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"Nurturing rights respecting global citizens"

Headteacher: Mr Michael Bousfield

Full Governing Body Meeting - Part 1 Minutes & Actions

Date of meeting	Thursday 18 th July 2019 @ 6.30pm – Meeting room	
Present attendees	Mrs R Artist (RA) Mr M Bousfield (MB) Mr R Bowman (RB) Mrs S Collinson (SC) Mrs S Connolly (SaC) Mrs B Hacking (BH) Ms Z Lochlin (ZL) Mrs M Robinson (MR) Mrs D Tomkinson (DT) Mrs A Wooldridge (AW)	Staff Governor Headteacher (HT) Vice Chair of Governors (VC) Parent Governor Parent Governor Co-opted Governor Co-opted Governor LA Governor Chair Co-opted Governor
Apologies	Ms T Wallwork (TW)	Co-opted Governor
Absent		
In attendance	Mrs S Clarke, Clerk to Governors Mrs E Broadbent (EB), Inclusion Lead	
Paperwork provided as pre meeting reading: See appendix 1, page 9		
Paperwork tabled at meeting: Agenda item 2: Summer 2019 Report to HT & Governors SEN/Safeguarding/PP		

#	Meeting start time 6.34pm
1	Welcome and apologies The Chair welcomed all to the last meeting of the academic year Following an election for a staff governor, a particular welcome was extended to Roz Artist and also to Elizabeth Broadbent, the school's Inclusion Lead. Apologies were received and accepted from Ms T Wallwork who was unable to attend, and Mrs S Connolly and Mrs B Hacking, both of which advised that they would arrive late to the meeting.
2	Declaration of conflicts of interest for the meeting SaC, ZL, DT and AW all have a conflict of interest regarding action [150519-9]. No further declarations were raised. Due to this interest it was agreed that the named governors would leave the meeting for the discussions around action [150519-9].
3	Visit from Inclusion Lead – Elizabeth Broadbent EB tabled a report, advising that going forward she will be providing a report to HT and

Governors per term through her contact with the link governor. EB extended her thanks to the school community for welcoming her into her role and she said she has felt incredibly supported. HT thanked EB, and shared that she has achieved a significant amount in such a short space of time. Information was shared and discussion took place with headlines as follows;

- 14 key headlines were detailed on the report e.g.
 - Clear Picture of Register of Needs
 - Successful Funding Applications
 - Planned Whole School Provision Map
 - TA Timetables in Place
 - Range of Interventions
 - Part of an EEF Trial for Reading
 - Communication with parents
- A governor asked what EEF is. EB advised it is an Education Endowment Foundation; a grant funded project. Schools taking part in the research project gain access to resources to boost learning.

For the purposes of record, SC entered the meeting at 6.40pm.

- EB provided comprehensive Cherry Grove data versus National data e.g. National figures show 11.9% requiring SEN Support. 9.82% of the children on roll at Cherry Grove receive SEN Support.
- The school has developed new Learning and Wellbeing Areas. The areas are private, low sensory and have all the necessary resources to hand. All governors were invited to view the areas which will be ready for September.

For the purposes of record, SaC entered the meeting at 6.45pm.

- Additional funding for 5 children has been secured.
- The school will be using Mind Moose; an interactive online programme.

The Chair thanked EB for attending and for the purposes of record EB exited the meeting at 6.47pm.

4 Discuss and approve the part 1 minutes and actions from the meeting held on 13th June 2019

The minutes of the meeting held on the above date were accepted with no amendments.

Actions were discussed with headlines as follows;

130618-3 Safeguarding ROV to be circulated post meeting, and signed by SCIE.

Chair provided ROV post last meeting. A governor asked what further consideration had been given to suggestions that a summary of safeguarding guidance be provided to staff. HT reaffirmed that at the September inset day the staff are asked to read in full, and that a summary of any key changes are shared. It was agreed that all staff should read the full guidance but it was noticed that the new Inclusion Lead had already created summaries of key elements which are presented throughout the school. Chair asked HT to email ROV to SCIE for their electronic signature as a means of record that the ROV is an accurate record of the case review that took place.
HT action

150519-9 HT to meet with Noah's Ark to discuss the past year, and also revisit and renegotiate the partnership agreement.

For the purposes of record; at 6.59pm SaC, ZL, DT and AW all exited the meeting

whilst this action was discussed. The HT asked for any comments/questions as a result of the pre-meeting reading. A full discussion into the options proposed by The Ark took place involving;

- The effects of no change at all to the current partnership agreement for both parties;
- The effects of an increase of session fees to parents, and the increase of the room hire rate to the school;
- What the governors' feel is the best value for the school;
- The marginal profits associated to an increase were worked out and deemed to be insignificant for the current budget, but all agreed this would need to be scrutinised in the next draft budget;
- All agreed the benefit of the current provision over the past year to have been excellent, with both parties agreeing the club is popular and the children are happy;
- **All present for this part of the meeting approved Option 1; fees to remain the same for one more year.** HT to inform The Ark and update the partnership agreement for 2019/20. The rates will be reviewed by the Finance Committee and FGB in spring 2020. HT action

For the purposes of record, BH entered the meeting at 7.05pm.

Please see the notes/outcomes section of the action list for any further updates to actions.

5 **Report from the chair on any part 1 actions taken since the last meeting**
The Chair advised that she had met with the LA Internal Audit Officer on 3rd July and provided a brief summary of the discussions that had taken place.

6 **Discuss proposed governors' annual planner 2019/20 and approve FGB meeting dates for next school year**

The Chair proposed that the FGB adopt a Finance Committee that will meet three times a year (once a term); and the FGB meet six times a year (twice a term). The purpose of the proposal was to ensure that there was a robust procedure in place to review school finances. Discussions took place with headlines as follows;

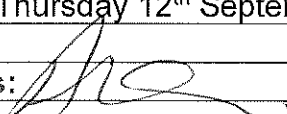
- A governor asked for clarification that items that require ratification/discussion from the finance committee will be tabled at the FGB meeting. Chair confirmed yes, the minutes and actions will be provided, adding that Terms of Reference will need to be written and agreed for the delegation of tasks to the finance committee.
- The proposal will allow governors to discuss school finance six times per financial year.
- A governor asked are staffing matters on the finance committee as it involves costs e.g. review staffing, review local living wage. HT replied yes, however, items such as staff appraisals will remain with the FGB and staff pay with the Pay Panel. A governor also added that lots of staffing matters require broader discussion and should remain with the FGB.
- Governors' commented that the finance committee would provide for in-depth scrutiny of school finances and would allow for more robust curriculum discussions within the main Governing Board meetings. **All present agreed on implementing a Finance Committee for a trial period of 12 months.**
- A governor asked will the committee be a fixed or rotating committee. HT proposed a fixed committee ideally, based on governors with financial knowledge and/or financial employment history. All agreed.
- The FGB agreed on the following governors' to sit on the Finance Committee; HT, BH, Chair, Vice Chair and SaC. Terms of Reference to be penned during

	<p>the summer break. Finance Committee Action</p> <p>It was suggested that the meetings take place during the working day when the Bursar can attend and further discussions will take place about the feasibility of this suggestion. For the purposes of record, RA exited the meeting at 7.22pm.</p>
7	<p>Annual governance statement</p> <p>Discussion took place with headlines as follows;</p> <ul style="list-style-type: none"> • All agreed that the purpose of the statement was to review the impact of governance decisions taken during 2018/19. • Whilst the statement is not a statutory requirement, it was agreed it provides clarity and highlights the work carried out by FGB. • All agreed the content of the Annual Governance Statement July 2019. Clerk to add to school website. Clerk action <p>Chair's overview of the year</p> <p>The chair provided a verbal report as follows;</p> <ul style="list-style-type: none"> • A challenging year for the school; with every governor having been involved and playing an important role. Thanks were also extended to the HT and all the staff for ensuring minimal impact to the children during the challenges faced. • The school has received assurance on our financial procedures from the LA audit. • The school has received assurances on the safeguarding procedures from the SCIE team • The position that the school is in is very positive and there is strength in-depth throughout the new leadership team who will be able to take the school forward. • Priorities for next year will be; governor succession planning, governor training and governor visits. • Discussion took place about the governor's weekly blog. It was agreed that the blog is a means of commitment by the FGB to communicate to parents and the school community, and shows good practice. Some ideas shared; <ul style="list-style-type: none"> ○ 1 blog a month, 12 governors – shared workload ○ 2 blogs a term to coincide after meetings have taken place ○ Blogs following a governor visit • The method of communicating the blog and the rota will be on the first meeting agenda in September, as per the governor's annual planner. <p>Staff governor vacancy update</p> <p>The Chair reaffirmed that Roz Artist has joined the FGB as a Staff Governor for a four year term of office. For the purposes of record, Roz's self-nomination was the only nomination received and therefore she was elected unopposed.</p>
8	<p>Review effectiveness of governors' monitoring of the curriculum</p> <p>The significant pressures on the school this year have meant that the number of governor visits that have taken place were not as many as would have been anticipated at the start of the year. This was identified as a development point for governors in the new academic year.</p>
9	<p>Receive update on Ofsted action plan</p> <p>The Chair advised she will prepare the Ofsted action plan in line with the new framework during the summer break. The Chair proposed that the usual September policy day be split between policies and Ofsted planning. All agreed, and a diary date of Friday 20th September was decided with an accompanying September agenda item that already appears on the governor's annual planner.</p> <p>The HT advised that it is four years in September since the school's last inspection,</p>

	and that inspection is likely to be imminent. The SEF provided is near completion and Ofsted will consider and challenge everything in the SEF. HT emphasised that the Leadership & Management section is linked to the new handbook and details governor contribution.
10	<p>Headteacher's actions taken since the last meeting</p> <p>The HT provided a verbal report. Discussions took place with headlines as follows;</p> <ul style="list-style-type: none"> • All teacher assessments were completed in June. • All statutory assessment data was submitted on time. • Sports day took place with very positive feedback. • Pupils have been involved in various sporting and games events. • Attended a music celebration at Queens School with 30 volunteer pupils. • Attended a CWAPH summer conference. • School environment inset day. • HT advised that the school fund will be used to; decorate The Garden Rooms and provide new dining tables for the staff room. • School held an after SATS breakfast. • Staff have completed epilepsy and diabetes training in preparation for September. • SEF underway in preparation for Ofsted. • Took part in the LA financial audit. • School visit from Chris Mathieson MP. • Steve Palin (SIP) visit. • ZA has registered for the Big Draw national art initiative; a school event will take place in the autumn. • Attended a TAF meeting. • Advertising for TA posts following the provision maps.
11	<p>Evaluate impact of SDP</p> <p>The HT provided a verbal report. Discussions took place with headlines as follows;</p> <ul style="list-style-type: none"> • Outcomes analysis has been carried out. • Areas such as EAL and attendance will be rolled over to the next SDP. • SEF is underway • By the second Friday of term there will be a SDP for the next academic year. • The next review of the SDP is on the governor's planner for the October meeting.
12	<p>Review progress of; looked after children and previously LAC</p> <p>HT advised that both reports will be issued post meeting. HT action</p>
13	<p>Review and discuss pupil progress/HT report on provisional pupil performance data</p> <p>The reports were issued as pre-meeting. Discussion took place with headlines as follows;</p> <ul style="list-style-type: none"> • Attainment in each subject in Y1 has slipped showing an increased gap between APS and AES. There is a similar pattern in Y2 writing. • Y3 have made good transition and maintain attainment from end of Y2. • Y4 and Y5 there is no change in their attainment profile. • Y6 has seen a closing of the gap between APS and AES in reading and writing. • Boys' writing is a concern, however in Y6 the gap has closed by 1.5. • There has been no slip in girls writing attainment. • <u>A governor asked if there is any evidence that student teachers might have an impact e.g. not having the continuity.</u> HT replied that there is no evidence to

	<p>suggest an impact as student teachers are placed throughout the school year groups.</p> <ul style="list-style-type: none"> • <u>A governor asked what KS1 can learn from KS2 in regards to writing attainment.</u> HT reaffirmed the recent SLE book scrutiny and stated that there are comprehensive plans in place. The feedback and marking policy has been scrutinised by the SLT and the DHT added that non-negotiables will be in place for Maths and English. • <u>A governor asked if the increased use of technology has an impact on the writing.</u> HT replied that boys' fine motor skills are often not sufficiently developed and this slows down the progress they make in writing. He felt that this was probably a more significant contributor than the increased use of technology. • EYFS statutory assessments show a spring 2019 GLD of 75.6% compared to a national average 2018 of 71.5%, showing they are ready to start KS1. • Other pupil groups are showing; Boys summer 2019 GLD 72.7% compared to the national average 2018 65%, Girls 78.9% compared to 78.4%. • Progress is high with more children working at ARE. • Areas for development are Girls reading, writing and maths. • Phonics screening; Y1 results are almost identical to national average. This is good progress and closing the attainment gap. Y2 was 4% below national. However, the % of GLD at the end of Reception was 45% compared to 71% national so this indicates very good progress, closing the gap by 21%. • A need to review curriculum materials has been identified to improve consistency between classes. • <u>A governor asked what the targeted approach is planned for the girls, seeing as the girls are not performing in line with the boys.</u> The issue of boys performing better than girls has been discussed in previous years and governors wanted to ensure that this was not a trend. Whilst this was an area that will be kept under review, the HT replied that when the data is examined closely, there is a strong link to disadvantage for those girls who are under attaining. • KS1 teacher assessments were moderated by HT and BH. Progress in KS1 has been very strong for this low attaining group, with gaps closing. • <u>A governor asked will this cohort be monitored closely moving forward.</u> HT replied that within the school's budget there is a large block of high needs funding largely for this co-hort. The new provision map shows clearly how the needs of each child are being addressed. • KS2 SATS; Maths was above national and an upwards trend. Teacher assessment has proved accurate for Maths. Writing and SP&G are in line with national. Areas for investigation are the gap between teacher assessment and test in reading. Achievement in reading below national in a previously high performing cohort. Some appeals are being lodged. • Early evidence points to an increased word count in the reading SATs, so speed will have been needed to read.
14	<p>Capital Vision Plan update [linked to action 130319-3c] HT asked for this item to be deferred to autumn term. Clerk action</p>
15	<p>Asset register update (following whole school inset day) HT advised that the recent inset day seen a whole school tidy, whereby old deteriorated items of furniture and resources were disposed of. HT confirmed nothing of substantial value was disposed. Therefore, he will cross reference the existing asset register with items of value left and produce a new register and right off anything</p>

	remaining. HT action
16	<p>Policy review schedule for September</p> <p>As previously discussed, policy review day will take place on 20th September. HT proposed consulting parents on the proposed changes to the RSE policy; feedback will be collated and reviewed on policy day ready to be tabled at a FGB meeting in the autumn (as per the governors' annual planner) with all other policy updates for ratification. All agreed. HT action</p>
17	<p>Review statement of intent for unofficial school fund</p> <p>The chair advised that the school fund was approved in March 2019 as part of the SFVS moderation, however, it was not minuted as a ratified and therefore proposed that the statement of intent was still fit for purpose. All agreed the statement of intent for the unofficial school fund was fit for purpose.</p>
18	<p>Authorise expenditure under the scheme of delegation</p> <p>The chair reaffirmed that the FGB had previously approved (Dec '17 minutes) the cost of the roll out and installation of interactive whiteboards throughout the school. The next phase is due for instalment, and the Chair proposed for the purposes of record that this planned expenditure be minuted during this academic year. For compliance, three quotes have been provided for FGB perusal. Following discussion, the FGB approved the supplier IDNS with a quote of £6703.20.</p>
19	<p>3 year budget plan</p> <p>HT asked for this item to be deferred until the first Finance Committee meeting in September, as per the approved governor's annual planner.</p>
20	<p>Update on staff/parent questionnaires</p> <p>HT advised that staff questionnaires on well-being and training have been issued. And parents' questionnaires were completed at the parents' evenings. HT to collate and provide outcomes to FGB. HT action</p>
21	<p>Receive report from ICT link for school website audit and related SDP actions</p> <p>ICT link provided a report pre-meeting, discussion took place with headlines as follows;</p> <ul style="list-style-type: none"> • Old content that needs to be filed/archived e.g. Governor blogs & Governor minutes by academic year. • Ensure contact information is up to date and references to school staff that no longer work at the school are removed. <p>For the purposes of record, RA returned to the meeting at 8.48pm.</p> <ul style="list-style-type: none"> • BH advised she is tasking herself with looking at the website in September to ensure it is fully compliant and acts as a valuable PR tool for the school. SLT have met, as shared in DM's report; outcomes of which will be actioned when time permits • <u>A governor asked if consideration has been given to another host provider.</u> RA advised that when School Spider was sourced it was considerably cheaper than other hosts.
22	<p>GDPR data asset register</p> <p>This agenda item was covered by the GDPR link governor in her ROV during the last meeting.</p>
23	<p>SCR electronically sent, received and confirmed as correct</p> <p>Receive report for medication records</p> <p>The Chair confirmed she had perused the contents of both of the above, and confirmed that to the best of her knowledge the contents were present and correct.</p> <p>For the purposes of record, BH exited the meeting at 8.55pm</p>
24	NGA newsletter (ZL)

	ZL signposted governors to the following articles of interest; <ul style="list-style-type: none"> • DfE releases new draft for Keeping Children Safe in Education • Clerk informed that the NGA will be holding their NGA Regional Conference in Chester on 9th October. School bulletin There has been no new issue of the school bulletin
25	Receive any external ROVs (record of visits) There have been no ROVs received since the last meeting.
26	Governor visit reports <u>RE (ZL)</u> ZL reaffirmed she had attended the RE syllabus launch event.
27	Report from governors who have attended training <u>CWGA AGM & Effective Questioning Network Event 20th June 2019</u> Chair, ZL and MR all attended the above event organised by Cheshire West Governance Association. Clerk advised the next network event is designed for New Governors in their role.
	For the purposes of record, SaC exited the meeting at 8.55pm
	Meeting finish time: 8.55pm
	Date & time of next meeting: Thursday 12 th September at 6.30pm
	Signed by Chair of Governors: 
	Date: 12 th September 2019

RATIFIED DECISIONS	
Agenda #	Decision
4	The rates for 2019/20 will remain unchanged between the school and The Ark (before & after school provider), with a review to take place in April 2020.
6	Implementation of a Finance Committee for the academic year 2019/20 to meet once a term.
7	FGB approved the content of the Annual Governance Statement July 2019.
17	FGB approved the content of the Statement of Intent for the Unofficial School Fund 2018/19.
18	FGB approved the supplier IDNS with a quote of £6703.20 for the next installation of interactive whiteboards.
23	Chair confirmed the contents of the SCR and medication records as present and correct to the best of her knowledge.