



MINUTES OF A MEETING OF THE GOVERNING BOARD OF MANOR PARK PRIMARY SCHOOL AND NURSERY HELD AT THE SCHOOL ON 16TH JULY 2018

Governors Present:	Cllr. S. Gardiner (SG)	Chair
	Mr. S. Cotterill (SC)	Headteacher <i>left the meeting for item 10</i>
	Miss. E. Holden (EH)	<i>left the meeting for item 10</i>
	Miss J. Hopkinson (JH)	
	Mr. P. Jones (PJ)	
	Mr. G. Mason (GM)	
	Mrs. C. Walley (CW)	<i>arrived at 5:13 pm</i>
	Mr. C. Williams (CLW)	<i>left at 7:00 pm</i>
Also in attendance:	Mrs. S. Pomeroy	Clerk to Governors
	Mrs. S. Jeffery	Associate Governor - <i>left the meeting for item 10</i>

PART ONE - NON- CONFIDENTIAL BUSINESS

1. APOLOGIES AND AOB ITEMS

The Committee agreed that the apologies for absence received from Rev. P. Deakin be accepted.

The following item of Part 1 business was tabled for consideration under agenda item 17:

- OFSTED feedback

2. CONFLICT OF INTEREST

S. Gardiner is a member of Cheshire East's Corporate Parenting Board.

3. MEMBERSHIP

The governing board has one vacancy for a Co-opted governor. SG will liaise with Wendy Sinfield, Community Relations Manager at Manchester Airport, to recruit a new governor.

Action: SG to contact Wendy Sinfield at Manchester Airport to discuss governor recruitment by end of July 2018.

The term of office for the Staff governor Esther Holden is due to expire on 16.11.18. The vacancy will be announced to all staff and an election held if necessary in the autumn term 2018.

Action: SC to advertise the Staff governor position to elect to the post.

The clerk confirmed that the school is responsible for updating governor details on the national database of governors, Get Information about Schools (GIAS). SC will locate the log in details and ensure that the information is updated.

Action: SC to update governor details on GIAS by end of July 2018.

4. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the governing board meeting held on 23rd March 2018 were confirmed as a correct record, and signed by the Chair.

Governors reviewed the Action Log. It was confirmed that all actions have been completed.

SG decided not to write to Jacky Forster to request the outstanding £7,000 of funding which the school had expected to receive. Governors **agreed** that the matter is closed as the school will not receive this additional amount.

5. CHAIR'S ACTION AND CORRESPONDENCE

SG reported that no action had been taken on behalf of the governing board since the last full governing board meeting.

6. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

CW arrived at 5.13 pm

The following committee minutes were received:

Pastoral Committee	23.05.18
Resources Committee	20.06.18
Learning and Teaching	04.07.18

Pastoral Committee

CLW presented the minutes from the Pastoral Committee and highlighted the following points:

School Council and Playground Pals:

Governors had been very impressed by the presentations given by pupils on the work of the School Council and the Playground Pals scheme.

Q. Are any boys acting as Playground Pals or is it just girls?

R. There is a mix of both boys and girls participating in the scheme.

Defibrillator:

The fundraising target was achieved and the defibrillator has been purchased.

Attendance:

Attendance has improved but is not yet at the desired level. SC commented that, in the recent OFSTED inspection, the Inspector was satisfied with the school's strategy to improve attendance and the way in which the school is documenting actions.

SC described how the nature of the school's work in improving attendance has changed; it used to be supportive and nurturing with less emphasis on penalties but now the EWO is involved and Fixed Penalty Notices are issued whilst the school continues to support families. This different approach has already shown to have a positive impact on attendance with some families.

Q. How can we improve the attendance of those children in the 85-90% bracket? Is it possible to offer a reward for the most improved attendance?

R. The school could consider offering rewards and incentives to families with children in this attendance bracket but it needs to ensure that any rewards lead to sustained improvement in attendance. This matter needs further investigation.

Q. What is the 100% raffle?

R. It is a prize to support families. On this occasion the prize was a voucher to visit Tatton Park.

Action: Pastoral Committee to consider a strategy to use incentives to improve the attendance of hard to reach groups.

SG commented that there is a need to ensure that Reception parents see the value in their child having good attendance, even though it is not a legal requirement prior to the age of five.

Q. Is attendance an issue in Nursery?

R. No but it could be a valuable exercise to monitor children who enter the Reception class from other settings.

PSHE Curriculum:

CLW reported that the PHSE curriculum is working well and the scheme is popular with teaching staff.

Q. Has the focus on PSHE had an effect on behaviour in school?

R. Staff have noticed that the meditation sessions are beneficial with a calming effect on pupils in the afternoons; this has led to improved concentration. However, the improved behaviour evidenced in school is probably due to a combination of factors.

Resources Committee

GM presented the report from the Resources Committee and highlighted the following points:

Safeguarding:

GM met with Lyn Simmons (SBM) to discuss the internet filters and has made progress in understanding how they work.

Health and Safety:

No actions were required following the annual Health and Safety visit. GM thanked everyone involved for their hard work in this area.

Budget:

The budget was submitted for approval to the full governing board.

The FGB **approved** the budget via Governor Hub for submission to the LA by 30.06.18.

Learning and Teaching Committee:

PJ presented the report from the Learning and Teaching Committee and highlighted the following points:

Data:

Governors have previously discussed the idea of setting a range of targets so that it would not be disappointing and de-motivating if aspirational targets were not achieved.

SC pointed out that some of the aspirational targets had been met when the test results were released and it is important to set challenging targets to ensure high expectations.

Pupil mobility:

SC explained that the school has high pupil mobility and is in the top 20% in the country.

Q. Why is the school experiencing high level of pupil mobility?

R. This is because the school is not full. It is a challenge for the school when pupils who are working at age related expectations leave the school and in-year transfer pupils can tend to be at below age related expectations.

Q. Does the school have a policy on how to maximise the potential of pupils who arrive part way through a Key Stage?

R. The school immediately carries out a baseline assessment on in-year transfer pupils to determine the next steps and also if any intervention programmes are required. Sometimes the school receives performance data from the previous school.

Q. Does our assessment by the school tend to agree with the information received from the previous school?

R. Sometimes, but there are reasons why it may not. For example, a child may have experienced a traumatic situation which has resulted in a detrimental effect on learning.

Class Structure:

The planned class structure presented at the Resources Committee on 20.06.18 for September 2018 was revised by the Learning and Teaching Committee on 04.07.18 due to the fact that pupil numbers have since increased but staffing levels remain the same. The intention was to retain the Year 6 cohort as a single year group but this has not proved possible. The class structure in KS2 will now be as follows:

Year 3; Year 3/4; Year 4/5; Year 5/6

SC explained that the children have been allocated to classes according to a variety of measures; academic performance, friendship groups and maturity level. A great deal of consultation has taken place with teachers and teaching assistants prior to allocating pupils to their new classes. Parents were informed of the new class structure on 16.07.18.

Q. What will happen to Year 5 children when they become Year 6 in September 2019?

R. There is a possibility that the pupil could be taught by the same teacher for another year. However, staff teach from a child's starting point and the school has a two year curriculum plan so no issues are anticipated in covering the curriculum.

Q. Are the staff comfortable with the new class structure?

R. Yes, they understand the rationale behind the class organisation.

Q. Which teacher will be in charge of the mixed Year 4/5 class?

R. The newly appointed teacher has been allocated to this class and transition work with the pupils has begun.

The FGB **approved** the appointment of the LA clerk to the governors.

7. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

The Headteacher's part one report contained the following items:

- Introduction
- Pupils
- Staffing
- Achievement and Standards
- Parents
- School Activities
- Premises and Equipment
- Finance

Governors received the report and the following points were highlighted:

Pupil numbers

SC informed governors that a parent was due to visit school this week to request a place for a Reception child in September 2018. This would place the number of pupils in the Reception class at 30 pupils.

Q. What happens if another Reception child seeks admission in September 2018?

R. The school would have to admit the child and split the Reception class. The PAN is 45 and the school does not want to reduce this as the school would like to work towards an increase in the PAN to 60 children. The school has experienced a large increase in the numbers of children applying for Reception places over the past year.

Staff training

SC explained that staff training is linked to the SSDP priorities.

Q. A lot of staff training has taken place over this academic year. How does it compare to previous years?

R. It is comparable and is at an appropriate level.

Q. Some teachers have undertaken more training than others. How are training needs prioritised?

R. It depends on a range of factors such as the stage of a teacher's development and experience and also national, local and school priorities. For example, Early Years was a locally identified training need and the school also provided specialist Maths twilight training to meet a school improvement priority.

Quality of Learning and Teaching

SC reported that the recent OFSTED inspection had demonstrated that learning and teaching were strong across the school.

Parents and Community

SC thanked the PTA, Manor Park Support Association, (MPSA) for their hard work in organising successful fund-raising events for the school.

Q. Is MPSA attracting parents from across the year groups?

R. No, most of the parents on the committee have children in Year 4. The committee needs to consider succession planning and how to attract more members.

The parental view questionnaires which were returned during the OFSTED inspection of June 2018 reveal that parents are supportive of the school. For example, 90% of parents do not believe that bullying is an issue in school.

Q. Are some parents reporting bullying that the school is not aware of?

R. It is usually a question of how bullying is interpreted; parents do not always understand the nature and definition of bullying.

The negative responses on the parental questionnaire were from one parent who also emailed the OFSTED Inspector. The Inspector did not find any evidence to uphold the views expressed.

Defibrillator

The school is pleased to report that the fundraising target was reached and the defibrillator has been purchased. It was originally intended to locate the equipment outside of school but this proved to be too expensive. It will now be positioned in the school entrance and the school will advertise its presence to the local community.

Religious Education

The RE curriculum has been enhanced by external visitors into school linked to topics on Judaism and Islam. In 2018-19, RE will be the focus for the school's educational visits. Contributions are voluntary for educational visits and the school anticipates that not all parents will make a financial contribution to these planned visits.

Q. Has the school planned the residential visits for 2018-19?

R. At the moment the school is planning a residential visit for Year 2 children, with the possibility that the Year 1 class will visit the Year 2's for the day whilst they are on the residential..

Q. Would the school consider organising an overseas visit for children or a residential visit to London?

R. It would depend on how these options would match our curriculum and also on security and funding issues.

SSDP

SC commented that the school had been broadly successful in achieving the priorities set out in the SSDP. Priority 4, to improve attendance, continues to be an action point for the school. All the identified actions have been implemented.

Data

SC made the following points regarding pupil performance data:

- The progress of Pupil Premium children in school is higher than that of non-pupil premium children.
- The entry level of pupils to Reception is lower than the national average.
- Attainment in KS1 has improved. This is due to working hard with staff and setting aspirational targets.
- The school is seeking to accelerate the progress of children leaving Reception at GLD. This will help evidence added value by the school.
- Overall the data is good but attainment in Maths disappointing. Two pupils failed to achieve Age Related Expectations (ARE) because they were two marks short of the required threshold. The two pupils were predicted by the school to achieve ARE. The school has challenged the marking on some of the test papers.
- The threshold for Maths increased by four points this year.

Q. The two children who did not achieve ARE in Maths; were they very nervous during the tests?

R. No, they performed well in practise tests but made minor errors on the test day.

8. PUPIL PREMIUM GRANT

The Pupil Premium grant has been spent and the progress of Pupil Premium children in school is good. A report is generated each term.

Action: SC to upload the summer term 2018 Pupil Premium data to the school website.

9. GENERAL DATA PROTECTION REGULATION (GDPR)

GM has liaised with the school business manager, Lyn Simmons, to produce an action plan for GDPR compliancy. The plan looks at how, where and why data is stored, how to protect it and arrangements for disclosing and deleting data. GDPR has been added to the monitoring schedule for 2018-19 and a list of questions has been prepared to aid governors on monitoring visits.

Q. How can we ensure that staff is familiar with the GDPR Policy?

R. GDPR will form part of staff training in 2018-19 and all staff will be made aware of the basic points.

Lyn Simmons is the Data Protection Officer (DPO).
GM is the link governor.

10. HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW

SG asked that SC, SJ and EH leave the meeting whilst governors discussed the arrangements for the headteacher's performance management and the appointment of the SIP.

Governors discussed good practice in relation to the appointment of the SIP and recommended that the existing SIP should be appointed for one more but that governors should look to appoint a new SIP for the academic year 2019-20. It is good practice to appoint a new SIP every few years to ensure that a level of challenge is maintained for the Headteacher.

SC, SJ and EH returned to the meeting.

SG informed SC, SJ and EH of the governors' review of good practice in relation to appointing a SIP. They agreed with the proposed plan.

Governors **agreed** that Fiona Tood be re-appointed as the SIP for the academic year 2018-19.

Action: Governors to consider the appointment of a new SIP at the spring term 2019 FGB.

11. GOVERNANCE STATEMENT

CW has prepared a draft governance statement for the academic year 2017-18. Governors suggested that this could be used as a basis for a report on the work of the governing board during the current academic year.

The clerk confirmed that the governance statement is not statutory but is considered to be good practice.

Action: GM to circulate the draft governance statement on Governor Hub. Governors to review the document and respond with any amendments. The statement will then be published on the school website.

12. DIRECTOR'S REPORT

The Director's Report for the Summer Term 2018 contained the following matters:

Message from the Director of Children's Services

1. School Governance and Liaison update.
2. New Education Travel Policies and Sustainable Modes of Travel.
3. Virtual School Update.
4. Revised DfE Guidance for Free School Meals.
5. Make the Mile Campaign.
6. Elective Home Education Consultation.
7. Safeguarding Children in Education Settings Primary School Safeguarding Conferences.
8. 'Timely Support for Children and Families' Document.
9. Signs of Safety.
10. Local Children's Safeguarding Board.
11. National Children's Day UK.

12. Changes to Bus Services.
13. Governing Board Documents - Storage/ Retention/Good Practice Guidelines

All items apart from Items 1 and 13 have been addressed at committee level. The clerk highlighted these items and governors noted the report.

Item 1: School Governance and Liaison update CW and PJ are members of the headteacher's performance management panel and will need to complete the training course

Action: SC to arrange training for CW and PJ to complete the headteacher's performance management panel in the autumn term 2018.

Item 13

SC noted the recommendations for the storage of governing body minutes, in particular the separation of part one and part two minutes.

13. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

GM is the training liaison governor. He stated that the focus of his role is on training and induction for new governors.

Induction

GM has produced a new induction guide for governors which covers a two year period and will upload this document to Governor Hub for governors to review.

Training

GM has produced a training record and plan in liaison with SC. Governors need to review this document to make sure that it is accurate.

GM will populate the plan with relevant courses once the new governors training schedule is released in the autumn term 2018.

Action: GM to upload the governor induction pack to Governor Hub. All governors to read the document and comment.

Action: GM to upload the governor training pack to Governor Hub. Governors to read the document and comment.

14. SCHOOL POLICIES

There were no policies to receive.

15. UPDATE ON MULTI ACADEMY TRUST INVESTIGATIONS

SC presented a report at the meeting on the activity undertaken from summer 2016 to July 2018 in relation to converting to an academy. He stated that the rating of Good from the June 2018 OFSTED Inspection has placed the school in a position of strength and other schools would like Manor Park to join their academy trust.

Q. Do we need to register the school's intent to convert to an academy?

R. Yes, the school should contact the DfE to register intent. The process to convert to an academy needs to be commenced if the intention is to convert by September 2019.

SG **proposed** that SC contact the DfE to do this. All governors **agreed**.

Action: SC to contact the DfE to register the school's intent to convert to an academy.

Governors discussed the options available and agreed an extraordinary full governing board meeting will be held early in the autumn term 2018 to consider further the process of converting to an academy. This will be a one item agenda.

Action: SC to arrange an extraordinary meeting of the full governing board to discuss converting to an academy.

16. MEETINGS

The dates and times of the full board of governors meetings to be held during the academic year 2018-2019 were confirmed as follows:

Thursday 13th December 2018

Wednesday 4th April 2019

Thursday 11th July 2019

All meetings will be held at 5pm.

17. ANY OTHER BUSINESS

Feedback from the June 2018 OFSTED Inspection:

SC thanked the governing board for their hard work and for their support on the day of the Inspection. The OFSTED Inspector noted that governance is strong with an effective team who know the school well.

SC stated that the inspection had proved to be a positive experience and provided good CPD for himself and SJ.

The learning and teaching walk undertaken by the Inspector had revealed that learning and teaching are strong across the school.

The Inspector spoke to groups of children for around 30 minutes and the children described the positive changes in school which have occurred since 2016.

SG thanked SC and SJ for the team work and the tremendous efforts in transforming the school over the past two years.

CLW left the meeting at 7pm.

18. IMPACT STATEMENT

The governors have helped to move the school forward in the following ways:

Ensure clarity of vision, ethos and strategic direction;

The governors have agreed a plan for the school's conversion to an academy.

Hold the Headteacher to account for the educational performance of the school;

Governors have questioned pupil performance data.

Governors have asked for a review of how pupil targets are set.

Governors have agreed a plan for the headteacher's performance management.

Oversee the financial performance of the school, ensuring value for money;

Governors have agreed a positive budget.

Promote the highest possible standards for Safeguarding;

Governors have recognised the importance of continuing to improve pupil attendance and have requested new initiatives to target hard to reach groups.

Governors have ensured that safeguarding procedures are followed.

The meeting moved to the Part Two agenda.