



Prestbury Church Of England Primary School

'Let Your Light Shine'

(Matthew 5.v16)

MINUTES OF A MEETING OF THE GOVERNING BOARD OF PRESTBURY PRIMARY SCHOOL HELD AT THE SCHOOL ON 26TH SEPTEMBER 2017

Governors Present: Mrs Jackie Smith-Lomas Acting Chair
Mr David Capener Headteacher
Mr John Acklerley
Rev Patrick Angier
Mr Paul Gibbons
Rev Michelle Goodrich
Mrs Karen McCurdy
Ms Victoria Moss
Mrs Emma Pickup
Mrs Sarah Pittham
Mr John Roebuck (From Item 3)

Also in attendance: Mrs Joe Carter Clerk to the Governors
Mrs Dawn Horsfall Foundation Stage/Early Excellence

PART ONE – NON-CONFIDENTIAL BUSINESS

Prior to the meeting the Chair of the Governing Board had confirmed his absence from the meeting and had arranged for the Vice Chair of the Board to Chair the meeting.

Before the meeting Mrs Taj Juss, Cheshire East Clerk, who will be replacing Joe Carter arrived to introduce herself to the governors. She did not stay for the meeting.

The meeting started at 6:05pm.

The meeting was opened with prayers.

1. APOLOGIES AND ADDITIONAL OTHER BUSINESS

Governors received and accepted apologies from:

- Jeremy Bolton, Norman Davies, Reg Lord and Julian Jones.

The following additional other business items were raised:

- Review of Special Educational Needs and Disability (SEND) Results Data
- Governing Board Effectiveness Actions

- Proposed change in the date of the second governing board meeting during the autumn term 2017; from Tuesday 5th December to Tuesday 28th November.
- Schools' Forum Election

2. CONFLICT OF INTEREST

2.1 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.

2.2 The Clerk reminded the governors to complete their annual declarations.

Action: Issue the annual declaration forms to all governors for completion and return to the SBM (Clerk).

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

The Head confirmed that on Tuesday 19th September 2017 five Headteachers and three consultants from the Diocese attended school as part of their Heads training. It was not a full school review; however school used the opportunity to undertake lesson observations, book scrutinies and staff interviews. The Senior Leadership Team (SLT) attended an update meeting at end of the school day to receive feedback on the findings.

On Friday 22nd September the Head and Victoria Moss met with Andree Coleman for feedback on areas that Ofsted could challenge school on. Andree's advice was to ensure that the SDP and SEF are strategic. She identified that school have few PPG pupils; and therefore case studies should be used to track the progress for these pupils. She stated that the data dashboard has strengths and areas to investigate; one area is Schools significant group of higher achievers. The key for this year is ensuring the appropriate level of challenge for the progress of higher achieving children; whilst continuing the focus on Schools Christian values.

The Head had held a meeting with Staff to feedback on strengths and development points on 25th September 2017 which feeds the SDP and the SEF.

John Roebuck joined the meeting.

The Head advised that he had revised the SEF around the five Ofsted areas with clear strengths and development points. He advised that he aims to have a SEF with five separate action plans/data documents. At the next governing board meeting the plan will be to present progress against the action plans.

Action: Add an agenda item for the Head to present an update on the Action Plans from the SEF at the next governing board meeting (Clerk).

2017 Data

The Head confirmed that the overall data was strong at the end of the Foundation Stage; the focus going forward will be on Year 1 Phonics (following the dip in results this summer). The Key Stage 1 data is strong and the KS2 data is mostly up. The Head

confirmed that analysis of the data had been conducted at the Personnel and Curriculum Committee meeting on 14th September 2017.

The Progress measure for 2015/16 was against 95% coverage of pupils; whereas the 2016/17 measure was only 82% (eight pupils had not been included as from other schools therefore no initial Prestbury School measure).

The Head issued the new SEF & SSDP report, and a Quality of Teaching Action Plan. He stated that these are draft documents for governor review and feedback. The aim is to ensure that the governing board focus on the priorities for school.

Action: Review the SEF draft structure and feedback any changes to the Head (All governors).

The text highlighted green in the SEF & SSDP report identifies the key areas for development which included:

Effectiveness of leadership and management of the school – Continue the high profile of English and Mathematics subject leadership. Ensure progress and appropriate challenge, check if staff require CPD, complete book scrutinies and work out areas for development.

Effectiveness of leadership and management of the school – New values support and reinforce British values of democracy, rule of law, liberty and mutual respect for and tolerance of those with different faiths and beliefs. The Head stated that pupils will leave school with the Christian values of school and make a positive contribution. School will ensure that they can marry the Christian and British values so pupils, staff and governors are clear.

The governing board discussed the importance of linking the Schools Christian values to the British Values; it was agreed that the Foundation Governor group could focus in this.

Action: Work on the links between the School and British values to present to the governing board on 28th November 2017 (Foundation Governor Group).

Action: Add an agenda item to the governing board meeting on 28th November 2017 for the Foundation Governor Group to provide an update on how school will ensure the linkage between School and British values (Clerk).

Quality of teaching, learning and assessment – Ensure lessons have the appropriate pace and level of challenge especially for higher achieving children. Monitor groups identified via tracking 2017/18 with focus on HA children.

Outcomes for children and learners – Increase the percentage attaining both the Expected and the Higher Standard at both key stages, but especially KS2. Increase the percentage of children attaining the expected standard in Phonics at the end of Year 1.

The Head provided a summary of the strengths identified from the Headteachers visit feedback last week.

Quality of teaching, learning and assessment

School hold a termly closing the gap meeting and a half termly review of PPG and SEND pupils; the addition is the focus on the significant group of higher achievers.

Question: Have school done this before for the high achievers?

Response: Under previous assessment system school excelled, therefore this was not an issue. Due to the change in assessment this is now something that school need to work on.

Personal development, behaviour and welfare

Feedback from the Headteachers visit and the School Council was that School feels special because of the Christian values. Good behaviour impacts all areas of School. Positive impacts specifically were the "wall of wonder" and the Friday house points.

Outcomes for children and learners

School focus on the whole KS2 and not left for Year 6 only. This year School will be more explicit about the expectations of each pupil which will be reviewed in the closing the gaps and monitoring meetings.

Year 1 Phonics teaching was noted as strong. The phonic results for pupils who completed Year 2 during 2016/17 were not as good as the 2015/16 cohort; however the reading outcomes were stronger than the previous year.

Question: Do you know the reason for the phonics dip?

Response: There is not one specific reason; school reviewed the coverage of the curriculum and phonics which does match up. The tests follow the two week May half term holiday, so this could have an impact. There were some pupils who were only one point off passing. KS2 whole class guided reading is new.

Question: What effect has the phonics dip had on the rest of the curriculum?

Response: No negative impact seen on the two year cycle. It is reviewed on regular basis at staff meetings. Greater clarity on what must be done against what is led by the pupils. E.g. Science will be covered in topics.

A Governor stated that the writing moderation across the curriculum encourages the cross curriculum work.

Question: Is the Phonics exam the only exam that is assessed that week?

Response: Yes. Also focus on the style of tests.

4. MEMBERSHIP

The following changes to the membership of the board of governors were noted:

- Victoria Moss has been re-appointed as Staff Governor following announcement in the summer term of a staff election process (no other staff members stood). Victoria's term of office will run from 2nd September 2017 for a period of four years.
- Emma Pickup, Foundation Governor confirmed that she would access the foundation governor forms and complete to ensure her re-appointment (as term of office ends on 16th October 2017).
- The Head confirmed that Hannah Butler resigned as an Associate governor of the governing board on 8th September 2017. The Governing Board thanked Hannah for all her work at the governing board in recent years.
- Dawn Horsfall has agreed to replace Hannah as an Associate governor. The governing board agreed to the appointment of Dawn as an Associate for a period of two years (until the first autumn term meeting in 2019).

- The Head advised that Julian Jones has expressed an interest in the governing board; in particular as part of his ongoing professional development. The Governing Board agreed to the appointment of Julian as an Associate for a period of two years (until the first autumn term meeting in 2019).

The Clerk reminded the governors that Associates have no voting rights.

The Chair advised that during the Governing Board Effectiveness meeting on 19th September 2017 there had been a discussion around succession planning of governors; in particular foundation governors. The governors discussed the possibility of adding new members as Associates with a view to providing the individuals with a year of getting to know the Governing Board, the Committees and the School; with a view to becoming a governor in the near future.

The Head mentioned that government advice is that governors should ideally step down after serving two terms of office (eight years as a governor).

Action: Investigate options for church attendees to become Associate Governors and feedback at the next governing board meeting (Patrick Angier).

5. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the meeting held on 11th July 2017 were confirmed as a correct record and signed by the Chair.

There were no matters arising.

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

The governors discussed the statutory requirements of information to be added to the school web site and the Head confirmed that he would ensure that the SBM manages this termly; including the governor updates. The governors were concerned as some of the governing board minutes had not been added to the school web site.

Sarah Pittham volunteered to update the school web site with all governor information including minutes for a one year period only.

Action: Send the 2016/17 Building and Finance Committee minutes to Sarah Pittham for inclusion on the school web site (Clerk).

6. CHAIR'S ACTION

The Chair reported that neither she nor Jeremy Bolton had taken any Chair's Actions on behalf of the governing board since the last full governing board meeting:

7. COMMITTEES & NOMINATED GOVERNORS

The Clerk advised that some of the following items had been agreed at the governing board meeting on 11th July 2017.

- a) The membership of Committees for the 2017/18 academic year and appointment of a Chair and Vice Chair for each of the Committees for 2017/18 school year was agreed at the governing board on 11th July 2017. The exception was the Chair and Vice Chair of the Admissions Committee. Sarah Pittham volunteered to become the Chair

and John Roebuck the Vice Chair for a period of one year (until the autumn term 2018 Admissions Committee meeting). The governing board agreed to the appointments. The governing board had a discussion on the size of Committees; there was agreement on the Admissions Committee being represented by seven governors (to provide thorough discussion and varied challenge to the process) and the other two Committees by six governors each.

- b) The Clerk advised the governors that they should complete an annual review of the list of functions to be delegated to Committees and individuals by the governing board. The governing board agreed that this would be completed.

Action: Complete the annual review of the delegated functions and add to the school web site (Chair of the Governing Board and Committee Chairs).

- c) The governing board agreed that the constitution and terms of reference for each of the Governing Board standing Committees should be reviewed by each Committee at the next Committee meeting.

Action: Ensure the annual review of Committee Terms of Reference is added to each meeting (Clerk).

- d) The governing board agreed to adopt the Cheshire East model terms of reference for the Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee, Staff Appeals Committee.

The Chair and Head confirmed that the Pay Committee terms of reference had been reviewed and agreed at the Pay Committee on 19th September 2017.

- e) The Clerk reminded the governors that the governors and external adviser appointed to carry out the Headteacher's Performance Review in 2017/18 had been agreed by the governing board on 11th July 2017:
- Governors: Jeremy Bolton and Jackie Smith-Lomas.
 - External Adviser: Brian Padget.

The Chair confirmed that the first meeting had taken place on 25th September 2017.

8. GOVERNORS CODE OF PRACTICE/GOVERNORS CHARTER

The Clerk advised the governing board to ensure that they complete the annual review and agreement of a code of practice/governors charter for the Governing Board and that all governors should sign a copy of the code. The governing board agreed to do this and add to the school web site.

Action: Provide a governors code of practice for all governors to agree and sign (Jeremy Bolton).

Action: Add the agreed governors' code of practice to the school web site (Sarah Pittham).

9. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES (Agenda Item 7)

The following verbal update was given:

1. Personnel and Curriculum, 14/09/17

The Chair of the Personnel and Curriculum Committee advised that the updates covered at Committee had already been summarised by the Head in Item 3.

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

There were no reports from governors with special responsibilities.

10. FINANCIAL MATTERS

2017/18 Actual v Budget review (to date)

No information provided, deferred to the 28th November 2017 governing board meeting and the Building and Finance Committee on the 9th October 2017.

Use and impact of the Pupil Premium

Victoria Moss confirmed that an update had been provided to the Personnel and Curriculum Committee on 14th September 2017, and the information has been updated on the school web site.

Review arrangements for the annual completion of the SFVS

The governors of the Building and Finance Committee confirmed that this will be covered at the Committee on the 9th October 2017.

Receive a copy of the annual Unofficial School Funds accounts and the audit certificate

The Head advised that the audit had been completed and the certificate will be presented at the Building and Finance Committee on the 9th October 2017.

Confirm the appointment of the auditor of the annual accounts for the current year

The Head confirmed that Mrs Gillian Gray will complete the audit of the annual accounts; the governing board agreed to this appointment.

11. PART ONE HEADTEACHER'S REPORT

The Head confirmed that this item will be circulated prior to the next governing board meeting later in the autumn term 2017.

12. ATTENDANCE TARGETS

The Head advised that school will maintain the high levels of attendance which are above 95%. He confirmed that himself and Jude Durant track pupil attendance each half term.

Question: Has there been any impact to term time holidays?

Response: No major impact.

13. APPROVAL OF 2018/19 TERM DATES

The 2018/19 term dates and INSET days had been issued to the governing board in advance of the meeting. The governing board agreed to the dates.

14. SCHOOL IMPROVEMENT

The item was covered during Item 3.

15. SCHOOL POLICIES

The Head confirmed that he has asked the SBM to provide an update on the list of proposed re-classification of policies (Statutory classified as Policy, non-statutory classify as Guidance) during the spring term 2018.

Action: Provide the list of proposed re-classification of policies (Statutory classified as Policy, non-statutory classify as Guidance) to the governing board for agreement (SBM).

The governing board ratified the Pay Policy as reviewed and agreed at the Pay Committee meeting on 19th September 2017.

16. GOVERNANCE STATEMENT

The governors confirmed that the annual Governance statement to be published to parents and on the school website had not been issued by the Chair.

This was an action captured during the 11th July 2017 meeting and was updated to state that it must be completed by the next governing board meeting on 28th November 2017 (see action log, from meeting on 11/07/17, P1, Item 12).

17. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT

The governing board discussed that the previous skills audit as issued by the Training and Liaison Governor had not been fully completed. The Clerk advised that the governing board should all ensure that a skills audit is completed to feed into the succession planning. She advised the use of the NGA skills audit. The governing board agreed to this approach.

Action: Issue the NGA Skills audit questionnaire to all governor's for completion and return to John Roebuck (Clerk).

Action: Summarise the skills of current governors and identify any gaps using the NGA template provided by the Clerk (John Roebuck).

Action: Present findings on any skill gaps and the skills required to replace any governors leaving during the next twelve to eighteen months at the next governing board meeting (Joh Roebuck).

18. PLANNED RESIDENTIAL VISITS

The Head advised that the risk assessment for the following visits has been completed following the Local Authority process (EVOLVE):

- Y5 Conway 4th to 6th October 2017
- Y6 PGL May 2018

19. MEETINGS

The governing board agreed to the following date and time for the next full board of governors meetings:

- Tuesday 28th November 2017, 6pm

20. ANY OTHER BUSINESS

The following other business was discussed:

Review of Special Educational Needs and Disability (SEND) Results Data

The review of the data was deferred from the Personnel and Curriculum Committee meeting on 14/09/17. The Chair of the meeting provided the following summary:

The numbers are so small they are not statistically significant; however the provision for SEND children is very good. There is early identification and support put in place as soon as possible. There is an EYFS SEND lead and this supports the early identification. There are excellent relationships with outside agencies and support is sought when needs are identified. The partnership with parents is very strong and the school works very closely with parents to offer support and advice. Support is also provided for siblings through the siblings support group. The SENCO has been successful in achieving EHCPs for children with significant needs and this has a direct impact on their progress, alongside support for the home school partnership.

SEND children are tracked half-termly and the impact of interventions is regularly reviewed and as a consequence all SEND children make progress against their objectives and from their own starting point.

Governing Board Effectiveness Actions

Governor feedback from the GBE meeting on 19th September 2017 was:

- Increase the visibility of Governors through the school Web Site; and ensure information is up to date.
- Add the governor attendance at the governing board and committees onto the school website.
- Succession planning of governors; in particular foundation governors (as discussed in Item 4).
- Increase the governors' presence at school. The Head invited governors to attend school three mornings including lunch with staff and attending class assemblies. The suggested dates are Friday 17th November 2017 (Year 3 & Year 4), 2nd February 2018 (Year 5 & Year 6) and 27th April 2018 (Reception). The governors were asked to confirm attendance in advance to plan catering.

Proposed change in the date of the second governing board meeting during the autumn term 2017; from Tuesday 5th December to Tuesday 28th November.

Agreed, see Item 19 above.

Schools' Forum Election

The Clerk advised that the School's Forum is a statutory consultative and decision making body made up of elected representatives from both school and non-school settings with links to the Education and Skills Board. Maintained Primary Schools will shortly receive ballot papers to circulate to all governors to elect a new governor representative to the Schools' Forum.

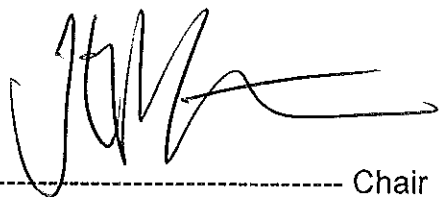
The Head handed out the ballot papers and asked that they are returned to the school office. The Clerk confirmed that all completed ballot papers must be returned to the School Governance Team by 12:00 noon on Tuesday 3rd October 2017 and the results of the election will be publicised on Wednesday 4th October 2017 via the Schools' Forum webpage.

21. IMPACT STATEMENT

The governing board has moved the school forward by:

- Clarity of vision, ethos and strategic direction
 - ✓ New approach to the SEF and SSDP
 - ✓ Fed back on the GBE session – affirmed effectiveness of the governing board and discussed succession planning and the Committee structures.
 - ✓ Heard and understood the key focus for the school for the next 12 months.
- Holding senior management to account for educational performance of school
 - ✓ Discussed at the Personnel and Curriculum Committee with a summary provided tonight.
- Oversee the financial performance of the school, ensuring value for money
 - ✓ Inhouse review from the Diocese as part of the Headteachers training.
- Safeguarding
 - ✓ Head confirmed completion of the risk assessments for the residentials.

The meeting moved to Part Two at 8:00pm.


----- Chair

22/12/17
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