



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF MANOR PARK
PRIMARY SCHOOL AND NURSERY HELD AT THE SCHOOL ON 4TH DECEMBER
2019**

Governors Present:	Mr G. Mason	(GM)	Chair
	Mr. S. Cotterill	(SC)	Headteacher
	Mr. P. Jones	(PJ)	
	Mrs. C. Walley	(CW)	Arrived at 5:20 pm
	Mrs L. Dalzell	(LD)	
	Rev. P. Deakin	(PD)	
	Mr R. Woollam	(RW)	
Also in attendance:	Mrs. S. Pomeroy		Clerk to Governors
	Mrs. S. Jeffery	(SJ)	Associate member
	Mrs K. Crosland		(KC) School Business Manager- left at 5:55 pm
	Ms. J Nichols	(JN)	Associate member-from item 4 Arrived at 5:15 pm

PART ONE - NON- CONFIDENTIAL BUSINESS

1. APOLOGIES AND AOB ITEMS

Governors **agreed** that the apologies received from Stewart Gardiner, Esther Holden and Jennifer Hopkinson be accepted.

Lee Williams was not present at the meeting and no apologies were received.

Governors were reminded to send apologies in writing to the clerk or the chair of governors in advance of 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.

- All governors present at the meeting, except CW, completed the annual declaration of interest form. The remaining governors are requested to complete the form and return it to the school. **ACTION**
- The school confirmed that governor information on GIAS is up to date.

3. ELECTION OF VICE CHAIR

CW was nominated for the position of vice chair at the summer term 2019 FGB meeting. CW accepted the nomination at that meeting and, following a vote, was duly elected and appointed as vice chair for a period of one year or until the autumn term 2020 FGB meeting.

JN arrived at 5:15 pm.

4. MEMBERSHIP

- a) There were no changes to receive to the membership of the board of governors.
- b) There are currently no vacancies on the board of governors.
- c) The terms of office for CLW and CW end on 29.03.20. The school will need to hold parent elections to fill these two positions. **ACTION**
- d) It was confirmed that all the necessary DBS checks have been completed for RW.
- e) It was confirmed that Sarah Jeffery's term of office as an associate member ends on 31.08.20.

Julie Nichols was appointed as associate member for a period of one year and will serve on the Resources Committee. She has a background in governance and administration roles in schools and is currently the CFO of a Single Academy Trust in Nantwich. She was granted voting rights at committee level.

ACTION: School to complete DBS and Section 128 checks for JN.

GM welcomed JN to the meeting and governors introduced themselves.

5. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the governing board meeting held on 11th July 2019 were confirmed as a correct record, signed by the Chair and retained by the school.

The Action Log was reviewed and it was confirmed that all actions have been met and closed as appropriate.

6. CHAIR'S ACTION AND CORRESPONDENCE

GM reported that he has been involved in meetings with Cheshire Academies Trust (CAT). He attended training for governors at one of the schools in the Trust and also met with Janet Myers, chair of CAT.

No further action has been taken on behalf of the governing board since the last full governing board meeting.

7. INSTRUMENT OF GOVERNMENT

Governors **agreed** to defer this item until the spring term FGB meeting.

ACTION: Clerk to add to the FGB meeting agenda.

8. COMMITTEES AND NOMINATED GOVERNORS

- a) Governors reviewed the membership of committees for the academic year 2019-2020 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
G. Mason

Resources Committee

G. Mason-Chair
C. Walley
S. Cotterill
L. Williams
R. Woollam
S. Gardiner
J. Nichols-associate member

- 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 (P. Jones Deputy SEN governor)
Health and Safety	S. Gardiner (R. Woollam Deputy H&S governor)
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

It was **agreed** that governors need to consider succession planning for the governor link roles.

ACTION: SC, CW and GM to meet to discuss this.

ACTION: JN to forward details of the role of Health and Safety governor to RW and the role of SEN governor to PJ.

- d) The terms of reference were reviewed at committee meetings and were adopted by the governing body.

- 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.
- f) The members of the Headteacher's Performance Management Panel were confirmed as S. Gardiner, C. Walley, P. Jones and L. Williams. Ben Cox was confirmed as the SIP for the academic year 2019/2020.

9. GOVERNORS' CODE OF PRACTICE/ GOVERNORS' CHARTER

GM recommended that governors adopt the model code of practice from the NGA. This is the one used by the schools in CAT. Governors **agreed** to adopt the code.

ACTION: Governors to acknowledge agreement to the code on Governor Hub.

ACTION: GM to add the code to the governor induction pack.

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

The minutes from the following committees were circulated via Governor Hub prior to the meeting:

- Pastoral Committee 17.10.19
- Resources Committee 24.10.19
- Learning and Teaching Committee 28.11.19

Learning and Teaching Committee

CW informed governors that the main focus of the Learning and Teaching committee meeting was on analysing school performance data and on considering the progress of children with SEN/D. GM will attend training on FFT target ranges on 10.12.19, along with SC and SJ.

Governors noted receipt of the minutes.

11. FINANCIAL MATTERS

- a) The purchase of annual contracts was discussed at the Resources Committee on 24.10.19
- b) KC informed governors that the Unofficial School Fund has now been audited and Cheshire East holds the certificate.
- c) The school will retain the same auditor as in previous years.
- d) The budget was reviewed at the Resources Committee on 24.10.19 and there have been no significant changes since then. A report from the SBM is available on Governor Hub.
- e) See above.
- f) GM, JN and KC will meet in January to complete the SFVS. **ACTION**
- g) KC confirmed that the Manual of Internal Procedures is in need of a significant update and that this will be completed by Easter 2020. An update will be provided to governors at the spring term 2020 meeting of the Resources committee.
ACTION

GM asked for an update on the unspent balance of the Sports Grant. KC confirmed that money was discovered in the main budget which should have been coded to the

sports grant and that PE stores have recently been purchased from the unspent Sports Grant funds.

Q. Does the school now a system in place to ensure that the sports fund grant will be spent within the allotted time scale in future?

R. Yes.

KC reported that the introduction of the electronic payment system for parents is going well and that the school will become cashless by January 2020.

Q. Will this cause a problem for grandparents who wish to pay for school visits and nursery fees?

R. This issue has been raised and a solution will be found.

KC explained to governors that the school is attempting to recover outstanding debts from parents, some of which go back to 2016-17. Cheshire East will not become involved with the recovery of legacy debts.

Q. Will the school have to write off these debts?

R. Potentially the school will have to write the debts off but is still attempting to recover them at the moment. Some children are bringing packed lunches if there are unpaid school meal debts.

Q. What has the school done to ensure that this will not happen again?

R. There is a mechanism in place to avoid this situation arising in the future.

SC informed governors that work is ongoing to improve the allotment and spinney areas in the school grounds. A new entrance is being created to the spinney and the land in the allotment is being cleared.

Q. Have plans been drawn up for the development of these areas?

R. There are no formal plans in place but there are outline ideas to create a pond, areas for wild flowers and animals and for community use of the allotment. It will be easier to create a plan once the area has been cleared and the size of the space becomes apparent.

Q. Could this become a project for the children?

R. This is a good idea. The School Council have said that they would like to keep chickens in this space.

12. VISION

GM informed governors that he discussed the issue of vision with Janet Myers, chair of CAT. She has worked in a school similar to Manor Park which had decided to specialise in a particular area and then became known in the local area for this specialism. GM asked governors to consider whether this was a route which the school should follow. SC had previously discussed developing specialist arts provision in the school and GM suggested that this could become an area of excellence.

Governors discussed the issue and noted the following points:

- It is difficult for the school to match other local schools in terms of pupil attainment.
- If the school chooses to become known for one particular specialism then it must ensure that it really does offer provision above and beyond that of other schools.
- The school is well regarded for its pastoral work but also needs to develop recognition for other areas of its work.
- The overall aim is to attract more children to the school. The school has made tremendous improvements over the past three years but is not reaching its PAN.
- It could be counter-productive to just focus on one area.

JN commented that the school needs to establish its own vision and consider how to achieve it. SC replied that this should be driven by the SLT, with input from governors. It was **agreed** that GM and SC will arrange a governor away day in the spring term 2020 to discuss this matter further. **ACTION**

13. 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 are currently 255 pupils on roll. This is an increase from the number of 240 on roll at this point last year.
- The school is expecting 29 children to be admitted in September 2020. The budget forecast is based on 25 pupils and the school is confident of reaching that number.

Q. Are other local schools over-subscribed?

R. The school does not have this information.

Q. Is the lack of wrap around care (WAC) at the school a factor in parents not choosing the school?

R. One parent has, for the first time, explicitly stated this as a reason for not selecting the school. It is possible that it is a factor for other parents. The school has spoken to an external provider regarding the provision of WAC.

Q. How will other local schools who already offer provision react to this?

R. The school is required to go out to consultation if it chooses to offer WAC. The provision of WAC will be discussed further at the spring term meeting of the Resources Committee. **ACTION**

- Attendance has been adversely affected by chickenpox and a virus in school. One class had only 70% attendance in a particular week. This is a shame as the school continues to work hard to improve attendance and absence due to genuine illness cannot be avoided.
- Behaviour continues to be good in school and there were no exclusions to report.
- The lead teachers for Maths and English are doing well in their new roles and this has created capacity for SC and SJ to take on other responsibilities.
- The responsibility to develop TT Rockstars has been given to a new member of staff and this is progressing well.
- School performance data was analysed in detail at the Learning and Teaching committee. Progress is very strong in Writing and Maths and strong in Reading.
- A new pupil progress tracking system (Insight) was introduced in September 2020 and is very user friendly.
- SC has undertaken monitoring of every teacher, involving learning walks and book scrutiny.
- The school has featured in the local press and gained positive publicity.
- The school has received phonics funding through the Literacy Hub of which Suzanne Devenport is a member. She has also introduced Read, Write Inc. into school.
- The school has received match funding for resources through its membership of the Maths Hub. Power Maths is in operation from Year 1 to 5.
- Networking meetings with CAT have produced positive outcomes for the school.
- LD is involved with producing a school newspaper.
- Staff CPD has been carried out for Maths, phonics and curriculum development.

Q. Should staff training always be linked to SDP priorities? All the training appears to be related to core subjects.

R. The training has been planned to embed developments in Maths and phonics which are priority areas of development for the school. The priority will move to Foundation subjects in the spring term 2020.

14. SCHOOL DEVELOPMENT PLAN (SDP)

- a) Governors **agreed** the SDP which is available on Governor Hub. SC stated that the school is making good progress towards achieving the priorities.
- b) The governor monitoring schedule is working well and governors are submitting written reports following a visit.

15. SCHOOL PERFORMANCE

- a) The 2019 SAT's results were included in the headteacher's part one report and are available on Governor Hub. SC informed governors that progress is strong in school; children enter school at low starting points as evidenced by the baseline assessments and make progress at every stage throughout school. Attainment in Year 6 was good and was at national average for EXP in Maths and Writing and slightly below for Reading. The RWM combined score was 56%. Progress scores were very good.

Q. What about attainment at GD?

R. This was not so high. Prior attainment was low for this cohort; only 3% achieved GD in Key Stage 1.

- b) SC explained that targets for pupil performance are set by considering prior attainment, consulting with staff and taking account of FFT predictions. The targets for 2020 are contained in the headteacher's report. The school has some concerns around the FFT predictions for the Year 6 cohort as they appear to be unrealistically high and not related to attainment in Year 2. SC will address these concerns at FFT training in December 2019.

SC explained to governors that a range of support interventions are required to ensure that the children have the best opportunity to achieve their Year 6 targets and that it is not guaranteed that they will do so. SC and SJ are planning to spend the equivalent of two days per week teaching from January 2020. Groups of children have been identified who need support to either achieve EXP or GD.

Governors expressed concern over the capacity of SC and SJ to take on the responsibility for this amount of teaching per week. SC explained that middle leaders in school will take on additional responsibilities and that some of the teaching will involve minimal planning and marking. Teaching Assistants can be valuable in running intervention programmes but are not as effective as employing the experience and expertise of SC and SJ.

Q. How can the school avoid having to do this next year?

R. There are budgetary constraints which make it difficult to avoid this situation. Also, SC and SJ know the children well and enjoy the teaching.

16. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER

There was no report to receive from the SIP.

17. DIRECTOR'S REPORT

The clerk highlighted items 4 and 8 to governors. It was confirmed that all other items in the autumn term 2019 Director's Report were addressed at committee meetings.

18. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT

This item was deferred to the next meeting.

19. SCHOOL POLICIES

It was noted that the school follows Cheshire East's admission arrangements.

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

- Data protection policy (revised to reflect the GDPR)
- Child protection policy (revised to reflect updated statutory safeguarding guidance)
- Pay policy for teachers
- Pay policy for non-teaching staff members
- Whistleblowing
- Teachers' Appraisal Policy

The RSE Policy was deferred until the spring term FGB meeting.

20. PLANNED RESIDENTIAL VISITS

Governors **approved** the following residential visits subject to the appropriate risk assessments being carried out:

- Year 2 visit to Fox Howl (1 night) 2/3/20-3/3/20
- Year 4 visit to the Conwy centre (2 nights) 18/3/20-20/3/20
- Year 6 visit to Standon Bowers (2 nights) 29/6/20-1/7/20

Q. Is funding available in the budget towards the cost of residential visits?

R. There is an amount of £1,500 allocated in the budget. One child entitled to Pupil Premium Funding was asked to pay 50% of the cost of the visit.

21. TERM DATES 2020-21

The draft term dates are available on the school website.

Q. Do they match with KMAT's dates?

R. They are broadly similar.

Governors **approved** the term dates.

22. NOMINATIONS FOR CHAIR

GM was nominated for the position of chair of governors in the election to be held at the spring term 2020 FGB meeting.

23. MEETINGS

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

Wednesday 1st April, 2020

Thursday 9th July, 2020

ACTION: GM to check with the budget officer that it is acceptable to approve the 2019-20 budget via Governor Hub as the summer term meeting is planned for after the budget submission date of 30.06.20.

24. ANY OTHER BUSINESS

There were no items of any other business.

25. IMPACT STATEMENT

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

Ensure clarity of vision, ethos and strategic direction;

Governors arranged a meeting to discuss the future vision of the school.

Governors recruited a new governor with finance skills and discussed governor succession planning.

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.

Governors monitored spending of the sports rant to ensure value for money and the best outcomes for pupils.

Promote the highest possible standards for Safeguarding;

Governors approved the Child Protection Policy.

The meeting moved to the Part Two agenda.

Chair: *C. Mans*

Dated: *23/4/20*