

PART 1

Full Governing Body Meeting Minutes held on Thursday, 29th March 2018 at 4.30pm at Mossley CofE Primary School



Governors Present: Sue Aston, Headteacher (SA)
Helen Harrison (HH)
Andy Mitchell, Chair (AM)
Dorothy Dentith (DD)
Sue Mills (SM)
Ben Heades (BH)
Becky Simpson (BS)
Edward Whitehead (EW)
Liz Knibbs (LK)

Also in attendance: Alex Thompson (Clerk)

Item	Discussion
1.	Welcome AM welcomed governors to the meeting. Apologies were noted and accepted from Mary Anderson, David Taylor, Keith Smith, Nick Barnes, Grace Street and Sharon Hennam-Dale.
2.	Declaration of Pecuniary Interest 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.
3.	Membership Staff Governor Vacancy For this agenda item, and to ensure the FGB was quorate, Grace Street was present via a telephone conference call. With one staff governor vacancy the position was advertised last month. Liz Knibbs (LK) was the only applicant. The group voted and unanimously agreed LK as a full member. LK joined the meeting at this stage and was welcomed by all governors. Parent Governors The GB comprises of three parent governors, two are occupied (until The Summer term) and there is currently one parent governor vacancy all of which will be advertised after Easter. Foundation Governors The GB has two foundation governors (HB & MA) both of whom were unable to attend this meeting. Their term of office is due to expire in the summer term and therefore it was proposed that both governors are extended for a further period of 4 years. This will need to be agreed and ratified at the summer term meeting once both governors have accepted the proposal. The Chair explained that currently all governors' terms of office are due to expire in the summer term, with the exception of SM. The Chair therefore suggested that in order to stagger the membership renewal, a renew period of 2 years for co-opted should be proposed. This was agreed unanimously. Challenge: Have all governors completed the skills matrix, and if so are there any gaps in the skillset of the governing body? The clerk responded that not all governors have completed the matrix but this will be requested prior to/at the start of the summer term meeting. The FGB will then be able to identify any gaps in its skillset.

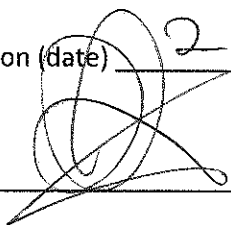
4.	<p>Committee Meetings and Structures</p> <p>The Chair informed the governing body that there has been a lack of attendance at committee meetings recently, in particular the CPP Committee meeting; which was firstly postponed due to the number of apologies received and therefore was not quorate. The second meeting was cancelled due to the lack of attendees however, this may have been a communication issue. One possible solution is to create a WhatsApp group. The clerk was asked to obtain mobile telephone numbers for all governors on behalf of the Chair.</p> <p>The Chair explained that currently committee meetings are held twice termly with a start time of 4.30pm, with the exception of the Audit Committee. Historically the frequency and time of the meetings has not been an issue, but this may need to be revisited. The group discussed possible changes.</p> <p>Challenge: Is it possible to hold committee meetings once a term and then schedule an extraordinary meeting should this be required? If so, can the governing body have the dates circulated in the summer term? It was agreed that committee meetings will be termly from 2018/19 and SA will circulate a proposed meeting schedule prior to the summer FGB meeting.</p> <p>Challenge: Would it be possible to trial a 9.30am start for the first committee meeting of the summer to see if this has an impact on attendance? The group agreed a 9.30am start for the committee meetings next term. This is just a trial for the first meeting of the summer term. SA confirmed that due to the time change the meeting room will be used instead of the staff room. It was agreed that the chair of each committee should inform their group members of the time change.</p> <p>The following 3 committee membership changes were agreed:</p> <ol style="list-style-type: none"> 1. DD to move from Finance & Resources to Curriculum & Pupil Progress 2. BH to move from Finance & Resources to Curriculum & Pupil Progress 3. LK to be added to Finance & Resources <p>The rationale for these changes results from a heavy governance focus on teaching and learning after the last Ofsted inspection; the balance between the committees will be kept under review.</p>
5 & 6.	<p>Part 1 Minutes of Previous Meeting</p> <p>Minutes of the previous meeting, held on 7th December 2017, were approved as a true and accurate record. All actions were completed as per the action log. There were no matters arising.</p>
7.	<p>Headteacher's Report</p> <p>The report was circulated prior to the meeting. The following items were discussed:</p> <ul style="list-style-type: none"> • Visit to Wilmslow Grange has taken place to look at their writing scheme. Feedback will be provided via the CPP meeting. • Staff meeting in the 2nd half of the summer term will focus on science subject knowledge across school • Andy Hind has delivered two training sessions. These will define learning walks and book scrutiny in school as well as linking to TA performance management • Quality of Teaching & Learning (as per the report). The following challenges were made: <ul style="list-style-type: none"> Challenge: Who validates the staff judgements? The SIP, evidence in the books and the impact/results Challenge: What are the current statistics for English? These will be evidenced and shared in the summer term. Challenge: What is the proportion of good/outstanding teaching in school? Only 2 out of the 16 teachers require support. Challenge: What is the percentage of good practice/teaching in maths? 100%. Two staff (maths lead and deputy head) conducted learning walks, specifically for maths. This was then validated via data, books and progress plus both staff judgements. • Maths parents evening is the week after the Easter break where progress from November to March will be shared. • Governors suggested another letter to parents sharing 'you said, we did'. It was agreed that the Chair and Head would write a joint letter to parents before the end of June.

8.	<p>Committee Reports & Link Governor Visits Minutes of all committee meetings had been circulated prior to the meeting.</p> <p>EW shared the key points from the Finance & Resources Committee meeting. He informed governors that the primary focus must be revenue. He confirmed that the recent CIF bid for the new kitchen area had been successful and that they were currently awaiting the letter confirming the amount.</p> <p>Link Governor Visits undertaken this term include:</p> <ul style="list-style-type: none"> • Maths visit on 29.3.18 • ICT – several visits this term plus support meetings • LOTC – AM reviewed the policy which has now been ratified <p>Challenge: Has the pending Holland visit been risk assessed yet? SA confirmed that it has, and that it is now with Cheshire East awaiting approval. A staff meeting regarding the visit is taking place after Easter.</p>
9.	<p>Safeguarding SA informed governors that the electric gates to be installed at the front of school and are working well. There have been no H&S/safeguarding incidents since their installation.</p> <p>Currently one child is under the remit of CIN but there are no issues. This was for information purposes only.</p>
10.	<p>Finance EW reiterated the need for revenue to be the key focus moving forward. The reserves have been spent on the playground as previously agreed and this will benefit the children enormously once fully completed.</p> <p>Governors expressed thanks to EW and SB, particularly as the previous financial position has looked precarious. They agreed that it is commendable the way that they have managed the budget.</p>
11.	<p>SEND Included in HT Report. No additional information.</p>
12.	<p>School Development Plan (SDP) The SDP overview was shared with all governors at the meeting. SA to email the document to the clerk for circulation after Easter/early summer term.</p> <p>Joint staff meeting has taken place with Smallwood Primary School. This is a reciprocal arrangement although SA may look into the possibility of a similar arrangement with a comparative school such as The Quinta. Challenge: Can we benchmark ourselves against a school that is outstanding? HH responded that Wilmslow Grange has recently been inspected and is outstanding in all areas. This is the school that staff have already visited to look at their English scheme of work. Challenge: Is there anything we could be doing better? It was agreed that SA would provide feedback on the pros & cons at the next FGB meeting.</p> <p>The Headteacher from EBA is to visit the school in the summer term, specifically to look at maths and English within the school.</p> <p>Each teacher has been allocated a professional partner within school. This will support with confidence and self-esteem as well as the sharing of information and subject knowledge. To date the feedback from staff has been very positive.</p> <p>SA commented that SH-D has a DIY evaluation toolkit that measures impact. SA/HH will be completing this in the summer term and will feedback the findings at the next FGB.</p>
13.	<p>Policies N/A</p>

14.	Directors' Report The relevant items from the Directors' Report for the FGB are: <ol style="list-style-type: none"> 1. <i>School Governance and Liaison update</i> 2. <i>Ofsted update to Short Inspections from January 2018</i> 10. <i>Determination of Local Authority Admission Arrangements and Coordination Scheme 2019-2020</i> 11. <i>Processing In-Year Applications</i> 14. <i>Missing Child Guidance</i> 15. <i>Cheshire East Children's Safeguarding Board</i> <p>Challenge: Do we have a missing child policy? SA confirmed that the school has a Missing Child policy & procedure.</p>
15.	AOB None.
16.	Date of Next Meeting 26 th July at 4.30pm.

Meeting ended at 6.20pm.

Minutes approved on (date) 26/7/18 by (name) A MTOREK

Signature  _____