

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

Date:	Thursday 18th November 2021 at 6pm	
Venue:	The School	
Present	Lyndsey Atkins (LA)	Head teacher
	Rebecca Cowell (RC)	Deputy Head teacher
	Linda Flint (LF)	Staff Governor
	Jacqui Schurer-Lewis (JS-L)	Co-opted Governor
	Tracey Goodwin (TG)	Chair Co-opted Governor
	Louisa Hulsken (LH)	Parent Governor
	Alex Thompson (AT)	Co-opted Governor-arrived at 6:05 pm
	Kevin Few (KF)	Parent Governor
	Rob Northwood (RN)	LA Governor
	Yvonne Lawson (YL)	Co-opted Governor-arrived at 6:05 pm
	Anna Clifford (AC)	Parent Governor
Apologies	Hugh Adams	Parent Governor
Also in attendance	Sue Pomeroy	Clerk to Governors

Agenda item 1	APOLOGIES AND AOB ITEMS
Discussion:	<ul style="list-style-type: none"> a) Governors agreed to accept the apologies received from Hugh Adams. b) No items of any other business were tabled for discussion at the meeting.

Agenda item 2	CONFLICT OF INTEREST
Discussion:	<ul style="list-style-type: none"> a) There were no conflicts of interest declared with the business to be discussed at the meeting. b) All governors were asked to complete the annual declaration of interest form on Governor Hub. Paper copies were also available at the meeting. c) JS-L confirmed that she updates the register of business interests annually and publishes it on the school website.
ACTIONS	<ul style="list-style-type: none"> • All governors to complete the annual declaration of pecuniary interest on Governor Hub.

Agenda item 3	MEMBERSHIP
Discussion:	<ul style="list-style-type: none"> a) Kevin Few and Louisa Hulsken were elected as parent governors on 15.10.2021 for a period of 4 years. b) There is currently one vacancy on the board for a parent governor. Governors decided to leave the vacancy open for 12 months and assess at this point whether the vacancy needs to be filled or whether to review the Instrument of Government and reduce the size of the board. c) It was confirmed that the necessary DBS and Section 128 checks were carried out for LH and that Section 128 checks have also been actioned for senior managers in school. d) It was confirmed that governor details are up to date on GIAS. e) There are no associate governors appointed to the board.

Agenda item 4	PART ONE MINUTES AND MATTERS ARISING
Discussion:	<p>The minutes from the FGB meeting held on 1st July 2021 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 it was confirmed that all actions had been met and closed as appropriate except for the action to carry out a skills audit. It was agreed that TG will circulate a skills audit before the end of the autumn term 2021.</p>
ACTIONS	<ul style="list-style-type: none"> • TG to circulate a governor skills audit.

Agenda item 5	CHAIR'S ACTION
Discussion:	The chair confirmed that no action had been taken on the board's behalf relating to part one business since the last meeting of the full board of governors.

Agenda item 6	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 will circulate an updated list following this meeting. (See appendix A). It was agreed that the link governor for Early Years remains with that class, rather than following the children through school.</p> <p>b) The committee chairs are noted in Appendix A.</p> <p>c) The constitution and terms of reference are available in a document on Governor Hub. J S-L will update this following this meeting.</p> <p>d) See point c) above.</p> <p>It was confirmed that Tracey Goodwin and Sarah Boardman had attended the Headteacher's Performance Management Review on 22nd September 2021 with the external adviser Louise McArdle.</p> <p>The governors to sit on the Headteacher's Performance Review for 2021 -22 were confirmed as Tracey Goodwin, Sarah Boardman and Yvonne Lawson. TG requested that YL attend Headteacher Performance Management training.</p> <p>The school will retain Louise McArdle as the SIP for the forthcoming academic year. LA stated that she provides good support and challenge to the school and has been booked to carry out some "deep dives" into curriculum areas.</p>
ACTIONS	<ul style="list-style-type: none"> • LA to circulate the updated list of committee membership. • J S-L to update the terms of reference document on Governor Hub.

Agenda item 7	GOVERNORS' CODE OF PRACTICE
Discussion:	Governors agreed to abide by the Code of Practice which was circulated via Governor Hub prior to the meeting.

Agenda item 8	PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES
Discussion:	<p>a) The minutes from the following committees were circulated to governors prior to the meeting via Governor Hub.</p> <p>Personnel and Curriculum Committee 30.09.21</p>

	<p>Finance and Premises Committee 14.10.21</p> <p>Personnel and Curriculum Committee The following points were highlighted from the minutes:</p> <ul style="list-style-type: none"> • Governors discussed the Catch-up programme and how far behind children are in their learning. The committee was assured that the school is dealing effectively with the issues. “Building on” from where the children are is the approach being implemented. • The first 4 weeks of the autumn term 2021 were extremely challenging and very hard for the staff. • Pupil Premium, SDP and Safeguarding were discussed. • Governors were reminded to sign to indicate that they have read the Keeping Children Safe in Education (KCSiE) 2021 document. <p>Finance and Premises Committee The following points were highlighted from the minutes:</p> <ul style="list-style-type: none"> • The school held a meeting with the FMSO. A deficit is predicted for Year 3 of the budget plan but the FMSO has no concerns about the school’s financial position. • The DfE has announced extra funding for schools but it must be remembered that there will be additional expenditure on items such as national insurance and teacher’s pay increases. • Pupil numbers are the key to maintaining a healthy budget. The school is receiving many requests for Key Stage 1 places. There are currently 6 children on the waiting list from the 2021 Reception intake. The waiting list is maintained until the end of the autumn term and then applications are dealt with on an individual basis according to the admissions criteria. <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) JN completed a Pupil Premium report prior to her term of office as a governor expiring in the autumn term 2021. It is contained within the Headteacher’s report.</p>
ACTIONS	<ul style="list-style-type: none"> • Governors to ensure that they sign on Governor Hub to indicate they have read the Keeping Children Safe in Education 2021 document.

Agenda item 9	FINANCIAL MATTERS
Discussion:	<p>a) Cheshire East were confirmed as the auditor for the Unofficial School Fund for the forthcoming academic year.</p> <p>b) J S-L informed governors that the issues surrounding the introduction of the new business system (B4B) in Cheshire East have made it difficult to obtain a true picture of the school’s financial position and to review the budget v actuals for the current year. The school has been cautious in its spending and J S-L has carefully monitored transactions and is confident that the school is on track to achieve the predicted carry forward at the end of 2021-22.</p> <p>c) The school received £2,320 in Covid recovery funding and £1,620 for tutor led funding. This equates to 15 hours of extra tuition across the year for 8 pupils. This is a small amount of funding and the school is considering how best to use it to achieve the maximum impact. The school is required to</p>

	<p>contribute 25% of the costs for the tuition. If a teaching assistant delivers the tuition, they must complete 11 hours of training beforehand, and the school must cover their duties during the training period. The school receives a third of the budget each term and has decided to use it all in the spring term.</p> <p>The school is not relying on the funding to deliver the catch-up programme. Plans for interventions and boosters are already in place and Quality First Teaching is the most important aspect for all children. A teaching assistant will run a before school club for a small group of children and assembly time offers opportunities for booster sessions. Homework Club is operating once per week for all Key Stage 2 classes and also presents opportunities for tutoring activities.</p> <p>Q. How is the spending of this funding monitored? R. The school must complete a detailed report at the end of the year, showing how it has addressed the needs of individual children. The school is not required to accept the grant and can spend it at any point in the year.</p> <p>d) It was confirmed that a working group of governors (J S-L, KF, RN and TG) will meet to complete the SFVS for submission by 31st March 2022. J S-L will arrange a meeting of this group in January 2022.</p>
ACTIONS	<ul style="list-style-type: none"> • J S-L to arrange a meeting of the SFVS working group in January 2022.

Agenda item 10	COVID-19 UPDATE
Discussion:	<p>a) It was confirmed that the Covid-19 risk assessments are regularly updated and shared with governors.</p> <p>b) The Outbreak Management Plan is adapted from the Cheshire East example and has been shared with governors.</p> <p>c) LA reported that all staff experienced a considerable level of stress during the first half term.</p> <p>Q. Has the situation improved from the first 4 weeks of term? R. Yes, the annual exhibition helped as it provided a focus for staff and a sense of normality. The children were very enthusiastic about it and it provided an opportunity to engage with families.</p> <p>LA explained that the stress caused by the Covid-19 pandemic is not unique to the school, but this term has been worse than expected. Earlier in the pandemic there were very clear rules to follow but recently schools have been given more autonomy and it has been difficult to manage the tensions between looser restrictions nationally and those which were deemed appropriate in school. The school made the decision to ease restrictions gradually.</p> <p>Q. Is well-being generally managed well in school? R. Morale is high amongst the staff and there are no unfair expectations placed on them. However, staff are expected to work hard to achieve the best results for the children.</p> <p>Q. What are the main factors causing stress for the staff? R. The possibility of an OFSTED inspection is one factor, along with the rapidly changing Covid-19 guidance and the fact that children have lost their resilience during the pandemic. Staff are working hard to regain this, but it is a long</p>

	<p>process. Parents are also starting to challenge some of the schools' decisions, for example asking why there are no plans for a Nativity play. Covering classes has also caused stress and it is bad for morale that there is no pay rise this year for teachers.</p> <p>Q. Is there anything governors can do to help? R. It is good that governors are aware of the situation and understand the issues.</p> <p>Q. Is the staff able to maintain a work/life balance? R. Yes, but teaching is one of those careers where there is always more that can be done. It is important for staff to develop ways to manage stress levels and time management strategies.</p> <p>d) LA informed governors of the following strategies as part of its "building on" plan:</p> <ul style="list-style-type: none"> • Booster clubs • Homework Club • Premier Sports has re-started work in school • The science scheme has been revised • There is a new music scheme • Visitors (such as Key Strings and Dance School) are now back in school to widen the children's experiences and develop cultural capital. <p>e) LA explained that remote learning is ready within 24 hours if required. The remote work provided follows the class plan as much as possible. One child will be out of school for a month and the school will provide a laptop if required. Preparing remote learning is onerous for the teachers; it can take an hour to prepare work for one child and the situation was easier to manage when the whole class was required to isolate.</p>
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Agenda item 11	PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING
Discussion:	<p>The headteacher's report was circulated prior to the meeting. LA provided governors with a summary:</p> <p>OFSTED Amanda Spielman's speech was circulated to governors. LA explained that the criteria to be judged outstanding have changed from the last time the school was inspected.</p> <p>Q. If the school does not achieve an outstanding judgement at the next inspection, could this have an impact on pupil numbers? R. It is difficult to predict. There are a number of outstanding schools in the area so it may depend on the timing and outcome of their inspections.</p> <p>Q. Would it be a good idea to circulate the Amanda Spielman speech to parents? R. It would be good to include it in a newsletter now, rather than at the time of an inspection.</p> <p>Q. How do governors need to prepare for an inspection? R. It is important that governors know the school well, particularly in the areas of Safeguarding, Pupil Premium and understand its philosophy. OFSTED do appreciate that governors are volunteers.</p>

Q. Is there an expectation that OFSTED will speak to all governors?

R. No, it will depend who is available on the day. Governors are invited to the feedback session.

Q. Is governor attendance published on the school website?

R. Yes, this is updated annually on the school website.

Attendance

The school is pleased with the current attendance rate of 96.5%.

Safeguarding

- LA and J S-L attended NSPCC training on signs of abuse with SEND pupils. Staff who work on a 1:1 basis with SEND pupils will also complete this training.
- The Safeguarding Policy has been updated.
- The Safeguarding audit has been completed.
- There was a termly meeting with the SCiES team and information shared with staff.
- A new site maintenance officer has been appointed and he has completed Basic Awareness training.
- The school has responded to the OFSTED report on sexual violence and harassment in schools and colleges and acknowledges that this is an issue for all schools. Pupils have reported a small number of incidents to the staff, and it is good that they are confident to do so.
- It is important to note that the policies and procedures in school around safeguarding are there to protect both the children and adults in school.

SIP

The SIP has been booked to carry out “deep dives” into English, History and Music.

Subject reports

- The format of the subject reports has been revised to make them clearer.
- All subject leaders are tracking one key threshold across the school.
- There is also a focus on building vocabulary throughout the school for each subject.

Celebrations

- Many Christmas activities are taking place.
- The PTA is active and is planning safe, enjoyable activities to raise money for the school.

Appendices

These are included to give a flavour of staff feelings around the return to school in September 2021.

Effects of the Covid-19 pandemic

This is included in the report for information only. It highlights the disruption caused by the pandemic for each year group.

Pupil Premium

A report was presented to the Personnel and Curriculum Committee by JN.

	<p>Early Years</p> <ul style="list-style-type: none"> • The Early Years Framework has been revised. • There is a reduced emphasis on record keeping. • The new baseline assessment will be used as a measure to track children's progress through to Year 6. • The EXS judgement has been removed and children will now be assessed as either being on track or not on track. • LF is working with local cluster schools on assessments to supplement the statutory baseline assessment as it provides limited information. • Transition from Reception to Year 1 is very important. <p>Phonics</p> <ul style="list-style-type: none"> • The school must use a phonics scheme validated by the DfE. • There are currently 12 such schemes available to choose from and the school is looking for one which matches the existing resources in school. • It will be a significant financial outlay. • Reading is a major focus for OFSTED and children should be reading books which match their phonic phase. <p>TG thanked LA for her comprehensive report.</p> <p>Governors approved the SDP for 2021-22 which was circulated prior to the meeting on Governor Hub.</p>
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Agenda item 12	GOVERNANCE STATEMENT
Discussion:	LA confirmed that the governance statement has been published on the school website.

Agenda item 13	DIRECTOR'S REPORT
Discussion:	<p>The Director's Report had been shared on governor hub at the beginning of the autumn term. Relevant items had been discussed at each committee meeting. The clerk highlighted the following items: 1.1, 1.3, 2.1, 3.3, 3.7</p> <p>Governors discussed item 1.3 Sexual Violence and Harassment in Schools. LA explained that Key Stage 2 children complete a reflection sheet each week and these are reviewed and followed up by the staff to identify and respond to any issues. Respect work is carried out at the beginning of each term. Work on peer-on-peer abuse is incorporated into the PHSE curriculum, online lessons, relationship work and 7UP with Mrs Schurer-Lewis..</p>

Agenda item 14	GOVERNOR MONITORING, TRAINING AND DEVELOPMENT
Discussion:	<p>a) TG has completed a course on Pupil Premium and reported that it is a good course, suitable for all governors to attend. She requested that a governor complete the safer recruitment course and AT responded that she has done this. Governors were reminded to inform J S-L when they have completed any training.</p> <p>b) LH was asked to complete the induction training modules and Prevent training.</p>

Agenda item 15	SCHOOL POLICIES				
Discussion:	<p>The following policies were reviewed and approved:</p> <ul style="list-style-type: none"> • Special Educational Needs Policy • Admissions • Safeguarding Policy • Pay Policy • Appraisal Policy • PSHE/SMSC <p>It was noted that the Year 6 job share information needs to be amended in the Pay Policy under “staffing structure” and the term NQT should be replaced by ECT in the Appraisal Policy.</p>				
ACTION	<ul style="list-style-type: none"> • LA to Make the requested amendments to policies. 				
Agenda item 16	TERM DATES				
Discussion:	Governors approved the term dates for 2022-23 to be published on the school website. The dates align with Cheshire East and those of Holmes Chapel Comprehensive School.				
Agenda item 17	MEETINGS				
Discussion:	<p>The meeting dates for 2020-21 were confirmed as follows:</p> <table border="1"> <tr> <td>FGB</td> <td>Thursday 24th March 2022 6pm</td> </tr> <tr> <td></td> <td>Thursday 30th June 2022 6pm</td> </tr> </table>	FGB	Thursday 24 th March 2022 6pm		Thursday 30 th June 2022 6pm
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	Thursday 30 th June 2022 6pm				
Agenda item 18	ANY OTHER BUSINESS				
Discussion:	There were no items of any other business tabled for discussion at the meeting.				
Agenda item 19	IMPACT STATEMENT				
Discussion:	<p>Governors helped to move the school forward in the following ways:</p> <ul style="list-style-type: none"> • Reviewed committee structure and link roles to ensure that the governing board is effective. • Addressed well-being in the school community • Ensured that the school is responding to the disruption to learning caused by the Covid-19 pandemic • Discussed how to prepare for an OFSTED inspection • Ensured that safeguarding policies and procedures are up to date in school. 				

The meeting moved to the part two agenda.

..... **Chair**

..... **Date**

Appendix A

Goostrey Primary School Governing Board Committees / Responsibilities
To be reviewed November 2022

OFFICIAL

<u>Personnel & Curriculum</u>	<u>Finance & Premises</u>	<u>Village Hall Management</u>
Miss L Atkins Mrs J Schurer-Lewis Mrs R Cowell Mrs L Flint Ms A Thompson 06 22 Mrs Y Lawson 11 22 VC Mr H Adams 10 24 Mrs A Clifford 10 24 CH Mrs L Hulsken	Miss L Atkins Mrs J Schurer-Lewis Mrs R Cowell Mrs T Goodwin 09 20 Mrs S Boardman Mrs Y Lawson Mr K Few 10 25 CH Mr R Northwood 11 22 VC Mr H Mrs A Clifford	Miss L Atkins Mrs J Schurer-Lewis Mr K Few <u>Headteacher's Appraisal Panel – 2 required for the meeting</u> Mrs T Goodwin Mrs S Boardman Mrs Y Lawson

Governors' areas of responsibility

Health and Safety	Jacqui Schurer-Lewis	Mrs S Boardman
SEN	SENco Karen Freeman (Wendy Cuttle SEN support)	Mrs A Clifford
Training Liaison Governor		Mrs J Schurer-Lewis
Educational Visits	Becky Cowell	Mrs Y Lawson
Data Governors	Becky Cowell and Lyndsey Atkins	Mrs T Goodwin Mr K Few Ms A Thompson
Pupil Premium	Lyndsey Atkins	Mr H Adams
Safeguarding	Lyndsey Atkins & Jacqui Schurer-Lewis	Mrs S Boardman
SFVS	Jacqui Schurer-Lewis	Mr K Few Mrs S Boardman Mrs T Goodwin

Subject Link Governors

Curriculum Area	Staff Lead	Governor
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Design & Technology and Art	Gemma Cummins and Becky Cowell	Mrs Y Lawson
Geography and History	Gemma Cummins and Becky Cowell	Mr K Few
PE	Linda Flint	Mr H Adams
SMSC / B Values / PSHE / Relationships	Becky Cowell	Mrs A Clifford
Science	Keith Campion	Mr K Few
ICT	Carol Cooper	Mr K Few
Mathematics	Stephanie Riddell	Mr R Northwood
Modern Foreign Languages	Louise Timmins	Mrs A Clifford
English – reading, grammar, punctuation, spellings and writing	Louise Timmins	Mrs S Boardman
Phonics	Linda Flint	Mrs S Boardman
RE	Keith Campion	Ms A Thompson
Music	Sonia Sant	Ms A Thompson

Class	Governor
EYFS Mrs Linda Flint mrs.flint@goostrey.cheshire.sch.uk	Tracey
Year 1 Ms Gemma Cummins ms.cummins@goostrey.cheshire.sch.uk	Hugh and Sarah
Year 2 Mrs Karen Freeman mrs.freeman@goostrey.cheshire.sch.uk	Yvonne
Year 3 Mrs Sonia Sant mrs.sant@goostrey.cheshire.sch.uk	Kevin
Year 4 Mrs Becky Cowell and Mrs C Cooper mrs.cowell@goostrey.cheshire.sch.uk mrs.cooper@goostrey.cheshire.sch.uk	Louisa

Year 5 Mr Keith Campion mr.campion@goostrey.cheshire.sch.uk	Anna
Year 6 + transition Mrs Louise Timmins and Mrs Becky Cowell mrs.timmins@goostrey.cheshire.sch.uk mrs.cowell@goostrey.cheshire.sch.uk	Rob