



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 10TH JULY 2018

Governors Present: Jeremy Bolton Chair
 David Capener Headteacher
 Jackie Smith-Lomas
 John Acklerley
 Paul Gibbons
 Victoria Moss
 Emma Pickup
 Sarah Pittham (arrived 6.10pm)
 John Roebuck
 Rev Patrick Angier
 Karen McCurdy

Also in attendance: Tajinder Juss Clerk to the Governors
 Becky Sidebotham Clerk to the Governors
 Julian Jones Associate Governor
 Dawn Horsfall Associate Governor

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 Norman Davies, Rev Michelle Goodrich, Reg Lord and Julian Jones be accepted.</p> <p>AOB:</p> <ul style="list-style-type: none"> • SFVS • LA Finance Audit, October 2018. 	
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>	

3	<p>INSTRUMENT OF GOVERNMENT</p> <p>The FGB considered an amendment to the current Instrument of Government to increase the number of Co-opted governors from 1 to 2. This is to ensure that skilled governors who may not meet the Foundation governor criteria can still be retained on the governing board. The impact of the amendment will be an increase of one to the number of Foundation governors resulting in an increase of the total number of governors from 14 to 16. The Clerk has circulated the draft Instrument of Government. It was confirmed that Su Noakes has reviewed and provisionally approved the draft subject to the approval of the full governing board.</p> <p>From discussion, governors noted that succession planning of Foundation governors needs to be a priority.</p> <p><i>Sarah Pittham arrived 6.10pm</i></p> <p>Governors approved the amended instrument of government, to be effective from the first autumn term 2018 full governing board meeting subject to the approval of the Diocese and LA. The Clerk will forward the Instrument of Governance to the LA and Diocese for approval.</p>	Clerk
4	<p>NOMINATIONS FOR CHAIR</p> <p>The current Chair of Governors, Jeremy Bolton is a Foundation governor and the term of office is due to expire on 31.8.2018. The election for the Chair of Governors is due to be held in the autumn term 2018 and the FGB agreed the nomination for Jeremy Bolton as Chair of Governors subject to approval of the draft Instrument of Government and appointment as Co-opted governor (as noted under agenda item 3). The proposed term of office for the Chair of Governors from the autumn term 2018 will be for one year.</p> <p>The Chair strongly invited governors to consider future succession planning for the role of Chair and Vice Chair of Governors. Governors are invited to approach the Chair and HT should they be interested in the roles.</p> <p>The Clerk clarified that the Vice Chair of Governors, Jackie Smith-Lomas will assume the duties of the Chair until a Chair of Governors is appointed in the autumn term 2018.</p>	Clerk Governors
5	<p>MEMBERSHIP</p> <p>The following changes to the membership of the governing board were reported:</p> <ul style="list-style-type: none"> Michelle Goodrich, due to a change of Parish, will be resigning from the FGB with effect mid-September 2018. 	

	<ul style="list-style-type: none"> The term of office for Jeremy Bolton as Foundation governor will expire w/e 31.8.18. It has been confirmed that Jeremy no longer meets the criteria for a Foundation governor and the FGB agreed the reappointment of Jeremy Bolton as a Co-opted governor from the autumn term 2018 subject to the approval of the draft Instrument of Government by the LA and Diocese to enable the FGB to retain the extensive skills and experience of Jeremy as a Co-opted governor. <p>There followed a considered discussion on the Foundation governor posts. It was noted that the majority of the Foundation governors currently in post are in the second term of office. From the autumn term 2018, subject to the approval of the draft Instrument of Government there will be three foundation governor vacancies in total.</p> <p>The FGB considered how best to approach and raise interest in the Foundation governor vacancies. To date efforts have been unsuccessful to attract new Foundation governors who have the skills to continue to strengthen the work of the governing board. The FGB agreed that addressing the Foundation vacancies is an identified priority and agreed the following actions:</p> <ul style="list-style-type: none"> The Foundation Working Group to liaise collectively to ensure a proactive approach to filling Foundation governor vacancies and agree the next steps. This will include for example, governors representing the school at the next two Education Sundays due in September 2018 and January 2019 to help raise awareness of the roles, request the Head of Education to preach a service and request volunteers, invite potential interested candidates for a tour of the school amongst other ideas. To report back to the FGB with an action plan. <p>The Clerk confirmed that an updated list of governors is provided to the school business manager, Angela so that the school office can ensure all governor information on GIAS is updated accordingly.</p>	<p>John / Emma / HT & Patrick</p>
<p>6</p>	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The part one minutes of the meeting held on 20th March 2018 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>c/f: Governor Code of Conduct:</p> <ul style="list-style-type: none"> To cross reference the Prestbury code of conduct with the LA code of conduct for governors. To revise and update accordingly and circulate to all governors to approve and sign. 	<p>Jeremy</p>

	<p>c/f: To include consideration of Gender Identification as part of the work by the Foundation Working Group and to report to FGB.</p> <p>c/f: Norman to complete and return the governor skills audit to John.</p> <p>c/f: Governors to check their profile on the school website and where necessary provide an updated profile to Angela to update on the school website.</p> <p>To receive the unofficial school fund and audit certificate in the autumn term 2018.</p> <p>It was reported that the Foundation Working Group have met to discuss the teaching of British Values and identified that British Values are taught within the context of the school. Essentially, British Values and Christian values are intertwined and children value expression. Staff use terminology that promotes British Values and from the parental survey, 98% of parents acknowledged the positive impact of the Christian focus at the school.</p> <p>It was confirmed that all other actions have been met and closed as appropriate.</p>	<p>Foundation Working Party</p> <p>Norman</p> <p>All Governors</p> <p>Angela</p>
7	<p>CHAIR'S ACTION AND CORRESPONDENCE</p> <p>The Chair reported that he has taken no Chair's Actions on behalf of the governing board since the last full governing board meeting.</p>	
8	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>The following committee minutes were received: Personnel and Curriculum 24.4.18 Buildings and Finance 25.6.18</p> <p><u>Personnel and Curriculum</u> The committee Chair, Jackie, provided a verbal summary of the meeting. It was noted that a new Chair for the Personnel and Curriculum committee will be appointed in the autumn term 2018. The HT and governors expressed their appreciation and thanks to the work of the four members of staff leaving the school at the end of this academic year.</p> <p><u>Buildings and Finance</u> The Vice Chair of the committee, Paul, provided a verbal summary of the meeting. The FGB noted that there has been a substantial improvement in the budget and governors expressed their thanks to the staff and governors involved in monitoring the budget.</p> <p>There were no other reports from committees.</p> <p><u>Safeguarding</u></p>	<p>P & C</p>

<p>The link governor for Safeguarding, Karen spoke on the latest link visit and reported the following: The termly check of the Single Central Record has been completed. Karen has subscribed to a DBS update service and will continue to monitor the situation to ensure compliance to the regulations.</p> <p>The Clerk reminded governors that it is a statutory requirement for all governors to complete a DBS check. New governors should apply for a DBS check within 21 days of appointment / election. The Clerk will forward the statutory guidance to governors. The Clerk clarified that there is no expiry date on a DBS check and governors are free to decide on a procedure on when to re-run a DBS check i.e. every four years. The FGB agreed to include the requirement for a DBS check to the governor induction pack.</p> <p>Karen noted that the main entrance area to the school is an identified Safeguarding concern so the actions determined by the Buildings and Finance committee to drive and prioritise improvements are welcomed.</p> <p>Following the recent GDPR, the visitor sign in procedure is under review. An electronic system will be in place from October 2018; in the interim a new sign in register has been implemented. Until the electronic register is installed it was clarified that governors must sign in the main visitor book. The school business manager is due to attend GDPR training and the school continues to work towards the requirements. It was noted that the old register monitored all governor visits to the school. Governors were assured that the new electronic system will have this facility too; there will be a short interim period of transition when this information will not be recorded.</p>	<p>Clerk</p> <p>HT</p>
<p><u>Admissions</u> The governing board agreed that the Admissions Policy and criteria for applicants for September 2020 does not require any changes. The next meeting of the Admissions Committee will be in the spring term 2019.</p> <p><u>Budget for the financial year 2018-19.</u> The Vice Chair of the Buildings and Finance committee spoke on the budget details as considered at committee level. There have been extensive efforts to regain a surplus position for 2017/18 and the financial figures have greatly improved from this time last year.</p> <p>Governor Comment: <i>Nationally, there remains finance and staffing concerns so a cautious approach with careful management continues to be required.</i></p> <p>Governors expressed their thanks to the school business manager for the excellent work on the school budget. The Buildings and Finance will committee continue to review benchmarking, monitor value for money and review the careful management of the budget.</p>	<p>Clerk</p>

	<p>Governor Comment: <i>The organisation of staff by the HT is commended. The school benefits from the good deployment of part time staff which ensures continuity, reduced need for supply staff and appreciates the efforts of part time staff who help to provide cover; the system has worked very well.</i></p> <p>Governors expressed their thanks to the HT for the broad approach to the organisation of staff and management of the budget.</p> <p>The FGB approved the budget for the financial year 2018/19. The FGB approved the staffing structure for 2018/19. The FGB approved the purchases of services to the school as reviewed at committee level and approved the appointment of the LA Clerk to governors for the next academic year.</p> <p>The FGB expressed their thanks to the LA Clerk, Tajinder Juss.</p>	
9	<p>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING</p> <p>The HT provided the following verbal update in summary of the year:</p> <ul style="list-style-type: none"> • The recent SIAMS report graded the school as Outstanding in all areas. • The new RE Scheme of work is in place. • Next year, progress of ownership of learning will be an area of focus and will be reviewed. • The revised SIAMS framework will be implemented in September 2018. • The SATs results will be reviewed by the Personnel and Curriculum committee. • In Maths, the Bar method of problem solving will be implemented from September 2018. <p>The HT will highlight the main areas of focus for the school for the next academic year 2018/19 and circulate the information to all governors in September 2018.</p> <p><i>Is there a new Ofsted framework?</i></p> <p>From 2019 there are changes. Outstanding schools will be inspected every 5 to 6 years, they are no longer exempt. The Inspection will be tailored to the school and local area. The focus is a broad and balanced curriculum.</p> <p>The 2018 data became available this week and the HT spoke on the SSDP Outcomes for Children, September 2018 as circulated to governors outlining the end of year results.</p> <p>SSDP Outcomes for children September 21</p> <ul style="list-style-type: none"> • All of the test results are significantly above the national average, especially at the Higher Standard. 	

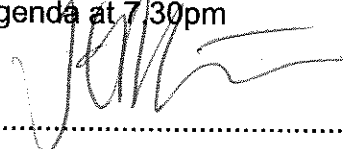
	<ul style="list-style-type: none"> • From comparison of the 2017 end of year data to the end of year 2018 data: <ul style="list-style-type: none"> ○ The Reading higher standard has increased from 29% to 44%. ○ In Maths, the expected standard has increased from 82% to 84% and the higher standard has remained the same. ○ The EGSP higher standard has increased from 38% to 49%. ○ The Combined expected standard score has increased from 69% to 80% in comparison to the national average of 64%. • The EGSP test paper this year had a different focus and although the expected standard reduced from 87% to 84%, the data includes one child that did not sit the paper. • From September 2018, there will be changes in the approach to Writing; the assumption is that the change may see an improvement in results next year. • Some Writing papers will be submitted for remarking. • All pupils will be taught test techniques from January 2019 in preparation for the tests. • 93% passed the Year 1 Phonics test an increase from 83% in the previous year. The HT commended the hard work of staff and pupils. <p>From discussion of Foundation Stage, it was noted that there is an increase in the number of pupils on first concerns particularly the number of pupils with social issues including poor language development on entry to Reception. During September, the school will complete a regular initial assessment of pupils. Last year, 25% of the Reception cohort was below the expected level on entry to the school.</p> <p><i>Is there a general increase in the number of pupils with additional needs / support?</i> In general, yes. All children have made progress and the school continues to provide the support required, however more children do need social as well as academic support.</p> <p><i>Is this a trend schools?</i> Yes.</p> <p><i>Are there reasons for the trend?</i> Perhaps less interaction at home due to the pressures of work on family life, lack of Reading with the impact of ipads and technology.</p>	
10	SCHOOL DEVELOPMENT PLAN / SCHOOL SELF EVALUATION The SDP/SEF will be finalised for September 2018.	HT
11	PUPIL PREMIUM GRANT	

	<p>The annual Pupil Premium Statement is being updated and will be finalised for September 2018.</p> <p>It was noted that from September 2018, there will be 16 pupils eligible for Pupil Premium.</p>	HT
12	<p>GENERAL DATA PROTECTION REGULATION (GDPR) The FGB agreed Karen McCurdy as the Link Governor for GDPR. The Clerk will forward the GDPR checklist to assist.</p>	Clerk
13	<p>HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW The FGB approved Brian Padget as the external partner to the school for 2018/19.</p>	
14	<p>GOVERNANCE STATEMENT The FGB agreed that a Governance Statement would not be required.</p>	
15	<p>DIRECTOR'S REPORT The Directors report for the Summer Term 2018 contained the following matters:</p> <ol style="list-style-type: none"> 1. School Governance and Liaison Update 2. New Education Travel Policies and Sustainable Modes of Travel 3. Virtual School Update 4. Revised DfE Guidance for Free School Meals 5. Make the Mile Campaign 6. Elective Home Education Consultation 7. Safeguarding Children in Education Settings Primary School Safeguarding Conferences 8. 'Timely Support for Families' Document 9. Signs of Safety 10. Local Children's Safeguarding Board 11. National Children's Day UK 12. Changes to Bus Services 13. Governing Board Documents – Storage/ Retention/ Good Practice Guidelines. <p>The Clerk has provided a precis and further information on the articles to assist governors. Most items have been addressed at committee level. The Clerk reminded governors of Item 13 on the guidance of storage/retention of governing board documents.</p> <p>It was agreed that the following articles will be addressed by the Safeguarding Link Governor, Karen during the next link visit: Item 7: Safeguarding Children in Education Settings Primary School Safeguarding Conferences Item 8: 'Timely Support for Families' Document Item 9: Signs of Safety Item 10: Local Children's Safeguarding Board</p> <p>Item 13 has been reviewed by the Buildings and Finance committee.</p>	Karen

	School email accounts for governors are currently being considered.	
16	<p>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</p> <p>The Training Liaison Governor, John, maintains a record of governor training.</p> <p>c/f: Governors were reminded to complete the online modern governor course SMSC to link with the work on British Values. The Clerk will re-issue the link to the course.</p>	Govs
17	<p>SCHOOL POLICIES</p> <p>The FGB approved the following policies:</p> <ul style="list-style-type: none"> • Anti-bullying • Equality • Evacuation Policy • Lockdown Policy <p>The Gender Equality Policy is under review, this is delegated to the P & C committee.</p>	P&C
18	<p>CONFIRM TERM DATES FOR 2019-2020 AND 2020-2021</p> <p>The term dates for 2019/20 and 2020/21 have been received and reviewed by governors. The FGB approved the term dates for 2019/20 and 2020/21.</p>	
19	<p>PLANNED RESIDENTIAL VISITS</p> <p>The FGB approved the forthcoming visits and received confirmation that risk assessments will be carried out:</p> <ul style="list-style-type: none"> • Year 5 to Conway from 3rd to 5th October 2018. • Year 6 to PGL from 20th to the 24th May 2019. 	
20	<p>MEETINGS</p> <p>The governing board meeting dates as circulated by the Clerk were agreed by governors:</p> <p><u>Full Governing Board – 6:00pm</u> Tuesday 25th September 2018 Tuesday 4th December 2018 Tuesday 19th March 2019 Tuesday 9th July 2019</p> <p><u>Personnel and Curriculum – 9:00am</u> Thursday 13th September 2018 (*date change) Tuesday 15th January 2019 Thursday 25th April 2019</p> <p>*{This date has been changed since this meeting to Thursday 20th September 2018}</p>	

	<p><u>Buildings and Finance – 8:45am</u> Monday 8th October 2018 Monday 14th January 2019 Monday 29th April 2019</p> <p>An Admissions committee meeting will be scheduled for the spring term 2019.</p>	
21	<p>ANY OTHER BUSINESS <u>SFVS</u> The SFVS submission for 2017/18 has achieved the highest rating of Good.</p> <p><u>LA Finance Audit, October 2018</u> The HT informed governors that the school is due to have a Finance Audit. The SBM is in the process of ensuring the required documentation is available.</p>	
22	<p>IMPACT STATEMENT The FGB have:</p> <ul style="list-style-type: none"> • Reviewed and identified actions for membership of the governing board and succession planning. • Secured a balanced budget, ensuring the needs of children are the priority. • Acknowledged the proactive approach of staff which continue to drive improvements for the benefit of pupils. • Reviewed the excellent data which clearly demonstrates the progress children are making. • Ensured the Safeguarding and well-being of pupils is a priority. Key actions have been identified to improve the school entrance, regular Safeguarding visits completed, policies and reporting strengthened. • The effective work of all the committees drives areas of Safeguarding, Curriculum and financial matters to address the core functions and ensure improvements are directed to the benefit the pupils. 	

The meeting moved to the Part 2 agenda at 7.30pm


.....Chair

25/9/18
.....Dated