

PART 1

**Full Governing Body Meeting Minutes
held on Wednesday 5th December at 4.30pm
at Mossley CofE Primary School**



Governors Present: Andy Mitchell, Chair (AM)
Helen Harrison (HH)
Sue Mills (SM)
Ben Heades (BH)
Becky Simpson (BS)
Grace Street (GS)
Edward Whitehead (EW)
Liz Knibbs (LK)
Keith Smith (KS)
Dorothy Dentith (DD)

Apologies: Sue Aston, Nick Barnes, David Taylor, Howard Bould & Sharon Hennam-Dale

Also in attendance: Alex Thompson (Clerk)

Item	Discussion
1.	<p>Welcome The Chair (AM) welcomed governors to the meeting. Apologies were noted and accepted.</p>
2.	<p>Declaration of Pecuniary Interest 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. AM reminded governors to complete and return their annual PI form to Sue Aston or the clerk before Christmas. The clerk confirmed that to date she has only received a form from AM. She agreed to liaise with Sue Aston and Sue Brereton regarding forms that remain outstanding.</p>
3.	<p>Membership AM confirmed that there are no immediate changes to the governing board.</p> <p>There is currently one potential candidate for parent governor. AM agreed to contact them and if the candidate is suitable and meets the requirements he will then propose their membership at the next FGB. AM & SA are actively seeking a replacement for Mary Anderson. There will also be a vacancy when David Taylor leaves next year.</p>
4 & 5.	<p>Minutes of the Previous Meeting Part 1 minutes from the FGB meeting held on 26th July were accepted as a true and accurate record. The action log was updated; items 1, 3 & 6 have now been completed.</p> <p>Matters arising: Challenge: Where are we in terms of admission in comparison to this time last year? HH responded that the figures are slightly lower than this time last year however, there is a 'stay & play' event taking place on 6th December and reception places have been promoted via social media. The situation will be reviewed early January. Governors agreed to look at including pre-school in their admissions policy. The item is to be referred to CPP for discussion at their March meeting.</p> <p>Governor Mark – AM shared that SH-D has suggested applying for Governor Mark. Having made the necessary enquiries, AM commented that the cost is in the region of £1,000. Governors agreed that due to budget</p>

constraints they cannot afford to pay for this accreditation however, it would be beneficial to assess themselves again the criteria for the Governor Mark, starting with a self-assessment. This will require input from both staff and governors. HH agreed to confirm the staff names in the New Year. Governor support with the assessment will include AM, SM & SH-D plus any additional governors wanting to be part of the process.

Meeting Dates – Recently a couple of committee meeting dates have been changed due to illness and/or lack of attendees. It was agreed that in future, where possible, meeting dates will not be changed. AM reinforced the need to ensure that all meetings are quorate and that dates for meetings for the academic year have been circulated and are available on the website.

Skills Matrix Update – The matrix was completed earlier this term and identified a skills gap in business and finance. The person interested in the parent governor vacancy meets the requirements and therefore would be an asset to the governing board should they accept the position.

Link Governor Pro-forma – A draft has been circulated for comments. Taking into account the comments the draft will be revised by SH-D and the Impact Committee.

6. Headteacher's Report

In the absence of Sue Aston, HH shared the Headteacher's Report, which will be circulated by HH/SA after the meeting. HH highlighted the following:

Admissions: Although numbers are slightly down on last year the school is utilising social media to promote places at the school as well as holding a 'stay & play event' on 6th December. The 'open afternoon' event held 6 weeks ago was well attended and some parents are still yet to sign up. **Challenge: Parents will be aware of the RI judgement and therefore the school need to ensure it is being pro-active and address this. A governor suggested sharing the SATS results and the SIP reports on the website and with parents to ensure they are ware of the current position of the school.** HH agreed to feed this back to the Headteacher for her to action.

Overview of children's topics/curriculum/visits:

- The school now has a 'Safeguarding Council'; they have met twice already.
- The choir recently performed at the Remembrance Concert at the Town Hall. SA is unable to upload the video of the concert onto the website or social media as the school does not have photographic permission for one child. Governors suggested either uploading an audio file from the concert or pixelating the video to ensure that the child cannot be identified.

Challenge: When is the SIAMS inspection due and is the school prepared for this? HH responded that although the school was due for inspection this term, due to the new framework this has been delayed for 2 years. Further discussion will take place at CPP in the spring term.

Staff Update & CPD: (see Headteacher's Report for a full breakdown of the staffing structure and CPD attended/proposed. HH shared:

- 3 members of the SLT attended a 2-day Coaching Course which was provided and funded via by the CeCP. Following on from the training the SLT are visiting Pikemere Primary School this week and anticipate further cross-coaching across the CeCP; similar to a structure the Alsager partnership has created.
- Ofsted – LS is meeting with SH-D on Monday to conduct a curriculum audit.
- The next training session for governors is on 12th December. The focus is the IDSR. HH to circulate the document prior to the training. Apologies were received from BS/KS/EW.
- Budget – SA & EW attended a CE funding briefing, which outlined the options and the possible impact on the budget. EW commented that none of the proposed options were favourable to primary schools and will impact negatively on the budget (c. 3%). **Challenge: Has there been much in year movement with regards to pupils so far?** HH responded that most year groups are full. In year applications received so far have been for multiple siblings, something we are unable to accommodate. **Challenge? What is our capacity and how many pupils do we currently have?** HH responded that maximum capacity is 420 and the school currently has 410 pupils.
- Safeguarding Training – All staff are trained to Level 1. SA & HH are trained to Level 3 standard.

	<p>Quality of Teaching & Learning: The SIP report will be shared at CPP in the spring term.</p> <p>Premises: AM informed governors that there are still a few issues with the recent building work; all of which should be resolved by 12th December.</p> <p>Challenge: Are there any child safety issues? No.</p> <p>Challenge: Are there any staff safety issues? AM commented that there are potentially some staff safety issues however this is being addressed and will be monitored daily.</p> <p>Challenge: If the work isn't complete, are we withholding funds? Yes.</p> <p>Challenge: Have we sought advice ie. From another professional? Yes, we have consulted with an approved electrician.</p> <p>Governors thanked HH for the update.</p>
<p>9.</p>	<p>Committee Reports & Link Governor Visits 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"> • The major focus for CPP is the curriculum – quality, breadth and depth of the Mossley curriculum. The new Ofsted framework syncs with what has been the Mossley philosophy for a long time and CPP has now created a piece of work with regards to where the school is at regarding its philosophy. • SEND now focuses on school data, trends and differentiation between boys and girls. The Impact Committee's role is to focus on data dynamics, examining the data and recommending areas of scrutiny to CPP. Due to the additional committee, CPP now has a more strategic role, focussing on specific areas and/or issues and reporting back with any recommendations or feedback. • Subject leadership – The quality of teaching and learning is HH's current focus, particularly in developing staff to ensure the outcome is 'impact' and is measurable. • Challenge: Are there still issues with regards to Multiflex? HH responded that clear messages of expectations have been passed on to Multiflex and this is being monitored closely. <p>F&R Committee feedback from EW:</p> <ul style="list-style-type: none"> • The budget is robust. The margin is less but we are still maximising spend where it is needed. The focus needs to be on the uncontrolled income, such as investing in FABS; not just resources but staff as well. The numbers are increasing and therefore it is a good time to invest in the staffing team and launch a vision for the next 12 months. • Challenge: Do we have a carry forward at the end of this financial year or will we be in a negative position? EW responded that the cash position is healthy. • Income generation remains a priority. <p>Link Governor Reports EW has met with the ICT staff and reviewed staff engagement in this. Feedback was that there needs to be more content in the folders and that staff need to be encouraged to engage in the process. HH to feed this back.</p>
<p>10.</p>	<p>Safeguarding SA & HH are both trained to the level of Advanced Designated Safeguarding Lead. HH recommended that governors look at Annex A as part of Keeping Children Safe in Education (KCSiE). She also suggested that governors complete the online safeguarding training at www.freesafeguardingcourse.co.uk</p> <p>Pupils are to be RAB-rated (red, amber, blue) with regards to safeguarding in school. This is to assist staff in being strategic and pro-active, particularly those who are in the 'red' rating. Challenge: How broad is the remit? If a child is performing well and attaining are they still on as an alert? HH confirmed that they would still be on the list if there is a safeguarding issue; the list is not about their education. The whole focus is on safeguarding and any issues in relation to this.</p> <p>SM is the new safeguarding link governor.</p>

11.	<p>Finance</p> <p>The auditors have conducted a full audit. No exceptions were identified or any substantial issues other than a comment about one procurement from a local glass company; this is resolved. The Trustees Report & budget outturn were scrutinised & agreed at Audit committee and are ready for submission on 21st December by the auditors.</p>
12.	<p>SEND</p> <p>DD is the link governor and has conducted two visits this term which included a learning walk and a discussion regarding how the learning assistants are placed. HH explained that learning assistants area assigned where the 'need is' and this is monitored each term, with changes where necessary. The focus remains on being needs driven and where they will impact the most.</p> <p>DD informed governors that she is attending a SEND course in March.</p>
13.	<p>School Development Plan (SDP)</p> <p>The SDP has been updated by SA & HH. The document will be circulated to all governors following the meeting. This will then be scrutinised by the relevant committees.</p> <p>Challenge: How often is it reviewed? HH confirmed that the document is reviewed termly.</p>
14.	<p>Policies</p> <p>N/A.</p>
15.	<p>Directors' Report</p> <p>The report and a precis of the report was circulated earlier in the term. There were no questions or queries arising from governors on the content of either documents.</p> <p>Challenge: When are we due to be re-inspected? AM responded that it can be anytime within a 3-year period from the inspection date.</p>
15.	<p>AOB</p> <p>A governor fed back a comment from a conversation they had had with a member of the community who stated that 'Mossley is excellent at publicising and promoting what they do via the various channels, social media etc, and also at celebrating their achievements'.</p> <p>Governors thanked LK for all her hard work ensuring that the marketing and communication from the school is updated on a regular basis.</p>
16.	<p>Date of Next Meeting</p> <p>3rd April at 4.30pm.</p>

Meeting ended at 6.30pm.

Minutes approved on (date) 3/4/19 by (name) A M FIDELL

Signature 