

Cherry Grove Primary School

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"Nurturing rights respecting global citizens"

Headteacher: Mr Michael Bousfield

Full Governing Body Meeting - Part 1 Minutes & Actions

Date of meeting	Wednesday 23 rd October 2019 @ 6.30pm – Meeting room	
Present attendees	Mrs R Artist (RA) Mr R Bowman (RB) Mr M Bousfield (MB) Mrs S Collinson (SC) Mrs S Connolly (SaC) Mrs B Hacking (BH) Ms Z Lochlin (ZL) Mrs M Robinson (MR) Ms T Wallwork (TW) Mrs A Wooldridge (AW)	Staff Governor Co-opted Governor Headteacher (HT) Parent Governor Parent Governor DHT/Co-opted Governor Co-opted Governor LA Governor Co-opted Governor Vice Chair of Governors (VC)
Apologies	Mrs D Tomkinson (DT)	Chair
Absent		
In attendance	Mrs S Clarke (ShC), Clerk to Governors	
Paperwork provided as pre meeting reading:	See appendix 1, page 8	
Paperwork tabled at meeting:	Agenda item 5: Declarations of interest form, Governors Charter Agenda item 5: Registers for KCSIE & PREVENT	

#	Meeting start time 6.37pm
1	Welcome and apologies Apologies were received and accepted from Mrs D Tomkinson. Mrs B Hacking and Mrs S Collinson had advised that they would arrive late to the meeting. For the purposes of record, the meeting was chaired by Mrs A Wooldridge, in the absence of the Chair.
2	Declaration of conflicts of interest for the meeting No declarations were raised.
3	Discuss and approve the part 1 minutes and actions from the meeting held on 12th September 2019 The minutes of the meeting held on the above date were accepted with no amendments. Actions were discussed with headlines as follows; <u>120919-6 Clerk to update FGB membership & roles information based on meeting</u>

	<p><u>outcomes, and circulate</u> The membership and link governor roles document was approved, subject to the following updates; school website assigned to BH and RB, Pay Panel members approved were MR/AW/RB, Appeals Panel members approved were SaC/SC/DT. Clerk to update and distribute for reference. Clerk action [existing action 120919-6]</p> <p><u>130619-7 Agree diary dates for HT PM panel meetings/reviews</u> HT advised that Steve Palin is visiting on 12th November; with the aim of HT PM meeting in the morning, and SIP meeting in the afternoon. AW reaffirmed that DT cannot make that date. RB cannot either. Another date to be confirmed asap. AW/DT action [existing action 130619-7]</p> <p>For the purposes of record, SC entered the meeting at 6.43pm. Please see the notes/outcomes section of the action list for any further updates to actions.</p>
4	<p>Report from the chair on any part 1 actions taken since the last meeting The Vice Chair advised that the Chair has taken no part 1 actions.</p>
5	<p>Governor business Various items of governor business were discussed, with headlines as follows;</p> <ul style="list-style-type: none"> • Reminder to all governors' to complete a declaration of pecuniary and personal interests form. Forms outstanding are for DT & SC. DT/SC action • Governor's Charter approved as fit for purpose. The following governors have still yet to sign a copy; MB, RA, DT and SC. Action • FGB approved the governor's code of conduct. • Clerk advised that RB's term of office ends October 2019. RB self-nominated himself as a co-opted governor for a further 12 month term of office as oppose to the usual 4 year term of office, to coincide with his role as Chair of the Finance Committee. VC asked for a show of hands. FGB returned a unanimous decision to elect RB for a 12 month period of office. • Clerk advised that the Chair has reached out to Inspiring Governance with a view to succession planning for the post of Chair. FGB asked for updates. Chair action • VC reaffirmed to all the need to raise the profile of governor training during the course of this academic year asking that governor's; access the paid for NGA Learning Link [existing action 120919-6d] and complete a course of relevance, complete the PREVENT training available online [existing action 120919-6c]. The clerk, seconded by the HT, advised the FGB of the importance of Safer Recruitment training, and reminded all of the link provided by the Chair to the NSPCC Safer Recruitment training online for a cost of £35. The clerk advised that governors can claim back the cost as per the Governors' Allowances Policy [post meeting addendum: an expenses claim form available from the school office along with a receipt of the cost should be returned to the school within two weeks of the date when the expense was incurred]. The following governor's expressed an interest: RA, SaC, SC and TW. • Clerk advised that RB & SaC are both booked on the Finance for Governors course with Edsential in November, at a cost of £78 each. The costs were approved by the HT under the scheme of delegation. • Clerk advised that the CWGA are running a New Governor's Networking event at BHA on Thursday 28th November from 7-9pm. The event is free as CGPS are CWGA members. SaC expressed an interest.

	<ul style="list-style-type: none"> • FGB reviewed the ToRs for both the Pay Panel and Appeals Panel and ratified them as fit for purpose for the next academic year. Panel members previously agreed under agenda item 3. • SaC nominated herself to write the next blog based on the NGA Annual Conference being held on 16th November. SaC action • <u>A governor suggested a curriculum focus that might form part of a 'deep-dive' focus during an Ofsted inspection.</u> FGB agreed upon History and Geography. Clerk to invite curriculum lead (Cara Cowpar) to January meeting. Clerk action
6	<p>Finance Committee business</p> <ul style="list-style-type: none"> • Apologies were extended to the FGB for the late circulation of the FC minutes including the ToRs. The Clerk added that any post meeting comments/questions will be accepted and duly minuted as a post meeting addendum, if necessary. [Post meeting addendum 4/11/19: members of the FGB approved the FC ToRs as fit for purpose with immediate effect] • <u>The following adjustments to the minutes were requested by the VC and accepted by the Chair of the FC;</u> ratified agenda item 6 to include budget code descriptions and ratified decision 8 to read that the £6k payment towards the recruitment of a TA is an exception to the normal scheme of delegation. Clerk action. Pending these minor changes, the minutes will be formally approved and signed at the next FC meeting March 2020. <p>For the purposes of record, BH entered the meeting at 7.18pm.</p> <ul style="list-style-type: none"> • The clerk highlighted that that the FC has made two recommendations for the FGB's consideration. The FC Chair recommended that the current scheme of delegation is fit for purpose with no request to change. FGB approved. The FC Chair recommended that the school remain a group 2 school. FGB approved. • The Bursar has been unable to provide the school visit subsidies report, therefore at the request of the FC Chair and the clerk – the report is to be issued post meeting for advance consideration prior to the next meeting. HT/Bursar action • All agreed the PP impact report and the PP strategy report were very detailed and informative. FGB approved both reports, subject to all quoted dates being checked as reports refer to both past and current dates. HT action • All agreed that the SEN Information Report is format friendly, and as a statutory requirement on the school website, will be easy to read. FGB approved the report. • The HT advised that the current staffing structure is detailed as an appendix to the Pay Policy that will be reviewed under agenda item 13, with any other staffing matters discussed in part 2 of the meeting. • The HT advised that CWaC minimum wage is above the LLW, therefore, school staff are paid above the LLW. The review of the LLW will remain as standard on the governor's annual planner, should CWaC minimum wage fall below the LLW and the need for review is required.
7	<p>Headteacher's actions taken since the last meeting</p> <p>The HT provided a verbal report.</p> <ul style="list-style-type: none"> • Parents Evening has taken place. • Policy Day has taken place (see agenda item 13) • Attended PGL due to staff illness, and was unable to attend the diarised CWGA Heads', Chairs' & Clerks Conference

	<ul style="list-style-type: none"> • Inductions for new staff have taken place • Along with AB, met with the Amazing co-ordinator • Attended the PTA AGM; agreed priorities for fund raising/events to be held. The PTA will help to; support the proposed playground initiative as per the proposed Capital Vision Plan (see agenda item 13), purchase new reading books and support cultural trips and activities. • Performance management meetings have taken place (to be discussed in part 2 of the meeting) • School has been involved in the Big Draw event https://thebigdraw.org/ involving both parents and children led by ZA • New pupils have joined the school which will be recorded in the January census • Attended an EIP (Educational and Inclusions Partnership) heads' meeting • The school collected 59kg of food for the Harvest collection • School held an open day, attended by approx. 15-20 families. Another open day will be planned. BH added that families provided feedback that it was nice to meet members of staff and to see the school during a normal school day. Any specific questions could be directed/signposted to the relevant staff team/member • Attended a morning meeting hosted by the LA to look at; LA data for Ofsted and on-going data dashboard issues within CWaC. A speaker from a different LA representing the FFT was in attendance. BH attended the afternoon session that was a workshop focused on the FFT software 'Aspire'.
8	<p>Update on Ofsted Action Plan and consider inspection strategy Discussion took place with headlines as follows;</p> <ul style="list-style-type: none"> • HT advised that the school will receive a call between 10.30am and 2pm the day before the inspection will take place, with the inspection taking place over the following 2 days. • A phone call lasting up to 90 minutes with the HT will also take place following notification of the inspection. The Chair of Governors will also be advised of the inspection, and may also undertake a phone call if a one to one meeting cannot be arranged during the working day. • <u>Governors asked what involvement, if any, was expected from them and what preparations needed to be undertaken.</u> VC signposted them to the Ofsted Plan issued pre-meeting, and reaffirmed the necessity to be familiar with the plan. <u>VC suggested arranging a meeting with the Chair as part of the preparatory work, and to ascertain members of the governing body that may be able to take part.</u> Chair/VC action • The clerk advised that the inspection ends with a final feedback meeting with the school, to which the FGB is invited. As many possible governors should try attend. The clerk can also attend to take notes at the meeting. • <u>A governor asked where the evidence is to support the Ofsted Plan.</u> The clerk advised that the Chair will be appending the documented evidence in OneDrive post meeting for all to access. Chair action
9	<p>Review summary of impact of last year's SDP and approve SDP for 2019/20</p> <ul style="list-style-type: none"> • The HT advised that outcomes of the 2018/19 SDP action plans have been well documented within tabled HT reports on monitoring and learning throughout the course of the year. The summary impact report for 2018/19 and the 2019/20 SDP, of which there are 6 key objectives will be issued post

	<p>meeting. HT action. The HT asked for discussion of said documents to take place after the meeting via email with outcomes/approval to be formally minuted as a post meeting addendum. Clerk action</p> <ul style="list-style-type: none"> • [Post meeting addendum: The summary impact report for 2018/19 and the 2019/20 SDP, of which there are 6 key objectives was approved by governor's via email post meeting]
10	<p>HT report on monitoring of teaching and learning The HT provided a verbal update;</p> <ul style="list-style-type: none"> • Subject leaders are now carrying out the monitoring, where historically it was the HT/SLT. Therefore, separate monitoring plans will be provided for the next meeting as monitoring is taking place now and up until the end of November. HT action
11	<p>Receive report on use of sports grants funding and impact; including review of swimming The HT advised that new guidance will be issued shortly in regard to the conditions of the PE and Sport Premium funding for Primary Schools 2019-2020, and requested that this agenda item be moved on the annual planner to take place in the July meeting. Clerk action The HT signposted all to the 2018/19 Sports Premium report as prepared pre-meeting by TS with highlights as follows;</p> <ul style="list-style-type: none"> • Cherry Grove competed in 32 inter-school events (Including 2 inclusive events). • Football and Netball teams in KS2 completed 30 fixtures during the academic year. • 19 sports clubs were available for children at Cherry Grove. • Year 5/6 and 3/4 football teams both qualified for the end of season 'Champion's trophy' at the Liverpool Fc academy. • The year 3/4 football team qualified for the Cheshire country finals. They came second, losing in the final on penalties. • The year 5/6 swimming team came 3rd in the Chester schools swimming gala. This was our first time entering this competition. • Cherry grove placed 3rd in the district athletics competition. • We continued and developed our partnerships with Warrington Wolves RL team and Hoole tennis club. Both provided coaching for children in KS2. • We continued to develop the leadership skills of our pupils. 18 year 5 students took part in sports leader training in preparation for the 2019/20 academic year. • Around 55 children took part in a large dance event at the M and S bank arena in Liverpool. <p>All agreed the report was very positive reading and the report was ratified as being able to be published on the school website.</p>
12	<p>New Curriculum Handbook HT signposted the FGB to the school website for access to the curriculum handbook http://www.cherrygrove.cheshire.sch.uk/serve_file/368352</p>
13	<p>Discuss updated guidance on statutory policies It was discussed that gov.uk has recently issued updated guidance on statutory policies for schools. The HT advised he had reviewed the list and requested an action for details of any new LA model policies to be discussed at the January meeting. HT action</p>

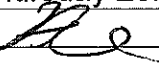
Receive status report from policy day held on 20th September

HT signposted all to the Policy Audit 2019 document, reaffirming that the following policies were issued pre-meeting for FGB consideration, discussions took place with headlines as follows;

- Special Educational Needs Information Report: statutory requirement for the school to provide this report on the school website. All approved, adding that the document was format friendly and easy to read.
- Pay Policy 2019/20: HT advised of the main changes; details of SEN Inclusion Lead allowance, updated appendix B staff structure and additional LLW information. All approved, subject to minor typo amends.
- Nursery Admissions policy: HT advised that it is our own school policy but operates in line with guidance issued by the LA. EW and KK worked with HT to make policy more clear. All approved.
- Accessibility Plan including Capital Vision Plan: HT signposted all to the Disability Access Audit Report from 2003, in particular the proposed timescale of 2020 for a disabled WC at the west end of the school which will be required for a pupil wheelchair user. HT also advised that the accessibility plan states that the FGB will adapt the building as necessary to meet the needs of any new member of staff or pupil as and when required. All agreed that the HT should obtain an estimate cost for necessary works to WC and cloakroom area and feed back to FC and FGB. Three main priorities were approved from the CVP; 1) To remodel the toilet area in order to improve disabled access, meet the needs of older girls and improve the ambiance for all children 2) Upgrade the wiring to the upper floor of the main building to allow great capacity for the IT suite – it was confirmed that this will be a tender process to include three quotes 3) Brickwork survey on building and boundaries. HT action
- Child Protection and Safeguarding 2019/20 (which has been updated to include recent KCSIE guidance: A governor asked what process is in place for using volunteers within the school. HT advised that adhoc volunteers will only work under the direct supervision of a member of staff. Regular volunteers undertake a record of induction and DBS check and are provided with basic safeguarding awareness. A governor commented upon the length of the policy, some 41 pages and wondered if the information could be condensed. The designated safeguarding governor link stated that the information is all key and includes a worthy suite of tools and that to dilute the policy would dilute the information. VC reaffirmed for the record that the DSL and the DDSL have both completed L3 training. She also encouraged the FGB to undertake Basic Awareness Safeguarding training even if it isn't governor specific, as other schools are encouraging this. FGB approved the policy.
- Medical Conditions Policy: The HT advised that school records now match the appendices in the policy for improved operational use. A governor asked if dates on medication are checked. HT referred to page 4, advising that school only accepts in-date medication. A governor asked who checks if regular medication remains in-date within school e.g. inhalers. HT referred to second to last page that states that parents are responsible for ensuring that all items are stocked up and in-date. FGB approved the policy.
- SEN Policy. Approved.









14 Report equality objectives agreed at policy day



















The objectives agreed at policy day were shared;

	<ul style="list-style-type: none"> • Reporting areas: Eliminating discrimination, Advancing equality and Fostering good relations. • Objectives: Hard to reach families are engaged and supported, Provision is in place for developing resilience at all stages and interventions have an impact on progress and Attendance for Pupil Premium and for identified absentees improves.
15	<p>HT termly safeguarding update (incl. SCR & Medication records) Prior to the meeting, the Chair confirmed via email that the SCR provided by the Bursar on 4th October was all in order, to the best of her my knowledge. The Clerk asked for the medication records to be deferred to January, so a cross reference of the old system with the new system can be confirmed by the Chair. Clerk/Chair action</p>
16	<p>GDPR data asset register The VC advised that the data asset register is audited every two years, with the school having been audited just over a year ago. VC requested that the actions from the last audit be formally minuted and will provide to the clerk post meeting. [Post meeting addendum: Actions to be addressed in respect of the GDPR register: What method does the school use to record visitors' details: can one visitor note the presence and details of another visitor? The school needs to outline its procedures for managing pupil photos; this is of high importance. Likewise there needs to be details regarding video recording with children and/or staff as subjects. As the school uses CCTV the school will need to include further details about its deployment: are there lists of staff who may monitor the CCTV and of staff who may review the recordings, together with a log system for recording those given 'one-off' access to view a particular incident? Are all the CCTV monitors out of view of any members of the public; does the CCTV record images regularly of members of the public? Are parents kept from ever seeing recorded images?]</p>
17	<p>NGA newsletter No items were raised for discussion</p>
18	<p>Receive any external ROVs (record of visits) Clerk asked for summer & autumn SLE ROVs to be provided post meeting for discussion in January. RA action. HT to provide LA audit ROV and English ROV.</p>
19	<p>Governor visit reports VC chaired stressed the important of link governor's making contact with relevant staff by the end of the autumn term.</p>
20	<p>Report from governors who have; attended conferences/training courses/undertook online training courses</p> <ul style="list-style-type: none"> • SaC confirmed worthwhile attendance at a recent SEND training session • The Clerk confirmed hers and the Chair's attendance at the CWGA's Heads, Chairs & Clerks conference, which showcased 3 guest speakers and also the NGA regional conference.
	Meeting finish time: 9.08pm
	Date & time of next meeting: Thursday 23rd January 2020 at 6.30pm
	Signed by Chair of Governors: 
	Date: 23rd January 2020

RATIFIED DECISIONS	
Agenda #	Decision
3	FGB approved; the assigned link governor roles for 2019-20, Pay Panel members and Appeals Panel members for 2019-20.
3	FGB approved the Terms of Reference (version Jan 2019) for the Pay Panel as fit for purpose for the year 2019-20.
5	FGB approved the Governors' Code of Conduct 2019-20.
5	FGB re-elected RB as a co-opted governor for a 12 month term of office.
5	FGB approved the Terms of Reference (version Sept 2018) for the HT Performance Management Panel as fit for purpose for the year 2019-20
5	FGB approved the Terms of Reference (version Sept 2018) for the Appeals Panel as fit for purpose for the year 2019-20
6	FC ToRs approved as fit for purpose for 2019-20.
6	FGB approved the current scheme of delegation as fit for purpose for 2019-20.
6	FGB approved that the school should remain a group 2 school for the purposes of HT pay range.
6	FGB approved the PP impact and PP strategy reports.
6	FGB approved the SEN Information report.
9	FGB approved the SDP Summary of Impact report 2018/19. FGB approved the SDP for 2019/20.
11	FGB approved the 2018/19 Sports Premium report.
13	The following statutory reports/policies were approved; Special Educational Needs Information Report, Pay Policy 2019/20, Nursery Admissions Policy, Accessibility Plan including CVP, Child Protection and Safeguarding 2019/20, Medical Conditions Policy and SEN Policy.

Appendix 1: Pre meeting paperwork

-  1. 191023 FINAL FGB Agenda.docx
-  11. Sports premium 2018-19.docx
-  13. CAPITAL VISION PLAN 2nd draft..doc
-  13. Cherry Grove Pay policy 2019v1 (1).docx
-  13. Child-protection-and-safeguarding-2019-20 Cherry Grove - for approval by GB.doc
-  13. medical-needs.doc
-  13. Nursery admissions policy (1).docx
-  13. Review of Accessibility Plan CGPS.doc

-  13. SEND-policy Sept 2019.doc
-  13. www.gov.uk.url
-  13. Policy audit 19.doc
-  3. 190912 FINAL Part 1 Minutes & Actions.docx
-  3. DRAFT CGPS Governor Membership & Roles 2019-20[120919-6].docx
-  3. OLD CGPS Governor Membership & Roles 2018-19[120919-6].docx
-  3. Terms-of-reference-for-governor-pay-panel---FINAL January 2019[120919-6a].doc
-  5. Register of Governors who have had PREVENT training Sept 2019.doc
-  5. Register of Governors who have read KCSIE Part 1 version Sept 2019.doc
-  5. Terms-of-reference-for-governor-appeal-panel---FINAL Sept 2018.docx
-  5. Terms-of-reference-head-teacher-performance-management-panel---FINAL Sept :
-  6. 190919 FINAL Finance Committee Part 1 Minutes & Actions.docx
-  6. DRAFT Terms of Reference - Finance Committee.docx
-  6. PP REPORT 18-19 IMPACT STATEMENT.doc
-  6. Pupil-premium-report-2019-20 STATEMENT (1).doc
-  6. Scheme of financial delegation 18-19 (1).doc
-  6. SEN-Information-report-2019-20.doc
-  8. Ofsted.docx