



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF MANOR PARK
PRIMARY SCHOOL AND NURSERY HELD AT THE SCHOOL ON 11TH JULY 2019**

Governors Present:	Mr G. Mason	GM	Chair
	Mr. S. Cotterill	SC	Headteacher
	Cllr.S. Gardiner	SG	
	Mrs. L. Dalzell	LD	
	Miss E. Holden	EH	
	Mr P. Jones	PJ	
	Mrs C. Walley	CW	
	Mr. L. Williams	CLW	
	Rev. P. Deakin	PD	

Also in attendance:	Mrs. S. Pomeroy	Clerk to Governors School Business Manager-<i>left after item 7</i> Deputy Headteacher, Associate member Observer, Part 1 (co-opted governor from item 3)
	Mrs L. Simmons	
	Mrs S. Jeffery	
	Mr R. Woollam	

PART ONE - NON- CONFIDENTIAL BUSINESS

1. APOLOGIES AND AOB ITEMS

Governors **agreed** that the apologies received from Jennifer Hopkinson be accepted. The following item of any other business was notified to the clerk in advance of the meeting for discussion under agenda item 19:

- Governance in 2019-20

2. CONFLICT OF INTEREST

Stewart Gardiner is a member of Cheshire East Council and a member of the board of Tatton Park.

3. MEMBERSHIP

- a) There were no changes to the membership of the board of governors to receive.

b) SG informed governors that he had approached Manchester Airport to recruit a new governor for the vacant co-opted position but had no response. SC had used the governance websites and identified a suitable candidate, Richard Woollam, who was invited to attend today's FGB meeting. Richard introduced himself to governors and outlined his background in business. He established a cable TV system on the Isle of Wight, a property business in France and most recently is involved in a local business providing workwear. Richard left the meeting to allow governors to discuss his suitability as a co-opted governor. Following a unanimous vote, Richard was appointed as a co-opted governor to the governing board. He returned to the meeting and governors welcomed him and introduced themselves.

ACTION: School to carry out the necessary DBS and Section 21 checks. The clerk reminded the school that these should be done within 21 days of the appointment.

ACTION: GM to forward the governor induction pack to the new governor.

c) There are no terms of office due to expire before the next meeting.

d) The clerk confirmed that GIAS needs to be updated.

ACTION: SC to check GIAS and update as necessary.

e) No further associate members were appointed to the governing board. It was noted that Sarah Jeffery is an associate member until 31.08.20.

4. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the governing board meeting held on 4th April, 2019 were confirmed as a correct record, and signed by the Chair.

The Action Log was reviewed and the following matter arising was discussed:

- The action to upload the Governance Audit to Governor Hub is outstanding. SC to complete.

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

5. CHAIR'S ACTION

GM reported that he has attended meetings with Peter Woodhouse (chair of governors at Bexton Primary School) and Andrew Malloy (Knutsford Mayor) regarding the academy conversion process.

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

Governors received the minutes from the following committees which were circulated prior to the meeting:

Pastoral Committee	16.05.19
Resources Committee	20.06.19
Learning and Teaching Committee	26.06.19

Pastoral Committee

CLW highlighted the following points from the minutes to governors:

- Considerable time and effort has been spent on improving attendance and it still remains a priority area for the school.
- The school has had poor support from the EWO and is in discussion to obtain a refund or discount on future provision of the service.

- CLW will undertake a monitoring visit in autumn 2019 to analyse the attendance of pupils with SEN and those in receipt of Pupil Premium funding.
- Behaviour is good, with no cases of bullying reported. The committee challenged the figures, seeking assurances that the school has a robust system to investigate potential instances of bullying.
- The school has decided that staff will no longer go to collect children who are refusing to come to school. There is no capacity in school to free two members of staff to do this and it is the parents' responsibility to ensure that their children attend school.

Q. What will the impact be on attendance figures of staff not collecting children?

R. It will be negligible; there are only a small number of persistent absentees affected and they are likely to have been recorded as absent by the time they could potentially have been escorted to school. The EWO is currently involved on a short term basis in ensuring that one child arrives at school on time.

Q. Are social care involved with the families of the persistent absentee children?

R. No, the families in question do not meet the required threshold.

CLW stated that the committee recognised the excellent pastoral work of the school.

Resources Committee

GM highlighted the following points from the minutes to governors:

- The budget was scrutinised.
- The asset management plan was reviewed.
- The three main priority areas for the committee over the academic year 2018-19 were the school building, the budget and staffing. GM reported that the building is well maintained, the budget is in a healthy position and the vast majority of the staff are happy and supportive of the school.

Learning and Teaching Committee

PJ highlighted the following points from the minutes to governors:

- A presentation on changes to the curriculum and class timetables was received from the SLT.
- Governors asked questions on the wider curriculum beyond Maths and English.
- GM and PJ have arranged to visit school in the autumn term 2019 to monitor the wider curriculum.
- Improvements in the phonics results and delivery were noted. The school has joined a Literacy Hub led by Lacey Green Primary Academy.
- Suzanne Devenport is receiving training to work as part of the Hub and deliver training to other schools.
- TT Rockstars continues to provide positive results.
- The Power Maths scheme has been ordered.

Q. What is Power Maths?

R. It is a published scheme, covering Reception to Year 6. It will be initially be used up to Year 5. It involves a slightly different way of teaching Maths and offers lots of support to teachers in the form of planning and sequencing. It does not include

opportunities to differentiate so the school will ensure that challenge is built into every lesson.

Q. Does the scheme include online homework?

R. Initially, the school will continue to use My Maths for setting homework.

Q. Is there a cost to the scheme?

R. Yes, there is an initial outlay of £3,500 and an annual commitment of £1,500.

Q. Is the scheme used in local schools?

R. Yes, the school has observed it in use at Boughton Heath and it is used by the new SIP's school (The Dingle, Haslington).

- The committee scrutinised teacher assessment data.
- The committee noted the new requirements for the teaching of Relationships and Health Education from September 2020.
- Changes to the daily class timetables were reviewed. The lunchtime break has been reduced by 10 minutes and the daily mile has been removed to free up capacity for more teaching time.

Q. Are there logistical problems with changing the length of the lunchtime break?

R. Yes. They are minor and will be dealt with by the school.

Q. Will the salary of the MDA's be affected by the changes?

R. No, the MDA's will be redeployed for ten minutes per day.

Q. Is it appropriate for the Pastoral committee to discuss the implications for the children of not participating in the daily mile?

R. Yes, this is a good idea.

ACTION: Clerk to add to autumn term Pastoral Committee agenda.

7. FINANCIAL MATTERS

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

- The budget was set at the Resources Committee and **approved** by governors via Governor Hub. LS confirmed that it was submitted to Cheshire East by the deadline of 30.06.19.
- Governors **approved** the staffing structure. It was noted that careful management of the staffing budget has enabled the creation of an extra class in 2019-20 which means that there will be no mixed age classes. However, this will be difficult to maintain going forward.

Q. How many children is the school admitting in September 2019?

R. The school is expecting to admit 25 children into the Reception class in September 2019. There are likely to be in-year admissions also. Numbers are increasing in school.

Q. Are other local schools full? Will new children to the area be allocated a place here?

R. Yes, other schools are full and this school still has vacancies.

Teaching assistants have been redeployed to ensure that there is more support in Key Stage 1 to enable children to reach fluency in Reading and Maths. Years 3 and 4 will not have the support of an extra adult.

SC informed governors that there will be three teachers on temporary contracts in 2019-20 and this situation needs to be carefully managed.

- LS provided a list of the annual contracts purchased. These were **approved** by governors.
- The audit of the Unofficial School Fund will take place in the autumn term 2019.
- Governors discussed the disposal of assets detailed in LS's report. The bulk of this equipment was purchased in 2009 at a cost of £16,900 and has not been used for the past two years and cannot be updated.

Q. Will the assets be disposed of in a sustainable manner?

R. Yes, the company will recycle as much as possible.

LS informed governors that she will retire at the end of the summer term 2019 and that, therefore, this is her last meeting. LS has a long association with the school and is pleased to be leaving with the budget in a healthy position.

GM **thanked** LS on behalf of the governing board for her careful financial management, scrutiny and challenge and wished her good luck in her retirement.

SC also thanked LS for her support during his time as headteacher at the school.

LS left the meeting at 6:10 pm.

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 the following key points from his report to governors:

- The school is going from strength to strength
- Pupil numbers on roll are increasing
- Staffing is strong and secure. There is a good mix of experienced and recently qualified staff.
- Attendance figures have improved.
- Pastoral work is excellent, although it places many demands on staff.

- Behaviour is good. There have been no exclusions in this academic year.
- One homophobic incident was reported.

Q. Does the school have a policy to deal such an incident?

R. Yes, the behaviour policy details how the school should respond to such an incident and was adhered to in this case.

- Subject leadership has improved. Maths has been a focus for the school and the new Maths lead has taken a pro-active role. The Maths and English lead teachers are undertaking the National Professional Qualification for Middle Leadership (NPQML) qualification.

Q. Is the NPQML a formal qualification?

R. Yes.

Q. Will the members of staff taking the NPQML be entitled to a salary increase upon completion?

R. There is no automatic link with pay.

- Teacher appraisal is ongoing.
- Monitoring of teaching and learning is very important and every effort is taken to ensure that it takes place regularly, even when there are other demands on the SLT's time.
- CPD for staff is a priority and is ongoing.

Q. Apart from one PE course, all CPD appears to be linked to Maths and English. Why is this?

R. This reflects the priorities of the school at the moment. The school recognises the need to develop Foundation subjects and has devised a two year plan to address this.

Q. When will this plan be put into action?

R. It will commence in September 2019.

- A new SIP, Ben Cox who is headteacher at The Dingle Primary School, Haslington, has been approached to work with SC from September 2019. The current SIP is ill and it unclear as to whether she will be able to come into school to complete the headteacher's performance management cycle. The school is in a stronger position now and may not need a termly SIP visit in 2019-20.

Q. How often should the SIP visit and is there a cost implication?

R. The SIP should be involved in the headteacher appraisal. There are no requirements for a termly visit, this is something that can be discussed and agreed as we move forward. Each visit costs £500.

- SJ provides valuable support to SC in her role as deputy headteacher. She has recently taken on the role of SENCO.

Q. How is SJ coping with the SENCO role?

R. It was challenging initially as there are lots of things to complete before the end of the school year. The situation will be much better in the autumn term.

Q. Is it a good role to take on in terms of career development?

R. Yes, it is beneficial to widen your experience and gain an insight into a different aspect of the school.

- The Whole Class Feedback (WCF) training sessions provided for other schools in partnership with Bexton Primary School were very successful.

Q. Were these sessions run as an equal partnership with Bexton Primary?

R. Yes. The sessions were planned jointly with one session held at Manor Park and the other at Bexton. Teachers from other schools attended the sessions and then observed WCF in action in the classroom. One teacher had ten visiting teachers observing in the classroom. The response from the visiting teachers was extremely positive; comments were made about the independence and resilience of the children and the quality of work observed.

Governor comment: it is very pleasing to hear that other schools recognise the excellence of the school's work.

- Phonics results have improved over recent years.
- The profile of the school is improving in the local community.
- The MPSA provides excellent support to the school in terms of raising money and providing community activities.
- Playground Pals continues to work well.
- The homework policy has been revised and is working well.
- The school has developed a link with Tatton Park.
- Sports Day was very successful.
- Regular assemblies are held for parents to attend.
- The garden party was successful.
- Nursery children visited the elderly residents at Sharston House. The aim is to develop this link and devise shared activities for the children and residents to participate in.

Q. Could this link be publicised on the school website?

R. Yes, this is a good idea and could encourage families to take up Nursey places.

- Educational visits are planned for each term. These can be difficult to fund due to high transport costs and parents are not always willing to make a contribution. Visitors into school can be a more cost effective solution to providing curriculum enrichment activities.
- The School Council is very active.
- The MUGA is very popular with the children and is well used.
- The Pastoral training provided for other schools by SJ and the Learning Mentor was very successful. A learning Mentor Hub has been established following this training to share resources.

LD commented that she had attended the training and was very impressed.

Governors commented that it is fantastic to see that the school is leading the way in so many aspects and that other schools recognise this.

Pupil Performance Data

SC provided an update on pupil performance data following the publication of the 2019 SAT's results.

EYFS

65% of children achieved GLD. The baseline assessment on entry was 35%. The children entered school with low starting points and the school has added value.

Phonics

79% of children reached the threshold. These results were achieved with the aid of carefully planned phonic intervention programmes.

Q. Will these interventions continue in 2019-20?

R. Yes, the focus of additional support will be on early intervention programmes.

Year 4 times table test

The school participated in the trial of this test and it was very successful. The TT Rockstars programme has had a positive impact on the results. 80% of the cohort achieved 100% on the test, with 96% achieving 80%.

Key Stage 1

The school is pleased with the Key Stage 1 results. It is normal for the Writing scores to be lower than Reading in this Key Stage.

Q. When will the national figures be published?

R. They will be published in the autumn term 2019 and the school is expecting its results to be around the national figures.

Key Stage 2

The Key Stage 2 results are close to the targets set and to the teacher assessment results. The school is challenging the marking of the Reading paper for one child who is one mark away from achieving the expected level. SC explained that this costs £12 per paper, refundable if the challenge is successful.

Q. When will the school receive the outcome of the challenge?

R. In the autumn term 2019.

Progress is looking good and attainment is good. However, the Reading, Writing, Maths combined figure is not as good. SC informed governors that he will discuss with the Knutsford headteachers group the possibility of issuing a joint statement to the press emphasising the importance of the progress scores.

SC again emphasised the importance of the intervention programmes run by the school in securing the Key Stage 2 results. The school identified the importance of the children being fluent in arithmetic as this paper accounts for 40 marks in the SAT's test.

Q. Was this emphasis on arithmetic for the school's benefit in improving data outcomes or for the children's benefit?

R. The school aims for the children to achieve to the best of their ability. It is important for children to be literate and numerate. A good SAT's result is beneficial to children when they transfer to secondary school.

Q. Given the improvements seen in school since the appointment of the current head and deputy, is it expected that future cohorts will need less support to achieve the expected standard?

R. Yes, the focus will move to providing interventions to those children targeted for GD.

9. 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.

10. ATTENDANCE

Attendance has improved but is still a priority area for the school. The focus is now on improving the attendance of persistent absentees and looking closely at the attendance of groups of children. The rewards to improve attendance have been successful. 74 children who achieved 98% attendance are going on a special visit as a reward. The Manor Park bank has also worked well. Each class knows how much it has earned and is planning a treat next week with the money.

Q. How did the Manor Park Bank operate?

R. If whole school attendance was 96% or above, then the class with the highest attendance received £5, the next highest £2 and the third received £1. This money was banked over the year to be used for a class treat at the end of the year.

Governor comment: It is important that children see the benefits of regular attendance. Children miss out on much more than education if they do not attend regularly; friendships and social skills are also affected.

11. PUPIL PREMIUM GRANT

SC informed governors that the Pupil Premium strategy has been reviewed and the impact of the funding measured. The information on the school website has been updated. Further analysis will take place in the autumn term.

12. HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW

The SIP is ill and it is unclear as to whether she will be able to complete the current cycle of the headteacher's performance management.
Governors **approved** the appointment of a new SIP, Ben Cox, for the academic year 2019-20.

13. GOVERNANCE STATEMENT

GM requested that the clerk provide some guidance and examples of the annual governance statement.

ACTION: Clerk to send examples and guidance to GM.

ACTION: GM to produce a governance statement.

14. DIRECTOR'S REPORT

Director's Summer Term 2019 Report

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

15. GOVERNOR MONITORING, TRAINING & DEVELOPMENT

LD has forwarded details of training courses she has attended to GM. Other governors were asked to do the same.

ACTION: Governors to forward details of training attended to GM.

ACTION: GM and SC will determine governor training needs in the autumn term 2019.

16. NOMINATIONS FOR VICE CHAIR

CW was nominated for the position of vice chair in the election to be held at the autumn term 2019 FGB meeting. CW accepted the nomination but asked other governors to consider taking on the position as CW has a limited amount of time to devote to the role due to work and family commitments. The clerk reminded governors that CW's term of office as a parent governor ends in March 2020. It was suggested that an interested governor could shadow the vice chair to gain an insight into the role.

17. CONFIRM TERM DATES FOR 2019-20

It was confirmed that the term dates have previously been set and published on the school's website.

18. MEETINGS

The dates of the next meetings for 2019-20 were confirmed as below:

	Autumn	Spring	Summer
Pastoral Committee	17/10/2019	30/01/2020	30/04/2020
Resources Committee	24/10/2019	13/02/2020	14/05/2020
Teaching & Learning Committee	28/11/2019	19/03/2020	23/06/2020
Full Governing Board	04/12/2019	01/04/2020	09/07/2020

19. ANY OTHER BUSINESS

Governance in 2019-20

GM asked governors to consider their link roles and responsibilities as governors prior to the autumn term 2019-20 FGB meeting. The forthcoming year will bring many challenges as the school progresses towards academisation and it may be necessary for governors to take on additional responsibilities.

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;**
The governor vacancy was filled by a governor who has the required skills.
Governors were asked to consider their roles and responsibilities for the forthcoming academic year to support the school.
Governor succession planning was discussed.
Governors challenged the breadth of the curriculum provision to ensure that pupils receive a broad and balanced curriculum.
- **Hold the Headteacher to account for the educational performance of the school;**
Challenging questions were asked around the pupil performance data.
- **Oversee the financial performance of the school, ensuring value for money;**
A balanced budget was approved.
The school is in a healthy financial position.
The staffing structure was approved.

The meeting moved to the Part Two agenda.

Chair: 

Dated: 

