

**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD
OF WYBUNBURY DELVES CHURCH OF ENGLAND PRIMARY SCHOOL
HELD AT THE SCHOOL ON 21ST MARCH 2018**

Governors Present	Mrs. Carolyn Casserley (HT)	Head Teacher
	Mr. Neil Arnott (NA)	Chair
	Mrs. Elizabeth Taylor (ET)	
	Mrs. Lisa Taylor (LT)	
	Mrs. Rachel Brodin (RB)	
	Mrs. Kate Hughes (KH)	
	Mr. Philip Jackson (PJ)	
	Mrs Claire Greaves	
	Mr Steven Walsh (SW)	Vice Chair
Mrs Janet Clowes (JC)	From 16.48	
Also in Attendance	Sue Crompton (SC)	Clerk to the Governors
	Kathryn Chesters (DHT)	Deputy Headteacher
	Mr Andrew Ross	Chief Operating Officer- CDAT

PART ONE – NON CONFIDENTIAL BUSINESS

The meeting started with an opening prayer (Kate Hughes)

1	<p>APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS</p> <p><u>Apologies</u> Governors agreed to accept apologies from:</p> <ul style="list-style-type: none"> • Christine Heath • Marion Simmons <p>Janet Clowes informed the Board she might be late in attending this meeting</p> <p><u>Any Other Business.</u> Cheshire East Governor Hub</p>
2	<p>CONFLICT OF INTEREST</p> <p>No conflicts of interest were declared.</p>
3	<p>MEMBERSHIP</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • There are no changes to the Membership • There are currently no vacancies on the Governing Board <p>It was noted that Mrs Claire Greaves' "Term of Office" is due to expire on 25th November 2018</p>

PART ONE MINUTES AND MATTERS ARISING

Part One Minutes

The Part One minutes of the 15th November 2017 were reviewed, **agreed**, signed and retained by the Chair.



Wybunbury Delves
Part 1 Minutes 20 No

Action Log

The Action Log was reviewed and updated.

5 CHAIR'S POWER TO ACT

Headteacher Appointment.

The Chair was pleased to advise the Governing Board of the successful appointment of Kathryn Chesters to take on the position of Headship of Wybunbury Delves. The appointment of the new Headteacher has been led by the CDAT Directors.

Mrs Chesters has **agreed** to accept the position.

The news has been posted on the website, Twitter and Facebook and the School community have joined in congratulations of the new appointment.

The Headship is to commence from the 1st September 2018.

The Chair thanked the Governors for their part in the appointment of Kathryn. CDAT have also been formally thanked for their assistance and support in the decision making process.

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

To receive:

- Minutes of Committee meetings not previously received
- Any other reports from Committees
- Any recommendations requiring the approval of the governing body
- Any reports from Governors with special responsibilities, including any recommendations requiring the approval of the governing body

Governors accepted and **approved** the minutes from the following meetings:

6.1 FINANCE

The School Fund has been audited (06.03.18) by Rod Greenow. The School account has been closed and the balance transferred to the new CDAT School bank account.

The budget for 2016-17 has been audited and **approved**.

- KC attended a Rural Schools meeting with Cheshire East and the group requested CE look at how to make a better forecast for Years 2 & 3.
- Wyburnbury will not receive any of Section 106 monies. A meeting is to be set up with Cheshire East in May 2018.

Budget Summary

The summary of budget was circulated to the Finance Governor's prior to the meeting.

The budget is based on 185 pupil numbers from School Census - October 2017. The budget is broadly on target, currently projecting in year deficit of £7,513, due to increased TA cover in KS2. However, the deficit is fully funded by reserves from 2016-17 [REDACTED]. The in-year deficit has been **agreed** by CDAT.

The carry forward includes school fund balance and historic extended surpluses from OOSC/Preschool as well as from the main school budget. School was advised that some limited use of reserves, within the scheme of delegation, is acceptable to spend on some pressing maintenance projects within the current financial scenario – Governors agreed to allocate £25k of reserves to these projects to:

- £5k IT - Hi Impact (GDPR compliant company) – (new much needed server and upgrade to PC's)
- £7500 - Kitchen works ICS (gas ventilation remedial work, replacement steamer) £1400 - Electrical work ASB Electrical (fans, hand driers, external lighting, library lighting)
- £775 - High View (Roof repair, repair to guttering and doors)
- £200 - Drain repair
- £5000/£6000 - needed for replacement of heavier duty fencing - playground)
- £3000 - 10 new iPads – from parent fundraising (Summer Lights 2017) within transferred school fund balance.

Possibilities - New servery in kitchen (new signage will be required).

Sports Grant

The Sports Grant has been increased to £16,000 (to be spent by the end of Aug 18) (For the breakdown of costing, see Sports Premium on the governor portal and school website).

3 Year Budget Plan

Currently "sustainable". This does not take into account the predicted pay awards.

Extended School - (to carry forward)

- [REDACTED] - Out of School Club
- [REDACTED] - Pre-School

It was noted that there are approximately 40 pupils on roll at Preschool.

DFC

£12,454 remaining (2016-17)

£7,000 (2017-18)

Two CIF bids have been submitted for the roof and the boiler (Approx. £6,000 each)

Source of Funds Statement

The statement plus the SEND budget has been presented to the Governors. Total formula allocation is £713,437.

National Funding Formula

The Headteacher was concerned about the negative impact on the School budget from the possible changes to future formula funding.

CDAT Pay Policy

2018-19 Pay Policy needs to be checked as it may affect budget figures.

ACTION: HT TO CHECK 2018-19 PAY POLICY

Pupil Premium

Actuals to be confirmed before posting on-line.

Charity

The School has been asked to set up a 'Just Giving' page or 'Crowd funding' page to raise money in memory of Lewis. The aim is to reach £10,000 and purchase outdoor play equipment. £1,000 has been promised by the Round Table. Year 3 have been writing letters to local business to see if they would sponsor the initiative.

French Grant

A "very complicated" application has been put in for a grant via 'Erasmus' to enable teachers to travel to France within holiday weeks to undertake French CPD.

6.2 TEACHING AND LEARNING

The Headteacher was pleased to inform the Board that LT has successfully completed her QTS training and now in her NQT year. KC has successfully completed her NPQH qualification.

The two NQT's are on track to complete their induction year.

The Headteacher commented that it "was good news all-round."

SDP /CPD

Literacy Counts has been employed to deliver bespoke reading training to teaching staff. This involved a day teaching the children and staff observing and 2 further follow-up twilights.

JB/NM have attended writing moderation training with CE moderators. KC has attended moderation training as a Cluster Lead.

Hi-Impact

The School have invested in Hi-Impact, for technical and curriculum support, as computing is an identified school improvement priority. The curriculum package has mapped the National Curriculum computing requirements to study work long term plans. Staff have completed a needs assessment to allow them to plan for bespoke twilight training and 'Wow' sessions with the children.

KC reported that impact has already been seen in the short time since Hi-Impact began working with the staff.

Interfaith

LT organised an Interfaith week in February 2018, exploring the links between the three monotheistic faiths, the world's religions. "Love of God or love of the good and love of the neighbour. An art display in the main corridor has been created to showcasing the children's activity.

LT has booked an International Dance Day in April 2018 to explore different countries and links to British Vales. £350 was raised from the "Towards the Light Disco", LT organised in support of the Dance Day.

Subject Leader Action Plans

KC has shared the subject leader actions plans for 17-18, which included the mid-year review.

SEND Inspection

RB came into the School on 19 March 2018 to look at the new SEND toolkit and the new changes were reviewed and updated. RB visited some of the classes to witness how the teachers were including the children in the lessons. RB commented that she still needs to write up her report.

ACTION: RB TO COMPLETE VISIT REPORT

KC shared with Governors that Cheshire East were inspected for their SEND provision, week beginning 12th March 2018. Parents of children on the School's SEND register have received a letter from Cheshire East regarding the inspection KC and RB arranged a Governor visit to update RB on SEND provision in school – Tuesday 20th March 2018.

Governor Visits

CG to visit the School on 28th March 2018 for an Early Years (Pre-School and Reception children) Governor visit.

6.3 PREMISES (including Health & Safety)

The Chair commented that Crystal Clean (cleaning company) were doing a very thorough job

The Chair invited questions from the Governors arising from the H&S Committee Report

Q: What is happening with the fencing?

A: Due to risk and security implications, it is advisable to undertake the work

Q: Is planning permission required?

A: Planning permission has been submitted. Planning permission has also been submitted to extend the car-park. Monies might also be available to purchase the signage from CDAT.

There were no other questions received.

7. PERSONNEL AND COMMUNITY

- Headteacher Appointment
- Appraisal
- Caretaker cover contract
- MDA vacancy

- CDAT Link Director visit
- Absences (Children & Staff)
- Admission Consultation
- Staff Policies
- Student Placement
- CDAT Lanyards

There were no questions received.

7

PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

To receive the Headteacher's report and discuss issues raised.
The Headteacher's Report was circulated prior to the meeting.

- Changes since the last full Governors' meeting
 - Parent of pupil in Year 1 has passed away
 - Headteacher Appointment
 - Staffing for September 2018
 - Qualifications
 - Pre-school now came under the school's registration number.
 - Admissions
- Working with CDAT
- MMU Partnership
- Governor Reports from Committees and workgroups
 - Finance
 - Premises/Health & Safety
 - Personnel and Community
 - Teaching & Learning
 - Standards Group
 - Governor Business (Visits and Reports for acceptance)
- Significant Events
 - Church School Year
 - Interfaith Week
 - British Values
 - Charity work
 - Science Week
 - Website News
- School Development Plan – Teaching & Learning Priorities (2017-18)
 - Maths
 - English
 - Teachers set pupils to work
 - Teaching staff respond to pupils' learning needs
 - Team Leaders for Teaching and Learning
 - Computing - Curriculum Focus
 - French provision
 - Website News
 - Church School
- Datapoint Reports
 - Reading
 - Writing
 - Maths
 - EYDF GLD
 - SEND

	<ul style="list-style-type: none"> • Pupil Premium • Sport Premium <p>There were no questions received</p>				
8	<p><u>STRATEGIC DEVELOPMENT PLAN (SDP)</u></p> <p>Part of the Headteacher's Report.</p>				
9	<p><u>CLERKING ARRANGEMENTS FOR 2018-2019</u></p> <p>The Governors' agreed to carry on with the Cheshire East clerking services.</p>				
11	<p><u>SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER/LEADERSHIP PARTNER VISIT</u></p> <p>The SIP visit this term was part of the Head Teacher Appointment process.</p>				
12	<p><u>DIRECTOR'S REPORT</u></p> <p>Part of the Headteacher's Report.</p>				
13	<p><u>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</u></p> <p>Part of the Headteacher's Report</p>				
14	<p><u>SCHOOL POLICIES</u> - From the Head Teacher's Report</p> <p>The Policy Reviews- were circulated prior to meeting.</p> <ul style="list-style-type: none"> • Pay Policy 2017-18 • Appraisal Policy 2017-18 • Draft Admissions 2019-20 • Complaints Policy 2017 (based on CE model policy 2016) 				
15	<p><u>PLANNED RESIDENTIAL VISITS</u></p> <p>LA and CDAT approval will be sought for the YR6 visit - Stanley Head Outdoor Education Centre - (9th July 2018).</p> <p>Other residential visits to be confirmed at the Summer FGB meeting.</p> <p>The Chair confirmed that the School are still buying into EVOLVE.</p>				
16	<p><u>MEETINGS</u></p> <p><u>Date of the next meeting:</u></p> <table> <tr> <td>Date</td> <td>Time</td> </tr> <tr> <td>04.07.18</td> <td>4.00pm</td> </tr> </table>	Date	Time	04.07.18	4.00pm
Date	Time				
04.07.18	4.00pm				
17	<p><u>ANY OTHER BUSINESS</u></p>				

	The Governors' agreed to proceed with the purchase of Cheshire East's Governor Hub.
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.....Chair

.....Dated

The meeting moved to Part 2