



MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON THE 5TH MARCH 2019

Members of the Governing Body

Name	A/P/ U	Category of Governor	Date of end of tenure	Designated Role
Mrs S Tomlinson	Y	H/T		Headteacher
Mr R Strachan	Y	Co-opted	13/05/2020	Chair
Mr A Woods	A	Parent	15/07/2019	
Mrs A Holden	Y	Co-opted	13/05/2019	
Mr R Burrows	Y	Co-opted	23/11/2021	
Ms J Stringer	A	Co-opted	13/05/2019	
Mrs E Robinson	Y	Co-opted	13/05/2019	Vice Chair
Mrs J Hughes	Y	Parent	08/03/2021	
Mrs J Bailey	Y	Staff	15/10/2020	
Vacancy		Co opted		
Vacancy		Co-opted		
Vacancy		LA		
Mark Aspden		Clerk		

Non-Confidential

1. APOLOGIES

Governors received apologies from Mr Woods and Mrs Stringer.

RESOVLED: that the apologies be accepted.

2. DECLARATION OF PECUINARY INTEREST AND CODE OF CONDUCT

It is a Statutory requirement that Governors declare, and the school publishes, any potential pecuniary interest or conflict of interest between an individual Governor and the Governing Board as a whole.

Governors were invited to declare any potential pecuniary interest or conflict of interest between an individual Governor and the Governing Board as a whole.



The Headteacher, Mrs Tomlinson, declared that her husband, Mr Andy Tomlinson, has been supporting the school with caretaking since the 1st February 2019.

3. MEMBERSHIP/CONSTITUTION

Governors noted that:

- there is one LA vacancy
- there are two co-opted vacancies.

Governors were informed that there have been no changes to the Governing Body since the last meeting. The Chair updated Governors on the progress being made to recruit new Governors. The Headteacher informed Governors that a parent had expressed an interest in becoming a Governor.

4. MINUTES OF LAST MEETING

The non-confidential minutes of the last Full Governing Body Meeting on the 17th January 2019, which had been circulated prior to the meeting, were presented.

RESOLVED: that the non-confidential minutes of the last Full Governing Body Meeting on the 17th January 2019 be accepted as an accurate record.

5. MATTERS ARISING

To Consider any matters arising from the last meeting and to review the Action Log

ACTION LOG

Work Stream	Action No.	Date opened	Action Manager	Action	Action Update	Target Date	Status	
Governance	1	13.7.16	Chair/ Govs	There remains a vacancy for 1x LA Governor and 1 x	Dave Snasdall needs following up.	Ongoing	Open	



				<p>Co-opted Governor. The results from the Governor skills audit and Governing Body effectiveness will be further considered.</p>	<p>ACTION: Mr Strachan to follow up with Winsford Business Park. Still ongoing. Date to be arranged with Chris Bates. They have had to be rearranged.</p> <p>Governors noted that Liam Baynes name had been spelt incorrectly.</p> <p>ACTION: Dates for prospective governors to be fixed.</p>			
Finance	14	14.6.18	HT	<p>Finance to be an agenda item each month</p>	<p>Governors noted that this meeting has been rescheduled for the 12th March at 1:30pm with Kirsty Gormory, SBM, and the Headteacher</p>	Ongoing	Open	
Finance	15	14.6.18	Bursar	<p>Mrs Young to request a quote for a wooden window.</p>	<p>Governors were informed that Eric Burt had been contacted and he had informed the school that there is no a requirement to fit the window.</p>		Closed	
Finance	16	14.6.18	Bursar	<p>That progress on grant funding be included in the monthly financial update.</p>	<p>The Head and Chair met with Robin Wood and Val Godfrey of the Darnhall Trust. The bid process was clarified and a bid has been submitted for nursery resources. Joan has developed this. Feedback is that bid is good. The total bid will be for £900.</p> <p>A second bid will be made for</p>	Ongoing	Open	



					approximately a£1000 for the toilet and changing area.			
Finance	18	20.9.18	Bursar	The Bursar to get comparative quotes for replacing the boards			Closed	
Governance	27	22.11.18	Clerk	To add to Review the Terms of Reference and the Scheme of delegation agenda for January and to agree annually.		Ongoing	Closed	
Governance	28	22.11.18	Clerk	The Website is to be a termly item on the Agenda. The clerk to add to the planner and to add the next update in February.	Add to March agenda	Ongoing	Closed	
Governance	30	22.11.18	Clerk	Provide the Headteacher and Chair with guidance on a Policy Scheme of Delegation.	SBM supporting HT with this.	Ongoing	Closed	
	32	22.11.18	Clerk	To add subject leader check in to the agenda at the end of each term and update annual planner.		Ongoing	Closed	
	34	22.11.18	Chair and Governors	Create a training record on the annual planner, Governors to record date and title of training. Certificate date	SBM has emailed out the training list. Mark Aspden has amended the spreadsheet as requested. RESOLVED: that the training records would	Ongoing	Closed	



				for the last 12months.	be sent by the SBM to the Chair every term and added to Teams.			
	35	22.11.18	School Business Manager	To send out training records.	Still to be done.	Ongoing	Closed	
Scheme of Delegation	36	17.01.19	Vice Chair	Vice Chair to update Governors about the Scheme of Delegation at next meeting.		Ongoing		
Budget Report	37	17.01.19	Governors	SFVS – The Governors to look at last years copy, highlight anything that should be updated. Pass comments to School Business Manager.	Mrs Robinson to arranged a date to meet with SBM	By the next meeting	Open	
Leadership and Management	38	17.01.19	Headteacher	The Headteacher will upload the Three-Year Key Improvement Priorities Overview onto Teams.		Ongoing	Open	
Curriculum, Teaching and Learning	39	17.01.19	Headteacher	A book scrutiny to be organised in the Spring term.	A book scrutiny has been done in January and another is due. ACTION: Clerk to add report on book scrutiny at the next meeting	Ongoing	Open	
Governance	40	17.01.19	Headteacher	The Headteacher to enquire with Site Maintenance Officer about erecting a small fence around	There has been a quote from Maple Leaf.	Ongoing	Open	



				outside play area				
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6. FINANCE

To review the overview of unofficial School Fund Income & Expenditure statements including auditor’s certification
 Schedule the finance probity checks

The School Business Manager has informed the Headteacher that if the School Fund is under £10000 it does need to be audited. Governors considered whether this correct and asked the Headteacher to request the information in writing from the Finance team.

ACTION: SBM to request in writing from the Finance Team that an external audit of the School Fund is not required.

ACTION: The Clerk to check the details and best practice on the school fund.

7. BUDGET REPORT

The Headteacher presented the Pupil Admission Numbers (PAN) reduction planning, which had been circulated prior to the meeting. She explained the model and how it been arrived at. The plan is to go with a structure based on a PAN of 45.

Q: Have we confirmed that the PAN reduction has been approved

A: No.

It was explained that Year 3 & 4 would have three classes of 34. If children leave they will not be replaced

If the Year 5 grows a mixed Year 5 / 6 class would be created.

The Budget Report, which was circulated prior to the meeting, was presented in the confidential part of the meeting.

The Headteacher pointed the number of hours on staffing is not correct. A scenario budget model was presented correcting the staffing hours.

There are invoices which are outstanding are currently being settled, some going back to September.

The budget is **-£69,377** this year and there are still invoices to come out of this. Based on the PAN of 45 and associated staffing model there will be an improvement in the finances going forward.



Staff absence is an issue and has an impact on the budget and puts pressure on other people. A quote for £6000 would cover the teaching assistant's absence insurance. This has not been included in the proposed budget.

Governors were informed that the PTA accounts have bought play equipment and there is £125 remaining in the account.

Governors discussed the work that needed to be done on the SFVS and who needed to complete it.

RESOLVED: SFVS is to be checked through by Mrs Robinson by the next Governing body meeting.

8. HEALTH AND SAFETY

To review accident statistic/trend analysis

Governors were informed that the PRIME report had been produced and added to Teams.

Q: Is every single one a different child?

A: We have looked at patterns. A member of staff was recording everything so that has been put across the board, so all accidents are recorded consistently. I have asked about whether any CPD needs around this. Each member of staff in Kaleidoscope has their own tablet. Behaviour is now recorded in CPOMS.

9. LEADERSHIP AND MANAGEMENT

Governors were informed that the next meeting with Julie Downing, the Leadership Partner will be on the 21st March.

10. CURRICULUM, TEACHING AND LEARNING

To receive and update on the curriculum, teaching and learning.
Review impact of staff CPD.

Governors noted that this item would be reported on in the next meeting on the 21st March.

ACTION: CPD forms to be brought to the meeting

Mrs Hughes informed Governors that she had been on governor WEP training to look at effective teaching and that the governing board needs to be able to support



and challenge the management team on this. Governors noted that they already have a good time table for learning walks. A learning walk proforma was presented to support governors being confident in conducting learning walks.

RESOLVED: that the Learning Walk Proforma be adopted.

ACTION: This proforma to be used on the 27th March.

ACTION: Mrs Hughes to upload the document in the Governor Training and Development folder.

ACTION: The Headteacher to brief staff on the use of the proforma.

11. GOVERNANCE

Governors noted that Governor Performance was reviewed at the last meeting in January. The next learning walk is on the 27th March.

The Chair and Head to agree new dates to meet prospective governors.

12. ADMINISTRATION

School Spyder have not updated the school on site security.
There is an issue with the menu on mobile devices, specifically tablets

ACTION: Jen to raised The issue with Davy Kindon

ACTION: Headteacher to update the group contact details with Jen's details

Governors noted that members of staff of staff are updating their part of the website.

13. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

The Chair informed Governors that he had nothing to report.

14. DATE AND TIME OF NEXT MEETING

The next meeting will be on the 21st March 2019 at 6.30pm. Finance meeting at 5pm.


Meetings are scheduled for:

Summer Term: 9th May 2019, 13th June 2019, 11th July 2019.

Q: Is exclusions training reported to the governors meeting. Are we currently seeing the correct information?

A: Yes we do report this. The Behaviour Policy guidance has changed end of September 2017. We have recently updated the policy. The Behaviour blue print has been developed. This will be reported at the next meeting.



Signed: 

Date: 21/02/2019



ACTION LOG

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				fence around outside play area				
Finance	41	5.03.19	Headteacher	<p>ACTION: SBM to request in writing from the Finance Team that an external audit of the School Fund is not required.</p> <p>ACTION: The Clerk to check the details and best practice on the school fund.</p>			Open	
Teaching and Learning	42	5.03.19	Headteacher / Clerk	CPD Forms to be brought to the next meeting and added to the agenda		21 st March 2019	Open	
Teaching and Learning	43	5.03.19	Mrs Hughes / Headteacher	<p>Learning Walk proforma to be used on the 27th March.</p> <p>Mrs Hughes to upload the document in the Governor Training and Development folder.</p> <p>The Headteacher to brief staff on the use of the proforma.</p>				
Administration	44	5.03.19	Mrs Hughes / Headteacher	<p>ACTION: Mrs Hughes to raise website security with Davy Kondon</p> <p>ACTION: Headteacher to update the group contact</p>				

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				details with Mrs Hughes contact details				
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