



'Let Your Light Shine'

(Matthew 5.v16)

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF PRESTBURY
PRIMARY SCHOOL HELD AT THE SCHOOL ON 20TH MARCH 2018**

Governors Present: Jeremy Bolton Chair
 David Capener Headteacher
 Jackie Smith-Lomas
 John Acklerley
 Rev Patrick Angier Left at Item 9
 Paul Gibbons
 Victoria Moss
 Emma Pickup
 John Roebuck
 Charles Lord
 Karen McCurdy
 Emma Pickup Arrived at Item 9

Also in attendance: Tajinder Juss Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

Opening Prayer

		Actions
1	<p>APOLOGIES & ANY OTHER BUSINESS The Governing Board agreed that the apologies for absence received from Rev Michelle Goodrich, Sarah Pittham, Dawn Horsfall and Julian Jones be accepted.</p> <p>Emma Pickup had informed the FGB that she would be arriving late to the meeting.</p>	
2	<p>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. There were no interests to declare.</p> <p>It was confirmed that all governors have completed the annual declaration form.</p>	

<p>3</p>	<p>MEMBERSHIP</p> <p>There were no changes to the membership of the governing board.</p> <p>The FGB agreed to defer the action to consider the options for church attendees to become Associate Governors to the summer term 2018 FGB meeting.</p>	<p>Rev Angier</p>
<p>4</p>	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The part one minutes of the meeting held on 28th November 2017 were confirmed as a correct record, and signed by the Chair.</p> <p>The action log was reviewed and the following matters arising addressed from the Part One minutes which will not be covered elsewhere in the agenda:</p> <p><u>SIAMS report</u></p> <p>On behalf of the FGB, the Chair commended the HT and the school on the excellent SIAMS report which has been received by all governors. The HT has publicised the report in the local press.</p> <p><u>Foundation Working Group</u></p> <p>The Foundation Working Group have not held a meeting therefore the actions arising from the previous FGB meeting were deferred to the summer term 2018 FGB meeting. The actions include:</p> <ul style="list-style-type: none"> • To consider the links to British Values with a report to the FGB. • To consider the issues of Gender Identification as part of the work by the Foundation Working Group • To consider the online modern course called SMSC to tie in with work on British Values. <p><u>Governors Code of Conduct</u></p> <p>The Chair has cross referenced the current code of conduct with the latest LA code of conduct for governors. The Chair is due to make an amendment to update the document and also cross reference it with the code of conduct for Foundation governors. The Chair will circulate the updated Code of Conduct to all governors to read and sign.</p> <p><u>Skills Audit</u></p> <p>Jackie and Norman are due to complete the governor skills audit and will return the form to John Roebuck.</p> <p><u>NGA</u></p> <p>The Clerk has updated the NGA membership and governors are receiving</p>	<p>Emma</p> <p>Jeremy</p> <p>Jackie & Norman</p>

	<p>the weekly online newsletter. The next quarterly magazine should be received in the post by all governors.</p> <p><u>SMSC (Social, Moral, Spiritual and Cultural) Modern Governor Training Course</u> c/f: The action for all governors to complete the online SMSC course was carried forward for completion by the summer term 2018 FGB meeting. The Clerk will provide the training link for all governors.</p> <p><u>Governor Profiles</u> c/f: All governors were requested to check their profiles on the school website and ensure that any profile changes are provided to Angela so that the website can be updated accordingly.</p> <p>It was confirmed that all other actions have been met and closed as appropriate.</p>	All Govs
5	<p>CHAIR'S ACTION The Chair reported that the school closed due to exceptionally poor weather conditions. The HT noted that the school received positive feedback on the communication of the school closure. The Chair commended the HT and the school team for remaining open as long as possible during very difficult weather conditions.</p>	
6	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>The following committee minutes were received:- Personnel and Curriculum 16.1.18 Admissions 5.3.18 Buildings and Finance 5.3.18</p> <p>The committee Chairs, Jackie and Norman, each provided a comprehensive summary of their committee meeting as detailed in the committee minutes. In the absence of the Chair of the Admissions committee, John Roebuck provided a summary of the Admissions committee meeting.</p> <p><u>Admissions</u> The excellent work of the SBM was commended for ensuring the effective work of the Admissions committee.</p> <p><u>Buildings and Finance</u> The HT reported that since the committee meeting the room hire funds from Pantomine have been received.</p>	

	<p>The FGB acknowledged the excellent work of the PTA and expressed their thanks to the PTA for their continued support for the school; their contribution has made a tangible difference to the school every year.</p> <p>The FGB expressed their thanks to the HT, the SBM and the school team for the improved budget position with a healthy carry forward. The budget has been set with the backdrop of uncertainties with pupil funding details emerging very late providing a challenging timeline to set a budget. The school monitor the budget closely ensuring there are efficiencies wherever possible. Year 2 (2019/20) and Year 3 (2020/21) are subject to further future uncertainties. In general, the school are managing within a very tight budget.</p> <p>There were no other reports or recommendations to receive. Recommendations requiring the approval of the FGB are addressed under the relevant agenda item. There were no link visit reports to receive at this meeting.</p> <p><u>Staffing Structure for 2018/19</u> Andrea Williamson, Year 1 teacher, will be retiring at the end of this academic year after almost 20 years of service. The FGB expressed their thanks to Andrea for her sterling service to the school. Jo Harris, a teaching assistant and a valued member of staff is due to leave the school at the end of this academic year. It was noted that the staffing structure details are received and reviewed at committee level.</p> <p><u>Curriculum Plans</u> These are considered and approved at committee level.</p>	
7	<p>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING The HT provided the following verbal report:</p> <p>The FGB noted their congratulations to Menna Fitzpatrick, a former pupil of the school, on her recent achievements in the Winter Paralympics. The HT reported that the achievements have been shared and celebrated with pupils at worship. The school retain close links with the Fitzpatrick family who have visited the school previously. The HT noted Menna's strong, resilient attributes with a good sense of humour and the inspiration she gives to others.</p> <p>The school have held their Easter production today. The children exuded confident in their performance with excellent acting and singing. Governor Comment: <i>I would recommend attending the production which was excellent. The organisation, work and dedication of the production by the staff was remarkable.</i></p> <p>Governor Comment: <i>This provides pupils with an excellent foundation for when they progress to senior school.</i></p>	

	<p>The school retain strong links with Maxonia, South Africa who continue to experience a number of challenges as a school. The HT informed governors that the plans for the school hall development have become available.</p> <p><i>Have they been impacted by a shortage of water?</i> Only minimally because they are located near a water supply.</p> <p>Nursery; this is working well with healthy numbers expected in the next academic year.</p>	
8	<p>FINANCIAL MATTERS</p> <p><u>Draft annual budget for 2018/19</u> The FGB approved the draft annual budget for 2018/19 as recommended by the Buildings and Finance committee.</p> <p><u>Budget v Actuals for 2017/18</u> The review of the budget vs actuals for 2017/18 have been considered and are as detailed by the Buildings and Finance committee.</p> <p><u>Staffing structure for 2018/19</u> The evaluation of the cost of the staffing structure for 2018/19 has been detailed by the Buildings and Finance committee.</p> <p><u>SFVS</u> The SFVS has been reviewed by the Chair. The FGB approved the SFVS to be submitted at the end of March 2018.</p> <p>The annual accounts of the Unofficial School Fund and the audit certificate will be received in the autumn term 2018.</p> <p>The appointment of the auditor of the Unofficial School Fund for the next academic year was delegated to the Buildings and Finance committee.</p> <p><u>Manual of Internal Financial Procedures</u> The Manual of Internal Financial Procedures has been reviewed and as recommended by the Buildings and Finance committee was approved by the FGB.</p> <p><i>Emma joined the meeting at 7pm.</i> <i>Patrick left the meeting at 7pm.</i></p>	B & F
9	<p>STRATEGIC DEVELOPMENT PLAN (SDP)</p> <p>The HT spoke on the updated SDP as circulated to the FGB and also directed governors to the Personnel and Curriculum committee minutes for further details. The SLT at the Personnel and Curriculum committee meeting spoke not only on the data but the active elements to move the school forward in key areas such as Active Reading, the focus on Writing, analysis of Maths embedding across the curriculum and the staff</p>	

	<p>development.</p> <p>Governor Comment: <i>The SLT provided detailed, well presented information.</i></p>	
10	<p>CLERKING ARRANGEMENTS FOR 2018-2019</p> <p>The FGB agreed that the LA clerking service is working well and agreed to the buy back of the LA clerking service subject to the SLA. The FGB delegated the review of the SLA to the Buildings and Finance committee when it becomes available.</p>	B & F
11	<p>DIRECTOR'S REPORT</p> <p>The Director's Report for the Spring Term 2018 contained the following matters:</p> <p>Message from the Director of Children's Services</p> <ol style="list-style-type: none"> 1. School Governance and Liaison update 2. Ofsted update to Short Inspections from January 2018 3. Newly Qualified Teachers 4. Consultation on revising Qualified Teacher Status and Teacher Career Progression 5. Special Educational Needs and Disability (SEND) update 6. 2018/19 Schools' Funding Formula 7. Careers Guidance and Access for Education and Training Providers 8. Staffing updates 9. The Apprenticeship Levy – six months in 10. Determination of Local Authority Admission Arrangements and Coordination scheme 2019-2020 11. Processing In-Year Applications 12. Changes to The Admission Code for children previously in care outside of England 13. Reporting Violence and Aggression on PRIME 14. Missing Child Guidance 15 Cheshire East Children's Safeguarding Board 16. Schools' Audit Programme 2017/18 <p>Further Information Education System Strategic Procurement (ESSP) Best4Business Programme and the Oracle Replacement Update)</p> <p>It was noted that the articles from the Directors Report have been addressed at committee level. The Clerk has provided a precis and further information on the articles to assist governors. The Clerk noted the date of the Cheshire East Annual Governors' Conference supported by Cheshire East Association of Governing Bodies (CEAGB) which will take place on Friday 22nd June 2018 at Cranage Hall.</p>	

	<p>Item 14: Missing Child Guidance The HT confirmed that the school have procedures in place monitored closely by the SBM.</p>	
12	<p>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT The Training Liaison Governor, John, has collated the information from the skills audit completed by governors. The analysis identifies the following:</p> <ul style="list-style-type: none"> • Governors are highly experienced and skilled; in terms of their individual experience, the training completed and the skills aligned to their committee work. • Governors have requested more information on SEND. • Governors are well qualified, trained and motivated. <p>In terms of SEND, governors were reminded that there is a modern governor online course for SEND that governors can access.</p> <p>The focus of the skills analysis was also to identify skills gaps in terms of succession planning and the FGB agreed that efforts to address succession planning with a particular focus on the Foundation governor posts need to be progressed more urgently.</p> <p>From discussion, it was noted that the term of office for Jeremy Bolton is due to expire on 31.8.18. The following options will be considered to maintain the stability of the governing board:</p> <ul style="list-style-type: none"> • The HT to contact Su Noakes to find out if Jeremy will be able to continue as a Foundation governor following the current end of term. • Depending on the outcome of the HT's discussions with Su Noakes; the Clerk to find out if the Instrument of Government could be amended to enable the FGB to retain Jeremy as a co-opted governor. <p>It was also noted that Revd Michelle Goodrich is unlikely to continue with the FGB from September 2018.</p> <p>The FGB agreed for Emma to approach Patrick with regard to succession planning of Foundation governor vacancies. This is to consider options such as raising the issue at the next Youth Hub meeting, approaching Andrea Fitton or consider the options for church attendees to become Associate Governors.</p> <p>It was noted that Paul has attended and completed the LA SFVS training course.</p> <p>John noted the development of Governor Space as highlighted by eCaph.</p> <p>The FGB thanked John for the report.</p>	<p>HT Clerk</p> <p>Emma</p>
13	<p>SCHOOL POLICIES The FGB approved the following policies reviewed at committee level:</p>	

	<ul style="list-style-type: none"> • Staff Appraisal and capability policy • SEN (s) • Safer Recruitment • Complaints procedure • Data Protection • Medicines and medical conditions • Whole school safety procedures • Home-school agreement document • Sex and relationships education • School Behaviour + Behaviour Principles-written statement (within behaviour policy) • Safety of children • Whistle blowing -safeguarding • Child Protection policy and procedures • Lettings Policy • Safeguarding, Health and Safety • Safeguarding, Annual Health and Safety Review <p>It was noted that a number of guidance documents have been reviewed as allocated at committee level.</p>	
14	<p>PLANNED RESIDENTIAL VISITS The FGB approved the forthcoming visit for Year 6, PGL from 21st to 25th May 2018 and received confirmation that risk assessments will be completed.</p>	
15	<p>MEETINGS The FGB confirmed the next meeting date as Tuesday 10th July 2018 at 6pm.</p>	
16	<p>ANY OTHER BUSINESS There was no any other business.</p>	

The meeting moved to the Part 2 agenda at 7.20pm

.....Chair

.....Dated