

CHESWARDINE PRIMARY SCHOOL
GOVERNORS' MEETING
THURSDAY 7 MARCH 2019 AT 5.00 PM
SPRING TERM 2019

Present

Claire Denny (chair)	Davina Reddall
Rachael Williams (acting executive headteacher)	Sharon Stallard
Johanna Brown	Keith Wilson
Helen Griffiths	

Attendance

Helen Woodbridge - clerk to the governors

1. Apologies for Absence

No apologies for absence were presented.

2. Governors' Details

Governors checked that their contact details (including emails) were correct and noted their term of office ending dates.

3. Governor Appointments, Welcome and New Governor Training

3.1. Governor Appointments

No new governors had been appointed. It was confirmed that there are currently three vacancies to be filled – co-opted, staff and parent.

Helen Griffiths/Keith Wilson agreed to approach a parent as the election process was not successful.

The acting executive headteacher and chair agreed to invite in Molly Jensen regarding the co-opted governor position.

The acting executive headteacher agreed to raise the staff governor vacancy with staff again.

3.2. Induction and New Governor Training

It was confirmed that this is not applicable at present.

4. Election of Officers

The governing body decided that the next chair and/or vice chair election date would be held on the date of the Autumn term meeting 2020 meeting and annually thereafter.

5. Declaration of Item(s) to be discussed under Any Other Urgent Business

No items were identified for discussion as any other urgent business.

6. Declaration of Interest in any item 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 on the agenda or identified for discussion as any other urgent business.

7. 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 take action under their emergency powers.

8. Minutes

8.1. To receive and confirm minutes of previous meeting (and any impact statements)

The minutes of the previous meeting held Thursday 11 October 2018 were approved and signed. This was proposed by Sharon Stallard and seconded by the chair. A copy has been placed in the minute book.

The minutes of an Extra ordinary meeting held on 6 November 2018 were approved and signed. This was proposed by Sharon Stallard and seconded by Davina Reddall. A copy has been placed in the minute book.

8.2. Matters arising from the minutes

a) Thursday 11 October 2018

There were no matters arising

b) Extra Ordinary meeting held on 6 November 2018

There were no matters arising.

Report back on summary of actions/activities following the meeting on 11 October:

3.1	Parent and staff governor election processes had taken place.
7	Governor information on the website/GIAS had been updated.
9.2, 7.2a, 6.2a	The chair and Keith Wilson had considered the Shropshire Code of Conduct documentation.
9.2, 17	The chair had attended a Child Protection course. LAC link governor training is to be attended by Davina Reddall

	Health and safety training is to be arranged when more governors are in place.
11.2	A performance management report had been provided to the Salaries, Performance Management and Employment Issues Committee.
11.3	Davina Reddall had visited Early Years.
11.4	Governors had hit the deadline of 7 December for providing feedback from monitoring to the acting executive headteacher
15	Governors had shown their appreciation for the staff through an event that they arranged.
16	The acting executive headteacher had established when the Health and Safety checklist needs to be completed again
18	A copy of the original Healthy Pupils Capital Fund bid was sent to the acting executive headteacher.
10.3/20	Governors are to consider meeting with governors from Hinstock and look at training (including learning 'on the job') relevant to new roles.

9. Committees Items

The following amendments/updates were made to the committees/link governors:

Finance and Facilities	
Members – all governors	
Acting executive headteacher Johanna Brown Claire Denny (chair) Helen Griffiths Davina Reddall Sharon Stallard Keith Wilson	
Staffing, Curriculum and Standards	
Members – all governors	
Acting executive headteacher Johanna Brown Claire Denny (chair) Helen Griffiths Davina Reddall Sharon Stallard Keith Wilson	
Health, Safety and Premises	
Members	Reserves
Acting executive headteacher Johanna Brown Helen Griffiths Keith Wilson (chair)	

Early Years Committee	
Members	Reserves
Georgina Tranter Nursery staff member Leanne Acting executive headteacher Johanna Brown (chair) Davina Reddall Amanda Blank (clerk)	
Complaints Committee	
Members	Reserve
Johanna Brown Helen Griffiths Sharon Stallard LA Clerk (clerk)	Davina Reddall
Staff Dismissal/Staff Discipline	
Members	Reserve
Claire Denneny Helen Griffiths Keith Wilson	
Staff Dismissal/Staff Discipline Appeals	
Members	Reserve
Johanna Brown Davina Reddall Sharon Stallard	
Pupil Discipline	
Members	Reserves
Helen Griffiths Sharon Stallard (chair) Keith Wilson	Johanna Brown
Salaries, Performance Management and Employment Issues Committee	
Members	Reserves
Claire Denneny (chair) Helen Griffiths Keith Wilson Acting executive headteacher (adviser)	Davina Reddall Sharon Stallard

a) The governing body decided to allow each individual committee to elect its chair where not indicated above.

b) The governing body appointed the following clerks to the committees:-

Committees	Clerk
All committees except Complaints and Early Years	Fiona Smith
Complaints	LA Clerk
Early Years	Amanda Blank

Link governors

Special Educational Needs, Equality and G&T	Helen Griffiths
Literacy, Improved presentation, target setting and G&T	Claire Denneny
Numeracy and Target Setting	Claire Denneny
Training and Development Governor	Headteacher
Looked after Children (LAC) and Child Protection - Safeguarding	Davina Reddall
Curriculum	Helen Griffiths and Davina Reddall
The Arts	Vacancy
Safer Recruitment	Claire Denneny
Nursery and Reception	Johanna Brown and Davina Reddall
Pupil Premium	Claire Denneny
Sports Premium	Keith Wilson
Website Monitoring	Keith Wilson
SIP Priority 1 Outcomes	Claire Denneny and Davina Reddall
SIP Priority 2 Effectiveness of Leadership and Management	Keith Wilson/Claire Denneny
SIP Priority 3 Teaching, Learning and Assessment	Claire Denneny and Helen Griffiths
SIP Priority 4 Personal Development, Behaviour and Wellbeing	Johanna Brown and Helen Griffiths

9.1 Minutes of Committees

a) Staffing, curriculum and Standards Committee

Minutes of a meeting held on 14 November 2018 were received and considered. A copy has been placed in the minute book.

b) Finance and Facilities Committee

Minutes of a meeting held on 21 November 2018 were received and considered. A copy has been placed in the minute book.

c) Staffing, curriculum and Standards Committee

Minutes of a meeting held on 12 December 2018 were received and considered. A copy has been placed in the minute book.

d) Early Years

Minutes of a meeting held on 7 February 19 were received and considered. A copy has been placed in the minute book.

e) Premises, Security and Health & Safety Committee

Minutes of a meeting held on 16 January 2018 were received and considered. A copy has been placed in the minute book.

9.1. Annual Fire Risk Assessment

The governing body acknowledged that the Health Safety and Premises Committee had already carried out an annual fire risk assessment this academic year on 16 November. The paperwork can be found in the school office.

10. Feedback from Book Trawls

The acting executive headteacher advised that she has recently completed book trawls for literacy and maths. A Cheswardine teacher is being trained at Hinstock by Eve Morris and all teachers have been informed of what they need to do. The acting executive headteacher was pleased to report that KS2 has improved especially in writing. There are consistency issues in KS1 due to the job share. This is being considered with the SLE and planning is now being shared which should improve matters.

11. Complaints Procedures 2019

The governing body acknowledged the DfE had produced new Best Practice Guidance for School Complaints Procedures 2019 to:

- share and encourage best practice
- help schools avoid common pitfalls

Governors agreed that the Staffing, Curriculum and Standards Committee would review the publication and recommend any changes of the schools published complaints process to a future governing body meeting.

12. School Performance

12.1. Headteacher's Report

The acting executive headteacher's report was received and considered. A copy has been placed in the minute book. The acting executive headteacher went through her report.

The LA had carried out a safeguarding audit last week and Caroline Ewels had been very impressed especially with Fiona Smith's work. A report is expected next week and will be shared with governors.

The chair asked how safeguarding could be further improved. The acting executive headteacher suggested the need to update the Prevent policy (see agenda item 14) and to record safeguarding better.

A discussion took place concerning pupil performance. The acting executive headteacher advised that although attainment can be weak at times, progress is generally acceptable. She confirmed that she has observations planned for next week.

Davina Reddall asked about parental involvement.

The acting executive headteacher advised that the session on Internet safety was well attended.

Parents and other family members attended the 'drop everything and read' session earlier today.

Governors reported that Interim progress reports have been well received by parents.

12.2. School Development Plan (SDP)

The governing body reviewed and approved the SDP.

12.3. Governors' Activity in Monitoring School Performance

Link governors agreed to set more dates mindful of deadlines set. They agreed to email a couple of possible dates to the acting executive headteacher.

12.4. Pupil Exclusions

The acting executive headteacher reported that there had been no fixed period exclusions during the previous term.

12.5. Hate Crime

The acting executive headteacher reported that no hate-related incidents had been reported during the year 2017/18.

12.6. Report from the Designated Children Looked After (LAC) Teacher

The governing body received a verbal report from the designated teacher for LAC which stated that there had not been any looked after children in school during the past 12 months.

12.7 Report to Parents on SEND

Parents and governors had received an informative report on SEND.

13. School Finance

13.1. School Budget 2019-20

The governing body received a report asking them to consider how they will work towards drawing up and submitting their budget plans to the Local Authority by 30 June 2019.

The governing body decided to delegate responsibility to the Finance and Facilities Committee.

13.2. Schools Financial Value Standard (SFVS)

Governors were informed they were required to submit a self-assessment statement, which had been considered and approved by them, and signed off by the chair of governors, to the LA by 31 March 2019.

Governors confirmed that the Finance and Facilities Committee had met and the chair of governors signed the completed form so that it could be returned to Gwyneth Evans by 31 March 2019.

13.3. Service Level Agreements 2019-20

Governors were informed that Service Levels Agreements had been sent to schools.

The governing body decided to delegate responsibility for the purchase of services to the headteacher.

14. Safeguarding and Child Protection Policy

The governing body acknowledged that The Safeguarding and Child Protection Policy, which had been updated in September 2018 to reflect changes in Keeping Children Safe in Education 2018, needed to be reviewed by governors.

The Prevent Policy had also been updated to reflect the date change of Keeping Children Safe in Education 2018 and update police contact details.

Governors confirmed they had updated and adopted their Policy last term. The updated Prevent Policy was approved.

15. Promoting School

Governors were pleased that the school website looks much better and particularly appreciated the content re safeguarding.

It was confirmed that the Gardening Project will enable the promotion of the school in the community - the PTA is providing funding. When the project is complete, the press will be invited in. It was suggested that before/during/after photographs would be good and that the opening could be combined with event and memorial for Jill Mackintosh.

The acting executive headteacher stressed that the best way to increase the number on roll would be to achieve a good Ofsted.

16. Recruitment of Clerk to Governors for Summer term 2019

The governing body had received a document from Governor Services about the role of the clerk to governors. They discussed starting formal arrangements to recruit and employ a clerk to governors, in order that all legal and procedural requirements of governance are met and to help enable effective school governance.

The acting executive headteacher advised that Hinstock Primary School had appointed a clerk who is also the clerk for Stoke on Tern Primary School. She had been approached and would be happy to become clerk for the governing body. The governing body therefore

appointed Nicola Tidball as clerk from the date of the next meeting. This was proposed by Davina Reddall and seconded by Helen Griffiths.

17. Work/Life Balance and wellbeing of the Headteacher

The following points were noted in relation to Work/Life balance and wellbeing:

Emails – the acting executive headteacher confirmed that she does not look at emails after work.

18. Collaborative working and governance (formal collaboration, federation and Multi-Academy Trusts)

Governors continue to consider federation which will progress when possible. Governors and heads of local schools are arranging to meet re collaborative working on the evening of 3 April at 7.00 pm at The Red Lion in Market Drayton. The acting executive headteacher advised that she will attend along with a governor from Hinstock. The chair advised that she will endeavour to attend.

19. Governor Development

The following governors reported that they had attended training since the last governing body meeting:

Governor	Training
CD	Child protection
DR	Lead Governor Safeguarding

Governors agreed to consider the training offer.

Eve Morris is to provide Ofsted Framework training across the two schools.

20. Information, Training and Development

The governing body noted this term's appendix booklet items:-

1. Annual Fire Risk Assessment
2. Report from the Designated Children Looked After (LAC) Teacher
3. School Budget 2019-20
4. Keeping Children Safe in Education (KCSiE) updates
5. Letter regarding Clerking Service from Karen Bradshaw – Corporate Director of Children's Services
6. Work/Life balance and Well-Being. Teacher well-being and workload survey: Ofsted Interim findings
7. Collaborative Working and Governance
8. Chairs' Agenda Briefing
9. National Governance Association (NGA)
10. Safer Recruitment and Performance Related Pay – training for governors
11. LAC Link Governor for Looked After and previously Looked After Children - Statutory Responsibilities, Reporting and Scrutiny for Looked After and previously Looked After Children's Education

12. Analyse School Performance (ASP-the successor to RAISE) training for governors
13. Special Educational Needs and Disability (SEND) and the Governing Board – Role of the SENCo, and SEN Governor training
14. NJC Pay Award for Support Staff – April 2019 Implementation
15. Academy Trust Chairs
16. Local Admissions Forum (LAF)
17. Schools Forum

21. To Confirm the Date and Time of Governors' Meetings

Summer Term	Wednesday 12 June 2019	4.00 pm
Autumn Term	Tba	
Committee meetings		
12 March 2019	Early Years committee	8.00 am
20 March 2019	Staffing, Curriculum and Standards Committee	8.00 am
10 April 2019	Staffing, Curriculum and Standards Committee - Data	8.00 am
8 May 2019	Premises, Security and Health and Safety Committee	8.00 am
4 May 2019	Early Years committee	8.00 am
12 June 2019	Finance and Facilities Committee	8.00 am
10 July 2019	Staffing, Curriculum and Standards Committee	8.00 am
17 July 2019	Staffing, Curriculum and Standards Committee - Data	8.00 am

22. Any Other Urgent Business

No items had been identified for discussion as any other urgent business.

The meeting closed at 6.35 pm.

Chair:

Date:

Chair's Initials:	CP
Date Signed:	27.6.19

Summary of actions/activities following the meeting

Agenda Item Number	Task	Responsibility
3.1	<p>Approach a parent as the election process was not successful.</p> <p>Invite in Molly Jensen regarding the co-opted governor position.</p> <p>Raise the staff governor vacancy with staff again.</p>	<p>Helen Griffiths/Keith Wilson</p> <p>Acting executive headteacher and chair</p> <p>Acting executive headteacher</p>
8.2, 9.2, 17	<p>LAC link governor training is to be attended by Davina Reddall <i>Dr. Davina</i></p> <p>Health and safety training is to be arranged when more governors are in place.</p>	<p>Davina Reddall</p> <p>Acting executive headteacher</p>
8.2, 10.3, 20	<p>Consider meeting with governors from Hinstock and look at training (including learning 'on the job') relevant to new roles.</p>	<p>Governors</p>
11	<p>Review the DfE publication and recommend any changes of the schools published complaints process to a future governing body meeting.</p>	<p>Staffing, Curriculum and Standards Committee</p>
12.1	<p>Share safeguarding review report with all governors</p> <p>Email two possible visit dates to acting executive headteacher.</p>	<p>Acting executive headteacher</p> <p>All link governors</p>

Chair: 

Date: 27.6.19