



Minutes of the Full Governing Body Meeting at Edleston Primary School.

Date	Thursday 9 th February 2017 at 3:30 p.m.
Present	Mrs Bagni, Mrs Tomkinson, Miss Humphries, Mr Flood, Mr Eagney, Mrs Surowka, Miss Szymura In attendance: Mrs Ollier (Clerk to the Governors)
Apologies	Ms Salt
Absent	

Main points of discussions

1. **Apologies for absence.**

As above

2. **Welcome to Joanna.**

The members of the Governing Body introduced themselves to the new parent Governor, Mrs J Surowka, and welcomed her on to the Governing Body.

3. **Register of interests.**

None to declare

4. **Correspondence.**

Miss Humphries has received a letter via SGOSS Governor Application from Antonia Murphy who is interested in becoming a co-opted Governor on the Governing Body. She has previous experience as a school Governor at a school in Birmingham. She is coming into school on 15/2/2017 and will meet Miss Humphries for an informal chat and to have a look around school.

Miss Procter the current year 5 class teacher has written to the Governing Body requesting a change in her working week from 5 days to 4 days. She has discussed this with Mrs Bagni and this was provisionally agreed pending Governors approval. The Governing Body approved this proposal which will be effective from 1st September 2017.

5. Minutes of the previous full Governors general meeting held on 6/10/16.

Actions noted form previous minutes	Feedback
From 1st September 2016, academy trusts and maintained schools must provide information required on Edubase, and keep it up to date as those involved in school governance change.	Edubase data has been updated.
Policies that were reviewed and approved by the Governing Body at the meeting to be updated in the school's Manual of Internal Financial procedures	Manual of Internal Financial procedures has been updated
To look at Ormiston Group website for information as a possibility for Academy MAT	The Ormiston group didn't respond to our enquiry. Mrs Bagni met with Fairbourne Academy but we are unable to join them because we are doing well and don't meet the criteria they were looking for. (i.e. a school that requires more help)
Governors were asked to e-mail Miss Humphries with 2 questions online survey. Miss Humphries and Mr Eagney will then compile the survey and publish it online.	Survey been completed and responses collected. The final results will be circulated to Governors shortly.
New online system to be an item on the next committee agenda meeting and to be demonstrated to the Governing Body.	School staff are not now using the on-line system as the data produced was unsuitable.
Provision of data for current/target percentages for achieving expected in All assessments	This information was provided at the last committees meeting on 24 th November 2016.

The minutes were agreed by Mr Flood and seconded by Mrs Bagni. Miss Humphries signed the minutes

6. HT report.

Governors had read through the report prior to the meeting. Mrs Bagni drew Governor's attention to the following points:

Page 1 to 4 - Previous and current data was presented so that Governors could see the trends in the figures.

As Governors are aware the tests were changed last year. School achieved floor standards. Progress scores were as follows; -2.9 in reading, -3.9 in writing and -3.9 in maths. A school will be above floor standards if;

At least 65% of their pupils met the expected standard in Reading, writing and maths
OR

The school achieves sufficient progress scores in all three subjects. At least -5 in reading, -5 in maths and -7 in writing.

Governors can see from this data that school did achieve floor standards.

Mr Eagney asked if school have done something different this year with preparing for the English tests. Mrs Bagni confirmed that there are now schemes in place in school to address the issues with vocabulary.

Mr Eagney asked if Governors could have a list of the abbreviations used in the Foundation Stage data. Mrs Ollier will e-mail a list to Governors.

Miss Humphries commented that the list of "books to read before you're 11" has been really good for parents and children and many have read books they probably wouldn't have read. The reading for pleasure day was very successful and children thoroughly enjoyed themselves

Page 6 - School are focusing on times tables - Children taught times tables at least twice per week. Year 4-Year 6 use Times Tables Rock Star and hold end of term competitions

Page 11 - shows the actions taken and the impact on learning and development of pupils.

7. Directors report.

Governors had read through the report prior to the meeting. Mrs Bagni drew Governor's attention to the following points.

Page 5 - the following new publications on governance were drawn to the attention of Governors. These are both very useful documents for reference

A competency framework for Governance

Governance Handbook - latest version

Page 17 - No changes to the Local Authority admission arrangements for Community and Voluntary Controlled Schools have been proposed for 2018-2019. The arrangements are to go to Cabinet for approval on 7th February 2017

Page 15 - Miss Humphries drew Governor attention to the exclusions training. Also New Governors training is advisable for new Governors.

Miss Humphries and Mr Flood wish to attend the Governor Conference on March 10th. Mrs Ollier will book this.

13. Budget update

Mrs Ollier went through the budget monitoring breakdown and Governors were given a copy of the relevant paperwork. The school meeting with their budget officer was on 1st February 2017. Mrs Ollier provided the relevant updated paperwork to Governors including pupil numbers, SEN funding review, current budget v actual forecast paperwork. Also provided was the paperwork for 3 years to end 2019.

Mrs Bagni explained that although school had set a balanced budget for 2017/18 the carry-over was minimal and dependent on temporary contracts being ended. By 2018/19 there would be a deficit unless measures were taken. This has been discussed with HR who are attending school on 15/2/2017 to talk to learning support staff regarding possible ways to reduce costs.

In addition under the current proposed new National Funding Formula school is set to lose £45000 of funding for 2018/2019.

Governors were given the school fund account details for the year ending December 2016. The funds are due for audit.

Governors appointed Mrs Pat Legrice, as the auditor for the school fund accounts. Mrs LeGrice is a retired bursar.

Mrs Bagni asked Governors to complete the consultation on-line survey at the following link

<https://consult.education.gov.uk/funding-policy-unit/schools-national-funding-formula2/>

This will also be put on the school website for parents to access and complete if they wish.

Cheshire East are the lowest funded county in the country under the proposed new formula.

14. Audit update.

Schools are required to make an annual School Financial Value Standards (SFVS) assessment submission to their Local Authorities. The outcome of SFVS assessment for 2015/2016 was Satisfactory Assurance. The next submission for 2016/2017 is due to be made by March 31st 2017.

The Manual of Internal Financial Procedures was agreed and approved by the Governing Body.

The questionnaire is in progress and the Governing Body provisionally approved the return. Final approval was delegated to Miss Humphries and Mr Flood before submission

15. Parent survey results

The survey has now closed and Miss Humphries has collated the responses.

There were 37 returned questionnaires. Of the returned questionnaires 30 were the English version and 7 were the Polish version.

Full results will be e-mailed to Governors when evaluated.

These will then be put on the school website

16. Governor recruitment

Miss Humphries has received a letter via SGOSS Governor Application from Antonia Murphy who is interested in becoming a co-opted Governor on the Governing Body. She has previous experience as a school Governor at a school in Birmingham. She is coming into school on 17/2/2017 and will meet Miss Humphries for an informal chat and to have a look around school.

17. Governor morning / afternoon in school

School will hold a "Meet the Governors" opportunity in school on March 13th at 9:00 a.m.

18. Governor's questions.

Question - Governor training for Exclusion training - can we elect a Governor for this?

Answer - Yes. Agreed to wait until we have new co-opted Governor.

Question - Can we introduce part 2 minutes for all matters involving finances/staffing and exclusions.

Answer - This was agreed. Reminder to all Governors that information is strictly confidential.

Question - Ofsted acknowledged our high mobility - what are the reasons of the 6 children who have left since September?

Answer - 1 child moved to Stoke on Trent
1 child was missing in education but we have since been notified he moved to Stafford and is now in school
3 children went to another Crewe school that is much closer to home.
1 child went back to Poland

Question - 23 children with less than 90% attendance - what year groups are they and is there a trend?

Answer - (KS1) - 14 children
(KS2) - 5 children
(FS) - 4 children

There isn't a gender trend. Of these 23 children 17 were EAL.

Question - Parking outside school. Can letters be sent to ABC parents?

Answer - ABC have been asked to do this re parking. They will monitor and supervise the situation.

Question - Can Governor training be arranged for Mrs Surowka?

Answer - Yes. Agreed to wait until we have new co-opted Governor.

13. AOB

The survey for parents re the Xmas performance resulted in school receiving 1 response by e-mail. Therefore school will continue to go to the New Vic Theatre in Newcastle-Under-Lyme.

Parents have been notified of the uniform for September. This will be blue polo shirt, black trousers/skirt. There have been no complaints or concerns to date. Parents will be sent another text and letters to remind them.

Items for meeting agenda - please send to Mrs Ollier 2 weeks before the meeting.

Actions to be implemented			
Person responsible	Action	Impact	How will this be feedback to GB?
Mrs Ollier	Governors to have a list of the abbreviations used in the Foundation Stage data. Mrs Ollier will e-mail a list to Governors	Information re FS data	Next meeting
Mrs Ollier	Miss Humphries and Mr Flood wish to attend the Governor Conference on March 10th. Mrs Ollier will book this when the details are available	Info for Gov Body	Next meeting
Miss Humphries	Full Questionnaire evaluation results will be sent by e-mail to Governors when evaluated.	Info for Gov Body	Next meeting
School office	Parents will be sent another text and letters to remind them	Whole school uniform to be same colours i.e. blue/black	Meeting after September

Meeting closed at 4 p.m.

Next meeting for all Governors will be the full committees on 23rd March 2017 at 3:30 p.m.