



**MINUTES OF A MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE OF  
GAWSWORTH PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 5<sup>th</sup> NOVEMBER 2018 1.30 pm**

**Governors Present:** Suzie Blackwell  
Matthew Hartley  
Charlotte Jennings                      Chair  
Helen Jepson

**PART ONE – NON-CONFIDENTIAL BUSINESS**

		<b>action</b>
<b>1</b>	<p><b>APOLOGIES &amp; ADDITIONAL AOB ITEMS</b></p> <p>Apologies were sent by MS and accepted by the committee. AOB items included PTA.</p>	
<b>2</b>	<p><b>CONFLICT OF INTEREST</b></p> <p>Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting. No potential conflict was declared.</p>	
<b>3</b>	<p><b>APPROVAL OF MINUTES AND MATTERS ARISING</b></p> <p>The part one minutes of the meeting held on 18<sup>th</sup> June had been previously accepted by the full governing body.</p> <p>Matters arising included:</p> <ul style="list-style-type: none"> <li>• Preschool provision – Governors agreed that as a strategically important initiative that has been communicated to parents, that, while this is no longer a SSIP objective for the year, this needs bringing to a conclusion. There has been no response to HJ’s outreaches to Cheshire East, nor any further follow-up with the Trust. It was suggested and agreed that a working party be set up to explore the need/priority, the physical and funding options, and in conclusion whether to proceed further with this initiative. SB to add to upcoming LGB agenda for discussion.</li> <li>• Global Dimension – As this is not a priority objective for this year’s SSIP, but it within the committee’s remit. It was agreed that this be reintroduced as a separate rolling agenda item from next meeting.</li> </ul> <p>As an update, HJ advised that Miss Shay and Miss Wildgoose have been</p>	<p><b>SB</b></p> <p><b>CJ</b></p>

	<p>tasked with advancing the school's efforts in this area. They have recently attended a conference, presented at a staff meeting and are in the process of putting together a plan. GPS has been chosen to participate in a trip to Kenya in February, and Miss Shay will be making the trip.</p>	
<b>4</b>	<p><b>ANNUAL MEMBERSHIP REVIEW INC. VICE CHAIR POSITION</b></p> <p>It was noted that, other than Kerry Webb moving from the C&amp;E committee to the ABC meeting last Spring, there have been no changes to the membership. It was agreed that membership, as well as filling the vice chair position, be reviewed on appointment of the parent governors this term.</p> <p>As a follow-up to the chair's meeting, as well as the appointment of vice chairs, it has been agreed to conduct a short effectiveness review for each committee at the end of each year. To be added to the Summer term agenda.</p>	<p><b>SB/CJ</b></p> <p><b>CJ</b></p>
<b>5</b>	<p><b>TERMS OF REFERENCE UPDATE</b></p> <p>The terms were reviewed and it was agreed that the points on marketing and global dimension needed to be updated. CJ to edit and circulate for approval via the GVO.</p>	<b>CJ</b>
<b>6</b>	<p><b>C&amp;E SSIP OBJECTIVES</b></p> <p>The key objective for this committee was agreed as the Vision and Objectives review and communication. SB/CJ discussed that they had reviewed the strategy document that was created in 2016 and the committee agreed that it is still relevant, the school is working towards this vision, and this is still relevant and ongoing. It was also agreed that the vision feeds the school values and SSIP effectively and the strategy aligns across the board. The committee also agreed there is work to be done on communicating the strategy and that an update should be included in the Annual Governance statement. The committee agreed to report back its findings to the LGB at the Autumn meeting.</p>	<b>CJ</b>
<b>7</b>	<p><b>SCHOOL MARKETING AND WEBSITE</b></p> <p>The chair pointed out that the school website RAG rating is due in the Autumn term. It was agreed that the RAG report be added to the C&amp;E Spring meeting agenda.</p> <p>All governor minutes/ information to be updated on the school website to coincide with the annual statement being sent out. CJ to liaise with Mrs. Stretton to complete.</p> <p>Governor profile updates to be completed once the new governors are in place.</p>	<p><b>MS</b></p> <p><b>CJ</b></p> <p><b>CJ</b></p> <p><b>CJ</b></p>
<b>8</b>	<p><b>PARENT COMMUNICATION INITIATIVES</b></p> <p>There have been no comments in the comments box.</p> <p>There is a head/chair's clinic scheduled for 19/11 to accommodate any new parent enquiries.</p>	

	<p>It was discussed that there is still a need for governors to communicate better with parents. The website updates and annual statement are helpful, but it was agreed that regular short updates in the Gawsorth Guardian would also be useful.</p> <p>The parent summer questionnaire was discussed. The committee agreed that the response was excellent, as were overall results. The governors commented that the reporting and answering of individual comments in the report sent back to parents showed a commendable level of transparency and proactivity and thanked the Headteacher for a commendable and valuable piece of work. There was a suggestion that an online format may be easier for parents to complete for the next questionnaire.</p> <p>The chair pointed out that there have been 2 ParentView responses submitted so far this academic year but does not have access to the individual responses. MS please to feedback at next meeting. It was also discussed that governors/school should encourage parents to complete ParentView and a note would be added to the covering email with the Annual Governance Statement.</p>	<p><b>CJ/SB</b></p> <p><b>MS</b></p> <p><b>CJ</b></p>
<b>9</b>	<p><b>STAFF COMMUNICATIONS</b></p> <p>The DfE workload reduction toolkit was discussed, and it was agreed should be raised with the Autumn personnel committee.</p> <p>The importance of all teachers having regular cohort ambassador visits was discussed as this did not happen across the board last year. SB to address with all governors and ensure that each contact still has the bandwidth for the role.</p> <p>The committee discussed the possibility of a teambuilding event with staff and governors. To be raised with MS at the next meeting.</p>	<p><b>SB</b></p> <p><b>SB</b></p> <p><b>CJ</b></p>
<b>10</b>	<p><b>PUPIL VOICE</b></p> <p>It was agreed that the chair would pick up with MS to schedule visits with the head boys/girls and school councils for the year.</p> <p>A governor suggested that it would be good to see a governor board up around the school for pupils to see who everyone is and what their role is.</p>	<p><b>CJ</b></p>
<b>11</b>	<p><b>COMMUNITY INITIATIVES</b></p> <p>A governor pointed out that the previous minutes made mention to inviting residents to the KS1 nativity dress rehearsal. HJ agreed to action.</p> <p>MH updated that there is a new publication, The Gawsorth Gazette which goes out on the last day of each month which will be a good forum for the school to communicate with residents.</p> <p>MS to provide update on community initiatives at Spring meeting.</p>	<p><b>HJ</b></p> <p><b>MS</b></p>

12	<p><b>AOB</b></p> <p>The chair pointed out that the PTA is normally invited to present an annual report at the Autumn meeting, and will ask KW as chair to attend the Spring meeting and also update the committee on succession for next year.</p>	CJ
13	<p><b>DATE OF NEXT MEETING</b></p> <p>The date of the next committee meeting was agreed as Thursday 28 February 9.15-10.45. CJ to schedule in the GVO.</p>	CJ

There was no Part Two

The meeting ended at 3 pm

.....Chair

.....Dated