sup> March 2024</p> <p>Thursday 27<sup>th</sup> June 2024</p> <p>Meetings to take place at 5:00 pm in school.</p> |

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| <b>Agenda item 18</b> | <b>ANY OTHER BUSINESS</b>  |
| <b>Discussion:</b>    | <p><b>Governor Hub Health Check questions</b><br/>Governors considered the following question:<br/><i>Our school teaches a full curriculum and range of subjects for as long as possible; learning is cumulative and almost all learners can share the same technical, vocational and academic ambitions. (QE Intent)</i><br/>Governors strongly agreed and cited the following:</p> <ul style="list-style-type: none"> <li>• The school teaches all subjects</li> <li>• There is a passion for each subject</li> <li>• All subjects receive full coverage</li> <li>• The annual exhibition links all the subjects</li> </ul> <p><b>MAT Update</b><br/>JS-L, RC, LA and TG had met as the academy working party. Investigations are still underway, and the school needs to take time to make an informed decision on whether to academise. It was agreed to invite Mark Bailey, recently retired Interim Director of Childrens Services at CE, to provide information on the range of MATs available within the local area.</p> |

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| <b>Agenda item 17</b> | <b>IMPACT STATEMENT</b>  |
| <b>Discussion:</b>    | <p>Governors helped to move the school forward in the following ways:</p> <ul style="list-style-type: none"> <li>• Approved the budget and ensured that the school is in a healthy financial position.</li> <li>• Continued to focus on children entitled to Pupil Premium funding.</li> <li>• Challenged the priorities for 2023 - 24.</li> <li>• Requested progress data from Year 2 to Year 6.</li> </ul> |

The meeting moved to the part two agenda.

..... **Chair**

..... **Date**