

**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD
OF WYBUNBURY DELVES CHURCH OF ENGLAND PRIMARY SCHOOL
HELD AT THE SCHOOL ON THE 20th NOVEMBER 2019**

Governors Present

Kathryn Chesters (HT)	Headteacher
Neil Arnott (NA)	Chair
Elizabeth Taylor (ET)	
Kate Hughes (KH)	School Business Manager
Janet Clowes (JC)	
Marian Simmons (MS)	
Rachel Brodin (RB)	

Also in Attendance

Hilary Cummings	Clerk to the Governors
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Part One Minutes – Non Confidential

1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS

Apologies were received and accepted from:

- Lisa Taylor
- Mandy Branders

No apologies were received from Helen Hunter or Clair Greaves.

There were no items of other business.

2. CONFLICT OF INTEREST

There were no conflicts of interest declared for the meeting.

All governors present, completed an annual declaration of pecuniary interest form, and returned it to the School Business Manager.

ACTION: Ensure that all governors have completed and signed a Declaration of Pecuniary Interest.

3. ELECTION OF CHAIR

Mr Neil Arnott was re-elected as Chair for a term of 1 year.

4. ELECTION OF VICE CHAIR

Item not required as Mrs Lisa Taylor was elected Vice Chair in the summer term until autumn 2020.

5. MEMBERSHIP

Governors were pleased to hear that Mrs Mandy Branders had been appointed as a Foundation Governor and looked forward to welcoming her to the Governing Board.

A vacancy remained for 1 Foundation governor.

6. PART ONE MINUTES AND MATTERS ARISING

The Part One minutes of the meeting on 15th July 2019 were reviewed and **agreed** as a true record of the meeting. They were signed by the Chair and retained by the school.

There were no matters arising that were not covered elsewhere on the agenda.

7. CHAIR'S ACTION

There were no Chair's actions to report.

8. FINANCIAL COMPLIANCE

The school had recently been audited by Hacker Young, and had found it to be an efficient and streamlined process. A formal report had yet to be received, but it was expected to be positive.

Governors heard that, apart from the car park, the school had kept to its in-year budget last year, and had not needed to use any of its carry-forward. It expected to do the same in 2019/20, and the school was currently in a secure financial position. However, it was anticipated that the school would have to use the carry-forward to support the budget in following years if pupil numbers continued to fall.

The Headteacher noted that next year's budget would be affected by the outcome of the general election, and decisions made by the Cheshire East Schools' Forum in December.

There was continuing concern about the fall in pupil numbers. The school was operating with 7 classes, but a number of year groups were significantly below the maximum, and overall the number of children amounted to 5.5 full classes. Governors heard that the budget and staffing costs would need to be monitored carefully.

Governor question: Is this issue specific to our school, or a general problem across Cheshire East?

Response: There are peaks and troughs across the county, partly due to a lot of new housebuilding in certain areas.

9. COMMITTEES AND NOMINATED GOVERNORS

The membership of committees had been agreed in the summer term. Individual responsibilities not previously allocated were agreed as follows:

- Safeguarding – Mandy Branders
- SEND – Rachel Brodin
- Mental Health – Mandy Branders.

The Headteacher wished to establish a Pre-school workstream, and would be asking for volunteers.

ACTION: HT to establish a Pre-school workstream.

10. GOVERNORS' CODE OF PRACTICE

The CDAT Code of Practice had been previously circulated and was signed by all governors present.

ACTION: Ensure that all governors have signed the CDAT Code of Conduct.

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

a) The following committees had met on 24th September 19, and minutes had been circulated to all governors. There were no questions.

- Resources
- Church, School and Community
- Teaching, Learning and Wellbeing

b) The Parent Forum met on 5th November and agreed new terms of reference. Parents can now only serve for 1 academic year, which should allow wider participation. It was agreed that there should be greater emphasis on influencing the direction of the school, and there were now 7 Representatives – 1 for each year group.

Positive feedback had been received on issues such as homework, after-school clubs and the school site. There were also discussions on the cost of school trips and the establishment of a PTA.

c) There were no recommendations from committees requiring GB approval.

d) The Health & Safety governor had completed a walk of the site, and would submit a report in due course.

e) ChESS purchases had been discussed in committee.

f) The Headteacher confirmed that the Land and Building Collection Tool (LBCT) had been completed and submitted by the deadline of 31st October.

g) Haggis Associates had conducted a site survey with a view to the school submitting a bid to the Condition Improvement Fund (CIF). However, they advised that there were no areas in sufficient need of improvement, so it had been decided not to submit a bid.

There were no annual contracts to discuss and no separate school fund.

12. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

A comprehensive report had been circulated in advance of the meeting, using the format suggested by CDAT. The Headteacher reviewed the report, highlighting the following areas:

- The number of children claiming free school meals (FSM) had increased significantly, following a campaign to raise awareness among parents. There was no immediate increase in the Pupil Premium allocation, but this should come through next year.
- 7 families had attended the open evening in October. A governor noted that there had been a positive discussion about the school on the Wybunbury Facebook page.
- Attendance remained very good at 97.5%, but Cheshire East had been asked to issue 3 fixed penalty notices.

- Safeguarding – Governors were invited to attend the basic level 1 training, to be held on the INSET day on 14th February 2020. They were also reminded of the need to sign to confirm that they had read 'Keeping Children Safe in Education'. With the agreement of CDAT, the school had updated its Safeguarding policy in line with the Cheshire East model (see item 19).
- SEND – Miss Welch was the new SENDCo for 19/20, and whilst not qualified as yet, she had received a good deal of training and support.
- CPD – staff had attended a wide range of training over the term, and CDAT's partnership with 'Early Excellence' was proving very useful. This training was free to the school, but still incurred costs for supply.

Governor question: Do you feel staff are appreciative of the investment in training?

Response: Yes. They feel that there has been a lack of training opportunities in recent years, and are pleased to be able to do more CPD.

- The school had taken part in the TT Rockstars battle, and had come 31st out of over 2,000 schools.

13. SCHOOL DEVELOPMENT PLAN

The updated SDP had been circulated prior to the meeting, and the Headteacher's report also detailed actions taken to achieve the proposed outcomes. In summary, the following areas were discussed:

Effectiveness & Outcomes – The main focus was on reading and phonics, with the Read Write Inc literacy programme being implemented across the school, and the introduction of the Big Cat reading scheme in key stage 2. Governors also heard about the development of a more discrete curriculum, where children could more clearly identify the different subjects they were studying.

Behaviour & Attitudes – CPOMS was used to track pupils' attendance, and this was being given a higher profile across school. The recent Pupils' Safety Survey showed a noticeable improvement in the responses of the children. Behaviour & Attitudes would be the focus of the next CDAT SIP visit.

Personal Development & Well Being – Increased physical activity was being encouraged through initiatives such as the daily mile, and the Joe Wicks Morning Workout for Children in Need. The school had seen a real difference in the levels of stamina of the children and their engagement. 51 children recently signed up for a cross-country event at Malbank School, although it was sadly cancelled due to the weather.

Governor question: How do you manage the daily mile within the school day?

Response: The whole school goes out for 15 minutes each day and completes laps of the playground.

Governor question: Has there been any feedback following Neil Dixon's visit from CDAT?

Response: We are not expecting a written report, but he was very impressed with the ability of the year 6 children to talk about what they had been doing and to link it with what they did in year 5.

14. SCHOOL PERFORMANCE

Governors reviewed data circulated prior to the meeting, and the Headteacher specifically highlighted the poor phonics results. In 2018, 88% of children achieved a GLD in Foundation stage, placing the school 8th in Cheshire East. But in 2019, only 69% of the same cohort passed

the phonics screening test, placing the school 118th. Governors understood the clear need for the school to focus on its phonics teaching, and were pleased to note the measures put in place to improve this area.

Key stage 1 results had remained fairly consistent, and while key stage 2 results had dipped, they were in line with, or above, the expected outcomes for the cohort.

The Headteacher also explained the IDSR (Inspection Data Summary Report) for the school. It was noted that the financial information on Page 4 did not appear to be correct, and the Headteacher had queried this with CDAT.

Governors heard that current data predicted the following results for the 2020:

GLD	80%
Yr 1 Phonics	86%
KS1 - Reading	80%
Writing	73%
Maths	80%
KS2 - Reading	65%
Writing	65%
Maths	77%

It was noted that 3 children in Year 6 have EHCPs and are pre-key stage.

The attendance target for 2020 would remain at 97%.

15. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISOR

The CDAT SIP would be visiting the school the following week.

16. ADMISSIONS

Public consultation had been carried out the previous year and was not required. The policy had been updated with the correct dates, and been agreed.

17. DIRECTOR'S REPORT

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

18. GOVERNOR MONITORING, TRAINING & DEVELOPMENT

Governors were encouraged to arrange visits to school to monitor specific areas of responsibility. RB had arranged to visit before the end of the autumn term to look at SEND.

No training report had been received.

19. SCHOOL POLICIES

The following policies had been circulated prior to the meeting for governors consideration:

- Staff Code of Conduct
- Teacher job description
- CDAT Pay policy 2019/20
- Policy for marking and AFL guidance 2019
- Staff use of devices policy
- Child Protection and Safeguarding policy 2019
- Reading policy

- Our vision for learning; study work
- Anti-bullying policy
- Child-friendly anti-bullying policy
- Attendance & truancy policy
- Lost child policy
- Behaviour policy

The policies were all approved, with no changes.

20. PLANNED RESIDENTIAL VISITS

No residential trips were planned.

21. MEETINGS

The dates of future LGB meetings were agreed as follows:

Spring term - Wednesday 25th March at 4pm
 Summer term - Wednesday 1st July at 4pm

22. ANY OTHER BUSINESS

There was no other business to be discussed.

23. 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:

- Identified the strategic direction of curriculum developments.
- Analysed weakness in performance and discussed measures to address these.
- Supported the emphasis on staff training.
- Considered the school’s financial performance and the implications of future decisions.
- Ensured that a suitable governor would monitor Safeguarding within school.

The meeting moved to Part 2

Signed.....

Dated.....