



**MINUTES OF A MEETING OF THE LEADERSHIP & MANAGEMENT COMMITTEE  
OF EDLESTON PRIMARY SCHOOL  
ON THE 4<sup>TH</sup> OCTOBER 2018**

Governors Present: Emma Humphries (EH)  
Rachael Bagni (RB)  
Andrew Flood (AF) (until Part 9)  
Len Simms (LS)

Chair of Governors  
Head Teacher

Also in attendance: Susan Crompton

Clerk to Governors

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**PART ONE: NON - CONFIDENTIAL BUSINESS**

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<b>1</b>	<p><b>Welcome: Apologies for Absence &amp; Any Other Business</b></p> <p>The Chair welcomed everyone to the L&amp;M meeting.</p> <p>Apologies accepted by:</p> <ul style="list-style-type: none"><li>• Emma Szymura (School commitment)</li><li>• Cllr Brian Roberts (Mayoral duties)</li></ul> <p><b>AOB:</b></p> <ul style="list-style-type: none"><li>• Key Holders</li><li>• Site Manager</li></ul>
<b>2</b>	<p><b>Declarations of Interest</b></p> <p>There were no 'Declarations of Interest', pertaining to this meeting received.</p>
<b>3</b>	<p><b>Confirm minutes of previous meeting dated 12<sup>th</sup> July 2018 and discuss any issue arising from the minutes</b></p> <p> EDLESTON - Leadership Manager</p> <p>The minutes of the meeting of 12<sup>th</sup> July 2018 were reviewed by the board, <b>agreed</b> and signed by the Chair.</p> <p>There were no matters arising.</p>

4	<p><b>Review of Part 1 Action Log</b></p> <p>The Part 1 Action Log was reviewed and updated</p>
5	<p><b>Terms of Reference (ToR's)</b></p> <p>The ToR's for 2018/19 were reviewed and noted that H&amp;S was not referenced</p> <p><b>ACTION: To reference H&amp;S in the ToR's</b></p> <p><b>ACTION: To move L&amp;M ToR's to FGB (08.11.18) for approval</b></p>
6	<p><b>Finance</b></p> <p><b>6.1: LA Finance update from Cllr Roberts</b></p> <p>Cllr Roberts attended the LA budget meeting on 3<sup>rd</sup> October 2018. As his apologies were received for this meeting the HT summarised for the board the key points from the meeting.</p> <ul style="list-style-type: none"> <li>➤ The provisional carried forward figure for Year 1 is £116,398</li> </ul> <p>Governor comment: "This is a very healthy carried forward figure"</p> <p><b>Q: Does this exceed the percentage allowance?</b></p> <p>A. Yes. However, as it was below 8% last year, there is no claw-back.</p> <ul style="list-style-type: none"> <li>➤ The provisional carried forward figure for Year 2 is £58,375.</li> <li>➤ The provisional carried forward figure for Year 3 records a deficit of £57,806.</li> </ul> <p><b>6.2: Actions for SFVS (School Financial Value Standard)</b></p> <p>The Chair reiterated to the board that this document should be a collaborative undertaking between Governors &amp; the Bursar.</p> <p>The HT requested that 2 Governors arrange a meeting with the Bursar</p> <p>It was proposed and <b>agreed</b> that 2 Governors and the Bursar would liaise prior to the SFVS submission date in March 2019.</p> <p>It was <b>agreed</b> that EM &amp; AF would attend a meeting on Friday 25<sup>th</sup> January 2019 at 10.00am at the school.</p> <p>The Chair also informed board that she will be attending SFVS training in November 2018.</p> <p><b>6.3: Update on ABC Utility Bills</b></p> <p>The Chair informed the board that she had received a utility spreadsheet evidencing ABC's utility usage.</p> <p><b>ACTION: To review ABC Utility usage in the 25<sup>th</sup> January's 2018 ABC rent review meeting.</b></p>

The HT informed the board that a benchmarking exercise regarding utility usage has been implemented.

**Q: What sort of things are you looking at?**

A: To start with we are going to replace 10 electric light bulbs with LED's; at a cost of £13 each.

**6.4: Sports Grants update**

The HT informed the board that the Sports Grant has not yet been confirmed, however, it is anticipated that it will be the same as last year.

The Sport Funding matrix was tabled and questions were invited.

**Q: What sort of sporting activities have been provided with the Sport Grant?**

A: Examples are as follows:

- Premier Sports provision
- Badges and certificates
- Forza goalposts
- Maths of the Day
- The Golden Mile
- SSP membership
- Sport's t-shirts
- PE poles and equipment
- Top up swimming

**6.5: Pupil Premium update**

The HT informed the board that the PP update is now on the website and informed the board of the funding and current attainment

Funding received

Pupil Premium 2017/18		
Total number of pupils on roll	210	
Total eligible for PPG	36	
Pupil Premium Grant Funding [PPG]		
Type of pupil	Pupil Premium per pupil	Number of eligible pupils
Amount of PPG for Ever 6 FSM	£1320	36
Amount of PPG for Post-LAC	£1900	2
<b>Total amount of PPG received</b>	<b>£51,720</b>	

Current attainment

Cohort 2018/19 baseline September 2018	September baseline 2018. In reading and writing the data is the overall standardised score for pupils who are not entitled to the PPG. In writing it is the overall point score for the same group of children.	September baseline 2018. In reading and writing the data is the overall standardised score for pupils who are entitled to the PPG. In writing it is the overall point score for the same group of children.
Y1 pupils [2 pupils]	65% GLD	50%
Year 2 [5 pupils]	Reading-101.6 Maths-103.2 Writing-10	Reading-94.8 Maths-96.2 Writing-11.2
Year 3 [2 pupils]	Overall % of children who achieved expected and above in KS1 SATs Reading- 57% Maths- 75% Writing- 57%	Overall % of children who achieved expected and above in KS1 SATs Reading- 100% Maths- 100% Writing- 100%
Year 4 [6 pupils]	Reading-101.4 Maths-104.2 Writing-16.5	Reading-96 Maths-106.4 Writing-15.5
Year 5 [7 pupils]	Reading-103.8 Maths-104.3 Writing-19.7	Reading-120.1 Maths-107.6 Writing-20
Year 6 [10 pupils]	Reading-105.4 Maths-104.7 Writing-22.8	Reading-93.6 Maths-94.4 Writing-21.5

**Q: How will the PP grant be spent on 2018/19?**

A: The purchases of resources as outlined below to support numeracy and literacy skills

- Intervention sessions for literacy. Children who have not achieved the learning objective are given extra sessions by the class teacher or the teaching assistant to help them to catch up and achieve their targets.
  
- Catch up and keep up sessions for mathematics. Children who have not achieved the learning objective are given extra sessions by the class teacher or the teaching assistant to help them to catch up and achieve their targets.
  
- Read, write Inc programme in reception, Y1 and Y2 [small group tuition] to continue to raise standards in reading and writing.
  
- English support for our EAL children, to enable them to access the curriculum. A Polish speaking teaching assistant to continue to be employed, specifically to support children in the foundation stage and KS1.
  
- Maths and SPaG small group tuition to continue to raise standards in literacy and numeracy through mega maths small group sessions and super SPaG small group sessions.

**Q: Does attendance have an impact?**

A: Yes, particularly in the Foundation stage, whereby 26 of the 30 were EAL pupils. Out of the 26 EAL pupils 10 had attendance below 90%.

**Q: Is there a difference in overall attendance for EAL and non EAL pupils**

A: In 2017/18 EAL attendance stood at 93.6% and non EAL was 95.7%

The Head Teacher & the Chair informed the board that they will be attending a Cheshire East Pupil Premium course in May 2019.

**6.6: Significant purchases**

The HT informed the board that the school is reviewing a scheme called Commander Joe.

**Q: What is Commando Joe?**

A: Commando Joe supports teachers in designing bespoke programmes in-line with whole school priorities. It teaches character education, embedding the understanding of British Values, broadening the curriculum teaching children the skills they require for life outside the classroom, such as resilience, empathy, self-awareness, passion, excellence, communication and teamwork.

**Q: How much will Commando Joe cost**

A: £3,000

7

**SSDP Evaluation**

**ACTION: Move SSDP Evaluation to FGB (8<sup>th</sup> November 2018)**

8

**Health & Safety update (Andrew Flood)**

AF informed the board that a H&S meeting was held on 01.10.18

### 8.1: Partition Wall

**Q: Has the construction of the partition wall been risk assessed?**

A: The Site Manager has undertaken the necessary training for risk assessments and evidenced in a file in the office.

**ACTION: HT to confirm that a risk assessment on the partition wall has been undertaken.**

### 8.2: Canopy

AF informed the board that the canopy is still leaking and “not fit for purpose”. There is also an electrical hazard due to water ingress.

**ACTION: AF and the Chair to arrange a meeting with the Contractor to discuss the sub-standard canopy.**

### 8.3: Raised manhole cover (bottom corner of the field)

AF informed the board that permanent fencing need to be in situ around the perimeter of the man-hole cover

**ACTION: AF to liaise with the Site Manger to erect permanent fencing around the perimeter of the raised man-hole cover.**

**ACTION: AF to contact United Utilities to arrange an inspection of the man-hole cover**

### 8.4: Site Visit report (18 September 2018)

The HT informed the board that Sue Pullen – Health & Safety Advisor for Cheshire East had visited the school to review Edleston’s COSHH risk assessments,

AF left the meeting

**Clerk’s Note. The meeting is no longer quorate and therefore any decision making will be actioned in the FGB on the 8th November 2018.**

After the visit by Cheshire East’s Health & Safety Advisor (Sue Pullen) an “Issues from my visit to Edleston Primary School...” was sent to the school.

The following issues were highlighted in the report:

- Asbestos in the window sills
- Location of asbestos in the school
- Contractor’s register for completion
- Fire Doors in a bad state of repair
- Fire Door to the boiler contains asbestos
- Boilers are very old
- The Pre-school and Out of school has a spongy floor and the door to this area require maintenance

Cheshire East’s Health & Safety Advisor that she would speak to Facilities Management. (email sent 19.09.18)

The HT conveyed to the board that “No Risk 1 priorities were identified in the Health & Safety Report October 2017”.

**ACTION: Chair to contact Cheshire East Health & Safety Advisor’s and Facilities Management regarding the H&S issues raised by Sue Pullen (CE).**

<p><b>9</b></p>	<p><b>Policies for Review</b></p> <p>9.1: Appraisal Policy The appraisal policy was reviewed, and amendments to the policy were noted.</p> <p><b>ACTION: HT to update the Appraisal policy to clarify training days and to ratified by the FGB in November 2018</b></p> <p>9.2: Capability Policy The incorrect date on the Capability Policy was confirmed as now correct.</p> <p>The Chair informed the board there is a matrix on the G HUB to track policies for review.</p>
<p><b>10</b></p>	<p><b>Shaping Governance Update</b></p> <p>The Chair informed the board that “progress has been made with the independent review (Andy Kent) and Shaping Governance.”</p> <p>There is a separate folder on the Governor Hub for Shaping Governance.</p>
<p><b>11</b></p>	<p><b>ABC Nursery Update</b> <b>The Chair informed the board that an informal meeting was held on 4<sup>th</sup> October 2018 to receive an update on current numbers and the transition period.</b></p> <p><b>Summary:</b> <u>Pre-school</u></p> <ul style="list-style-type: none"> <li>• 34 children on the pre-school register</li> <li>• 7 of which are 2 years old</li> <li>• 27 of which are 3 years old</li> <li>• One 2 year old child will starting in October</li> <li>• Lowest session is 16 children in the morning</li> </ul> <p><u>Out of School Club</u> There are on average 8-12 children who attend the breakfast club. The afterschool club has had up 22 children attending.</p> <p><u>Transition</u> The Transition went very well due to the excellent collaborative working of the staff, sharing of resources and moderation exercises; which all supported the well organised transition process.</p>
<p><b>12</b></p>	<p><b>Personal Development &amp; Welfare</b></p> <p>12.1 Attendance: The HT informed the board that the school are targeting attendance: In 2017/18 EAL attendance was 93.6% and non EAL attendance was 92.7%</p> <p>The attendance breakdown for 2017/18 was tabled</p> <p>Governor comment: “This is excellent information and clearly records some of the issues surrounding attendance”.</p>

	<p>12.2: Pupil Voice</p> <p>The HT informed the board that they have a school council that meet regularly. The Chair and a Governor have been invited to attend one of their School Parliament meetings. This information is retained in the “Pupil Interview File”</p> <p>The Safeguarding Governor is coming into school to talk to the children to make sure they feel safe in the school. This will be fed back to the board at FGB in November.</p>
13	<p><b>Parent Survey &amp; Staff Survey</b></p> <p>The Chair presented an example of parent and staff surveys questions.</p> <p>The board discussed the questions, including the method of sending out the questions and receiving the answers.</p> <p>It was <b>agreed</b> to use the example for the parent survey with the proviso to only have 10 questions as it would not incur any cost using “Survey Monkey”.</p> <p>It was <b>agreed</b> that the staff survey would be disseminated to the staff in a plain envelope (ensuring anonymity) and there would be a box in the staff room for the completed questionnaires.</p>
14	<p><b>Director’s Briefing</b></p> <p>The clerk had downloaded the Director’s Report and precis on G Hub as a pre-read.</p> <p>There were no questions asked</p>
15	<p><b>AOB</b></p> <p>Site Manager: The HT informed the board that the Site Manager may be off for 12 weeks.</p> <p><b>Q: Who will be undertaking his duties?</b> A: For the moment it will all be done in house. However, this will need to be reviewed at FGB in November when we enter the winter period.</p> <p><b>ACTION: Clerk to add Site Manager’s absence to 8 November 2018’s FGB</b></p>
16	<p><b>Impact of the meeting</b></p> <p>The 3 year budget has been presented and carry forward figure is encouraging Good understanding of the funding SFVS on track Greater depth of understanding on PP and Sports Grant Awareness of Commando Joe</p>

Next meetings for the autumn term :

T&L: 18 October 2018 4.00pm  
FGB: 08 November 2018 4.00pm

The meeting closed at 6.15pm

**Due to quoracy Part 2 meeting was not held**

**Q: There seems a problem with quoracy – is it because the times of the meeting?**

A: It is a small governing board and recruitment of new Governors with the relevant skill set is proving difficult.

**ACTION: Move Part 2 to FGB on 8<sup>th</sup> November 2018.**

Chair.....

Date.....

*Note: Approved minutes to be downloaded on Governor Hub*