

**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD  
OF WYBUNBURY DELVES CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 20th NOVEMBER 2017**

**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. Marian Simmons (MS)

**Also in Attendance**                      Sue Crompton (SC)                      Clerk to the Governors  
    Kathryn Chesters (DHT)                      Deputy Headteacher

**PART ONE – NON CONFIDENTIAL BUSINESS**

*The meeting started with an opening prayer*

<b>1</b>	<p><b>APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS</b></p> <p>Governors agreed to accept apologies from:</p> <ul style="list-style-type: none"> <li>• Mrs Claire Greaves</li> <li>• Mr Steve Walsh</li> <li>• Mrs Christine Heath</li> </ul> <p>There was no Any Other Business.</p>
<b>2</b>	<p><b>CONFLICT OF INTEREST</b></p> <p>No conflicts of interest were declared.          Annual Declaration of Interest forms were completed by those governors present.</p> <p>Mrs Chesters &amp; Mrs Hughes confirmed they are the <u>responsible</u> person to update the register of business interests on:</p> <ul style="list-style-type: none"> <li>• The School Website</li> <li>• Edubase.</li> </ul>
<b>3</b>	<p><b>ELECTION OF CHAIR &amp; VICE CHAIR</b></p> <p>The Board confirmed that the Chair and Vice Chair were elected in the 2017 Summer term.</p>

4	<p><b>MEMBERSHIP</b> It was noted that:</p> <ul style="list-style-type: none"> <li>• There are no changes to the Membership</li> <li>• There are currently no vacancies on the Governing Board</li> </ul>										
5	<p><b>PART ONE MINUTES AND MATTERS ARISING</b> <u>Minutes</u> The Part One minutes were reviewed, <b>agreed</b>, signed and retained by the Chair.</p> <p><u>Action Log</u> The Action Log was updated and the following outstanding actions brought forward from the FGB meeting on the 20<sup>th</sup> June 2017.</p> <table border="1" data-bbox="225 707 1278 967"> <tr> <td data-bbox="225 707 381 819">Item 06</td> <td data-bbox="381 707 1066 819">To contact the Parish Council regarding the temporary Pre-School sign</td> <td data-bbox="1066 707 1278 819">By KC</td> </tr> <tr> <td data-bbox="225 819 381 967">Item 13</td> <td data-bbox="381 819 1066 967">To complete the National Governance Association (NGA) Governor Skills Audit. This is under discussion with CDAT</td> <td data-bbox="1066 819 1278 967">By all Govs</td> </tr> </table>	Item 06	To contact the Parish Council regarding the temporary Pre-School sign	By KC	Item 13	To complete the National Governance Association (NGA) Governor Skills Audit. This is under discussion with CDAT	By all Govs				
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6	<p><b>CHAIR'S POWER TO ACT</b> The Chair informed the Board of Governors that he had received a Letter of Resignation from Mrs Carolyn Casserley – Head Teacher, informing the Governors that it is her intention to resign on the 31/08/18.</p> <p><b>ACTION: To move the HT's resignation to Part Two of this meeting.</b></p>										
7	<p><b>FINANCIAL COMPLIANCE</b> The Schools Financial Value Standard (SFVs) form had been completed and submitted to the meeting for approval. The School had achieved "Satisfactory Assurance".</p> <p>The HT informed the Board that she was in receipt of the Financial Compliance Audit Certificate; dated 01/04/16 to 31/05/18. The CDAT Finance Officer - Adele Holt has been informed.</p> <p>2017-18</p> <table border="1" data-bbox="225 1742 1445 1933"> <tr> <td data-bbox="225 1742 1275 1783">Total Income Revenue</td> <td data-bbox="1275 1742 1445 1783">£817,203</td> </tr> <tr> <td data-bbox="225 1783 1275 1823">Expenditure</td> <td data-bbox="1275 1783 1445 1823">£824,716</td> </tr> <tr> <td data-bbox="225 1823 1275 1863">In Year Surplus (Deficit)</td> <td data-bbox="1275 1823 1445 1863"> (£7,513)</td> </tr> <tr> <td data-bbox="225 1863 1275 1904">Surplus (Deficit Brought Forward)</td> <td data-bbox="1275 1863 1445 1904">£66,294</td> </tr> <tr> <td data-bbox="225 1904 1275 1933">Cumulative Surplus (Deficit) Carried Forward</td> <td data-bbox="1275 1904 1445 1933">£58,781</td> </tr> </table> <p>The HT informed the Governors that the budget was "healthy". The Governors <b>agreed</b> the 2017 – 2018 Budget</p> <ul style="list-style-type: none"> <li>• Proposed: Philip Jackson</li> </ul>	Total Income Revenue	£817,203	Expenditure	£824,716	In Year Surplus (Deficit)	(£7,513)	Surplus (Deficit Brought Forward)	£66,294	Cumulative Surplus (Deficit) Carried Forward	£58,781
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- Seconded: Lisa Taylor

**8 COMMITTEES & NOMINATED GOVERNORS**

a) Committee Membership

The committee membership for 2017/ 2018 was confirmed and **agreed** as follows:

<p><u>Finance</u>  Marian Simmons (Chair)  Neil Arnott  Steve Walsh  Philip Jackson  Lisa Taylor  Kate Hughes  Carolyn Casserley (HT)  Kathryn Chesters (Dep HT)</p>	<p><u>Personnel &amp; Community</u>  Neil Arnott (Chair)  Steve Walsh  Chris Heath  Lisa Taylor  Claire Greaves  Rachel Brodin  Elizabeth Taylor (also staff)  Kate Hughes (also staff)  Carolyn Casserley (HT)  Kathryn Chesters - Co-opted (also staff)</p>
<p><u>Teaching &amp; Learning</u>  Claire Greaves (Chair)  Lisa Taylor  Rachel Brodin  Janet Clowes  Liz Taylor (also staff)  Kathryn Chesters (Dep HT)</p>	<p><u>Premises</u>  Steve Walsh (Chair)  Neil Arnott  Marion Simmons  Philip Jackson  Chris Heath  Kate Hughes  Carolyn Casserley  Kathryn Chesters - Co-opted</p>
<p><u>Head Teacher's Appraisal Group</u>  Neil Arnott (Chair)  Chris Heath (Community)  Lisa Taylor/Janet Clowes (Standards)</p>	<p><u>Pre-School</u>  Steve Walsh (Chair)  Lisa Taylor  Claire Greaves  Elizabeth Taylor  Rachel Brodin  Janet Clowes  Kate Hughes</p>

b) Appointment of Chairs

Chairs were appointed and agreed as follows:

- Finance: Marian Simmon
- Personnel & Community: Neil Arnott
- Teaching & Learning: Claire Greaves
- Premises: Steve Walsh
- Head Teacher's Appraisal Group: Neil Arnott
- Pre-School: Steve Walsh

c) Delegated Functions

The delegated functions to committees and individuals by the Local Governing Board were **agreed** as follows:

<b>Area of Responsibility</b>	<b>Name of Governor</b>	<b>Liaising with</b>	<b>Reporting to</b>
Safeguarding	Steve Walsh	Child Protection Co-ordinator	LGB
SEND	Steve Walsh Rachel Brodin	SENCO Gifted & Talented Co-ordinator	Teaching & Learning Governing Board
Health and Safety	Philip Jackson	Caretaker / SBM	Premises
English and Maths	Claire Greaves Lisa Taylor	SLT English and Maths Subject Leaders	Teaching & Learning Governing Board
Early Years Governor	Christine Heath	Headteacher Pre-School Manager	Teaching & Learning Governing Board
Standards	Janet Clowes Lisa Taylor Claire Greaves	Deputy Head	Governing Board
Pupil Premium	Janet Clowes	Deputy Head SENCO	Standards Finance

d) The Terms of Reference for each Committee had been circulated to all Governors prior to the meeting. The Governors **agreed** the TOR's as circulated.

e) The constitution and Terms of Reference were reviewed and **agreed** for the following Committees:

- Pupil Discipline
- Staff Disciplinary/Dismissal
- Staff Appeals

f) Review of Principal's Performance Review for 2017/18

There was no Principal Performance Review. (Principal intends to retire in August 2018)

**9**

**GOVERNORS' CODE OF PRACTICE/GOVERNORS CHARTER**

Governors **agreed** the NGA Code of Practice, which had been circulated to all Governors prior to the meeting.

**10**

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

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

- Finance Committee
- Premises Committee
- Personnel & Community Committee
- Teaching & Learning Committee

Other reports received and **agreed**

- Admissions
- Premises
- Health & Safety
- Extended Services
- Teaching & Learning
- Parent Forum

The Principal informed the Governors that there were some very good practices identified in the reports.

**Q: As we purchase Cheshire East's Clerking Service, but no longer a member of NGA, do we still have to pay the £85 for the "20 Questions"?**

A: Clerk will obtain clarification from Cheshire East

**ACTION: Clerk to speak to Cheshire East for clarification if Wybunbury have to pay the £85 for the "20 Questions" from the NGA?**

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**PART ONE HEAD TEACHER'S REPORT AND MATTERS ARISING.**

A pupil of Wybunbury Delves Primary School has sadly died of Leukaemia on the 3<sup>rd</sup> November 2017. The School has been working closely with the Diocese and Rev. Helen. Condolences were posted on the website on 5<sup>th</sup> November 2017. The library has been set up as a reflective space for both children and parents. The Diocese have sent their condolences and offer of further support. Cheshire East CI team have been informed.

The Head Teachers Report covered the following matters:

- Lewis Crossley
- Staffing for September 2017
- New CDAT Code for Governors. (
- Governor Visits and Reports
- School Events
- School Development Plan 2017/2018
- School Development Plan Priorities
- Key Areas of the (School Development Planning) SDP for Governors
- Datapoint Reports
- SEND
- Pay Policy 2017/2018
- Appraisal Policy 2017/2018
- Draft Admissions 2019/2020
- Complains Policy 2017
- CDAT Policies
- Schools Evaluation Statement

The Principal informed the Governors that Wybunbury School has a new School Improvement Partner (SIP) – Neil Le Feuvre who visited the School early November to discuss the School context and to meet the staff and pupils.

The Principal was also pleased to inform the Governors that CDAT is now on Twitter and Facebook.

	<p>The Principal informed the Governors of the recent visit of Sue Pullen -Health &amp; Safety Advisor from Cheshire East, to view the School's Health &amp; Safety practices. Her summary report stated the following points:</p> <ul style="list-style-type: none"> <li>• The School is very welcoming – clean and vibrant</li> <li>• The Health &amp; Safety documentation is in place and excellent and is a credit to the School</li> <li>• The Team work well together</li> </ul> <p>The Governors were delighted with Sally Pullen's review and the Principal said it was a "testimony to our team – well done!"</p>
<p><b>12</b></p>	<p><b>SCHOOL DEVELOPMENT PLAN (SDP)</b> The SDP has been circulated prior to the meeting.</p> <p>The HT outlined to the Governors the following School Development Plan priorities:</p> <ul style="list-style-type: none"> <li>• Maths</li> <li>• English</li> <li>• Task Setting</li> <li>• Pupil Learning Needs</li> <li>• School Appraisal Coaching Plan.</li> <li>• Post Ofsted 2016 Action to be in place</li> <li>• Team Leaders</li> <li>• Shared Practices</li> <li>• Staff Expertise in Phonics (Reception to Yr5)</li> </ul> <p><u>Key areas of the SDP for Governors information and involvement:</u></p> <ul style="list-style-type: none"> <li>• Leadership and Management-</li> <li>• Teaching and Learning - Progress and Learning outcomes</li> <li>• Ofsted Actions</li> <li>• Behaviour, Welfare and Safety of Pupils</li> <li>• Out of School Care Club</li> <li>• Pupil Outcomes</li> <li>• Church School</li> </ul>
<p><b>13</b></p>	<p><b><u>SCHOOL PERFORMANCE</u></b></p> <p>The School converted to Academy status on the 1<sup>st</sup> June 2017 within the Chester Diocesan Multi-Academy Trust (CDAT).</p> <ul style="list-style-type: none"> <li>• It is a smaller than average Primary School serving a rural community (185 Pupils on roll).</li> <li>• Attendance at 97% for 2016-17.</li> <li>• Almost all pupils are from a White British heritage</li> <li>• 17 pupils with the special educational needs (9% of school community, c.f national 14.4%) including 4 with a statement/EHC (2.2%, c.f. national 2.8%)</li> </ul> <p><u>Pupil Premium:</u></p> <ul style="list-style-type: none"> <li>• 2 pupils on free school meals</li> <li>• 2 post LAC</li> <li>• 2 Ever 6 (3% school)</li> </ul>

	<ul style="list-style-type: none"> <li>• Below average funding levels per pupil (£2913)</li> </ul> <p>The Principal tabled the outcomes for Pupils 2016/2017 and the Deputy Head explained the data to the Governors.</p> <ul style="list-style-type: none"> <li>• 2017 data includes a child on long term absence (4%).</li> <li>• 2 children were admitted in year who affected results.</li> <li>• 2017 results for the School are an improvement on 2016 KS1 results.</li> <li>• SLT (Senior Leadership Team) recognise that Headstart is impacting on Maths results.</li> <li>• Writing has increased 18%. It remains a focus for 17-18.</li> <li>• Reading is a “whole school focus” for training 17-18.</li> <li>• Provision for greater depth will be reviewed.</li> <li>• A focus of monitoring will be the higher ability group and how it can increase the % at greater depth.</li> </ul> <p>End of KS2: New curriculum data 2016+</p> <ul style="list-style-type: none"> <li>• 2017 KS2 data was in line with the national averages.</li> <li>• The reading tests pass mark was raised by 10% (5 marks) and this meant 6 of borderline children (4 girls and 2 boys) scored between 96-100. Of these 3 had low attendance, between 88 and 95%.</li> <li>• Anxiety in SATS test conditions was seen to be a factor for some of the borderline children who performed better in practice tests and ongoing assessment work.</li> <li>• Maths question analysis shows a dip of -9% in comparison with the national for fractions, decimals and percentages.</li> <li>• Times table recall impacted on this area and 2017/18 Times Tables Rock Stars has been introduced this term.</li> <li>• Year 6 are concentrating on fractions, decimals and percentages.</li> </ul>
14	<p><b>SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER</b></p> <p>The HT advised the Governors that the School has a new CDAT School Improvement Partner, Neil Le Feuvre who visited the School on the 11th November 2017 to discuss school context and meet the staff and children</p>
15	<p><b>ADMISSIONS</b></p> <p>The response from the Admissions Adjudication has been shared in committee. Draft Admissions Policy 2019-20 was circulated prior to the meeting and <b>agreed</b></p>
16	<p><b><u>DIRECTOR’S REPORT</u></b></p> <p><b><u>Directors Report Autumn term 2017</u></b></p> <p>The Principal updated the Governors on the Director’s Report.</p> <ul style="list-style-type: none"> <li>• Introduction: Cheshire East Emotionally Healthy Schools’ Programme has been rolled out and Miss McCurrie has attended training for the School.</li> <li>• 9/10. Statutory Consultation of Cheshire East Admissions arrangements. The admission policy for 2019-20 has been circulated for consultation.</li> <li>• Governance: A copy of ‘What governing bodies expect from school leaders</li> </ul>

	<p>and what school leaders expect from governing bodies' was available in the meeting. (Pamphlet) It recognises the good practice of completing the NGA skills audit and using the '20 questions every governing body should ask itself' as a self-evaluation tool.</p> <ul style="list-style-type: none"> <li>• General Data Protection Regulation (GDPR) – It was noted that Cheshire East will be shortly rolling out GDPR.</li> </ul>						
<b>17</b>	<p><b>GOVERNOR MONITORING, TRAINING &amp; DEVELOPMENT</b></p> <p>The Governing Board had reviewed the 20 questions (self-assessment skills) and HT requested that all Teachers complete by the end of December.</p> <p><b>ACTION: Teachers to complete the 20 (self-assessment skills) questions by the end of December 2017</b></p>						
<b>18</b>	<p><b>SCHOOL POLICIES</b></p> <p>The policies were circulated prior to the meeting The following policies were <b>agreed</b> at the meeting</p> <ul style="list-style-type: none"> <li>• Pay Policy 2017-18</li> <li>• Appraisal Policy 2017-18</li> <li>• Draft Admissions 2019-20</li> <li>• Complaints Policy 2017 (based on CE model policy 2016)</li> </ul>						
<b>19</b>	<p><b><u>PLANNED RESIDENTIAL VISITS</u></b></p> <ul style="list-style-type: none"> <li>• Young Voices 22/1/18 – at Manchester Arena 44 children and 8 staff CDAT has been informed.</li> </ul>						
<b>20</b>	<p><b>MEETINGS</b></p> <table> <tr> <td>Spring Term:</td> <td>21<sup>st</sup> March 2018</td> <td>4.00pm</td> </tr> <tr> <td>Summer Term</td> <td>04<sup>th</sup> July 2018</td> <td>4.00pm</td> </tr> </table>	Spring Term:	21 <sup>st</sup> March 2018	4.00pm	Summer Term	04 <sup>th</sup> July 2018	4.00pm
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<b>21</b>	<p><b>ANY OTHER BUSINESS</b></p> <p><b>There was no any other business</b></p>						
<b>22</b>	<p><b>IMPACT STATEMENT</b></p> <p>How has the Board of Governors helped move the school forward in this meeting?</p> <p>The core strategic functions defined by the DfE are:</p> <ul style="list-style-type: none"> <li>• Ensure clarity of vision, ethos and strategic direction;</li> <li>• Hold the Principal to account for the educational performance of the school;</li> <li>• Oversee the financial performance of the school, ensuring value for money;</li> </ul> <p>Promote the highest possible standards for Safeguarding.</p>						

**The meeting moved to Part Two**



.....Chair

.....Dated