

**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD
OF WYBUNBURY DELVES CHURCH OF ENGLAND PRIMARY SCHOOL
HELD AT THE SCHOOL ON THE 14TH NOVEMBER 2018**

Governors Present

Kathryn Chesters (HT)	Headteacher
Mr. Neil Arnott (Chair)	Chair
Mrs. Elizabeth Taylor (ET)	
Mrs. Rachel Brodin (RB)	
Mrs. Kate Hughes (KH)	School Business Manager
Mrs Claire Greaves (CG)	
Mr Steven Walsh (SW)	
Mrs Janet Clowes (JC)	From 4.35pm
Mrs Marion Simmons (MS)	

Also in Attendance

Sue Crompton (SC)	Clerk to the Governors
Miss Natalie McCurrie	Senior Teacher

Part One – Non Confidential

The meeting commenced with an opening prayer by Kate Hughes

APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS

Apologies were received and accepted from:

- Lisa Taylor

The Chair informed the board of the following resignations:

Christine Heath	05.07.18
Philip Jackson	31.07.18

There was no AOB received

1. CONFLICT OF INTEREST

To give governors the opportunity to declare any potential pecuniary interest or conflict of interest between an individual and the board of governors as a whole in connection with the business to be discussed during the meeting.

There were no conflicts of interest declared

1.1: Annual Declarations:

- CDAT Annual Declaration's completed.

1.2: To note who is updating the register of business interests on the school website; and Get Information About Schools

- Kate Hughes - School Business Manager

2. ELECTION OF CHAIR/VICE CHAIR (Needs to be ratified by the CDAT board)

Not applicable - Administered by CDAT

3. MEMBERSHIP

To receive any changes to the membership of the local governing board:

Note: The election process was undertaken in Part 2.

- Claire Greaves Term of Office expired on 25.11.18
- It was proposed and **agreed** that Claire Greaves to take up the role of Foundation Governor wef 26.11.18
- It was proposed and **agreed** that Helen Hunter to take up the role of Parent Governor wef 14.11.18

To give consideration to any current vacancies in accordance with the CDAT Scheme of Delegation

- None

To note the following terms of office that are due to expire before the next meeting:

- Rachel Brodin – Parent Governor. Term of Office expires on 27.01.19

4. **PART ONE MINUTES AND MATTERS ARISING**

To confirm the part one minutes of the summer term local governing board meeting on the 4th July 2018



Wybunbury Delves -
LGB minutes Part 1 -

The part one minutes were reviewed and **agreed** as a true record of the meeting.

There were no matters arising

The actions for Wybunbury individual committees are recorded in the “Minutes of Autumn 2018 Committees.”

5. CHAIR'S POWER TO ACT

To receive a report from the Chair and/or Vice Chair on any decisions taken **under the Chair's Power to Act** on behalf of the board of governors since the last full governing body meeting.

- None received

6. FINANCIAL COMPLIANCE

The HT informed the board that Financial Compliance is administered by the CDAT board.

7. COMMITTEES & NOMINATED GOVERNORS

- a) To update the membership of committees for the 2018/2019 academic year.
- Finance
 - Teaching & Learning
 - Premises
 - Personnel & Community

It was proposed to amend the committee structure

Q: Why are we amending the structure?

A: There is a lot of overlap and repetition in the current structure

The board discussed in depth the new structure; based on the recommendations from the HT.

It was **agreed** that the committee structures for 2018/19 is as follows:

Resource Committee

Finance
Premises
Personnel

Teaching, Learning and Wellbeing

Curriculum
Behaviour
SEND
Safeguarding

Church School & Community

OOSC
Parents Forum

Outcomes

Standards work stream

The following members of the committees were proposed and **agreed**.

Resources Committee <i>(Finance / Premises / Personnel)</i>	Teaching, Learning and Well-Being <i>(Curriculum / Behaviour / SEND / Safeguarding)</i>
Steve Walsh – committee chair Marian Simmons – committee vice chair Kate Hughes - minutes Lisa Taylor Rachel Brodin Helen Hunter Kathryn Chesters	Lisa Taylor – committee chair Claire Greaves – committee vice-chair Kate Hughes - Minutes Janet Clowes Rachel Brodin Helen Hunter Liz Taylor Kathryn Chesters
Church School and Community <i>(To include OOSC / Parent Forum)</i>	Outcomes <i>(Standards Workstream)</i>
Liz Taylor – committee chair Marian Simmons – committee vice chair Kate Hughes - Minutes Neil Arnott Lisa Taylor Claire Greaves Rachel Brodin Kathryn Chesters	Janet Clowes - Chair Claire Greaves - Minutes Kathryn Chesters Lisa Taylor
*HTPM	Steering
Neil Arnott – committee chair Lisa Taylor Janet Clowes + Parent governor	Neil Arnott – committee chair Steve Walsh Kathryn Chesters Lisa Taylor

The clerk advised the board that it is “best practice” to have 3 members on the HTPM committee

The Link Governors for 2018/2019 was **agreed** as follows:

CDAT Governor Hub	Marian Simmons
Safeguarding	Steve Walsh – Helen Hunter to be asked to take on this role
Pupil Premium / Looked after children	Janet Clowes
SEND	Rachel Brodin
Governor Training	Lisa Taylor & Kate Hughes
Health and Safety	Neil Arnott
Early Years (Preschool / Reception)	Helen Hunter (TBC)
Key Stage 1	Steve Walsh TBC
Key Stage 2	Claire Greaves
OOSC	Rachel Brodin
Parent Forum	Lisa Taylor / Claire Greaves / Helen

- b) To adopt the constitution and terms of reference for each of the Governing Board standing committees following their review by each committee.

ACTION - HT: TERMS OF REFERENCE NEED TO BE REVIEWED FOLLOWING CHANGE OF THE COMMITTEE STRUCTURES

8. GOVERNORS' CODE OF PRACTICE/GOVERNORS CHARTER

To review/agree a code of practice/governors charter for the Governing Board and for all governors to sign a copy of the code.



Wybunbury - CDAT
Code of Conduct - Au

The governors reviewed and signed CDAT's Code of Practice

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

To receive:

Minutes of Committee meetings not previously received

The committee meetings (internally clerked) were held 09.10.18

The reports received from the committees for acceptance were emailed prior to meeting.

1. Finance

- No questions raised

2. Premises/Health and Safety

- Heating - The HT informed the board the bid for heating was approximately £125,000. The snagging list is in progress. It was commented that the heating pipes are "visually not attractive"

The governors all agreed with this comment, but thought it would be very difficult to improve on.

- Carpark – The extension to the carpark still remains problematic.

Q: How many additional car park spaces will there be?

A: Possibly 12.

Q: Would these spaces include disabled spaces?

A: It is not practical to have designated disabled spaces as the carpark is quite a distance away from the school building.

The HT thanked Mrs Hughes and Mrs Lawlor for their hard work in ensuring all the documentation was in place for the H&S audit on 22.10.18

Q: What was the result of the H&S AUDIT?

A: We are delighted that the school remains "green"!

3. Personnel and Community

- No questions raised

4. Teaching and Learning

- No questions raised

5. Standards committee (26.10.18)

No questions raised

Any other reports from committees

- None received

Any recommendations requiring the approval of the board of governors

- None received

Any reports from governors with special responsibilities, including any recommendations requiring the approval of the board of governors:

Governor Business (Visits and reports)

- Parents Forum- led by parent governors and reported on school website.
- The Chair, has visited school and met with the Head Teacher 27.9.18 and 18.10.18
- Janet Clowes visited for a walk round with other visitors on 25.9.18

Confirmation of school's purchase of HR/Finance/Clerking/Governance Training and Development buy-backs from the LA.

- Confirmed

10. FINANCIAL MATTERS

- **Purchase of annual contracts**– see committee minutes
- **To review Budget v Actuals for the current year 2018-19** – see committee minutes
- **To update governors on progress against the 3 year budget plan** – see committee minutes

CDAT provide and we comply with the Financial Procedures Manual 2018 for Academies BDO visited the school on 08.10.18 as part of the financial audit process.

We have received monthly visit Services for Schools to complete month end and assist us with our budget setting and monitoring.

11. PART ONE HT's REPORT AND MATTERS ARISING

The Head Teacher's Report was circulated to all governors prior to the LGB meeting.

The following items were discussed:

Number on roll:

- 185 Main School
- 24 Preschool

	Boys		Girls		Total
Preschool 1	4	80%	1	20%	5 children
Preschool 2	12	63%	7	37%	19 children
Reception	17	58%	12	42%	29 children
Year 1	5	31%	11	69%	16 children
Year 2	13	50%	13	50%	26 children
Year 3	13	45%	16	55%	29 children + 1 boy from 5.11.18
Year 4	9	38%	15	62%	24 children
Year 5	13	42%	18	58%	31 children
Year 6	12	40%	18	60%	30 children
Totals:	98 Boys	47%	111 Girls	53%	209 children

The HT informed the board of the “Wybunbury School Open Morning” on 24.11.18 The aim of the Open Morning is to try and attract new children to the school.

Safeguarding:

The HT has met with the Scies team for Head’s Induction and attended Level 2 Intermediate Safeguarding training on 20.9.18.

Staff and Governors have been sent the updated Keeping Children Safe in Education 2018. Online safety updates for parents have been signposted through the website to National Online Safety Parental Guides; the weekly focus is retweeted through Wybunbury School’s Twitter account.

Governor comment: “Facebook has proven to be really good platform.

Q: Do we know how many “hits” we have had?

A: Approximately 300 plus

Governor comment: “The staff should be thanked for the implementation of Facebook and now YouTube”

SEND:

Number of children with EHCP: 3

National Average: 2.9% (Jan18)

LA Average: 2.3% (Jan18)

Number of children with SEND needs: 18 (+3 EHCP)

National Average: 14.6% (Jan18)

LA Average: 8.6% (Jan18)

Free School Meals

1 child

National Average - 13.6% (Jun18)

Q: Why is this so low?

A: Possibly, because parent do need to claim for FSM, or do not want to.

Pupil Premium

3 children

Staffing structure

The staffing structure was discussed by the governors, but no questions asked

Effectiveness and Outcomes

CE – Targeted Letter (28.10.18)

The CE letter by Jacky Forster identifies the school category as “Targeted” for 18/19. Evidence shows a trend in certain factors which resulted in increased levels of vulnerability. The alerts are:

- New HT to post.
- Attainment in Phonics is below the national - An action plan for phonics has been put into place and appropriate training will be booked.
- Health and Safety – risk assessments needed for working at height and lone working - The health and safety alerts have been confirmed as completed in the Annual H&S Audit 23/10/18.

School Development Plan priorities - Teachers

1. Challenge pupil's on the cusp (light orange (LA-MA)/Light Blue MA/UA) through provision to accelerate progress.
2. Maths - teachers continue to plan opportunities to extend the children's ability to reason and solve problems to enable pupils to articulate connections in mathematics.
3. English Writing - Improving Writing by giving pupils every opportunity to write more and more- resulting in evidence of sustained writing and developing quality in skills and style in all books.
4. English Reading Post Ofsted 2016 Action MUST be in place.
Teachers give greater guidance to pupils who have finished reading the series of levelled texts to choose more suitable challenging books to read.
Teachers provide opportunities for pupils to read aloud to a range of audiences.
5. Computing – improve the provision and coverage of the computing curriculum Jan18-Aug19.
6. SEND – Implement the new CE toolkit for SEND
7. Team Leaders for Teaching & Learning:
 - Establish shared practices for behaviour management and Inclusion in order to engage all children in meeting learning outcomes.
 - Share teaching staff expertise for phonics across Years R-5

Leadership & Management – SDP priorities

- New HT Induction
- Ethos and Culture
- Outcomes for Pupils
- Resource Management
- Accountability and sustaining improvement
- Staff Development
- Curriculum Risk and Innovation
- Subject Leadership
- Breadth of Study
- Safeguarding
- Tolerance and Equality
- Governance
- Moderation

The HT informed the governors that a new “Friday Briefing” has been introduced, whereby all staff were invited to discuss anything important. The staff and especially the support staff “welcomed this initiative.”

Quality of Teaching & Learning – SDP priorities

- Reading – Post Ofsted 2016 Actions
- Writing
- Maths
- Computing
- Whole Curriculum
- Assessment

Personal Development, Behaviour & Welfare – SDP priorities

- Pride
- Respect
- Attitude to learning
- Attendance
- Anti-Bullying
- Behaviour Management
- Safety
- Health
- Emotional Healthy Schools
- Lunchtimes
- Online Safety
- School Council
- Children’s Roles and Responsibilities
- Out of School Club

Outcomes for Pupils

	Reading		Writing		Maths		Phonics	
	Exp+ standard	High Standard	Exp+ standard	High Standard	Exp+ standard	High Standard	Year 1	Year 2
2016	82% (74)	21% (24)	50% (65)	4% (13)	64% (73)	4% (18)	83% (81)	25% (90)
2017	80% (76)	16% (25)	68% (68)	8% (16)	84% (75)	8% (21)	89% (81)	20% (92)
2018	90% (75)	28% (26)	86% (70)	7% (16)	93% (76)	3% (22)	62% (82)	33% (92)

HT comment: “The outcomes for Key Stage 1 shows a significant improvement.”

Gov comment: “These results are indicative of the hard work of our staff.”

Q: Phonics, however shows a dip in Year 1?

A: To be discussed in Part 2

Early Years

Early Years	Good Level of Development
2016	77% (69)
2017	71% (69)
2018	88% (72)

Q: GLD for 2018 has increased to 88%. Is there a specific reason for this excellent improvement?

A: Yes. The class have had the benefit of a teacher and a TA for the full term. Small cohort means each child is worth 6% in the data compared to 3% if the class was full.

Attendance

2016

2017

2018

Absence	97%	97%	97%
---------	-----	-----	-----

Persistent Abs	%	%	6%
Exclusions (FT)	0%	0%	0%

Christian Distinctiveness

Events held during the Autumn term

- Harvest Festival
- Church Service with parents (04.10.18)
- Messy Church – with parents (05.10.18)
- New Starter Service
- Whole School Worship 10.10.18
- Termly class worship

The HT shared with the board a “thank you” from Chris Penn (CEO of CDAT) from attending the Whole School Worship. *“It was a really special service and one in which the children really shone through. Their enthusiasm and joy, particularly in the signing was magnificent! It was a real privilege to have been part of the service and such an important occasion to mark being a founding member of the CDAT family.”*

Sports update

The HT informed the board that the school has had a new sports coach.

The sports premium for 2018-2019 will be spent on a new curriculum and improving resources for PE break times and sport clubs.

OOSC update

October Half Term			Monday	Tuesday	Wednesday	Thursday	Friday
Extended Day	7.30-6pm	£25	5	11	No Bookings	Closed	6
School Day	8.30-4pm	£20	7	5	8	Closed	5
Booked but not cancel	To be charged		3	0	0		0

The positive comments made about the OOSC have been shared in the parent’s forum

Q: Why was the OOSC club closed on Thursday?

A: There were no bookings and the OOSC cannot operate at a loss.

Q: Do we need to re- advertise the OOSC?

A: Yes.

12. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER

The HT informed the board of the new SIP (Sue Riley) who visit the 13.11.18. The report had just been received prior to the meeting. The main focus of the visit was to review Phonics teaching and a learning walk was completed. The Phonics Action Plan was shared and updated based on the morning’s visit. Data was reviewed, both ASP and Internal data.

Q: How did you find the SIP visit?

A: It was intensive and worthwhile

13. DIRECTOR'S REPORT – Pre-read before the meeting

To report, and note, actions taken/to be taken by individual governors/HT/committees on current matters contained within the Director's Report circulated to all governors prior to the Full Governing Board meeting.



Directors Report
Précis AUTUMN 2018.



Director's Report
Autumn 2018.pdf

The following comments were noted from the Director's Report:

Admissions Transport and Fair Access – The Admissions Policy for September 2020 and onwards is currently in its consultation period. Changes have been made to the oversubscription criteria.

Keeping Children Safe in Education - CDAT have updated the Safeguarding Policy to reflect KCSIE2018. Refresher training has been delivered to staff on October 22nd 2018. All staff and governors have received email copy of the KCSIE2018 document and have been asked to sign the office copy.

Cheshire East Information, Advice and Support Service (CEIAS) - CEIAS link has been included on the SEND page of the school website.

Virtual School Update - January census 2018 recorded previously cared for children.

Local Children's Safeguarding Board (LCSB) - Staff are signposted to the LCSB website.

Ofsted Updates - School's last Ofsted was October 2018. The HT attended ECAPH Autumn conference which included a key speaker from Ofsted about the curriculum focus from Sept 2019.

Free School Meals and Universal Credit - There are currently very few children in school who currently meet the criteria for FSM. It is included termly in the monthly newsfeed.

School Teachers' Pay Award 2018 - CDAT Board approved the Teachers' Pay Award and it was received October 18 pay (back dated to Sept 18). Budget to be updated to include new pay levels and grant payment. CDAT asks we make the relevant adjustments and ensure cash flow is monitored until the money is received later this term.

Teachers' Pay Grant - Noted

Schools' Funding 2019/2020 - Schools Forum met on 4.10.18 and the formula has been put out to consultation again.

The Inspection of Local Authority Children's Services (ILACS) - This took place over the half term week. School were provided with updates during the inspection but were not called to be part of the case studies involved. The outcome of the inspection will be published in a few weeks time.

14. SCHOOL POLICIES

To receive any policies needing full governing body approval:

The policies were confirmed as reviewed, updated and **agreed** by governors

- Safeguarding Children Policy
- E-Safety Policy
- Behaviour Policy
- H&S Policy – both school and CDAT (includes First Aid)
- Asthma Policy
- Medications Policy
- First Aid Policy
- CDAT -Manual Handling
- CDAT - Electrical Work
- CDAT – Whistleblowing
- CDAT – Hazard Identification Policy
- CDAT petty cash Policy
- CDAT Reserves Policy
- CDAT Investments Policy
- Lone Working Policy
- Educational Visits Policy
- Stress Policy
- Working at Height Policy
- Pay policy for teachers
- Pay policy for non-teaching staff members

15. PLANNED RESIDENTIAL VISITS

To approve the following forthcoming visits and receive confirmation that risk assessments have been carried out:

None are currently planned

16. MEETINGS

To confirm the dates and times of the remaining local governing board meetings to be held during the academic year 2018-2019.

Spring	2019	20 th March 2019	4.00pm
Summer	2019	3 rd July 2019	4.00pm
Autumn	2019	TBC	

17. ANY OTHER BUSINESS

The meeting moved to Part 2