

**MINUTES OF A MEETING OF THE BOARD OF GOVERNORS  
OF NETHER ALDERLEY PRIMARY SCHOOL**

DATE: 23<sup>rd</sup> March 2017

TIME: 6.30pm

Present :

John Brooks

Nina Mowforth

Richard Craven

Barbara Spooner

Rachel McAlonan

Wendy Beastall

Sophie Harrison-Moody

Andy Brady

Susan Cleary

Rachel Carney

Christian Gilham

Clerk: Debbie Bullivant

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**PART ONE**

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**1. APOLOGIES**

Received and accepted from Robert Topping and Rev Jon Hale.

**2. MEMBERSHIP**

To receive any changes to the membership of the board of governors.

A parent governor is considering his position having been unable to attend several meetings.

John Brooks and Wendy Beastall re-elected for a term of 4 years.

Nina Mowforth re-elected for a term of 3 years.

Currently no vacancies.

**3. PART ONE MINUTES AND MATTERS ARISING**

Reception September 2017 now likely to be on PAN.

Attendance – agenda item.

Agreed and signed.

#### 4. CHAIR'S ACTION

None.

#### 5. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

Minutes of all committee meetings have been previously circulated.

- **Finance**

NFF is not expected to have such a huge effect as first feared.

Pupil numbers are now higher.

Funds are expected to be lower but consultation has only just ended. NGA has supported the new NFF.

Parents are making contributions in some schools.

If contributions are less than £5k it is not necessary to register as a charity.

Purpose of fund raising needs to be declared, but fairly broad remit.

**Action: Make further investigations for governors to consider at the summer term meeting. Agenda item – JB/RC.**

Q: How much would this be likely to generate?

A: Unsure at present, though it is hoped will increase with stronger community links initiative.

Minibus

Old minibus is under repair. Need to consider a plan for future replacement.

Transport Day – suggested as a means to raise funds each year.

**Action: Fundraising target to be agenda item for the finance meeting- JB/WB.**

Q: Is a grant being applied for?

A: A parent has put forward for a community grant, but we may not meet criteria.

ICT

Governors agreed that there was also a need to plan to replace

Ipads/Macbooks in the future.

- **Curriculum**

#### **Staffing Update**

School Admin is expected to return after Easter.

Interviews have for maternity cover post from September 2017 have taken place today.

New midday replacement will start after Easter.

#### **Before School Care Plan**

Proposal to start in September or during summer term if possible.

20 mins slots for staff to cover. Around 8 pupils expected.  
Breakfast will not be offered.

Q: What will happen if more demand?

A: Booking system will be put in place.

Q: Will there be a charge?

A: Yes.

Governors agreed this proposal.

### **Holiday Club**

A parent has come forward wishing to set up a holiday club for 3 weeks during the summer break.

Too late to set up a separate company for this year, but club could be run through NAPSAC.

### **Safeguarding**

RC/NM have met to look at what needs updating and the relevant policies that need to be in place.

**Action: To be revisited at next meeting.RC**

### **Staffing Structure**

Structure has been circulated.

### **Draft Budget**

Budget was discussed at last finance meeting.

## **6. PART ONE HEADTEACHER'S REPORT**

Report has been previously circulated to all governors.

Attendance currently 96.5%.

Parish Council has funding to renovate the local church hall.

Hall is rarely used by school, but school has been asked to give input on renovations.

Opportunities for more community links discussed, including; Mums and Tots and history links.

Mystery Readers

Governors invited to be a reader.

SENCO

Headteacher is now SENCO. First FLC cluster meeting is in April.

## 7. SCHOOL DEVELOPMENT PLAN

Overview shared.

Priorities lead by SATS and areas identified by school.

### L & M priority

Ideas to improve communication between governors and parents discussed.

- MAT update for parents. Gawsworth joining in April.
- Website “whos who”.

**Action: All governors to write a small piece and forward to Headteacher by Friday 24<sup>th</sup> March.- Govs.**

- Key messages from governors drawn from draft minutes.

**Action: Add to newsletter. - RC.**

- E- Newsletter online possibly termly. Could include pieces by governors, parents, pupils.
- Website could do with refreshing. “What a governor does?”

**Action: Short introduction to be added- Govs/RC.**

## 8. FINANCIAL MATTERS

Covered in item 5.

## 9. REVIEW OF PUPIL PREMIUM AND SPORTS FUNDING

- Pupil Premium

Small amount, only two pupils qualify.

Funding used to support and subsidise trips etc.

Pupil Premium pupils are expected to achieve as well as other pupils.

Q: Who assesses these children?

A: Headteacher.

Q: How are pupils identified?

A: By qualifying for FSM or Ever 6.

LAC qualify for Pupil Premium Extra.

- Sports Funding

Approx £8k.

PE teacher employed to run lessons and clubs.

Also used to fund interschool competitions.

Impact is fit and healthy pupils.

## 10. STRATEGIC GOVERNANCE

Committee’s structure.

Q: How is this working?

A: Seems to be working well.

Agreed to continue.

Clerk has already been reappointed for this academic year.

Q: Any other committees required? Communications?

A: No not at this point, Charity setup will come under finance committee remit.

## 11. DIRECTOR OF CHILDREN'S SERVICES' REPORT

Previously circulated to all governors.

The follow points were highlighted and discussed:

- Competency Frame work for Governance.

**Action: Chair to circulate to all governors-JB.**

- Edubase – reminder that governors details should be entered on Edubase.
- Use of personal devices to take pictures of pupils in School

Guidance shared.

- Neglect

Governors advised of the One minute guide that is now available.

- Responsibility of Schools for Learning Outside the Classroom (School visits and overnight stays).

Reminder that employers and governors are responsible to ensure compliance with all health and safety regulations.

Failure to do so may render the Trust or Governing Body criminally liable for breaches of health and safety regulations.

Risk assessments should be robust and thorough and given particular attention if adventurous activities will be part of the trip.

**Action: Risk assessment to be added to Governor Health and Safety visit reports.**

Most schools are using LA forms though there will probably be MAT wide forms and policies in the future.

The mix of MAT schools will be drawn closer together. The primaries chairs forum will be looking at these issues.

Q: How are risk assessments completed?

A: Staff complete and forms are signed off by the headteacher.

## 12. SCHOOL POLICIES

T & L and Curriculum policies circulated for comments.

Several safeguarding policies need updating or new policies writing.

MAT primary heads are getting together after Easter to discuss and share policies.

Some will be individual, some will be the same for all schools.

### 13. PLANNED RESIDENTIAL VISITS

Tatton Hall – June 2017  
Conway – September 2018

The governors approved the above trips subject to appropriate risk assessments being in place.

### 14. MEETINGS

Next FGB meeting– 6<sup>th</sup> July 2017 – 6.30pm.

### 15. ANY OTHER BUSINESS

- **Attendance**

Still not reaching National Average.

A member of contracted staff has not set a good example by taking a holiday also taking her children out of school during term time.

**Action: Clear expectations must be given to contracted staff in future prior to taking post. To be clear in terms of reference and in writing - RC.**

**Action: Situation to be seriously discussed with the member of staff concerned – RC.**

**Action: Review contractual arrangements. All members of staff should be treated the same, with discretion in extenuating circumstances.**

Q: What would be action if not adhered too?

A: Termination of contract.

- **School Logo**

Whirley has recently had their new logo marked on their entrance path.

Q: Is there any funds available to do a similar marking at Nether Alderley, and/or refresh existing playground markings?

**Action: Agenda item for next premises committee meeting – RC.**

Signed ..... Date.....