

MINUTES OF THE FULL GOVERNING BOARD MEETING OF GOOSTREY COMMUNITY PRIMARY SCHOOL Part One Non-Confidential		
Date:	Thursday 21 st March 2024 at 5:00 pm	
Venue:	The School	
Present	Lyndsey Atkins (LA)	Head teacher
	Rebecca Cowell (RC)	Deputy Head teacher, Co-opted Governor
	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
	Hugh Adams (HA)	Parent Governor
	Rob Northwood (RN)	LA Governor
	David Solan (DS)	Parent Governor
	Kevin Few	Co-opted Governor
Apologies	Hannah Stirling (HS)	Parent Governor
Absent	Chris King	Parent Governor
Also in attendance	Laura Furness	Clerk to Governors

Agenda item 1	APOLOGIES AND AOB ITEMS
Discussion:	a) Governors agreed to accept the apologies received from Hannah Stirling. Chris King was absent from the meeting. b) There was no any other part one business to be considered at the end of the meeting.
ACTIONS	<ul style="list-style-type: none"> To offer guidance to the board re: Governor attendance- Clerk

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"> To ensure all confirmations on Governor Hub are updated- HA

Agenda item 3	MEMBERSHIP
Discussion:	a) It was noted that there are no changes to the membership of the board of governors to note. b) It was noted that there are no current vacancies in accordance with the constitution. c) It was noted that there are no terms of office due to expire before the next meeting of the FGB. d) JSL confirmed that governor details are up to date on GIAS.

Agenda item 4	PART ONE MINUTES AND MATTERS ARISING
Discussion:	<p>a) Minutes of the FGB meeting held on 23rd November 2023 Governors approved the minutes as an accurate record of the meeting. They were signed by the Chair and retained by the school.</p> <p>b) Governors reviewed and updated the action log. The following matter arising was discussed:</p> <p>LA confirmed that 32.5 hours is not statutory for the length of the school week, but it is highly recommended. OFSTED may question the rationale behind differing hours. Currently the infant schedule is 50 minutes under the recommended 32.5 hours and so 10 minutes are to be added to the start of the school day in September 2024. The juniors are 25 minutes over the recommended 32.5 hours. Governors approved the decision to increase the infant school day by 10 minutes.</p> <p>Q. Are the staff happy with the proposed timing change to the infant school day?</p> <p>R. Staff agree that the extension to the school day is better at the beginning, rather than at the end of the day.</p> <p>Mark Bailey was unable to join a governor meeting in the spring term. MB is currently awaiting a medical procedure, and his attendance at the summer FGB will be dependent upon his recovery.</p>
ACTIONS	To inform families of the 10-minute extension to the Infant School Day. School to start at 08:45am from September 2024.

Agenda item 5	CHAIR'S ACTION
Discussion:	<p>1. The Chair confirmed that the school have continued with SAS absence insurance. The premium is £2353, and this is less than the 2023/24 premium. No other quotes or comparisons were obtained.</p> <p>2. The Cheshire East procurement of water has now ceased. Cheshire East are no longer including schools within their procurement. Water procurement is now the responsibility of the school. The DFE have recommended Wave Utilities. The switch over will take place on 03/04/24.</p>

Agenda item 6	PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES
Discussion:	<p>a) The minutes from the following committees were circulated to governors prior to the meeting via Governor Hub. Personnel and Curriculum Committee 08.02.24 Finance and Premises Committee 07.03.24</p> <p>Governors noted the minutes.</p> <p><u>Personnel and Curriculum</u></p> <p>Q. Is the governing board happy to approve the Attendance policy upon recommendation from personnel and curriculum committee members?</p> <p>R. Governors approved the Attendance policy. The updated policy was shared on Governor Hub prior to the meeting.</p>

Finance and Premises

Following the price increase in January, the school have now been informed by Cheshire East Catering that they are consulting with Council re ceasing service from December 2024. JSL attended an eCAPH meeting on 8.3.24 where alternative catering options were discussed. JSL joined a DfE webinar on 13.3.24 to further understand frameworks in place for schools to use. Following DfE recommendation the SBM met with Ray Jeffrey (RJ), Managing Director of RPJ3 Facilities and Foodservice Consultancy and Audit. RPJ3 offer a bespoke service, specialising in the tender process for schools, hospices and Local Authorities. RJ is working with nine other schools in the Cheshire East locality and is mindful to consider the individuality and ethos of each school.

Q. Is there a minimum number of schools RPJ3 hope to secure?

R. No

RPJ3 charge two instalments of £450 for the tendering process.

Q. What does the RPJ3 tendering process provide?

R. RPJ3 will deal with the legal requirements of the tender process. A TUPE process would be undertaken to move existing staff to the new provider. The TUPE of pensions would also be confirmed. RPJ3 will liaise with HR and ensure the same price per meal is agreed across all schools.

Q. Is there an approximate costing per meal under the RPJ3 model?

R. Approximately £2.50

Cheshire East are to increase meal costs to £3.30 per meal in September 2024. This price increase is in part due to schools moving to bespoke services.

The framework proposed is for a five-year contract. Should any schools join after the contract is signed, the terms and conditions will remain the same for all schools.

Q. Will this process be monitored?

There will be termly monitoring.

RPJ3 charge a management fee for contract auditing and auditing of tenders.

Q. Why have the school decided against the government framework?

R. The government framework is off the shelf. The framework doesn't appreciate the needs of children and the ethos of individual schools. RPJ3 offer a bespoke service.

Q. Will the new catering provider order supplies via RPJ3?

R. No. RPJ3 manage the tender process and support schools. RPJ3 manage the contract TUPE process to the new company.

Q. Who chooses the caterers?

R. RPJ3 shortlist, score and evaluate potential catering companies. Shortlisting is done in conjunction with the school.

Q. Can the school review the catering provider after 12 months?

R. There would need to be a breach of contract. RPJ3 would support this.

	<p>Q. How does the school terminate the existing Cheshire East contract? R. Cheshire East Council have indicated that the service is to cease trading. Once school have received formal notice of this, there is no requirement to terminate the existing contract.</p> <p>Q. If Cheshire East decide to continue trading, is the school still able to terminate the contract? R. Goostrey will not be renewing the catering contract with Cheshire East Council. The school will have to wait until new contractors are in place to TUPE the existing staff.</p> <p>The governing board agree with the recommendations made by the SBM and LA and approve the use of RPJ3 consultancy.</p> <p>b) Governor monitoring visits are conducted in the summer term. DS visited the school for science week and observed mixed year group learning. DS was impressed to see such enthusiasm from both the staff and the pupils. KF observed a year five literacy session at the beginning of the spring term.</p> <p>The Chair thanked governors for their time taken visiting the school.</p>
ACTIONS	To share the RPJ3 time framework with the governing board via Governor Hub- JSL

Agenda item 7	FINANCIAL/COMPLIANCE MATTERS
Discussion:	<p>a) Budget papers had been circulated in advance of the meeting. The draft annual budget (including staffing structure) was considered by the Finance and Premises Committee and recommended for FGB approval. The draft annual budget for 2024/25 was approved by the FGB.</p> <p>b) The three-year plan had also been circulated to governors in advance of the meeting. Year 3 of the plan is showing a deficit, and this is due to the fact that funding increase not been included in the figures, but the increase in staff has. The school has a healthy carry forward for Year 1 and Year 2. The school needs to ensure that it ear marks funds, to ensure funds are not clawed back, as it is above the permitted 8% carry forward. JSL is to review the Strategic Building Plan; proposals include a rolling programme to replace internal doors, funds towards replacing the village hall floor, the replacement of the boiler panel and a rolling programme to replace and update classroom furniture.</p> <p>c) The SFVS working party met with the school business manager in the spring term 2024. The SFVS document was reviewed by the Finance and Premises Committee and recommended for approval by the FGB. The governing board approve the SFVS and is to be submitted to the Local Authority by the deadline of 31st March 2024.</p> <p>d) The Manual of Internal Financial Procedures (MIFP) was approved by the FGB following recommendation from the Finance and Premises committee. The Business Continuity Plan, Asset Register, Scheme of Financial Delegation and Staffing Structure were approved by the board.</p> <p>e) There has been no further update since the Finance and Premises meeting on 07.03.24: 'JSL reported current balance of £10,126, which includes £944 to be transferred to Before School Club suffix, and £600 rent to main budget. Accounts to be audited by Schools Finance before submission date of 30.6.24' The Before School Club suffix is to be transferred by 22.03.24</p> <p>Q. Will this have an impact upon the 2023/24 budget?</p>

	R. Funds need to be banked by the end of March 2024 to ensure the funds are received into the 2023/24 budget. A cheque will be written in preparation for the transfer. The account will be audited and closed off at the end of June. There may be a time lapse issue.
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Agenda item 8	PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING
Discussion:	<p>The headteacher's report had been circulated prior to the meeting. The head teacher drew governors' attention to the following matters from her report:</p> <ul style="list-style-type: none"> • Attendance. The school continue to monitor the attendance of two pupils and are exploring the reasoning behind their poor attendance. • Pupil and Staff Wellbeing- In consultation with staff, a staff charter is to be included as part of the staff handbook. This is to support staff wellbeing. • Phonic lesson in Reception- Governors are invited to join this 9am session. • Accelerated reader discussion with juniors- Governors are invited to a discussion session in June 2024 • Safeguarding report. This was delivered and discussed at the Personnel and Curriculum committee meeting. The report was shared with the FGB via Governor Hub prior to the meeting. Staff undertake termly training and all information is disseminated through staff meetings. The school now use a toolkit to support children should they exhibit sexually explicit behaviour. • Summer subject reports- Subject governors are asked to meet face to face with staff leads in the first half of the summer term and submit a succinct report by 10.06.24. Governor monitoring visits highlight what is working well within school but also areas for improvement. As some staff members lead more than one subject, not all subjects are reviewed in each monitoring round. • School Improvement Partner Visit 13.04.24. The visit focused upon; addressing misconceptions effectively, if children are able to recall previous learning and if children's responses indicate that they are achieving (or showing progress towards) the intended end points for their age. Lesley Else spent around 50 minutes observing year 2 and year 6 maths lessons and booster work. There were some minor developmental points that were shared with the staff for future consideration. The full SIP report has been included in the headteacher's report. The SIP report was extremely positive about the provision for children in our school. • Governor Visit Guidance <p>The governors were asked to consider and share all the positive things that have happened in school since the last meeting full meeting in November 2023:</p> <ul style="list-style-type: none"> • Governors in school on SDP • The Christmas Celebration and Christmas Shop • Beneficial SIP Visit, with constructive recommendations relating to OFSTED inspection. • Residential Visits • Retained FMSO • Excellent attendance figures and the celebration of this achievement • Successful staff workshops, promoting staff wellbeing • Young Voices participation • Kindness awards • Parents' Meetings • Tournaments • A host of PTA events • The Elf Run • The Nativity and Carol Service • NSPCC school visit

	<ul style="list-style-type: none"> • Science Day • World Book Day • Odd Socks Day <p>There were no other questions from the governing board.</p>
ACTIONS	To share the draft staff charter with the governing board-LA

Agenda item 9	SCHOOL EXTERNAL ADVISER
Discussion:	The SIP report and summary of visit was shared in agenda item 8.

Agenda item 10	STRATEGIC GOVERNANCE- ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2024/25
Discussion:	Governors approved the purchase of clerking from ChESS for the three FGB meetings for 2024/25. The governing board are happy with the clerking service provided by Cheshire East Council.

Agenda item 11	DIRECTOR'S REPORT
Discussion:	<p>The Director's Report spring term 2024 had been shared on Governor Hub at the beginning of the term. Relevant items had been discussed at length at each committee meeting.</p> <p>The Chair highlighted the following items: 1.1, 1.2, 1.3, 1.6, 1.8, 2.2, 3.1</p> <p>Governors noted the following points:</p> <ul style="list-style-type: none"> • Item 1.1- The HT noted that there is very little harassment noted at Goostrey CP School. The board noted that they are interested to read the new guidance on how to tackle incidents of harassment upon publication. The Chair attended the Governor' Forum on 08.02.24. It was acknowledged that the EHCP application process is to be more rigorous and issued to those with the greatest level of need. • Item 1.2- All governors have received appropriate and up to date safeguarding training. The school are mindful that this training needs to be regularly updated. The Chair joined the 'Effectively supporting and challenging the continuous development of PSHE' course on 19.03.24 and the 'Digital Monitoring Course' on 12.02.24. The Digital Monitoring Course had a number of free practical resources for school, pupils and parents. • Item 1.6- Q. Is excessive workload a problem for governors at Goostrey CP school? R. The board agreed that governors are able to offer as much time allows for training and CPD. It was noted that some courses repeat information, which can be a poor use of time, rather than offering updates. It was common for governors to acknowledge the difficulty in attending visits at school, to fit with their own work commitments. The HT noted her appreciation to the highly effective and supportive board of governors at Goostrey CP School. The board made consideration to future governor link visits to ensure governors are utilising their own strengths in the areas that they focus

	<p>upon. Governors sometimes are unsure as to what is expected of them on a visit. Learning walks are an excellent way to get an overview of a subject. Governors noted that it would be useful to have a calendar of subject related events to have prior notice of key dates that it may be useful to observe and partake in.</p> <p>The board made consideration towards setting aside £25,000- £30,000 reserves against future academy conversion. If after three years the school has not converted to academy status, the reserve funds would be reallocated. This will be readdressed in the Spring 2025 review.</p> <ul style="list-style-type: none"> Item 3.1- The admission arrangements for 2025-26 are yet to be updated on the Cheshire East Council website. The school will ensure that these arrangements will be published as soon as possible.
ACTION	<p>To open a discussion on Governor Hub as to areas governors wish to focus upon during school visits- JSL</p> <p>To share the school calendar with governors each week via email- LA</p> <p>To add significant school events to the Governor Hub calendar- JSL</p> <p>To consider setting aside reserves against future Academy conversion charges- All</p>

Agenda item 12	GOVERNOR MONITORING, TRAINING AND DEVELOPMENT
Discussion:	<p>a&b) The Training Liaison Governor report had been circulated on Governor Hub prior to the meeting.</p> <p>c) A board skills audit google form will be shared with governors for completion. Governors were requested to update their own training record on Governor Hub. The SBM will monitor training reports and publish a document for the SFVS.</p>
ACTIONS	<p>To share board skills audit google form via Governor Hub- TG</p> <p>Governors to complete self-review google form- All</p>

Agenda item 13	SCHOOL HOURS SEPTEMBER 2024
Discussion:	<p>This item was discussed and approved in agenda item 4. It was agreed and approved that Goostrey CP School holidays date 2025/26 will continue to be aligned to the Cheshire East Council school holiday dates.</p>

Agenda item 14	SCHOOL POLICIES
Discussion:	<p>The following policies were reviewed and approved:</p> <ul style="list-style-type: none"> Harassment and Bullying <p>Q. Is the Harassment and Bullying policy a Cheshire East Council policy?</p> <p>R. Yes this is a Cheshire East HR policy.</p> <p>Q. The policy states: 'If you wish to make a formal complaint about bullying or harassment, you should submit it in writing to the Head teacher'. Who should a complaint be submitted to if it is regarding the HT?</p> <p>R. The complaint should be directed to the Chair in this instance.</p>

	<p>A proviso is to be added to the Harassment Policy for circumstances in which a complaint is regarding the head teacher.</p> <ul style="list-style-type: none"> • Missing Child This policy is to be updated to reflect the new school day timings from September 2024. The HT, Chair and RC noted a challenge with this policy as it states 'Once a pupil leaves the school premises, or is travelling to the school, the responsibility for their welfare lies with the parents'. The policy does not consider the responsibility of a child should they leave school without permission. It would be unmanageable to monitor 120 junior school pupils at the end of the school day and the governing board agreed that it is the responsibility of parents to be on the playground or at an agreed pick-up point. Parents should also speak directly to a member of staff should collection arrangements change at short notice. Parents will be reminded of this procedure in the school newsletter. <p>The HT noted that pupils are regularly reminded of the pick-up procedure during assembly time.</p> <p>After school club arrangements do differ as parents sign to confirm collection arrangements.</p> <ul style="list-style-type: none"> • Admissions policy LA commented that the school await the Cheshire East Admissions policy and will move the approval of this policy to the summer FGB.
ACTIONS	<p>To add 'Admissions policy' to the FGB3 agenda for full governing board approval- Clerk</p> <p>To add a proviso to Harassment Policy for circumstances in which a complaint is regarding the head teacher- LA</p> <p>To update parents via the school newsletter and in Missing Child Policy that should collection arrangements change, a parent should phone and inform a member of staff rather than send an email- LA</p>

Agenda item 18	MEETINGS	
Discussion:	The meeting dates for 2023-24 were confirmed as follows:	
	P & C	Thursday 16 th May 24
	F & P	Thursday 13 th June 24
	FGB	Thursday 27 th June 24

Agenda item 19	ANY OTHER BUSINESS	
Discussion:	<ul style="list-style-type: none"> • Collective Worship- This is a statutory expectation; The law states that all pupils in attendance at a maintained school should take part in an act of Collective Worship each day. Acts of Collective Worship should be 'wholly or mainly of a broadly Christian character'. The board discussed the introduction of a weekly theme, with school council input. This theme could then be shared in assemblies and reflected upon at the end of each school 	

	day. This will ensure that all children, even those that are absent from assembly time, partake in daily Collective Worship.
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Agenda item 20	IMPACT STATEMENT
Discussion:	<p>Governors helped to move the school forward in the following ways and benefitted children:</p> <ul style="list-style-type: none"> • Considered ways to engage governors and make school visits more effective and manageable. • Supported the SFVS process and financial planning. The SBM noted her appreciation and support received with these tasks. • Explored options to ensure a smooth transition to a new catering provider. • Identified positive elements in school life. • Reviewed the SIP report and recommendations. • Considered the safety of pupils both on and off the school site, to include safeguarding. • Conducted subject reviews to identify areas of success and direction for improvement.

The meeting moved to the part two agenda.

..... **Chair**

..... **Date**

Appendix 1



Goostrey Primary School Governing Board Committees / Responsibilities

To be reviewed November 2024

<u>Personnel & Curriculum</u>	<u>Finance & Premises</u>	<u>Village Hall Management</u>
Miss L Atkins	Miss L Atkins	Miss L Atkins
Mrs J Schurer-Lewis 06 26	Mrs J Schurer-Lewis	Mrs J Schurer-Lewis
Mrs R Cowell 06 26	Mrs R Cowell	
Mrs L Flint 08 24	Mrs T Goodwin	
Ms A Thompson 03 26 CH	Mr K Few CH	<u>Headteacher's Appraisal Panel – 2 required for the meeting</u>
Mr H Adams 10 24	Mr R Northwood 11 26 VC	
Mr K Few 11 25	Mr H Adams	
Mr D Solan 01 27	Mr D Solan	Mrs T Goodwin
Ms H Stirling 10 27	Ms H Stirling	Mr K Few
Mr C King 10 27	Mr C King	Mr H Adams
Mrs T Goodwin VC		

Governors' areas of responsibility

Health and Safety	Jacqui Schurer- Lewis	Mrs H Adams
SEN	SENco Keith Campion mr.campion@goostrey.cheshire.sch.uk (Wendy Cuttle SEN support)	Mr C King
Training Liaison Governor		Mrs J Schurer-Lewis
Data Governors	Becky Cowell and Lyndsey Atkins	Mrs T Goodwin Mr K Few Ms A Thompson
Pupil Premium	Lyndsey Atkins head@goostrey.cheshire.sch.uk	Mr H Adams
Safeguarding	Lyndsey Atkins & Jacqui Schurer-Lewis	Mrs T Goodwin
SFVS	Jacqui Schurer-Lewis admin@goostrey.cheshire.sch.uk	Mr K Few Mrs T Goodwin Mr H Adams
Equalities	Lyndsey Atkins	Mr H Adams
Wellbeing	Lyndsey Atkins	Ms A Thompson

Subject Link Governors

Curriculum Area	Staff Lead	Governor
Design & Technology and Art	Gemma Cummins and Becky Cowell	VACANCY

	ms.cummins@goostrey.cheshire.sch.uk	
Geography and History	Gemma Cummins and Becky Cowell	Mr K Few
PE	Linda Flint mrs.flint@goostrey.cheshire.sch.uk	Mr H Adams
SMSC / B Values / PSHE / Relationships	Sonia Sant Becky Cowell mrs.sant@goostrey.cheshire.sch.uk	Mrs T Goodwin
Science	Matthew Warhurst mr.warhurst@goostrey.cheshire.sch.uk	Mr D Solan
ICT	Becky Cowell	Mr K Few
Mathematics	Stephanie Riddell mrs.riddell@goostrey.cheshire.sch.uk	Mr H Adams
Modern Foreign Languages	Louise Timmins	VACANCY
English – reading, grammar, punctuation, spellings and writing	Louise Timmins mrs.timmins@goostrey.cheshire.sch.uk	Mrs H Stirling
Phonics	Linda Flint	Mrs H Stirling
RE	Keith Campion	Ms A Thompson
Music	Sonia Sant	Ms A Thompson
EYFS	Linda Flint	Mrs T Goodwin

