

**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD  
OF WYBUNBURY DELVES CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD AT THE SCHOOL ON THE 15<sup>th</sup> JULY 2019**

**Governors Present**

Kathryn Chesters (HT)	Headteacher
Mrs. Elizabeth Taylor (ET)	
Mrs. Kate Hughes (KH)	School Business Manager
Mrs Lisa Taylor (LT)	From 4.35pm
Mrs Helen Hunter (HH)	

**Also in Attendance**

Claire Leslie	Clerk to the Governors
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**Part One Minutes – Non Confidential**

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*The meeting commenced with an opening prayer by Kate Hughes at 4.07pm..*

**1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS**

1.1 Apologies

Apologies were received and accepted from:

- Mrs Claire Greaves
- Mrs Marion Simmons
- Mr Neil Arnott
- Mrs Rachel Brodin
- Mrs Janet Clowes

1.2 Any other Business

Under any other business a Vice Chair needed to be elected. The Chair was unavailable for this meeting due to family illness so this item was taken immediately.

LT was nominated as Vice Chair.

Governors **elected** LT as Vice Chair for a term of 18 months until the Local Governing Board meeting in the Autumn Term 2020.

**2. CONFLICT OF INTEREST**

The Clerk's husband is a trustee of CDAT (Chester Diocesan Academy Trust).

There was no expected conflict with the business of the meeting.

### **3. MEMBERSHIP**

It was noted that two volunteers had come forward offering to take on the post of governor, Ms Mandy Branders (MB) and Mr Nigel Spratt. Both were members of the congregation of KH's Nantwich church. Governors noted that the local governing board would be strengthened by the joining of governors not previously linked in any way to the school.

It was noted that a satisfactory DBS was already in place for MB and that the necessary forms in respect of her application to become a governor had already been sent to Sue Noakes at CDAT. Paperwork still needed to be completed for NS but problems were not anticipated.

**Action:** The appointment of MB and NS to be an agenda item at the Autumn Term 2019 Local Governing Board meeting.

It was noted that MB had a background in schools and experience of pastoral work. She would be excellent in the role of Safeguarding Governor.

The clerk noted that the Director's Report for Spring 2019 had suggested that schools might consider also a governor responsible for mental health.

**Action:** Appointment of Safeguarding Governor and governor for mental health to be considered at the next meeting.

It was noted that the information on Get Information About Schools (GIAS) was correct and that an amendment would need to be made after the formal appointment of MB and NS.

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

The Part One minutes of the meeting on 20<sup>th</sup> March 2019 were reviewed and **agreed** as a true record of the meeting. They were signed by the Vice Chair and retained by the school.

There were no matters arising.

### **5. CHAIR'S ACTION**

The Chair was absent from the meeting but the Headteacher was unaware of any Chair's actions to be reviewed.

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

The reports received from committees for acceptance had been available on the portal prior to meeting. The following matters were reported:

#### **6.1 Resource Committee**

- Finances

The school budget had been reviewed in advance of the Local Governing Board meeting. It noted that the Department for Education (DfE) subsidies in respect of teachers' pay rises and pensions had been assumed and included for the two academic years 2019/20 and 2020/21.

It was noted that there were some changes to the high needs provision budgeting. One child would be leaving to go to a specialist provision. Another child had received an Education Health Care Plan (EHCP) but this had been awarded for fewer hours of support than the child had been

receiving under interim payment provisions. Appropriate adjustments had been made to the budget.

The Delves Trust had not bought all Year 6 students an individual book token this year but had instead given a cheque for the purchase of books or resources to the school.

The staff absence insurance premium was high but it would not be possible to negotiate this down. The school had made a number of claims on the policy over the current (2018/19) academic year.

Provision has been made for the costs of a telephone system. Individual telephones in school had not been working properly and parents had been asking for an answerphone. It was hoped that it would be possible to resolve all issues.

The cost of school meals was to remain at £2.40 per meal.

A question had been raised as to whether the extended school holiday club could be opened to children from other schools, this would potentially increase the profits from that source. A decision had been taken to decline permission for such extension on grounds of safeguarding and space.

It was noted that the school was staffed with very little contingency.

- Health and Safety

The Health and Safety inspection had been completed. KH noted that the running of the premises and arrangements to ensure Health and Safety were to be subcontracted to "Total Property Management". They provide a very cost effective service and are on call to deal with all problems, some they will resolve themselves, bigger problems would be subcontracted by them.

- Premises Maintenance

The kitchen roller shutter had been replaced.

Planning permission had been obtained and condition improvement funding (CIF) had been approved for the fencing.

It was noted that the roof leaked in a number of places and required attention.

The car park tender had been sent to governors. The cheapest quotation was £33,616 (other quotes were £41,000 and £54,000). In addition there would be fees and building control costs bringing the cost of works under the cheapest estimate to around £39,000.

The proposal would see the gates to the new car park area opened in the morning and closed at 9.15am. The area would then be available as an extra playground during the day and would go some way to meet requests for an astro turf pitch. It appeared that the parking problems put some prospective parents off the school and recruitment of additional children was a priority.

The works would also solve the drainage problems for the school and governors were reminded that planning permission for this had been granted 18 months before and would expire in another 18 months time unless the work had been undertaken in that time.

Lancaster Maloney would handle the tender process and had confirmed that the works envisaged in the cheapest quotation were adequate for the purpose. An additional 20 parking spaces would be created. It was not envisaged that there would be a turning area, the creation of one would impact on the playing space; in order to create the turning space a further application for planning permission would have to be made; any such application would probably lead to an objection from Sports England as it would reduce the playing field area.

Governors **agreed** to go ahead with the works

- Staffing Structure

An appointment of a member of staff to cover the Year 1 maternity leave had been made. Lorna Mae Haynes had been selected and had made a very positive impact so far. She would be coming in for transition on Monday 16th July. It was noted that the field of applications had been very good. Seven teachers had been shortlisted and all attended for interview.

**Q:** How much notice must teachers give of their wish to return to school after maternity leave?

**A:** Four weeks.

- Software

A new visitor entry system had been introduced. It had been expensive but was good for GDPR compliance. It appeared to have led to a greater understanding by parents of when their children were late and they had to use the system to sign their child in.

The school was now using the Inventory system to complete online registers, this is linked to SIMS. This is saving office time and links well to CPOMS, it allows very straightforward tracking of anomalies. Lunches were not yet on the system but would be included in the near future. Parents must remain in credit to use the system which will also manage the debt list. It will not affect children in Key Stage 1 as they are entitled to free school meals.

## 6.2 Teaching Learning and Well-being Committee

- Curriculum

The committee received and scrutinised action plans and subject evaluations from subject leaders. The school needed to be ready for the new Ofsted framework, the reports facilitated a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis on the current curriculum. The governors need to be able to answer curriculum questions.

- Safeguarding

The children had been very enthusiastic about Safety Week. There were a number of visitors and staff input into road safety and food safety.

Training for safeguarding was also being updated. All staff and governors have done Prevent training.

- Parental Engagement

A whole school newsletter is sent half termly and staff update the school website news feed weekly.

Class workshops had been well attended, work was being undertaken on Christian values.

- Academic issues

The SATS assessments had been discussed. External Writing moderation had taken place on 21<sup>st</sup> June. The Early Years Foundation Stage (EYFS) had been externally moderated.

- Summer Lights

This had been discussed. It appeared to have made £3,000, slightly more than in 2018. The staff were thanked for all their hard work.

### 6.3 Church School & Community Committee

The leavers' service was fixed for 16<sup>th</sup> July.  
Weekly worship plans had been discussed.  
Work was being undertaken with other CDAT schools on ethos.

The PTA had not been formally set up. It was planned to manage the formalities at a meeting in September. There were a number of advantages of setting up a PTA, including the ability to acquire charitable status for some of the fundraising activity.

Children were participating in the Lewis Crossley competition.  
Parent forum had met in June.

**Q:** How representative were the comments made at Parent forum?

**A:** It isn't clear if the comments are representative of a majority of parents or an individual.

**Q:** Would it be possible to introduce a process by which only issues which have been raised by three parents could be brought forward?

**A:** Perhaps. It was noted that the forum was a useful means of communication with parents but that it could also be stressful for staff if comments single them out negatively. Sometimes issues which would be best dealt with on a one to one basis between a family and a staff member are put too quickly into the public arena. In some respects the survey provided more useful feedback.

**Q:** How helpful was parent forum?

**A:** Generally parents like it, but not all class representatives attend meetings or pass back feedback and there was a tendency for the same people to be involved without an opportunity for others who might be interested to join in. Some representatives failed to send comments to the school in advance of meetings allowing staff no opportunity to prepare for the meetings.

It was agreed that a sub group should meet in September to discuss this further and to ensure that Parent Forum worked as well as possible for all parties.

## 7. FINANCIAL MATTERS

The accounts had been shared in advance.  
The accounts showed as follows:

Year 1 small surplus of £3,000.  
Year 2 deficit of £32,000  
Year 3 deficit of £80,000

This was because there were small classes and numbers were dropping. There were 20 children in Reception for 2019/20. There were 24 children aged 3 years in the pre-school. Most children in pre- school go on to join Reception so it was hoped that there would be 24 children entering Reception in 2020/21.

The current carry forward was discussed, some of this is being used for the works to the car park. The deficit projected for Year 2 was not of enormous concern but action would be needed to address the Year 3 deficit. CDAT like schools to set balanced budgets in year, it was not sustainable to continue to use the carry forward to balance the budgets.

Some steps had already been taken; the one to one support staff were now all on one year contracts and would leave as soon as the child they were supporting moved on to another school.

Projected pupil numbers for 2019 were as follows:

Reception:	20
Year 1:	28
Year 2:	15
Year 3:	25
Year 4:	31
Year 5:	22
Year 6:	31

29 children were in Year 6 in 2018/19. Several other children were also leaving, one child was leaving to go to an independent school, one to a specialist provision and three were leaving because their parents were moving. There would therefore be 14 fewer pupils on the roll in 2019/20 as against 2018/19.

There needed to be a whole school focus on marketing, the school has a good reputation.

It was noted that the pre-school had not appeared on the Cheshire East Council (CEC) website, this was unhelpful from the point of view of recruitment. This was being rectified.

The admissions policy had been changed to lower the priority of church membership and refer first to the local community and catchment area. There would still be scope for a worshipping member of the church community to apply to the school for a place.

It was inexpensive to advertise in the Nantwich Link, that could be considered.

It was hoped that one of the new governors might want to take on responsibility for supporting marketing initiatives.

It would be important to have an open day, an open evening and a Saturday open session, attendance at each could be assessed and whichever event was best attended should be repeated. Once a child entered pre-school the child usually stayed throughout its school career.

It was noted that CDAT had now taken on a Finance Officer and there would soon be an Operational Manager who would have a brief to look at grant opportunities.

## **8. HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW**

The CDAT process was as follows:

In early September there would be a meeting at Church House attended by the Headteacher, the Chair of Governors, Neil Dixon (CEO CDAT) and Sue Riley (Education Effectiveness Officer CDAT). The meeting would consider priorities and would be followed by formal performance management of the Headteacher in early October. This would allow target setting for the Headteacher in good time for targets to be cascaded down as she set targets for school staff. All targets would have been set by 31<sup>st</sup> October 2019.

## **9. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING**

The Headteacher's report had been circulated in advance of the meeting.

It was noted that the target tracker was new.

- Pupil Premium

1.6% of children in the school were in receipt of pupil premium, although this would double in September 2019. Given the very low numbers the money was spent individually on the children rather than on support projects. The Headteacher noted that Pupil Premium continued to be payable for a child for a period of 6 years after that child had ceased to be eligible for free school

meals. It was important to inform parents of this as some were reluctant to apply for free school meals feeling that stigma attached to this.

- Attendance

This was at 96%. 11 children were on 100% attendance and 10 were on the persistent absentee register.

- Exclusions

There had been none.

- Safeguarding

The s.175 audit had been successfully completed. The school was fully effective for the majority of heads. One issue for development was in setting up debriefing support for when safeguarding issues arose. Further not all staff were trained in de-escalation and positive handling; those with training would be repeating it in September 2019.

A record keeping audit was completed in respect of one child and showed no necessary actions.

- Special Educational Needs (SEND)

11% of children in the school were on the register.

1.6% of children were in receipt of an EHCP, this was four children and would drop to 3 children in September 2019.

All documentation had been reviewed and was up to date.

RB and KC had attended the CEC consultation on high needs funding. The basis of allocation was likely to be changed with payments to be allocated on a matrix of needs not hours

## **10. SCHOOL DEVELOPMENT PLAN**

Outcomes had been updated. At moderation all the school's judgements had been declared accurate. It had been suggested that the school might want to invest less time in moderation training. This could be considered.

School priorities were as follows:

Reading:

The school was changing its programme and moving to Read, Write Inc. Whole staff training on this would be taking place on 2<sup>nd</sup> September 2019. The school would be working with Lacey Green English Hub for the training.

Maths:

The school would be continuing to embed Power Maths from Years 1-6. All CDAT schools were using Power Maths. The deputy head of Elworth worked with the North Staffordshire Maths Hub and was able to share expertise.

Consideration was being given to introducing Power Maths to Reception.

**Q:** Was the use of Power Maths having a positive impact on maths standards?

**A:** It was early days. The data was currently inconclusive but there appeared to be some positive indications.

Outcomes:

All results were available to governors.

At Key Stage 2 (KS) 65% of children had secured expected level in Reading, Writing and Maths, this represented a significant success.

In Reading 72% gained expected level with 31% at greater depth.

In Writing 79% gained expected level with 14% at greater depth.

In Maths 79% gained expected level with 17% at greater depth.

In Grammar, Punctuation and Spelling 78% passed at the expected level and 41% secured the higher level.

At Key Stage 1 (KS1) the results were as follows:

Reading 85% gained the expected level with 15% at higher level.

Writing 77% gained the expected level with 8% at higher level.

Maths 81% gained the expected level with 23% at higher level.

In Year 1 the Phonics test pass rate was 69% rising to 92% cumulative at Year 2.

At Early Years Foundation Stage 83% of children were at a good level of development.

The Headteacher was pleased with the results.

- PE

Having a teacher rather than a coach running school sport had been helpful and effective.

- INSET

A lot of training had been organised. Match funding has been secured for Maths Mastery.

The English hub was based at Lacey Green , Natalie McCurrie is training as a specialist lead educator.

- Director's Report

The headteacher had attended training on the new Ofsted framework. A lot of support was available from CDAT.

When Ofsted come in they will want to speak to Governors and also potentially Directors.

**Action:** When the new link Director for the school was appointed Headteacher to invite him/her to governor's meeting to learn more about the school.

## **11. CDAT EDUCATION OFFICER**

The Support of Sue Riley was very helpful. There were two reports of her visits available to governors.

She would be attending a further meeting on 16<sup>th</sup> July at which she would review progress over the year.

The next meeting would look at Christian distinctiveness and SIAMS. Work in the school was well aligned to the school prayer.

The collective worship link with the school in Kenya was becoming tenuous and might need to be reviewed.

Charity support would be reviewed for the next academic year. Year 6 would have ownership in terms of choosing charities to support.



## 12. CONFIRM TERM DATES AND HOLIDAYS FOR NEXT ACADEMIC YEAR 2019-20

The dates had already been agreed, there was just one change needed as a result of the move of the May bank holiday to 8<sup>th</sup> May in recognition of the 75<sup>th</sup> anniversary of VE day. The January INSET day may also be moved.

## 13. DIRECTOR'S REPORT

This had been covered as part of the Headteacher's report.

## 14. GOVERNOR MONITORING, TRAINING & DEVELOPMENT

HH had done the three pieces of induction training. Governors were asked to consider the diocesan training in particular the course on being a governor in a church school. The safeguarding course was also commended.

**Action:** Clerk to send the questions from the Governor Hub survey to the HT for circulation and consideration by governors.

## 15. SCHOOL POLICIES

There were no policies to be approved. It was noted that the CDAT Safeguarding Policy had been adopted. It had been suggested that it might be better to use the CEC Safeguarding Policy as the school came within the CEC safeguarding area. CDAT were considering the position.

## 16. PLANNED RESIDENTIAL VISITS

There was a planned trip to the PGL centre at Boreatton Park, Shrewsbury. All 31 children in Year 6 would be attending. Two out of the three children who receive one to one support would be going as day visitors, the precise details had yet to be resolved. The risk assessment was in place and the PGL staff were aware of all details of the special needs requirements. All permissions were in place. Governors **approved** the visit.

## 17. MEETINGS

Meeting dates to be agreed and circulated.

## 18. ANY OTHER BUSINESS

There was no other business to be discussed.

## 19. IMPACT STATEMENT

How has the Board of Governors helped move the school forward in this meeting?

The core strategic functions defined by the DfE are:

Ensure clarity of vision, ethos and strategic direction;  
Hold the Headteacher to account for the educational performance of the school;  
Oversee the financial performance of the school, ensuring value for money;  
Promote the highest possible standards for Safeguarding.

Governors scrutinised the academic performance of the school.  
Governors reviewed strategic priorities for the forthcoming year.  
Governors reviewed the budget.  
Governors determined to go ahead with building work to create the new car park, recognising the impact this would have on recruitment and parent wellbeing.  
Governors considered the arrangements to support staff involved in safeguarding.  
Governors considered staffing.

**The meeting moved to Part 2**

**Signed**.....

**Dated**.....