

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
MANOR PARK NURSERY AND PRIMARY SCHOOL
HELD AT THE SCHOOL ON 18TH DECEMBER 2017**

Governors Present:

Cllr. S Gardiner	SG	Chair
Mrs. C Walley	CW	Vice Chair
Mr. S Cotterill	SC	Headteacher
Mr. P Jones	PJ	
Miss. E Holden	EH	
Mr. G Mason	GM	
Rev. P Deakin	PD	
Mr. C Williams	CLW (part)	

Also in attendance:

Mrs. C Creager	Clerk to the Governors
Mrs. S Jeffery	(SJ) Deputy Headteacher
Mrs. L Simmons	(LS) School Business Manager
Mrs. L Dalzell	(LD) Observer

Written up from Mrs Creager's notes by Mrs S Lambeth

PART ONE – NON-CONFIDENTIAL BUSINESS

1	<p><u>APOLOGIES & ADDITIONAL AOB ITEMS</u></p> <p>Apologies from Mr. A Andrew were received and accepted.</p>	
2	<p><u>CONFLICT OF INTEREST</u></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>LS reported there are still some forms missing. It was agreed that governors would send them.</p>	
3	<p><u>ELECTION OF CHAIR</u></p> <p>The following nomination had been received by the clerk: Stewart Gardiner.</p> <p>Mr. S Gardiner was appointed with a term of office of two years.</p>	
4	<p><u>ELECTION OF VICE CHAIR</u></p> <p>Mrs. C Walley was appointed as Vice Chair with a period of office of two years.</p>	
5	<p><u>MEMBERSHIP</u></p>	

	<p>Appointment of a co-opted governor:</p> <ul style="list-style-type: none"> • <u>Lesley Dalzell</u> gave a short presentation about herself. She has lived in Knutsford for 49 years, her children went to Bexton School and her grandchildren live in the area. She taught for Knutsford Swimming Club and spent 5 years as a volunteer at St. Vincent's. She believes that children and their growth educationally, socially and sports wise is very important. She is chair of the Education and Community Places working group concerned with the Neighbourhood Plan. It was reported that Lesley had visited the school and the Headteacher felt she would be a benefit to the governing board. Her background makes her a good fit. Mr. P Jones seconded the nomination and Mr. S Gardiner proposed. The governors voted unanimously to appoint Mrs. L Dalzell as a co-opted governor. <p>Q: Does children's places involve school places? A: Yes, this relates to new housing.</p> <p><i>Mr C L Williams arrived at the meeting.</i></p> <p>The following terms of office are due to expire before the next meeting:</p> <ul style="list-style-type: none"> • Alistair Andrew's (Co-opted governor) term of office expires on 18th March 2018. <p>ACTION: To check if Alistair Andrew intends to continue in post. (SG)</p> <p>ACTION: In the event of Alistair Andrew not continuing, to check if the airport would propose another person to serve as a co-opted governor in his place. (SG)</p> <p>ACTION: To apply for DBS check for Lesley Dalzell. (LS)</p>	
6	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The part one minutes of the meeting held on 18th July 2017 were confirmed as a correct record, and signed by the chair.</p> <p>The Action Log was reviewed as below:</p> <p><u>PART ONE MINUTES AND MATTERS ARISING</u> All items are flagged green. The roof has been investigated and a report drafted. It is external water and not an internal leak.</p> <p><u>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</u> All points are flagged green with the exception of the following:</p> <ul style="list-style-type: none"> • To liaise to discuss the expenditure of historical provision funds – ONGOING 	

	<ul style="list-style-type: none"> To agree a protocol of informing governors of staff resignations/long term sick before meetings. <p>Action: To prepare a protocol for informing governors of staff resignations/long term sick to present to the next FGB meeting. (SC)</p> <p><u>SCHOOL DEVELOPMENT PLAN</u> All items are flagged as green. It was noted that it has been hard to judge progress on some of the School Development Plan (SDP) items. However, data backs up that progress is being made. The only area needing attention is reading.</p> <p><u>GOVERNANCE STATEMENT</u> This item is carried forward.</p> <p>ACTION: To provide CW with input from the Pastoral Committee. (CLW)</p> <p>ACTION: To provide further examples of Governance Statements. (Clerk)</p> <p><u>SCHOOL POLICIES</u> The Special Educational Needs (SEND) Policy is deferred until the March meeting.</p> <p><u>ACADEMY WORKING GROUP</u> A further session has been held and a working group to be devised. See the minutes of this meeting.</p>			
7	<p>CHAIRS ACTION</p> <p>The chair reported that to the best of his knowledge no action had been taken on behalf of the governing board.</p>			
8	<p><u>COMMITTEES & NOMINATED GOVERNORS</u></p> <p>The committees were confirmed as below:</p> <table border="1" data-bbox="256 1547 1369 1897"> <tr> <td data-bbox="256 1547 802 1897"> <p><u>Learning and Teaching</u></p> <p>Simon Cotterill Stewart Gardiner Patrick Jones (Chair) Esther Holden Geoff Mason Sarah Jeffrey (observer)</p> </td> <td data-bbox="802 1547 1369 1897"> <p><u>Pastoral</u></p> <p>Simon Cotterill Patrick Jones Paul Deakin Lee Williams (Chair) Lesley Dalzell Sarah Jeffrey (observer)</p> </td> </tr> </table>	<p><u>Learning and Teaching</u></p> <p>Simon Cotterill Stewart Gardiner Patrick Jones (Chair) Esther Holden Geoff Mason Sarah Jeffrey (observer)</p>	<p><u>Pastoral</u></p> <p>Simon Cotterill Patrick Jones Paul Deakin Lee Williams (Chair) Lesley Dalzell Sarah Jeffrey (observer)</p>	
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Resources

Simon Cotterill
Stewart Gardiner
Alistair Andrew
Cathryn Walley (Chair)
Lee Williams
Geoff Mason

- **Pupil Discipline**
- **Staff Discipline/Dismissal**
- **Pay**
- **Appeals**

Membership of these committees is ad hoc and dependent on experience, training and capacity of those governors available as need arises.

- Sarah Jeffrey will sit on the Learning and Teaching Committee and Lesley Dalzell (LD) on the Pastoral Committee. She also offered to come in to do reading in school.
- Each committee will appoint a chair.

ACTION: To look at priorities and suggest a link for LD. (SG)

Link Governors

SEN Governor – Stewart Gardiner
H&S – Stewart Gardiner
Safeguarding – Patrick Jones & Lee Williams
Curriculum – Patrick Jones
Pupil Premium – Paul Deacon
Pupil Voice – Cathryn Walley
Governor Training – Lee Williams
English & Maths – Esther Holden
PE & Sports Development – Geoff Mason
GDPR - Geoff Mason

SDP Priority Link

Priority 1- Cathryn Walley, Geoff Mason
Priority 2 – Stewart Gardiner, Paul Deakin
Priority 3 – Patrick Jones, Esther Holden
Priority 4 – Paul Deakin, Lee Williams
Priority 5 – Stewart Gardiner, Geoff Mason
Priority 6 – Alistair Andrew, Patrick Jones

Lee Williams is stepping down as Training Governor and Geoff Mason will be taking over.

Geoff Mason will also continue as the Data Protection Regulation Governor and has met with LS.

Q: Has anyone else had difficulties receiving emails confirming the booking of training?

A: The majority of governors had not had any difficulties in receiving emails from the LA in relation to training. The one governor who did will contact the LA governor training team to check email details.

	<ul style="list-style-type: none"> • Safeguarding Training is taking place at Canalside in February. Lee Williams has completed this training. • Staff Disciplinary and Pupil Appeals panels will be drawn from the following: Stewart Gardiner, Catherine Walley, Lee Williams, Paul Deakin and Geoff Mason • There is no Pay Committee as it is done through the Resources Committee • The Chair of the Pupils Disciplinary Committee will be Patrick Jones. <p>ACTION: To review the Terms of Reference of the panels. (SC/CW/PJ/SG)</p> <ul style="list-style-type: none"> • CW, AA and SG were to carry out the Headteacher's Performance Management. However, AA's place will now be taken by PJ. The panel will be supported by Fiona Todd. 	
9	<p>GOVERNORS' CHARTER</p> <p>It was agreed that this will be signed off at the next meeting and uploaded to Governor Hub.</p> <p>ACTION: To upload the documents to the school website. (SC)</p>	
10	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>The following committee minutes were tabled at the meeting:-</p> <p><u>Pastoral Committee, 18th October 2017</u></p> <ul style="list-style-type: none"> • Attendance continues to be a focus. There is a governor visit report uploaded and the Senior Leadership Team (SLT) does everything possible to improve it and look for ideas. There is an updated Attendance Policy, into which many positive items have been inserted to celebrate good attendance. SLT are proactive on following up poor attendance and work closely with the Educational Welfare Officer (EWO). <p>Q: Are we talking about a few families with more than one child? A: Yes there are some. There are also issues with under fives in school who impact on attendance data, who are not of statutory school age. If they are registered in the class, they count in attendance figures. This year's cohort has proportionately lower attendance than other years.</p> <p>Q: Do we have a problem with children taken out for term time holidays? A: School does not authorise holidays, except in the case where another school has authorised a holiday for a child attending a different school,(where this will be taken into consideration). However, a judgement will still be made and authorisation will not be automatically given.</p>	

Q: Hosting a suicide prevention meeting had been mentioned?

A: This was for Pastoral staff and Headteachers and for local schools. It has been postponed to January.

Q: Are coffee mornings a way of getting engagement from parents? Was there also consideration of a Parent Council?

A: It was felt it would support engagement but it came from Healthy Minds not from a Parent Council point of view. It was felt school were seeing benefits from the coffee mornings but may start a Parent Council next year.

Q: What is the role of the virtual school?

A: The Virtual school ensures that the educational needs of looked after children are met. They do this via regular review meetings and requests for information from schools. We work closely with virtual schools and parents. School/attachment and home visits are done by the Virtual School. This is driving some of the Emotionally Healthy Schools initiative.

- Behaviour in school is consistently very good. This is regularly commented upon by visitors to the school.

Resources Committee, 22nd November 2017

- School has taken up Governor Hub
- The school is a targeted school and the Headteacher has received a letter from Jackie Forster which explained the rationale behind the judgement. Within the rationale, the letter referred to SEN reports needing to be more detailed. The HT and SENCO felt that this statement did not reflect the provision that the school provides. The HT asked for clarification on this statement from the LA. A meeting was held at school with a Mark Nixon from the SEN team. In looking at the paperwork they reported it was not accurate and our practice was good. An email was forward to the HT from the SEN team confirming the findings and the statement was removed from the letter. In future, there will be more dialogue with the school before this kind of statement is made.
- The other issue was concerning provision for children requiring specialist provision. Funding has been agreed for a new special school

Q: Did we find out if planning permission is required for Muggar?

A: SC does not know. SG advised it depends upon the heights of the structures e.g. fencing.

ACTION: To write to David Malcom at Cheshire East who is responsible for approving planning permission once details of Muggar are available. (SC)

Learning and Teaching Committee, 6th December 2017

- Patrick Jones reviewed the minutes with the governors and he covered cycles A and B, a two year cycle.
- The thematic approach taken by the school makes sense but there are some subjects which do not fit comfortably in that approach. These are taught as stand alone subjects

- The wider curriculum is developing at the moment. Opportunities for Drama and performance are giving pupils self confidence and development.
- The SENCO gave a report and held a discussion with the governors
- CW and GW had spent time with SC looking at data.. All the work done on the data shows the improvements. There are still issues with disadvantaged pupils and a gender gap, which confirms the priorities in the School Development Plan (SDP) will go forward.
- SC advised that when it is reviewed next time it will be easier. The change from RaiseOnline to ASP & IDSR is something teachers are still to have a clear understanding of.
- The document on the Hub is the combination of the two documents into one with a commentary.

Q: Reading appears to require a greater push. Is the improvement visible?

A: The in year data shows reading has made the least progress; the reading was generally lower than 1, the others above 1. School is aware of it and support has gone in. It is a longer term matter to address it. However, there are new reading resources.

ACTION: To report to the Teaching and Learning and Full Governing Board meetings in the spring term on reading. (PJ)

Q: When monitoring was undertaken, was there a mistake in scoring the assessments?

A: Yes, one teacher was scoring too harshly. This was quickly addressed with support from the KS leader and HT. The assessment has been updated.

Q: I thought we had made reference to focus on greater depth as a measure in the SDP. Can this be revisited at the next committee meeting?

A: The children who left reception who were 'at greater depth' remain at greater depth.

Q: Sports and PE. Does Sport sit under the heading of Pastoral or Curriculum?

A: Generally it is under Teaching and Learning. However, GM had attended a training course and is looking at Key Performance Indicators. This concerns what is done in PE during the school day, and this came out of the Teaching and Learning Committee. Resources were looking at broadening the curriculum i.e. Schemes of Work.

Q: Are there any recommendations?

A: No.

Other Governor Reports

These are available on Governor Hub including the following:

- Middle Leadership
- Pupil Premium

	<ul style="list-style-type: none"> • Sports Premium • Curriculum Learning Walk • Safer Recruitment Training • Attendance • Data <p>Staff had fed back that they found the governor visits helpful and could see it made them more effective as teachers</p> <p>Q: What is being done for succession planning for subject leaders? A: There is nothing in place as yet for subject leaders but transition meetings take place. Subject leaders are not necessarily experts in the subject they lead, (the skill of <i>leading</i> the subject and not immediate knowledge in the subject is more important). and it would be good practice for there to be movement between subjects after a period of time leading one area. The Deputy Headteacher is doing the National Professional Qualification for Headship (NPQH), this is to support succession planning at SLT level.</p> <ul style="list-style-type: none"> • Confirmation of buy backs was received from LS in the SBM report. • It was agreed to retain the ChESS services <p><u>Health and Safety Report</u> It has been agreed that quotations for some down pipes will be sought and also to have the facias checked. The painting has become untidy very quickly. Consideration is being given to the reconfiguration of the entrance area.</p>	
11	<p>FINANCIAL MATTERS</p> <p>The SBM, Lyn Simmons circulated a report which included the following information:</p> <ul style="list-style-type: none"> • Resources Committee meeting minutes. • The School Fund of which £30,000 is earmarked. • The School Fund accounts • Petty cash is £100. • The School Budget 17/18. A first draft of the budget is produced in the autumn term and first draft would indicate a carry forward figure of £16,000. • After outside pressure £14,000 of the fund from Cheshire East will be received by the end of the financial year. • The Consistent Financial Report (CFR) has been circulated. • The three year budget plan was circulated. This is an indicative document, a snapshot at the autumn meeting. • There have been no budget adjustments • Pupil Premium – all parents are to be encouraged to return forms. 34 had been received and that figure is now 45. The aim is to get as many as possible registered by the January 31st . • SFVS return must be done by 31st March 2018. <p>ACTION: To come into school and discuss the SFVS. (SG/AA/CW)</p>	

ACTION: To remind SG/AA/CW to meet to discuss the SFVS. (LS)

- The Manual of Internal Financial Procedures is currently under review and major work was completed on it last year.
- Contracts have been renewed. These are mainly PHS contracts, waste and hand dryers and ChESS.
- The big contractual change was the internet and telecom provider from CE to EXA. A breakdown and comparison of costs and provision was given. There is a cost saving, internet access is much improved and technical problems have been resolved.

Q: Do we still have wireless facility?

A: Yes. What is needed next is to increase the number of desktops in the IT suite or new laptops.

- Long term sick cover has been renewed as it covers pre-existing conditions and the Special Educational Needs Co-ordinator (SENCO) has been added as it didn't cover non-teaching staff.
- Compensation for storm damage has been received.
- The asset register has been updated to reflect the new building.
- For insurance purposes photographs have been taken of all areas.
- The server is backed up daily.
- Assets are being updated.
- The has been nil asset disposal.
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Q: Has provision in the budget been made to support 'the master of music' role?

A: Patrick Jones and Miss Moreland were congratulated for the work done and the singing with the Tatton Singers. The pupils are to be congratulated too, and parents also for getting the children there. It was a great effort.

ACTION: To return pecuniary interest forms to LS. (All)

LS left the meeting at 6pm.

12 HEADTEACHER'S REPORT

The following issues arising from the Headteacher's report were discussed:

- There had been no bullying or racist incidents reported and the attitude to learning across the school is strong. The school values are firmly embedded across the school alongside British Values.
- Appraisals have been completed
- Considerable amounts of money have been spent on Continuing Professional Development (CPD) and the plan is for it to be embedded this year.
- Staff meetings have be curriculum based with CPD and support provided to continue the development of good to outstanding teaching in school

ACTION: To check Miss Risley's and Miss Womack's names. (SC)

- At 2.4 there have been no Fixed Term Exclusions, which is a huge positive and an improvement on the previous terms. This is further evidence that the behaviour and attitude towards learning has significantly improved and is now at least good.
- Development of the allotments and the games area has been considered.
- School has reached the final of the Aviva Charity Trust to support the development of the outdoor provision, this is as a result of consultation with children.
- The amount of music in the school has increased.
- Playground Pals have been introduced (peer counsellors), as well as Safeguarding representatives. Discussion has taken place around how children can help reduce traffic issues at the front of school.

Q: Are pupils numbers combined class numbers?

A: The pupil numbers are reported via the office, they are reported in both year groups and classes as we have some mixed year classes.

ACTION: To check class numbers and date. (SC)

Q: What are the numbers of children in nursery?

A: This changes term by term as the school has an intake each term when children reach nursery age during the previous term

Q: Did all appraisals go well and were there any appeals?

A: All went well. Targets were set in September /October with regular meetings taking place. The majority of staff met all of their targets, with some part meeting them but meeting their overall appraisal targets. Support is being provided where needed and there is confidence in the judgements and the robustness of the process. The HT judgments on L&T have also been moderated by the SIP who agrees with the accuracy of the HT's judgments.

Q: We also have respect for welfare. Are we sure that teachers are happy and not overstressed?

A; Wellbeing is considered in all staff meetings, as well as work/life balance. Every effort is made to ensure communication is good and the most recent staff survey shows staff are happier.

Governors commented that ultimately a symptom of staff unhappiness is staff leaving, and the governors want to monitor the situation, so this does not happen. Governors are mindful of staff welfare. The Headteacher confirmed that it is important that staff are happy and a lot has been put in place to support staff. They are involved in decision making and set agendas for staff meetings for example.

	<p>This has been reviewed with SLT. Priorities have been discussed and they will be looking at both the SDP and the Self Evaluation Form (SEF) during the Christmas break. Priorities were agreed in the summer term and conversations have been held with governors and the School Improvement Partner (SIP). Good headway has been made against most of the priorities.</p>	
<p>14</p>	<p>SCHOOL PERFORMANCE</p> <ul style="list-style-type: none"> The document which went to the Learning and Teaching Committee has been circulated. Year 5 SATs targets have not yet been set. <p>Q: Who is party to doing that? A: Year 5 pupils have a yearly target. The Headteacher will consult Year 6 teachers and work out targets based on Year 2 data.</p> <p>Q: Are all the weaknesses being addressed? A: Yes. The SSDP was accurate when compared to the data analysis, there are some gender gaps to be backfilled which were identified, and this will also become a focus. However, many of the actions on the SSDP, particularly in relation to developing an engaging/exciting curriculum do target this area already.</p> <ul style="list-style-type: none"> The Teaching and Learning minutes stressed the need to look at strengths and weaknesses and delving down into the data. Governors were referred to the Learning and Teaching minutes. <p>Q: Is this something the Headteacher has done and have others also looked at it? A: The Headteacher confirmed he had done this, and CW and GM have also worked with the Headteacher and the SIP was also involved.</p> <ul style="list-style-type: none"> It was pointed out that it is necessary to make more of the school's progress in the public sphere e.g. in the Knutsford Guardian. Relevant to this meeting the school must be clear about its key strengths and weaknesses. All governors confirmed they understand the report and appreciate it. They would appreciate a précis <p>ACTION: To prepare a 'one page guide' of key points for all governors. (SC).</p>	<p>SC.</p> <p>SC</p>
<p>15</p>	<p>SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER</p> <p>The full report is on Governor Hub and endorses the school's judgements.</p> <p>Q: What was the staff response to the SIP? A: Some staff were anxious but the majority were happy for the SIP to support the SLT with the monitoring of L&T. As a school, we are now open to other</p>	

	<p>ideas and support from external professionals, this is something that we have worked hard on. The staff are proud of how hard they have worked and the positive changes that have been made.</p> <p>Governors recorded their thanks to all staff for their hard work.</p>	
16	<p><u>ACADEMY WORKING GROUP</u></p> <p>See part two minutes.</p>	
17	<p><u>BREAKFAST CLUB</u></p> <p>The purpose is not being fully met. School must review the provision further and make the decision about how to proceed. St Vincent's have a separate breakfast club on their site and many of the children go there and also to the after school club. The breakfast club was introduced as an invite only facility to support vulnerably children and families. This need is being met elsewhere in school now through the successful pastoral team. The school is currently subsidising it and this cannot continue in terms of the budget.</p> <p>Q: How many children use it? A: Between 5 and 9.</p> <p>Q: And it is not assisting with attendance issues? A: No, the club was set up before my arrival but my understanding is that its initial remit was not to support attendance but to offer support for vulnerable children and families. The club is attendance by invite only.</p> <p>ACTION: To consider a model and costs for a report to go forward to the Pastoral Committee on 12th February 2018. (SC)</p>	<p>All SG</p>
18	<p><u>DIRECTOR'S REPORT</u></p> <p>The Director's Report for the Autumn Term 2017 had been circulated prior to the meeting.</p> <p>There are no notes under this section.</p>	
19	<p><u>GOVERNOR MONITORING & Training Liason Governor</u></p> <p>Geoff Mason (GM) is taking over this role from Lee Williams (CLW)</p>	
20	<p><u>SCHOOL POLICIES</u></p> <p>All policies needing full governing body approval had been circulated.</p> <ul style="list-style-type: none"> • Pay policy for School Teaching Staff • Pay policy for non-teaching staff members? 	

	<ul style="list-style-type: none"> • SEND • Accessibility • Staff Disciplinary Procedures • Staff Dismissal Policy <p>These are all model policies. The governors agreed all policies. However, the SEND Policy will be presented to the next meeting.</p> <p>Q: What is position regarding Dignity at Work? A: It was confirmed that this is bilateral and very much what would be expected. Whistleblowing is included.</p>	
21	<p>PLANNED RESIDENTIAL VISITS</p> <p>It was advised that risk assessments have been carried out. The Pastoral Committee have checked the documentation, and can confirm their recommendation to approve.</p>	
22	<p>MEETINGS</p> <p>The date and time of the spring term full board of governors meeting was confirmed as Wednesday 28th March 2018 at 5pm.</p>	
23	<p>ANY OTHER BUSINESS</p> <p>Term dates were confirmed as Cheshire East dates and those followed by the High School.</p> <p>Governors approved the proposed dates.</p> <p>SJ and PD left the meeting at 8pm.</p>	

The meeting moved to Part Two Item 1

.....Chair

.....Dated