

PART 1

Full Governing Body Meeting Minutes held on Thursday, 26th July at 4.30pm at Mossley CofE Primary School



Governors Present: Sue Aston, Headteacher (SA)
Helen Harrison (HH)
Andy Mitchell, Chair (AM)
Mary Anderson (MA)
David Taylor (DT)
Sue Mills (SM)
Ben Heades (BH)
Becky Simpson (BS)
Grace Street (GS)
Howard Bould (HB)
Edward Whitehead (EW)
Liz Knibbs (LK)
Sharon Hennam-Dale (SHD)
Keith Smith (KS)

Also in attendance: Alex Thompson (Clerk)

Item	Discussion
1.	<p>Welcome</p> <p>The clerk welcomed governors to the meeting and explained that she would be chairing the meeting until after the elections had taken place at agenda item 4.</p> <p>Apologies were noted and accepted from Dorothy Dentith, Nick Barnes & Lindsay Swift.</p>
2.	<p>Declaration of Pecuniary Interest</p> <p>No declaration was made by a governor of a conflict or pecuniary interest between an individual and the board of governors as a whole, in connection with the business to be discussed at the meeting.</p>
3.	<p>Membership</p> <ul style="list-style-type: none">• SHD was confirmed as a full governor.• NB was re-elected as a parent governor. This leaves one parent governor vacancy which will be filled in the autumn term. Governors are in the process of completing the skills matrix; the outcome of which will identify any skill gaps in the governing body and appropriate steps will be taken to recruit a governor with this skillset (if possible).
4.	<p>Elections</p> <p>The Governing Board received nominations and elections for the position of Chair, Vice-Chair and Committee Chairs. The following governors were confirmed in post:</p> <p>Chair – Andy Mitchell. Nominated by EW & seconded by KS. Now elected and confirmed in post for another year, AM chaired the meeting from this point.</p> <p>Vice-Chair – Becky Simpson. Nominated by AM & seconded by GS. Chair of CPP Committee – Sharon Hennam-Dale. Nominated by EW & seconded by SM Chair of Finance & Resources Committee – Edward Whitehead. Nominated by MA and seconded by LK.</p>

	<p>It was agreed that all positions would be for the duration of one year. Governors thanked BS for her time and support as the Chair of the CPP Committee over the last few years.</p>
5.	<p>Committee Meetings and Structures</p> <p>The Chair provided an overview of the committee meetings and structures at present. Currently the Audit Committee reports to the Finance & Resources Committee, providing output reports and recommendations. The process is thorough and informative for governors and for the Governing Board as a whole. Bearing this structure in mind, governors agreed to replicate this for the Curriculum & Pupil Progress Committee, forming an Impact Committee which will challenge the relevant impact and outcomes. All minutes will be Part 2 due to the level of details being discussed including performance, cohorts, subject leadership and thematic areas. Governors will be linked to themes, examining data, subject leadership, data included in the SIP report and any other material relevant to the subject. This data led evidence will inform the CPP Committee whose responsibility will be to scrutinise and challenge the information provided. SHD kindly offered to chair the Impact Committee. This links to her role as Chair of CPP.</p> <p>Challenge: How will we ensure that that the information is shared and that all governors are kept in the loop? AM responded that all minutes will be uploaded and available on the OneDrive for governors to access at their own convenience.</p>
6 & 7.	<p>Part 1 Minutes of Previous Meeting</p> <p>Minutes of the previous meeting, held on 29th March 2018, were approved as a true and accurate record. All actions were completed as per the action log – see updated log. There were no additional matters arising.</p>
8.	<p>Headteacher's Report</p> <p>The report was circulated to governors prior to the meeting. The following items were discussed:</p> <ul style="list-style-type: none"> • Feedback from Town Sports • Kitchen Project – starting during the summer holidays and due to be completed by the end of October • INSET day in September includes staff training and staff feedback/CPD on subject areas from the new National Curriculum
9.	<p>Committee Reports & Link Governor Visits</p> <p>Minutes of all committee meetings had been circulated prior to the meeting.</p> <p>CPP Committee feedback from BS:</p> <ul style="list-style-type: none"> • SATS results data shared. Highlight is maths where there has been a significant improvement. Staff have fed back that they feel more confident teaching maths now. The governing board asked for their thanks to be passed on to the SLT and maths leads. Challenge: How are we ensuring consistency across other subjects? The method of teaching is being replicated and monitored across all subjects. • Combined reading, writing and maths. In previous years the school was below floor target but year on year there has been an upward trend and results have improved from 42% to 76% this year. • KS1 upward trend. Challenge: Can we measure this against previous years? SA responded that the curriculum is different this year therefore it isn't possible to measure specifics however, there is an awareness of progress and travel for each individual child. Challenge: Can we evidence and measure the progress? HH responded that this detail will be in the IDSR which is published in the autumn term. • Slight dip in the phonics results this year from 97% to 90%. Challenge: Why the dip? SA informed governors that this equates to 7 children, 5 of whom are on the first concerns register as they have learning difficulties; therefore are on MS's radar and are being supported by her. Booster sessions were offered to those children requiring additional input but not all children attended. This was parental choice. Also, children develop and mature at different times. HH commented that <u>all</u> children made progress. • SA informed governors that the school's predictions on the data was either accurate/identical to the results or very close. Mossley results are comfortably ahead/above both in terms of Cheshire East and national data. Challenge: Has the data been published? SA confirmed that both the KS1 and KS2 data

	<p>has been published on the school website.</p> <p>F&R Committee feedback from EW:</p> <ul style="list-style-type: none"> • A financial summary was circulated prior to the meeting. • EW informed the governing board that the budget will end in a slightly better financial position than forecast. This has been due to good prudence and the continuation of savings throughout the year. • The current forecast for m2018/19 is for a £39k loss but the expectation is to end the year with a balanced budget. • Moving forward the challenge and focus is on salary costs. This takes up a large percentage of the budget and many of the staff are at the top of their pay scale. • Revenue continues to be a focus: <ul style="list-style-type: none"> ○ The SLT must benchmark catering from September 2018 ○ FABS before and after school club starts in September. Currently the budget forecast includes cost only as the income is unknown. <p>AM commented that link governors have previously submitted link governor reports however, the method and approach is changing from September due to feedback from governors and staff. The new pro-forma will include more opportunities for scrutiny and challenge of the data and information shared with governors.</p>
10.	<p>Safeguarding</p> <p>The Safeguarding Report had been circulated prior to the meeting. There were no concerns or issues raised by governors. A governor questioned the frequency of training. AM confirmed that the requirement is for training or re-training every 3 years.</p>
11.	<p>Finance</p> <p>The budget was scrutinised at the Audit Committee meeting on 11.7.18. It was also discussed and approved at the Finance & Resources Committee on 19.7.18. The Governing Board approved the budget at today's FGB meeting.</p>
12.	<p>SEND</p> <p>HH circulated the SEND report. Governors asked questions regarding progress information including attendance and agency support. SA responded that a variety of support has been offered including 1:1 support, booster groups and outside services such as play therapy and health & wellbeing/mental health interventions. Some issues are outside of the school's control. The system can fail children ie. Cheshire East only had 1 Education Psychologist for a while which meant that it was difficult to have a child seen by them. The situation has improved now and the CeCP is also looking at commissioning some hours.</p> <p>Challenge: Are we aware of the barriers to each child's progress? Each child has their own bespoke plan, and there is documentation to evidence their journey, including any services which have been declined or unavailable (such as Ed Psych appointments).</p>
13.	<p>School Development Plan (SDP)</p> <p>The draft SDP for 2018/19 had been circulated with the papers prior to the meeting. SA explained that an action plan sits behind each of the headlines in the SDP, each of which will be discussed at the relevant committee meetings. Internal communication is the only section which is yet to be included in the plan.</p> <p>Challenge: Has your approach to the SDP changed due to the new SIP? SA responded that the SDP and supporting plans are more focused now and specific actions and timescales are in place. No suggestions or amendments were made and therefore governors approved the SDP.</p>
14.	<p>Policies</p> <p>N/A.</p>
15.	<p>Directors' Report</p> <p>The recent CE Governance Meeting was cancelled. The only relevant items from the Directors' Report was the date of the next Directors' Briefing: Friday 5th October at Cranage Hall.</p>

15.	AOB A governor asked about the current situation regarding MATs and if the school is still looking into this. SA explained that at a recent eCAPH conference, Ceri Morgan (Deputy RSC WM) had shared with CE headteachers that there is no pressure on single academy trusts or maintained schools to convert to MATs. There is also not the appetite, as previous, for schools wishing to convert/join MATs.
16.	Date of Next Meeting 5 th December at 4.30pm.

Meeting ended at 6.15pm.

Minutes approved on (date) 7/12/17 by (name) A MITCHELL

Signature 