



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF MANOR PARK  
PRIMARY SCHOOL AND NURSERY HELD AT THE SCHOOL ON 13<sup>TH</sup>  
DECEMBER 2018**

**Governors Present:**

<b>Cllr. S. Gardiner</b>	<b>(SG)</b>	<b>Chair</b>
<b>Mr. S. Cotterill</b>	<b>(SC)</b>	<b>Headteacher</b>
<b>Miss. E. Holden</b>	<b>(EH)</b>	
<b>Miss J. Hopkinson</b>	<b>(JH)</b>	
<b>Mr. P. Jones</b>	<b>(PJ)</b>	
<b>Mr. G. Mason</b>	<b>(GM)</b>	
<b>Mrs. C. Walley</b>	<b>(CW)</b>	
<b>Mr. C. Williams</b>	<b>(CLW)</b>	
<b>Mrs L. Dalzell</b>	<b>(LD)</b>	
<b>Rev. P. Deakin</b>	<b>(PD)</b>	

**Also in attendance:**

<b>Mrs. S. Pomeroy</b>		<b>Clerk to Governors</b>
<b>Mrs. S. Jeffery</b>	<b>(SJ)</b>	<b>Associate Governor</b>
<b>Mrs L. Simmons</b>	<b>(LS)</b>	<b>School Business Manager</b>

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**PART ONE - NON- CONFIDENTIAL BUSINESS**

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**1. APOLOGIES AND AOB ITEMS**

All governors were present at the meeting.

No items of any other business were tabled for discussion at the meeting.

**2. CONFLICT OF INTEREST**

S. Gardiner is a member of Cheshire East Council.

**3. MEMBERSHIP**

- Esther Holden was re-elected as staff governor on 17.11.18 for a period of four years.
- There is a vacancy on the governing board for one co-opted governor.

**ACTION:** SG to contact Wendy Sinfield, Community Relations Manager at Manchester Airport, with a view to recruiting a new governor.

- Sarah Jefferies was appointed as an associate member until 31.08.2020. She was not assigned voting rights at committees.

#### **4. PART ONE MINUTES AND MATTERS ARISING**

The part one minutes of the governing board meeting held on 16<sup>th</sup> July 2018 were confirmed as a correct record, and signed by the Chair.

The Action Log was reviewed and the following matters arising were discussed:

- SC confirmed that governors' details on GIAS have been updated.
- Training has been arranged in the spring term 2019 for two members of the Headteacher's performance management panel.
- The meeting to discuss converting to an academy has been postponed until the spring term 2019 to allow more time for research into different academy trusts.

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

#### **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. COMMITTEES AND NOMINATED GOVERNORS**

- a) Governors reviewed the membership of committees for the academic year 2018-2019 and confirmed the following committee structure:

Pastoral Committee

L. Williams-Chair  
S. Cotterill  
P. Deakin  
P. Jones  
L. Dalzell  
J. Hopkinson

Learning and Teaching Committee

P. Jones – Chair  
S. Cotterill  
C. Walley  
E. Holden  
S. Gardiner  
G. Mason  
J. Hopkinson

Resources Committee

G. Mason-Chair  
C. Walley  
S. Cotterill  
L. Williams

- b) The chair of each committee was confirmed as above.  
c) Governors reviewed and confirmed the list of functions to be delegated to individual governors as below:

Safeguarding	L. Williams
SEN	S. Gardiner
Health and Safety	S. Gardiner
Curriculum	P. Jones
Pupil Premium	P. Deakin
Pastoral	J. Hopkinson
Governor Training	G. Mason
English, Maths	E. Holden
More Able Learners	L. Dalzell
Pupil Voice	C. Walley
Foundation Stage	P. Jones
PE, Sport Development	G. Mason

- d) The terms of reference were reviewed at committee meetings and were adopted by the governing body. Governors decided not to establish a Pay Committee at the current time.
- e) The Pupil Discipline Committee will be formed from members of the Pastoral Committee. The Staff Disciplinary and Staff Appeals Committee will be formed from members of the Resources Committee. The school does not have terms of reference in place for these committees.

**ACTION:** Clerk to add the adoption of terms of reference for these committees to the appropriate committee meeting agendas in the spring term 2019.

**ACTION:** Clerk to obtain model terms of reference to share with governors.

- f) The members of the Headteacher's Performance Management Panel are S. Gardiner, C. Walley and P. Jones. Fiona Todd was confirmed as the SIP for the academic year 2018/2019.

## 7. FINANCIAL MATTERS

Governors received the Business Manager's Report which had been circulated prior to the meeting by LS on Governor Hub. LS confirmed that the submission date for the SFVS is 31.03.19. GM and LS have arranged to meet in January 2019 to prepare the submission.

LS had circulated the MIF which was **approved** by governors.

LS informed governors that the LA carried out a governance audit on 11.12.19. The auditors reviewed agendas and minutes of meetings, governors' training and induction and had considered financial matters. The school is awaiting the written report and verbal feedback was very pleasing; there were only a few actions identified such as the completion of a skills matrix for governors.

## 8. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

The Headteacher's report was circulated prior to the meeting and contained the following items:

- Introduction
- Pupils

- Staffing
- Achievement and Standards
- Parents and Community
- School Activities
- Premises and Equipment
- Finance

SC highlighted a number of issues from his report to governors:

- There has been a positive start to the academic year 2018/2019. School is looking clean and attractive and staff are working hard.
- Pupil numbers have increased to 240. The school held an open day to attract more children. It was well-received and the school plans to repeat the exercise in the future.

**Q. Is the school spending money and resources in areas which are not recognised by parents?**

R. The school is confident that it is spending money and making improvements in the right areas. This was recognised by OFSTED and parents do take notice of the OFSTED grade.

**Q. Is the Knutsford Guardian coming to take photographs of the children in their nativity costumes?**

R. Yes, a photographer is due in school on 17.12.18.

- Attendance is now above 96% which is very pleasing. The attendance scheme operated by Manchester Airport was a time limited programme which has now ended and the school has introduced new initiatives aimed at increasing attendance.

**Q. What is the school's relationship with Manchester Airport?**

R. The airport operates a community scheme and schools are invited to choose an activity for each year group. It is a free programme.

**Q. How can the school increase pupil numbers?**

R. It is important for the school to continue with its programme of improvements so that the enhanced reputation of the school will attract parents to consider the school for their children. It can take a considerable period of time to change historical perceptions of the school. When parents visit the school they are impressed with what they see.

**Q. How can the school make parents aware of the progress children make at the school?**

R. Parents do not always understand the difference between progress and attainment. The school asked the Knutsford Guardian to include details about progress when publishing SAT's results to put the results in context.

**ACTION:** The Learning and Teaching Committee will consider issuing statements about the progress children make at the school. Clerk to add to the agenda for the next meeting.

**Q. What is the admissions process for the school?**

R. The admissions process is handled by Cheshire East. There is a window for applications and parents rank their choices from 1 to 3. If parents are not allocated their first choice they may be allocated their second or third choice and may also join a waiting list for their first choice school.

Staffing

There are no significant staffing changes to report.

Professional development for staff is usually linked to school priorities and, although there are budget constraints, this is still considered to be an important area to maintain.

The new Maths and English lead teachers have attended a course looking at data and are excited about moving their allocated subject forward.

**Q. Is it possible for one of these teachers to deliver a presentation to governors on how they are developing their subject?**

R. Yes, in the summer term 2019 both teachers will be asked to deliver a presentation to governors at the Learning and Teaching Committee.

**ACTION:** SC to invite the Maths and English lead teachers to deliver a presentation to governors. Clerk to add to the Learning and Teaching Committee agenda in the summer term 2019.

Data

The following documents were circulated to governors prior to the meeting and had been discussed at the Learning and Teaching Committee on 05.12.18:

- ASP-IDSR Summary
- 2019 targets
- Overall in school data Autumn 2018

SC informed governors that the school is working on sharing good practice between staff. Time is dedicated to this every two weeks in staff meetings and there is a Learning and Teaching noticeboard in the staff room. Governors commented that it is good for established teachers and newly qualified teachers to learn from each other.

**Q. Why are learning and teaching assessed lower in the autumn term?**

R. This is often due to the movement of staff.

**Q. Which teacher is responsible for Art?**

R. SC covers this subject.

Community

SC informed governors that the school is closely involved with the local community.

**Q. What ideas does the school have to involve the children with seniors in the local community?**

R. EH has approached Sharston House Nursing Home with a view to involving the children in some sessions there in the spring term 2019.

**Q. Can you account for the progress of girls in KS2?**

R. This was a cohort specific issue and is not a general trend in school.

**Q. GD in Maths is low; why is this?**

R. GD needs to increase across all subjects and prior middle attainers need to make more progress.

**Q. So this is not just an issue in Maths?**

R. That is correct.

Homework

SC reported that a new Homework Policy will be implemented in January 2019. The school issued a survey to parents regarding homework and was pleased with the response and the comments received. It demonstrated that parents need the weekend to help their children to complete homework assignments.

**Q. Has the school seen an increase in children's ability to learn times tables following the introduction of the TT Rockstars programme?**

R. Yes, the speed of recall of multiplication facts has increased and the school plans to give the children more opportunities to come into school early to access the ICT suite.

**9. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**

Governors received the minutes from the following committees:

- Pastoral Committee 04.10.18
- Resources Committee 25.10.18

Governors also received a verbal report from the Learning and Teaching Committee 05.12.18.

Pastoral Committee

CLW highlighted the following issues to governors from the minutes:

- New initiatives have been introduced to improve attendance and have had a positive impact. There is an agreed budget to fund the initiatives.
- The school deals pro-actively with parents when there is an issue of poor attendance; parents are invited into school for a panel interview and fixed penalty notices are issued through Cheshire East as a last resort.
- The headteacher and deputy are often required to spend a considerable amount of time dealing with pastoral issues which can impact on their capacity to focus on other areas of school improvement.
- Policies for Positive Mental Health and Well-being and safeguarding were approved at the meeting.
- The Den, which was previously used as a withdrawal room, is now utilised as a intervention room. This is a positive reflection on the improvements seen in behaviour in school.

**Q. In the past some parents have regarded the school as a support service for pastoral and social care issues. Is this still the case?**

R. No, the focus in school is on the children and their learning. However, there are certain times when many social care issues are raised simultaneously and the school wanted governors to be aware of the pressures this can place on staff.

### Resources Committee

GM highlighted the following issues to governors from the minutes:

- Pupil numbers have increased which has had positive impact on the budget.
- SC and LS work hard to keep a tight control on the budget and review spending and variances on a regular basis.
- The budget actuals versus forecast is on track.
- The parents association (MPSA) made a contribution towards new computers in the ICT suite and there are now 31 computers available to use by a class.
- The school is taking advice on the role of the DPO.
- The MUGA is due to be completed in the spring term 2019.
- The committee recognised the hard work of staff when approving the pay awards and performance management.
- One member of staff is at the top of the pay range and the committee was unable to offer a performance related pay award.

### Learning and Teaching Committee

PJ gave a verbal report to governors as the minutes were not yet available.

- SC gave a presentation to governors on the recent developments in school in the teaching of Maths. Many questions were raised on the impact and benefits of the developments.
- SC had informed governors of the impact of the new whole class feedback system which is being trialled in maths.
- Governors had reviewed the school performance data. The main priorities are for more middle attaining children in Key Stage 1 to achieve GD at the end of Key Stage 2 and to improve the Year 1 phonics results.
- PJ informed governors that he observed a phonics session in school and was impressed with the pace of the lesson and the enjoyment of the children. He observed differentiation in action with a teaching assistant working with a pupil with EAL.

### **Q. Why are not enough children passing the year 1 phonics test?**

R. The starting point of the children is low and there are a significant percentage of children with SEN/D in the cohort. In 2019 the school has set a target of 75-80% of children meeting the expected standard. This means that every child who is capable needs to pass the test as the Year 1 cohort has 20% children with SEN/D.

Mobility continues to be an issue for the school; sixteen children joined the school from July 2018 to September 2018 and all of this group were operating at below age related expectations. Furthermore, 60-70% of this group required pastoral intervention. During the same period four children left the school who were working at age related expectations.

Governors commented that progress indicators are above the average for local schools and that the school is providing a good standard of education for those children who are admitted from other schools and from other countries.

### Governor monitoring

CLW carried out a monitoring visit of safeguarding procedures using the SCiES model proforma. A small number of issues were raised which will be discussed at the next Pastoral Committee meeting in the spring term 2019.

**ACTION:** Clerk to add safeguarding audit to the spring term 2019 Pastoral Committee agenda.

#### **10. SCHOOL DEVELOPMENT PLAN (SDP)**

SC informed governors that the SDP is a working document and is reviewed regularly. He noted that Priority 1 needs to be re-worded.

Priority 4 relates to the curriculum and this is now a central focus for OFSTED inspections. The school is passionate about developing the curriculum to provide exciting opportunities for the children.

#### **Q. Should there be a greater emphasis in the SDP on children achieving GD?**

R. Yes, the SDP needs to be updated to include the actions the school is taking to increase the numbers of children achieving GD. For example, pupil progress meetings are being held this week with a focus on high achievers and exploring ways of enabling children to reach GD.

**ACTION:** SC to update the SDP to include actions relating to increasing the percentage of children achieving GD.

#### **Q. Do governors spend enough time reviewing the SDP?**

R. The plan is developed initially by the Senior Leadership Team and is discussed with governors and linked to governor monitoring. All governors are able to access the SDP on Governor Hub.

CLW informed governors that he has attended training on the SDP and would like to explore opportunities for governors to monitor the plan in greater detail. It was **agreed** that each committee would consider relevant sections of the plan at their termly meetings.

**ACTION:** Clerk to add monitoring of the SDP as a standing agenda item for each committee.

#### **11. SCHOOL PERFORMANCE**

This item was covered under the headteacher's part one report.

#### **12. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER**

Fiona Todd was confirmed as the school's SIP for the academic year 2018-19.

#### **13. DIRECTOR'S REPORT**

The clerk confirmed that all items on the autumn term 2018 Director's Report have been addressed at committee meetings.

#### **Q. Why are adopted children considered to be vulnerable?**

R. Children are often adopted following difficult home circumstances and require extra support.



#### **14. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT**

GM delivered a verbal report to governors and stated that most governors are now engaged in training. The training plan and log will be reviewed later in the academic year 2018-19.

SC informed governors that he has attended a training course on academy finance.

#### **15. SCHOOL POLICIES**

The following policies were reviewed and **approved** by governors:

- Pay Policy
- Safeguarding Policy
- Homework Policy

#### **16. PLANNED RESIDENTIAL VISITS**

The Year 2 residential visit to Fox Howl, Delamere on 01.04.19 for one night was **approved** by governors on the understanding that appropriate risk assessments will be carried out in the required timescales.

#### **17. GOVERNOR HUB**

Governors **agreed** that all school policies should be available on Governor Hub.

**ACTION:** LS to load school policy documents onto Governor Hub.

#### **18. SCHOOL HOLIDAY CALENDAR**

SC confirmed that the school adopts the Cheshire East schedule for school holidays and aligns with the high school and local primary schools. The dates will be published on the school website.

#### **Q. Why does the school hold INSET days on a Monday?**

R. It is a good day for staff to receive training as they are usually well rested and alert after a holiday.

#### **Q. Does the school have contingency plans in place for “Operation London Bridge?”**

R. The school has not discussed this and will contact the local authority for advice.

**ACTION:** SC to contact Cheshire East for advice on “Operation London Bridge.”

#### **19. MEETINGS**

The dates for the remaining full governing board meetings to be held during 2018-19 were confirmed as:

Thursday 4<sup>th</sup> April, 2019 at 5:00 pm.

Thursday 11<sup>th</sup> July, 2019 at 5:00 pm

#### **20. ANY OTHER BUSINESS**

There were no items of any other business.

#### **21. IMPACT STATEMENT**

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

**Ensure clarity of vision, ethos and strategic direction;**

Governors explored ways to monitor the SDP more closely.

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

Governors challenged the school's performance data.

Governors carried out monitoring visits and looked at the impact of curriculum initiatives on results.

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

Governors monitored the budget to ensure that the school is in a healthy financial position.

**Promote the highest possible standards for Safeguarding;**

Governors approved the safeguarding policy.

Governors agreed to analyse the safeguarding audit at the next Pastoral Committee.

The meeting moved to the Part Two agenda.

 4/4/19