



DIOCESE OF CHESTER

ASTBURY ST MARY'S

CHURCH of ENGLAND PRIMARY

Date	Time	Venue	
Thursday 29 th June	4 pm	Astbury St Mary's CE Primary School	
Committee: Resources Committee			
Chair	Mrs Kath Moore		
Members present	Mrs. Kath Moore, Mrs. Pip. Worswick, Headteacher Dr Sally Drage Mrs Diane Woolrich Mr John Carter Mrs Maura Aimes		
Clerk	Mrs Alison Knowlson		

MINUTES

Item	Topic	
1.	The meeting opened with a prayer at 4:09pm	
2.	To accept or note apologies for absence and declare any pecuniary interests. Apologies were received and accepted from: <ul style="list-style-type: none">• Richard Mort• Liz Wardlaw• Dr C Tickner	

- Staff to sign the Staff Communication and Information Acceptable Users Policy
- Personal Devices Staff to sign and action.
- Review the Safeguarding Policy to ensure it covers domestic abuse.
- Another governor to be trained on exclusions.
- Update Policy for Learning outside the Classroom.
- Head teacher to review current practise of parents transporting children to sporting events and report to governors next meeting

HT
HT
Gov
HT

Asbestos

Governors **agreed** that the survey they have is compliant with the new requirement and they don't need to spend another £1,900 on a new survey.

Claire Hocknell joined the meeting at 4:22pm

5.

Finance

The governors agreed to the budget for 2017-18

The governors reviewed:

- The variances from the 2016-17 budget.
- Reviewed the year end budget figures.
- Raising attainment group fees are from the professional fees budget.
- Reviewed the three year budget.

Outturn 2016/17	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20
-20,895	-3,586	8,104	-87,112
579,814	604,603	469,661	457,289
562,505	592,913	564,877	584,327
17,309	11,690	-95,216	-127,037
-3,586	8,104	-87,112	-214,149
	48,368	37,573	36,583

Governors **noted** that the school will operate on 50 fewer children from September 2017, there will be extra funding available when the school converts to an Academy. There is the possibility to reduce the classes from four to three. **Some new** staffing contracts are temporary until **2018**.

The school is examining alternative income streams; when holding a training day, other schools are invited to maximise income from the training. They are also considering how to market the school; and if a playgroup would be beneficial.

The school are expecting four children in September 2017, with 19 children leaving Year 6.

The school census is on 5th October 2017, this will form the basis for the school budget 2018/19.

Pupil Premium

The funding for Pupil Premium 2017-18, the Head teacher is querying with Cheshire East (CE) Budget Officer the children stated.

2016-17 Pupil Premium funding; six children have had small group one to one tuition, phonics test; manage their feeling; emotion support packages for learning; impact on learning; residential visits paid for and music lessons. Play therapy for one child, health and wellbeing sessions; emotional support.

Mr Robinson is completing the Pupil Premium report for the website and will forward the report onto governors.

PE and Sports Premium.

- £7620 is to be spent by 31st August 2017 on after school clubs and archery experiences for Year 3/4 and 5/6.
- An unqualified teacher delivers the sport curriculum

Action:

**Mr Robinson to send the Pupil Premium Report to governors.
Head teacher to send the PE and Sports premium report to the governors.**

Both reports are to be uploaded onto the school website.

The following items have been actioned:

- The statement of internal control has been updated and signed.
- The asset register was reviewed during the **SFVS process**.
- The Manual of Internal Financial Procedures has been updated and sent to governors.
- Best Value evidence – the purchase of the white boards

The following items were deferred until the autumn FGB:

(Clerk to add to the autumn agenda.)

- **To receive a copy of the annual accounts of the Unofficial School Fund and the audit certificate.**
- **Internal Financial Controls (SFVS) self-evaluation the school are still waiting results from the audit team at CE.**
- **Benchmarking.**

Action:

- **Clerk to send to the Chair information on reviewing annual contract with regard to IR35.**

Mr R
HT

Clerk

	<ul style="list-style-type: none"> • The Business Continuity plan has been update and the Head teacher will forward the plan onto governors. 	HT
6.	<p>Congleton School Expansion</p> <p>The Head teacher showed governors a plan of the housing development around Congleton. The Head teachers have met to discuss the educational needs for the area, and suggest that a special school is needed.</p> <p>The governors and Head teacher completed a questionnaire for Mark Bayley.</p> <p><i>Diane Woolrich left the meeting 5:44pm</i></p>	
7.	<p>Strategy and Vision</p> <p>The governors discussed the recent vision training day with Ruth Agnew.</p> <p>The vision for Astbury St Mary's is:</p> <p>Our staff and governors are working together to create a 21st Century learning environment which is fit for purpose for pupils, staff and parents, providing excellent opportunities for community engagement.</p> <p>We are:</p> <ul style="list-style-type: none"> • investing in our staff and governors to ensure they are a happy and highly trained team who inspire a life-long love of learning • working closely in partnership with our parents and families to ensure all children receive the support they need • developing our children into positive confident learners with high expectations of themselves and value others <p>The governors discussed how to move forward with the vision, and questioned what is important and what is achievable.</p> <p>This is to be an agenda item on the Resources committee.</p> <p>The Head teacher is to hold a staff inset day training in the new academic year, on the vision.</p> <p>Action: Clerk to make Strategy and Vision an agenda item on the Resources committee.</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>	Clerk

	<p>Action: This item is to be discussed at the Full Governing Board (FGB) meeting in July.</p> <p><u>Strategic School Improvement Fund (SSIF)</u></p> <p>Astbury St Mary's has been identified as a school to be supported in the initial round for bids for the SSIF. The funding would be used for transition to the High School and disadvantage learners to improve their outcomes. The governors discussed the amount of time the Head teacher would have to dedicate to the bid. The governors agreed to the Head teacher expressing an interest and to request more information.</p> <p>Action: Head teacher to express an interest and request more information.</p>	HT
8.	<p>Staffing and HR</p> <p>Please see Part Two</p> <p><i>Claire Hocknell left the meeting at 6:30pm</i></p>	
9.	<p>Health and Safety</p> <p>The annual Health and Safety audit by CE will take place on 30th June 2017. MA has visited the school on the 21st April and 5th May and reviewed with the Head teacher the Health and Safety items in preparation of the audit.</p> <p>JC notified governors the 20mph speed signs to be placed in front of the school.</p>	
10.	<p>Safeguarding</p> <p>The safeguarding governors met on the 14th June 2017. The report was sent to governors prior to the meeting.</p> <p>The governors had time to action a Safeguarding audit on one of the files. The Chair is to review the Single Central Record with the Head teacher and sign the report.</p> <p>Action: Chair to review SCR</p> <p> Safeguarding Meeting Minutes 140€</p>	Chair
11.	<p>Premises</p> <p>The Head teacher, KM and JC had a meeting on 3rd July 2017, with the building consultant to review the project. The school has secured funding for £130k for the improved, secure entrance to the school. The planning application has been suspended as there is scope for improvement.</p>	

	<p>With the right people tendering the school may be able to get an extra classroom built.</p>	
<p>12.</p>	<p>Behaviour, attendance, health and well-being</p> <ul style="list-style-type: none"> • The Behaviour policy is being reviewed. • Damien from the Crescent has reviewed the school's book on restraints. The Head teacher made a restraint and CT signed the book. <p><u>Behaviour log data</u> The governors discussed the children that arrive late to school. The parents have been notified and some have had some an impact and improvement in their time keeping, however, other parents have continued to bring their children in late.</p> <p>Question: Is it the same children being consistently late? Response: Yes.</p> <p>The Pupil Premium children attendance has improved, the school are working with one mum and outside agencies to improve her child's attendance.</p> <p>The School Council have conducted a Health eating review, impact and evaluation. The Head teacher is to forward the report to governors.</p> <p>Action: Head teacher to send to governors the school council report.</p>  <p>Healthy eating report.pdf</p>	<p>HT</p>
<p>13.</p>	<p>AOB</p> <p>JC confirmed that the Head teacher had received from the Parish Clerk an invite to attend the Parish Council (PC) meeting as the church want to foster a direct link with the school.</p> <p>The Head teacher raised how the minutes from the Parish Council meeting appeared in the Chronicle without the school being aware of the content.</p> <p>JC agreed to ensure the minutes from the PC are agreed before being available to the public.</p>	
<p>14.</p>	<p>Date of the next meeting.</p> <ul style="list-style-type: none"> • 16th November 2017 • 13th March 2018 • 7th June 2018 	

	at 4pm.	
15.	<p>Impact Statement.</p> <p>The Governors have helped move the school forward in this meeting by:</p> <p><u>Ensure clarity of vision, ethos and strategic direction</u></p> <ul style="list-style-type: none"> • All governors to send question to the Clerk prior to the meeting, especially if they can't attend. • The Vision day was reviewed and an action plan developed. <p><u>Hold the Head teacher to account for the educational performance of the school;</u></p> <ul style="list-style-type: none"> • Discussed SSIF and the outcomes for pupils <p><u>Oversee the financial performance of the school, ensuring value for money;</u></p> <ul style="list-style-type: none"> • Queried the request from CE for another asbestos survey when the school has one that is compliant. • Reviewed the three year budget plan and actions for the deficit. • Best value evidence. • Challenges the £132k for the new entrance and the value for money this would generate. • Questioned the Pupil Premium and PE and Sports Premium. <p><u>Promote the highest possible standards for Safeguarding</u></p> <ul style="list-style-type: none"> • Challenged and discussed the policy for taking photos of children on personal devices. Agreed an interim policy to be in place and a review of this policy at the next Resources meeting. • Challenged the good practise of parents transporting children to sporting events • Business Continuity Plan – governors to be assigned responsibility. • HT and Chair to sign the Single Central Record • Safeguarding meeting minutes received and a child's file audited. 	
16.		

HT

The meeting finished at 6:54pm