



**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD OF  
GAWSWORTH PRIMARY SCHOOL HELD AT THE SCHOOL ON  
21<sup>ST</sup> MARCH 2019**

<b>Members Present:</b>	Mrs S Blackwell	Chair
	Mrs C Dickens	
	Mrs E Goda	
	Mr N Gunn	
	Mr M Hartley	
	Mrs A-M Hasson-Plumb	
	Mr S Hasson	
	Mr J Jennings	
	Mrs H Jepson	
	Mr M Shaw	Headteacher
	Mrs K Webb	
<b>Also in attendance:</b>	Mr P Rubery	Trust CEO
	Mrs V Meredith	Trust Director
	Ian Gatie	Clerk to the Governors

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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**1. ANY OTHER BUSINESS**

The following items were submitted for consideration:

Sage, NGA membership and School salary range.

**2. ABSENCE**

- 2.1. Apologies for absence were received from Mrs C Jennings
- 2.2. Governors approved the apologies from Mrs C Jennings

**3. PECUNIARY/CONFLICT OF INTEREST**

- 3.1. 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 change to the membership of the governing board since the last meeting was reported:

It was noted that Maureen Haldane had resigned as a co-opted governor on 1<sup>st</sup> March 2019. The Chair put on record the thanks of the board, the staff and the pupils for her dedicated support of the school over many years.



4.2. The Chair welcomed four new governors to their first full meeting: Claire Dickens, Elizabeth Goda, Anne-Marie Hasson-Plumb and Steven Hasson.

4.3. The governing board currently has two vacancies for co-opted governors.

## 5. PART ONE MINUTES

5.1. The part one minutes of the meeting held on 22<sup>nd</sup> November 2018 were confirmed as a correct record and signed by the Chair.

5.2. The actions from the previous meeting were reviewed and it was noted that a process for the review of governance will be considered at a Trust meeting in the following week. The task has been postponed until the summer term.

**ACTION:** Clerk to include on summer term agenda.

Photos and governor profiles are to be completed by the summer term full meeting.

All other tasks have been completed.

5.3. There were no matters arising from the minutes.

## 6. CHAIR'S ACTION

The Chair reported back on the following decision taken on behalf of the governing board since the last full governing board meeting.

A formal complaint from a parent had been received. As the headteacher and Chair had been involved in the complaint, the Vice Chair conducted an investigation. The complainant was satisfied that the matter had been effectively considered and the school agreed that some procedures should be updated to prevent another occurrence. Revised policies for complaints and handling vexatious complaints will be published in the autumn term.

**ACTION:** Headteacher and Chair to draft revision and circulate for comments by governors the 'complaints policy' and 'handling unreasonably persistent, harassing, vexatious, unreasonable or abusive complaints policy'.

Thanks were offered to Charlotte Jennings for the quality of her report into the complaint.

The Chair reported that she had attended, with Neil Gunn, a meeting with the local MP, David Rutley, to discuss educational funding for primary schools. It was felt that the clear message of under-funding was received and that it supported similar comments from other schools. The MP requested that some statements and suggestions be put in writing to support his discussions within Parliament.



On the topic of reduced applications for pupil premium, it was suggested that the school contacts Broken Cross to see if they have suggestions for persuading parents who are eligible to apply.

## 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. Peter Rubery highlighted items in the CEO's report.

- The CEO and SIP, Helen Scott, have made regular visits to the school and have a favourable picture.
- An emphasis on student collaborations has been made, with the Arts Week being prominent.
- Governor/staff collaborations are developing well, including Trust-wide governor training opportunities.
- Congratulations to Helen Jepson on achieving SLE (Specialist Leader of Education) status.
- The Trust is engaging with the Ofsted consultation to review the Ofsted framework, in particular the inspection focus on the curriculum. The Trust's response will be circulated to governors.
- One of the Trust's schools, Broken Cross, has qualified for a school improvement grant. The resources and strategies will be shared throughout the Trust.
- Another Trust school, Winsford Academy, is involved in a major investment into football facilities and related teaching opportunities.
- Trust-wide policies are being introduced.
- The growth strategy is on-track, with Marlborough Primary due to join in September. The CEO also indicated that another secondary school is also likely to join, making it a 'ten school trust'.  
**QUESTION:** Will the increase in total funding create an opportunity to reduce the 'top slice' taken centrally by the Trust?  
**ANSWER:** There is the potential to provide integrated services centrally, which should create savings.
- The Trust receives a central capital fund and this has been used to upgrade all schools.

### 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
- **Outcomes for children**
  - Child protection plan



- Looked after
- White Rose curriculum
- Updated Growth Mindset policy
- Inclusion
- Pupil premium
- **Teaching, learning and assessment**
  - Staff CPD/meetings autumn 2018
  - School-to-school support
- **Personal development, behaviour and welfare**
  - Interventions/exclusions/incidents
  - Governor safeguarding learning walk
  - Behaviour monitoring on CPOMS
  - Pupil safety
- **Leadership and management**
  - Leadership support time
  - School to school support
  - EYFS cluster support
  - Head's and Chair's surgeries
  - Buildings 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.

Pupil numbers are relatively stable and the staff absences have been well managed. Governors thanked the headteacher for managing the continuity of teaching.

The staff training for White Rose Maths is proving to be effective.

Links to Nigeria are supporting the global learning project.

Behaviour and safeguarding incidents are now being effectively recorded on CPOMS (Child Protection Online Monitoring System) following staff training and familiarity.

**QUESTION:** Are the homophobic and racial incidents logged on CPOMS significant?

**ANSWER:** The headteacher has addressed the small number with the pupils and their parents, with full support at home, so they are unlikely to reoccur.

There are a large number of enhancements and sporting activities, with notable successes for netball, cross country and lacrosse. Governors recorded their thanks to Mrs Fregapane.

7.4. The minutes of the finance and premises committee held on 4<sup>th</sup> March 2019 were received and approved. The chair of the committee thanked



the Friends of Gawsworth for their continued fundraising. He commented that, given the state of education funding, the extra revenue makes a significant impact. Thanks were also given to Matthew Hartley for his development of IT.

- 7.5. The draft budget for 2019-20 was considered. The chair of the committee commented that the budget figures were available on the GVO and show a broadly balanced financial plan for three years. Governors **approved** the draft budget for 2019-20.
- 7.6. There were no recommendations requiring the approval of the governing board.
- 7.7. It was noted that the ABC committee had reviewed the work of the FMAT working party and recommended that it be disbanded. Governors agreed that it had been correct to set it up, both before the change to academy status and after. However, it was now clear that any issues that could arise in the future can be considered through the day-to-day structures that exist within the Trust.
- 7.8. A number of link governor roles and committee memberships were considered and agreed as follows.

Role/Link	
Training	Anne-Marie Hasson-Plumb
Sports Premium	Neil Gunn
Pupil Premium	Kerry Webb (+Suzie Blackwell)
SEN	Claire Dickens & Elizabeth Goda
Data	Charlotte Jennings + ANO
Health & safety	James Jennings
Safeguarding	Suzie Blackwell
2018-19 Cohort Ambassador	James Jennings (Vacancy Aut-19)
2017-18 Cohort Ambassador	Vacant
2016-17 Cohort Ambassador	Charlotte Jennings
2015-16 Cohort Ambassador	Kerry Webb
2014-15 Cohort Ambassador	Matthew Hartley (Vacancy Aut-19)
2013-14 Cohort Ambassador	Neil Gunn
2012-13 Cohort Ambassador	Suzie Blackwell
Chair C&E Committee	Elizabeth Goda (Aut-19)
Chair ABC Committee	Charlotte Jennings
Vice Chair ABC Committee	Kerry Webb (Aut-19)
Member ABC Committee	Claire Dickens
Member ABC Committee	Elizabeth Goda
Vice Chair Personnel Committee	Appoint at next meeting
Member Personnel Committee	Claire Dickens
Member Personnel Committee	Elizabeth Goda
Member Personnel Committee	Steven Hasson
Vice Chair F&P Committee	Appoint at next meeting
Member F&P Committee	Anne-Marie Hasson-Plumb
HT Appraisal Panel	Suzie Balckwell



HT Appraisal Panel	Neil Gunn
HT Appraisal Panel	Charlotte Jennings
Policy Review	Suzie Blackwell
Policy Review	Neil Gunn
Policy Review	Michael Shaw

**ACTION:** All governors to consider the opportunity to become cohort ambassadors and to advise the Chair, with a view to commencing the role in the autumn term.

**ACTION:** Chair to create a remit for the link role for health and safety.

The role of a link for ICT was considered and it was agreed that the topic would be explored at the summer term ABC meeting.

**ACTION:** Include agenda item for ICT link role.

## 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 19<sup>th</sup> March 2019 were received and approved. The Chair commented that the committee had reviewed the results for pupil premium (PP) children. As these were lower than national results, an action plan has been agreed to review the use of PP funding and report back to the summer term meeting of the committee.

The committee also considered the role of cohort ambassadors. It was agreed that even though the frequency of visits had been variable, the role was still valid. In order to develop consistency, the topic for consideration for each termly visit will be specified. The topic for the summer term will be to review the impact of the White Rose maths initiative in all cohorts.

- 8.2. The report from the SIP (School Improvement Partner) has been submitted. The headteacher reported that one of the aspects considered was how the school is prepared for the new Ofsted inspection framework. A number of actions have been agreed that should ensure that evidence of progression, particularly in the use of vocabulary, will be recorded.

**ACTION:** Headteacher to post the spring term SIP report on the GVO.

- 8.3. Arrangements for external school improvement support and advice for the next academic year was considered. It was **agreed** that the FMAT system should be continued.



## **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 28<sup>th</sup> February 2019 were received and approved. The Chair reported that the committee agreed that the working party investigating the practicalities of creating a pre-school facility should meet. Elizabeth Goda is to join that working party. The working party will report to the summer term committee meeting.
- 9.2. The minutes of the personnel committee held on 11<sup>th</sup> March 2019 were received and approved. The committee also offered congratulations to Helen Jepson. The wellbeing of the absent members of staff was considered by the committee, with the wish for full recoveries.
- 9.3. The headteacher reported that there have been no safeguarding incidents.
- 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 headteacher reported that he had visited Adlington Primary. Their curriculum is similar to that of Gawsworth and so it was a useful exercise to compare their assessment and tracking system.

## **11. DIRECTOR'S REPORT**

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

- Governance and Liaison update
- Special Educational Needs and Disability update
- Education contributions to Child Protection conferences
- Corporate Parenting - Pledges
- Attendance and Children-out-of-School update
- Admission arrangements for 2020-21
- School organisation and capital – review of planning areas
- School-to-school support programmes
- The new Ofsted inspection framework 2019
- Mental health and wellbeing in school – latest DfE guidance
- Schools' funding formula 2019-20
- Local children's safeguarding board

- 11.2. The clerk had previously circulated a summary of the items contained in the report. He highlighted the item relating to career guidance. It is relevant for primary schools as children start to make assumptions about job ideas at quite an early age and these perceptions could be



broadened with careful guidance.  
**ACTION:** Trust Chairs to consider.

**12. SCHOOL POLICIES**

- 12.1. It was noted that the following policies had been approved through the GVO.  
School security policy.  
Procedure for handling unreasonably persistent, harassing, vexatious, unreasonable or abusive complaints.

**13. NOMINATIONS FOR THE ELECTION OF CHAIR**

Nominations were deferred until the summer meeting.

**14. NOMINATIONS FOR THE ELECTION OF VICE CHAIR**

Nominations were deferred until the summer meeting.

**15. ANY OTHER BUSINESS**

The following additional matters were raised and discussed:

The Chair reported that there had been some teething problems with the implementation of SAGE finance software. Whilst training by the Trust had been attended, the effectiveness was limited due to the 'rushed' nature. Also, the SAGE 'help desk' had not been helpful. The CEO will follow this up.

The Chair has recommended that the school takes membership of the NGA (National Governance Association). The CEO reported that this is one opportunity being considered for Trust-wide membership.

The Chair asked the CEO to advise on the process for changing the salary range for the school.

**16. MEETINGS**

Governors agreed that the next full governing board meeting will be held on Thursday 4<sup>th</sup> July 2019 at 6:00pm at the School.

The CEO recorded his thanks to the Chair and board for running and contributing to an effective meeting.

----- Chair ----- Dated