



DIOCESE OF CHESTER

**ASTBURY ST MARY'S****CHURCH OF ENGLAND PRIMARY SCHOOL**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
5th July 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 C Hocknell (CH) Mr J Carter (JC) Miss J Irwin (JI) Dr S Drage (SD) Dr Jeff Cuttell (JC) Mrs L Wardlaw (LW)	
<b>Clerk</b>	Mrs. Alison Knowlson	

**MINUTES**

<b>Item</b>	<b>Topic</b>	<b>Action</b>
	<b>The meetings started at 6:41pm with a prayer.</b>	
<b>1.</b>	<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> <li>• Corinne Astins-Ward</li> <li>• Maura Amies</li> <li>• Margaret Sanders</li> <li>• Diane Woolrich</li> </ul> <p>Part one AOB agreed for consideration at the end of the meeting:</p> <ul style="list-style-type: none"> <li>• MAT</li> </ul>	
<b>2.</b>	<p><b><u>CONFLICT OF INTEREST</u></b></p> <p>Governors were asked to declare any potential pecuniary interest or conflict of</p>	

	<p>interest with the business to be discussed during the meeting.</p> <p>No potential conflicts were declared.</p>	
<p><b>3.</b></p>	<p><b><u>ELECTION OF CHAIR AND VICE CHAIR</u></b></p> <p>The following nomination was received in advance of the meeting: <b>Mrs K Moore.</b> Following a vote, Mrs K Moore was elected as Chair of Governors for <b>one</b> year, and chaired the meeting from this point.</p> <p><b><u>ELECTION OF VICE CHAIR</u></b></p> <p>Governors agreed that the term of office for the Vice Chair of Governors would be <b>one</b> year.</p> <p>The following nomination was received in advance of the meeting: <b>Dr.CTickner</b> Following a vote Dr.C Tickner was elected as Vice Chair of Governors.</p>	
<p><b>4.</b></p>	<p><b><u>MEMBERSHIP</u></b></p> <p>The following changes to the membership of the Governing Board since the last meeting were reported:</p> <p>Liz Wardlaw was appointed a Chester Diocesan Board of Education (CDBE) foundation governor on the 5th June 2017.</p> <p>Margaret Sanders was appointed a CDBE foundation governor on 5<sup>th</sup> June 2017.</p> <p>John Carter was appointed a CDBE foundation governor from 17<sup>th</sup> July 2017.</p> <p>Diane Woolrich was appointed a Parochial Church Council foundation governor from the 17th July 2017.</p> <p>Brenda Cooke resigned on the 28<sup>th</sup> May 2017 due to church responsibilities; the governors acknowledged her service to the Governing Board and thanked her for her hard work.</p> <p>The Governing Board has arranged a buddy system for new governors.</p> <ul style="list-style-type: none"> <li>• Claire is to buddy Diane</li> <li>• Sally is to buddy John</li> <li>• Chris is to buddy Margaret and Liz.</li> </ul> <p>The new governors were informed of the Cheshire East and the Dioceses new governors training programmes.</p>	

	<p>The Chair asked if any governor would be happy to take over the running of the governors' bank accounts. This was deferred until the autumn Full Governing Board meeting in September 2017.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Chair to contact Richard Mort re: attendance.</li> <li>• Chair to check the new governors have been placed on Edubase and have DBS.</li> <li>• Chair to contact governors not present who their buddy is.</li> <li>• The governors' bank account responsibility was deferred until the autumn term. Clerk to add to the Resources autumn committee meeting.</li> </ul> <p><i>Dr J Cuttell joined the training at 6:53pm.</i></p>	<p><b>Chair</b></p> <p><b>Clerk</b></p>
<p>5.</p>	<p><b><u>PART ONE MINUTES AND MATTERS ARISING</u></b></p> <p>The part one minutes of the meeting held on <b>22<sup>nd</sup> March 2017</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 outstanding:</p> <ul style="list-style-type: none"> <li>• Head teacher to check with the Budget Officer if the school is liable for the apprenticeship levy.</li> <li>• CT to send to governors his monitoring form.</li> </ul>	<p><b>HT</b></p> <p><b>CT</b></p>
<p>6.</p>	<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>	
<p>7.</p>	<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>• RE and Ethos committee – 25<sup>th</sup> May 2017</li> <li>• Teaching and Learning committee- 4<sup>th</sup> May 2017.</li> </ul> <p>The following reports from Governors with special responsibilities were received:-</p> <p><u>RAG minutes</u> 6<sup>th</sup> June and 27<sup>th</sup> March 2017. <u>Safeguarding meeting minutes</u> on the 14<sup>th</sup> June 2017. <u>SEND meeting</u> <b>SD</b> updated governors on her meeting, the highlights are:</p> <ul style="list-style-type: none"> <li>• Funding, the school provides £6k of funding before the can apply for further funding from CE.</li> <li>• The school have received funding for Susan Nutall the independent SENCO.</li> </ul>	

- The children are completing their own profiles.
- SENCO Mrs Hodder has completed one module but is working part-time.
- Nesy training has been purchased.
- Leaders training postponed until September.

**Action: SD to send the SEND report to clerk and governors.**

**SD**

The Health and Safety yearly audit has been actioned on 30<sup>th</sup> June 2017 there visit no actions or outstanding issues from the visit, other than the fire risk assessment needs to be re-done, Head teacher to action.

The report from Paul Riddings when received to be forwarded to governors and clerk.

The LA safeguarding audit has been submitted.

**Action: HT to action fire assessment.  
H&S report to be sent to governors when received.**

**HT**

**7. FINANCIAL MATTERS**

The Resources committee governors approved at their meeting on the 29<sup>th</sup> June:

- The budget for the financial year 2017-18
- The staffing structure for 2017-18.
- ChESS agreement reviewed.

The governors reviewed:

- The latest Budget Monitoring for 2017-18 inc DFC.
- Three year budget.

<b>Medium Term Plan:</b>	<b>Outturn 2016/17</b>	<b>Year 1 2017/18</b>	<b>Year 2 2018/19</b>	<b>Year 3 2019/20</b>
<b>Balance Brought Forward</b>	<b>-20,895</b>	<b>-3,586</b>	<b>8,104</b>	<b>-87,112</b>
Projected Funding/Income	579,814	604,603	469,661	457,289
Projected Expenditure	562,505	592,913	564,877	584,327
Budget Shortfall/surplus	17,309	11,690	<b>-95,216</b>	<b>127,037</b>
<b>Projected Carry Forward</b>	<b>-3,586</b>	<b>8,104</b>	<b>-87,112</b>	<b>214,149</b>

The Head teacher explained to the governors the drop in income due to loosing children. There were 126 children at the inspection, the PAN is 133,

	<p>From September 2017, the school will have 83, children with 50 places available.</p> <p>The governors discussed how to market the school and develop its Unique Selling Point (USP).</p> <p>The Head teacher informed governors about the strategic meeting she had with Mark Bayley and the Head teachers of Congleton schools, she stated there was no need for schools to increase their PAN or build a new school as Astbury St Mary and another school have capacity.</p> <p>The Head teacher notified the governors of the census day on the 5<sup>th</sup> October 2017. The pupil numbers on that day set the budget for 20178-19.</p> <p><b>Question: Can we advertise our spaces available? We have children using the Meerkats after school club from other schools.</b> Response: The Head teacher is to place an advert at the front door.</p> <p><b>Action: SD</b> offered to help the HT with a flyer advertising the school.</p>	<p>HT/ SD</p>
<p>9.</p>	<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> <p><u>Leadership and Management</u> – Requires improvement. <i>NO questions asked.</i></p> <p><u>Teaching and Learning</u> – Requires improvement.</p> <p><b>Question: When you talk about lack of subject knowledge what do you mean by this?</b> Response: It's the knowledge of the new curriculum; level of grammar and the spelling rules, there are gaps in subject knowledge of the teachers.</p> <p><b>Question: How long will it take before we know when this is in place?</b> Response: This is the training I want to use with ECM in the autumn, which will fill in the gaps in subject knowledge.</p> <p><b>Question: The inconsistency of Pink marking, is it an issue through the school?</b> Response: There is an issue in English, where the pink marking is used for spelling and not for the general composition of the piece of writing.</p> <p><b>Question: How are we ensuring that some children who are not making progress achieve the ARE?</b></p>	

Response: By me reviewing lesson observation, book scrutinise and feeding back to teachers on a one to one basis, explaining areas of development for the teacher and seeing this area improve during the next round of lesson observations and book scrutinises.

The TA's also have targets set by the teachers. The children are clearly targeted for their English skills, to improve their general English and have consistency in the subject.

**Question: What evidence would I see that supports this improvement?**

Response: I have scrutiny feedback documents that record strengths and area for development, and the next steps, which you're welcome to view.

Personal Development, Behaviour and Welfare. – Requires improvement  
*NO questions asked.*

Outcomes for pupils – graded 3 /4.

EYFS.

62% achieved Good Level of Development (GLD), with a prediction of 74%, this is due to four children leaving the school. The children that didn't achieve GLD have issues: one is on an EHCP; one has Autism; one has a behaviour problem and attendance problems and one arrived two weeks prior to the assessment is being referred to Speech and language teacher.

Phonics

63% met the national standard. Two children didn't meet their GLD from EYFS. The other children struggled with the transition from EYFS to Year 1 and therefore have not made the Age Required Expectations (ARE) progress.

**Question: How could we have managed this transition process better?**

Response: There was a problem with a maternity cover and the teacher was leaving. This will be handled better this year.

**Question: What are the handover arrangements for the reception class?**

Response: The data will be discussed during the transition meeting with the new class teachers. The Head teacher has had conversations about the timetable for the Year 1/Reception class. There is an EYFS outstanding group for training for Mrs Hodder and Mrs Stevens which they are booked onto.

The Chair deferred the more detailed questions to until Teaching and Learning committee meeting in the autumn.

The Head teacher informed governors of the following results:

KS1 Sat's

Reading 6/12	achieved ARE
SPAG 6/12	achieved ARE
Maths 7/12	achieved ARE
Writing 6/12	achieved ARE

	<p><u>KS2 SAT</u>  Reading 10/18 = 56% National Average (NA) 71%  Writing 10/18 = 56% NA 76%  SPAG 11/ 18 = 61% NA 77%  Maths11/18 = 61% NA 75%</p> <p><b>Action: HT to send the data from the RAG meeting on the 18<sup>th</sup> July to the Clerk.</b></p> <p><b><u>MATTERS ARISING FROM THE HEADTEACHER'S REPORT</u></b>  Nothing to report.</p> <p><i>Jeff Cutell left the meeting at 19:46hrs.</i></p>	HT
10.	<p><b><u>SCHOOL DEVELOPMENT PLAN</u></b></p> <p>Raising Attainment Group (RAG) will discuss the data at the meeting on the 18<sup>th</sup> July.</p>	
10.	<p><b><u>REVIEW ATTENDANCE OF PUPILS, STAFF AND GOVERNORS.</u></b></p> <p>Pupils' attendance: 94.9% the expectations is 96%, due to parents taking their children away on holiday.  Staff absence: 13 out of 20 members of staff have had an absence this last year ranging from 1 to 16 days.  Governors: The Clerk has produces a table for attendance. The Chair is to follow up absence with the governors.  The governors agreed from September to send apologies for non-attending and also to table questions prior to the meeting so they take an active role in the meeting whether they attend or not.</p> <p><b>Action: Chair to follow up governors' absence.  Clerk to send timed agendas and ask for questions to be tabled prior to the meeting.</b></p>	Chair Clerk
11.	<p><b><u>SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER</u></b></p> <p>There hasn't been a SIP visit since 10<sup>th</sup> March 2017. Susan and the Head teacher are working on the data section of the SEF.</p> <p>The Head teacher explained the training scheduled from ECM for next academic year, with the Head Teachers Performance Management scheduled for the 16<sup>th</sup> November 2017.</p> <p><b>Question: Where we criticised for using ECM for all our training needs?</b>  Response: The RAG group queried why we use them and having reviewed their training resources which are very good, there is no-one other to use.</p> <p>We also were asked why ECM was doing the evaluation of the overall effectiveness of training when they are providing it, so this requirement has</p>	

	<p>been removed.</p> <p><b>Question: How many other companies do this sort of training?</b>  Response: When I ask my fellow professional they use ECM, they have great supportive documents for OFSTED and self-evaluation.</p> <p>Some of the £10k for school improvement has been put in to the budget for training and supply to cover the staff attending the training.</p>	
12.	<p><b><u>REVIEW GOVERNING BOARD PERFORMANCE AND PROCEDURES</u></b></p> <p>The Chair has collated the Impact Statements from the meetings through the year, to form the basis of the governance statement.</p> <p><b>Action: Chair to send the statement to governors.</b></p> <p><i>The governors noted their thanks to the Chair and Head teacher for all their hard work this academic year.</i></p>	
13.	<p><b><u>GOVERNANCE STATEMENT</u></b></p> <p>This will be collated from the Impact Statements in item 12.</p>	
14.	<p><b><u>SET OBJECTIVES FOR THE GOVERNING BOARD FOR THE FORTHCOMING ACADEMIC YEAR</u></b></p> <p>These objectives are to come from the Vision and Ethos day with Ruth Agnew.</p> <p>The governors <b>agreed</b> to have a Strategy meeting at Claire Hocknell's house on the 11<sup>th</sup> September 2017.</p> <p><b>Action: Chair to send School Strategic Action Plan to governors and notify them of the date.</b></p>	Chair
15.	<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>• September 2017 Applications for Reception and Year 7</li> <li>• School Catering</li> <li>• Asbestos Management</li> <li>• Home to School travel Surveys</li> <li>• Schools Audit Programme</li> <li>• IR35 Tax Changes for Agency Workers and Contractors</li> <li>• Model HR and Policies</li> <li>• Apprenticeship Levy</li> <li>• Virtual School for Cared for Children</li> <li>• Local Safeguarding Children Board – Safeguarding Audit</li> </ul>	

	<ul style="list-style-type: none"> <li>• Child Sexual Exploitation guide</li> <li>• Operation Encompass</li> <li>• Safeguarding Records</li> <li>• School Trips</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. Operation Encompass incidents; a log sheet for the incident has been created by the Head teacher and kept in the child's safeguarding file.</li> <li>2. LSGB audit has been submitted.</li> <li>3. Asbestos survey, the governors discussed the survey and <b>agreed</b> the report they have is compliant.</li> <li>4. The residential for Year 3 / 4 are to visit Standon Bowers outdoor education center, on the 13-15<sup>th</sup> September 2017. The governing board received assurance that appropriate risk assessments would be carried out, and <b>approved</b> the visit.</li> </ol>	
16.	<p><b><u>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</u></b></p> <p>The Training Liaison Governor reported on Governor Development.</p> <p>The training governor is CT who will upload a form on the school website so that governors who have booked their training can fill in the form and complete the skill audit.</p> <p>All governors to have completed Safeguarding basic awareness training.</p> <p><b>Action: Chair to set up new governors on school website.</b></p>	Chair
17.	<p><b><u>SCHOOL POLICIES</u></b></p> <p>There were no policies to approve this meeting.</p>	
18.	<p><b><u>TERM DATES FOR 2017-18</u></b></p> <p>Inset dates:  4<sup>th</sup> and 5<sup>th</sup> September 2107.  30<sup>th</sup> October – Eaton bank Academy  23<sup>rd</sup> and 24<sup>th</sup> July 2018.</p>	
19.	<p><b><u>MEETINGS</u></b></p> <ul style="list-style-type: none"> <li>• 27<sup>th</sup> September 2017</li> <li>• 6<sup>th</sup> December 2017</li> <li>• 21<sup>st</sup> March 2018</li> <li>• 28<sup>th</sup> June 2018 ( I have a clash for the 27<sup>th</sup> – is this date ok?)</li> </ul> <p><b>At 6:30pm</b></p>	

<p>20.</p>	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p><u>Academy</u></p> <p>Sue Noakes has written to the Governing Board, informing them, the Dioceses have made a complaint to Christine Quinn the Regional School Commissioner, in relation to the memorandum of understanding which was broken unlawfully. The Diocese Board of Education has request an immediate appointment to discuss the matter.</p> <p>Tom Wainwright informed the school that the move to join St Bart’s has now been halted.</p> <p>The Diocese is happy for the school to choose the MAT they want to join and if the school wanted to join St Bart’s they would support the school. However the governors are happy to keep to their original preference of joining CDAT as they have a proven track record of improving schools requiring improvement.</p> <p><b>Question: What is your knowledge of the Diocese academy?</b></p> <p>Response: The school have been to hub meetings and the Head teacher has met the board of directors who would be responsible for the school.</p> <p>The Head teacher is to review the parents’ questionnaire responses and report back to governors.</p> <p>Staff questionnaire – CT to action on survey monkey before the end of term.</p> <p><b>Action: HT to review parent’s questionnaire.</b></p> <p><b>CT to action staff survey.</b></p>	
<p>21.</p>	<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>• Reviewed the change of teacher at EYFS and the handover of process and documentation.</li> <li>• Examined the USP of the school and will discuss further at the Strategy meeting in September.</li> <li>• Advertise the school places vacancies to the parents that use the After School Club.</li> <li>• New governors are buddied with an experienced governor.</li> <li>• Discussed joining CDAT or St Bart’s Academy</li> <li>•</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>• Reviewed the SEF data.</li> <li>• More detail to be explored at the Teaching and Learning</li> </ul>	

committee in September.

- Reviewed the EYFS data
- Reviewed the KS1 and 2 SAT's.

**Oversee the financial performance of the school, ensuring value for money;**

- Reviewed the budget for 2017-20.
- Discussed the drop in pupil numbers and the effect on the school budget.

**Promote the highest possible standards for Safeguarding**

- DBS checks for new governors
- Received safeguarding minutes



DIOCESE OF CHESTER

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