

**Cheswardine Primary School**  
**Full Governor Board Meeting Minutes**  
Held on Thursday 17<sup>th</sup> October 2019 4.06pm at Cheswardine Primary School  
**AUTUMN TERM 2019**

1.

<b>Present</b>		<b>Apologies</b>
Claire Denny (Chair)	Rachael Williams (Acting Head)	Molly Jenson
Keith Wilson	Johanna Brown	
Davinya Reddall	Helen Griffiths	
<b>Clerk</b>	Nicola Tidball	

2. **Governors' Details**

All governors signed the attendance sheet and declared no changes to details since the last meeting. Governor details are published on the school website and on the government database, GIAS.

3. **Governor appointments**

- 3.1 Jayne Freeman-Evans has resigned as staff governor. The FGB discussed the vacancy and agreed to wait until a federation decision is made on 14<sup>th</sup> November 2019.
- 3.2 The position for a Nursery associate member remains vacant.
- 3.3 The Acting Head updated the Board on communications with Councillor Rob Gittins regarding the appointment of a new Local Authority Governor. The Board agreed to wait until the federation decision is made on 14<sup>th</sup> November 2019.
- 3.4 The Board has a vacancy for one parent governor.

4. **Declaration of items to be discussed under Any Other Urgent Business**

The Head proposed for the Board to discuss and approve the LA Pay Policies for 2019 in line with the deadline of 31<sup>st</sup> October 2019. The additional item was agreed.

5. **Declaration of interest in any item listed on the agenda**

No governors declared an interest in accordance with Regulation 16 of the School Governance (Roles, Procedures and Allowances, England) Regulations 2013, in any item listed in the agenda.

6. **To report action taken under emergency powers by the Chair or Vice Chair**

It was reported that it had not been necessary for the Chair or Vice Chair to act under their emergency powers.

7. **Annual declaration of pecuniary and personal interests**

The governors reviewed and signed their annual declaration of interest form for a further twelve months. These are published on the school's website.

8. **Disqualification rules for being a School Governor (Appendix Booklet Item 1)**

The Keeping Children Safe in Education (KCSiE) Guidance 2019 had been issued prior to the meeting.

- 8.1 In accordance with the KCSiE regulations, the Clerk confirmed that DBS and Section 128 checks have been carried out for all governors except new governor Molly Jenson. This will be completed once administration have received training from Shropshire Council.
- 8.2 All Governors have completed and returned the Governor Disqualification Rules form to confirm they are not disqualified from holding office.
- 8.3 All Governors acknowledged Part One and Annex A of the KCSiE Guidance 2019.

9. **Minutes**

9.1 **To receive and confirm minutes of the previous meeting held on 27<sup>th</sup> June 2019**

The minutes of the meeting were approved by the Board, signed as a true record by the Chair and filed in the minute book. The un-confidential minutes are also available on the school website.

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## 9.2 Matters arising from the minutes:

The summary of actions list was discussed, the Board were updated as follows:

- 9.2.1 Governor Health & Safety training is outstanding.
- 9.2.2 Nursery staff position change forwarded to the next Finance meeting.
- 9.2.3 Committee self-evaluation questionnaires will be completed at upcoming meetings.
- 9.2.4 Governor Committee memberships were updated.
- 9.2.5 A GDPR audit is outstanding and will be scheduled in the new year.
- 9.2.6 The Annual Parent Report had not been issued to allow for federation consultation.
- 9.2.7 The Board hosted a Parent Forum on 27<sup>th</sup> June 2019 and it was well attended and received by the parents. The event aided parent communication and positive feedback was received.

## 10. Committee Items

### 10.1 Review of Committee structure and membership (Appendix A)

The Board discussed and agreed Committee memberships to accommodate Governor changes. The Board discussed and agreed to reassign Link Governor roles in line with Governor skills and the new School Improvement Plan priorities. Governor roles and Committee memberships are published on the school website.

### 10.2 Review of Committee Terms of Reference

The Terms of Reference had been issued and read prior to the meeting. No changes were required and they were signed by the Chair. Panel Committees follow the approved LA Terms of Reference.

### 10.3 Minutes of the Standards & Curriculum Committee 9<sup>th</sup> July 2019

The Chair summarised the key points, outcomes and actions from the meeting.

### 10.4 Matters arising from Committee minutes to propose and agree by the Board

There were no matters arising from the Standards & Curriculum Committee.

### 10.5 There was no Committee self-evaluation feedback.

## 11. School Performance

School performance reports had been issued and read by the Board prior to the meeting.

### 11.1 Headteacher's Report (Appendix B)

The Acting Head summarised the key highlights, including positive data progress for reading, writing and maths and invited questions from the Board.

(C) Have staff been tasked with foundation subjects?

(I) The Acting Head explained the leader and subject roles which were in place prior to the Ofsted visit and how they were being progressed. Curriculum links have been fine-tuned and training needs have been identified. The Board discussed the use of LG skills and experience with their associated curriculum roles. Curriculum knowledge is also being broadened through collaborative working with Hinstock Primary School.

(C) The Board queried the areas which 'require improvement':

(I) The Acting Head explained the difficulties with lack of preparation time since the introduction of the new Ofsted Framework and how the areas can now be focused.

(C) The Board queried the implementation of a job share role and the effect on the teachers in the role:

(I) The Acting Head assured the Board that the sharing teachers are happy with the transition and how it will help future change.

(C) Who is the named teacher-in-charge?

(I) This is a variable and detailed on the weekly staff planner.

### 11.2 SEN Report

The Acting Head has issued the report and highlighted Ofsted's feedback of a highly effective SEND provision. The Board were informed that the IEP deadline is 17<sup>th</sup> October 2019.

### 11.3 The School received an Ofsted Inspection on 24<sup>th</sup> September 2019

The Ofsted report has been received and a letter will be issued to the parents and staff on 18<sup>th</sup> October 2019.

The Board discussed the outcomes and the positive effect of the Acting Head's role despite minimal preparation time in correcting past problems. The Acting Head commended the staff on their conduct, commitment and hard work. Actions are now in place and the Board

Chair's Initials

agreed that the judgement was fair considering the recent introduction of the new Ofsted Framework and the ongoing changes required. The Board discussed options for re-inspection and the potential effect of buying a further inspection to improve school reputation.

#### **11.4 Approval of the School Improvement Plan (SIP)**

A summary had been included in the Headteacher's Report however the document requires updating with Ofsted actions and completed outcomes.

#### **11.5 Link Governor visit feedback**

School monitoring visits are ongoing and there was no feedback to report.

#### **11.6 Pupil exclusions**

The Head reported that there have been 0 fixed period exclusions since last term.

### **12. Written Statement of Behaviour Principles (Appendix Booklet Item 6)**

The Board were directed to the guidance regarding the implementation of the Statement. The Head confirmed that this is covered in the Behaviour policy however the Board agreed to delegate the policy review to the Standards & Curriculum Committee.

### **13. Work/Life balance and wellbeing of Head and Staff (Appendix Booklet Item 3)**

The Chair reiterated the importance of monitoring wellbeing and offered the Board's help and support.

**(C)** The Board asked how the Acting Head was coping with managing two schools and an Ofsted inspection:

**(I)** The Acting Head explained the heavy workload incurred by the inspection and highlighted current administrative issues with the new Business World system causing additional and unnecessary work. The Board discussed administrative help and the use of delegation to alleviate workload.

The Board and Acting Head agreed that wellbeing should continue to be closely monitored.

### **14. Governor development**

**14.1** The Governors did not attend collaborative Ofsted training.

**14.2** Davinya Reddall has attended LAC Governor training.

**14.3** The Governors had completed a skills audit and a skills matrix was distributed to highlight the skills required for Committee and LG roles. The Governors were asked to determine outstanding training needs based on the skills matrix.

### **15. Collaborative working and governance**

#### **15.1 Update on proposal to federate with Hinstock Primary School**

Minutes from the last Federation Committee meeting were issued prior to the meeting. Three members of the Board are on the joint Federation Committee and the Board were updated on recent progress, including the outcome of federation consultation events with parents and staff. Parents will be informed of answers to frequently asked questions and overall feedback is positive. The Board were updated on upcoming federation process timelines requiring action with an overall proposed federation date of 1<sup>st</sup> December 2019.

**15.2** The Board were asked to consider their roles and responsibilities for the proposed new Federation Governing Body. The Board discussed fair representation by both schools and the membership of the new constitution with a total of ten governors.

**15.3** Collaborative work with Hinstock Primary School is ongoing and the Acting Head attends the local SDG2 support meetings which meet half-termly.

### **16. Information, training and development (see Appendix Booklet)**

The Board confirmed that the Appendix Booklet had been read and that legislative changes have been noted and actioned accordingly. The Clerk directed the Board to the following items:

1. *Disqualification Rules for being a School Governor*
5. *Revised Keeping Children Safe in Education guidance to come into force from 2nd September 2019*
6. *Written Statement of Behaviour Principles (Non-statutory)*
8. *Formal collaborative working and governance*
13. *CPD for Governors – new training dates for Autumn 2019*

14. LAC Link Governor for Looked After and previously Looked After Children  
 15. HR – Annual Salary Review – Autumn Term 2019/2020

**17. Any Other Urgent Business**

**17.1 Approval of Pay Policies 2019**

The following policies had been issued and read by the Board prior to the meeting:

- Pay Policy 2019 (Teachers)
- Pay Policy 2019 (Leadership)

The Acting Head proposed the adoption of the policies, explaining the implementation of a 2.75% increase which has been included in the Budget Plan 2019/20. The Acting Head presented an Annual Salaries Report with no financial change and performance reviews will be carried out the week commencing 22<sup>nd</sup> October 2019.

The Board discussed policies and staff performance and agreed to adopt the policies. The School Pay Range Confirmation Form was approved and signed by the Chair and Acting Head.

**18. Date of next meeting:** To be determined following federation outcome

Meeting closed at 6.10pm

**Summary of actions/activities following the meeting:**

Agenda Item Number	Task	Responsibility / Timescale
3.2	Invite head of nursery to associate membership.	Acting Head
3.3	Contact Councillor Rob Gittins to ascertain appointment of LA Governor for the federated or non-federated board.	Clerk 1 <sup>st</sup> November 2019
9.2.1	Book governor Health & Safety training.	Acting Head
9.2.5	Schedule GDPR audit and report to governors at Spring meeting.	DPO January 2020
11.4	Review School Improvement Plan	Standards & Curriculum Committee
12.0	Review the Behaviour policy and implement Written Statement of behaviour Principles	Standards & Curriculum Committee
15.1	Attend Federation Committee meeting	Chair / Davinya Reddall / Keith Wilson 7 <sup>th</sup> November 2019 6.00pm Hinstock School
15.1	Attend Federation vote meeting	All governors 14 <sup>th</sup> November 2019 6.00pm Hinstock School
17.0	Submit approved School Pay Range Confirmation Form to HR	Clerk 31 <sup>st</sup> October 2019

Chair:

Date:

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