

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
MANOR PARK NURSERY AND PRIMARY SCHOOL
HELD AT THE SCHOOL ON 28TH MARCH 2017**

Governors Present:	Cllr. S Gardiner	SG	Chair
	Mrs. C Walley	CW	Vice Chair from item 5
	Mr. S Cotterill	SC	Headteacher
	Mr. A Andrew	AA	
	Mr. P Jones	PJ	
	Miss. E Holden	EH	
	Mr. G Mason	GM	
	Rev. P Deakin	PD	<i>until item 10</i>
	Mr. C Williams	CLW	

Also in attendance:	Mrs. T Chapman	Clerk to the Governors
	Mrs. S Jeffery	Deputy Headteacher
	Mrs. L Simmons	SBM <i>until item 14</i>

PART ONE – NON-CONFIDENTIAL BUSINESS

1	<p>APOLOGIES</p> <p>All governors were present for the meeting.</p>	
2	<p>CONFLICT OF INTEREST</p> <p>Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.</p> <p>The following conflict was declared:</p> <p>SG often works with Kath O'Dwyer.</p>	
3	<p>ELECTION OF VICE CHAIR</p> <p>Governors agreed that the term of office for the Vice Chair of Governors would be one year and until Spring Term 2018.</p> <p>The following nomination was received at the meeting:</p> <p>Mrs. C Walley</p> <p>Following a vote Mrs. Walley was elected as Vice Chair of Governors.</p>	
4	<p>MEMBERSHIP</p> <p>The following changes to the membership of the Governing Board since the last meeting were reported:</p>	

	<ul style="list-style-type: none"> • Appointment of Mr. G Mason as Co-opted Governor; 30th January 2017- 29th January 2021 <p>The Governing Board currently has two co-opted governor vacancies.</p> <p>The GB has registered with SGOSS; there are currently no volunteers in the area but the schools details will remain with SGOSS.</p> <p>Action: To provide details of any suitable candidates for governor vacancies to the Chair/Headteacher.</p> <p><u>Associate Governors</u></p> <ul style="list-style-type: none"> • Mrs. S Jeffery was appointed as an Associate Governor; 28th March 2017 – 27th March 2021. • Mrs. Jeffery will sit on the Pastoral and Learning and Teaching Committees with full voting rights. • Mrs. Jeffery will also attend FGB meetings as an observer. <p>Action: To ensure Associate Member Mrs. S Jeffery receives the agendas for Learning & Teaching and FGB meetings.</p>	<p>All</p> <p>Clerk</p>
5	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The part one minutes of the FGB meeting held on 28th November 2016 and Extra Ordinary FGB meeting on 30th January 2017 were confirmed as a correct record, and signed by the chair.</p> <p>The following matters arising were discussed:</p> <p><u>FGB meeting - 28th November 2016</u></p> <ul style="list-style-type: none"> • SG confirmed that Amanda Bassett and Tim Sherriff do not have any documents associated with the Governance Review. • SC advised that the Year 4 trip to Conover Hall was successful. <p>Action: To write a letter of thanks to Catriona Millson</p> <p><u>Extra Ordinary FGB meeting on 30th January 2017</u></p> <p><i>CW arrived at 17:15</i></p> <p>Agreed amendment to the minutes:</p> <ul style="list-style-type: none"> • AA is the Foundation Stage Governor not EH. 	<p>SG</p>
6	<p>CHAIRS ACTION</p> <p>The chair reported that the following action had been taken on behalf of</p>	

	<p>the governing board since the last full governing board meeting:</p> <ul style="list-style-type: none"> On advice from Cheshire East (CE), SG appointed a new School Improvement Partner (SIP), Fiona Todd. 	
7	<p>FINANCIAL MATTERS</p> <p><u>Annual budget for 2017/18:</u> The three year draft budget was provided to the governors in advance of the meeting, and the following items were discussed:</p> <ul style="list-style-type: none"> SC advised that the Local Authority (LA) have confirmed a payment of £40k will be issued to the school imminently; the school will contact the LA for the remaining outstanding balance after this financial year. Year 2 deficit of £25,420 assumes that the school will not receive £40k from the LA. Governors approved the 2017/18 budget, subject to the LA payment of £40k. School Council has been re-started; the account stands at £264.86. There is £29k of accumulated nursery provision in the school fund account. <p>Q: Do those funds have to be used for the benefit of the nursery only? <i>A: No, they can be used to benefit the whole school</i></p> <ul style="list-style-type: none"> Governors agreed that if the LA provides the £40k it has promised, the school can use £29k on outdoor enhancements and provisions, subject to quotes. <p>Q: Does the school have enough funds allocated to ICT to complete all the ICT ambitions? <i>A: Yes, we can still achieve what we need to.</i></p> <ul style="list-style-type: none"> The last Pupil Premium (PP) initiative resulted in an additional 10 PP pupils and an extra income of circa £13k in PP funding. <p><u>External auditor for unofficial school funds:</u> The appointment of Marshall & Co (Alsager) was confirmed as the auditor of the school funds.</p> <p><u>Imprest and credit card usage:</u> The school no longer use IMPREST which has been phased out by the LA. (PLEASE CONFIRM)</p> <p><u>Manual of Internal Financial Procedures</u> The document was provided to the governors prior to the meeting and following issues were discussed:</p>	

	<ul style="list-style-type: none"> • Governors agreed that any spend requests over £5k will go to the Resources Committee to be approved and if the request is urgent a Special Resources Meeting will be convened. • Governors also agreed that the Scheme of Delegation regarding financial requests needs to be reviewed. • Governors approved the Manual of Financial Procedures. <p>Actions:</p> <p>To ensure an item on reviewing the Scheme of Delegation is on the Summer Term’s Resources agenda</p> <p>To ensure a standing item regarding review of Manual of Internal Procedures is on the Autumn Term’s Resources agenda</p> <p><u>SFVS:</u> Governors were advised that the SFVS will be submitted by 31 March 2017.</p> <p><u>Other Financial Matters</u></p> <p>The SBM advised that current school contracts are under review to ensure best value.</p> <p>Q: <i>What is the timescale for the boiler to be fixed?</i> A: <i>We have been pressurising the company for the last two months, they have sent various experts to assess the boiler and I have asked the manufacturer of the boiler to come and look at it. Once this issue has been sorted, we will be giving three months’ notice to terminate the contract.</i></p> <p>The SBM also advised that over the Easter break, she will take photographs of item in all rooms of the school for the Asset Register.</p> <p>Action: To update SG on the flat roof leaking issue</p>	<p>Clerk</p> <p>Clerk</p> <p>SBM</p>
8	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>The following committee minutes were received prior to the meeting:-</p> <ul style="list-style-type: none"> • Pastoral Committee – 16th February 2017 • Resources Committee – 13th March 2017 • Learning & Teaching Committee – 21st March 2017 <p>There were no committee reports to be received.</p> <p>There were no recommendations requiring approval to be considered.</p> <p>There were no reports from Governors with special responsibilities to be</p>	

	<p>received. <u>Pastoral Committee – 16th February 2017</u></p> <p>Q: What is CPOMS? <i>A: It is a child protection online monitoring system.</i></p> <p>Q: There is mention of 5 exclusions at the school; are the themes appropriate to share with the FGB? <i>A: The clerk advised at the Pastoral meeting that the school needs to be careful of the depth of information shared regarding exclusions in case of an appeal.</i></p> <p>Q: Can you advise on whether the figures for exclusion are up or down on last years? <i>A: Yes, I can provide that information in future.</i></p> <p><u>Resources Committee – 13th March 2017</u></p> <p>SG confirmed that there will not be a second meeting required as indicated at the previous meeting.</p> <p><u>Learning and Teaching – 21st March 2017</u></p> <p>There were no matters arising.</p> <p>Actions: To make agreed amendments to the Pastoral & Learning & Teaching committee minutes</p> <p>To provide the FGB with data reports discussed in committees.</p> <p><u>Curriculum Plans</u> This item was discussed in detail at the Learning & Teaching Committee meeting.</p>	<p>Clerk</p> <p>SG</p>
<p>9</p>	<p>HEADTEACHER’S REPORT</p> <p>Part one of the headteacher’s report was provided to the governors prior to the meeting and contained the following matters:</p> <p>1. INTRODUCTION</p> <p>1.1 – Welcome 1.2 – Purpose 1.3 – School Development Plan (SDP)</p> <p>2. PUPILS</p> <p>2.1 – Numbers on Roll 2.2 – Current Groups 2.3 – Attendance 2.4 – Exclusions 2.5 – Racist Incidents</p>	

	<p>2.6 – Bullying 2.7 – Common Assessment Framework (CAF) 2.8 – Specialist Support 2.9 – Child Protection/Child in Need</p> <p>3. STAFFING 3.1 - Teaching staff, year groups and leadership roles 3.2 – Support Staff 3.3 – Midday Assistants 3.4 – Appraisal 3.5 – Professional Development 3.6 - Planning, preparation and assessment time (PPA) 3.7 – Staff Meetings 3.8 – Further Staffing Information</p> <p>4. ACHIEVEMENT AND STANDARDS 5. PARENTS AND COMMUNITY 6. SCHOOL ACTIVITIES 7. PREMISES AND EQUIPMENT 8. FINANCE</p>	
10	<p>MATTERS ARISING FROM THE HEADTEACHER’S REPORT</p> <p>The following issues arising from the Headteacher’s report were discussed:</p> <p>Q: There were no instances of bullying this term, is that unusual? A: There was one instance last term; we deal with any matters of bullying quickly and effectively.</p> <p>SC advised that the Popera event at the Kings Hall in Stoke had to be moved to Knutsford Academy due to a licensing issue; the event will take place tomorrow without the opportunity for parents to attend.</p> <p><i>PD left the meeting at 18:19</i></p> <p>Actions:</p> <p>To provide the FGB with the latest CPD summary</p> <p>To arrange for Year 3 to perform what should have been performed at the Popera event at the Summer Fair.</p> <p>To provide new governors with the latest HTR report prior to attendance of committees.</p>	<p>SC</p> <p>SC</p> <p>SC</p>
11	<p>STRATEGIC DEVELOPMENT PLAN (SDP)</p> <p>SC advised that progress on the SDP is currently reviewed weekly by the Senior Leadership Team (SLT).</p> <p>SC also advised that the current SDP is subject to change and will be</p>	

	brought to the Summer Term FGB meeting for approval.	
12	<p>STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS</p> <p>The governors discussed the arrangements required to support the board and assist them in exercising functions expediently and confidently to enable focus on core functions.</p> <p>The FGB agreed that there are arrangements in place to ensure effective governance such as the delegations to individual governors and an effective committee structure. Organisational arrangements continue to be addressed annually and reviewed subject to recruitment to the governing board and any changes in the needs of the governing board throughout the year.</p> <p>Governors also noted thanks to CE and the Clerk for the help the school and GB have received this term.</p>	
13	<p>CLERKING ARRANGEMENTS FOR 2017-2018</p> <p><i>The Clerk left the meeting to enable the GB to discuss and agree the clerking arrangements for 2017/18.</i></p> <p>Governors agreed to buy back the Gold Package of CE clerking support for 2017/18.</p>	
14	<p>SCHOOL IMPROVEMENT INFORMATION</p> <p>The record of visit by the external adviser, Fiona Todd, was not available in time for the meeting.</p> <p>Action: To circulate the SIP report to the FGB when available</p> <p><i>The SBM left the meeting at 18:31.</i></p>	SC
15	<p>DIRECTOR'S REPORT</p> <p>The Director's Report for the Spring Term 2017 contained the following matters:</p> <ol style="list-style-type: none"> 1. School Governance and Liaison Update 2. New Guidance – Part 3 of Staying in Control of your School's Destiny 3. New Ethnicity, Gender and Social Mobility Report from the Social Mobility Commission 4. Primary School Consolidated Report 5. Use of Personal Devices to take Pictures of Children in School 6. Safeguarding Children and Young People affected by Domestic and Relationship Abuse 7. Neglect 8. Bully-free Cheshire East 	

16	<p>9. Cheshire East, Information, Advice and Support (CEIAS) 10. Permanent Exclusion Finance Readjustment 11. Exclusions Training 12. School Admissions 2018-19 13. What is the Apprenticeship Levy 14. Virtual School Update 15. Responsibility of Schools for Learning Outside the Classroom (School visits and overnight stays)</p> <p>The clerk highlighted the following items for action:</p> <p><u>Item 1 School Governance and Liaison update</u> Governors recommended to have read through: The competency Framework for Governance The latest version of the Governance Handbook Ofsted's Improving Governance report</p> <p><u>Items 5&6&7 Safeguarding</u> Review of policy covering the use of personal devices by staff. Ensure staff are aware of the documents relating to Children & Young people affected by domestic violence. Is signposting is used in school? Governors to have an overview of children for who the neglect screening tool has been completed.</p> <p><u>Item 10 & 11 Exclusion Finance adjustment & Exclusion training</u> Governors to be aware of financial implications of exclusion. Is there a governor with up to date exclusion training on the board?</p> <p><u>Item 13 The Apprenticeship Levy</u> Are governors and the finance committee aware of the Levy?</p> <p>The following points were discussed:</p> <p><u>Items 5&6&7 Safeguarding</u></p> <ul style="list-style-type: none"> • Use of personal devices by staff was reviewed in the Pastoral Meeting • Documents relating to Children & Young people affected by domestic violence are on display in the staff room. The issue is due to be discussed further; SC will ensure staff have the one minute guide. • There are currently no pupils at the school who require use of the neglect screening tool. <p><u>Item 10 & 11 Exclusion Finance adjustment & Exclusion training</u></p> <ul style="list-style-type: none"> • There are some pupils taught off site that have financial implications to the school; governors are aware of how many. • AA, SG and SC have all completed Exclusions Training 	SC
16	GOVERNOR DEVELOPMENT	

	<p>The Training Liaison Governor maintains a register of any completed governor training sessions.</p> <p>Governors were reminded to complete the Modern Governor training online.</p> <p>SC provided the governors with a Monitoring Schedule prior to the meeting.</p> <p>It was agreed that all chairs of committees will complete the Chairs Training sessions.</p> <p>Actions: To provide CLW with completed NGA Skills Audits by 30th April</p> <p>To ensure a matrix of training is complete in readiness for the Autumn Term.</p>	<p>All</p> <p>CLW</p>
17	<p>SCHOOL POLICIES</p> <p>The following polices were approved by the governing board:</p> <ul style="list-style-type: none"> • Admissions Policy • Staff Discipline, Conduct and Grievance Policy • Redundancy Policy <p>Governors noted approval at committee level of the following policies:</p> <ul style="list-style-type: none"> • Staff Induction • Staff Handbook • GB Structure • Staff Capability Procedure • Complaints Procedure • Grievances • Redundancy • Networking sites and Mobile Phones • Allegations against adults • Health & Safety • Charging and Remissions • Safeguarding policy • Anti-bullying policy • E-Safety policy • Pupil Behaviour policy 	
18	<p>PLANNED RESIDENTIAL VISITS</p> <p>There were no further residential visits to report on since the last meeting.</p>	

19	MEETINGS It was confirmed that the next full Governing Board meeting would be held at the School on 18 th July 2017 at 5pm.	
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The meeting moved to Part Two

