



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON THE  
9<sup>th</sup> MAY 2019 AT THE SCHOOL 6.30pm**

**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	Y	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	Y	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	
Mrs S Crane	Y	Co opted	09/05/2023	
Mr C Bate	A	Co-opted	09/05/2023	
Vacancy		LA		
Linda Giansante	Y	Governor Clerk		

**Non-Confidential**

Prior to the meeting commencing Mr R Strachan explained how the Teams feature has been tidied up. Policies which have been ratified are to have a file, and a separate file or policies to be ratified. It is also proposed that there is a key docs folder which will be helpful for new governors.

**1. APOLOGIES**

The Governors received no apologies.

Governors NOTED that Mr C Bate who was ratified to the board could not attend the meeting due to prior commitments.

**2. DECLARATION OF PECUNIARY INTEREST AND CODE OF CONDUCT**

The Governors were asked to declare any potential conflict of interest or pecuniary interest with the business to be discussed during the meeting.

**RESOLVED:** That no further action be required.



### 3. MEMBERSHIP/CONSTITUTION

The Governors noted that:

- There is one LA vacancy

The Chair updated Governors that the visits to look around the school with the potential governors were successful in introducing them to the school. Both are highly qualified and have the skills and experience to bring to the board. Stephanie Crane introduced herself and was warmly welcomed to the meeting. Unfortunately, because of a prior commitment Christopher Bate was unable to attend this meeting. The Board looks forward to meeting him.

**RESOLVED:** Stephanie Crane and Christopher Bate to be ratified as co-opted Governors to the board.

**ACTION:** Headteacher to set up school email address's and logons to the school Teams Website for the new governors.

Mrs J Hughes email still does not appear to work.

**ACTION:** Headteacher to get Mrs J Hughes email address checked by Jodie.

It is with regret that Mr A Woods, parent governor is to stand down after 12 years at the end of his term. The Headteacher and Governors recognised his significant contribution over the years and would like to thank him for his service. The Chair would like to thank Alex for all his support as Vice-Chair. The Headteacher has felt he has been invaluable in supporting, with a wealth of guidance given, especially with Health and Safety and procurement, thanks to him the school has managed to save a significant amount of funds. His term is due to end on 15<sup>th</sup> July 2019.

Mrs A Holden, Ms J Stringer and Mrs E Robinson also have terms of office ending 13 May 2019.

**RESOLVED:** Mrs A Holden, Ms J Stringer and Mrs E Robinson are all happy to extend their term for a further 2 years.

### 4. MINUTES OF LAST MEETING

The non-confidential minutes of the last Full Governing Body Meeting on the 21<sup>ST</sup> March 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 21<sup>ST</sup> March 2019 be confirmed as a correct record and be executed on behalf of the governing body by the Chair.

## 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 Co-opted Governor. The results from the Governor skills audit and Governing Body effectiveness will be further considered.	<p>Dave Snasdall needs following up.</p> <p><b>ACTION: Mr Strachan to follow up with Winsford Business Park.</b> 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>Dates for prospective governors has been arranged for 8<sup>th</sup> May.</p>		Closed	This item is now closed.
Scheme of Delegation	36	17.01.19	Vice Chair	Vice Chair to update Governors about the Scheme of Delegation at next meeting.	Mrs Robinson to confirm within the next meeting.	Ongoing	Open	<p>Mrs Robinson to take over Finance Chair position.</p> <p><b>ACTION: Headteacher and Mrs Robinson to review and monitor closely</b></p>



								Scheme of Delegation
Admin	44	05.03.19	HT/Mrs Hughes	Mrs Hughes to raise website security with Davie Kindon. HT to update the group contact details with Mrs Hughes contact details	Not heard from School Spyder about security. Mrs Hughes to speak to Davie.	Ongoing	Open	Davie reports that a security certificate is needed on website. It was asked if school signed a contract with School Spyder? If no contract it means they can charge for certification. <b>ACTION: H/T to find out about the contract. If none then H/T to purchase certificate</b>
Website	8	21.03.19	Chair	Chair to remind Governors to provide a brief statement and photo to Davy to add to website.		By next meeting		Some Governors have not completed. <b>ACTION: Governors to complete this task</b>



								by next meeting.
Curriculum Teaching & Learning	10	21.03.19	H/T	Headteacher to speak to staff regarding the restructuring of classes.			Closed	This has been done.
Curriculum Teaching & Learning	10	21.03.19	H/T	Headteacher to arrange Governor visits to Malpas to look at tried and tested curriculum for mixed age classes.		By next meeting		Assistant H/T & 2 Govs needed for visit. <b>ACTION: Governor to give dates available on a Monday and Wednesday to H/T to organise next half term.</b>

## 6. FINANCE

The Headteacher gave the following budget updates.

- A grant of £910.13 from Darnhall Trust has been awarded to be used towards Resources.
- A further grant of £710 has been awarded to be used towards Nursery changing facilities.
- There have been no purchasing decisions since last meeting.
- Mr Burrows has completed a bid to the National Lottery for £10K towards the all-weather well-being track, which will help with wellbeing and also the daily mile. The Headteacher has welcomed a request from Pinewood, a respite facility for children with severe disabilities, they would also like access to the path. They have their own insurance. This was agreed by the Governors.
- There are now 7 labelled parking spaces from Pinewood, this has made a huge difference.
- The risk assessment has been done for the community day. A PIPA certificate is needed for the company providing the inflatable bouncy castle. (Pertex Inflatable Play Accreditation).
- Insurance has now been taken out for the teachers.

**ACTION: The Headteacher to check the PIPA certificate is in place, to ask Mr Woods to help if any queries arise.**



## 7. WEBSITE

The Headteacher advised that there is now a report uploaded to Teams from Mr Hughes. It states that the website nicely set out and easy to use. It was discussed that the Blog portion of the website is not used, so to retract from the website.

**ACTION: The Headteacher to ask Davie Kinson to detract blog from the website.**

## 8. GOVERNORS

Finance training has been undertaken.

It was noted that the governor training skills audit had a gap which was experience engaging with local charities. Local charities were discussed. The Lions, Rotary, Round Table and Men in Sheds. Men in Sheds is to be contacted as they may also be beneficial in constructing bird box's, hedgehog houses etc.

**ACTION: The Headteacher to contact the local charity Men in Sheds.**

A science visit was made by a Governor. The details of which are in Teams. The new pro-forma was used. The Headteacher advised it is in a good format and is very clear.

*Q. Where there any issues raised?*

*A. No issues were raised from the visit.*

**ACTION: Mr A Woods to format the Governor visit pro-forma from PowerPoint to word and place a blank one in Teams.**

The Headteacher advised that Governor learning walks on The Learning Environment, which were due next Wednesday have needed to be re-scheduled because of KS2 SATs.

Due to the curriculum change in September there is a learning session for governors in the Autumn meeting 5.30pm as the Ofsted focus has altered.

**ACTION: Governors to note prior to the Autumn Term meeting there will be a leaning session regarding the Ofsted focus altering. It will start at 5.30pm.**

The Governors discussed the meeting dates in Autumn term. The Clerk explained that the clerking service is booked on a first come first served principle.

**ACTION: The Headteacher to propose the dates for the Sept, Oct & Nov meetings to the Clerk.**



## 9. HEALTH AND SAFETY

To be discussed in Part 2.

## 10. LEADERSHIP AND MANAGEMENT

**RESOLVED.** That no SIP / H&S / Hygiene reports have been received.

The Headteacher advised the following:

- The Headteacher is struggling to find suitable sites for the residentials next year because of the change of class structure. This is being worked on. Year 1-4 open to all. No Yr 5. Yr 6 separate residential. Letters announcing the residentials are to go out with the letters announcing the new class structure.
- Letters announcing the new class structure are due to go out to parents. Governors agreed communication is really important.
- SDP is due to be updated through training due in June.

*Q. Governors asked if the Headteacher expects any problems with the class re-structuring?*

*A. The Headteacher reassured the Governors that the local school, St Johns Primary who are all mixed classes, never came up against a problem when re-structuring the classes.*

## 11. CURRICULUM, TEACHING AND LEARNING

The Headteacher updated the following:

- The update on the curriculum, teaching and learning will be done at the end of each term.
- WEP of £30K funds for training, £18K is left. Staff have not had much training because of lack of funds. More first aiders are needed. Twilight training out of hours is being undertaken. Staff need to use their own time to do this.
- Maths is the focus. It is proposed that data is received 3 times a year.
- Schools are tending to move away from Target Tracker.
- SBM has been on SIMS training and an update is to be put on Teams at the beginning of each term.
- 346 currently on role. Which is nearing Group 3.

## 12. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

Communications to be discussed in Part 2.



The Chair explained Governors roles and specific responsibilities to the new governor. It was agreed by the Board that Steph Crane would be a good deputy for Safeguarding.

**ACTION: Chair to add Steph Crane responsibilities : deputy for Safeguarding.**

**13. DATE AND TIME OF NEXT MEETING**

**The next meeting will be on the 13<sup>TH</sup> June 2019 at 6.30pm.**

The School Council will be presenting at the beginning of the next meeting, this is normally done once a year.

Summer Term Meeting is scheduled for: 11<sup>th</sup> July 2019 6.30pm.

**Signed: .....** **Date: .....**





## ACTION LOG

Work Stream	Action No.	Date opened	Action Manager	Action	Action Update	Target Date	Status	
Governance	3	09.05.19	Headteacher	Headteacher to set up school email addresses and logons to the school Teams Website for the new governors.		By Next Meeting		
Governance	3	09.05.19	Headteacher	Headteacher to get Mrs J Hughes email address checked by Jodie.		By Next Meeting		
Finance	6	09.05.19	Headteacher	Headteacher to check the PIPA certificate is in place, to ask Mr Woods to help if any queries arise.		ASAP		
Website	7	09.05.19	Headteacher	Headteacher to ask Davie Kinson to take the blog from the website.		By Next Meeting		
Governors	8	09.05.19	Headteacher	Headteacher to contact the local charity Men in Sheds.		By Next Meeting		
Governors	8	09.05.19	Mr A Woods	Mr A Woods to format the Governor visit pro-forma from PowerPoint to word and place a blank one in Teams.		By Next Meeting		
Governors	8	09.05.19	Headteacher	Headteacher to propose the dates for the Sept, Oct & Nov meetings to the Clerk.		By Next Meeting		
Governors	8	09.05.19	Governors	Governors to note prior to the Autumn Term meeting there will be a leaning session regarding the Ofsted focus altering. Learning session will start at 5.30pm. FGB date to be confirmed.		To Note		
Chairs Actions	12	09.05.19	Chair	Chair to add to Steph Crane responsibilities: Deputy for Safeguarding.		By Next Meeting		

DRAFT

