

PART 1

Full Governing Body Meeting Minutes

held on Thursday, 7th December 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)
David Taylor (DT)
Becky Simpson (BS)
Edward Whitehead (EW)
Grace Street (GS)

Also in attendance: Alex Thompson (Clerk)

Item	Discussion
1.	Welcome & Apologies AM welcomed governors to the meeting. Apologies were noted and accepted from Mary Anderson, Keith Smith, Nick Barnes, Howard Bould 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.	Part 1 Minutes of Previous Meeting Minutes of the previous meeting, held on 20 th July, were approved as a true and accurate record.
4.	Matters Arising <ul style="list-style-type: none">Sharon Hennam-Dale was confirmed as an associate governor.Board membership - AM confirmed the Board had reconstituted on 1.8.14 for a 4-year term. This will be revisited in the summer.Staff governor has with resigned from the governing body leaving a vacancy. SA to publicise the vacancy in January.There is currently one parent governor vacancy which will be advertised in January. SA to action.It was recommended that David Taylor continues as the Foundation Governor for another 4 -year term. To be confirmed in the summer term. <p>Q: Is it possible to stagger the term of office to ensure that the tenure of all governors does not expire at the same time? AM confirmed that it can be reviewed after 2 years to meet the requirements of the FGB although 4 years is the standard term of office for governors. It is expected that there will be some natural movement over the next 4 years however, the school is at a critical phase and therefore it is important that the school retains a core of experienced, challenging and supportive governors.</p> <ul style="list-style-type: none">Check carbon dioxide levels – Completed. No issues.Parent Pay – All governors except EW are now receiving emails. HH to action.Ofsted (complaint) – All action completed.Parents Evening – Positive feedback, particularly regarding communication with parents.Governor Visit Pro-forma – Action completed. A request was made that governors complete the pro-forma in

	<p>school prior to the end of the visit. ALL governors to action.</p> <ul style="list-style-type: none"> • CeCP – Business planning group met recently. SA to update both CPP & F&R committees particularly regarding provision and ensuring value for money. • SEN Policy – Action completed.
5.	<p>Headteacher's Report The report was circulated prior to the meeting. The following items were discussed:</p> <ul style="list-style-type: none"> • Admission Numbers - Q: Are admission numbers comparable to last year? SA responded that numbers are relatively comparable although 14 families have identified the school as their 3rd choice. Q: Has this been addressed? Personal emails have been sent to the parents interested and several banners advertising school places have been displayed in key locations. SA explained that there seemed to have been some misconception that the school is open plan. This has been gleaned from conversation with prospective parents. Governors suggested uploading photographs of the classrooms on the website or perhaps a video tour of the school. SA/HH to action in January. • Performance Management – SA shared an overview of all staff and how performance related pay is linked to specialist areas such as awards in basic skills, history, geography, PE etc. • Safeguarding – HH & SA recently attending a safeguarding refresher course. • Road Safety/Health & Safety – The new voluntary one-way system, promoted by the pupils, is working well and is having a positive effect on the flow of traffic at the start and end of the school day. • The Christmas Carol Concert is on 18th December at 7.30pm.
6.	<p>Committee Reports & Link Governor Visits Minutes of all committee had been circulated prior to the meeting.</p> <p>BS provided key headlines from CPP – SH-D has joined the committee is supporting school in conducting targeted curriculum work. Data and progress has improved in maths with a 0.4% upward trend. Some further work is to be conducted on planning however, governors recognised and appreciated that the work is still being embedded but were pleased that improvements are now being evidenced. Feedback from the SIP visits included some examples of good practice seen and the report provided a positive picture with no major areas for improvement. Future visits will target specific areas such as book scrutiny and will also focus on greater depth.</p> <p>EW provided key headlines from F&R – There is a balanced budget, much of which should be credited to Susan Brereton who has worked tirelessly in managing spend whilst ensuring value for money. A CIF bid is being submitted before Christmas to improve the outside space and improve the kitchen area; the outcome should be known in March. AM provided a background to the consultant providing support to the school with the bid and the submission process. He explained that there is no risk to the school as costs are built in to the bid and it is on a 'no win no fee' basis. The agenda for the F&R committee has now been split over the two termly meetings to enable a more detailed discussion in relation to key areas of business.</p> <p>Link Governor Visits undertaken this term include: 2 x Data visits – HB 1 x English visit – BS 2 x Creative Curriculum visits – DD 1 x ICT visit - EW</p>
7.	<p>Safeguarding SA shared a proposal for electric gates to be installed at the front of school due to a number of H&S/safeguarding incidents, in particular a recent event where a parent was aggressive to both staff and a PSCO on site. Three quotes have been obtained and a preferred supplier identified using best value principles. The cost is in the region of £13k. Q: Have we seen an installation of this somewhere else? SA confirmed that she has visited a primary school who have recently had electric gates installed by this company. Q: What are the on-costs? SA agreed to circulate the costs to EW. Q: Do we have the funds available? SA confirmed that there are sufficient funds in the budget to cover costs and as this is a safeguarding issue it needs to be a priority. Q: How will deliveries access site? An intercom will be installed for delivery access. Governors voted and were unanimously in favour of the</p>

	gate being installed. They requested that communication is circulated to all parties involved early spring, particularly parents to inform them of the change and the safeguarding reasons for this.
8.	Finance The budget has been signed off and projections will be updated in February once the national funding and local authority funding formulae have been confirmed. The Trustees Report and Audit Report are being finalised; both of which have been scrutinised and approved by the F&R Committee.
9.	SEND Pupil Premium and SEN parent meetings have taken place over the past few weeks. No specific issues or concerns were identified. The Welfare Assistant has been recruited and the NHS are supporting with finance for the diabetic pupils and school is in receipt of funding for a Y6 child on an EHCP.
10.	School Development Plan (SDP) The SDP was circulated to all governors prior to the meeting. It has been RAG-rated with supporting commentary for ease of reference. The feedback been positive, and staff are now embedding the development areas identified. Governors need to ensure that they are linking their subject visits to the SDP. EW commented that ICT is not currently included in the SDP. He agreed to email the information to SA for it to be included. AM asked that governors email and comments and/or challenges to both SA and the clerk prior to the next FGB meeting. ALL governors to action.
11.	Policies SA confirmed that there have been no changes to the Admissions Policy. Q: Is pre-school now included in the admissions policy? SA agreed to initiate an exercise to explore this in the spring term. SA to action.
12.	Shaping Governance AM provided feedback from the Shaping Governance session held this term and shared the three areas identified from the training where action plans are required: <ol style="list-style-type: none"> 1. Teaching, Learning & Assessment 2. Strategic Vision and Direction 3. Holding the Head to account AM agreed to create action plans for the three areas which will be circulated to the committee chairs in January for comment and/or amendment and then to all governors. AM to action. All future General Purpose Committee meetings will be utilised for governor training; the first of which, in February, will focus on data analysis using the new ASP system. SA commented that SH-D has agreed to assist with any required governance training.
11.	Date of Next Meeting 29 th March 2018 at 4.30pm.

Meeting ended at 6.30pm.

Minutes approved on (date) 29/3/18 by (name) A MITCHELL

Signature 