

MINUTES OF THE FULL GOVERNING BODY MEETING OF GOOSTREY COMMUNITY PRIMARY SCHOOL Part One Non-Confidential		
Date:	Thursday 23 rd November 2023 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
	Chris King (CK)	Parent Governor
	Hannah Stirling (HS)	Parent Governor
Apologies	Kevin Few	Co-opted Governor-from item 3
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 Kevin Few. b) AOB-Price increase to school meals. The Chair welcomed HS and CK to their first meeting of the FGB.

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	MEMBERSHIP
Discussion:	a) The following changes to the membership of the board of governors were noted: <ul style="list-style-type: none"> Resignation of Yvonne Lawson Co-opted Governor 25.09.23 Resignation of Anna Clifford Parent Governor 21.09.23 Resignation of Kevin Few as Parent governor 26.09.23, Election of Chris King as Parent Governor 12.10.23-11.10.27 Election of Hannah Stirling Parent Governor 12.10.23-11.10.27 b) Kevin Few was appointed as Co-opted governor for a 2-year term of office from 23.11.23-22.11.25.

	<p>c) It was noted that there are no terms of office due to expire before the next meeting of the FGB.</p> <p>d) JSL confirmed that criminal record checks and section 128 checks had been carried out for Chris King and Hannah Stirling.</p> <p>e) There are currently no associate members on the board and the chair confirmed that none are currently required.</p>
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Agenda item 4	ELECTION OF VICE CHAIR
Discussion:	Kevin Few had been nominated for the position of vice chair and had accepted the nomination, subject to him being appointed as a Co-opted governor. In his absence, he was elected as vice chair for a period of two years or until the first meeting of the FGB in autumn 2025.

Agenda item 5	PART ONE MINUTES AND MATTERS ARISING
Discussion:	<p>a) Minutes of the FGB meeting held on 29th June 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: Mark Bayley would be invited to a meeting in either the spring or summer term 2024 to deliver a presentation on the range of MATs available in the area which the school may want to consider joining.</p>
ACTIONS	LA to invite Mark Bailey to a governor meeting to deliver a presentation on the range of MATs in the area.

Agenda item 6	CHAIR'S ACTION
Discussion:	The Chair confirmed that she had authorised the spending of around £7.5 -8k to replace rotting posts in the EYFS playground. This had been identified as an urgent action from an inspection of the EYFS playground and DFC funds had been available.

Agenda item 7	COMMITTEES AND NOMINATED GOVERNORS
Discussion:	<p>a) LA had circulated a document detailing committee membership and governor link responsibilities prior to the meeting. Governors reviewed the document and LA would put an updated list on Governor Hub following this meeting. (See appendix 1).</p> <p>b) The committee chairs are noted in Appendix 1.</p> <p>c) CK was confirmed as the SEND link governor and Tracey Goodwin was confirmed as the safeguarding link governor.</p> <p>d) Terms of reference for the standing committees had been reviewed by the committees. JSL explained that these are included in the MIFP which would be reviewed and approved by governors in the spring term 2024.</p> <p>e) The Headteacher's performance management panel consists of TG, KF and HA. Leslie Else is the external adviser to the panel. The Pupils' Exclusions Committee and the Appeals Committee would be formed as required from governors who were available, had completed the training and had no prior knowledge of the matter. Governors were asked to inform JS-L if they wished to undertake exclusions or complaints training.</p>
ACTIONS	<ul style="list-style-type: none"> • LA to update and put the list of governor responsibilities on Governor Hub • Governors to inform JS-L if they want to undertake exclusions or complaints training.

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. JSL would update the list of confirmations on Governor Hub and e-mail governors when she had done so in order for them to then confirm via governor hub that they agreed to abide by the Code of Conduct.
ACTIONS	JS-L to update the confirmations on Governor Hub and then let governors know that they need to log on and complete them.

Agenda item 9	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 12.10.23 Finance and Premises Committee 09.11.23</p> <p>Governors noted the minutes.</p> <p>b) DS had completed a science monitoring report and KF had delivered a talk on Nepal to Year 4 and written a report. These were available on Governor Hub. The Chair thanked DS and KF for their reports. Governors asked that in future any monitoring reports were shared via the notice board on Governor Hub.</p> <p>c) LA invited CK into school in January 2024 to meet her and the SENCO as a basis for producing the spring term SEND report. SEND and safeguarding are monitored throughout the year.</p> <p>d) The school would follow its usual monitoring schedule where LA would send a pro forma to governors in the spring term 2024. Governors would then meet the link teacher and produce the monitoring link reports by June 2024.</p>

Agenda item 10	FINANCIAL/COMPLIANCE MATTERS
Discussion:	<p>a) Budget papers had been circulated in advance of the meeting and had been discussed in depth at the Finance and Premises Committee. JS-L explained that she regularly monitors the budget and tracks any variances.</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 a percentage increase of expected costs had been included but the corresponding income is not yet known and so had not been included in the figures. The Year 3 deficit is not of concern. The school needs to ensure that it earmarks funds as it is above the permitted 8% carry forward.</p> <p>Q. What will funds be earmarked for? R. They will be earmarked for staff succession and planning for the future.</p> <p>Q. What are the estimated costs of the session planning and what will the funds be spent on. R. They will be spent on items such as recruitment and training. The schools budget officer is happy with the budget plan. Staffing changes are expected to take place within the next five years and there is a need to upskill staff to protect the school for the future.</p>

	c) The SFVS working party will meet with the school business manager in the spring term 2024. The SFVS document would then be reviewed by the Finance and Premises Committee and recommended for approval by the FGB. The SFVS document would be submitted to the Local Authority by the deadline of 31st March 2024.
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Agenda item 11	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"> • The report opens with an e-mail from a family thanking the school for all it had done for their child. • Current numbers -211 pupils on roll. • There had been no exclusions and no incidents of a racist or bullying nature. • There have been no referrals to prevent. • The annual exhibition had been very positive and successful. The SIP had commented that it was an outstanding event and the children had participated with pride and joy. The exhibition had raised money for Elizabethfontain School in SA. • In terms of well-being, the autumn term had gone well. Children had settled well back into school. The staff have been emotionally affected by Karen's death and need time to process and reflect. <p>Q. Does the staff absence insurance cover staff well-being? R. Yes it does, and staff have accessed the well-being programme. It was one of the reasons for choosing the insurance provider.</p> <p>Q. Is information on the well-being programme readily available to staff? R. Yes staff share and discuss the information.</p> <ul style="list-style-type: none"> • Page 3 of the report provides a summary of the School Development Plan summary. A new sports company has been employed as the previous one had not provided a Service Level Agreement and was not delivering a sustained and quality service. There are now lots of before and after school clubs on offer to the children in addition to other lunchtime activities. <p>Q. Does the sports company use an assessment system? R. Yes, they provide a very good offer.</p> <p>Q. And are any written reports provided to the school? R. The company liaise with LF.</p> <ul style="list-style-type: none"> • Page 4 provides comprehensive pupil performance data. This had been reviewed by the personnel and curriculum committee. The deputy will run a data meeting for governors later in the term <p>Q. Is there any national data on pass rates for the multiplication check? R. The government just provides an average school score.</p> <p>Q. So there is no target set for the children to reach? R. That is correct.</p> <ul style="list-style-type: none"> • Attainment in key stage 2 in 2023 was way above national average. This is detailed in the table on page six of the report. There is an expectation that the school would be in the top 25% of schools due to its demographic.

- It is a different picture for progress. The school welcomes children with special educational needs but they may influence the data and skew the results. These children often make good progress from their starting points but are not always able to access the test papers and are disapplied from the SATs. BC explained the concept of outliers who affect progress data to governors.
- Pupil progress meetings are held and children with SEND are considered individually at these meetings. The school ensures that relevant intervention programmes are in place to support these children.
- The current year six cohort contains four children who are entitled to pupil premium funding and three of these have SEND. The school still expects its results to be above national average in 2024.
- This section of the report concluded with another e-mail from a year six parent, again thanking the school for its work with the Year 6 children and for the progress they had made over their time in the school.
- Page 8 of the report details the number of children entitled to Pupil Premium funding in each year group and their attainment. Some of the disadvantaged children also have SEND. The government's aim is to close the attainment gap and for the disadvantaged children (non SEN) to reach EXP by Year 6. The school tracks the progress of these children closely and puts interventions in place. The school's aspiration is for all children to achieve the best they can.
- A safeguarding report for governors is included on page 10 of the report. It includes information provided in the S175 Audit. Governors were requested to update their safer recruitment training if required and to keep up to date with Prevent Level 1.
- Basic awareness training is required every three years for staff. Refresher training was delivered in September 2023 and the full training is already booked for September 2025.
- The school maintains a list of vulnerable children which is reviewed every four weeks. There is also a "watch list" where the school monitors children who are at risk of meeting the criteria to be placed on the vulnerable list.
- Subject audits were provided in Appendix A. The audits have been completed this autumn term and will be reviewed again in the future..

Q. The English audit states that Key Stage 2 pupils follow a bespoke reading plan. Is the school happy with this and how does it fit with approved scheme?

R. The school uses "Accelerated Reader" which is individualised for each child. Both Key Stages follow the Literacy Counts 'Read to Write' programme of work which has advised texts which have been built into the bespoke plan. It can be adapted to meet the needs of a particular cohort. There is also a reading spine in Key Stage 2. Ofsted were happy with KS2 reading but felt there should be a programme for KS1 – since the visit a scheme has been adopted for the infant pupils.

Q. Is there any detriment to the children from not following an approved scheme?

R. No, the bespoke scheme offers the children more opportunities.

The children at Goostrey generally have high cultural capital and the curriculum needs to reflect that. Geography is taken from the National Curriculum and is linked to the local community. Ofsted had commented that the children did not understand the term British Values, but understood what they were. The SIP

	<p>had been very complimentary about the children's knowledge and understanding.</p> <p>TG thanked LA for her comprehensive report and the staff for their audit reports.</p>
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Agenda item 12	MAT UPDATE/PRESENTATION
Discussion:	LA will arrange for Mark Bayley to talk to governors about the range of options available to the school. (See the action log). There is no immediate need for the school to convert to an academy, as it needs careful consideration.

Agenda item 13	SCHOOL IMPROVEMENT PARTNER
Discussion:	<p>a) Lesley Else was confirmed as the School Improvement Partner for 2023-24. She offers good support and challenge to the school and LA would like to retain her services for three years and possibly more. The clerk advised that it is good practice to change the SIP every three years. LA responded that the SIP is a previous Ofsted inspector, an Early Years specialist and is a good fit for the school.</p> <p>b) There were no SIP reports to receive at this meeting.</p>

Agenda item 14	DIRECTOR'S REPORT
Discussion:	<p>The Director's Report autumn term 2023 had been shared on Governor Hub at the beginning of the term. Relevant items had been discussed at each committee meeting.</p> <p>The Chair highlighted the following items: 1.1, 1.4, 1.5, 1.6, 2.1, 2.3</p> <p>Governors noted the following points:</p> <ul style="list-style-type: none"> Item 1.1-The Chair had attended the Cheshire East governor conference on 20.10.23. The focus had been on disadvantaged children and building a better future for all children in Cheshire East. <p>Q. Has pupil attendance reduced from before the Covid-19 pandemic? R. Yes and the school follows up on attendance issues where required.</p> <ul style="list-style-type: none"> Item 1.3-Educational Visits. This item had been discussed at Finance and Premises Committee. BC explained to governors how the school is meeting all the requirements. <p>Q. Does the school have a Deputy education visits coordinator? R. No, but all experienced members of staff could step into the role if required as all have some experience of the systems and processes.</p> <p>LA informed governors that the SMT is considering a proposal to lengthen the school week to ensure that children are in school for minimum 32.5 hours. LA would seek advice on whether this is a statutory requirement.</p>
ACTION	LA to check whether 32.5 hours is statutory for length of school week and bring a proposal to spring term FGB.

Agenda item 15	GOVERNOR MONITORING, TRAINING AND DEVELOPMENT
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Discussion:	<p>a) Staff governors had completed annual safeguarding training. A link was provided in the finance and premises minutes to the prevent training.</p> <p>b) DS had completed two of the governor induction training modules and had shared the slides. The chair had held initial induction meetings with the new governors. The new governors were requested to look at the Cheshire East governor training programme in the spring term 2024 and to enrol on the induction modules.</p> <p>c) The chair explained that a financial skills audit is included in the SFVS and that the NGA have developed a new on-line interactive tool. She would review this to assess whether it was useful for the school or whether the previous individual audit should be carried out.</p> <p>d) The newly elected parent governors were reminded that safeguarding training is mandatory at induction (as specified in Keeping Children safe in Education 2023) and they were asked to complete such training in the spring term 2024.</p> <p>JS-L reminded governors to provide feedback to her on the quality and usefulness of courses for her to assess whether the school is receiving value for money from the training package.</p>
ACTIONS	<ul style="list-style-type: none"> • New governors to complete safeguarding training (requirement in KCSiE).

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 (Safeguarding) • Special Educational Needs <p>LA commented that the safeguarding policy has been updated and the updates are highlighted for governors. This is a dynamic policy which is constantly updated according to new guidance.</p> <p>The SEN policy did not contain any major changes.</p> <p>The pay policy had been reviewed and recommended for approval by the Personnel and Curriculum committee.</p> <p>Q. Is it possible for the school to check the hit rate on the website for parents looking at policies?</p> <p>R. JSL would check this.</p>

Agenda item 18	MEETINGS													
Discussion:	<p>The meeting dates for 2023-24 were confirmed as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Personnel and Curriculum P & C</td> <td>Thursday 8th February 24</td> </tr> <tr> <td>Finance and Premises F & P</td> <td>Thursday 7th March 24</td> </tr> <tr> <td>FGB</td> <td>Thursday 21st March 24</td> </tr> <tr> <td>P & C</td> <td>Thursday 16th May 24</td> </tr> <tr> <td>F & P</td> <td>Thursday 13th June 24</td> </tr> <tr> <td>FGB</td> <td>Thursday 27th June 24</td> </tr> </table>		Personnel and Curriculum P & C	Thursday 8 th February 24	Finance and Premises F & P	Thursday 7 th March 24	FGB	Thursday 21 st March 24	P & C	Thursday 16 th May 24	F & P	Thursday 13 th June 24	FGB	Thursday 27 th June 24
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F & P	Thursday 13 th June 24													
FGB	Thursday 27 th June 24													

Agenda item 19	ANY OTHER BUSINESS
Discussion:	<p>Governors had agreed to consider the following item of any other business:</p> <ul style="list-style-type: none"> • Price of school meals: <p>JSL explained to governors that the amount charged for school meals had not changed since 2017-18. Cheshire East are now reviewing the charges and from January 2024 the cost of UIFSM will increase to £2.53 and the cost for a Key Stage two school meal will increase to £2.65. This is a 35p increase. The school currently charges £2.40 for a school meal. Governors discussed whether to pass on the whole of the increase to parents or whether to increase the price of the school meals to £2.75. It was agreed to pass on the 35p increase to parents. JS-L would issue a letter to parents explaining the reasons for the price increase.</p> <p>Q. Has the school received any negative feedback on the quality of school meals?</p> <p>R. No, there have been a couple of occasions where the child's first choice of meal has not been available.</p>

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"> • Reviewed committee structure and link roles to ensure that the governing board is effective. • Agreed a governor monitoring schedule. • Ensured that staff and governor safeguarding training is up to date. • Ensured that the school is in a healthy financial position.

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

