

MINUTES OF THE FULL GOVERNING BODY MEETING OF GOOSTREY COMMUNITY PRIMARY SCHOOL Part One Non-Confidential		
Date:	Thursday 17th November 2022 at 5:00 pm	
Venue:	The School	
Present	Lyndsey Atkins (LA)	Head teacher left at 6:45 pm
	Rebecca Cowell (RC)	Deputy Head teacher
	Linda Flint (LF)	Staff Governor
	Jacqui Schurer-Lewis (JS-L)	Co-opted Governor
	Tracey Goodwin (TG)	Chair Co-opted Governor
	Alex Thompson (AT)	Co-opted Governor-arrived at 5:20 pm
	Kevin Few (KF)	Parent Governor
	Yvonne Lawson (YL)	Co-opted Governor
	Anna Clifford (AC)	Parent Governor-arrived at 5:10 pm
Apologies	Hugh Adams	Parent Governor
	Rob Northwood (RN)	LA Governor
Also in attendance	Sue Pomeroy	Clerk to Governors

Agenda item 1	APOLOGIES AND AOB ITEMS
Discussion:	a) Governors agreed to accept the apologies received from Hugh Adams and Rob Northwood. b) Governors agreed to address questions from the Governor Hub health check under agenda item 19 if time allowed.

Agenda item 2	CONFLICT OF INTEREST
Discussion:	a) There were no conflicts of interest declared with the business to be discussed at the meeting. b) Governors who had not yet done so were requested to complete the annual declaration of interest form on Governor Hub.
ACTIONS	<ul style="list-style-type: none"> Remaining governors to complete the annual declaration of pecuniary interest on Governor Hub.

Agenda item 3	ELECTION OF CHAIR
Discussion:	Tracey Goodwin was elected as Chair of Governors for a period of two years, or until the first meeting of the FGB in autumn 2024.

Agenda item 4	MEMBERSHIP
Discussion:	a) The following changes to the membership of the board of governors were noted: <ul style="list-style-type: none"> Rob Northwood had been re-appointed as Local Authority Governor with effect from 17.1.22-16.11.26. The Chair thanked him for agreeing to stay on in this role. Louisa Hulsken had resigned as Parent Governor with effect from 17.11.22. b) The resignation of Louisa Hulsken resulted in 2 x Parent Governor vacancies and 1 x Co-opted governor vacancy. c) There were no terms of office due to expire before the next meeting.

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	d) Rob Northwood needs adding to GIAS and Louisa Hulsken should be removed.
ACTIONS	<ul style="list-style-type: none"> LA to hold a parent governor election in the autumn term 2022. JS-L to update governance details on GIAS.

Agenda item 5	PART ONE MINUTES AND MATTERS ARISING
Discussion:	<p>Minutes of the FGB meeting held on 30th June 2022</p> <p>YL requested that an amendment be made to the minutes to read that governors should consider undertaking refresher training when they start a new term of office, rather than that they must do this. The clerk amended a copy of the minutes by hand, and this was signed by the Chair.</p> <p>YL also requested that the previous minutes be amended to reflect that she had volunteered to be part of a working party to consider academisation. It was agreed that the minutes were accurate and did not require amending but her offer to volunteer for the working party should be noted in these minutes.</p> <p>The minutes from the FGB meeting held on 30th June 2022 were confirmed as a true record, subject to the above amendment, signed by the chair, and retained by the school.</p> <p>Governors reviewed the actions from the previous meeting, and it was confirmed that all actions had been met and closed as appropriate.</p>
ACTIONS	Clerk to amend the School Governance copy of the minutes.

Agenda item 6	CHAIR'S ACTION
Discussion:	The chair confirmed that no action had been taken on the board's behalf relating to part one business since the last meeting of the full board of governors.

Agenda item 7	COMMITTEES AND NOMINATED GOVERNORS
Discussion:	<ul style="list-style-type: none"> a) LA had circulated a document detailing committee membership and governor link responsibilities prior to the meeting. Governors reviewed the document and LA would circulate an updated list following this meeting. (See appendix A). b) The committee chairs are noted in Appendix 1. c) JS-L explained that items c) to e) are covered in the document she had uploaded to Governor Hub. It was noted that pay decisions are now dealt with by the Personnel and Curriculum Committee.
ACTIONS	<ul style="list-style-type: none"> LA to update and circulate the list of governor responsibilities.

Agenda item 8	GOVERNORS' CODE OF CONDUCT
Discussion:	Governors agreed to abide by the Code of Conduct which was circulated via Governor Hub prior to the meeting. Those governors who had not yet done so were requested to sign the Code of Conduct.
ACTIONS	Remaining governors to sign the Code of Conduct.

Agenda item 9	PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES
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Discussion:	<p>a) The minutes from the following committees were circulated to governors prior to the meeting via Governor Hub. Personnel and Curriculum Committee 13.10.22 Finance and Premises Committee 03.11.22</p> <p>Personnel and Curriculum Committee The following points were highlighted from the minutes:</p> <ul style="list-style-type: none"> The Committee had approved the proposed pay awards / increments as discussed at their meeting and the approval of the Pay Policy for Teachers. <p>Finance and Premises Committee The following points were highlighted from the minutes:</p> <ul style="list-style-type: none"> It had been recommended that governors complete cyber security training. A link to the training had been included in the committee minutes. The skills matrix had been completed and the results are available on Governor Hub. <p>b) KF had visited Year 4 in October 2022 to give a talk on Nepal and had looked at the children's Geography books. His report is available on Governor Hub.</p> <p>c) Governors discussed the Ofsted development point, "Governors are insufficiently informed about some aspects of the school's curriculum..." It was agreed that in a future Ofsted inspection, as many link governors as possible should meet the inspector. It is important that governors visit the school in their link role capacity and provide a brief report, using the agreed proforma, to provide a paper trail of evidence. Ofsted action points were included in the Headteacher's Report.</p>
ACTIONS	<ul style="list-style-type: none"> Governors to complete cyber security training and forward the certificate to JS-L. Governors to let JS-L know if there are any updates to the skills matrix.

Agenda item 10 FINANCIAL MATTERS	
Discussion:	<p>a) The annual accounts and audit certificate of the Unofficial School Fund had been presented to the Finance and Premises Committee 03.11.22.</p> <p>b) JS-L informed governors that the school was still awaiting updated budget papers from Cheshire East.</p> <p>c) The Finance and Premises Committee had reviewed Budget vs actuals at their meeting. A meeting had taken place with the new FMSO on 08.11.22, attended by LA, KF, TG and JS-L. JS-L highlighted the following points:</p> <ul style="list-style-type: none"> There is a decrease in the number of pupils claiming Pupil Premium SEN figures were updated National Insurance costs would decrease Some incorrect transactions regarding joint use had been corrected Income for 2023-24 and 2024-25 was shown at current levels with no additional grants included Schools Forum would meet in December 2022 to agree the funding formula, This would then go to the Children's and Families Committee in February 2023 for approval. JS-L would attend the briefing on the funding formula. The government had recently announced additional funding for schools, but no details were available. Consultation is ongoing regarding the split site allowance, but it was likely that the school would lose this in 2024-25.

	<p>Q. Is the school protected by the minimum funding guarantee? R. Yes.</p> <ul style="list-style-type: none"> • The financial position would remain unclear until more details had been received on additional funding. The school is in a relatively healthy position this year. A small deficit is predicted for Year 2 of £10,000, rising to £100,000 in Year 3. A balanced budget had been set for this year with the existing staffing structure. • £55,000 is earmarked in reserves for staffing. This would be drawn down next year. • £57,000 had been carried forward into 2022-23. <p>Q. When is the school expecting to receive update budget papers? R. JS-L chased today and will upload revised papers to Governor Hub once they are received.</p> <p>d) The use and impact of the Pupil Premium and Recovery Premium had been discussed at the Personnel and Curriculum committee.</p> <p>e) It was confirmed that the Pupil Premium strategy statement had been uploaded to the school website.</p> <p>f) JS-L informed governors that the school had received "good" assurance(highest grade possible) for the SFVS submission in 2022. The arrangements for the 2023 submission had been discussed at the Finance and Premises Committee.</p> <p>g) The Manual of Internal Financial Procedures would be presented for approval at the spring term 2023 FGB meeting.</p>
ACTIONS	<ul style="list-style-type: none"> • Clerk to add approval of the MIFP to the spring term 2023 FGB agenda. • JS-L to circulate updated budget papers when they are received from the FMSO.

Agenda item 11	PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING
Discussion:	<p>The headteacher's report was circulated prior to the meeting. LA provided governors with a summary:</p> <ul style="list-style-type: none"> • Pupil attendance stands at 96.8%. <p>Q. How does this compare to attendance in Cheshire East? R. This information is not currently available.</p> <ul style="list-style-type: none"> • The exhibition was a tremendous success. • Wellbeing-the My Happy Mind scheme is becoming established. Pupils complete a reflection sheet each week and these have proved to be very useful. • JS-L ran "7-UP" sessions to prepare pupils for transition to Year 7. Examples of pupils' reflections are provided in the report. • Staff wellbeing-PPA time can now be taken at home. The school has also agreed a standard statement for email responses which is included on the email signature. <p>Q. How is the PPA time organised? R. The teachers receive a half day in one block.</p>

	<p>Q. Do staff feel that this has alleviated the pressure on staff feeling that they must respond immediately to emails? R. Yes it has had an impact. Even if staff do respond immediately, they are scheduling the email to be sent during normal working hours.</p> <p>Q. Do staff keep a record of how many emails they receive? R. No, but they do often archive emails for future reference.</p> <p>Q. What happens about emails received during school holidays? R. Staff put an "out of office" automatic reply on their email account.</p> <ul style="list-style-type: none"> • The HTPM met on 20.10.22 with the SIP. It was agreed that LA had met her targets. New targets were set in line with the Ofsted action plan. The targets for the Headteacher and teaching staff align with the SDP. <p>Q. Has the teacher appraisal process been completed? R. Yes, it was concluded by the end of October.</p> <ul style="list-style-type: none"> • Appraisals are also carried out with support staff, and they appreciate this process. • Pupil Premium (PP) information had been updated on the school website. 15 pupils in school are currently termed disadvantaged. The school has encouraged other families to register for eligibility but there have been changes to the thresholds which may have an impact on the numbers who qualify. <p>Q. Has there been a change in the number of pupils entitled to Pupil Premium funding? R. There are two less as they have moved to a new area.</p> <ul style="list-style-type: none"> • Data- <ul style="list-style-type: none"> ➢ Reception 2021-22. There were two pupils with EHCP's in the cohort. Writing was significantly lower than the other areas. Other areas have a very high %. ➢ Phonics screening test. The results were outstanding. 90% passed against a prediction at the beginning of the year of 75%. ➢ Key Stage 1 results were high (higher than national). The next step is for a greater percentage of this cohort to achieve GD at the end of Key Stage 2. ➢ The results from the multiplication check were higher than expected. 83% scored 25 or 24 /25. ➢ Key Stage 2 results were significantly above the national average. The combined RWM score was 89%. (provisional national-59%). ➢ The attainment gap closed for disadvantaged children apart from in one case where the child had SEND. The school can demonstrate that this child made excellent progress and the evidence shows the gap was closing. ➢ SAT's 202-23-the school is predicting 80%. There are three children with EHCP's and complex needs in this cohort. • SEN Update: <ul style="list-style-type: none"> ➢ There is an increase in the number of children in school with complex needs. This brings challenges for the school to recruit suitably qualified staff to work with these children.
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	<ul style="list-style-type: none"> ➤ The school recently held training on behaviour management run by Marie Gentles, specifically aimed at children with extreme needs. There were some good ideas for all staff to take away. Some of the suggestions would be trialled and then added to the Behaviour Policy if appropriate. • Safeguarding <ul style="list-style-type: none"> ➤ Venn diagrams are now used to show clearly children who are vulnerable, or on the 'watch list', SEN and PP. The children at the centre are the ones at the highest risk. ➤ Around one-fifth are emotionally vulnerable. • Updates to the Ofsted action points are highlighted in the report. • Appendix 1 provides evidence for governors of the impact of staff actions. • A folder has been set up on Governor Hub to collate governor monitoring visit reports. There is also a protocol setting out guidance on governor visits to school. <p>Q. Should governors submit a written report following a visit? R. Yes, a simple format has been provided on GovernorHub. Any concerns should also be reported to the Headteacher.</p> <p>Q. Should all visits be linked to the Ofsted priorities? R. Not necessarily.</p> <p>Q. Should governors look for evidence of "building on" in their visits? R. This can be agreed in advance with the subject lead.</p> <p>TG thanked LA for her comprehensive report.</p>
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Agenda item 12	SCHOOL IMPROVEMENT PARTNER
Discussion:	<p>Lesley Else was confirmed as the School Improvement Partner for 2022-23. She would visit the school again in the spring term 2023 to look at phonics and would provide a record of visit report. She offers good support and challenge to the school and LA would like to retain her services for three years.</p>

Agenda item 13	REPORT FROM ACADEMY WORKING GROUP
Discussion:	<p>BC had attended a meeting with Vicky Beer, Regional Director for the Northwest. Her advice had been not to rush into academy conversion. She had stressed the importance of considering the benefits for the school and how any potential Trust would align with the school's values. It was noted that Cheshire East and Cheshire West contain the highest proportion of academies in the region.</p> <p>LA stated that she was interested to find out more about the MAT proposed by Cheshire East. They had submitted a proposal to the DfE and were awaiting a decision.</p> <p>It was noted that there is a possibility for the school to create its own Trust. Any decision must be right for the pupils.</p>

Agenda item 14	INSTRUMENT OF GOVERNMENT
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Discussion:	<p>Governors reviewed the Instrument of Government and considered the following proposal: To reduce the total number of governors on the board to 12 from 14 by reducing the number of parent governors to 4 from 5 and the numbers of co-opted governors to 5 from 6. The constitution of the governing board would then be as follows:</p> <p>Headteacher x1 Staff Governor x 1 LA Governor x 1 Parent Governor x 4 Co-opted Governor x 5 Total: 12</p> <p>It was noted that the size of the governing board was larger than in most maintained community schools and that the board had operated efficiently over the past 12 months with 12 governors.</p> <p>Governors voted in favour of the proposal. JS-L would contact the Local Authority to seek approval of the change to the Instrument of Government.</p>
ACTIONS	<ul style="list-style-type: none"> • JS-L to Contact Cheshire East to seek approval of the change to the Instrument of Government. • Clerk to forward the contact details at Cheshire East.

Agenda item 15	DIRECTOR'S REPORT
Discussion:	<p>The Director's Report had been shared on governor hub at the beginning of the autumn term. Relevant items had been discussed at each committee meeting.</p> <p>The Chair highlighted the following items: 1.1, 1.2, 1.5, 1.6, 3.1, 3.4</p> <p>Governors noted the following points:</p> <ul style="list-style-type: none"> • The school is compliant with the school uniform guidance. • On-line filtering was discussed at Finance and Premises Committee. • Governors should read the whole of Keeping Children Safe in Education 2022. • TG and YL have completed Safer Recruitment training.

Agenda item 16	GOVERNOR MONITORING, TRAINING AND DEVELOPMENT
Discussion:	<p>a) JS-L provided a verbal update on training:</p> <ul style="list-style-type: none"> • YL and KF had completed training on Headteacher Performance Management • JS-L and LA had completed statutory safeguarding training in the autumn term 2022 • Governors had been requested to complete cyber security training and forward the certificate to JS-L • KF had complete a course on Understanding the Curriculum • TG and YL had completed safeguarding training <p>b) TG and YL informed governors that the safeguarding training had been very good.</p>

	c) The skills audit would be used to identify governor development priorities, alongside the Ofsted development points. d) Governors would inform JS-L if their information required updating on the skills audit. e) Governors had confirmed that they had read KCSiE 2022 via Governor Hub. f) It was noted that all governors are required to undertake safeguarding training in line with KCSiE 2022.
ACTIONS	<ul style="list-style-type: none"> All governors, except TG and YL, to complete safeguarding training.

Agenda item 17 SCHOOL POLICIES	
Discussion:	<p>The following policies were reviewed and approved:</p> <ul style="list-style-type: none"> Pay Policy for Teachers Child Protection Policy and Procedures <p>TG recommended a policy matrix which linked policies and made it clear which other policies required updating if changes were made to an associated policy. LA would obtain further details and consider this.</p> <p>Q. Do teachers receive written pay statements? R. Yes, they will be issued following tonight's meeting.</p> <p>Q. In what circumstances would temporary payments be made to the Headteacher? R. This would be done in special circumstances, for example if the Headteacher was supporting another school or carrying out some consultancy work.</p>
ACTION	<ul style="list-style-type: none"> LA To obtain further details on a matrix to link policies.

Agenda item 18	MEETINGS	
Discussion:	The meeting dates for 2020-21 were confirmed as follows:	
	FGB	Thursday 23 rd March 2023 5:00 pm
		Thursday 29 th June 2022 5:00 pm

Agenda item 19 ANY OTHER BUSINESS	
Discussion:	<p>Governors had agreed to consider one the Governor Hub Health check questions.</p> <p>Question 14: <i>We know our roles as governors / trustees. We hold our leaders to account for the quality of education that our school/academy/college provides and ensure that they manage resources wisely. We are prepared to intervene when leadership falls short and to celebrate when there is success.</i></p> <p>Governors strongly agreed that this is the case.</p> <p>Evidence: Challenge in meetings Budget setting Detailed review of data Act on recommendations from audits, SIP visits etc</p>

	Keep up to date with recent developments and policy
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Agenda item 20	IMPACT STATEMENT
Discussion:	<p>Governors helped to move the school forward in the following ways:</p> <ul style="list-style-type: none"> • Reviewed committee structure and link roles to ensure that the governing board is effective. • Addressed well-being in the school community. Support staff feel valued through the appraisal process. • Ensured that safeguarding policies and procedures are up to date in school. • Arranged governors visits and agreed a protocol and report form. • Addressed Ofsted action points.

The meeting moved to the part two agenda.


 **Chair**

23/3/23
 **Date**