

Governors were informed of the resignation of Julian Bowker, Penny Bowker and the Rev Magdalen Smith (effective at the end of the meeting.)

The Rev Paul Smith will take on the role of ex officio governor.

The Governing Body currently has one local authority, two community two foundation (one ex officio) governor vacancies.

Governors agreed to appoint Penny Bowker as an Associate Member with full voting rights on the Aims and Curriculum and Personnel Committee.

4. PART ONE MINUTES

The part one minutes of the meeting held on 4th of February 2014 were confirmed as a correct record, and signed by the Chair.

5. MATTERS ARISING FROM THE PART ONE MINUTES

The following matters arising were discussed:

Contact with other Church Leaders.

The Chair reported that she had been in contact with a number of other church leaders who had responded positively to the invitation to hold worship at the school. A number of the church leaders had agreed to hold assemblies at the school, on a Monday, on a rolling rota basis.

Rev Magdalen Smith outlined the changes in the Parish. Discussions had taken place with ecumenical colleagues regarding collective worship at the school. Rev Magdalen Smith explained that Rev Paul Smith would be in charge of two churches by himself but continued to be committed to offering support to the school. In addition to the Monday worship an invitation had been extended for the children to visit St Theresa's church and also for the Chaplain from the hospice to visit the school.

6. CHAIR'S ACTIONS

The Chair reported that no action had been taken on behalf of the governing body since the last full governing body meeting.

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

The following committee minutes were received by the Governing Body:

Premises 28/4/14

Finance 1/5/14

Aims and Curriculum 6/5/14

Personnel 6/5/14

The following issues relating to the minutes were discussed:

Premises

It was confirmed that the Health and Safety inspection would take place on the 9th of June.

The school had been unsuccessful in its bid for capital funding; further bids would be made for funding in the future.

The de-fib fundraising had received a total £410.

Personnel

It was reported that the staff survey was distributed to all members of staff. 17 members of staff responded. The survey was very positive; all responses were either agreed or strongly agree.

The Committee had discussed overtime payments to the After School Club staff following some incidents of parents collecting their children late. It had been agreed to pay staff overtime with immediate effect. The school would ensure that a late fee to parents/carers corresponded to an overtime claim and the late charge would be amended from September from £5 to £10 per 15 minutes. Parents would be warned about the new late charges.

Finance

The Chair of the Committee reported that at the end of the last financial year the surplus had been £46,000. This was expected to reduce to £4000 by the end of the next financial year unless further high needs funding was obtained.

Question: Can we apply for further high needs funding?

Response: No, we will need to wait until October before applying again.

Governors were informed that if high needs funding wasn't obtained and spending continued at the same level, the school would be looking at a deficit and would therefore have to consider reducing teaching assistant hours.

It was reported that the cost of school lunches would rise to £2.40. A meeting with the caterers had taken place to discuss the implementation of universal free school meals. An increase in staff hours may be required. Governors were informed that the cook had a very positive attitude towards the implementation of universal free school meals. A letter had been sent to parents to gauge uptake.

Aims and Curriculum

The mosaic to be displayed above the front door was shown to governors.

Progress on the implementation of the national curriculum continued.

Question: Will subject leaders change before the summer holidays or can the governor link visits and SWOT reports continue?

Response: No personnel will remain the same until the end of the summer term.

Governors were referred to the staff survey and two comments regarding more governor involvement and responsibility. Staff would welcome governors to be more actively engaged in subject events and link governor meetings. Governors were asked to note this as a further area for development.

The Headteacher outlined the current focus on writing in the school. In particular issues with the Year 4 group were highlighted. The profile of the year group was shared with governors. Out of 17 children 5 children were on SEN register, 5 children were in receipt on FSM and 3 children were either on a CAF, Child in Need or Child Protection Register. This was significantly above national average in all areas. In addition the majority of children had family issues and the year group was very challenging and a high needs year group. A number of interventions had been in place since Christmas and it was reported that progress was improving. A direct correlation between interventions and progress could be seen.

Writing required a more complex set of skills including fine motor skills and the school had identified an increasing number of children with motor skills issues in the last 4 years. Motor skills activities and interventions were taking place and the introduction of cursive writing had significantly improved the appearance of handwriting. The Headteacher shared with Governors a number of examples of children's work which showed the difference the introduction cursive handwriting had made.

Governors received the following report from governors with special responsibilities

Safeguarding Governor

The Safeguarding Governor reported that he had met with the Headteacher to undertake the safeguarding audit.

Question: Is there an issue with parents coming into school at the end of the day?

Response: It has been agreed that the external doors will be shut at 3pm. We are aware that we need to ensure that our procedures are being followed. Whilst it is good that parents feel that they are a part of school we need to ensure that signing in by parents during school hours must be adhered to.

Governors were informed that the Safeguarding Audit Report was available on Drop Box.

Following the resignation of JB it was agreed that a new safeguarding would need to be appointed. The Chair confirmed that this was in hand.

Question: Are there any safeguarding issues around parent helpers on trips not having a DBS check?

Response: Any volunteer on a trip should be under supervision of the class teacher. We took a decision as a governing body a number of years ago not to check this type of volunteer.

Governors discussed the issue and agreed that teachers needed to be more aware in planning trips whether any volunteer did or did not have a DBS. It was agreed the school should consider this when reviewing procedures for school trips.

Question: How long does a DBS check last?

There is no expiry date on them but they are only current on the day they are completed. We normally recheck every 5 years.

Governors were informed that the local authority was currently reviewing their educational visits policy. The school would adopt the policy once finalised.

Budget

The budget for 2014-2015 was shared with governors. It was reported that the budget had been reviewed with the budget officer and there was a high confidence in the figures.

Question: What will we do in two years when we move into a deficit?

Response: We would have to pare down staffing costs but this is only provisional and is likely to change significantly in any event.

Governors were informed that the three year plan showed the school moving into a deficit position. It was explained that the three year budget was only provisional and did not take into account changes to the MFG, changing pupil numbers, increases to pupil premium or a number of other variables. It was therefore difficult to predict funding levels going forward.

The Budget for the financial year 2014-2015 was approved by Governors.

The Staffing Structure was approved by Governors.

Governors were informed that curriculum plans would be shared with staff by the end of the week. The curriculum would be delivered on a three year rolling plan, except for science which would be delivered on a two year rolling plan. Although the new curriculum was very fact based this was supported in the curriculum plan with skills. Staff members had attended a number of curriculum training sessions.

Governors were informed that whilst assessment levels were not attached to the curriculum plan at present, the school would continue to use their own levels and tracking.

Question: Have subject leaders had sufficient time to prepare for the new curriculum?

Response: We have used the inset days very well to accomplish this.

Governors were reminded that they should be asking this of their subject leaders during link visits.

8. FINANCIAL MATTERS

The following financial matters were discussed:

- Completion of SFVS. Governors were informed that the all items requiring action had been completed.
- The arrangements for the purchase of services to the school were delegated to the Headteacher.
- Sports funding: This would be used to support the sports week. Funds previously donated by the PTA for sports week had been used instead to purchase IPADs.
- The balance of the school fund at the end of April was £13800. Money would be deducted to pay for the residential trip and after school club.

9. HEADTEACHER'S REPORT – PART ONE

Part one of the Headteacher's report contained the following matters:

- Achievement
 - Special Educational Needs
 - Pupils at Risk
 - Cared for Children
 - Achievement of SEN Pupils
 - Achievement of FSM Pupils
 - Achievement of SEN and FSM Pupils
- Teaching
 - Staffing Changes
 - Training and Development
- Behaviour and Safety
 - Attendance
- Leadership and Management
 - Church Links
 - Other Events

The following issues arising from the Headteacher's report were discussed:

Preparation of the Report

Question: Did you find the preparation of this Headteacher's report less onerous than previously?

Response: I did find it more time consuming than previously but this may be because I am not used to this format. Also the feedback that I have received is that some people find it more awkward because information previously contained in the report is now in separate documents within the miscellaneous file on drop box. This also meant that I had to prepare more than one document.

Governors agreed to continue to monitor the content of the new report to ensure that it did provide the efficiency savings hoped.

Question: What is Nessy?

Response: It is diagnostic and supportive software for children with dyslexia.

Question: Have you had any problems with holiday requests?

Response: No I haven't. I have had one request which will be unauthorised absence. I have three children in school whose grandparents live abroad, they have not seen their grandparents for many years and I have authorised this absence.

Question: Is this the first time you have had a fire drill.

Response: No, we have always had a regular termly fire drill but it has not been reported to governors.

Katie Davies left the meeting

Question: Do you have any parents who don't attend parents evening or don't engage with the school?

Response: We always make sure that we engage with all parents, if a parent doesn't come into parents' evening we will make sure that they come in to discuss their child's progress at some other time. We always make sure that we see them at least once a year. Disengaged parents are a significant factor in poor progress.

Question: Are parents comfortable with the open environment of parent meetings?

Response: Yes, I think so. It does make people more mindful of people waiting. It is also a benefit that children can show their own work to parents. Feedback has been positive. Parents' of children with an IEP have an individual meeting to discuss their child's progress.

Governors agreed that the correspondence sent to parents regarding the SATs was informative and helpful.

10. STRATEGIC DEVELOPMENT PLAN

The following issues arising from the SDP were discussed:

Transition Arrangements for pupils continued to be a school priority. New arrivals were supported in school. This helped the new pupils but also diminished the impact of new pupils on existing pupils. The school continued to communicate with former schools to identify any issues that might arise.

Additional funding had allowed the school to accommodate children with additional needs. The school offered numerous opportunities for children to receive additional intensive support.

Governors discussed the quality of teaching at the school. The Headteacher confirmed that the teaching was consistently good with some outstanding teaching. Governors were invited to attend the meeting on Monday the 1st of September to discuss the SDP. An invitation to attend basic safeguarding training on the morning of the 2nd of September was also extended to governors.

11. RECONSTITUTION

Governors discussed the reconstitution of the governing body. MS confirmed that PS would be happy for the number of foundation governors to be reduced to two (one foundation and one ex officio.) During discussions on reconstitution JB indicated that due to other commitments he felt that now would be an appropriate time to resign from the governing body.

Governors discussed the current constitution and two alternative models. Governors agreed to reconstitute on the following basis:

- 2 parent governors
- 2 foundation governors (one ex officio)
- 2 staff governors
- 1 local authority governor
- 4 Co-opted governors

There will be eleven governors in total plus one associate member. The reconstitution would take place in the autumn term under the 2014 regulations.

12. SELF-EVALUATION

The self evaluation would be reviewed at the end of the academic year once the data was known. The Headteacher highlighted that the impact of the teaching assistants on the children especially those children on FSM was significant and pleasing. The Headteacher also reported that maths continued to be strong throughout the school.

A “How to Help your Child with Writing” parents evening would be held.

13. STAFF SURVEY

The Governing Body discussed the staff survey which had produced very positive results. This was in line with the parental survey conducted which was also very positive. A pupil survey would be undertaken this term so that governors would have a 360° view of the school.

The survey was a testament to leadership of the school. A number of individual comments from the staff survey were highlighted to Governors.

Question: Has the outcome of the survey been fed back to staff?

Response: Not yet but it will be.

Governors agreed that the survey results in some form should be referred to in the governance statement.

Governors noted that some members of staff felt that governors needed to focus more on their subject areas and that there was an ongoing need for

governors to be engaged with parents. It was important that parents knew who and what the governors were.

14. DIRECTOR'S REPORT

The Director's Report for the Summer Term 2014 contained the following matters:

- Director's Introduction
- 1. Governance and Liaison Update
- 2. Supporting pupil Premium Pupils
- 3. "Keeping Children Safe in Education" New Safeguarding Statutory Guidance
- 4. Safeguarding Update
- 5. The Effectiveness of LA School Improvement Functions
- 6. Children and Families Act 2014
- 7. Planned Curriculum and Assessment Changes in Secondary Schools
- 8. Virtual School for Cared for Children
- 9. Bids for Capital Funding
- 10. Learning outside the Classroom and Educational Visits
- 11. Public Services Network (PSN) – Implications for Schools
- 12. Universal Free School Meals
- 13. Cheshire East Services for Schools (ChESS)

The clerk highlighted to governors a number of issues, and governors noted the report. The following points were discussed:

Governors agreed to appoint NL as Pupil Premium Governor.

The Headteacher undertook evolve training in March 2014.

15. GOVERNOR DEVELOPMENT AND SWOT REPORTS

The SWOT report prepared by KD would be put on drop box for Governors to review.

NL shared her SWOT report with Governors. She had visited with the SEN Coordinator to compile her report. Strengths were the early identification of children with SEN; the school worked hard to treat each child as an individual; Teaching Assistants are used effectively to support SEN children.

A challenge faced was the work involved in statutory assessments. This could cause stress and time pressures would always be a challenge. Another challenge could also be the number of adults in a classroom. The SEN coordinator meets with teaching assistants on a regular basis to ensure that they are deployed effectively.

A number of opportunities were highlighted including additional teaching assistant training in targeted interventions and Nesy training.

The Headteacher confirmed that training on Nessy had been booked.

The threat identified by the report was the transient nature of the funding for SEN. There was little certainty as to what funding might be available to support children with SEN in the future.

The Training Liaison Governor reported that she and KD had attended the NGA conference. Whilst some areas of work for governors were identified from the conference in general the conference confirmed that the Governing Body was already implementing most of the current recommendations. Two items of work were identified as a result of the conference, an annual governance statement and the need for governors to engage with parents further.

Governors were also informed that CC, NC, Rev Paul Smith Had attended performance related pay training.

Governors were reminded to complete the appropriate form after attending training. Forms were now available online and could be uploaded on to drop box and shared with other governors. A Development File had been opened on drop box which could be used to upload articles of interest to the Governing Body for comment and action.

A training session the defibrillator would be organised. Governors thanked Liz Parris for her work on defibrillator training.

16. SCHOOL POLICIES

Governors noted the approval of the following policies at committees and agreed to ratify the policies:

- Drugs
- Health and Safety
- Home School agreement
- Single Equality Plan
- Stress Management policy

17. PLANNED RESIDENTIAL VISITS

There were no new residential visits requiring approval.

18. NOMINATIONS FOR CHAIR

The election of Chair is to take place at the autumn term meeting in 2014. A nomination was received for Claire Carter

Nominations can also be received at the next meeting.

19. NOMINATIONS FOR VICE CHAIR

The election of Vice Chair is to take place at the autumn term meeting in 2014. A nomination was received for Nicola Cathery.

Nominations can also be received at the next meeting.

20. MEETINGS

The date and time of full Governing Body meetings for 2014/15 be confirmed as:

Autumn term 2014: 21st October 2014 at 6.00pm

Spring term 2015: 17th of March 2015 at 6.00pm

Summer term 2015: 19th of May 2015 at 6.00pm

21. ANY OTHER BUSINESS

School Uniform

There has been discussion some discussion with staff and parents about school uniform. Governors were reminded that change in uniform was a governor decision. At present children could wear white or bottle green t-shirts. A number of different options were outlined to Governors. It was agreed that the uniform be changed to a bottle green t-shirt from September, with a phased introduction and full implementation from September 2015.

Self evaluation

Governors agreed that all governors should undertake self evaluation of their role on the governing body.

ACTION: ALL

CC, Staff, PTA and parents were thanked for their participation in the bike ride.

----- Chair

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