



'Let Your Light Shine'

(Matthew 5.v16)

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF PRESTBURY PRIMARY
SCHOOL HELD AT THE SCHOOL ON 7TH FEBRUARY 2017**

Governors Present:	Mr Jeremy Bolton	Chair
	Mr David Capener	Headteacher
	Mr John Acklerley	
	Rev Patrick Angier	
	Mr Paul Gibbons	
	Mr Reg Lord	
	Mrs Karen McCurdy	
	Ms Victoria Moss	
	Mrs Emma Pickup	
	Mrs Sarah Pittham	
Mrs Jackie Smith-Lomas	(from Item 4)	
Also in attendance:	Mrs Joe Carter	Clerk to the Governors
	Ms Hannah Butler	Associate Member
	Mr John Roebuck	Observer, as awaiting Foundation Governor re-appointment

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting started at 6:00pm.

The meeting was opened with prayers.

1. APOLOGIES AND ADDITIONAL OTHER BUSINESS

Governors received and accepted apologies from:

- Mr Norman Davies
- Rev Michelle Goodrich

The following additional other business was raised:

- National Funding Formula.

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.

3. MEMBERSHIP

The Clerk confirmed that the Diocese are awaiting the re-appointment forms for John Roebuck, Foundation Governor, 16th December 2016 (note: John completed forms and hand delivered to Rev Patrick Angier 18/10/16).

Rev Patrick Angier confirmed that he has the papers and will action a.s.a.p.

There are no vacancies in accordance with the constitution.

There are no Governor terms of office that are due to expire before the next meeting.

4. SCHOOL DEVELOPMENT PLAN (SDP) AND SELF EVALUATION (SEF)

The Head had issued reports containing the SDP and SEF in advance of the meeting for governors to read and prepare questions.

The Head highlighted the following:

- This year focus on continued assessment; using data from last year to help with targets and Teaching and Learning. There is significant monitoring in place with a view that good progress is being made for all pupils throughout school.
- The School Values may be too abstract for pupils as they currently stand; so from September 2017 School plan to use the values of the Fruit of the Holy Spirit with reference through the curriculum. "Let Your Light Shine" (Matthew 5. v16) will be used to compliment this.
- Staffing for the Upper Key Stage 2 Leader role is in progress; there will be a shortlisting process after the February half term. This role is to replace Mrs Slater who finishes at the end of the academic year. The Governors agreed that school and governors should do something to recognise the length of service from Mrs Slater.

Jackie Smith-Lomas arrived.

- The new national curriculum planning was implemented during 2015. School are currently reviewing as the planning comes to the end of the two year cycle; so this is an opportunity to adapt/change in the light of implementation.
- School expect a Statutory Inspection of Anglican and Methodist Schools (SIAMS) inspection during the autumn term 2017.

Self Evaluation Statement - Summary December 2016

Attainment on entry for the current cohort in Reception is typical for their age; 5% are above age expectations with 25% below the start points for their age.

Question: Are the 25% from the Nursery?

Response: Most probably not.

SEF & SSDP Outcomes for children December 2016

The report uses Ofsted terminology; the only change from the previous review is the section on Groups (SEN and Disadvantaged). As the number of pupils in these Groups is small, it is difficult to meet the targets. The Head advised the governors to be aware of this data.

This years Year 6 cohort is 57% boys. The headline data is good with Year 6 and Year 2 similar to last year. Other Year group's data is not as secure; however the objectives require further clarity. School have set a summary of expectations for each Year group that they can use.

Writing was flagged; although caution on the moderation process across Cheshire East. The current Year 6 expectations on writing are different to previous years.

SEF & SSDP Personal Development, Behaviour and Welfare December 2016

The Head highlighted the impact reviews (green text shows the updates).

SEF & SSDP Quality of Teaching, Learning and Assessment December 2016

The SIMS assessment tracking system has been reviewed; training is planned for staff in the summer term 2017.

Self Evaluation Leadership and Management December 2016

Nothing to highlight.

Early Years Foundation Stage December 2016

Contains September 2017 entry information.

The Head referenced a Local Authority Chart that he will circulate which has been provided by the DfE and identifies which schools are coasting. Prestbury are not a coasting school and were above national standards.

Year 6 and Year 2 staff are sharing information with other schools and supporting others. There is an English book scrutiny for Year 6 and Year 7 planned for 9th February 2017 at The Fallibroome Academy.

The Head advised all governors to ensure that they have an overview of where the school are via the summary document. He advised the Personnel and Curriculum Committee to be familiar with the Teaching and Learning document.

Governors discussed the differential in performance of pupils who have been through Prestbury school nursery versus other nurseries. The current marketing literature will highlight this.

The Head reminded the governing board that school are exempt from inspection by Ofsted; although governors agreed that they should stay on point.

Action: Set up a date for a meeting to review school planning/self evaluation/governor effectiveness in September 2017 for all Governors (Clerk).

5. PART ONE HEADTEACHER'S REPORT

The Head and Chair confirmed that the Headteachers Report is completed annually, with the next report due in September 2017.

Action: Add the Review of the Headteacher Report to the autumn term governing board agenda, and remove from the spring and summer term agendas (Clerk).

6. SCHOOL IMPROVEMENT

The Head had been asked to present the options for school to receive data/information regarding school improvements with a key focus on benchmarking against other outstanding schools. The Head advised that he has considered two strands around school improvements:

- a. Diocese inspection review training "through the lens" (leadership teams from three schools work together and identify an area to focus; the area is then observed via lessons and/or book scrutiny).
- b. ECM Education Consultants (Independent consultancy) has issued a document offering Teaching and Learning reviews. There is a two day process costing £1,600 plus VAT and expenses, or three days at £2,400 plus VAT and expenses. They recommend a school of this size would require a three day review. The timeline includes ECM preparation time and report writing time.

The Head does not recommend spending the money at this stage; and will discuss further ideas at the next governing board meeting. The current preference would be to go with the Diocese option.

Advice from one of the governors is that if a school was in "Requires Improvement" Ofsted category then a review by ECM would be value for money. A school in Prestbury's Ofsted category "Good" may not receive value for money from an ECM type review.

Question: Do we have budget provision for these types of reviews?

Response: Around £1k in the budget.

Action: Add "Review of the options for school to receive data/information regarding school improvements" to the 21st March 2017 Governing Board agenda (Clerk).

7. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the meeting held on 6th December 2016 were confirmed as a correct record and signed by the Chair.

There were no matters arising.

The Actions from the autumn term 2016 governing board meeting were discussed; see spring term 2017 Action Log.

8. CHAIR'S ACTION

The Chair reported that he had taken no actions on behalf of the governing board since the last full governing board meeting.

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

The following minutes were issued in advance of the meeting and approved:

1. Personnel and Curriculum, 8/12/16

The Chair of Committee provided the following updates:

RAISEOnline was reviewed; Pupil Premium Grant (PPG) was reviewed to monitor pupil progress.

Question: Are the number of PPG pupils increasing at school?

Response: No, school have fifteen PPG pupils at school; seven are PPG income based pupils. Information in regards the use of the PPG is available on the school web site.

The Special Education and Disability (SEND) register has twenty two pupils. The SBM has reviewed funding of the hours; on first review it looks like the funding is under the level that school actually paid.

Question: Funding difference of £10k plus this year against last year for PPG.

*Response: **Action:** Check the difference in PPG funding from 2015/16 to 2016/17 with the SBM and report back to the governing board at the 21st March 2017 meeting (Victoria Moss).*

2. Building and Finance, 16/01/17

The Chair of the governing board provided the following updates:

The meeting covered a refresh of the fabric of the buildings; Lancaster Maloney, Schools consultants attended. The Committee discussed the next steps; the vision for the next three to four years against a background of a limited budget. The first priority is to complete the final two thirds of the roof with a bid decision due in March 2017. The boiler was the next priority; in preparation for this a Mechanical and Engineering report would be undertaken. The Committee had also discussed safeguarding around the school entrance areas.

Question: Do school have any information in regards funding for the next year?

Response: We can discuss in AOB, around the NFF. The current budget is ok.

Since the last Committee meeting a closing statement for the extension has been received; just under budget. Governors thanked Paul Gibbons for the interrogation of the costs.

A verbal update from the following Committee was presented:

3. Personnel and Curriculum Committee, 19/01/17

Data review with DHT and AHT; all on track.

Question: Do Personnel and Curriculum governors complete book scrutinies?

Response: The Key Stage leaders attend the meetings to provide the update on scrutinies.

The Committee reviewed the monitoring of the training and development of staff.

The Governors thanked Jacky Smith-Lomas and the SBM for their review of the School Policies.

There were no recommendations requiring the approval of the board of governors.

There were no reports from governors with special responsibilities.

10. FINANCIAL MATTERS

The current 2016/17 SFVS report will be submitted by 31/03/17. John Roebuck and Emma Pickup are supporting the SBM with a run through next Monday.

The 2016/17 Actual against Budget to date is balanced with a carry forward.

The Local Authority School Finance Officer (SFO) will visit school on 27th February 2017. Norman Davies, the Head and the SBM will meet with the SFO and the 2017/18 budget will then be updated and circulated prior to the next governing board meeting.

Action: Add the approval of the draft 2017/18 school budget to the governing board agenda on 21st March 2017 (Clerk).

The Head provided a report from the SBM in regards the Staff Absence Insurance Costs. The Head advised that some schools allocate “sickness” insurance within their budget rather than paying into a policy. From 2014 to 2016 the insurance premium paid was £17,213.66. The total insurance pay outs were £1,960; with £3,300 pending.

Question: When staff sickness occurs do school use supply cover?

Response: School have job shares therefore have been able to use this rather than incur a supply cost.

Question: How quickly can you get a supply teacher to cover staff sickness?

Response: It is usually a timely process.

The SBM has suggested that the current cost paid to cover staff absences is not value for money. The SBM suggestion is to set aside an amount of money / ring fenced in the budget and if not used carried forward.

Question: Is there a financial risk to school; how long do school pay someone off sick?

Response: School would pay up to six months absence. The absence follows the “Staff Absence Process”; return to work, time based trigger points. The worst case scenario would be to have three to four members of staff off at one time; however there is no guarantee that this would be paid out by an insurance cover.

Question: Are school regulated to have an insurance premium to cover staff absences? Do other schools opt out?

Response: No, and we are aware of other schools who do this.

Action: Present a number of scenarios of the cost of staff cover at the next Building and Finance Committee on 6th March 2017 in order that the Committee can decide on how school should account for staff absences (SBM).

11. SCHOOL POLICIES

The following policies were approved by the governing board:

- Attendance Policy (*with an addition of* “Schools will only agree to more than ten days in exceptional circumstances”)

Action: Update and circulate the Attendance Policy for all governors to sign off by email by the February half term (Head).

- Pay Policy

12. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT

The Training Liaison Governor (TLG) confirmed that only one governor had completed the governing board Skills Audit and Training Needs Analysis to date. The benefit of completing the document is to identify areas of own development, and skills or training that require support. The TLG advised the governors to use the Governors Accreditation Programme which provides a summary of school governor skills (level 1, 2 and 3).

Action: Submit your skills audit forms to the TLG by the February half term (All governors).

The Chair of the Personnel and Curriculum Committee confirmed that three committee members have attended a recent RAISEOnline course.

The Chair of the governing board confirmed that he had reviewed the document “Governing Board Self Evaluation Document; A tool to improve the effectiveness of your governing board” and that self evaluation and governor effectiveness should be carried to the September 2017 governor meeting.

The governing board discussed the requirement to review the twenty key questions for governing boards and to consider a review of governor effectiveness.

The Clerk confirmed that the governing board should review the governor skills audit, governor training and development needs (based on an up to date skills audit with identified skill gaps) and the training log on an annual basis. The Clerk also highlighted the requirement to self-evaluate and complete a 360 review of the governing board.

Action: Add the review of “twenty key questions for governing boards” to the meeting to review school planning/self evaluation/governor effectiveness in September 2017 (Clerk).

13. PLANNED RESIDENTIAL VISITS

The Head advised that the risk assessment for the Year 6, PGL, 22nd to 26th May 2017 residential (which was agreed at the 6/12/16 governing board) is to be completed.

14. NOMINATIONS FOR CHAIR

The Clerk advised the governing board that there will be an election for the Chair at the summer term 2017 meeting. The current Chair has been in place since 22nd May 2013 and had agreed to stay in place until the summer term 2017.

The Clerk advised that nominations can be received tonight or at the next meeting.

The governing board nominated the re-appointment of Jeremy Bolton.

15. STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS

The Clerk advised the governors to consider what 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 included ensuring that a:

- Scheme of financial delegation is in place.
- Delegations to individual governors are in place including Governor responsibilities/Liaison Governors.
- Governors monitoring schedule for the year has been agreed.
- Governor's year planner has been prepared, showing all governor meetings, monitoring visits, when governor's reports are to be presented to a Committee/Governing Board, events in school it would be appropriate for governors to attend and school term dates.
- Training liaison governor has been appointed.
- Annual governing board SEF been done.

The Clerk reminded the governors that the Governance Handbook and non-statutory Competency framework for governance was referenced in the spring term 2017 Directors Report and should be read.

The Clerk advised that the new Governors Handbook includes updated information on governor roles, ensuring financial propriety, and transparency.

The introduction to the competency framework explains that it is non-statutory guidance applicable to all boards "in proportion to the scale and complexity of the organisation they are governing." The competencies are grouped according to the six features of effective governance, as set out in the Governance Handbook: strategic leadership, accountability, people, structures, compliance and evaluation.

16. CLERKING ARRANGEMENTS FOR 2017-2018

The governing board thanked the Clerk for her services to date and asked that this continue for another academic year.

17. MEETINGS

The date and time of the next full board of governors meeting was confirmed for 6pm, Tuesday 21st March 2017.

John Roebuck informed the governing board that he would send his apologies to the meeting. Emma Pickup informed that she may need to send apologies and would confirm.

18. ANY OTHER BUSINESS

The following AOB was discussed:

National Funding Formula (NFF)

The Head advised that the school budget is allocated via the local authority through an agreed formula. In Cheshire East there is a shortfall. All Heads have been asked to sign a collective petition; including signatures from local MPs and Councillors. The East Cheshire Association of Primary Heads (ECAPH) has been working with MPs. The next meeting is on 9th February 2017 which the SBM will attend.

The Governors suggested that the governing board prepare a letter to send to David Rutley.

The Chair confirmed that the budget has been agreed for this year (2016/17). The SFO meeting at the end of February 2017 will look at 2017/18 budget.

Action: Prepare a draft letter for parents to update them on the NFF and the requirement to voice their concerns; email to governors for sign off. Ensure that the letter addresses the implications and the key dates (Head).

19. IMPACT STATEMENT

The governing board:

- Discussed the clarity of vision and ethos to ensure that school are less abstract in concepts of ethos and vision via an evolution towards the values of the Fruit of the Spirit.
- Reviewed the SEF and SDP with highlighted priorities.
- Discussed the balanced budget and a healthy carry forward into 2017/18 and the potential impact of the NFF.
- Interrogated the extension and confirmed that it was completed to budget; strategic thinking of the future building costs.
- Interrogated the supply staff insurance costs.
- Discussed Safeguarding in regards the entrance area, skylights, traffic warden (the PTA and school worked with the LA to highlight potential issues).

The meeting moved to Part Two at 8:07pm.

----- Chair

----- Dated