



DIOCESE OF CHESTER

## ASTBURY ST MARY'S

### CHURCH OF ENGLAND PRIMARY SCHOOL

Date	Time	Venue
22nd March 2017	6:30pm	Astbury St Mary's CE School
<b>Chair</b>	Mrs K Moore	
<b>Vice Chair</b>	Dr Chris Tickner	
<b>Governors present</b>	Mrs. K Moore, (Chair) Mrs. P. Worswick, (Headteacher) Dr C. Tickner (Vice-chair) Mrs. M Amies, (MA) Mrs B Cook. (BC) Mrs C Hocknell (CH) Dr J Cuttell (JC) Mrs C Astins-Ward (CW-A) Miss J Irwin (JI) Dr Sally Drage (SD)	
<b>Clerk</b>	Mrs. Alison Knowlson	
	The meeting was opened with a prayer.	

### MINUTES

Item	Topic	Action
1.	<p><b><u>APOLOGIES AND ANY OTHER BUSINESS (AOB)</u></b></p> <p>Governors noted and accepted apologies received from:</p> <ul style="list-style-type: none"> <li>Richard Mort</li> <li>Donna Graham</li> </ul> <p>Part one AOB agreed for consideration at the end of the meeting:</p> <ul style="list-style-type: none"> <li><b>BC</b> to feedback on the Governors conference.</li> </ul>	
2.	<p><b><u>CONFLICT OF INTEREST</u></b></p> <p>Governors were asked to declare any potential pecuniary interest or conflict of interest with the business to be discussed during the meeting.</p>	

	No potential conflicts were declared.	
3.	<p><b><u>MEMBERSHIP</u></b></p> <p>The Governing Board currently has <b>three</b> Foundation Governors.</p> <p>The following changes to the membership of the Governing Board since the last meeting were reported:</p> <ul style="list-style-type: none"> <li>• Steph Morris has resigned January 2017.</li> <li>• Richard Goodwin has resigned March 2017.</li> </ul> <p>The Chair of governors thanked Steph and Richard for their support and commitment as governors to Astbury St Mary's school.</p> <p><b>Question: How quickly are we moving towards joining an Academy? Will there be a need to reduce governors?</b>  Response: The advice is to fill the vacancies as soon as possible.</p> <p><i>Chris Tickner joined the meeting at 6:49pm.</i></p> <p>The Chair has reviewed the skills analysis of the governing board. A governor with an educational background is required. It was agreed to advertise for the three foundation governors in the local churches magazines and the school newsletter.</p> <p><b>Action: An advert for three foundation governor is to be placed in the school's newsletter and the local churches magazines.  SD to find the Churches together coordinator.</b></p>	HT/ Chair SD
4.	<p><b><u>PART ONE MINUTES AND MATTERS ARISING</u></b></p> <p>The part one minutes of the meeting held on <b>7<sup>th</sup> December 2016</b> were <b>confirmed</b> as a correct record, and <b>signed</b> by the Chair.</p> <p><u>Matters Arising</u>  There were no matters arising.</p> <p><u>Action Log</u>  The following actions are ongoing:</p> <ul style="list-style-type: none"> <li>• <b>SD</b> to review and updates policies on the school website</li> <li>• <b>SD</b> to follow up the camera on the front door.</li> <li>• <b>CT</b> to return his monitoring form.</li> </ul>	SD SD CT
5.	<p><b><u>CHAIR'S ACTION</u></b></p> <p>The Chair reported that no action had been taken on behalf of the governing board since the last full governing board meeting.</p>	

6.	<p><b><u>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</u></b></p> <p>The following committee minutes were received:-</p> <ul style="list-style-type: none"> <li>• Teaching and Learning committee- 19th January 2017.</li> <li>• EGB meeting – 2<sup>nd</sup> February 2017</li> <li>• RE and Ethos committee – 9<sup>th</sup> February 2017</li> <li>• Behaviour and Safety committee – 9<sup>th</sup> March 2017</li> <li>• Leadership and Management - 14<sup>th</sup> March 2017.</li> </ul> <p>The <b>Admissions committee</b> have agreed the Policy for 2018/19, and approved the ranking for 2017 entry. The Admissions Policy is to be uploaded on to the school’s website.</p> <p><b>Action: Admissions Policy to be uploaded onto the school website by Bursar.</b></p> <p>The following reports from Governors with special responsibilities were received:-</p> <p><b>SD</b> updated governors on the <b>Safeguarding committee.</b></p> <ul style="list-style-type: none"> <li>• A Safeguarding meeting hasn’t taken place this term. However, there has been a RAG meeting relating to Behaviour with Brian Padgett this month.</li> <li>• The Chair, SD and CH have completed the Safeguarding basic level 1 training</li> <li>• SD and Chair have completed the NSPCC safer recruitment training. The Head teacher noted the training had an effect on the recent recruitment of a staff member.</li> <li>• The Head teacher has attended a Safeguarding briefing.</li> </ul> <p><b>Action: The Safeguarding committee are to meet before the summer FGB and report to governors.</b>  <b>The SEND governors and Head teacher are to meet before the summer FGB and report to governors.</b></p>	<p><b>Bursar</b></p> <p><b>Chair HT SD</b></p>
7.	<p><b><u>FINANCIAL MATTERS</u></b></p> <p><u>The governors reviewed:</u></p> <ul style="list-style-type: none"> <li>• The Budget for 2016-17 has balanced with a carryover of £6k. The budget carried a deficit of -£21k from 2015-16 into the 2016-17 budget. The Chair and governors noted the good work by the Head teacher to get the budget into a positive carryover.</li> <li>• The three year budget was reviewed.</li> <li>• Apprenticeship levy</li> <li>• The SFVS was submitted in December 2016 the school is waiting feedback.</li> <li>• The <b>Pupil Premium</b> has been targeted at children with Dyslexia. The</li> </ul>	

	<p>school has purchased the Nesy reading and phonics programme. The programme has a training section for staff members to aid the teaching and learning for 20 children with dyslexia in the school.</p> <p><b>Question: Does this programme work?</b> Response: We have seen positive results from the Nesy programme. Each child has their individual login for the programme and has to complete each section before they can move onto the next section. It helps promotes independence for these children.</p> <p><b>Question: Does every class have a child with dyslexia in it?</b> Response: Yes, we have children across the school with dyslexia.</p> <ul style="list-style-type: none"> <li>• <b>The PE and Sports Premium.</b> This is used for the salary of the PE and Sports coordinator; who plans the curriculum and organises the range of after school sports clubs, which are paid for by the grant.</li> </ul> <p><b>Action: The PE and Sports premium report is to be uploaded onto the school's website.</b></p> <p>Governors reviewed financial practices around the use of IMPREST and Credit Cards against the findings of internal audit published as item 4 Directors Report 2017, and noted the Directors Report.</p>	<b>Bursar</b>
8.	<p><b><u>PART ONE OF THE HEADTEACHER'S REPORT</u></b></p> <p>Part one of the Head teacher's report contained the following matters:</p> <p>The Head teacher explained to governors the Self-Evaluating Summary (SES) which reflects the Ofsted report. The SES has five sections and governors reviewed each section and the actions.</p> <ul style="list-style-type: none"> <li>• Leadership and Management - graded 3</li> <li>• Teaching and Learning – graded 3</li> <li>• Personal Development, Behaviour and Welfare. – graded 3</li> <li>• Effectiveness of EYFS. – graded 2.</li> <li>• Outcomes for pupils – graded 3 /4.</li> </ul> <p><b>Question: How effective do you think planning is?</b> Response: Planning still requires improvement, I can see changes, but there is some work still to do, as there is not enough challenge.</p> <p><b>Question: The lack of challenge in the planning, does this filter down to the lessons?</b> Response: I have noticed this in the lower part of the school for spelling. The more able children in Year 1-3 need stretching. The phonics groups are too large and we need to review the groups.</p> <p><b>Question: Has there been an impact on pupil behaviour due to some children leaving school?</b></p>	

	<p>Response: In some classes there has been an improvement; but in others we have lost some of our good students, which will have a detrimental effect on the summer data.</p> <p><b>Question: I noticed a previous disruptive child, having a different attitude to learning, was this managed in school.</b></p> <p>Response: We had a challenging child that has spent time at the Crescent in Crewe and has come back to school with a different attitude. He has a daily tick sheet; if there are no ticks on the sheet he can use the IPad for 20minutes a day. The child has lessons of 45 minutes not an hour and some of the rewards for his good behaviour are playing dominoes and Uno.</p> <p><b>Question: Do we use this strategy with other children with behaviour issues?</b></p> <p>Response: As this strategy requires one to one support, due to budget constraints we are not able to use it for other children.</p> <p><b>Question: Why are there children not wearing the correct uniform? Can we be more robust in implementing the uniform policy?</b></p> <p>Response: There are children that haven't the correct uniform; I will review the Pupil Premium fund and ensure they have the correct uniform.</p> <p><b>Action: Head teacher to review the uniform requirements of some of the children and use Pupil Premium money to achieve the uniform policy.</b></p> <p><b><u>MATTERS ARISING FROM THE HEADTEACHER'S REPORT</u></b> Nothing to report.</p>	HT
9.	<p><b><u>SCHOOL DEVELOPMENT PLAN</u></b></p> <p><b>Raising Attainment Group (RAG).</b></p> <p>The Head teacher has met with the Head teacher from Prestbury School, David Capener. They have reviewed the RAG plan and are concerned the plans aren't robust enough to move the school out of its current Ofsted grading.</p> <p>David has suggested that the Head teacher focusses on the two main priorities of English and maths and plans staff development on these topics for the next few months; he suggested not keep changing things but to focus on embedding the topics well and take improvements from that point.</p> <p><b>Action: The Head teacher is to feedback this information to the RAG meeting wc 27<sup>th</sup> March 2017.</b></p>	HT
10.	<p><b><u>FEEDBACK FROM OFSTED PARENTS MEETING.</u></b></p> <p>The Chair feedback to governors on the parent meeting.</p>	

	<p>It was noted by governors that some parents felt marginalised by having small round table groups. The parents wanted clarity about the Ofsted inspection and reassurance as to how the school is going to improve.</p> <p>The Chair of governors felt the governors handled the difficult times since the Ofsted inspection very professionally and she thanked staff members and governors for attending the parent meeting.</p>	
11.	<p><b><u>STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS</u></b></p> <p>Governors are to review the ChESS agreement for all services.</p>	
12.	<p><b><u>CLERKING ARRANGEMENTS FOR 2017-2018</u></b></p> <p>The governors <b>agreed</b> to use a Cheshire East clerk for 2017/18</p>	
13.	<p><b><u>SCHOOL IMPROVEMENT INFORMATION</u></b></p> <p>The Head teacher updated governors on the report from Susan Walters the SIP adviser; governors noted the deadlines are too short and have agreed to make them a month from this meeting. The SIP advisor noted the RAG plans are “<i>weak</i>” and “<i>may not rapidly address the areas for development and have a positive impact upon raising standards.</i>”</p> <p>Governors <b>agreed</b> to raise this concern with the RAG group meeting w/c 27th March 2017.</p> <p><b>Action: The Head teacher is to raise the concerns of the SIP adviser at the RAG meeting.</b></p> <p><b>Head teacher to send clerk an electronic copy of the ECM report.</b></p>	<p>Chair HT</p>
14.	<p><b><u>FEEDBACK FROM BRIAN PADGETT’S INSPECTION JANUARY 2016</u></b></p> <p>Donna Graham wanted her comments noted on the report by Brian Padgett. “He appears to have completely overlooked the Leadership and Management judgement, that was given on the Ofsted Report of 2013, when the following comments were noted in the report:-</p> <ol style="list-style-type: none"> <li>1. Governors are ambitious for the school. Through their well-organised committee structure, governors meet regularly to review the school’s work, receive reports about the quality of teaching and pupils’ progress, and to set well-informed targets for the future. They analyse performance data and ask many challenging questions. In addition to shaping school strategy, governors have a ‘hands-on’ role; leading school events or after-school activities, helping out in class and observing the school at</li> </ol>	

	<p>work. Their forward-looking financial management is good; all funds, including pupil premium money, are used to best effect to help pupils do well at school.</p> <p>This simply does not tally with the recent report, it seems history is being rewritten and past and current achievements ignored and erased. I feel very strongly that we should challenge this.</p> <p>I would like my comments to be on record at the next FGB.”</p>	
<p>15.</p>	<p><b><u>DIOCESE REPORT/BULLETIN</u></b></p> <p>The Head teacher updated the governors on the Diocese Bulletin. The highlights are :</p> <ul style="list-style-type: none"> <li>• The Competency Framework for Governance - to review.</li> <li>• Apprenticeship levy.</li> <li>• Jeff Turnball Director of Education is retiring.</li> <li>• Feedback on Year 6 leavers’ services.</li> <li>• Survey on children’s social care and health services.</li> <li>• Training courses.</li> <li>• Leavers service - 6<sup>th</sup> July 2017.</li> <li>• The Head teacher aims to get the school in the Bulletin after the Easter service.</li> </ul> <p><b>Action: Head teacher to send clerk an electronic copy of the Diocese Bulletin.</b></p>	 <p>diocesebulletinM h17.pdf</p> <hr/> <p>HT</p>
<p>16.</p>	<p><b><u>DIRECTOR’S REPORT</u></b></p> <p>The Director’s Report for the Spring Term 2017 contained the following matters:</p> <ul style="list-style-type: none"> <li>• School Governance and Liaison Update</li> <li>• New Guidance – part 3 of Staying in Control of your School’s Destiny</li> <li>• New Ethnicity, Gender and Social Mobility Report from the Social Mobility Commission</li> <li>• Primary School Consolidated Report</li> <li>• Use of Personal Devices to take Pictures of Children in School</li> <li>• Safeguarding Children and Young People affected by Domestic and Relationship Abuse</li> <li>• Neglect</li> <li>• Bully-free Cheshire</li> <li>• Cheshire East Information, Advice and Support (CEIAS)</li> <li>• Permanent Exclusions Finance Readjustment</li> <li>• Exclusions Training</li> <li>• School Admissions 2018-19</li> <li>• What is the Apprenticeship Levy</li> <li>• Virtual School Update</li> <li>• Responsibility of Schools for Learning Outside the Classroom (School visits and overnight stays)</li> </ul>	

	<p>The Clerk highlighted to governors a number of issues, and governors noted the report. The following points were discussed:</p> <ol style="list-style-type: none"> <li>1. The SCiES - information was noted in the Behaviour and Safety meeting on 9<sup>th</sup> March 2017.</li> <li>2. The Apprenticeship levy – <b>Head teacher to check with Budget Officer if the school is liable for the levy.</b></li> <li>3. Edubase is up to date with the governors’ information.</li> </ol>	HT
17.	<p><b><u>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</u></b></p> <p>The Training Liaison Governor reported on Governor Development.</p> <p><b>CT</b> has sent emails to governors with training for their special responsibilities.</p> <p><b>BC</b> reported on the Governors Conference held on 10<sup>th</sup> March 2017. The conference focus was “Successful Schools, it’s not all about English and maths.”</p> <p>This theme was reflecting on the importance of non-academic aspects of learning, highlighting how the physically and mentally wellbeing of children can enhance learning.</p> <p>There were two inspirational speakers, David Hemery and David Hodgson who discussed how children develop resilience.</p> <p>BC felt enthused and optimistic after the Conference.</p> <p><b>Action: BC to send clerk an electronic copy of the Governors’ Conference report.</b></p>	BC
18.	<p><b><u>SCHOOL POLICIES</u></b></p> <p>There were no policies to approve this meeting.</p>	
19.	<p><b><u>NOMINATIONS FOR CHAIR</u></b></p> <p>The nomination for Chair of governors is: Kath Moore proposed by Maura Aimes seconded by Claire Hocknell.</p>	
20.	<p><b><u>NOMINATIONS FOR VICE CHAIR</u></b></p> <p>The nomination for Vice-chair of governors is: Chris Tickner proposed by Maura Aimes seconded by Brenda Cook.</p>	
21.	<p><b><u>MEETINGS</u></b></p> <p>It was confirmed that the next full Governing Board meeting would be held at the school on <b>5<sup>th</sup> July 2017 6:30pm</b></p>	

22.	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>There was no other business tabled.</p>	
23.	<p><b><u>THE IMPACT STATEMENT</u></b></p> <p>The core strategic functions defined by the DfE are:</p> <p><b><u>Ensure clarity of vision, ethos and strategic direction:</u></b></p> <ul style="list-style-type: none"> <li>• The governors discussed progress towards becoming an academy. Information sent to RSC and at least 3 MATs want to sponsor Astbury.</li> <li>• Appointed Cheshire East clerk in 2017/18</li> <li>• Board to advertise for 3 new foundation governors with skills such as Data analysis, education and strategic planning.</li> <li>• Feedback from the parent Ofsted meeting was discussed and communication to parents is increasing.</li> <li>• Board discussed SIP report from Susan Walters.</li> <li>• Discussed RAG progress and the need to make it more rigorous and effective.</li> <li>• Discussed governor training attended.</li> </ul> <p><b><u>Hold the Headteacher to account for the educational performance of the school:</u></b></p> <ul style="list-style-type: none"> <li>• Pupil premium and sport premium spending was discussed and the impact.</li> <li>• Governors questioned the Head teacher on matters in the HT report</li> </ul> <p><b><u>Oversee the financial performance of the school, ensuring value for money:</u></b></p> <ul style="list-style-type: none"> <li>• The end of year budget was discussed with regard to good budget management from the Head teacher. 16/17 will end in the black and predicted to be in the black at the end of 17/18. Also discussed the possibility of staffing changes.</li> </ul> <p><b><u>Promote the highest possible standards for Safeguarding</u></b></p> <ul style="list-style-type: none"> <li>• Safeguarding governors reported that they had attended a basic awareness training course and safer recruitment online training. This was used to good effect in the recent employment of year 1/2 teacher.</li> </ul> <p><b>Chair to send to the Clerk the Impact Statement</b></p>	<p><b>Chair</b></p>



DIOCESE OF CHESTER

Date ..... Signed: .....