



**EDLESTON PRIMARY SCHOOL
FULL GOVERNING BOARD MEETING
PART ONE MINUTES OF MEETING HELD ON 8TH NOVEMBER AT 16:00HRS**

Governors Present: Rachael Bagni (RB) Head Teacher (HT)
Emma Humphries (EH) Chair (Ch)
Andrew Flood (AF)
Len Simm (LS)
Linda Tomkinson (LT)

Also Present: Sue Crompton Clerk to the Governors
Janet Heafey Bursar (Finance only)

DATE: 8TH NOVEMBER 2018
TIME: 4.00PM
VENUE: THE SCHOOL

PART ONE MINUTES

1. WELCOME & APOLOGIES

The Chair welcomed all governors to the meeting.

Apologies were received by:

- Emma Szymura (ES)
- 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 Site Manager
- 2.2 Boiler
- 2.3 Categorisation – Cheshire East (J Forster) Moved to Part 2
- 2.4 Change of meeting times
- 2.5 Trees

3. CONFLICT OF INTEREST

- a) To give governors the opportunity to declare any potential pecuniary interest or conflict of interest between an individual and the board of governors as a whole in connection with the business to be discussed during the meeting.
 - No declarations were made
- b) To ensure the completion of annual declarations. (The Declarations of Interest forms should be retained by the school).
 - The Declaration of Interest have been completed and retained by the School

ACTION: Clerk to check with Edleston Admin Office they have received all Declarations of Interest

- c) To note who is updating the register of business interests on the school website; and Get Information About Schools.
 - Office Manager

ACTION: HT (Office Manager) to ensure School Website is up-to-date

4. ELECTION OF CHAIR/VICE CHAIR
Chair's term of office expires 25.11.2020

5. ELECTION OF VICE CHAIR
Vice Chair's term of office expires 22.10.2020

6. MEMBERSHIP

- a) To receive any changes to the membership of the board of governors.
None
- b) To give consideration to any current vacancies in accordance with the constitution:
 - 2 Co-opted Governors

The Chair informed the board that she is actively trying to recruit experienced governors.

ACTION: Chair to source 2 Co-opted Governors

- c) To note the following terms of office that are due to expire before the next meeting:
None
- d) To confirm arrangements to apply for criminal record checks for all new governors appointed/elected within 21 days of their taking office.
Not applicable
- e) To appoint any associate members, and determine their term of office and the extent to which they will be assigned voting rights at committee
Not applicable

7. PART ONE MINUTES AND MATTERS ARISING

To confirm the part one minutes of the summer term board of governors meeting.

Part 1 minutes from 12 July 2018 (summer term) were reviewed and **agreed**

Governor comment from the previous minutes.

The SATS recorded that the Foundation Stage recorded a 67% of GLD. As there are only 3 English speaking children out of a cohort of 29, this is a really good result and indicative of how hard the staff are working.

The HT thanked the governor for the comment and would inform the teachers of the positive comment.

8. CHAIR'S ACTION

To receive a report from the Chair and/or Vice Chair on any decisions taken **under the Chair's Power to Act** on behalf of the board of governors since the last full governing body meeting.

None.

9. COMMITTEES & NOMINATED GOVERNORS

To update the membership of committees for the 2018/2019 academic year.

The membership of the committees was agreed in the summer term 2018.

- There were no changes.

To appoint a chair for each of the committees for 2018/2019 school year.

- Actioned summer term 2018

To review the list of functions to be delegated to committees and individuals by the governing board. SEND Governor, Safeguarding Governor, HSE Governor?

- Actioned summer term 2018

To adopt the constitution and terms of reference for each of the Governing Board standing committees following their review by each committee.

- The terms of reference were reviewed and **agreed**

a) To review the constitution and terms of reference for the

i. Pupil Discipline Committee
Agreed (Downloaded on G Hub)

ii. Staff Disciplinary/Dismissal Committee

ACTION: Clerk to source Staff Disciplinary/Dismissal Committee terms of reference for review

iii. Staff Appeals Committee (*Terms of Reference for the current appeals committee should already include pay appeals; if not, these need to be added to the terms of reference.*)

iv. Pay Committee (*not required if another committee has determination of pay within its terms of reference. The Pay Policy must be amended and agreed accordingly and cross-referenced with the terms of reference for the committee.*)

Agreed (Downloaded on G Hub)

- b) To confirm the panel of two or three governors appointed to carry out the Headteacher's Performance Review in 2018/2019 and to confirm the appointment of an External Adviser.
➤ Actioned in summer terms FGB

10. GOVERNORS' CODE OF PRACTICE/GOVERNORS CHARTER

To review/agree a code of practice/governors charter for the Governing Board and for all governors to sign a copy of the code.

The Code of Practice has been reviewed, updated and **agreed**

11. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

To receive:

- a) Minutes of Committee meetings not previously received.
None
- b) Any other reports from committees.
- Attendance Meetings Reports - 27.09.18 & 19.10.18 (Len Simm)
 - Safeguarding Report "A Walk to/in the Park – 20.07.18 (Len Simm)
 - Safeguarding Report 12.10.18 (Len Simm)

The Chair and HT commented of the quality of the reports and thanked LS for his attention to detail and articulation of the reports.

- c) Any recommendations requiring the approval of the board of governors.
The Chair recommended a sub-committee to review the SFVS.

It was **agreed** that an SFVS subcommittee to be formed with the following members:

- Chair
- Andrew Flood
- Bursar

- d) Any reports from governors with special responsibilities, including any recommendations requiring the approval of the board of governors.
None.
- e) Confirmation of school's purchase of HR/Finance/Clerking/Governance Training and Development buy-backs from the LA.
Confirmed.

12. FINANCIAL MATTERS

- a) Purchase of annual contracts [**N.B. Finance committee should be reviewing contracts and recommending as necessary**]
The School Bursar confirmed there were regular review of the annual contracts. There were no new recommendations since the last review.
- b) To receive a copy of the annual accounts of the Unofficial School Fund and the audit certificate

ACTION: Move "To receive a copy of the annual accounts of the Unofficial School Fund and the audit certificate" to FGB Spring 2019.

- c) To confirm the auditor of the Unofficial School Fund for the forthcoming year
Confirmed – Next review due January 2019
- d) To review Budget v Actuals for the current year 2018-19
The budget v Actual has been downloaded on G Hub

The governors discussed the following spends:

- Tenants maintenance £5257.04 (Budget £6000)
- Light bulbs (LED) £100.00 (Budget £100)
- Waste Collection £1441.66 (Budget £3000)

Q: Will the budgeted salary amounts be spent?

A: Yes

- e) To update governors on progress against the 3 year budget plan
Actioned
- f) To agree SFVS completion arrangements
The SFVS completion arrangements were **agreed** (Item 11c)
- g) To review and approve the Manual of Internal Financial procedures.

ACTION: To move Manual of Internal Financial procedures to FGB Spring 2019

13. PART ONE HEADTEACHER’S REPORT AND MATTERS ARISING

To receive the Headteacher’s report and to discuss issues raised.

The Head Teacher’s Report (June 2018 to October 2018) was downloaded on G Hub for governor review.

Governors reviewed the following data report:

13.1 Data for 2017/18 - referencing School GLD v National GLD

	School; Achieved a GLD	National; Achieved a GLD	difference
FS	64%	72%	-8
	School; % pass rate	National; % pass rate.	
Y1 phonics	66%	82%	-16%
KS1	School KS1 expected+	National KS1 expected +	
R	60	75	-15
W	60	70	-10
M	70	76	-6
KS2	School KS2 expected +	National expected +	
R	72	75	-3
W	79	78	+1
M	72	76	-4
SPAG	72	78	-6
EMC	62	64	-2
PROGRESS	2.2	3.2	3.3

Q: Do the figures take into account the disapplied children?

A: No. If they are disapplied the figure will be EMC 69%, reading 81%, writing 88% and maths 74% at expected.

Q: Can you explain the history behind the data for each cohort?

Foundation Stage - In the cohort there were 25 EAL pupils and 3 English pupils. Progress is outstanding. Out of the 18 children that reached a GLD, 83% were EAL, 17% non EAL, 6% were disadvantaged pupils and 94% non disadvantaged pupils. 61% of boys achieved a GLD and 39% of girls. During the year 4 children left and we had 4 new arrivals (one of these left in Dec and returned in July).

Q: Why do you think progress was outstanding?

A: There have been booster classes, targeted support, interventions etc.

Year 1 - Phonics score has decreased since 2016 [from 80% in 2016, 73% in 2017 to 66% in 2018. In this cohort there were 13 EAL children and 16 non EAL. 46% of EAL reached the expected standard and 81% of non EAL, 62 % of girls reached the expected standard and 69% of boys, 67% of disadvantaged pupils reached the expected standard and 65% of non disadvantaged. Out of the 10 pupils that did not reach the expected standard one scored 0 [new EAL child], one scored 1 [new EAL child] and in total 5 were EAL pupils, one has an EHCP and 5 others are identified as having SEN. In the current Y1 cohort 75 % of the children at the end of reception could read 35+ HFW [of which there are 45].

Q: Do you predict an increase in Yr. 1 phonics?

A: Yes. From the evidence, we are predicting an increase in the percentage by June 2019.

Year 2 - In the cohort there were 20 EAL and 2 disadvantaged pupils. Both disadvantaged pupils reached expected in R, W and M.

We were moderated at KS1 in June 2018 and the moderators from the LA agreed with our judgements; "there was a high level of professional discussion, staff had very secure knowledge of national standards." During the year 3 children left and we admitted 5 new children, one of which started in September and left in February and 2 children were admitted in March with very little English. In terms of greater depth, we had no GD writers, 3 at GD in reading and 4 at GD in maths.

Governor comment:

"It is reassuring and affirmative that the LA moderators concur with the schools judgements"

Year 6 – Standards were in line with national and progress was above national. During the year we lost 2 pupils and gained 1 pupil with very little English. Out of the cohort of 29 during their time at Edleston they saw 19 new children and saw 21 leave.

- GD in EMC was 7% and national was 10%,
- GD in reading was 24% and national 28%,
- GD in SPAG was 41% and national 34%,
- GD in maths was 24% and national was 24%,
- GD in writing was 10% and national 20%.

Of the 4 disadvantaged pupils results were as follows;

- Reading-2 were absent and the other 2 reached expected
- SPaG-2 were absent, 1 reached expected and 1 GD

- Maths-1 was absent, 2 out of the other 3 reached expected [the other one had a score of 98-this is 2 marks short]
- Writing-3 of the 4 reached expected.

13.2 – Targets for 2019

- FS 61% at GLD
- KS1 63% in R, W and M, 10% at GD in R and 13% at GD in maths.
- KS2 78% in R, 75% in W, 78% in M, 75% in SPaG and 75% EMC.

13.3 – Attendance

Attendances	72545	94.56
Authorised absences	2876	3.75
Unauthorised absences	1299	1.69
Possible Attendance	76720	
Including		
Approved Educational Activity	896	1.17
Lates before reg closed	251	0.33
Lates after reg closed	138	0.18
Unexplained absences	0	0.00

The HT informed the board that there are 26 PA students with attendance less than 90%

Q: What is being done to improve attendance?

A: Half termly attendance meetings are being held with the parents of the targeted pupils.

Q: Has this helped attendance figures

A: To date out of those 26 pupils only 4 currently have an attendance figure below 90%. Three are genuine medical absences and the other was an extended trip back home for personal reasons.

Q: Is there a difference in attendance between disadvantaged children and non disadvantaged children

A: There is no difference between disadvantaged pupils and non disadvantaged children

13.4 – SEN update

There are currently 32 (15%) pupils identified on the school SEND register (6 of these are at First Concerns level, leaving 26 with an identified SEN). Percentage is in line with the national average for January 2018.

- 5 pupils have an Educational Health Care Plan (EHCP)
- 18 pupils have an identified SEN and are at SEN Support
- 6 pupils are on the First Concerns Register and are being monitored closely.

Q: How are children identified as having a SEND?

A: Pupils are identified as having an SEND in a variety of ways. This may be a concern raised by either their parent/carers, class teacher or through pupil progress meetings. They may be receiving support from an outside agency for example the Speech and Language Therapy Service or Sensory Support Team.

Q: What provision is provided?

A: Pupils with an EHCP are supported through a given number of hours/resources from the Local Authority. This provision is carefully planned through personalised timetables of support tailored to support their specific needs.

Pupils at SEN support are supported through Provision Plans which are reviewed and written 3 times per year. This may be following advice from an outside agency or from observations/assessment carried out in school and through discussion with their parent/carers.

The HT shared with the board the duties of the SENCo:

- Update SEND Information Report/Local Offer
- Audit of staff knowledge and training/CPD
- Share LA events with parents
- Support SSDP (SEN Actions)
- Update and share SEN Register with staff
- Carry out environmental audit for specific needs
- Complete baseline assessments (with support of SEN Manager)
- Identify pupils for interventions
- Organise and check timetables for pupils requiring support
- Set diary dates for annual reviews, cluster meetings
- Organise and invite professionals to Key review meetings
- Check any necessary access arrangements
- Ensure Census data is correct
- Prepare consultation paperwork with parents, attend half termly CEAT Consultation meetings and complete action plans following meetings and share with parent/carers
- Prepare consultation paperwork with parents, attend half termly Educational Psychology Consultation Meetings and complete action plans following meetings and share with parent/carers
- Meet with and liaise with Outside Agencies
- End of year review
- Transition to High School
- Write reports and complete questionnaires for Paediatricians as requested
- Collate and share outside agency reports/action plans
- Update all SEN files
- Support teachers in writing provision plans
- Monitor SEN Support Plans and EHCPs
- Complete Learning walk/book scrutiny/pupil voice to monitor impact of support
- Parental voice collected and meet with parents when required
- Pupil Voice
- Support class teachers with new classes
- Meet with SEND Governor
- Ensure support and resources are correct for each child on the SEND Register
- Attend SENCo Network/Cluster/LA SEND transition meetings

13.5 Staff Development - Staff training needs are identified at the start of the academic year and necessary training is sought if not available from within school.

Q: What type of outside agencies are used to support the children

A: There have been a variety of agencies, such as:

- Cheshire East Autism Team
- Educational Psychology Service
- Speech and Language Therapy Service
- Sensory Support Service
- CAMHs
- Consultant Paediatrics
- Community Paediatrics
- Cheshire without Abuse delivering Play Therapy
- Visyon

- Springfield Outreach Service
- Adelaide

The HT went on to explain the baseline date and attainment data
There were no questions raised

13.6: Exclusions

During 2017/2018 there were no exclusions.

Q: It is very positive that there has been no exclusions. What steps have been put into place for the school having no exclusions?

A: The staff are extremely skilled and dedicated. Policies that have been implemented are rigorously followed.

The HT informed the board that the school is aiming for an award from the NHS "Self Care Program"

13.7: Complaints

During 2017/2018 - no written complaints.

During 2017/2018 - no racist incidents.

13.8 Health & Safety

The HT informed the board of the Health and Safety inspection undertaken on the 7th June 2018 and reported "The school is very welcoming, bright and vibrant. The team work very well together and this shows in their health and safety documentation which is kept up to date and is taken seriously throughout the setting."

ACTIONS FROM THE HEALTH & SAFETY REPORT:

1. Individual COSHH risk assessments are needed against every safety data sheet for each cleaning product.

Completed

2. A work at heights Risk Assessment needs to be done

Completed

3. An annual ladder inspection record needs to be done.

Completed

4. A full tree survey needs completing. OUTSTANDING

ACTION: Chair and Health & Safety Governor to contact Croppers (Supplier) to instruct a full structural tree survey.

13.8: Curriculum

The teaching and learning outcomes were shared at the Teaching and Learning committee on the 18/10/18. There were no lessons judged to be below a grade of "good" in the school during 2017/18. All teachers held curriculum meetings for parents, so that they are clear about what their child is expected to learn in each year group.

Attendance at the curriculum meetings was reported as "poor".

Q: What can we do to improve parents' attendance in these meetings?

A: It is very difficult, but we may need to re-visit the newsletter that is sent out to parents. Feedback indicates that it sometimes is difficult to read.

ACTION: HT to review the School Newsletter (highlighting children's attendance)

13.9: Enrichment activities

Event	Year group
Sponsored read	Whole school
Games for life festival	Targeted children from KS1 and 2
Crewe out loud	School choir
Activity day at local high school	Y5
Dog therapy	3 targeted children
Reading for pleasure day	Whole school
Fun on the field	FS with ABC
Town sports	clubs
Trip to the mine [provided free of charge by the Rotary]	Y6
Zoomba club	KS1/KS2
Wake and shake	KS1 and KS2
Gym competition	Y3 and Y4 gymnastics team
Primary college	Y6
Sealife centre/legoland	Y1
Science day	Y5
Lunch with children	Y6 pupils and parents
Picnic in the park	FS
Race for life	Whole school
Cinema trip	100% attendance pupils
Rail safety talk	KS1 and KS2
Drama workshop	Whole school
Money wise-Santander	Y4
Dinner with a difference	Whole school
Trip to Crewe Station to see the cells	Y6 and Y4
School parliament meet Chair of GB and safeguarding lead	Y6 school parliament
Safeguarding discussions with lead Governor	Selected children from all classes in KS1 and KS2
Trip to Queen's park	Y1
Assembly on keeping safe at Halloween and bonfire night	Whole school
Christmas disco	Whole school
Harvest celebrations at the church	Whole school
Themed lunch for remembrance	Whole school

Governor comment:

“The children who are in the School Parliament were extremely polite and very vocal!”

13.10: Forthcoming Events – Autumn Term 2018

- Christmas disco Thursday December 6th, 4-5pm.
- Grandparents lunch 12.30 on Wednesday December 12th
- FS/KS1 concert on Wednesday December 12th at 2pm.
- Monday December 17th, celebration assembly at 9.10.
- Tuesday December 18th, KS2 concert at 2pm.
- Wednesday December 19th, Christmas dinner for the children at 12.00

The HT extended a welcome for governors to attend any of the above events

14. SCHOOL DEVELOPMENT PLAN (SDP) (Part of the HTR)

15. SCHOOL PERFORMANCE (Part of the HTR)

16. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER

To receive the latest report from the external adviser and discuss its implications.
The SIP visited the school on 19.09.18, but no report has been received.

The board discussed the current SIP and it was decided to change the SIP for the next year.

ACTION: HT to advise the board of a new SIP for 2018/19.

17. DIRECTOR'S REPORT

To report, and note, actions taken/to be taken by individual governors/HT/committees on current matters contained within the Director's Report circulated to all governors prior to the Full Governing Board meeting.

The Director's Report was reviewed at committee level.

There were no questions asked.

18. GOVERNOR MONITORING, TRAINING & DEVELOPMENT

Chair attended SFVS 12.11.18

Chair & Head to attend Pupil Premium training (Date not confirmed)

19. SCHOOL POLICIES

Statutory Policies update

Policy	Approved by	Date of approval	Review date
Accessibility plan	Headteacher	Delegation to HT agreed by Chair of GB 14/09/18	9/21
Allegations of abuse against staff	FGB	8/11/18	11/21
Appraisal	S and R committee	12/10/18	10/19
Behaviour and behaviour principals	Teaching and learning committee	18/10/18	10/21
Capability	Chair of GB	Approved by Chair of Gobs 17/9/18	9/19
Charging and remissions	Headteacher	Delegation to HT agreed by Chair of GB 14/09/18	9/21
Complaints	Headteacher	Delegation to HT agreed by Chair of GB 14/09/18	9/21
Discipline, conduct and grievance	FGB	8/11/18	11/19
Equality information and objectives	Headteacher	Delegation to HT agreed by Chair of GB 14/09/18	9/22
EYFS	FGB	8/11/18	11/21
EYFS H and S	Chair of GB	Approved by Chair of Governors 17/9/18	9/21
GDPR / data protection	Chair of GB	11/05/18	5/20
Governors Allowance	Chair of GB	Approved by Chair of Governors 17/9/18	9/22
Governors code of Conduct	FGB	8/11/18	ongoing
Health and safety	Chair of GB	Approved by Chair of Governors 17/9/18	9/19
Medicine	FGB	Agreed May 2018	9/19
PPA	Chair of GB	Approved by Chair of Governors 17/9/18	9/21
Safeguarding	FGB	8/11/18	11/19
SEN	FGB	8/11/18	11/20
Sex and relationships	Headteacher	8/11/18	11/21
Supporting pupils with medical conditions	FGB	8/11/18	11/21
Whistleblowing	Chair of GB	Approved by Chair of Governors 17/9/18	9/21

20. PLANNED RESIDENTIAL VISITS (if applicable)

To approve the following forthcoming visits and receive confirmation that risk assessments have been carried out:

None

21. IMPACT STATEMENT

How did the discussions/decisions made at the summer term meeting of the Board of Governors help move the school forward?

The core strategic functions defined by the DfE are:

- Ensure clarity of vision, ethos and strategic direction;
 - Hold the Headteacher to account for the educational performance of the school;
 - Oversee the financial performance of the school, ensuring value for money;
 - Promote the highest possible standards for Safeguarding.
- The HT Report gave governor's a clear understanding of the school and pupils, ensuring clarity of vision, ethos and strategic direction
- The board had confidence in the financial data
- The safeguarding visit reports (3) were informative and articulate

22. ANY OTHER BUSINESS

22.1 Site Manager

The HT informed the board that the Site Manager will be off for the next 12 weeks. Most of the work will be undertaken within the school. It was **agreed** that for any site emergencies that the HT would liaise with Ruskin's Site Manager.

AF kindly offered to grit the hard surfaces around the school if the weather became inclement.

It was proposed and **agreed** that a salt spreader would be purchased at an approximate cost of £150.00.

22.2 Boiler

The HT advised the board that a Conditional Survey was to be undertaken week commencing 18th November 2018.

22.3 Categorisation – Cheshire East (J Forster)

Moved to Part2

22.4 Change of meeting times

The Chair proposed a change of meeting times for Spring and Summer FGB's. It was **agreed** to change the meeting times from 4pm – 6pm to 5pm – 7pm.

22.5 Trees

Refer to Item 13.7. 4 - A full tree survey needs completing.

22.6 Staff & Governor meeting

The Chair thanked the board, HT and clerk for attending the Staff and Governors "get-together".

23. MEETINGS

To confirm the dates and times of the remaining full board of governors meetings to be held during the academic year 2018/ 2019.

Spring 2019

FGB: Tuesday 19th March 2019 5pm – 7pm

Summer 2019

FGB: Tuesday 9th July 2019 5pm – 7pm

The meeting moved to Part 2