



**MINUTES OF A MEETING OF THE LEADERSHIP & MANAGEMENT COMMITTEE
OF EDLESTON PRIMARY SCHOOL
ON THE 1st MARCH 2019**

Governors Present:

Emma Humphries (EH)	Chair of Governors
Rachael Bagni (RB)	Head Teacher
Len Simms (LS)	

Also in attendance:

Janet Heafey (JF)	Bursar
Susan Crompton	Clerk to Governors

PART ONE: NON - CONFIDENTIAL BUSINESS

1. WELCOME, APOLOGIES AND ANY OTHER BUSINESS

The Chair welcomed all to the Leadership & Management meeting.

Apologies:

There was no apology received by Cllr. Brian Roberts.

ACTION: Chair to contact Cllr. Brian Roberts as his mayoral term of office is due to finish in May 2019.

AOB:

- Devolved Capital Fund

2. CONFLICT OF INTEREST

There were no conflicts of interest declared pertinent to this meeting.

3. MINUTES OF THE MEETING HELD ON 18.01.19 & ACTION LOG UPDATE

3.1 To confirm the part one minutes of the autumn term's Teaching and Learning committee meeting held on 18.10.19.

The minutes from the 18.10.19 were **agreed** as a true record of the meeting.

3.2 To discuss matters arising from the part one minutes which will not be covered in this meeting.

Raised manhole cover - A discussion was had by the board regarding the safety aspect of the raised manhole in the school grounds. The HT confirmed the manhole has been securely fenced off and is not deemed as a safety risk.

3.3 To review the Action Log from 18.10.19

The Action Log was reviewed and updated. It was stated that it would be more effective if the action logs should be filed in the relevant committee folders, rather than the separate Action Log folder.

ACTION: Clerk to move the action logs from the “Action Log Folder” into the individual committee folders.

ACTION: Clerk and Chair to review folders and files in G.Hub as it is becoming too unwieldy.

4. FINANCE (Bursar)

4.1 External Auditor – Unofficial Funds

The Audit Certificate for the Unofficial Funds was presented to the board of governors for the period from 01.01.18 to 31.12.18. The Bursar confirmed that the Audit Certificate covered all unofficial funds held by the school.

Q: Is the Auditor professionally qualified?

A: Yes. The auditor holds an AAT Diploma in Accounting and has over 10 year’s financial experience in schools.

4.2 Update on 2018-19 Budget

- The governors **agreed** for the Yr6 teacher, currently covering maternity, leave is to remain in post until 01.06.19.
- The governors **agreed** that the Yr5 part time teacher is to revert back to her TA hours wef 23.04.19.

Governor comment: It is important that by retaining the Yr6 teacher as full time, the children will have the essential continuity required for the forthcoming SAT’s.

4.3 Review of 2019-20 Budget to put forward to the FGB for approval

The HT informed the board that the projected carry forward figure is £108,715.

Governor comment: This is extremely healthy – well done!

The HT left the room 10.01am

4.4 Budget Vs Actual

Q: Has there been any significant change to the budget v actual

A: No. The contracts are always under review for “best value”. There are no significant changes to bring to the boards attention.

Q: Has the new CE financial system “Best4Business” come into practice yet?

A: No. It is supposed to be the beginning of April, which is extremely bad timing as it is the start of the new financial year. In addition, CE has not informed Edleston when training is to be rolled out for the new system.

ACTION: Chair to email CE (Chris Hewitt & Mike Harris) regarding the lack of communication for the new system.

The HT returned to the meeting at 10.07am

4.5 SFVS

The Chair informed the governors that a sub committee, comprising of Chair/HT/LS/JH met to review the SFVS and it is now in a position to be finalised. The governors **agreed** to sign off the SFVS and confirmed it would be taken to the FGB meeting on 21/3/19 for approval, and then submitted by the bursar.

Governor comment: It is evident that a lot of hard work (and burning the midnight oil!) has gone into the SFVS. It is also testament to all involved that the submission of the SFVS is one month early!

4.6 Chess

The Bursar tabled the Chess breakdown (2018) evidencing “items ready to checkout”.

Q: Will the items be the same for this year?

A: Yes. We expect them to be very similar.

Q: How much was spent last year?

A: £31,104.

Q: Is Chess value for money?

A: Yes, although we could review the sickness insurance, as we do not get cover for TA’s.

Q: Is sickness absence high in TA’s?

A: Not high for minor ailments, but it seems to be for longer terms, such as operations.

The HT informed the board that the Library was initially stopped but now has been reinstated.

Q: What cost is the library service?

A: £3,000

Q: What was the reason for reinstating the library?

A: It is not conducive for using the internet as a library. The teachers really value the library service. It also assists with reducing teacher workloads. Importantly, it develops the children “love of reading,” which is part of our whole school vision.

4.6 Review the Manual of Internal Financial Procedures

The MOIFP was **agreed** at the SFVS meeting, ready to be taken to the FGB meeting for approval on 21/3/19.

The HT informed that Cheshire East were coming in to undertake a Financial Audit on 5th March 2019.

Q: Do you need any governors in attendance?

A: No. Feedback will be given at the end of the day and governors do not need to be there.

The HT confirmed “all is ready for inspection.”

4.7 Contract List

The Bursar tabled the Contracts list

Q: Is there anything that the governors need to be aware of?

A: No. We are still using Chubb, School Spider, Canada, PHS, Ash Waste Croppers and Wistonia. Chubb contract expires in September 2019 and School Spider’s expires in November 2019. All other contracts are due to expire 2020/21.

Governor comment: The Spider App is exceptionally good, especially for parental engagement.

4.8. Bad debt write-off

There was no bad debt to write-off.

4.9 Benchmarking

Electricity, gas and water were benchmarked against 2017 - 2018 & 2018 – 2019. Electricity usage month on month has increased – with the exception July, August & September, which relates to the summer holiday period.

Q: Do we have the percentage breakdown for the 3 utilities?

A: Electricity equates to 79%, Water 19% and Gas 2% (2017-18)

The Governors thanked the Bursar for her excellent work and the reports produced for this meeting.

The Bursar left the meeting.

5. SHAPING GOVERNANCE

The Chair confirmed that the Shaping Governance lead will be visiting the school on 09.05.19. Full attendance is required including the potential new governors.

ACTION: Chair to inform all governors of the Shaping Governance meeting on 09.05.19

ACTION: Chair to send HT update on Shaping Governance for feedback at FGB

6. NARROWING THE GAP (HT)

Q: Where are we using PP and the Sports Grant in “Narrowing the Gap”

A: PP funding is partly used to support literacy and numeracy groups of children, TA's and the Lead Behaviour Professional (supporting vulnerable children) in “Narrowing the Gap”

The HT and Chair are attending a PP course in May 2018, relating to “Narrowing the Gap.”

Q: How many PP are there currently in Yr. 6?

A: 12; of which 4 will not get “expected”

The governors discussed the forthcoming SAT's and the affect that parents taking children their children on holiday during SAT's period.

7. PERSONAL DEVELOPMENT & WELFARE – (LS)

a) Exclusions

Governors were made aware there is 1 potential child that may have to be excluded.

Governor comment: The school has gone above and beyond with the provision & strategies they have put in place to support this child.

b) Lateness / Attendance

The Safeguarding Governor and HT have held 2 meetings so far in the spring term and arranged appointments to meet with 10 families.

Q: What are the main challenges?

A: Parents not turning up to the meetings. Some parents are very over protective.

Governor comment: There is clear evidence that attendance has improved for some pupils since the meetings.

Q: Why do you think the meetings have helped?

A: Families are becoming more aware of support that is in place in the school. Parents are invited to come into school if they wish to give their child medication and we also have a school nurse for professional advice.

ACTION: Safeguarding Governor to upload Visit Report on Governor Hub

Q: What is the current attendance percentage?

A: 96.46% against the national average of 95%

c) Behaviour incidents

The Governors had received the "Behaviour Incident" Report prior to this meeting.

During the Autumn Term 2018 there have been 229 C's issued from a C3-C5, compared to 232 C's issued during the same period last year.

The class behaviour files continue to be monitored every fortnight and the results recorded to look for patterns or persistent names. The results are fed back to the HT at a fortnightly update meeting.

Governor comment: It is good to see the breakdown of incidents.

The Safeguarding Governor informed the board that he had met with Lead Behaviour Specialist in the autumn term. Another meeting is planned for the spring term 2019.

d) SMSC and British Values (HT)

The HT informed the governors of the "Pop Project" who came into the school on the 26.02.19

Q: What is the "Pop Project?"

A: It is a project whereby 3 external teachers come into the school to give an aspirational musical show which help to support children's well-being and mental health. It is divided into 3 areas:

- Ourselves: Personal aspirations – developing self-belief, achieving realistic aims.
- Our Community: Our place in society - being a good citizen, diversity & equality.
- Our World: – A fairer world, care for the community, sustainability.

HT comment: "The children and teachers absolutely love it!"

e) Parental/Community engagements

The Chair confirmed that the parents survey is to be sent out 04.03.19 via the school's "Spider" App. There will also be paper copies and translations available on request.

ACTION: HT to share the staff survey highlights with the staff.

ACTION: Clerk to add the staff survey highlights to FGB agenda (21.03.19)

8. SCHOOL POLICIES

To review and approve the following policies:

- The governors **approved** the Pay Policy
- The Critical Incident Policy was **updated** 14.02.19

9. SCHOOL DEVELOPMENT PLAN

To review the relevant areas of the SDP.

Action: Clerk to move review of SDP to FGB – 21.03.19

10. BUILDING / FACILITIES UPDATE

Cheshire East has confirmed that we are on the waiting list for the replacement of the boiler.

11. WEBSITE COMPLIANCE

The school website was **confirmed** as compliant.

HT comment: Thanks must be given to the Office Manager, who has used her own time to audit the schools website.

12. DIRECTOR'S REPORT

The Directors Report and Precs were uploaded as a pre-read on Governor Hub prior to the meeting.

There were no questions raised.

13. ANY OTHER BUSINESS

- Devolved Capital

The HT informed of the £10,000 devolved capital income (buildings and maintenance)

It was proposed that the devolved capital income should be spent on the KS1 toilets and replacement carpets.

ACTION: HT to obtain quotes for the KS1 toilets and new carpets to present at the next L and M committee meeting.

14. IMPACT OF THE MEETING

How has the Board of Governors helped move the school forward in this meeting in terms of the core strategic functions defined by the DfE and in terms of the school's vision statement.

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.
- School Vision

The board has confidence in the financial data presented.

Awareness of the impact "Narrowing the Gap"

The skill-sets of governors is improving – assisted by "Shaping Governance"

The introduction of the Pop Project" is clearly aspirational for children and staff

15. MEETINGS

EDLESTON: COMMITTEES / FGB MEETINGS 2019		
Edleston FGB	21-Mar-19	17:00
SUMMER TERM 2019		
Edleston - Agenda Planning for Summer Term TBC	26-Apr-19	09:30
Shaping Governance	09-May-19	16:00
Edleston - Teaching & Learning	16-May-19	16:00
Edleston - Leadership & Management TBC	07-Jun-19	09:30

Edleston - ABC (Numbers)	20-Jun-19	15:30
Edleston - Salary & Recruitment	28-Jun-19	10:00
Edleston FGB	09-Jul-19	17:00

Note: Meetings in red are not clerked by CE

There was no part 2

Signed.....

Dated.....