



**MINUTES OF A MEETING OF THE BOARD OF GOVERNORS OF
MOSSLEY CE PRIMARY SCHOOL HELD AT THE SCHOOL ON
THURSDAY 17TH MARCH 2016**

Governors Present: Mrs S Aston
Mr N Barnes
Dr G H Bould
Mrs D Dentith
Mrs H Harrison
Mr B Heades
Mrs S Mills
Mr A Mitchell (Chair)
Mr K Smith
Mrs G Street
Rev Canon D Taylor
Mr E Whitehead

Also in attendance: Ian Gatie (Clerk to the Governors)

PART ONE – NON-CONFIDENTIAL BUSINESS

1. ANY OTHER BUSINESS

The following item was submitted for consideration.

Residential visit to Holland.

2. ABSENCE

- 2.1. Apologies for absence were received from Mrs M Anderson, Mrs R Simpson and Mrs J Thomas.
- 2.2. Governors approved the apologies from Mrs M Anderson, Mrs R Simpson and Mrs J Thomas.

3. PECUNIARY/CONFLICT OF INTEREST

- 3.1. No declaration was made by a governor of a conflict or pecuniary interest between an individual and the board of governors as a whole, in connection with the business to be discussed at the meeting.

4. MEMBERSHIP

- 4.1. There have been no changes in the membership of the board of governors since the last meeting.
- 4.2. The Chair raised the vacancy for one parent governor, indicating that the governors had previously agreed that the current mix of skills was adequate to cover the board's business responsibilities. Governors reconsidered the position and agreed that the vacancy was not creating any difficulties but that



the position should be reviewed in the autumn term.

Keith Smith joined the meeting.

5. PART ONE MINUTES

- 5.1. The part one minutes of the meeting held on 5th November 2015 were confirmed as a correct record and signed by the Chair.
- 5.2. The following matters arising were discussed.

Item 4.1 – The headteacher confirmed that all pecuniary declarations have been received and that the summary document will be posted on the website.

ACTION: Headteacher.

Item 9.1 – The ‘useful questions’ for governor visits have been circulated to governors, together with a template for feedback to the deputy headteacher. Some governors commented that the information boxes were not relevant to all types of governor visit.

ACTION: Curriculum and pupil progress committee to review link visit templates.

Item 9.3 – Governors completed a series of e-modules at the general purposes committee meeting on 4.02.16. The Chair reminded governors that the Authority provides a range of courses and that attendance also provides the opportunity to liaise with other governors. Attendance at any courses should be communicated to the training governor. Governors were asked to suggest any topics for training not currently provided.

6. CHAIR’S ACTION

There was nothing to report.

7. COMMITTEES AND WORKING PARTIES

- 7.1. The current committee structure and membership were confirmed.
- 7.2. The terms of reference for each the curriculum and pupil progress committee will be reviewed at the next meeting. The terms for the resources committee are being revised to account for the creation of the audit committee.
ACTION: Ratify terms of reference at the summer full governing board meeting.
- 7.3. The following committee minutes were received by the board of governors:

Curriculum and pupil progress committee 10.12.15 & 28.01.16

Resources committee 3.12.15 & 4.2.16

General purposes committee 14.01.16

Multi Academy Trust (MAT) Annual General Meeting (AGM) 3.12.15

Curriculum and pupil progress committee

In the absence of the chair of the committee, the headteacher commented that the date of the next meeting had been moved back so that the committee could review the visit report of the school improvement partner (SIP). The headteacher indicated that many of the actions highlighted at the last SIP visit have been implemented and that she is confident that the SIP will see the improvements.



Resources committee

The chair of the committee indicated that the budget was in a good situation despite a net reduction in funding of £36k due to changes in the deprivation calculation. This followed the deliberations of the schools' forum. The Chair commented that there is a consultation for a 'fairer' national funding scheme being undertaken by the government. Some local headteachers have lobbied at Westminster and the suggestion was made that the board should reinforce the message.

The chair of the committee reported that there is a surplus in the budget and how that is spent needs to be considered.

ACTION: Chair to write to local MP regarding funding.

ACTION: Audit committee to consider participating in the schools' forum consultation on funding.

ACTION: Resource committee to identify the surplus and make a provision for its use.

The Chair reported that the audit committee had been formed. The terms of reference for the group have been developed and, as a consequence, the terms of reference for the resources committee are to be updated. The intention is that the audit group will scrutinise the financial numbers, systems and processes, reporting to the resources committee. This will allow the latter to concentrate on the strategic use of the funds.

Annual General Meeting – The Chair reported that the AGM of the academy trust had met on 3rd December 2015, a statutory requirement.

The headteacher commented on the changing environment that schools are operating in, in particular the 'academisation' of all schools. Some views were expressed that the school should continue to focus on the improvement of Mossley Primary, without being diverted by collaboration issues. Others felt that as the changes are inevitable, the options for the school should be considered at an early stage.

ACTION: Chair to arrange a meeting in autumn term to consider how Mossley Primary should engage with the collaboration movement between schools.

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

7.5. The audit committee is working on the funding and expenditure forecasts for the budget 2016-17. The financial document will be circulated to governors for review at the summer term meeting of the general purposes committee.

ACTION: Chair of resources committee to circulate budget documents.

8. SAFEGUARDING

8.1. The deputy headteacher reported that the school is involved in the 'Operation Encompass' project. If the police are called to a domestic incident at which a child is present, then they will advise the school.



- 8.2. All staff have completed level 1 safeguarding training.
- 8.3. All governors are asked to complete the DBS application form and liaise with the school office for submission.
- 8.4. The deputy headteacher has completed an online module on FGM (female genital mutilation). Arrangements have been made for all staff to complete it, as well as the Chair and the safeguarding governor.
ACTION: Chair and safeguarding governor to complete FGM module.

9. LINK GOVERNORS

- 9.1. The link governor roles were discussed in 5.2 above.
- 9.2. The Chair reported that he had held discussions in school about educational visits and was impressed with the thorough planning involved.
- 9.3. The PE governor reported that he is reviewing the PE curriculum and the effectiveness of the current external provider of PE. He commented that the school has been very successful in many sports, in particular football and hockey. Governors noted the high number of after-school clubs and registered their thanks to the school's staff. The feeling was expressed that not all parents were aware of the full extent of activities and that the breadth of offer as well as the successes should be celebrated in the summer term.
- 9.4. Governor training had been considered in 5.2 above.

10. PART ONE HEADTEACHER'S REPORT

- 10.1. The headteacher's report contained the following:

Pupil numbers – 406. Notifications to parents for the September Reception intake will be sent out in April. The current estimate is that there are 68 'first choices' for Mossley Primary. As the PAN is 60 and with no opportunity to breach that this year, it is likely that there will be some appeals.

The Chair commented that the academy will have to handle the appeals process. Legal advice will be taken and a panel set up.

ACTION: Chair to arrange appeals panel.

Performance management – the TA process has been completed. Teachers are on their third review in the current cycle. A short one-to-one meeting takes place every half term to feedback progress. This ensures that teachers maintain a focus on the objectives throughout the academic year. Staff report that it is a beneficial process.

Training – Additional first aid at work courses have been completed. Two HLTAs from Smallwood Primary are working in the school as part of their School Direct training.

From September the school will be involved in the School Direct teacher training initiative in Congleton. There will be eight students for Congleton plus four from Staffordshire and additional funding will be available for individual schools and the CeCP.

The headteacher and deputy headteacher have both attended their respective annual conference.



Reception staff have attended baseline training, although the process will be different next year.

Premises – Plans for the front entrance are being resubmitted as funding for the previous submission involving the kitchen and front entrance was rejected. Costs are being calculated.

The 'octagon' has been converted to a learning space, principally for nurture sessions. The headteacher reported that there is an increasing need for nurture facilities. Additionally the space will be used for interventions groups.

The fire door in the hall has been replaced.

Parents – Meetings have been held for the residential visits to Ironbridge (Y4) and Kingswood (Y2) and SATs preparation (Y2).

An interim progress report has been issued to parents. Being a new initiative it is recognised that it is a 'trial' and feedback from parents has been requested. An invitation has been sent to all parents to join a 'parent forum', with three responses to date. The review of the progress report format would be one of the topics considered by the 'forum'.

Road safety – 20 mph restrictions now apply outside the school. 'No parking' signs have been erected for the 'zig-zag' area although they have no impact on some parents. There are still confrontations, in particular aimed at the site manager. A governor commented that the school needs to support the site manager and take a firm stance to any parents abusing him.

Congleton Education Community Partnership (CeCP) – Representing the CeCP, the headteacher has met with the local MP, Fiona Bruce, to highlight the difficulties over 'assessment without levels' that schools are having to cope with. She stressed that guidance on assessment and reporting arrangements has been late and contradictory. Also, the situation in 2017 will be different.

Governors discussed how they could support the headteacher and considered that the chair of the governance group within the CeCP should write a 'collective' letter to Fiona Bruce rather than an individual letter from the school. Given that uncertainties still exist about the substance of the SATs, the governors reiterated their support of the approach to the curriculum being taken by the school.

- 10.2. The following issues arising from the headteacher's report were discussed: The Chair raised an issue publicised in the school bulletin received this week from the Authority, relating to the 'living wage'. The Authority wants all schools to agree to implement the minimum living wage rate of £7.85 from April 2016. The Chair reported that the school has budgeted for the national living wage of £7.20, which has a small implication of an additional £1695.

There was some discussion about the short timescale of the notification and the 'instructional' nature of the article in the bulletin. Governors expressed concern that there had been no consultation and that the higher rate would have a larger impact on the budget. Governors **agreed** to maintain the budget rate of £7.20.



11. ACADEMY IMPROVEMENT

11.1. The SIP visit is due in April.

12. CONGLETON EDUCATION COMMUNITY PARTNERSHIP (CECP)

This item was covered in the headteacher's report.

13. EXTERNAL PAPERS

13.1. The report by the Director of Children's Services for the spring term contained the following items.

- Governance and Liaison update
- Annual HMI Report; Implications for Cheshire East
- Education Welfare Service and Academy charges
- Newly Qualified Teachers
- Cheshire East Information, Support and Advice Service (CEIAS)
- Student Safeguarding Groups
- Hate Crime
- Domestic Abuse Developments
- School Trips in Light of Paris Terror Attacks
- Fair Access Protocol
- Pupil Premium for Children Adopted From Care
- Model Education HR policies for Schools and Academies

The clerk had previously circulated a summary of the relevant items contained in the report, but highlighted the item recommending that pupils should be involved in safeguarding issues. The headteacher and deputy headteacher reported that the school has a pupil safeguarding council in operation.

14. SCHOOL POLICIES

It was noted that the health and safety policy was due for renewal. As there were no changes proposed, governors **approved** the policy.

15. NOMINATIONS FOR THE POSTS OF CHAIR AND VICE CHAIR

It was noted that the terms of office for Chair and Vice Chair end at the summer term meeting. Nominations were deferred until that meeting.

16. ANY OTHER BUSINESS

The following additional matter was raised and discussed:

The deputy headteacher reported that a pre-visit had been completed for the residential in Holland. The Authority's co-ordinator for learning outside the classroom had approved the arrangements and the critical risk assessment completed. A meeting for parents has been arranged. It was agreed that the Chair would sign-off the final documentation.

ACTION: Chair to approve final documents before visit.

A governor asked how parents will be updated during the visit. The deputy headteacher indicated that text messages will continue to be provided. This



raised the issue of the overall communications with parents. The Chair intimated that whilst it has improved thanks to electronic means, there is a need to ensure a consistent approach is employed throughout the school. The headteacher reported that the process was due to start at a staff meeting and that the discussions would be reviewed by the resources committee.

17. MEETINGS

Governors agreed that the next full board of governors meeting will be held on Thursday 14th July 2016 at 4:30pm at the School.

----- Chair

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