

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

Date:	Thursday 24th March 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
	Louisa Hulskén	Parent Governor-joined remotely
	Alex Thompson (AT)	Co-opted Governor
	Rob Northwood (RN)	LA Governor
	Yvonne Lawson	Co-opted Governor
Apologies	Kevin Few (KF)	Parent Governor
Absent	Hugh Adams	Parent Governor
	Anna Clifford	Parent 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. Hugh Adams and Anna Clifford were not present at the meeting and no apologies were received.</p> <p>b) Governors agreed to discuss the following item of any other business under agenda item 16: Governor roles and responsibilities</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) Governors noted the resignation of Sarah Boardman as Co-opted governor, with effect from 18.02.22. The Chair read her letter of resignation to the board. Governors expressed thanks to SB for her contribution to the board.</p> <p>b) The resignation of Sarah Boardman means that there are now 2 vacancies on the board: 1 x Parent Governor and 1 x Co-opted Governor. Governors had previously agreed not to fill the Parent Governor vacancy and decided also not to fill the Co-opted vacancy. The constitution and size of the board would be reviewed in the autumn term 2022.</p> <p>c) The following terms of office are due to expire before the next meeting: <u>School Business Manager -Co-opted Governor -26.06.22</u> <u>Deputy Head - Co-opted Governor-26.06.22</u></p>

	<p>d) Governors agreed to re-appoint Alex Thompson as a Co-opted Governor for a further 4-year term of office-21.03.22-20.03.26</p> <p>e) Governors discussed appointing Sarah Boardman as an Associate Member She has legal skills which are valuable to the school and she would attend meetings when invited, to advise on specific issues. She would not be assigned voting rights.</p> <p>Q. Does the school purchase legal services from Cheshire East? R. Yes, but there may be occasions where the school would require additional legal advice.</p> <p>Q. What would happen if the school received conflicting advice from Cheshire East and SB? R. The school is confident that SB would provide good, impartial advice. The service provided by Cheshire East is limited and would incur extra costs in the event of a substantial case. SB had supported the school in the past.</p> <p>Governors agreed to appoint SB as an Associate Member for a 1-year term of office with effect from 24.03.22.</p>
ACTIONS	<ul style="list-style-type: none"> To update governor details on Governor Hub and GIAS.

Agenda item 4	ELECTION OF VICE CHAIR
Discussion:	Governors agreed that the term of office be 2 years. Kevin Few had been nominated for the position of Vice Chair of Governors. He had accepted the nomination and, in his absence, was elected and duly appointed to the role.

Agenda item 5	PART ONE MINUTES AND MATTERS ARISING
Discussion:	<p>The minutes from the FGB meeting held on 18th November 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 the following matters were discussed:</p> <ul style="list-style-type: none"> TG would provide details of HTPM training to YL. The review of governor vacancies and the Instrument of Government should be retained on the action log until the autumn term 2022. <p>It was confirmed that all other actions, which would not be addressed at the meeting, had been met, and closed as appropriate.</p>
ACTIONS	<ul style="list-style-type: none"> TG to provide details of HTPM training to YL.

Agenda item 6	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 previous meeting of the full board of governors.

Agenda item 7	PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES
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<p>Discussion:</p>	<p>a) The minutes from the following committees were circulated to governors prior to the meeting via Governor Hub. Personnel and Curriculum Committee 03.02.22 Finance and Premises Committee 03.03.22</p> <p>YL highlighted the following matters from the Personnel and Curriculum meeting to governors:</p> <ul style="list-style-type: none"> • A presentation had been received from pupils on History. Governors enjoyed the opportunity to interact with pupils and would welcome further such presentations. • The Committee discussed attendance, pupil performance data, Early Years, SEF update, SIP, Safeguarding, assessment and NSPCC training. <p>RN highlighted the following matters from the Finance and Premises meeting to governors:</p> <ul style="list-style-type: none"> • A budget review meeting had been held with the FMSO. • There were many issues around obtaining accurate finance reports due to the problems with Cheshire East's new operating system, B4B. The SBM has had to follow up these issues. • The school received "satisfactory" rating for its SFVS submission in 2021. <p>Q. Why was the SFVS judged to be "satisfactory" rather than "good?" R. Not as much evidence had been provided as in previous years.</p> <p>Governors discussed the challenges faced by the school in dealing with the implementation of B4B and errors on the budget papers provided by the Finance team. The Chair confirmed that she and JS-L had discussed the problems and that their concerns had been recorded. The errors on the budget papers were due to the transition from Oracle to Unit 4. The system is now becoming more manageable.</p> <p>b) There were no link governor monitoring reports to receive. Governors were requested to arrange monitoring visits for the summer term 2022, preferably before mid-May. The Headteacher informed governors that there is a new proforma to use for visit reports.</p> <p>c) The Section 175 Safeguarding audit would be completed in the summer term 2022 once it is released.</p>
<p>ACTION</p>	<ul style="list-style-type: none"> • Governors to arrange monitoring visits in the summer term 2022. • LA to upload the proforma for visit reports to Governor Hub.

<p>Agenda item 8</p>	<p>FINANCIAL MATTERS</p>
<p>Discussion:</p>	<p>a) A budget report was circulated to governors prior to the meeting via Governor Hub. Governors approved the draft budget for 2022-23. b) The carry forward at the end of 2021-22 stands at £139,000.</p> <p>Q. Is the school confident that this figure is correct, given that there were errors in the budget papers? R. Yes, the SBM is fully aware of the budget situation and confident that this is correct. There is a predicted in-year deficit for 2022-23 but no end of year deficit. £40,000 had been placed in earmarked reserves following discussions with the Finance Committee and this had been increased to £55,000 based on the</p>

updated budget papers. This brings the school within the permitted 8% carry forward limit. This amount is to cover the shortfall in SEN Teaching assistant salaries as their actual cost exceeds the income received.

Q. Are all the children with EHCP's due to leave the school at the end of year 6 in the summer 2022?

R. No, 3 children with EHCP's will leave the school summer 2023.

Q. What will happen to the teaching assistants working with these children?

R. Their contract states that they are employed until the child leaves the school. There may be opportunities if new EHCP's are given to pupils who require teaching assistant support.

The SBM informed governors that the school had retained £4,800 in reserves for a potential visit from pupils in our twin school in South Africa. There is one more year that this amount can be held in reserves before it would need to be re-allocated. The school had requested the drawdown of £6,693 to replace windows in the Reception class.

Q. Can the Sports Grant be used for the play area?

The school is looking into this. The funding needs to be allocated by the end of August 2022. Various community funding had also been applied for.

The Before School centre code account is showing ample capacity to transfer funds to the main budget centre code. This option would be reviewed at the summer term 2022 budget meeting.

Funds from the Unofficial School fund would be transferred into the main budget following the Easter holiday 2022.

Q. Has extra money been built into the budget to cover rising energy costs?

R. Yes it has.

The SBM requested that the following paragraph from her Budget Report Spring 2022 be recorded in the minutes:

Governors should note, we are not the only school that has had issues with figures provided via the Unit4 ERP system – in fact in some schools SBMs have taken the approach of sending a disclaimer statement to their governing boards regarding the accuracy and suitability of Unit4ERP re contractual and payroll transactions, and they're disclaiming accountability for figures produced by the system. I do not intend to take such a formal measure as the workflows within the system are segregated, however I do have reservations regarding the training for both school staff and schools finance team staff provided to date, and the processing of the anomalies we have raised.

c) JS-L thanked the SFVS working part for their hard work in preparing a thorough submission including actions, evidence and comments.
Governors approved the SFVS, and the Chair signed the document.

d) The staffing structure is set out in the budget papers.

e) Governors approved the MIFP.

Agenda item 9	PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING
Discussion:	<p>The Headteacher's report was circulated prior to the meeting. The Headteacher provided governors with a summary:</p> <ul style="list-style-type: none"> • Page 2 provides details of the current priorities which still need to be addressed. • Pages 3 and 4 provide a summary of what OFSTED reported that the school does well and includes positive comments received from parents. • Page 5 deals with development points from the recent OFSTED inspection. <p>Development Points – summary</p> <ul style="list-style-type: none"> • Subject leaders should ensure that teachers receive the support and training required to deliver the intended curriculums consistently well in all subjects. • Leaders should ensure that the books pupils read are matched to their phonics knowledge so that pupils can read with confidence and fluency. • Members of the governing body should ensure that they are better informed about the curriculum so they can provide informed support and challenge to school leaders. <p>The Headteacher outlined the actions taken to address the development points:</p> <ul style="list-style-type: none"> • The school has a new SIP, Lesley Else. She is an OFSTED inspector and has specialisms in EYFS and phonics. • Mike Harris from Cheshire East School Improvement service had visited the school The LA still judge the school as requiring universal support and have no concerns over its capacity to make the required improvements. • Subject leaders are back in class providing support and monitoring. The report details the monitoring to be carried out during the spring term 2022. <p>Q. Is it appropriate for governors to liaise with subject leaders whilst they are carrying out their monitoring or should this be done separately?</p> <p>R. Governors should meet separately with subject leaders. The revised governor proforma contains a section for governors to ask subject leaders about monitoring. In the autumn term governors could visit school and spend time with the children and subject leaders. Governors were reminded to contact the relevant subject leader a organise a visit to school.</p> <ul style="list-style-type: none"> • Pages 13 and 14 provide an example of a report generated from a subject leader's class visit. • A staff meeting is planned to address vocabulary and the sequencing of learning. • Two twilight training sessions are planned on subject leadership. Governors were invited to attend a session on 19.05.22. This would be a good opportunity for governors to talk to subject leaders. • Daily Maths sessions had been reviewed with a focus on assessment. The Headteacher would carry out drop in monitoring visits in the summer term 2022. • The OFSTED report stated that "on occasion" reading books are not well-matched to the child's reading level. The school believe that this comment relates to a very small number of children. Reading and phonics within school have been reviewed and a new approved scheme called "Twinkl" purchased. Training is required to deliver the scheme and more books are needed.

	<ul style="list-style-type: none"> • The Equality Policy had been reviewed and a link governor appointed. • Subject leaders had their documents with them when interviewed by OFSTED and the inspectors were impressed with the quality of the paperwork. <p>The Headteacher informed governors that she would keep governors updated on progress towards addressing the OSFTED development points through her termly Headteacher reports.</p> <p>Q. How does the number of children achieving GD now compare with previous years? Has the impact of Covid-19 affected the number of children achieving GD?</p> <p>R. The school would usually expect the number of children achieving GD to be around 40% and this is not currently the case. The school is ensuring full coverage of the curriculum in terms of skills and knowledge and is working to fill identified gaps caused by Covid19 to ensure that the children have a firm foundation to build upon. It is important to recognise that Covid-19 has affected mental health and resilience, not just academic performance.</p> <p>Governors commented that, although the impact of Covid-19 should be recognised, it is also important to look at specific cohorts of children and compare their current level of attainment with pre-pandemic levels. This could form part of a monitoring visit. The Headteacher responded that some children may not have covered enough work yet, but still have the potential to achieve their previous predicted levels. Extension/challenge work is always available for children who require it, and some pupils are already catching up to where they should be.</p> <p>The Chair thanked the Headteacher for her comprehensive report.</p>
ACTION	<ul style="list-style-type: none"> • LA to send reminder of the invitation to the twilight training session on 19.05.22.

Agenda item 10	STRATEGIC GOVERNANCE-ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2022-23
Discussion:	<p>a) The constitution would be reviewed in the autumn term 2022.</p> <p>b) Governors approved the appointment of the Cheshire East clerk for 2022-23. They requested to keep the same clerk and that they are not asked to change the dates of meetings once they have been agreed by the board.</p>

Agenda item 11	DIRECTOR'S REPORT
Discussion:	<p>The Director's Report spring term 2022 had been shared on Governor Hub at the beginning of the spring term. Relevant items had been discussed at each committee meeting.</p> <p>Governors discussed the following items: 1.2, 1.6, 2.1, 3.8</p> <p>1.2 Safeguarding: Arthur Labinjo-Hughes</p> <p>Q. What procedures does the school have in place for monitoring vulnerable children who are absent from school?</p> <p>R. The school follows a first day response for all children who are absent from school. A telephone call is made in the first instance. If there was no response</p>

this would be followed up with a home visit and the police would be contacted if the home visit was unsuccessful.

Q. What actions are Cheshire East taking to review Safeguarding procedures in light of the Arthur Labinjo-Hughes case?

R. Cheshire East's safeguarding procedures have been inspected. Termly meetings are held for Designated Safeguarding Leads (DSL's) and updates provided. The SCiES team provides a wealth of information and scenarios are used every month with the staff. Staff also discuss pupils on a weekly basis. The SLT monitors information on CPOMS. OFSTED raised no concerns around safeguarding in school, apart from the keypad on the gate.

1.6 Consultation on Governing Board Self Review Questions

The Chair had circulated the revised NGA self-review questions. She and the Headteacher would meet to identify relevant questions to be addressed at committee and FGB level.

Q. How will the board act on the self-review questions?

R. They would be used to address any gaps in skills and knowledge. Training, presentations etc would be organised to improve the effectiveness of the board.

2.1 Examinations in 2022

Q. What has changed in terms of examinations in Primary Schools?

R. There has been little change in the tests. It is possible that there may be some adjustments to the level thresholds. League tables will not be published in 2022.

Q. Are any Year 6 children not taking the tests?

R. No, all children are sitting the tests.

Q Are modifications required for any children?

R. No, not this year.

Q. What are the arrangements for moderation?

R. Ongoing moderation arrangements exist with a local Primary School. Moderation will take place for Writing. Year 6 teachers had also been involved in online training. The school makes good use of practise materials to prepare the children to achieve to the best of their ability.

3.8 Monitoring Staff Wellbeing

It was noted that AT had been appointed as wellbeing governor.

The school has a comprehensive package of wellbeing support provided through the staff absence insurance policy. Staff are aware of the range of services and support available to them.

Staff had been affected by the experience of the OFSTED inspection initially but are now feeling positive. Positive comments were received from parents when the report was published. Also, the return to normal routines in school following the easing of Covid restrictions has had a good impact on staff wellbeing.

ACTION	<ul style="list-style-type: none"> TG and LA to identify relevant NGA self-review questions to be addressed at committees and FGB.
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Agenda item 12	GOVERNOR TRAINING AND DEVELOPMENT
Discussion:	<p>a) JS-L reported that the training record had been updated for the OFSTED inspection. She requested that governors inform her of any recent training undertaken. It was noted that LH had attended Safeguarding and training on the role of governors in monitoring and challenging.</p> <p>b) Training requirements would be identified from the NGA questions.</p> <p>c) The school would consider completing the Health check on Governor Hub.</p>
ACTION	<ul style="list-style-type: none"> Governors to inform JS-L of any recent training.

Agenda item 13	SCHOOL POLICIES
Discussion:	<p>a) It was confirmed that the Equality Information and Objectives had been updated. They would be published following this meeting. Governors agreed that a link should be made to the British Values Policy.</p> <p>b) Missing child Policy-Governors discussed the responsibility of the school vs parents if parents agree to their child walking home from school unaccompanied. It was agreed that an extra section should be added to the policy to clarify the school's position. LA would discuss the wording with TG for approval.</p> <p>Q. Do staff stand on the school gate at the end of the day? R. All Key Stage 2 teachers go out onto the playground at the end of the day. Arrangements for the older children leaving school may vary day to day.</p> <p>Q. Does the school have guidance on collecting children by an authorised adult? R. Contacts are listed on the data collection sheets. Key Stage 1 classes have a sheet in the classroom which details who is authorised to collect a child from school. Passwords are also used. Key Stage 2 children know to return into school if no-one is there to collect them.</p> <p>c) E-Safety Policy-Governors noted that this policy makes reference to the Personal Technology Policy and queried whether the link should be more explicit or whether the two policies should be combined into one. It was agreed to combine them into one policy.</p> <p>Governors approved the above policies.</p>
ACTION	<ul style="list-style-type: none"> LA to discuss the wording with TG to be included in the Missing Child Policy. LA to combine the E-safety Policy with the Personal Technology Policy.

Agenda item 14	PLANNED RESIDENTIAL VISITS
Discussion:	<p>Governors approved the following visits which had been previously approved at committee level:</p> <p>Year 5 Burwardsley</p> <p>Year 6 Kingswood</p>

Agenda item 15	MEETINGS
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Discussion:	<p>The date for the remaining full board of governors' meeting for 2021-22 was confirmed as follows:</p> <p>Thursday 30th June 2022 @ 6:00 pm.</p> <p>Governors discussed whether the timings of meetings should be changed for 2022-23. Preferences will be sought prior to setting dates and times for meetings for 2022-23.</p>
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Agenda item 16	ANY OTHER BUSINESS
Discussion:	<p>Governor Roles and Responsibilities</p> <p>Governors discussed roles and responsibilities. Changes were agreed and updated on the Governor Roles and Responsibilities document published on Governor Hub.</p> <p>It was proposed to ask HA to take on the role of Equalities Governor.</p>
ACTION	<ul style="list-style-type: none"> • LA to consult with HA regarding taking on the role of Equalities Governor. • LA to circulate the revised Roles and Responsibilities document.

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"> • Revised governor roles and responsibilities to enable the board to function effectively. • Agreed to carry out monitoring visits. • Challenged the number of children achieving GD. • Agreed timed improvements to help the school achieve its targets. • Approved a draft budget and ensured that the school is in a healthy financial position. • Ensured that robust safeguarding procedures are in place.

The meeting moved to the part two agenda.

..... **Chair**

..... **Date**