



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF MANOR PARK  
PRIMARY SCHOOL AND NURSERY HELD AT THE SCHOOL ON 4<sup>TH</sup> APRIL 2019**

<b>Governors Present:</b>	<b>Mr. G. Mason</b>	<b>(GM)</b>	<b>Chair</b> -from item 3
	<b>Mr. S. Cotterill</b>	<b>(SC)</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>Mrs. C. Walley</b>	<b>(CW)</b>	Arrived at 5:12 pm
	<b>Mr. C. Williams</b>	<b>(CLW)</b>	
	<b>Mrs L. Dalzell</b>	<b>(LD)</b>	
	<b>Rev. P. Deakin</b>	<b>(PD)</b>	
	<b>Cllr. S. Gardiner</b>	<b>(SG)</b>	Arrived at 5:05 pm
<b>Also in attendance:</b>	<b>Mrs. S. Pomeroy</b>		<b>Clerk to Governors</b> <b>School Business</b> <b>Manager</b> -left after item 8
	<b>Mrs L. Simmons</b>	<b>(LS)</b>	

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**PART ONE - NON- CONFIDENTIAL BUSINESS**

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The clerk chaired the meeting for items 1-3.

**1. APOLOGIES AND AOB ITEMS**

Catherine Walley and Stewart Gardiner informed governors that they would be late arriving for the meeting. All other governors were present at the meeting.

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

**2. CONFLICT OF INTEREST**

Stewart Gardiner is a member of Cheshire East Council.

**3. ELECTION OF CHAIR**

Stewart Gardiner resigned as Chair of governors due to the pressure of work and being unable to devote enough time to the role. He will remain as a governor at the school and will continue to serve on the same committees.

Geoff Mason was nominated at the previous meeting for the role of chair. He left the meeting whilst governors discussed the nomination. Following a unanimous vote,

Geoff Mason was duly elected as chair of governors for a term of one year, or until the spring term 2020 FGB meeting. He returned to the meeting and was informed of the governors' decision.

*SG arrived at 5:05 pm.*

GM chaired the meeting from this point.

GM thanked SG for his hard work in the role of chair. SC stated that SG had been very supportive of the headteacher during his time as chair and that he was pleased that SG will remain as a governor at the school.

#### **4. MEMBERSHIP**

Governors noted that there is one vacancy on the governing board for a co-opted governor.

**ACTION:** SC to consider the skills needed on the governing board and to recruit a new governor. Two websites will be consulted:

- Inspiring Governance
- Governors for Schools

**ACTION:** SG to contact Wendy Sinfield at Manchester airport to see if they have a suitable candidate for the governor vacancy.

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

The part one minutes of the governing board meeting held on 13<sup>th</sup> December, 2018 were confirmed as a correct record, and signed by the Chair.

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

- The SDP still needs to be updated to include a priority on increasing the numbers of children achieving GD.  
**ACTION:** SC to update the SDP.
- Operation London Bridge  
SC has discussed this with local schools and they have no plans in place.

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

#### **6. CHAIR'S ACTION**

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

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

Governors received the minutes from the following committees:

Pastoral Committee	07.02.19
Resources Committee	14.03.19
Learning and Teaching	26.03.19

### Pastoral Committee

CLW highlighted the following points from the minutes to governors:

- Attendance has increased. A system of both rewards and sanctions is in place.
- A Pupil discipline committee was established and model terms of reference adopted.
- Pastoral work is a strength of the school.
- An application for the AcSEED award has been submitted.

### Resources Committee

GM highlighted the following points from the minutes to governors:

- The committee terms of reference were amended.
- The budget was reviewed and challenged.
- Financial benchmarking was carried out.
- Policies were validated.

### Learning and Teaching Committee

PJ highlighted the following points from the minutes to governors:

- The committee received a presentation from the lead teacher for PE.
- The presentation was excellent and included detailed plans for the future provision of PE in school.
- The new OFSTED framework proposals were considered.
- Governor monitoring reports were received from CW (data) and CW and PJ (phonics).

## **8. FINANCIAL MATTERS**

The Business Manager's report was circulated prior to the meeting via Governor Hub. LS highlighted the following points to governors:

### Draft Annual Budget 2019-20

It was noted that the budget position is now much healthier. The carry forward at the end of 2018-19 stands at £69,646. Governors **approved** the draft budget for 2019-20.

It was noted that the FGB meetings for the academic year 2019-20 need to be timed to allow the FGB to approve the final budget before 30.06.20 when the budget will need to be submitted to the LA.

### Review of Budget v Actuals for the current year 2018-19

This was reviewed in detail at the Resources Committee meeting held on 14.03.19.

### Progress against the 3 year budget plan

Governors reviewed the three year plan. A second draft of the budget was produced following the spring term budget review, based on the new funding formula. This indicated a year-end budget position of £85,000, with an in-year surplus of £15,300. This indicative position is mainly due to proposed staffing changes. Other factors which have led to the improved budget position include an extra £22,000 from changes to the budget formula, £7,000 from growth funding and £8,360 received from the government for the School Meals Supplementary Grant.

### Staffing structure for 2019-20

A staffing plan was included in the Business Manager's report and will be discussed further in Part Two of the meeting.

### SFVS submission

LS confirmed that the SFVS was submitted by the deadline of 31.03.19 and the school is awaiting the outcome. The aim is to achieve a rating of "good."

### Unofficial School Fund and the audit certificate

The 2018-19 School Fund accounts will be audited by Marshall & Co. during the summer term 2019. The Deposit Account balance stands at £40,235.40 which includes £919.00 of 2018-19 Flexible Nursery funding and £5,950.00 for the MUGA which has since been transferred to the Delegated Budget.

### Auditor of the Unofficial School Fund for the forthcoming year

Marshall and Co. will be used again to audit the Unofficial school Fund for the academic year 2019-20.

LS updated governors on the renewal/awarding of contracts:

- The Abel Alarm contract was renewed at a cost of £723.00 per annum and is due to expire in March 2020.
- The Love Music contract was renewed at a cost of £630 per annum and runs from 01.09.19 to 31.08.20.
- The school has experienced difficulties in recruiting and retaining cleaning staff. LS investigated other options and recommended that governors approve the awarding of the cleaning contract to a firm called "Cobwebs." Other local schools use this company and are pleased with the service. The current cost of the cleaning service is £15,763 per annum. The proposed costs are less at £13,938 and with the advantage that the school will not have to cover periods of absence. Existing staff will transfer to the new company under TUPE regulations and Cheshire East HR is overseeing this process.

#### **Q. Will the cleaning staff receive the same rate of pay?**

R. Yes.

#### **Q. Why is the cost of the contract much lower than what the school is currently paying?**

R. The new company will make savings on the purchase of cleaning products. The school has to pay overtime which will not be included in the new contract.

Governors **approved** the awarding of the cleaning contract to "Cobwebs."

### **9. 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:

- Pupil numbers are stable. The school has received 22 first choice applications for September 2019 and expects to admit 25 children into the Reception class.
- Attendance has improved. It still needs to be monitored as persistent absenteeism remains an issue with some children.
- An application for the AcSEED award has been submitted. Further evidence has been requested and the school is confident of achieving the award.
- The school was very pleased with parental support during mental health week.
- The school has applied to join a Maths Hub facilitated by Egerton Primary School.
- Two approaches to improving Maths are being considered; Maths no Problem and Power Maths. Maths no Problem is used by Egerton Primary School and Power Maths is used at Boughton Heath Primary. SC and the Maths lead teacher have visited both schools to collect evidence before deciding on the way forward.
- SC was invited by the LA to become a member of the SEN panel.

**Q. What does the school gain from SC sitting on this panel?**

R. The school gains an insight into how decisions are made over EHCP's and this knowledge can be shared with staff.

- The school is providing a CPD package on Whole Class Feedback to other schools in collaboration with Bexton Primary School. The school is charging £50 for the package and it will raise the profile of the school. 14 schools have signed up.

**Q. How did the other schools find out about this CPD package?**

R. E-mails were sent to Cheshire East headteachers and Twitter was used to publicise this further afield.

**Q. Why are other schools interested in this training?**

R. There is a national emphasis on staff well-being and this is addressed in the training through a reduction in the amount of marking and differentiation expected of the staff.

**Q. How do schools from other areas know that this is a good school?**

R. The schools who have signed up will have done some research.

**Q. Is this a one-off initiative?**

R. Yes, at the moment. It may be repeated at some point in the future.

- The school is also offering a free CPD package on Pastoral work which will take place after school.

Governors commented that there is a considerable amount of CPD taking place in school. SC informed governors that it is important to develop staff. The deputy

headteacher has recently completed the National Professional Qualification for Headship (NPQH).

Governors **congratulated** the deputy headteacher on this achievement and recognised her hard work in school.

**Q. Does the deputy headteacher want to leave the school to seek a promotion?**

R. At the moment she feels that she still has much to learn at the school.

SC invited further questions from governors on the content of his report:

**Q. How is Pupil Premium calculated?**

R. It is complicated. Parents complete an online application and the school encourages them in this process.

**Q. Does the school have a strict definition of bullying?**

R. Yes, it is addressed in the Behaviour Policy. It is a matter of judgement but bullying involves an imbalance of power and occurs over a period of time. Any such incidents are thoroughly investigated by the school.

**Q. The school has one cared for child on roll; is that child in school on a temporary or permanent basis?**

R. The child in question has been in school on a relatively long term basis.

**Q. Are any male teaching assistants employed in school?**

R. No.

**Q. What is the reason for this?**

R. The school has a low turnover of Teaching Assistants and has not had any male applicants for any positions which do arise.

**Q. Have investigations begun into appointing a new SIP for the academic year 2019-20?**

R. Yes, SC has approached an existing Cheshire East headteacher who is also an OFSTED inspector to consider carrying out the SIP role for the school. The existing SIP, Fiona Todd, has been very effective both in terms of challenge and support.

**Q. What is the role of the SIP?**

R. The SIP provides an external source of support and challenge and is involved in the headteacher's performance management. The SIP may also interact with governors. It is important that there is a good level of trust with the SIP. The person appointed needs to have the right experience and knowledge to be able to move the school forward.

**ACTION:** Clerk to add the appointment of a new SIP to the FGB summer term 2019 agenda.

**Q. The school has worked hard to ensure that teaching is now good; what is being done to develop outstanding teaching?**

R. Regular monitoring takes place in the form of lesson observations, book scrutiny and data analysis.

**Q. Is there enough challenge for teachers to allow them to become outstanding?**

R. Yes, the monitoring forms a conversation with teachers and continual development points are raised. The term “outstanding” is not used often in school; it is very difficult for a teacher to be outstanding across the board.

Governors **thanked** SC for his very detailed report.

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

The School Development plan has been reviewed at committee level. It will be revised for the forthcoming academic year 2019-20.

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

The SIP visit took place on 24.01.19 and the subsequent report was shared with governors via Governor Hub prior to the meeting. The focus of the visit was to review the teaching of Maths and to begin to plan next steps.

SC invited questions from governors on the content of the report:

**Q. The report states that some teachers “closed down” discussion around the use of potential mathematical strategies. How has this been addressed?**

R. There were a few cases observed where misconceptions were not addressed as much as the school would like. This has been picked up in the most recent monitoring and shared with staff.

**Q. What is “scaffolding?”**

R. It involves teachers supporting the children’s learning.

**Q. Is it obligatory for the school to implement the actions from the SIP report?**

R. The school is implementing all the actions apart from the one related to the PEE structure.

**Q. Is there an emphasis in school on teaching the mechanics of maths, rather than on reasoning?**

R. The school aims to maintain a balance between the two; it is necessary to ensure that children have the basics in place in arithmetic in order to be able to approach the reasoning.

#### **12. STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2019-2020**

Governors asked the clerk to leave the meeting whilst they discussed the clerking arrangements for 2019-20. The clerk returned to the meeting and governors **approved** the buy back of the services of the clerk from Cheshire East for 2019-20.

#### **13. LA AUDIT OF GOVERNANCE**

SC informed governors that the report from the LA audit of governance was positive and contained two actions for the school:

- There should be more information in the governors’ induction pack on finance.
- Governors should complete the SFVS matrix.

SC confirmed that the actions have been completed and GM reported that the induction pack has been revised in light of the report.

**ACTION:** SC to upload the audit report to Governor Hub.

**ACTION:** SC to close the actions with the LA.

#### **14. DIRECTOR'S REPORT**

Director's Spring Term 2019 Report

The report contained the following items:

- Item 1 School Governance and Liaison Update
- Item 2 Special Educational Needs and Disability Update
- Item 3 Education Contributions to Child Protection Conferences
- Item 4 Corporate Parenting-Pledges
- Item 5 Attendance and Children out of School Update
- Item 6 Admission Arrangements (including Sixth Form) for 2020-21
- Item 7 School Organisation and Capital-Review of Planning Areas
- Item 8 School to School Support Programmes
- Item 9 The New Ofsted Inspection Framework 2019
- Item 10 Mental Health and wellbeing in School-latest DfE Guidance
- Item 11 School's Funding Formula 2019-20
- Item 12 Local Children's Safeguarding Board

The clerk confirmed that the contents of the Director's Report had been discussed at the relevant committee meetings.

Governors **agreed** that Section 128 checks should be carried out on all new governors and that this requirement should be included in the governor induction pack.

**ACTION:** GM to amend the governor induction pack.

#### **15. GOVERNOR MONITORING, TRAINING & DEVELOPMENT**

GM will circulate the training plan to be updated in the summer 2019.

SC **thanked** governors for carrying out the monitoring detailed on the monitoring schedule. Changes to the monitoring schedule are welcome when issues arise but it is important to maintain the focus on the school's priorities.

#### **16. SCHOOL POLICIES**

There were no policies to be approved at the meeting.

**ACTION:** SC to ensure that all school policies are uploaded to Governor Hub.

#### **17. PLANNED RESIDENTIAL VISITS**

There were no visits requiring approval at this meeting.

SC reported that positive feedback has been received from the recent Year 2 visit to Foxhowl.

**Q. Are any residential visits planned for the forthcoming academic year 2018-19?**



R. Discussions are ongoing at the moment. The intention is to establish a pattern of residential visits for Year 2, Year 4 and Year 6 children which will take place each year. There is a cost implication as the school subsidises each visit. It was suggested that the MPSA could help by providing funding.

**Q. Is there an issue with teachers being available for residential visits?**

R. No, there are enough teachers in school who are willing to support residential visits.

**18. MEETINGS**

The date of the next meeting of the full governing board was confirmed as:

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

**19. ANY OTHER BUSINESS**


There were no matters of any other business tabled for discussion at the meeting.

**20. IMPACT STATEMENT**

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

- **Ensure clarity of vision, ethos and strategic direction;**  
A new chair of governors was appointed.  
Focus was maintained on the strategic priorities for school improvement.
- **Hold the Headteacher to account for the educational performance of the school;**  
Governor asked challenging questions arising from the headteacher's report.  
Governors requested that a new SIP be appointed to ensure continued challenge to the headteacher.  
Governors sought assurances that the actions from the SIP report are implemented.
- **Oversee the financial performance of the school, ensuring value for money;**  
Governors reviewed the budget documents.  
Governors approved new contracts and approved the draft budget.

The meeting moved to the Part Two agenda.

Chair: .....  .....

Dated: ..... 11/7/2019 .....

