



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF MANOR PARK
PRIMARY SCHOOL AND NURSERY
HELD VIRTUALLY ON 8TH DECEMBER 2020**

Governors Present:	Mr G. Mason	GM	Chair Headteacher
	Mr. S. Cotterill	SC	
	Mrs. L. Dalzell	LD	
	Miss E. Holden	EH	
	Mr P. Jones	PJ	
	Mr. L. Williams	CLW	
	Mr R. Woollam	RW	
	Mrs J. Hopkinson	JH	
	Mr P. Deakin	PD	
	Mr S. Gardiner	SG	
Also in attendance:	Mrs. S. Pomeroy		Clerk to Governors Deputy Head, Associate Member^{-left} at 6:10 pm Associate member
	Mrs S. Jeffery		
	Ms J. Nichols		

PART ONE - NON- CONFIDENTIAL BUSINESS

1. APOLOGIES AND AOB ITEMS

Governors agreed that the apologies received from Cathryn Walley be accepted.

Governors agreed to discuss the following item of any other business under agenda item 13:

- GDPR governor

2. CONFLICT OF INTEREST

Stewart Gardiner is a Cheshire East Councillor.

There were no conflicts of interest to declare with the business to be discussed at the meeting.

SG needs to complete his Declaration of Interests on Governor Hub. **ACTION**

3. MEMBERSHIP

SG informed governors that, due to the pressures of work, he intends to resign from his position on the board as the LA governor, with effect from 31.12.20. The school is scheduled to convert to academy status on 1st January 2021 and this is an appropriate time for him to resign as a LA governor will longer be required. He stated that he has thoroughly enjoyed his time as a governor at the school and will always support and promote the school in the local community. He is confident that he is leaving the school in a strong position to continue with the improvements made over recent years.

ACTION: SG to inform Cheshire East of his resignation.

The Headteacher thanked SG for his long service as a governor and for his time as Chair. All the staff have appreciated SG's support. GM expressed his thanks to SG on behalf of the governing board.

The Chair informed governors that he intends to resign from the governing board at the next meeting of the FGB in January 2021. He has moved out of the local area and feels that this is a good time to hand over to a new Chair. CLW was nominated for the position of Chair of Governors in the election to be held at the next meeting. He accepted the nomination and there were no further candidates for the position. It was further proposed that JN be appointed as a co-opted governor at the January 20221 meeting to fill the vacancy created by the Chair's resignation.

PD praised the chairmanship of GM and proposed a vote of thanks on behalf of the governing board. The Chair stated that he has found the role to be very rewarding and he has particularly enjoyed working with the staff and the children.

It was noted that more than one staff governor is permitted in the constitution of the LGB by CAT. The school plans to hold an election to appoint a further staff governor once the conversion to academy status is complete.

4. PART ONE MINUTES AND MATTERS ARISING

- a) The part one minutes of the governing board meeting held on 19th November 2020 were confirmed as a correct record. The Chair will sign a copy of the minutes and provide to the school for retention. **ACTION**
- b) The Action Log was reviewed and the following matters arising were discussed:
 - The Chair of the CAT board is to provide a template for a governor skills audit.
 - The Chair of the CAT board has been invited to the February 2021 meeting of the LGB.

It was confirmed that all other actions were met and closed as appropriate.

5. CHAIR'S ACTION

The Chair confirmed that no action had been taken on behalf of the governing board since the last meeting of the full board of governors.

6. FINANCE UPDATE

The SBM Report to Governors was circulated on Governor Hub and addressed the issues a) and b) on the agenda.

a) Governors received an update on the following matters:

Pupil Premium

A report was circulated on Governor Hub prior to the meeting. It was noted that the children in school entitled to Pupil premium make more progress than non-PP children nationally. Families have been affected by Covid-19 and there has been an increase in the number of children claiming Free School Meals (FSM) from 73 to 83. This represents a significant increase in funding. PP is used for extra staffing, to subsidise school visits and to provide booster classes. The Catch-Up funding is not sufficient to cover the programme of support offered by the school.

Q. Is there any difference in attainment levels of those children who attend the school's Nursery and those who don't?

R. The school has anecdotal evidence that attendance at Nursery is beneficial and the data suggests that the Nursery adds value. Potential learning issues are identified early, and a programme of support is provided. Speech and language is a priority area for development. All children in the 2-year-old room are screened thoroughly using a recognised programme and the data is shared with the main Nursery class.

The Headteacher informed governors that the priorities on the PP plan remain constant; Speech and Language, Reading, Phonics, nurture and pastoral care. The PP report was published on the school's website in October 2020.

Sports Grant

The Headteacher explained that there are tight restrictions on how the Sports Grant can be used. The school uses ASM Sports to deliver bespoke lessons and CPD on three afternoons per week. After School Clubs are also funded from the grant. Funds have been allocated to the Outdoor Play and Learning (OPAL) project and the report from the SBM on Governor Hub provides a detailed breakdown.

An exciting Sports Week had been planned for June 2020; this has been postponed to the summer term 2021 due to Covid-19.

Special Educational Needs

This item was deferred until the January 2021 meeting. **ACTION**

Covid-19 Catch Up Premium

The Headteacher confirmed that the school has received £80 per pupil from the DfE as part of the Catch-up programme. A report has been published on the school's website showing how the funding has been allocated. The funding has primarily been spent on additional staffing to deliver intervention programmes for phonics and Maths. Pupil progress is regularly assessed and reported to governors.

Q. How does the school ensure that eligible families apply for Free School Meals?

R. This is promoted with all Reception children when they first join the school and is regularly mentioned in correspondence with parents. The system relies on parents to make the application and it is difficult for the school to approach individual families who they feel may be eligible to apply. More families did apply due to Covid-19 and the availability of food vouchers.

Governors commented that the effects of the national lockdown on children's attainment could continue for a considerable time, beyond the period of the current Catch-Up funding. The school will then need to consider carefully how it can continue to provide the appropriate levels of support to pupils.

- b) The School Fund audit certificate for the financial year to the end of April 2020 was submitted to Cheshire East on 01.06.20.

The following question was raised prior to the meeting on Governor Hub:

Q. Does the school expect the £25,000 conversion grant to cover all the academy conversion costs?

R. The school has currently spent £13,500 of the conversion grant. It is difficult to estimate the final legal bill as some unexpected costs have been incurred during the process.

Governors commented that the Benchmarking data contained in the SBM's report from other schools in CAT was interesting and it will be beneficial to examine it in further detail at a later meeting.

7. SAFEGUARDING AND PASTORAL MATTERS

- a) The Headteacher provided a Safeguarding update to governors:
- There were no safeguarding incidents to report.
 - The school is awaiting the barrier to the car park to be installed.
- b) Pupil attendance is high; the children are very engaged and want to come to school. Attendance stood at 96.1% in the first half of the autumn term 2020 and at 96.5% during the second half term. (It was 97.5% over the past two weeks which is the highest recorded by the school.)

8. SSDP UPDATE

The SSDP is available on Governor Hub and has been RAG rated to show progress towards the priorities. The Headteacher explained that any items marked in red are due a lack of capacity in school to address the priority or Covid-19 restrictions which have prevented certain activities from taking place. The Headteacher highlighted the following points:

- Overall, the school is pleased with pupil progress; more children are now on track or close to their assessed level in spring 2020. The focus is now on small groups and individual children.

- From Year 2 onwards, it is possible to compare attainment with that assessed in the spring term 2020.
- In Year 2, most pupils are on track.
- In Year 3, attainment in Maths is good. More support is required in Reading and Writing.
- In Year 4, the picture is similar to that in Year 3.
- In Year 5, most of the loss in learning has been re-gained.
- In Year 6, attainment in Reading is good, whilst slower progress has been made in Maths and Writing.
- Year 1 data was of concern, but the school has seen much progress over the autumn term 2020. Phonics and early Reading are the focus areas for development and catch up programmes have been targeted to meet the needs of the children.

Q. Do staff feel positive about the gains in pupils progress?

R. Yes, the staff are pleased with the progress so far. They work constantly to maximise pupil progress. The children enter school with low starting points and the aim is for them to exceed national targets by Year 6.

Q. What is the focus for the school for the rest of the academic year?

R. The focus is to provide the staff with all the resources they require to ensure pupil progress. Booster classes and targeted intervention programmes are planned and will be regularly reviewed. SC and SJ will be involved in delivering booster classes to Year 6 children. League tables will not be produced in 2021 but the school still aims for the children to reach their full potential. It is also important for the school to continue to show an upward trend in results.

Q. How is the SLT able to monitor teaching and learning under the Covid-19 restrictions?

R. The SLT have not carried out lesson observations in the autumn term 2020 to reduce the stress on staff. Instead, book monitoring and discussions with subject leaders have taken place. It is planned to resume official lesson observations in the spring term 2021, subject to Covid-19 guidance.

9. ACADEMY CONVERSION UPDATE

- a) The school is expecting the conversion to academy status to go ahead on 01.01.21. Governors will be informed on Governor Hub when all the necessary documents have been signed.
- b) Governors discussed how to communicate the academy conversion to parents. It was decided that a brief, factual press release should be drafted which emphasises the benefits of joining CAT. **ACTION**

10. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

- a) It was noted that EH, PJ and LD have attended governor training courses organised by CAT. The Chair has asked the training officer at CAT to contact RW and will follow up on this. **ACTION**

Governors were reminded to update their training profile on Governor Hub, as required. **ACTION**

b) RW, GM and CW met with the Headteacher and the subject leaders for Maths and English. A very interesting conversation took place around middle leaders and the plans for these subjects. The subject leaders were extremely positive and reported that they felt well-supported in their roles by the school. Governors asked about the impact of Covid-19 and the staff responded that the arrangements and support in school was good and that they did not feel that any changes were required. A draft report is with CW for completion. **ACTION**

PJ and LD met with Nicola Durban (position?) to discuss Foundation subjects and the school's approach to the curriculum. They were shown materials to illustrate how cross-curricular links are made. PJ and LD will produce a monitoring report. **ACTION**

LD and RW will schedule a meeting to monitor SSDP Priority 7 in the spring term 2021. **ACTION**

A governor monitoring visit for SEN is scheduled for 16.12.20 with JH and SJ.

11. SCHOOL POLICIES

There were no policies which required the approval of the full governing board.

12. MEETINGS

The dates of the meetings of the full board of governors for 2020-21 were confirmed as below:

Spring term 2021

21st January 2021

25th February 2021

25th March 2021

Summer term 2021

29th April 2021

27th May 2021

1st July 2021

SJ left the meeting at 6:10 pm.

13. ANY OTHER BUSINESS

Governors agreed to discuss the following item of any other business:

GDPR link governor

CW agreed to take on the role of GDPR link governor. She will liaise with the SBM on this area.

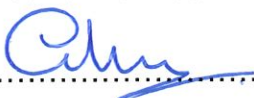
14. IMPACT STATEMENT

How has the Board of Governors helped move the school forward in this meeting?

- **Ensure clarity of vision, ethos and strategic direction;**
Governors discussed succession planning for governors to ensure that the board has the right people to offer support and challenge to the school.
A link governor was appointed for GDPR.
Governors monitored the progress towards academy conversion.
- **Hold the Headteacher to account for the educational performance of the school;**
Governors reviewed and challenged pupil attainment data.
- **Oversee the financial performance of the school, ensuring value for money;**
Governors ensured that the Pupil premium funding, Sports Grant and Catch-Up funding are allocated to meet the needs of the children.
- **Promote the highest possible standards for Safeguarding;**
Governors received a safeguarding update.

The Headteacher thanked the governors on behalf of the staff for all their support. The staff recognise the fact that governors are volunteers and are grateful that they give their time to the school.

The meeting moved to the Part Two agenda.

Chair: 

Dated: 

