



**Cherry Grove Primary School**  
 Chapel Lane, Boughton  
 Chester CH3 5EN

Tel: 01244 981120 Fax: 01244 350556

E-mail: [admin@cherrygrove.cheshire.sch.uk](mailto:admin@cherrygrove.cheshire.sch.uk)

Online: [www.cherrygrove.cheshire.sch.uk](http://www.cherrygrove.cheshire.sch.uk)

"Nurturing rights respecting global citizens"

Headteacher: Mr Michael Bousfield

**Full Governing Body Meeting - Part 1 Minutes & Actions**

<b>Date of meeting</b>	Thursday 12 <sup>th</sup> September 2019 @ 6.30pm – Meeting room	
<b>Present attendees</b>	Mrs R Artist (RA) Mr M Bousfield (MB) Mrs B Hacking (BH) Ms Z Lochlin (ZL) Mrs M Robinson (MR) Mrs D Tomkinson (DT) Mrs A Wooldridge (AW)	Staff Governor Headteacher (HT) Co-opted Governor Co-opted Governor LA Governor Chair Co-opted Governor
<b>Apologies</b>	Mr R Bowman (RB) Mrs S Collinson (SC) Mrs S Connolly (SaC) Ms T Wallwork (TW) Mrs S Clarke	Vice Chair of Governors (VC) Parent Governor Parent Governor Co-opted Governor Clerk to Governors
<b>Absent</b>		
<b>In attendance</b>		
<b>Paperwork provided as pre meeting reading:</b> See appendix 1, page 6		
<b>Paperwork tabled at meeting:</b>		

#	<b>Meeting start time 6.30pm</b>
1	<b>Welcome and apologies</b> Apologies were received and accepted from all named above and Mrs B Hacking had advised that she would arrive late to the meeting. For the purposes of record, the minutes were taken by Mrs A Wooldridge.
2	<b>Declaration of conflicts of interest for the meeting</b> No declarations were raised.
3	<b>Discuss and approve the part 1 minutes and actions from the meeting held on 18<sup>th</sup> July 2019</b> The minutes of the meeting held on the above date were accepted with no amendments.  Actions were discussed with headlines as follows;  180719-4 HT to provide The Ark with updated partnership agreement for 2019/20.

Agreement updated with The Ark. HT informed FGB that the ownership of The Ark has changed to a nursery chain called Kids Planet. No changes to staff or provision are planned. .

180719-12 HT to issue reports on LAC and previously LAC for governor's perusal.

Looked after Children and Children in Care report has been issued by HT> The report provided an overview of the progress and attainment of looked after children and children in care along with the interventions in place for these children . A Governor queried the IT security protocol on sending documents of this type, and whether they should be password protected as well as anonymised. Now that all Governors are using school email addresses, the risk of leakage outside of the school network is greatly reduced; however there is an increased risk that a staff member who is not on the Governing Body receives a document in error. It was suggested that all documents could be accessed from OneDrive. To be discussed at the next FGB.

180719-20 HT to collate and provide outcomes from staff/parent questionnaires.

Outcomes from Staff and Parent Questionnaires;

**Staff Questionnaires**

5 responses received from staff. A Governor queried the low response rate. HT answered this was likely to be due to the timing, which was late in the year when staff are particularly busy. It was agreed that it was important that all staff have the opportunity to present their views and that the survey be re-circulated to staff.

**Parent Questionnaires**

156 responses received all results better than the previous survey in 2015 with a minor exception being "My Child feels safe", which reduced by a negligible amount. Two negative comments: insufficient notice of school events, and quantity of homework.

A Governor asked whether the OFSTED survey should be issued now given the positive sentiment. HT replied given timing it is unlikely that we could influence more parents to respond at this point.

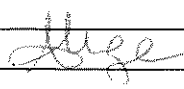
For the purposes of record, BH entered the meeting at 7.23pm.

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

4	<p><b>Report from the chair on any part 1 actions taken since the last meeting</b> The Chair advised she has taken no part 1 actions. Subscription to CWGA formally approved.</p>
5	<p><b>Formally appoint a Clerk to the Governors</b> It was proposed that Sharon Clarke be appointed as clerk for the current academic year and this was unanimously approved by the FGB</p>
6	<p><b>Governor business</b> Membership DT nominated herself as Chair and was unanimously re-elected. There was a discussion about succession planning which will be a priority for the coming academic year. Reference was made to the possibility of filling the remaining co-</p>



























	<p>opted governor vacancy through the Future Chairs programme.  Vice Chair – Chair nominated AW. AW unanimously elected.  HT suggested link governors should be allocated based on the key priorities of the SDP. Suggested allocations were made in the meeting to be confirmed offline:  Resilience and Engagement incl Safeguarding, PP, SEN – TW  Early Years and Girls – ZL and MR  Reading – DT  Writing – SC  Maths – RB  Leadership – AW  Additional governor responsibility for Training – SaC  There was a discussion about the importance and purpose of governor visits. It was agreed that there should be some flexibility in format and not all meetings need to take place face to face and some reviews can be conducted over email or by phone.  Terms of reference for the Pay Panel approved subject to actioning minor wording change as previously discussed (use of either Pay Committee OR Pay Panel not both)  Annual Planner approved subject to referral of school visit subsidies report to FC  Blog Rota – agreed to blog once a month after each meeting and to agree the subject in the meeting. Chair to take first slot to cover Governance Statement.  Prevent training – reminder for all Governors to complete this.  Governor training was highlighted as a priority for the current academic year. All Governors to access Learning Link in advance of the next FGB meeting.</p>
7	<p><b>Headteacher's actions taken since the last meeting</b>  The HT provided a verbal report.</p> <ul style="list-style-type: none"> <li>• 2 training days completed at the beginning of the year.</li> <li>• Introduction of staff handbook – curriculum and day to day</li> <li>• English – new writing framework. RA provided an overview of the mastery approach to writing along with information on new ways of assessing, assessing, new book lists and reading guidance for parents.</li> <li>• Staff meeting 11/9 to draft SDP. Teachers are working in teams and addressing a priority each. Each team will include a member of the SLT .</li> <li>• <u>A Governor asked about the link to attainment and progress reports . HT answered the SDP addresses the points raised in the SEF.</u></li> <li>• <u>A governor asked for the curriculum documentation be circulated to governors. HT advised there will be a Curriculum Handbook which will contain all relevant information and this will be circulated to governors and included on the school website.</u></li> </ul>
8	<p><b>Review attendance - children</b></p> <ul style="list-style-type: none"> <li>• HT commented that the attendance report was generally positive, although the average attendance for PP children was poor.</li> <li>• Attendance figures are affected by a group of persistent absentees</li> <li>• Issues relate to a group of persistent absentees and are not generalised.</li> <li>• <u>A governor asked if the group was exclusively PP. HT answered no.</u></li> <li>• Methods used in the Achievement for All programme will aim to tackle issues of absence and persistent absenteeism.</li> <li>• Governors discussed what further measures could be taken to improve attendance .including the possibility of increasing the number of fines that are issued to parents. This was discussed in the context of children's rights such</li> </ul>

	<p>as the right to family time and the right to education.</p> <ul style="list-style-type: none"> <li>• A governor asked if it was mandatory to fine parents if their child is absent without authorisation.</li> <li>• The HT advise that it was not mandatory. A headteacher can authorise absence in exceptional circumstances and the HT reported to governors that he uses his discretion in this regard.</li> <li>• Governors agreed that fining parents was a decision that could be left to the headteacher's discretion but that a letter be sent to parents reminding them of the possibility of being fined for unauthorised absence.</li> <li>• <u>A Governor asked whether the report should distinguish between 'truly unauthorised' and 'technically unauthorised', to separate those who were absent for genuine medical reasons eg hospital appointments for acute conditions.</u> HT answered this would be difficult to achieve as technically absence reported on the day is 'authorised'.</li> </ul> <p>HT reminds parents of that discretionary power. HT action</p>
9	<p><b>Pupil attainment and progress for previous academic year</b></p> <ul style="list-style-type: none"> <li>• The report had been provided as reading following the previous FGB meeting. Governors were asked if there were any further questions.</li> <li>• <u>A Governor asked if the children who are below the expected standard are within the same class.</u> HT answered there is no individual class where the children are below the expected standard.</li> <li>• <u>A Governor noted that the report highlighted several questions and comments and asked how these issues are being addressed.</u></li> <li>• HT answered these are being fed into the SDP.</li> </ul>
10	<p><b>New Curriculum Handbook</b> HT stated this will be issued shortly when complete. HT action</p>
11	<p><b>Review school security</b></p> <ul style="list-style-type: none"> <li>• HT stated there have been no issues with security</li> <li>• CCTV has been updated in the last 12 months and the school can now manage this directly.</li> <li>• Fencing is going up around the playground in response to pupil request.</li> <li>• Lock Down procedure to be agreed at Policy Day</li> </ul>
12	<p><b>NGA newsletter (ZL) &amp; School bulletin</b> No matters to note.</p>
13	<p><b>Receive any external ROVs (record of visits)</b></p> <ul style="list-style-type: none"> <li>• 1 ROV to be issued – English visit.</li> <li>• SLE 2x visits in summer term. KS1 lead will come in to look at delivery of basics. <u>Chair asked how mastery approach works in English as opposed to Maths.</u> RA gave examples of 'non-negotiables' e.g. Capital letters and full stops</li> </ul>
14	<p><b>Governor visit reports</b> None</p>
15	<p><b>Report from governors who have attended training</b> None undertaken. Ref training actions under item 6.</p>
AOB	<p>Numbers on roll; 30 this year in Reception, creating a net loss of 14 (46 left in last year's Y6). 29 first choices. HT reported anecdotal evidence that indicated low birth rate year as some schools that are usually full are under subscribed.</p>
	<p><b>Meeting finish time:</b></p>
	<p><b>Date &amp; time of next meeting: Wednesday 23<sup>rd</sup> October 2019 at 6.30pm</b></p>

	Signed by Vice Chair of Governors: 
	Date: 23 <sup>rd</sup> October 2019

<b>RATIFIED DECISIONS</b>	
<b>Agenda #</b>	<b>Decision</b>
<b>4</b>	FGB approved the cost of £35 for the annual subscription to the Cheshire West Governance Association.
<b>5</b>	FGB approved the re-appointment of Sharon Clarke, as Clerk to Governors for the academic year 2019/20.
<b>6</b>	FGB unanimously re-elected Debbie Tomkinson as Chair, and elected Amy Wooldridge as Vice Chair, both for a one year term of office.
<b>8</b>	FGB agreed that the HT should have the discretionary power to impose absence related fines.

## Appendix 1: Pre meeting paperwork

-  1. 190912 FINAL FGB Agenda.doc
-  2. Register of Governors Interests as at July 2019.doc
-  3. HT report on CIC & AFD - July 19[180719-12].doc
-  3. July 2019 Parent Survey[180719-20].docx
-  3. Parent Evening Exit Survey July 19[180719-20].doc
-  3. 190718 FINAL Part 1 Minutes & Actions.docx
-  4. ANNUAL SUBSCRIPTION FORM 2019.docx
-  4. Annual subscription letter July 2019.docx
-  6. Declaration-of-Interest-Form-FINAL.docx
-  6. DRAFT CGPS FGB meeting dates 2019-20 v1.doc
-  6. DRAFT Governors' Code of Conduct 2019.docx
-  6. Governors' Charter.doc
-  6. Keeping\_children\_safe\_in\_education\_part\_one Sept 2019.pdf
-  6. Procedure-for-Electing-a-Chair-and-Vice-chair-2013-regs-Oct-14 (1).docx
-  6. Terms-of-reference-for-governor-appeal-panel---FINAL Sept 2018.docx
-  6. Terms-of-reference-for-governor-pay-panel---FINAL Sept 2018.doc
-  6. Terms-of-reference-head-teacher-performance-management-panel---FINAL Sept.
-  8. Attendance report pupils 18-19.docx
-  9. 2019 KS2 Test Results v prior attainment.docx
-  9. Attainment and Progress Summer 19.docx
-  9. Statutory Attainment Summary July 19.docx
-  CGPS Self Evaluation Summary Sept 19 v4 with EY edit.docx
-  DRAFT Proposed Governors' annual planner 2019-20 v4.docx
-  Priorities 2019-20 v2.docx
-  PUPIL NUMBERS BY YEAR AND REG GROUP FOR SEPTEMBER 2019.xls
-  Website Report.docx