

**MINUTES OF A MEETING OF THE GOVERNING BODY OF  
PRIMARY SCHOOL  
HELD AT THE SCHOOL ON  
THURSDAY 26<sup>th</sup> NOVEMBER at 6.30pm**

**Governors Present:**

Mr John Brooks	Chair
Mr Richard Craven	Head teacher
Mrs Barbara Spooner	
Mrs Wendy Simpson	
Mrs Amanda Worthington	
Mr Andy Brady (staff) Part One.	

**Also in attendance:** Debbie Bullivant Clerk to the Governors

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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**1. APOLOGIES AND ADDITIONAL AOB**

Apologies received and accepted from:

Mrs Anne Marsh  
Mrs Sophie Harrison-Moody  
Mrs Nina Mowforth

**2. CONFLICT OF INTEREST**

Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.

No potential conflict was declared.

Annual declarations were handed to the governors present for completion.

**3. ELECTION OF CHAIR AND/OR VICE CHAIR**

**ELECTION OF CHAIR**

Mr John Brooks re-elected as Chair of Governors.

**ELECTION OF VICE CHAIR**

Mrs Barbara Spooner re-elected as Vice Chair of Governors.

#### **4. MEMBERSHIP**

The following changes to the membership of the Governing Body since the last meeting were reported:

Resignations:

Mrs Katie Roche

Rev James Milnes

Parent governor elections are in progress.

One co-opted governor vacancy.

#### **5. PART ONE MINUTES**

The part one minutes of the meeting held on were confirmed as a correct record, and signed by the chair.

Matters Arising:

- Defibrillator

Parish Council have agreed to contribute to the cost.

Site to be agreed, possibly by front school entrance.

Cost expected to be approx. £1,000

- Head Bump Log

Now in place.

- Critical Incidents

**Action: Still outstanding.**

- Funding Bid

A bid is to be submitted to the Condition Improvement Fund to improve the safety and security of the school site. This will renew the school's fencing. Details yet to be finalised.

#### **6. CHAIR'S ACTIONS**

The chair reported that no action had been taken on behalf of the governing body since the last full governing body meeting.

#### **7. COMMITTEES AND NOMINATED GOVERNORS**

The membership of the governing body's committees and areas of responsibility, were reviewed.

SEN link will now be Mr John Brooks.

Executive Principal of the MAT has joined the Headteacher's Performance Management Committee.

No other changes at present.

Terms of Reference for the committees were reviewed.

Finance TOR to be amended, references to "County Council" to be updated to "MAT".

**Action: Finance and Premises TORs to be merged. RC/JB.**

**HR committee TORs to be referred to SH.**

## **8. GOVERNORS CODE OF PRACTICE.**

Governors agreed to adopt the CE Governors Charter and Code of Conduct

## **9. PART ONE REPORTS FROM COMMITTEES**

Received having previously been circulated.

## **10. FINANCIAL MATTERS**

- Audit

Audit has taken place.

Indications are positive. Report will be circulated when available.

- Pupil Premium

4 pupils eligible 2014/15.

Spending breakdown shared and discussed.

Only 3 pupils eligible this year.

Q: Is there guidance on how to spend Pupil Premium?

A: Yes, but very broad. It is up to schools and governors to spend appropriately. Files are kept on each child to track impact.

- Budget

Chair of Finance committee has revised budget papers.

c/f £43,900.00. Surplus of £32.00 indicated.

Pupil numbers shown however are incorrect.

**Action: Budget to be an agenda item for next Finance meeting after details are confirmed.-WS.**

## **11. HEADTEACHER'S REPORT – PART ONE**

Part one of the headteacher's report contained the following matters:

- Pupil numbers and movement
- Complaints
- Exclusions
- Finance
- Performance Management
- Pupils Achievement
- School Visits Approval
- Statutory Targets
- Visitors to School

## **12. MATTERS ARISING FROM THE HEADTEACHER'S REPORT**

The following issues arising from the Headteacher's report were discussed:

- Pupil Numbers

Q: What are predicted numbers for reception next year?

A: 15 expected as a lot of siblings due, could even be higher.

- School Meals

Proposal to increase school meals to £2.30 agreed by governors.

## **13. SCHOOL IMPROVEMENT INFORMATION**

Report shared with governors.

Ofsted inspection is likely to be during this academic year.

Q; Will current cover arrangements for class 2 continue?

A: If this looks like being long term, job may need advertising.

Parents' reactions have been positive.

Q: Is there another TA who could support?

A: There is already some support in place, but no extra staff available.

**Action: Situation to be reviewed at the end on this term –Govs**

Writing results are low in KS1, this will be a priority.

**Action: Action Plan required to address all issues raised in report – Govs/RC.**

#### **14. ATTENDANCE TARGETS**

Deferred to next meeting.

#### **15. DIRECTOR'S REPORT**

**The Autumn Director's Report contained the following items:**

- Governance and Liaison update
- Missing Out on Education
- School's Level of Support and Intervention
- Attendance Guidance
- Inspecting Safeguarding
- Extremism and Radicalisation Prevent Duty
- Keeping Children Safe in Education Update
- Importance of Religious Education
- Virtual School
- Implications of the Living Wage
- HR Policies
- Safer Recruitment Training
- Learning Outside the Classroom
- Consultation on Admission Arrangements 17/18.
- Free Early Years Education – 2 year olds
- Cheshire East Internal Audit
- Finance Update/SFVS

The following items were highlighted:

- Attendance guidance  
Discussed.
- Safeguarding

The stronger emphasis under the new framework was highlighted including "Keeping Children Safe in Education" update.

Prevent Duty discussed and governors were advised of the One Minute Guide for Schools.

- RE

Governors were reminded of their role in ensuring legal requirements are met.

- Living Wage

Concern shared over Implications particularly on nurseries.

Rate equivalent to grade 3 point 11.

Academies are able to decide when and if they implement.

Decision will probably be made for MAT.

- School Visits/Residentials

Academy Trusts are reminded of their responsibility to ensure compliance with all relevant health and safety regulations.

- Admission Arrangements Consultations

Consultation is in progress.

## **16. POLICIES**

The following policies were reviewed and ratified:

- English
- Early Years Foundation Stage
- Marking and Feedback
- SEN
- Homework
- Safeguarding
- Collective Worship
- Admissions
- Science

### E-safety Policy

**Actions: Code of conduct to be updated.  
Incident log to be put in place.- RC.**

Ratified.

## **17. PLANNED RESIDENTIAL VISITS**

Conway residential Y5/6 28<sup>th</sup> – 30<sup>th</sup> September 2016.

Q: Have risk assessments been completed?

A: No, these will be completed nearer the date. Conway will provide risk assessments for their activities.

Governors approved the residential pending appropriate risk assessments.

## **18. ANY OTHER BUSINESS**

- Admissions Consultation

Consultation is currently in progress.

- Jigsaw24 Conference

Lots of interest in iPads from schools.  
iPads have been a large investment, but good impact.  
Parents and children have been enthusiastic.

Meeting has been arranged for next week with Jigsaw24 to discuss Nether Alderley running showcase sessions for other schools to see iPads in action.  
Company will benefit and may be able to offer refreshments and technical support to benefit school.

Governors agreed relationship with Jigsaw24 should continue to be pursued.