



**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD OF
GAWSWORTH PRIMARY SCHOOL HELD AT THE SCHOOL ON
22ND NOVEMBER 2018**

Members Present: Mrs S Blackwell Chair
Mr N Gunn
Mrs M Haldane
Mr M Hartley
Mrs C Jennings
Mrs H Jepson
Mr M Shaw Headteacher
Mrs K Webb

Also in attendance: Ian Gatie Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

1. ANY OTHER BUSINESS

There were no extra items put forward.

2. ABSENCE

- 2.1. Apologies for absence were received from Mr J Jennings.
- 2.2. Governors approved the apologies from Mr J Jennings.

3. PECUNIARY/CONFLICT OF INTEREST

- 3.1. Governors present confirmed that the annual declaration had been completed.

ACTION: James Jennings to complete form.

QUESTION: Is it acceptable to retain these declaration forms digitally without a signature?

ANSWER: Yes. The GVO system provides the evidence of which individual completed and loaded each document onto the GVO.

- 3.2. No declaration was made by a governor of a conflict or pecuniary interest between an individual and the governing board as a whole, in connection with the business to be discussed at the meeting.

4. MEMBERSHIP

- 4.1. The following changes to the membership of the governing board since the last meeting were reported:

The resignation of Haf Barlow was noted and thanks and well wishes were recorded.



4.2. The governing board has the following vacancies:

Four co-opted governors
One parent governor

The Chair reported that, following the announcement of the parent vacancy, four nominations had been received. Consideration was given to appointing three of these as co-opted governors.

The issue was discussed at the recent Trust Chairs' meeting. A view was expressed at that meeting was that Ofsted might consider the proportion of parents on the board was too high. The contrasting view is that the skills of members of the board are important for an effective board.

The Chair summarised each candidate's skills and experiences, indicating that she had met, along with the headteacher, all of the individuals. During those meetings the duties and responsibilities of governors were fully discussed. As a result, the Chair proposed that three candidates should be appointed as co-opted governors.

Governors **approved** the appointments as follows.

Anne-Marie Hasson-Plumb: Parent governor
Claire Dickens: Co-opted governor
Elizabeth Goda: Co-opted governor
Steven Hasson: Co-opted governor

It was agreed that the notification of the new governors would be sent out to parents together with the annual governance statement.

ACTION: Chair and headteacher to arrange w/c 26th November.

ACTION: Chair to ensure that the contact details for each new governor are added to the GVO.

ACTION: Clerk to notify the Authority.

The Chair commented that, as part of the review of effective governance, a more complete induction process is being developed for new governors. Matthew and Kerry will be included in this new set of procedures as relevant.

5. PART ONE MINUTES

5.1. The part one minutes of the meeting held on 5th July 2018 were confirmed as a correct record and signed by the Chair.

5.2. The following matters arising were discussed.

5.2.1. Action carried forward for Chair and headteacher to follow up on a travel plan for the school.

5.2.2. The Y6 targets have not yet been finalised. The headteacher will circulate these to governors.

ACTION: Headteacher.

QUESTION: The data governor commented that the comparison of



previous targets to the actual results in the public tests was reasonably accurate in most subjects. How will the targets for this year be created?

ANSWER: The headteacher replied that because the criteria for the end of KS2 tests has been changed by the DfE, it is difficult to utilise the school's internal assessment processes, as year-on-year comparisons are impossible. He reported that targets will be based on the baseline assessments made at the start of Y6

6. CHAIR'S ACTION

There was nothing to report.

7. LEADERSHIP AND MANAGEMENT

Key priorities in the SSIP.

- To review the school's current school vision and ensure effective communication to all stakeholders.
- To embed the school's values into the curriculum and life of the school.

7.1. There was no report from the CEO for the autumn term.

ACTION: Chair to establish when a Trust director is likely to attend the LGB (local governing board) meetings.

The Chair commented that governors had attended a conference organised by the Trust. Whilst there had been some useful discussions, the overall feeling was that there was too much content on the agenda.

ACTION: Headteacher will load the conference feedback completed by governors onto the GVO.

7.2. The termly leadership report from the headteacher contained the following

- **School contextual information**
 - Pupil numbers and class sizes
 - Percentages for groups
 - Stability
 - Attendance
 - Current staffing
- **Outcomes for children**
 - Child protection and looked after children
 - White Rose maths curriculum
 - Growth Mindset policy
 - Inclusion
 - Pupil premium
- **Teaching, learning and assessment**
 - Staff CPD/meetings
 - School-to-school support
- **Personal development, behaviour and welfare**
 - Interventions/exclusions/incidents



- Behaviour monitoring on CPOMS
- Visitors for safety topics
- **Leadership and management**
 - Leadership meetings
 - School to school support
 - Peer subject support
 - Safeguarding training
 - Building improvements
- **The enhanced curriculum**
 - Fundraising events
 - Class visits and visitors
 - Inter-school sports
 - Extra-curricular clubs

7.3. The following issues arising from the headteacher's report were discussed:

- The headteacher commented that the school now has a majority of girls and with the Global Dimension initiative there was an opportunity to reinforce gender equality.
- The White Rose curriculum is bedding in well. Three twilight staff training sessions have proved to be very effective. Problem solving is becoming widespread throughout the school. Although not being maths specialists, the teachers are improving their skills in teaching maths. The training sessions also have the advantage that teachers have a better understanding of what is required in all the other age groups, rather than just concentrating on their own.
- The Growth Mindset policy is being further developed, with the intention of encouraging more parents to support their own children.
- Following analysis of last year there is a renewed focus on trying to reduce the gap in performance for pupil premium children. The headteacher commented that there were no pupils in Reception or Y1 eligible for pupil premium. Governors expressed concerns that the introduction of universal free school meals seems to have caused some parents not to apply. The headteacher commented that he will continue to remind parents of the benefits to both pupils and the school.
- The headteacher has provided staff with updated training for PREVENT. He will put a link into the GVO for governors as there is new material.

ACTION: Headteacher

- More incidents are being logged at the school because of the use of CPOMS (child protection monitoring software). This is not due to an increase in the number of incidents, but that staff are better able to use CPOMS to log all incidents, however small.
- Governors again commented about the number and diversity of clubs run by the school. A governor reported that some parents view competitive sport as undesirable. Following some discussion, the consensus view was that the school is right to offer competitive situations for those pupils who enjoy those challenges. Equally it was



right to offer opportunities for all pupils to participate in healthy exercise as well as non-sporting activities.

- 7.4. The minutes of the finance and premises committee held on 12th November 2018 were received and approved.
- 7.5. Governors confirmed that they had seen the budget figures and were happy with the current state of finances.

QUESTION: Do the figures include the increase in minimum pupil funding from £3.3k to £3.5k?

ANSWER: The Chair of the committee commented that he had assumed that the increase was included but that he would confirm that.

ACTION: Neil Gunn to check basis of per pupil funding.

The headteacher reported that he sits on the School's Forum as the representative for Cheshire primary academies and that he has completed the consultation into the local formula. He commented that the NFF (national funding formula) is expected to allocate a larger proportion of funds for deprivation. Currently the Cheshire East local fund has a lower allocation for deprivation and a higher amount for SEN. So by retaining the status quo for the local funding, schools such as Gawsworth would be a little cushioned before the NFF starts.

QUESTION: Why is total expenditure over the three-year period showing an increase when funding is forecast to decrease?

ANSWER: Estimates have been included for salary and pensions increases and as staffing is the largest expense this pushes up the total.

- 7.6. There were no recommendations requiring the approval of the governing board.
- 7.7. There was no update from the FMAT working party.
- 7.8. The Chair reported back to the board on the review of governance. This had been undertaken by the chairs of committee and the headteacher. A DfE training initiative utilised a questionnaire on governance and this provided a basis for review. Whilst the indication of the review was that the LGB is effective (borne out by the comments of the DfE mentor for the training initiative), it was felt that improvements could be developed.

These will include a better induction process for new governors, encouraging better use of the GVO and creating a risk register.

It was agreed that the LGB procedures would be reviewed in the spring term.

ACTION: Chair to organise.

- 7.9. The Chair reported that she had attended with the headteacher a training session organised by the Trust into the role of link governor. The LGB have organised school visits as individual cohort



ambassadors as well as group learning walks. However, the course had promoted subject links, although only for the major subjects. These would involve an individual governor meeting with a subject leader to evaluate progress, planned actions and to challenge. Whilst some governors were concerned that staff might perceive such a governor visit as an 'inspection' it was agreed that it depends on how questions are framed, i.e. open rather than judgemental questions.

It was agreed that the topic should be considered further by the ABC committee. In particular they will consider a protocol for the role (the Trust has a pro forma). It was agreed that the objectives included in the SSIP will be important for link governors to focus on.

ACTION: Maureen Haldane to include subject link role in spring term ABC agenda.

8. QUALITY OF TEACHING AND LEARNING

Key priorities in the SSIP

- To enhance the teaching of reasoning in mathematics and implement the White Rose curriculum, with an emphasis on high prior attainers achieving 'greater depth' at the end of KS1 and KS2.
- To raise the profile of 'Reading for Pleasure' and ensure that reading materials and schemes are effective tools for learning.
- To ensure that the teaching of French is effective throughout the school.

- 8.1. The minutes of the achievement, behaviour and curriculum committee held on 15th October 2018 were received and approved.



It was noted that a White Rose learning walk has been arranged.

- 8.2. The data governor's report on external public tests had been thoroughly considered at the ABC meeting.

A governor commented that the data report was a useful document. It was noted that at the link governor training, it was felt that the role of data governor could mean that the other governors did not get involved with data. However, governors at Gawsworth all felt that they did have knowledge of the basic data and its implications, thanks to the report.

A deputy for the data governor will be developed.

- 8.3. It was noted that the report from the school improvement partner (SIP) visit (2nd October 2018) had been loaded onto the GVO.

QUESTION: How often will SIP visits be made?

ANSWER: Every half term, but ad hoc visits can be arranged. There is now a consistent SIP across the Trust, with no cost to the schools.

9. PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE

Key priorities in the SSIP

- To fully implement the use of CPOMS to ensure effective reporting of safeguarding, welfare and behavioural issues.

- 9.1. The minutes of the community and environment committee held on 5th November were received and approved.

- 9.1.1. The committee had reviewed the terms of reference. Discussion had taken place around the SSIP objective to review the vision. The consensus was that the current vision had been developed as part of a medium term plan and that it was progressing well. It was therefore decided that the vision should not be changed at this juncture.

- 9.1.2. The chair of the committee asked governors to make any further comments about the annual governance statement through the GVO before 26th November.

- 9.1.3. It was noted that 'global dimension' will be a standing agenda item.

- 9.1.4. It had been suggested that a 'governors' board' should be installed in the reception to the school. Photographs will be taken at the spring term meeting.

ACTION: Charlotte Jennings to arrange.

- 9.2. The minutes of the personnel committee held on 8th November 2018 were received and approved.

- 9.3. The safeguarding governor reported that a safeguarding walk had been conducted together with the headteacher and no major issues were identified.

- 9.4. The headteacher reported that there were no incidents or exclusions.



10. OUTCOMES FOR PUPILS

Key priorities in the SSIP

- To audit the 'Depth of Learning' assessment and tracking system and plan for further development.

- 10.1. The Chair reported on the discussions for establishing a pre-school on the school site. The community and environment committee considered that a working party should be created to examine the viability. This would look at the benefits for the school, the financial picture and potential negative impact on other nurseries.

It was agreed that the members of the working party would be; Helen Jepson, Matthew Hartley, Michael Shaw and Kerry Webb.

Findings will be reported to the community and environment committee.

11. USE OF GOVERNORS' VIRTUAL OFFICE (GVO)

- At the request of the Chair, governors had submitted questions relating to the use of the GVO. The following questions and suggestions were made.

More videos of procedues.

- Can responses be made anonymously? No.
- How do you focus attention on the 'final' document after a series of edits? By creating an archive folder for the edited files.
- The naming of files is not consistent.
- The placement of files in folders is sometimes confusing.
- Could specific folders be 'pinned' (i.e. those that are used frequently) to the home page?

Neil Gunn explained that the policy maintenance facility had been changed. Policies are now attributed to individuals or groups and as such will appear on the weekly email. As there are likely to be a large number of policies for review, the headteacher will identify those that are more urgent for governor review.

ACTION: Headteacher to 'flag' urgent policies for review.

12. DIRECTOR'S REPORT

- 12.1. The report by the Director of Children's Services for the autumn term contained the following items.

- Governance and Liaison update
- Admissions, transport and fair access
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education
- Cheshire East Information, Advice and Support Service (CEIAS)
- Virtual School update
- Local Children's Safeguarding Board (LCSB)
- Ofsted updates
- Free School Meals and Universal Credit



- School teachers' pay award 2018
- Teacher's pay grant
- School's funding 2019-20
- Inspection of local authority children's services

12.2. The clerk had previously circulated a summary of the relevant items contained in the report and there was no further discussion.

13. SCHOOL POLICIES

The following policies were approved.

- Safeguarding
- Behaviour
- Growth Mindset

14. ADMISSIONS

- 14.1. Governors agreed that there would be no change to the school's Pupil Admission Number (PAN).
- 14.2. Governors agreed that there would be no changes to the admissions policy for 2020-21.

15. RESIDENTIAL VISITS

- 15.1. The governing board was informed about the following planned residential visits:

- Y2 to Tattenhall (one night)
- Y4 to Conway Centre (two nights)
- Y6 to France (four nights)

The Governing board was satisfied that appropriate risk assessments will be carried out, through EVOLVE and approved the visits.

16. ANY OTHER BUSINESS

There was no additional business.

17. MEETINGS

Governors agreed that the next full governing board meeting will be held on Thursday 21st March 2019 at 6:00 pm at the School.

----- Chair

----- Dated