

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

Date:	Thursday 21st November 2024 at 5:00 pm	
Venue:	The School	
Present	Lyndsey Atkins (LA)	Head teacher
	Rebecca Cowell (RC)	Deputy Head teacher, Co-opted Governor
	Linda Flint (LF)	Staff Governor
	Jacqui Schurer-Lewis (JS-L)	Co-opted Governor
	Tracey Goodwin (TG)	Chair -from item 3-Co-opted Governor
	Kerri Thompson (KT)	Parent Governor
	Rob Northwood (RN)	LA Governor
	David Solan (DS)	Parent Governor
	Amy Tod (ATD)	Parent Governor
	Hannah Stirling (HS)	Parent Governor
Apologies	Kevin Few (KF)	Co-opted Governor
	Alex Thompson (AT)	Co-opted Governor
Also in attendance	Sue Pomeroy	Clerk to Governors

Agenda item 1	APOLOGIES AND AOB ITEMS
Discussion:	<p>a) Governors agreed to accept the apologies received from Kevin Few and Alex Thompson.</p> <p>b) AOB-Contact details for Critical Incident Plan.</p> <p>KT and ATD were welcomed to their first meeting of the FGB.</p>

Agenda item 2	CONFLICT OF INTEREST
Discussion:	<p>a) There were no conflicts of interest declared with the business to be discussed at the meeting.</p> <p>b) Governors who had not yet done so were requested to complete the annual declaration of interest form on Governor Hub.</p>
ACTIONS	<ul style="list-style-type: none"> Remaining governors to complete the annual declaration of pecuniary interest on Governor Hub.

Agenda item 3	ELECTION OF CHAIR
Discussion:	Tracey Goodwin was nominated for the role of Chair of the FGB. Following a vote, she was elected as chair for a period of two years or until the first meeting of the FGB in autumn 2026. She informed governors that she would step down as chair at the end of this period in the summer term 2026 and requested that the board begin to consider succession planning.

Agenda item 4	MEMBERSHIP
Discussion:	<p>a) The following changes to the membership of the board of governors were noted:</p> <ul style="list-style-type: none"> Election of Amy Tod and Kerri Thompson as Parent Governors 10.10.24-09.10.28.

	<p>b) There are no current vacancies on the board.</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>d) JSL confirmed that criminal record checks and section 128 checks had been carried out for Kerri Thompson and Amy Tod.</p>
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Agenda item 5	PART ONE MINUTES AND MATTERS ARISING
Discussion:	<p>a) Minutes of the FGB meeting held on 27th June 2024 Minutes of the EFGB held on 12th September 2024. Governors approved the minutes from the above meetings as an accurate. The Chair would sign and upload them to Governor Hub.</p> <p>b) Governors reviewed the action log, and it was confirmed that all actions had been met and closed as appropriate.</p>
ACTIONS	Chair to sign and upload minutes to Governor Hub.

Agenda item 6	CHAIR'S ACTION
Discussion:	There were no chair's actions to report since the previous meeting of the FGB.

Agenda item 7	COMMITTEES AND NOMINATED GOVERNORS
Discussion:	<p>a) LA had circulated a document detailing committee membership and governor link responsibilities prior to the meeting. Governors reviewed the document, and LA would post an updated list on Governor Hub following this meeting. (See appendix 1).</p> <p>b) The committee chairs are noted in Appendix 1.</p> <p>c) ATD was confirmed as the SEND link governor and Tracey Goodwin was confirmed as the safeguarding link governor.</p> <p>d) Terms of reference for the standing committees had been reviewed by the committees. JSL explained that these are included in the MIFP which would be reviewed and approved by governors in the spring term 2025.</p> <p>e) The Headteacher's performance management panel consists of TG, KT and ATD. Leslie Else is the external adviser to the panel. KT and ATD were invited to complete relevant training to sit on this panel. The Pupils' Exclusions Committee and the Appeals Committee would be formed as required from governors who were available, had completed the training and had no prior knowledge of the matter.</p>
ACTIONS	<ul style="list-style-type: none"> LA to update and upload the list of governor responsibilities to Governor Hub JS-L to update and circulate the Scheme of Delegation.

Agenda item 8	GOVERNORS' CODE OF CONDUCT
Discussion:	Governors agreed to abide by the Code of Conduct which was circulated via Governor Hub prior to the meeting. TG highlighted the main sections from the code and explained how it relates to the Nolan principles.
ACTIONS	Governors were reminded to confirm their agreement to abide by the Code of Conduct.

Agenda item 9	PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES
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Discussion:	<p>a) The minutes from the following committees were circulated to governors prior to the meeting via Governor Hub. Personnel and Curriculum Committee 10.10.24 Finance and Premises Committee 07.11.24</p> <p>Induction for the new governors had been discussed at the P&C meeting. Benchmarking and the cost of supply cover had been raised at F&P. This would be reviewed further by the SFVS group.</p> <p>Governors noted the minutes.</p> <p>b) The school would follow its usual monitoring schedule where LA would send a pro forma to governors in the spring term 2025. Governors would then meet the link teacher and produce the monitoring link reports by June 2025.</p>
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Agenda item 10	FINANCIAL/COMPLIANCE MATTERS
Discussion:	<p>a) The school fund audit certificate would be available in the summer term 2025. The school would continue to use the Cheshire East audit service.</p> <p>b) Budget papers had been circulated in advance of the meeting and had been discussed in depth at the Finance and Premises Committee. JS-L explained that she regularly monitors the budget and tracks any variances. JS-L highlighted the following points to cover agenda items b) and c) :</p> <ul style="list-style-type: none"> • There has been a fall in pupil numbers and there are 10 less children in school. New children are now being admitted but this is after the census date. • Expenditure in future years has been costed with inflationary increases and assumptions re pay increases. However, future income is unknown and so not included. • The position at the end of year 3 predicts a significant deficit but is unlikely to materialise. • The school will have a surplus at the end of 2024-25. Governors discussed that funds should be earmarked against staffing costs. • Pupil numbers are looking healthy for September 2025 in Reception. • Cheshire East is ending its catering service at Easter 2025 and the school has given notice from the end of the autumn term 2025. A tender process was followed, and the school will be using Chartwells from January 2025. TUPE meetings with staff had taken place today. The cost per meal to the school would reduce and this saving would be passed on to parents. Some families had paid Cheshire East in advance for school meals. JS-L is looking at what is owed from Cheshire East. <p>Q. Are there any issues with the kitchen which the new company need to be aware of?</p> <p>R. Chartwells are scheduled to visit school to look at the kitchen.</p> <p>d) LA confirmed that the Pupil Premium strategy had been published on the school's website.</p> <p>e) A working group consisting of TG, KF and JS-L would complete the SFVS and ensure that it was submitted prior to the deadline of 31st March 2025. The school has always received "good assurance" from the SFVS submission.</p> <p>f) The MIFP would be reviewed as part of the work of SFVS group.</p>

Agenda item 11	PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING
Discussion:	<p>The Headteacher's report had been circulated in advance of the meeting on Governor Hub. LA highlighted the following matters from her report:</p> <ul style="list-style-type: none"> • Page 3 details many celebrations since the last FGB meeting including gaining the Sports Gold Award and the annual exhibition. The exhibition had had a strong focus on personal development. • Page 5 provides pupil attainment data. The Year 6 results were very strong. LA stressed that the pupils receive a broad, balanced curriculum and that the school does not focus just on preparation for SATs in Year 6. • The reading results were slightly lower, and the school is looking into this. • Reading, writing and maths combined- 73% (National 61%) • Reading, writing and maths higher level -10% (National 6%) • EYFS-GLD-88% (National 67%). • Year 1 Phonics screening test-(1 pupil with EHCP + 1 SEN) Reached standard: 90% (National 79%) • Year 4 Multiplication check- (5 pupils SEN)-The School Average score was 23/25. • P&C Committee had considered the comparative data from Cheshire East. • Page 10-the school is now using "SCHOOT" for training and development needs. This had been recommended by the SIP and consists of online training modules. <p>Q. What is the staff view on SCHOOT? R. Staff are pleased, and it is very good for subject leaders. A staff meeting is being held in two weeks' time to look in further detail at the system. Staff will be given time to complete training.</p> <p>Q. Governors are aware that the school captures pupil voice. Are there any issues which need to be addressed? R. Minor issues involving relationships and inter-personal skills are dealt with as and when necessary. The children complete weekly reflection sheets and JS-L runs the 7-Up group for Year 6 children where the pupils can raise concerns about the transition to high school. The school may signpost to other agencies such as Visyon to address issues outside of school.</p> <p>Q. Is the school still using the "My Happy Mind" programme and has it been updated to address current issues? R. The scheme has been updated this year and is still appropriate to meet the needs of the children.</p> <p>Q. Does the school feel that it has sufficient strategies to deal with wellbeing? R. Yes. However, it remains challenging to deal with issues which arise at home and from the use of social media.</p> <p>Q. Is there a wellbeing support package available for staff? R. Yes, through the staff absence insurance policy. There is a wide range of services available through an app and the service is confidential. The school chose the insurance scheme due to the strength of the wellbeing package. Staff also have good relationships and support each other.</p>

	<ul style="list-style-type: none"> • Changes to OFSTED are noted on page 12 of the report. The school is expecting to receive an ungraded inspection next time. • Staff appraisal-all teachers had met their targets for 2023-24 and new targets have been set for 2024-25. • The Headteacher's appraisal had been completed with the SIP on 23.10.24. All targets from 2023-24 had been met and new targets were set for 2024-25. <p>Governor comment: Thank you to LA for continuing to strive for improvement.</p> <ul style="list-style-type: none"> • Anonymised Pupil Premium information was detailed on pages 15 and 16 of the report. LA explained how the Pupil Premium funding is allocated. <p>Governor comment: It is important that the funding is used to meet the needs of pupils and to individual solutions sought.</p> <ul style="list-style-type: none"> • Safeguarding: <ul style="list-style-type: none"> ➢ LA and JS-L are due to renew their safer recruitment training. OFSTED may ask the school for examples of questions asked at staff interviews. ➢ Annual safeguarding training was held in September 2024 and "mop up" sessions arranged for new staff. ➢ LA and JS-L will attend the termly meeting for DSL's. <p>Q. Does AI need to be introduced into the curriculum? R. This is an area for the school to consider going forward.</p> <ul style="list-style-type: none"> • Curriculum: <ul style="list-style-type: none"> ➢ BC informed governors that the focus is currently on adaptive teaching. ➢ Subject leaders will monitor how this is being delivered in classrooms and will also speak to pupils. ➢ Governors should also focus on adaptive teaching when undertaking their monitoring visits. <p>TG thanked LA for her comprehensive report.</p>
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Agenda item 12	DfE UPDATE, INCLUDING ACADEMY AGENDA
Discussion:	<p>LA explained that the government push for all schools to academise is lessening. The academy conversion grant would be withdrawn from January 2025. There is much more emphasis on collaborative working and partnerships between schools and this is something which Goostrey has always promoted.</p> <p>Governors were directed to the slides provided in the meeting folder on RISE, a DfE initiative across maintained schools and academies. The Department for Education has set out how schools will be supported regionally from next year, with Ofsted report cards set to play a key role. Groups of civil servants and advisers known as Regional Improvement for Standards and Excellence (RISE) teams will start supporting schools in 2025.</p> <p>Governors commented that academisation would be considered if there were clear benefits for the school.</p>

Agenda item 13 DIRECTOR'S REPORT	
Discussion:	<p>The Director's Report autumn term 2024 had been shared on Governor Hub at the beginning of the term. Relevant items had been discussed at each committee meeting. The Chair highlighted the following items: 1.1, 1.3, 1.4, 1.5</p> <p>LA confirmed that the school had responded to the Children's Commissioner Schools Survey 2024.</p>

Agenda item 14 GOVERNOR MONITORING, TRAINING AND DEVELOPMENT	
Discussion:	<p>a) JS-L confirmed that ATD and KT are required to complete safeguarding training as part of their induction to comply with KCSiE 2024. She also highlighted the Cheshire East induction courses to them. She asked the clerk to clarify how to add new governors to Modern Governor so that they can access training courses on that platform. The clerk would provide the information.</p> <p>b) There was no feedback to receive at this meeting.</p> <p>c) TG would circulate and then analyse a governor skills audit.</p>
ACTIONS	<ul style="list-style-type: none"> • New governors to complete safeguarding training (requirement in KCSiE). • Clerk to provide information on amending governor details on Modern Governor. • TG to circulate the skills audit.

Agenda item 17 SCHOOL POLICIES	
Discussion:	<p>The following policies were reviewed and approved:</p> <ul style="list-style-type: none"> • Child Protection Policy and Procedures (Safeguarding) • Special Educational Needs • Whistleblowing • Radicalisation and Extremism <p>Q. How do governors know that the Headteacher's duties in relation to radicalisation and extremism have been carried out?</p> <p>R. This could be reported on as part of the Headteacher's report, if not covered in the S175 safeguarding audit.</p> <p>The Pay Policy for Teachers was deferred to the P&C Committee as the Cheshire East model policy was not yet available for schools to adopt.</p> <p>Minor amendments were requested to the policies and TG would forward the details of these to the school.</p>
ACTION	

Agenda item 18 MEETINGS									
Discussion:	<p>The meeting dates for 2024-25 were confirmed as follows:</p> <table border="1"> <tr> <td>Personnel and Curriculum P & C</td><td>Thursday 13th February 2025</td></tr> <tr> <td>Finance and Premises F & P</td><td>Thursday 6th March 2025</td></tr> <tr> <td>FGB</td><td>Thursday 20th March 25</td></tr> <tr> <td>P & C</td><td>Thursday 15th May 2025</td></tr> </table>	Personnel and Curriculum P & C	Thursday 13 th February 2025	Finance and Premises F & P	Thursday 6 th March 2025	FGB	Thursday 20 th March 25	P & C	Thursday 15 th May 2025
Personnel and Curriculum P & C	Thursday 13 th February 2025								
Finance and Premises F & P	Thursday 6 th March 2025								
FGB	Thursday 20 th March 25								
P & C	Thursday 15 th May 2025								

	F & P	Thursday 12 th June 2025
	FGB	Thursday 26 th June 25

Agenda item 19	ANY OTHER BUSINESS
Discussion:	Governors had agreed to consider the following item of any other business: Contact details for Critical Incident Plan Governors agreed to provide their contact details to be included in the Critical Incident Plan.

Agenda item 20	IMPACT STATEMENT
Discussion:	Governors helped to move the school forward in the following ways and benefitted children: <ul style="list-style-type: none"> • Reviewed committee structure and link roles to ensure that the governing board is effective. • Agreed a governor monitoring schedule. Focus on adaptive teaching. • Ensured that staff and governor safeguarding training is up to date. • Ensured that the school is in a healthy financial position. Discussed earmarking funds to protect staffing. • Ensured that staff and pupil wellbeing is addressed.

The meeting moved to the part two agenda.

..... **Chair**

..... **Date**

Appendix 1



Goostrey Primary School Governing Board Committees / Responsibilities

To be reviewed November 2025

<u>Personnel & Curriculum</u>	<u>Finance & Premises</u>	<u>Village Hall Management</u>
Miss L Atkins	Miss L Atkins	Miss L Atkins
Mrs J Schurer-Lewis 06 26	Mrs J Schurer-Lewis	Mrs J Schurer-Lewis
Mrs R Cowell 06 26	Mrs R Cowell	Ms H Stirling
Mrs L Flint 08 24	Mrs T Goodwin 09 28	
Ms A Thompson 03 26 CH	Mr K Few CH	
Mr K Few 11 25	Mr R Northwood 11 26 VC	<u>Headteacher's Appraisal Panel – 2 required for the meeting</u>
Mr D Solan 01 27	Mr D Solan	
Ms H Stirling 10 27 VC	Mrs Kerri Thompson 10 28	
Mrs T Goodwin	Mrs Amy Tod 10 28	Mrs T Goodwin
Mrs Kerri Thompson 10 28		Mrs Amy Tod
Mrs Amy Tod 10 28		Mrs Kerri Thompson

Governors' areas of responsibility

Health and Safety	Jacqui Schurer- Lewis	Mr R Northwood
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OFFICIAL

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SEN	SENco Matthew Warhurst mr.warhurst@goostrey.cheshire.sch.uk (Wendy Cuttle SEN support)	Mrs Amy Tod
Training Liaison Governor		Mrs J Schurer-Lewis
Data Governors	Becky Cowell and Lyndsey Atkins	Mrs T Goodwin Mr K Few Ms A Thompson
Disadvantaged / Pupil Premium / Looked After / Vulnerable Equalities	Lyndsey Atkins head@goostrey.cheshire.sch.uk	Mrs Kerri Thompson
Safeguarding	Lyndsey Atkins & Jacqui Schurer-Lewis	Mrs T Goodwin
SFVS	Jacqui Schurer-Lewis admin@goostrey.cheshire.sch.uk	Mr K Few Mrs T Goodwin
Wellbeing	Lyndsey Atkins	Ms A Thompson

Subject Link Governors

Curriculum Area	Staff Lead	Governor
Design & Technology and Art	Gemma Cummins and Stephanie Riddell ms.cummins@goostrey.cheshire.sch.uk	Mrs T Goodwin

Geography and History	Gemma Cummins and Becky Cowell	Mr K Few
PE	Linda Flint mrs.flint@goostrey.cheshire.sch.uk	Ms H Stirling
SMSC / B Values / PSHE / Relationships	Sonia Sant Becky Cowell mrs.sant@goostrey.cheshire.sch.uk	Mrs T Goodwin
Science	Keith Campion mr.warhurst@goostrey.cheshire.sch.uk	Mr D Solan
ICT	Becky Cowell	Mr K Few
Mathematics	Becky Cowell and Lyndsey Atkins mrs.cowelll@goostrey.cheshire.sch.uk	Mrs Amy Tod
Modern Foreign Languages	Louise Timmins	Mrs T Goodwin
English – reading, grammar, punctuation, spellings and writing	Louise Timmins mrs.timmins@goostrey.cheshire.sch.uk	Mrs H Stirling
Phonics	Linda Flint	Mrs H Stirling
RE	Keith Campion	Ms A Thompson
Music	Sonia Sant	Ms A Thompson
EYFS	Linda Flint	Mrs T Goodwin

