

## PART 1

### Full Governing Board Meeting Minutes

held on Wednesday 3<sup>rd</sup> April 2019 at 4.30pm

at Mossley CofE Primary School



**Governors Present:** Andy Mitchell, Chair (AM)  
Sue Aston (SA)  
Helen Harrison (HH)  
Sue Mills (SM)  
Ben Heades (BH)  
Grace Street (GS)  
Liz Knibbs (LK)  
Keith Smith (KS)  
Dorothy Dentith (DD)  
Loretta Grace (Observer)  
Howard Bould (Associate)

**Apologies:** Becky Simpson, Keith Smith, Adrian Swindells, Nick Barnes & Sharon Hennam-Dale

**Also in attendance:** Alex Thompson (Clerk)

Item	Discussion
1.	<b>Welcome</b> The Chair (AM) welcomed governors to the meeting, in particular Loretta Grace who is new to the governing body. Apologies were noted and accepted.
2.	<b>Declaration of Pecuniary Interest</b> 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. The clerk was asked to email a Pecuniary Interest form to Adrian Swindells & Loretta Grace.
3.	<b>Membership</b> AM confirmed that the governing board is currently seeking a replacement for Edward Whitehead, who recently resigned. AM, SA & HH recently met with Shelley Knott who is interested in joining the FGB. Shelley is currently employed at Eaton Bank Academy as a teacher. Her professional skillset meets the needs of the governing board and her employment will strengthen links between the primary and secondary schools. AM proposed that the governors vote to accept Shelley Knott onto the governing board with immediate effect. The vote was unanimously in favour of the appointment. AM agreed to contact Shelley to confirm her appointment.  AM shared that there had previously been three parent governor vacancies, two of which had been filled last term. The Constitution states that the governing board can appoint if they find a suitable candidate for the one remaining vacancy. Lisa Cotterill has children at the primary school and has expressed an interest in joining the Governing Board. She did not apply previously as she was in full-time employment, but her circumstances have now changed. Lisa has a banking/finance/business background which is the skillset that needs strengthening within the governing board, since Edward Whitehead resigned, and therefore would be an ideal appointment. On that basis AM proposed that the governors vote to accept Lisa Cotterill onto the governing board as a parent governor with immediate effect. The vote was unanimously in favour of the appointment. AM agreed to contact Lisa to confirm her appointment.

	<p>David Taylor has retired and therefore resigned from his position as the Diocese representative on the governing board. On behalf of all the governors, AM expressed his appreciation for David's contribution over the years. He has played a significant role within the school and as a spiritual leader. He will be missed by everyone and the governing board wished him well for the future. AM is currently awaiting confirmation from the Diocese regarding his replacement.</p>
4 & 5.	<p><b>Minutes of the Previous Meeting</b></p> <p>Part 1 minutes from the FGB meeting held on 5<sup>th</sup> December were accepted as a true and accurate record. The action log was updated. There were no further matters arising.</p>
6.	<p><b>Headteacher's Report</b></p> <p>SA circulated her Headteacher's Report to governors prior to the meeting. She shared some of the highlights from the report which included the following:</p> <p><b>Admissions:</b> Early indications show 57 children starting in reception in September. This figure includes both Cheshire East and Staffordshire admissions data.</p> <p><b>Quality of Teaching &amp; Learning:</b></p> <ul style="list-style-type: none"> <li>• The SIP had visited school this term. She fed back that the quality of teaching was good with elements of outstanding. SA &amp; HH had held a working lunch for the staff with a focus on the preparation for an Ofsted inspection. The feedback was extremely positive, and staff commented that they felt more positive and were ready for the inspection visit.</li> <li>• BD has led on the work for the History Award and the school has now received their Silver Award. The full report is available for governors on the OneDrive.</li> <li>• SLT and staff are currently working on the new curriculum framework which is due to be launched in September. The work underway is to prepare for the changes but this will obviously only be embedded from September. SA/HH/LS attended a course on the new framework recently. They propose to create a working party with governors in the summer term.</li> <li>• The headteacher from Middlewich Primary School met with SA/HH last week. She is a serving Ofsted Inspector. The focus of the meeting was to go through the IDSR which was incredibly helpful and the information from which has now been shared with the SLT.</li> <li>• All teachers and LAs have recently undergone performance management/reviews. A DfE 'Teacher Workload' toolkit has been used to assess workloads at Mossley and an internal audit is being undertaken by the SLT.</li> <li>• Feedback from the recent parents' evenings has been extremely positive. Staff will use the reporting from the termly parents' evenings to support their end of year report. Governor challenge: Are all parents on email? SA confirmed that all parents have an email address registered with the school.</li> <li>• Students – Last term 1 MMU student &amp; 2 School Direct students were in KS1. This term there is 1 School Direct student in KS2. There have been no issues and the placements have been effective and successful to date.</li> <li>• Premises – The kitchen is now complete. SA is due to meet with Gill Benning shortly regarding the outstanding payment due.</li> <li>• FABS – Numbers are steadily increasing. The current average attendance is 24 per day. A holiday club is in place for the Easter break. SA/HH to monitor the staffing and hours required to meet the increase in numbers.</li> </ul> <p>Governors thanked SA for the update.</p>
7.	<p><b>Committee Reports &amp; Link Governor Visits</b></p> <p>Minutes of all committee meetings had been circulated prior to the meeting.</p>

CPP Committee feedback from AM:

- The link between the Impact Committee and CPP is working well and it ensures that the CPP Committee is able to focus on particular areas where scrutiny is required. The two scrutiny areas identified (see CPP minutes) have already been allocated to two CPP governors however, in future these will be offered out to all governors in the first instance. The termly governor training sessions may also be used to identify lines of enquiry as the recent IDSR training highlighted phonics as an area requiring additional scrutiny, which was followed up by AM.
- Leadership identified areas of additional help and have now put the appropriate mechanisms and structures in place to ensure the staff have the required support. The change in committee structures has also meant that subject leads no longer routinely present to the governing body, but they will continue to submit subject information which can be challenged/questioned in meetings. It was felt that routine attendance at governor meetings to feedback what was in their report was an unproductive drain on teacher time. Also, committee meetings on the whole are held in the evening and the SLT were being mindful of teacher workload and wellbeing. This approach in no way hampers the governing body's ability to call upon a subject lead to report on specific issues. SA commented that the more streamlined approach has received positive feedback from staff. **Governor challenge/comment: We recognise that our role is not to judge the teaching, it is to be strategic and to identify lines of enquiry.**
- A governor commented that there has been a dramatic improvement in the data from December to March and the school/staff should celebrate this. 'It is a fantastic achievement'.
- AM commented that the link governor role developed from the CPP Committee remains however, the scrutiny element is now dealt with separately. This change is still in its infancy and the Impact Committee will review the effectiveness of this change at the end of the year.

F&R Committee feedback from AM:

- Both the Audit Committee and Finance & Resources Committee have spent a lot of time going through the income & expenditure in the budget. The budget has now been set for next year; information to be circulated in the next few weeks.
- The budget will need to be signed-off prior to the next FGB therefore the governors agreed that this should be carried out electronically.
- Budget headlines:
  - A slight uplift in income will be offset by a corresponding (and potentially greater) increase in salary costs (we have been advised to plan for a 2% increase in addition to any performance management increments). Unions are restructuring pay grades for support staff which will have an impact on on-costs for the school.
  - The budget is based on a worst-case scenario however governors are to be mindful that there is a £120k reserve.
  - The budgeted income doesn't project potential FABS growth as this is an unknown quantity at this time.
- School has received some isolated negative feedback regarding FABS and competing with a local provider. There still seems to be a lack of understanding as to why FABS was formed, and that this was done out of necessity and sustainability for the school's future.
- The school receives no extra income for rurality or deprivation and therefore is totally reliant upon general pupil funding. SA has contacted Fiona Bruce MP, and despite her support, unfortunately this appears not to be a government priority at the moment.
- Currently there is no guarantee that UIFSM will continue after 2020. This could affect the school budget by c.£36k.
- The governors discussed MAT options but agreed that they are currently in a strong position and there will be no tangible benefit in joining a MAT at this time.

Actions:

- 3-year budget to be circulated by KS

	<ul style="list-style-type: none"> <li>Projected budget for 2019/20 to be circulated by KS</li> </ul>
8.	<p><b>Safeguarding</b></p> <p>HH circulated the Safeguarding Report prior to the meeting. SM is the Safeguarding Link Governor and has visited on several occasions since the start of term, reviewing and scrutinising procedures. Termly safeguarding review meetings take place where HH &amp; SM discuss individual children. CAFs no longer exist; they have been replaced with Early Help. Currently 2 children are CIN &amp; 1 child is Early Help.</p> <p>All staff have completed their Basic Safeguarding Awareness training and PREVENT training. Arrangements are being made for the FABS staff to complete both of these. SA/HH have registered to attend the Signs of Safety training in September. MS has already attended this. SA confirmed that Safeguarding remains an agenda items for all staff meetings.</p> <p>SM shared that she had attended an Ofsted readiness course where they suggested an anonymous safeguarding case study and that the safeguarding element of the course should be shared with staff. HH confirmed that both of these actions have already been completed.</p>
9.	<p><b>Finance</b></p> <p>Covered in agenda item 7.</p>
10.	<p><b>SEND</b></p> <p>The SEND report had been circulated with the documentation prior to the meeting.</p> <p>DD is the link governor and provided feedback. The early intervention that is provided is working effectively and therefore is preventing situations escalating however, 25% of pupils are still identified as requiring some level of support. <b>Governor challenge: How does this compare to a similar school?</b> HH responded that there isn't a similar school in Congleton, but they will look further afield to see if any comparisons can be made. <b>Governor challenge: Has a piece of work been undertaken to establish the effectiveness of early intervention?</b> SA responded that a screening tool is used in the first instance. MS also has evidence of success stories where early intervention has been applied. Governors agreed to review this regularly as part of CPP Committee eg. A child who may not have achieved without the early interventions.</p>
11.	<p><b>School Development Plan (SDP)</b></p> <p>The SDP has been updated to include a narrative section for each priority which evidences impact and outcomes. SA explained that Leadership &amp; Management and SLT is rag-rated as red due to a sequencing issue. Due to the numbers of staff involved it is also quite difficult to arrange a meeting for all staff. The working lunch worked well and received positive feedback but the SLT are mindful that they can't keep asking staff to give up their lunch break to attend a meeting. SA and HH are currently trialling different methods with different staff eg. LAs, part-time staff etc.</p> <p>AM asked a question regarding Ofsted recommendations from their last report. SA responded that she has evidence to prove what has been done and by whom (including both internal and external colleagues); this includes the impact and outcomes of each of these.</p> <p>The Self Evaluation Summary has been shared. SA asked governors to read the document and feedback any comments to her by the end of April.</p> <p>Governors thanked the whole school team and commented that 'everybody is trying every day to improve what we do for the children. It is impressive.' SA responded that the caretaker is new to the school and his input has had a huge impact on the school – all staff are a credit to the school.</p>

12.	<p><b>Policies</b></p> <p>Both the Manual of Internal Procedures and Scheme of Delegation need to be reviewed and approved. SA confirmed that neither document has been changed/amended and that Audit and F&amp;R Committees have agreed that the content is still fit for purpose. <b>Governor challenge: Did we need to include FABS in either document?</b> AM responded that it wasn't necessary to include this specific detail; it is already covered within the general detail. All governors agreed to sign off both the Manual of Internal Procedures and the Scheme of Delegation.</p> <p>SA shared that it is a legal requirement for the school to have its own Trade Union Recognition and Collective Agreement. Previously the CE model policies have been used but this is only applicable to maintained schools. SA shared the document. All governors agreed to sign off the policy. SA will continue to hold termly meetings with the unions as per the policy.</p>
13.	<p><b>Directors' Report</b></p> <p>The report and a precis of the report was circulated earlier in the term. Governors discussed and noted the information from sections 1,2,3,4,6, 8, 9 &amp; 10. (See Directors' Report for the detail).</p>
14.	<p><b>AOB</b></p> <p><b>Parents Survey</b> – SA commented that this had been circulated recently and that there had only been a limited response received. LK commented that MS has tried a variety of initiatives to gather feedback from parents, including coffee mornings, but there has been little uptake. It was agreed that SM/AM/SA would meet before the next FGB to discuss possible opportunities for parent feedback and to ensure effective communication to parents. AM suggested that the governing board may wish to consider an annual newsletter from governors which includes inviting feedback from parents.</p> <p><b>Governor Training</b> – SA shared that previously the school had paid an annual subscription for governor training however this wasn't being used to its full potential, and therefore wasn't cost effective. This has now been changed. Governors are still welcome to attend any relevant training course, but they need to be mindful when completing the booking form that the school should be invoiced individually for courses.</p> <p>HH shared that she has produced a crib sheet containing up-to-date information and data for governors should an Ofsted inspection be imminent. She agreed to circulate the document to governors following the meeting.</p>
16.	<p><b>Date of Next Meeting</b></p> <p>24<sup>th</sup> July at 4.30pm.</p>

Meeting ended at 6.15pm.

Minutes approved on (date) 24/7/19 by (name) A MITCHELL

Signature  \_\_\_\_\_