

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF PRESTBURY PRIMARY
SCHOOL HELD AT THE SCHOOL ON 27TH SEPTEMBER 2016**

Governors Present:	Mr Jeremy Bolton	Chair
	Mr David Capener	Headteacher
	Mr John Acklerley	
	Reverend Patrick Angier	
	Mr Norman Davies	
	Mr Paul Gibbons	
	Mr Reg Lord	
	Ms Victoria Moss	
	Mrs Emma Pickup	
	Mrs Sarah Pittham	
	Mr John Roebuck	Until Item 10
	Mrs Jackie Smith-Lomas	

Also in attendance:	Mrs Joe Carter	Clerk to the Governors
	Ms Hannah Butler	Associate Member
	Mrs Karen McCurdy	Observer (LA appointment panel October 2016)

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting started at 6:00pm.

The meeting was opened with prayers.

1. APOLOGIES AND ADDITIONAL AOB

There were no apologies as all governors present.

There was no AOB raised.

2. CONFLICT OF INTEREST

Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting. No potential conflict was declared.

Governors were asked to complete the annual declarations.

Action: Complete annual declaration and return to the school office (All governors).

3. MEMBERSHIP

The Chair welcomed Paul Gibbons, a parent who responded to the recent parent governor election and Karen McCurdy as an Observer.

All the governors introduced themselves, including the background of Karen and Paul.

- Item 4 – Jude Durrant (School Office) checked which governors required the enhanced DBS checks. She confirmed that all existing Governors have been checked to the appropriate levels. Jude will manage the check for Sarah Pittham and any other new governors.
- Item 11 – Clerk provided guidance and templates to the Chair around annual governance statements on 7th July 2016.

The Head confirmed that if governor information is not current on the school web site it could trigger an Ofsted inspection.

Action: Draft and email the Governance Statement for the 2015-16 academic year to all governors for their comment/agreement by 11th October 2016 (Jeremy Bolton).

Action: Add the Governance Statement, remaining governor profiles/photos and 2014-15 minutes to the school web site (Sarah Pittham).

- Item 11 – Clerk provided guidance and statutory requirements for information to be on a school web site to Sarah Pittham and the Chair on 7th July 2016.
- Item 11 – Clerk confirmed to Chair and Sarah Pittham when minutes, agendas and papers need to be online on 7th July 2016.
- Item 11 – Clerk and SBM have a meeting on 11th October 2016 to check that school have a policy schedule in place.
- Item 13 – Clerk organised a CE welcome pack for Sarah Pittham on 7th July 2016.
- Item 13 – All but three Governors had provided evidence of completion of the Prevent training by certificate to John Roebuck (All Governors).

Because John Roebuck would need to leave the meeting by 7pm, he requested that the Governor Development item be covered now.

5. GOVERNOR DEVELOPMENT (Agenda item 13)

The Training and Liaison Governor (TLG) outlined his role was to encourage other governors to consider their own Professional Development requirements to ensure that each governor is making a meaningful contribution to the governing board and/or Committees. He will aim to meet with each governor individually to agree their plan for the current academic year. The objective of training is to become more effective as governors.

He confirmed that training can be accessed via the Modern Governor and the Cheshire East Training Programme.

Action: Issue the Cheshire East training pack to Paul Gibbons and Karen McCurdy (Clerk).

The Training and Liaison Governor requested three outstanding certificates for evidence of Prevent Training; Reg Lord, Norman Davies and Jeremy Bolton.

The TLG also confirmed that he has produced a governor induction pack specific to Prestbury.

Action: Investigate Diocese education/training and Diocese welcome packs (Clerk).

Governors confirmed courses that they have attended and are due to attend:

- Emma Pickup booked onto the Strategic Governance course, unable to make the autumn course so confirmed she is held over to 2017.
- Jackie Smith-Lomas confirmed she has attended a half day Safeguarding course.
- Sarah Pittham is booked onto the Governor Induction Course for November 2016.

9. FINANCIAL MATTERS (Agenda item 8)

Action: Chase the receipt of a copy of the annual Unofficial School Funds accounts and the audit certificate (Norman Davies).

The governing board agreed to the appointment of Gill Gray as the external Auditor of the annual accounts for the current year.

The governing board agreed that the scrutiny of information on the use and impact of the pupil premium should be completed at the Personnel and Curriculum Committee.

Update from the Buildings and Finance Chair

The Committee reviewed the 2016/17 budget which has a carry forward of £45k, the budget in year 2 will remain positive, although year 3 prediction is a deficit. This may change with the funding plans. The school budget has given a significant contribution to the school extension; providing a greater contribution than the normal 10%.

Due to a planning approval delay the build commenced later than originally planned on 15th August 2016. Lancaster Maloney confirmed that the build is on programme (ten week programme).

The tarmac has been completed for the netball course with the lines due to be added this weekend. The old building will be removed during the October half term.

The Committee discussed that the Nursery funding is tight; £10k deficit this year, £15k deficit next year, £18k deficit in 2018-19. During the next few months there will be a separate working party to consider future of this.

Question: Are people not buying the extra time?

Response: Currently only 17 children attending nursery; 10 children in morning sessions, 7 in afternoon sessions; both are 3 hours per session. Feedback has included the inflexibility in the service offered.

The Head confirmed that the Nursery provision is outstanding at this moment and the reduction in children attending is a result of the change in families working patterns.

Question: Do we have to offer morning or afternoon sessions only?

Response: We would need to change from nursery to a pre-school if we offer more.

Question: Are start and end times an issue?

Response: Yes as does not tie in with the school day. School are meeting the children's needs; however not the parents needs.

Action: Set up a Governor and Staff working party to discuss the future of the Prestbury Nursery (Head).

The governors agreed to an extra-ordinary meeting in advance of the 6th December 2016 GB.

Action: Governor and Staff working party meet before October half term 2016 (Head will send dates out by end of week).

Question: Is Nursery and the land different trust to school?

Response: No, however, designated for pre-school use in particular.

11. SCHOOL DEVELOPMENT PLAN (SDP) AND SELF EVALUATION (Agenda Item 10)

The SEF and SDP reports had been issued in advance of the meeting.

The SEF report follows the Ofsted handbook and includes the updated terminology. The Head confirmed that school is above the floor standards in both attainment and progress and that this is not a coasting school.

The Head showed a graph of the national expectations and comparisons; there is a 15% gap in Grammar, Punctuation and Spelling, and Writing which has been attributed to a Cheshire East Moderation issue.

The scaled score of 110 was only released after the tests.

The feedback from Moderators around the Moderation Process is that it was applied as the training was instructed.

The Head is not concerned that the data would trigger an inspection.

The Head confirmed that the government will only flag if progress is lower than -7 for writing. School writing is -1.8. School have strong data compared to national and local schools.

Year 2

Reading was above national average, Maths was 2% below the national average, and Writing was below the national average.

The Personnel and Curriculum Chair confirmed that the Committee had asked questions and received assurances from the Head that all ok.

The Head confirmed that a Statutory Inspection of Anglican Schools (SIAMS); the RE and Collective Workshop Inspection is imminent and that a working party should be set up and running a.s.a.p. The governing board must ensure that they demonstrate that governance is strong for this.

Action: Meet with the Head to ensure strong governance can be evidenced through the SIAMS inspection. Then call a meeting for the Foundation Governors (Emma Pickup).

Question: What is the change for RE at school?

Response: Introduction of RE across the Key Stage's.

Hannah Butler is leading school to attain the RE Quality mark.

The Vicar, Patrick Angier raised an issue that 30 out of 39 year 6's did not think Jesus was a historical person.

Action: Meet to discuss and understand the recent Year 6 response to a multiple choice test where they did not identify Jesus as a historical person (Head, Patrick Angier and Hannah Butler).

The Head asked that governors contact the Head if they have any additional questions around the SEF and SDP.

The feedback from governors was that the SEF and SDP report was excellent.

24. Admission Arrangements for September 2018 and subsequent years
25. Out of Cohort
26. 30 hour Free Childcare Entitlement and Tax Free Childcare
27. Terrorism Bomb threats

The Clerk advised that the actions from the precis should be allocated at the Committee meetings. Karen McCurdy agreed to take the Safeguarding Actions assuming she is successful at the LA Appointment Panel on 17th October 2016.

Action: Meet and agree which actions from the Directors Report Precis need to be allocated and to who (Chair, Head, Sarah Pittham).

The governors thanked the Clerk for the precis.

The governing board agreed that going forward the Precis will be discussed termly at the subcommittees.

14. PLANNED RESIDENTIAL VISITS

The Head confirmed that the next residential is for Year 5 at the Conway Centre, from the 9th to 11th November 2016.

15. MEETINGS

The date and time of the next full board of governors meeting was confirmed:

- 6pm, Tuesday 6th December 2016.

16. ANY OTHER BUSINESS

There was no other business discussed.

17. IMPACT STATEMENT

The governing board:

- Agreed to form a working party to determine the future of the Nursery (as faces financial deficit).
- Identified that the school web site is not reflecting the work that governors do and agreed that attention and time should be given to this to resolve.
- Challenged Y2 and Y6 data against the benchmark standards.
- Welcomed one new governor, and one potential governor.
- New Governor with safeguarding experience.
- Balanced workload on governors across the governing board to support the Head and staff.