



**EDLESTON PRIMARY SCHOOL  
FULL GOVERNING BOARD MEETING  
PART ONE MINUTES OF MEETING HELD ON 21<sup>st</sup> MARCH 2019**

<b>Governors Present:</b>	Rachael Bagni (RB) Emma Humphries (EH) Len Simm (LS) Linda Tomkinson (LT) Aravind Appaji (AA) Susan Pomeroy (SP) Katy Tebay (KT) Susan Worthington (SW)	Head Teacher (HT) Chair (Ch) Vice Chair (VC)
<b>Also Present:</b>	Sue Crompton Janet Heafey Su Garbutt	Clerk to the Governors Bursar (Finance only) CE Senior Clerk

**DATE:** 26th MARCH 2019  
**TIME:** 5.00PM  
**VENUE:** THE SCHOOL

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**PART ONE MINUTES**

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**1. WELCOME, APOLOGIES & AOB**

The Chair welcomed all governors to the meeting. A special welcome was extended to the new governors. Introductions were made around the table.

Apologies were received and **accepted** by:

- Cllr Brian Roberts
- Joanne Surowka

**2. ANY OTHER BUSINESS (AOB) ITEMS**

For governors to notify the Chair of any other Part One business they wish to be considered at the end of the meeting).

- 2.1 DBS checks
- 2.2 Correspondence from the internal Finance Audit
- 2.3 Shaping Governance
- 2.4 Cyclical maintenance
- 2.5 School Photographer

**3. CONFLICT OF INTEREST**

To declare any potential pecuniary interest or conflict of interest between an individual and the governing board as a whole in connection with the business to be discussed during the meeting.

There were no Conflicts of Interests declared.

#### **4. ELECTION OF CHAIR**

Not applicable

#### **5. ELECTION OF VICE CHAIR**

The board was informed of the resignation of Andrew Flood – Vice Chair on 29.01.19.

#### **Q: Was a letter of thanks sent to AF?**

**A:** Yes. A letter (emailed) of appreciation was sent from the Chair, HT and the Clerk.

A nomination was received for the position of Vice Chair.

It was proposed and **agreed** for Len Simm to be appointed Vice Chair of Edleston's Board of Governor's.

#### **6. MEMBERSHIP**

6.1 To receive any changes to the membership of the Governing board.

To appoint new members:

- Mr Aravind Appaji – co-opted
- Mrs Katy Tebay – co-opted

AA & KT were **appointed** as co-opted members to the board of governors

6.2 To note the following terms of office that are due to expire before the next meeting.  
None.

#### **7. PART ONE MINUTES AND MATTERS ARISING**

7.1 To confirm the part one minutes of the autumn term full governing board meeting on 8<sup>th</sup> November 2018.

The part one minutes were **agreed** as a true record of the meeting.

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

There were no matters arising that will not be addressed in the minutes.

7.3 To review the Disciplinary committees TOR's.

**ACTION: Clerk to upload Disciplinary TOR's on Governor Hob for governors' approval in the summer FGB (09.07.19)**

7.4 To approve and sign the Code of Conduct. (New governors)

The clerk requested all existing governors and new governors to sign the Code of Conduct at the start of the meeting.

#### **8. CHAIR'S ACTION**

To receive a report from the Chair and/or Vice Chair on any decisions taken on behalf of the governing board since the last full governing board meeting.

8.1 SFVS: A subcommittee (HT/Chair/VC) had been set up to review the SFVS prior to submission.

***Chair's comment: It was an extremely productive and constructive meeting***

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

To receive:

9.1 Minutes of Committee meetings not previously received.

- Teaching and Learning 31.01.19
- Leadership and Management 01.03.19.

The Chair informed the governors of the recent Parents Survey that had been sent out 2 weeks ago. The survey has not yet been closed as responses are still coming in.

**Q: How many responses have been received?**

**A:** Last year we had 37 parents in total. This year so far we have received 51 responses.

**HT Comment:** *The survey can easily be translated from the school website*

**Q: Is it possible that governors can be in attendance on the forthcoming parents evening (03.04.19) and ask parents to complete the questionnaire?**

**A:** Yes. Governor presence is always welcome and appreciated.

*The Clerk asked the board for volunteers to attend the parents' evening.*

*The Chair, KB and LS volunteered to attend.*

9.2 Any other reports from Committees.

Staff Survey 2019. Results have been uploaded on Governor Hub.

The Chair recommended that the questions to reviewed before the next survey.

9.3 Any recommendations requiring the approval of the governing board.

None.

9.4 Any reports from Governors with special responsibilities, including any recommendations requiring the approval of the governing board.

None.

9.5 Staff Inductions – The Chair informed the board that the 4 year governors will be undertaking a comprehensive governor induction programme.

**ACTION: Chair to undertake inductions for the 4 new governors (02.05.19 at 4.00pm)**

## **10. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING**

*The Chair reminded the board the importance of pre-reading the uploaded documentation prior to the meeting, especially emailing in advance any questions relating to the HT's report.*

Highlights from the Headteacher's Report – spring 2019

### **10.1 Targets for 2018**

FS-61% at GLD

KS1-63% in R, W and M, 10% at GD in R and 13% at GD in maths. There are no pupils on track for GD in writing.

KS2-78% in R, 75% in W, 78% in M, 75% in SPaG and 75% EMC.

**Q: How many children do we have on roll?**

**A:** In 2017/18 we had 25 new children and 21 children left. None of these children left to go to another local school. In March 2019 we have 211 on roll. We are currently full. Since the beginning of term we have admitted 8 new pupils and 6 have left. None have left to go to other local schools.

### **10.2 Attendance**

In 2017/18 we had 26 PA students, with attendance less than 90%.

We currently have 12 pupils with attendance less than 90%. Two children have medical needs, and 8 have had holidays during the spring / summer term.

Attendance	96.46%
Authorised absences	2.57%
Unauthorised absences	0.97%

*Including:*

Approved Educational Activity	0.14%
Lates before reg closed	0.35%
Lates after reg closed	0.23%
Unexplained absences	0.01%

### 10.3 SEN @ March 2019

There are currently 34 (16%) pupils identified on the school SEND register (9 of these are at First Concerns level, leaving 24 with an identified SEN, including 3 pupils with a behaviour plan).

Percentage is slightly above the national average of 12.4% as identified in the January census in 2018. This is less than previous years due to quality first teaching and an increase of EAL pupils where time is given for language development before identifying SEN. Unless starting Reception with a SEND, pupils are not identified until the end of the Autumn Term allowing time for settling in and assessment.

Percentages have also decreased across Cheshire East following instruction during the change in level of needs in recent years from School Action/Action Plus to SEN Support and First Concerns. This is being monitored by the Cheshire East SEN Team and modified where necessary.

### Breakdown of SEND

5 pupils have an Educational Health Care Plan (EHCP)

17 pupils have an identified SEN and are at SEN Support

9 pupils are on the First Concerns Register and are being monitored closely.

3 pupils have a behaviour plan.

### SEND Funding

In 18/19 we received £30,395 high needs block allocations. There are 5 children with EHCP and school have to provide for the first 12 hours for each child. The SEN budget is used for the TA's employed to support these children.

### 10.4 Safeguarding data

CAFs 1, Child in Need 2, Child Protection Plan 2, Cared for Children 4, Special Guardianship 2, Adopted 1, Private Fostering Arrangement 1, Currently Open to Assessment 0.

### 10.5 Complaints/Racist Incidents

There have been no written complaints and there have been no racist comments.

### 10.6 Curriculum

During the summer term the staff will be working on the curriculum planning for 2019 onwards, looking at intent, implementation and impact. The HT and Literacy Lead attended a "Literacy Counts" workshop on 27/02/19. The scheme was based around a quality text and makes links to all areas of the curriculum, not only English. The cost of the scheme for the whole school is £2,100 (plus the purchase 6 books per year group). The plan is to design the curriculum around this scheme, alongside White Rose, and Commando Joe.

### 10.7 Pupil Premium

The Pupil Premium report was presented to the Leadership and Management committee on 01.03.19. (The pupil premium grant is used to support small group catch up sessions for literacy and numeracy. It pays for the lead behaviour professional who works with vulnerable students. It also helps to pay for the EAL teaching assistant and is used to support attendance.

## 10.8 Sport Grant

The school received £10,366 grant for the September 2018 to March 2019. A further £7,417 is expected for April 2019 to August 2019. The grant is used for the purchase of PE support from Premier Sports. (An instructor works every Thursday teaching classes and teachers stay in the lesson for their professional development). Funding has also been used for, Sportsafe, tag rugby equipment, a PA system (to use on the playground), CNSSP (Crewe & Nantwich School Sports Partnership) membership and flooring around the outdoor gym.

## 11. STRATEGIC DEVELOPMENT PLAN (SDP)

The 2018/19 school improvement plan was shared with the Teaching and Learning committee on 18.10.18 and is on Governor Hub.

## 12. FINANCIAL MATTERS

12.1 To consider and approve the annual budget for 2019/2020 following review by the L&M committee.

Following on from the review by the L&M committee, the governors' **approved** the annual budget for 2019/20120

12.2 To receive the schools audit certificate.

**Received** at L&M 01.03.19

12.3 To review and approve the SFVS to be submitted at the end of March 2019.

Note: Governors agreed to sign off SFVS at L&M – FGB approval required

The SFVS was **approved** by the FGB and date of submission to LA was **agreed** for 22.03.19

12.4 Review the Manual of Internal Financial Procedures

Note: The MOIFP was **agreed** at the SFVS meeting - FGB approval required

The MOIFP was **approved** by the FGB

## 13. STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS

To discuss if any further arrangements need to be in place to support the board and assist it in exercising its functions expediently and confidently, so that it can stay focused on its core functions. This includes the level of support it requires from a governance professional (clerk to governors).

### 13.1 Linked Roles and Responsibilities

The Chair presented to the board a proposal for governor linked roles and responsibilities.

They will be developed over time by the owner, Chair and HT, ensuring there is a clear direction for school visits and reports on their topic and role.

- Len Simm                      Safeguarding, Behaviour and E-safety, Health and Safety
- Linda Tomkinson          SEND
- Sue Pomeroy                Governor Compliance – Website & Policy reviews
- Sue Worthington          Quality of Teaching and Learning
- Aravind Appaji              IT/Finance
- Brian Roberts               Finance
- Katy Tebay                   Sports Funding
- Joanna Surowka            Parent, Pupil and Staff Voice
- Emma Humphries          Parent, Pupil and Staff Voice, Training Liaison, Teaching and Learning, Governor Hub Lead

The governors **agreed** with the linked roles and responsibilities.

## 13.2 Committee Structure

The Chair was pleased to inform the board that all governor posts are now filled for the first time!  
The committee structure for 2018/19 was **agreed** by the governing board

<b>FGB</b> Emma Humphries (Chair) Len Simm (Vice Chair) Rachael Bagni (Head) Brian Roberts Linda Tomkinson Joanne Surowka Aravind Appaji Susan Pomeroy Katy Tebay Susan Worthington
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<b>HT PERFORMANCE PANEL</b> Emma Humphries (Chair) Len Simm (Vice Chair) + SIP
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<b>APPEALS</b> TBC
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<b>PUPIL DISCIPLINE</b> TBC
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<b>LEADERSHIP &amp; MANAGEMENT</b> Emma Humphries (Chair) Rachael Bagni (Head) Len Simm (Vice Chair) Brian Roberts
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<b>STAFF DISCIPLINE</b> Emma Humphries (Chair) Brian Roberts Joanna Surowka
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<b>SALARY &amp; RECRUITMENT</b> Rachael Bagni (Head) Emma Humphries (Chair) Len Simm (Vice Chair) Brian Roberts
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<b>SEND GOVERNOR</b> Linda Tomkinson
<b>SAFEGUARDING GOVERNOR</b> Len Simm
<b>HSE GOVERNOR</b> Len Simm

<b>TEACHING &amp; LEARNING</b> Emma Humphries (Chair) Len Simm (Vice Chair) Rachael Bagni (Head) Linda Tomkinson Joanne Surowka Aravind Appaji Susan Pomeroy Katy Tebay Susan Worthington
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## 14. CLERKING ARRANGEMENTS FOR 2019-2020

To discuss and agree arrangements for the appointment of a clerk to the governors for the next school year.

The board **agreed** to continue with CE's clerking services for 2019/2020.

## 15. SCHOOL IMPROVEMENT PARTNER VISIT

The HT and Chair informed the board that they are looking to replace the current SIP.

**ACTION: HT to source a replacement SIP for governors' approval**

## 16. DIRECTOR'S REPORT

The clerk informed the new governors of the process around CE's Director's report as the majority of items are actioned at committee level.

Items raised for governor discussion:

16.1 Keeping Children Safe in Education Section 128 checks. Maintained Boards to consider making Section 128 direction checks compulsory for all prospective governors

**Agreed**

16.2 NGA Chairs Handbook had been updated and latest edition has a link in the report.

Noted

16.3 Select Committee review SEND reforms. SEND Governors to note the NGA has produced guidance to help ensure governors and trustees are doing all that they should for pupils with SEND. This can be accessed through the NGA Guidance Centre.

Noted.

Governors to nominate a representative to attend the SEND work streams.

The Senco attends the SEND work-streams

Governors to ensure SEND information on the website is kept up to date.

SP is the nominated link role governor for ensuring website is kept up to date.

16.4 Ensure schools meet obligations under DfE guidance 2018.

Governors should have a designated governor for looked after children and Boards should ensure appropriate training and support is available.

LS is the designated governor.

16.5 Boards could consider appointing a Mental Health governor to ensure school leaders are utilising all available advice and resources to best support vulnerable learners.

LS is the appointed Mental Health governor

## 17. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT

Training completed:

- Effective Governance (Module 1) 12.02.19 - AA / KT / SP / SW
- Effective Governance (Module 2) 13.02.19 - Chair / HT / AA / SP / SW
- HT Performance Management 20.03.19 - V/Chair
- Improving Outcomes for Vulnerable Children 21.03.19 - V/Chair
- Effective Governance (Module 3) **TBC** 02.04.19 - AA / SP / SW / KT

## 18. SCHOOL POLICIES

There were no policies received, needing full governing board approval.

## 19. PLANNED RESIDENTIAL VISITS

There were no residential visits requiring approval.

## 20. MEETINGS

Edleston - Agenda Planning - Summer Term	26-Apr-19	09:30
Edleston - Teaching & Learning	16-May-19	16:00
Edleston - Leadership & Management	07-Jun-19	09:30
Edleston - Salary & Recruitment	28-Jun-19	10:00
Edleston FGB	09-Jul-19	16:00

## 21. ANY OTHER BUSINESS

### 21.1 DBS checks

The Chair advised the board there was 1 governor's DBS still outstanding.

**ACTION: Chair to collect completed DBS form from the governor's home**

### 21.2 CE Internal Finance Audit

The actions arising from the internal Finance Audit was confirmed as **completed**.

### 21.3 Shaping Governance

The next Shaping Governance meeting is scheduled for the 9th May 2019 at 3.00pm (at the School). All governors are expected to attend.

**ACTION: Governors to attend Shaping Governance meeting on 09.05.19**

21.4 Cyclical maintenance

The board **agreed** to use Chubb for the Fire Alarm, Intruder Alarm, Monitoring (Red Care), Emergency Lights and Net 2 Doors services. There school would not incur any cost for call-outs. The cost to the school was **confirmed** as £1435.00 (ex VAT).

21.5 School Photographer

The Chair informed the board that it would be ideal if governors could come into school when the school photographer was in.

**ACTION: Chair to advise the governor's the date the School Photographer will be in school. Photographs to be taken for the security pass badges**

The meeting moved to Part 2

Signed.....

Date.....