

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

|                           |   |   |
|---------------------------|---|---|
| <b>Date:</b>              | <b>Thursday 20<sup>th</sup> March 2025 at 5:00 pm</b> |   |
| <b>Venue:</b>             | <b>The School</b>                                     |   |
| <b>Present</b>            | <b>Lyndsey Atkins (LA)</b>                            | <b>Headteacher</b>                            |
|                           | <b>Tracey Goodwin (TG)</b>                            | <b>Chair Co-opted Governor</b>                |
|                           | <b>Rebecca Cowell (RC)</b>                            | <b>Deputy Head teacher, Co-opted Governor</b> |
|                           | <b>Jacqui Schurer-Lewis (JS-L)</b>                    | <b>Co-opted Governor</b>                      |
|                           | <b>Amy Tod</b>  | <b>Parent Governor</b>                        |
|                           | <b>Kerri Thompson</b>                                 | <b>Parent Governor</b>                        |
|                           | <b>Rob Northwood (RN)</b>                             | <b>LA Governor</b>                            |
|                           | <b>David Solan (DS)</b>                               | <b>Parent Governor</b>                        |
|                           | <b>Hannah Stirling (HS)</b>                           | <b>Parent Governor</b>                        |
| <b>Apologies</b>          | <b>Kevin Few</b>                                      | <b>Co-opted Governor</b>                      |
|                           | <b>Linda Flint (LF)</b>                               | <b>Staff Governor</b>                         |
| <b>Absent</b>             | <b>Alex Thompson (AT)</b>                             | <b>Co-opted Governor</b>                      |
|                           |   |   |
| <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>   |
| <b>Discussion:</b>   | <p>a) Governors agreed to accept the apologies received from Linda Flint and Kevin Few. Alex Thompson was absent from the meeting and no apologies had been received.</p> <p>b) There were no items of any other part one business to be considered at the end of the meeting.</p> |

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

|                      |   |
|----------------------|---|
| <b>Agenda item 3</b> | <b>MEMBERSHIP</b>   |
| <b>Discussion:</b>   | <p>a) It was noted that there are had been no changes to the membership of the board of governors.</p> <p>b) It was noted that there are no current vacancies in accordance with the constitution.</p> <p>c) It was noted that there are no terms of office due to expire before the next meeting of the FGB.</p> <p>TG requested that governor succession planning be considered at the next meeting of the FGB.</p> |
| <b>Action:</b>       | To discuss succession planning. Clerk to add to FGB agenda June 2025.   |

|                      |  |
|----------------------|--|
| <b>Agenda item 4</b> | <b>PART ONE MINUTES AND MATTERS ARISING</b>  |
| <b>Discussion:</b>   | <p>a) <b>Minutes of the FGB meeting held on 21<sup>st</sup> November 2024</b><br/>Governors approved the minutes as an accurate record of the meeting. They would be marked as signed and uploaded to Governor Hub.</p> <p>b) Governors reviewed and updated the action log.</p> |

|                |  |
|----------------|--|
|                | <ul style="list-style-type: none"> <li>8/12 governors had signed the Code of Conduct. The remaining governors were reminded to sign the document on Governor Hub.</li> <li>LA informed governors that the government was in the process of reviewing the Prevent programme. She would update the board on the changes in the Autumn term 2025.</li> </ul> <p>It was confirmed that all other actions had been met and closed as appropriate.</p> |
| <b>Action:</b> | Governors to sign the Code of Conduct on Governor Hub if not already done so.  |

|                      |   |
|----------------------|---|
| <b>Agenda item 5</b> | <b>CHAIR'S ACTION</b>   |
| <b>Discussion:</b>   | There were no chair's actions since the previous FGB to report. |

|                      |  |
|----------------------|--|
| <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 were circulated to governors prior to the meeting via Governor Hub.</p> <ul style="list-style-type: none"> <li>Personnel and Curriculum Committee 13.02.25</li> <li>Finance and Premises Committee 06.03.25</li> </ul> <p>Governors noted the minutes.</p> |

|                      |  |
|----------------------|--|
| <b>Agenda item 7</b> | <b>FINANCIAL/COMPLIANCE MATTERS</b>  |
| <b>Discussion:</b>   | <p>a) Budget papers had been circulated in advance of the meeting. The draft annual budget (including staffing structure) had been considered by the Finance and Premises Committee and recommended for FGB approval. The sources of funds statement had subsequently been received by the school, but the revised budget papers had not yet been provided by the FMSO. The draft annual budget for 2025/256 was <b>approved</b> by the FGB on the basis that the updated papers would be shared with governors at the earliest opportunity and that the overall position would not have been adversely impacted by the source of funds.</p> <p>b) The three-year plan had also been circulated to governors in advance of the meeting. The earmarked reserve for maintaining current support staffing (£55K) had to be drawn-down this year, resulting in a predicted carry-forward figure for current year of £146,196. As a result, some planned spending was brought forward to avoid the school being in a clawback position. A further total of £30K would be earmarked again protect to staffing and planned training. A surplus of £51k is forecast at the end of 2024-25. If no uplift in funding is received, there will be an operating deficit of £91k in 2025-26. Pupil numbers have reduced for 2025-26 and the school has received 22 first choice applications and has budgeted for 25.</p> <p>c) The SFVS working party had met with the school business manager in the spring term 2025 and TG and KF had reviewed all the responses in the document. The final checklist had been circulated on Governor Hub. The governing board <b>approved</b> the SFVS to be submitted to the Local Authority by the deadline of 31st March 2025.</p> <p>d) The staffing structure is included in the budget papers and had been discussed at the F&amp;P Committee on 06.03.25.</p> <p>e) The Manual of Internal Financial Procedures (MIFP) was <b>approved</b> by the FGB following recommendation from the Finance and Premises committee. The Business Continuity Plan, Asset Register, Scheme of Financial Delegation and Staffing Structure were <b>approved</b> by the board. KF had queried the contingency planning around the ICT consultant. JS-L had</p> |

|                |   |
|----------------|---|
|                | <p>raised this with the consultant and had received written confirmation that he is not a sole trader, and that continuity of service would be provided in the event of a critical incident. JS-L informed governors that CE was ceasing to provide IT support from the end of the year.</p> <p>f) The Pupil Premium report had been published on the school website in December 2024.</p> <p><b>Q. How does the school ensure that all eligible pupils apply for the funding?</b></p> <p>R. Reminders are sent regularly to parents and information is posted on the website. It also forms part of the information pack for new starters. Discreet conversations regarding eligibility are held with parents where appropriate.</p> |
| <b>Action:</b> | JS-L to circulate updated budget papers as soon as received from CE.  |

| <b>Agenda item 8</b> | <b>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING</b>  |
|----------------------|---|
| <b>Discussion:</b>   | <p>The headteacher's report had been circulated prior to the meeting. The Headteacher drew governors' attention to the following matters from her report:</p> <ul style="list-style-type: none"> <li>• Page 1: Behaviour continues to be excellent and there had been no exclusions or suspensions, incidents of a racist or bullying nature or referrals to Prevent. Pupil behaviour on visits is exceptional and is often commented upon by different venues. TG and LA have discussed how to provide evidence for this and suggested an evaluation form to be provided to the provider of the visit. Anonymous testimonials could also be requested.</li> <li>• Attendance stands at 96.6% and the school had been rated as "green" by the CE attendance officer.</li> <li>• Page 2 details positive things to note, including the high number of extra-curricular clubs on offer and the wellbeing champions. The staff and pupils have worked together, and the pupils were able to explain their work to the SIP. RC is the Mental Health Champion and would present the action plan at the next meeting of the FGB in June 2025.</li> <li>• Page 3 listed activities which governors were invited to attend in the summer term 2025. The responses were as follows:<br/>       TG-phonics lesson in Reception, learning walk with RC, discussion with pupils about their work<br/>       RN-School Council<br/>       KT-School Council<br/>       AT- learning walk with RC<br/>       DS-School Council, 7 Up session<br/>       HS-phonics lesson in Reception, learning walk with RC</li> </ul> <p>LA explained that adaptive teaching would be the main focus for the summer term governor monitoring visits and that subject leads would be in touch with governors to arrange a meeting.</p> <ul style="list-style-type: none"> <li>• Page 4-Adaptive teaching. RC provided an update:           <ul style="list-style-type: none"> <li>➢ During the summer term 2024, all class teachers shared the adaptive teaching strategies that they used and found effective in their own classrooms.</li> <li>➢ During the autumn 2024 and spring term 2025, subject leads have been visiting classes and talking to teachers about their adaptive teaching strategies and to pupils about their learning.</li> </ul> </li> <li>• Page 5-details suggestions to further develop adaptive teaching in school, for example by using the mirror function on the iPad to share work with the whole class.</li> </ul> <p><b>Q. Are children nervous about sharing their work?</b></p> |

|                |   |
|----------------|---|
|                | <p>R. No, generally they love doing this, but teachers would not force a child to do this if they did not want to.</p> <p><b>Q. What have subject leaders observed and what is working well?</b></p> <p>R. The subject leaders have been able to identify adaptive teaching strategies in action by talking to the pupils about their work and how they completed it, what support they had etc.</p> <ul style="list-style-type: none"> <li>• Page 6 shows the Education Endowment Foundation tiered approach to Pupil Premium spending.</li> <li>• Page 7 provides a summary of the SIP visit which took place on 12<sup>th</sup> March 2025. <ul style="list-style-type: none"> <li>➤ Provision in Reception is strong. The curriculum had been adapted to meet the needs of the boy-heavy cohort. The SIP had suggested a “run and roar” start to the day which was working well.</li> <li>➤ Clear evidence was seen to demonstrate that the Ofsted action points are being addressed.</li> <li>➤ Maths in Year 3 is taught well. Children spoken to said they enjoy Maths, and they could confidently and accurately talk about what they are currently learning, defining some key vocabulary when asked.</li> </ul> </li> </ul> <p>Governors thanked LA for her report.</p> |
| <b>Action:</b> | RC to present the wellbeing action plan at the next FGB.  |

|                      |  |
|----------------------|--|
| <b>Agenda item 9</b> | <b>SCHOOL EXTERNAL ADVISER</b>   |
| <b>Discussion:</b>   | The report had been included as part of the Headteacher’s report (item 8). The school would retain the same SIP for 2025-26. |

|                       |   |
|-----------------------|---|
| <b>Agenda item 10</b> | <b>STRATEGIC GOVERNANCE- ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2024/25</b>        |
| <b>Discussion:</b>    | Governors <b>approved</b> the purchase of clerking from ChESS for the three FGB meetings for 2025/26. |

|                       |   |
|-----------------------|---|
| <b>Agenda item 11</b> | <b>DIRECTOR’S REPORT</b>  |
| <b>Discussion:</b>    | <p>The Director’s Report Spring term 2025 had been shared on Governor Hub at the beginning of the term. Relevant items had been discussed at length at each committee meeting.</p> <p>The Chair highlighted the following items:<br/>1.1, 1.4, 1.5, 1.6, 1.7, 1.8, 2.5, 3.5</p> <p>Governors noted the following points:</p> <ul style="list-style-type: none"> <li>• Item 1.1. <ul style="list-style-type: none"> <li>➤ Recycling for schools. JS-L informed governors that the new contractors would separate recyclable materials from general waste. This would have an impact on costs but overall, the contract was better value for money.</li> <li>➤ GIAS. JS-L would add the clerk’s details to GIAS.</li> <li>➤ School Uniforms. It was confirmed that the school is compliant with the guidance on the number of branded items.</li> <li>➤ Ofsted consultation closes on 28.04.25. LA informed governors that the new framework would be in place from November 2025. Inspections would take place only on Tuesdays and Wednesdays.</li> </ul> </li> </ul> |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Item 1.4-it was confirmed that the school had adopted the DfE model Complaints Policy.</li> <li>• Item 1.5-Governors focus on strategic aspects in their monitoring visits. This develops with experience. New governors had attended the CE induction training modules.</li> <li>• Item 1.6-Governors noted the suggested circle model of governance but felt that the current system of committees followed by FGB works well at the school and there is no reason to change.</li> <li>• Item 1.7-governors have completed a skills audit.</li> <li>• Item 1.8-governors noted the in-person induction training. The clerk confirmed that the content would be a repeat of the online sessions but that it could be useful to meet other new governors for networking purposes.</li> <li>• Item 2.5-there is an established system and protocol for governor monitoring visits at the school.</li> <li>• Item 3.5-governors noted the academy conversion costs but the school is not actively currently considering converting to an academy.</li> </ul> |
|--|---|

| <b>Agenda item 12</b> | <b>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</b>   |
|-----------------------|--|
| <b>Discussion:</b>    | <p>a) The Training Liaison Governor reported that 12 courses had been undertaken since the last meeting. Governors were reminded to complete the Cyber Security training if they had not already done so as this is a requirement of the RPA.</p> <p>b) The Chair confirmed that 11/12 governors had completed the skills audit. The picture was very positive overall. Areas raised as concerns included:</p> <ul style="list-style-type: none"> <li>• Not having enough time for the role or to complete training. This is for individual governors to consider if they can fulfil the expectations of the role.</li> <li>• Uncertainty around how to conduct an effective school visit. This would develop through experience of following the school's procedure and the Chair also recommended CE training.</li> <li>• Being unaware of the strengths of the board. The results of the audit show these.</li> </ul> <p>JS-L offered to meet with any governors who required further finance training or information. LA also offered to share prompts with the PP link governor.</p> <p>The skills audit would be repeated next year.</p> |
| <b>Action:</b>        | Governors to complete Cyber security training if not already done so.  |

| <b>Agenda item 13</b> | <b>SCHOOL POLICIES</b>   |
|-----------------------|--|
| <b>Discussion:</b>    | <p>The following policies were reviewed and <b>approved</b>:</p> <ul style="list-style-type: none"> <li>• Pay Policy 2024</li> <li>• Grievance Policy and Procedure</li> <li>• Children with medical needs who cannot attend school</li> </ul> <p>The Headteacher informed governors that the Cheshire East model Pay Policy had been issued late to the schools and so was only now being presented for approval.</p> <p>Governors agreed that the next time the "Children with medical needs who cannot attend school" Policy was due for review it would be abbreviated and aligned with the Attendance Policy. The clerk clarified that "Support for children with medical conditions in school" is a statutory policy</p> |

|                       |  |
|-----------------------|--|
| <b>Agenda item 14</b> | <b>RESIDENTIAL VISITS</b>  |
| <b>Discussion:</b>    | <p>The following visits had been reviewed by the F&amp;P Committee and recommended for approval by the FGB:</p> <ul style="list-style-type: none"> <li>• Year 4 Delamere</li> <li>• Year 5 Burwardsley</li> <li>• Year 6 Willersley Castle Peak District</li> </ul> <p>Governors approved the visits.</p> <p>RC had provided a link on Governor Hub to the checklist for governors from the Director's Report.</p>   |
| <b>Agenda item 15</b> | <b>MEETINGS</b>  |
| <b>Discussion:</b>    | <p>The remaining meeting date for 2024-25 was confirmed as follows:</p> <p>FGB: Thursday 19<sup>th</sup> June 2025 at 5:00pm.</p>  |
| <b>Agenda item 19</b> | <b>ANY OTHER BUSINESS</b>  |
| <b>Discussion:</b>    | None   |
| <b>Agenda item 20</b> | <b>IMPACT STATEMENT</b>  |
| <b>Discussion:</b>    | <p>Governors helped to move the school forward in the following ways and benefitted children by:</p> <ul style="list-style-type: none"> <li>• Approving the draft budget and approving EMR reserves to protect staffing.</li> <li>• Arranging governor monitoring visits.</li> <li>• Attending governor training to improve their governance knowledge.</li> <li>• Ensuring that Ofsted areas for improvement had been actioned.</li> <li>• Ensuring that pupil voice is gathered, and wellbeing is promoted.</li> </ul> |

The meeting moved to the part two agenda.

..... **Chair**

..... **Date**