



**MINUTES OF A MEETING OF THE BOARD OF GOVERNORS OF MOSSLEY CE  
PRIMARY SCHOOL HELD AT THE SCHOOL ON  
10<sup>TH</sup> NOVEMBER 2016**

**Governors Present:** Mrs M Anderson  
Mrs S Aston  
Mr N Barnes  
Mrs D Dentith  
Mrs H Harrison  
Mrs S Mills  
Mrs G Street  
Rev Canon D Taylor  
Mr E Whitehead

**Also in attendance:** Mrs L Swift (Assistant Head)  
Ian Gatie (Clerk to the Governors)

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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*In the absence of both the Chair and Vice Chair, Mr E Whitehead took the meeting.*

**1. ANY OTHER BUSINESS**

The following items were submitted for consideration:

Consideration to join a Congleton town MAT.

**2. ABSENCE**

- 2.1. Apologies for absence were received from Dr G H Bould, Mr B Heades Mr A Mitchell, Mrs R Simpson, Mr K Smith and Mrs J Thomas.
- 2.2. Governors approved the apologies from Dr G H Bould, Mr A Mitchell, Mrs R Simpson and Mrs J Thomas.

**3. PECUNIARY/CONFLICT OF INTEREST**

- 3.1. Governors present confirmed that the annual declaration had been completed.
- 3.2. 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 board of governors has the following vacancies:

One parent governor



Governors agreed that, given the current skills mix of governors and the fact that there were already a number of parents who were governors to ensure a balanced view, the vacancy would be allowed to stand.

## **5. PART ONE MINUTES**

- 5.1. The part one minutes of the meeting held on 14<sup>th</sup> July 2016 were confirmed as a correct record and signed by the Chair.
- 5.2. The following matters arising were discussed.

Item 11.1: The review of visit protocols and procedures has not been finalised. It was noted that there is a need to consider how different types of governor visit should be organised. Relevant templates for reporting visits to meet with subject coordinators and to classrooms will be produced.

**ACTION:** CPP chair to include a review of visit protocols and procedures at the next committee meeting.

Item 15.1: The scope of a review of teacher workload is still to be finalised. Governors questioned how an audit could effectively identify whether the workload of staff was too great. The view was expressed that some requirements of the job take place after school hours. However the headteacher (HT) commented that workload issues are considered and gave examples for the phasing of staff meetings and sessions with parents.

**ACTION:** HT to discuss with the chair of the CPP committee and bring forward to a CPP committee meeting.

## **6. CHAIR'S ACTION**

There was nothing to report.

## **7. COMMITTEES AND WORKING PARTIES**

- 7.1. There is no change to the structure and membership of committees.
- 7.2. The terms of reference for each committee were approved.
- 7.3. The following committee meetings have taken place and minutes will be circulated when finalised.

General purposes 22.09.16

Curriculum and pupil progress (CPP) committee 6.10.16

Resources and finance committee 20.10.16

### **Curriculum and pupil progress**

A verbal update was given.

- Coordinator reports were received for reading, writing, SPaG (spelling, punctuation and grammar) and phonics.
- The terms of reference for the committee were approved.
- The school improvement partner (SIP) visit report was considered. This involved a learning walk by the SIP and attended by a governor and an interrogation of the school's data. The SIP provides a challenging session and he requires a thorough explanation from the school staff. Maths was a particular focus, with progress by individual pupils reviewed and how the objectives for maths within the school





development plan (SDP) were being achieved.

- The provision of bespoke interventions was reviewed. A governor commented that they had seen this first hand, explaining that a pupil struggling with a concept receives support to reinforce understanding on the same day.
- The effective use of TAs in the classrooms was considered. Teachers are encouraged to give and receive feedback from TAs about individual pupils. The work of TAs is planned by the teacher.
- An update on safeguarding issues was received, with all records up-to-date. The HT is to arrange and review of safeguarding at the school by the Authority.
- The policy for social media has been reviewed, recognising that the school can have some control over the staff and pupils' use but can only encourage parents and others to exercise care when posting comments.
- The every-child-a-mentor initiative for Y6 was reviewed and it was noted that it seems to be effective with the current Y6.
- A number of policies were reviewed and approved (see section 15 below).
- Governor visit reports for music, maths and outside the classroom were received.
- The roles within the office are being reconsidered with the intention of making the administration function more effective and efficient.
- A member of staff is to transfer back to the role of TA.

A governor asked how these extra hours would be accommodated. The HT responded that the hours for some TAs had reduced and that overall there would not be an increase in TA hours.

A governor asked whether there is insurance cover for the instances when staff are required to administer medicines. The HT will review the extent of the current insurance cover.

**ACTION:** HT to investigate whether the current level of insurance cover was suitable for instances where there were problems with the administration of medicines.

As a follow-up question, the governor asked if all the staff had detailed procedures for administering medicines. The DHT confirmed that all staff have thorough documentation and that the relevant parents are aware of the actions of the school's staff.

A governor asked for clarification on the moderation of writing, given that the school was below national average. The HT explained that Cheshire East had employed a team of moderators. This team had interpreted the guidance to a very stringent level and it was widely reported that all the schools that were moderated had performed badly against the national and county average. Independently the school had enlisted another organisation to review the school's assessments. This tended to support the school's judgements. However, the deputy headteacher (DHT) reported that improvements have



been incorporated. The SIP has reviewed those improvements to the assessment process and agrees that the changes will help.

### **Resources**

A verbal update was given.

- The audit committee has reviewed the budget in detail and concluded that, after allocations for projects, it is balanced. The committee is confident that the school will be prudent with expenditure.
- External support has been engaged to prepare a funding application to the EFA (Education Funding Agency). It is hoped that a grant can be obtained for the reception project. The QS (quantity surveyor) will be chased so that the tendering process can start and if a grant is awarded the work could commence without delay.

The chair of the committee commented that the Board needs to consider revenue generation, as funding is forecast to decline over the next few years. The school's major costs are likely to increase, putting pressure on available funds. So any 'investments' in new projects should be judged to some extent by the potential 'returns' from the letting of those facilities. A governor commented that the school will need to maintain pupil numbers and so the promotion of the school will remain important.

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

### **8. SAFEGUARDING**

- 8.1. The DHT reported that the pupil's Safeguarding Council has been formed and started activities. A governor asked whether all pupils were aware of how they could make contact with the Council. The HT responded that the work of the Council has been shared with pupils and that there is a link to the work of the School Council.
- 8.2. The safeguarding governor is aware of relevant current cases.
- 8.3. The HT and DHT are due to attend a level 2 safeguarding training course on 'neglect'.
- 8.4. The CPP committee had considered a number of safeguarding cases. The HT shared some instances, without identifying individuals, of the school's work with outside agencies. In one case the school has reservations. Governors expressed support that the school must continue to monitor the situation, continue to raise issues with the agencies and, if it is felt appropriate, to escalate the case.

### **9. LINK GOVERNORS**

- 9.1. The visit reports have been received for maths, outside-the-classroom, music, EYFS, science and IT.

### **10. PART ONE HEADTEACHER'S REPORT**

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

- Pupil numbers – 405
- 'Bikeability' achieved by Y6 pupils





- Head, and Deputy, Boy and Girl have been elected by pupils.
- As part of the creative curriculum visits have been made to Tatton Park (Y5), Manchester Airport (Y1) and Liverpool Museum (Y2).

#### **Staff**

- All Y3 staff and Multiflex staff have had diabetic training.
- Four more staff have received training for 'Talk for Writing'.
- HT attended FFT (Fischer Family Trust) training which will be used during pupil progress meetings and the data shared with governors in January.
- A Reception teacher has attended training for early years maths and will share with the other staff.
- The ICT teacher runs 'surgeries' for any pupils needing more support for ICT.
- 'Every Child a Mentor' has been initiated for Y6 pupils.

#### **Parents**

- Parents were invited to 'how to help your child succeed' sessions for all year groups. The uptake was disappointing. A survey will attempt to determine the reasons for the low level of participation so that more will be encouraged to attend in the future.

#### **Admissions**

- Although the deadline for admissions preferences is not until 15<sup>th</sup> January 2017, the known preferences are at a historically low level. There are indications that the September 2017 intake could be generally lower than recent years.
- The 'open afternoon' in October was well attended.

#### **Premises**

- Air conditioning has been installed in the staffroom.
- The accessibility audit has taken place.

#### **Data**

- Pupil data will be interrogated by the HT and DHT and the FFT predictions and results from book scrutinies and learning walks will be shared with governors in January.

#### **Finance**

- The audit report and close of accounts have been presented to the resource and finance committee.

#### **Congleton Education Community Partnership (CECP)**

- A School Direct student is in school until February 2017.
- The Head Boy and Girl will visit Parliament with pupils from other Congleton schools.

### **11. ACADEMY IMPROVEMENT**

11.1. The SIP visit was covered in 7.3 above.

### **12. CONGLETON EDUCATION COMMUNITY PARTNERSHIP (CECP)**

This item was covered in the report from the HT (10.1 above).



### **13. SATS KS2 TARGETS**

Following the review of data the targets will be considered by the governors at the general purposes meeting in January.

### **14. EXTERNAL PAPERS**

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

- Governance and Liaison update
- National Governors' Association
- National Database of Governors
- A Competency Framework for Governance
- tootoot
- School Teachers' Review Body (STRB) – 26<sup>th</sup> Report
- Ofsted Framework changes
- Assessment of Writing
- Early Analysis of School Performance across Cheshire East 2015-16
- Overview of the work of the Education and Skills Board in Promoting Partnership Working
- School Improvement – Levels of Support and Intervention 2016-17
- The Opening of the Crewe Engineering University Technical College as from September 2016
- Changes to Children Missing Education (CME) Regulations
- Penalty Notices for Unauthorised Leave of Absence
- Updated Keeping Children Safe in Education Guidance – September 2016
- Virtual School Report
- Primary School Flu Immunisation Programme
- Occupational Health Service Provision
- Model HR Policies and Procedures
- Rewards Centre
- Automatic Enrolment – Reminder for Academies
- Schools Financial Value Standard (SFVS)
- Unofficial School Fund Account
- Admission Arrangements for September 2018 and subsequent years
- Out of Cohort
- 30 hour Free Childcare Entitlement and Tax Free Childcare
- Terrorism Bomb Threats

The clerk had previously circulated a summary of the relevant items contained in the report.

The following points were discussed:

- Governor details have been submitted to Edubase.
- The 'tootoot' initiative has been considered but the consensus is that the school's safeguarding systems are robust.
- Admission arrangements will not be changed for 2018.





## 15. SCHOOL POLICIES

The following policies were approved by the board of governors:

Child protection  
Sex and relationships  
Data protection  
Freedom of information  
Whistleblowing  
Model pay policy

## 16. SCHOOL TERM DATES

- 16.1. Governors **approved** that the school should follow the recommended dates from the Authority for 2017-18.

## 17. RESIDENTIAL VISITS

- 17.1. The board of governors was informed about the following planned residential visits:

Y6 – Holland  
Y4 – Ironbridge  
Y2 – Laches Wood

A governor asked about the feedback from parents following the Holland trip. The DHT commented that the overall opinion was enthusiastic. Uptake for the next trip is already good. A governor asked about the arrangements for pupils who will not go on the trip. The HT reported that she had held a meeting with a parent on that issue and had reassured them that suitable arrangements would be made. However, until the number of pupils involved is known, the detail cannot be decided.

The board of governors was satisfied that appropriate risk assessments will be carried out and approved the visits.

*David Taylor left the meeting.*

## 18. ANY OTHER BUSINESS

The following additional matter was raised and discussed:

The Chair had circulated details of proposals considered at the CECP for a Congleton Town MAT. A working party had been considering the proposals and this group had put forward a proposal for the full board of governors to consider.

The chair for the meeting asked governors to confirm that they had all read the various documents previously circulated and this was affirmed. The discussion consensus was that governors agreed with the findings of the working party. There was agreement that the school, having already converted to academy status **was** well placed to face the immediate future. None of the options put forward by CECP would benefit the school. However, governors were keen to maintain involvement with the CECP considerations to expand the number of Congleton schools as



members of a multi academy trust.

Governors **approved** the recommendation of the working party that Mossley Primary School should not commit to the proposal for a full town MAT but should continue the exploration of smaller-scale primary-only MAT options in the event that the conditions where joining a MAT become a better option than standing alone as a single academy.

Governors also agreed that the working party should continue to investigate options and return to the full board of governors for a decision.

#### 19. MEETINGS

Governors agreed that the next full board of governors meeting will be held on Thursday 9<sup>th</sup> March 2017 at 4:30pm at the School.

Ed Whitehead was thanked for chairing the meeting.

Chair

9.3.17.

Dated