

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF  
MANOR PARK NURSERY AND PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 18<sup>TH</sup> JULY 2017**

<b>Governors Present:</b>	<b>Cllr. S Gardiner</b>	<b>SG</b>	<b>Chair</b>
	<b>Mrs. C Walley</b>	<b>CW</b>	<b>Vice Chair</b>
	<b>Mr. S Cotterill</b>	<b>SC</b>	<b>Headteacher</b>
	<b>Mr. P Jones</b>	<b>PJ</b>	
	<b>Miss. E Holden</b>	<b>EH</b>	
	<b>Mr. G Mason</b>	<b>GM</b>	
	<b>Rev. P Deakin</b>	<b>PD</b>	
	<b>Mr. C Williams</b>	<b>CLW</b>	

<b>Also in attendance:</b>	<b>Mrs. T Chapman</b>	<b>Clerk to the Governors</b>
	<b>Mrs. S Jeffery</b>	<b>Deputy Headteacher</b>
	<b>Mrs. L Simmons</b>	<b>School Business Manager</b>

**PART ONE – NON-CONFIDENTIAL BUSINESS**

<b>1</b>	<b>APOLOGIES</b>	
	Apologies from Mr. A Andrew were received and accepted.	
<b>2</b>	<b>CONFLICT OF INTEREST</b>	
	Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.	
	No potential conflict was declared.	
<b>3</b>	<b>MEMBERSHIP</b>	
	There have been no changes in the membership of the Governing Board since the last meeting.	
	Governors noted the following terms of office that are due to expire before the next meeting:	
	<ul style="list-style-type: none"> <li>• Patrick Jones – 31st August 2017</li> </ul>	
	PJ advised that he would like to be co-opted for another term; PJ left the meeting and the governors voted PJ for another 4 year term from 31 <sup>st</sup> August 2017. PJ returned to the meeting.	
	The Governing Board currently has 2 x Co-opted vacancies.	

<p><b>4</b></p>	<p><b>PART ONE MINUTES AND MATTERS ARISING</b></p> <p>The part one minutes of the meeting held on 28<sup>th</sup> March 2017 were confirmed as a correct record, and signed by the chair.</p> <p>There were no matters arising from the Part One minutes.</p> <p>Governors reviewed the action log from the previous meeting and the following was discussed:</p> <ul style="list-style-type: none"> <li>• The SBM confirmed that the school no longer uses IMPREST</li> <li>• SG has not yet written to Catriona and intends to do so soon.</li> <li>• SC has mailed the contact provided by AA as a proposed new governor, but is yet to receive a reply.</li> <li>• CW proposed to step down as parent governor and become a co-opted governor to allow another parent election to take place in an attempt to recruit new governors.</li> <li>• SG advised that he is the director of a company called Civicance that can detect water ingress or egress through the use of a thermo dynamic camera. The company have volunteered to check the school roof for leaks free of charge.</li> <li>• SC advised that although the school has been unable to recruit an apprentice, it has employed a 'schools direct' teacher in training from Liverpool John Moores University and will receive £1500 for taking part in the programme.</li> </ul> <p><b>Actions:</b></p> <p><b>To write a letter of thanks to Catriona Millson</b></p> <p><b>Ensure Membership is an Autumn Term agenda item</b></p> <p><b>Approach AA's contact regarding possible governor appointment</b></p> <p><b>Liase to present proposal of membership to SC</b></p> <p><b>Arrange investigation of the roof leaks</b></p> <p><b>Ensure Special Educational Needs (SEND) policy is on the L&amp;T and FGB Autumn term agenda</b></p>	<p>SG</p> <p>Clerk</p> <p>SC/SG</p> <p>SG/CL W/CW/ PJ</p> <p>SG</p> <p>Clerk</p>
<p><b>5</b></p>	<p><b>CHAIRS ACTION</b></p> <p>The chair reported that no action had been taken on behalf of the governing board since the last full governing board meeting.</p>	
<p><b>6</b></p>	<p><b>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</b></p>	

<p>The following committee minutes were received prior to the meeting:-</p> <ul style="list-style-type: none"> <li>• Pastoral Committee – 24th May 2017</li> <li>• Resources Committee – 26th June 2017</li> <li>• Learning &amp; Teaching Committee – 6th July 2017</li> </ul> <p>A brief overview of the meetings was provided and the following points were noted</p> <p><u>Pastoral Committee</u></p> <ul style="list-style-type: none"> <li>• Healthy Minds Day took place on 27<sup>th</sup> June; PJ advised he attended the event which was a huge success.</li> <li>• CLW stated that he was told by a teacher at another school that the Healthy Minds Day was a 'gold standard event'.</li> <li>• Staff were provided with a 'Wellness Survival Kit' at the Healthy Minds Day.</li> <li>• Weekly coffee mornings for parents will start in September.</li> <li>• Behaviour at school has improved but attendance still needs work; attendance will be discussed in strategic plans.</li> <li>• The annual Safeguarding Audit has been completed.</li> <li>• Parental Questionnaire echoed the sentiments of an improved atmosphere at school.</li> <li>• Parent Council has not been set-up; SC stated that the remit of Parent Council needs to be re-visited as the original purpose was to improve communication with parents, which has developed positively through increased parental engagement.</li> </ul> <p><b>Action: Investigate ways in which to increase parental engagement i.e. Coffee Morning/Suggestions Box</b></p> <p><u>Resources Committee</u></p> <ul style="list-style-type: none"> <li>• SC purchase limit increase from £5k to £10k was <b>approved</b>.</li> <li>• Three year budget plan was reviewed in detail and <b>approved</b>.</li> <li>• Governors <b>agreed</b> to introduce an Asset Management which will be linked to the budget.</li> <li>• CW and GM conducted an exit interview with Mr Murphy after the meeting; PJ stated that he was unaware that Mr Murphy was leaving and the governors discussed ways in which they will circulate information like this in future and <b>agreed</b> a protocol will be worked on and put in place to circulate information.</li> </ul> <p><b>Actions:</b>  <b>Amend the meeting date of Resources Committee – 26th June 2017 on the minutes</b></p> <p><b>To agree a protocol of informing governors of staff resignations/long</b></p>	<p>SC</p> <p>Clerk</p> <p>SC/SG</p>
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<p><b>term sick before meetings; to be presented at the Autumn Term FGB</b></p> <p><u>Learning and Teaching Committee</u></p> <ul style="list-style-type: none"> <li>• Data was scrutinised in depth, gaps identified and reasons for them discussed in detail.</li> <li>• Progress in school was noted; particularly Year 6.</li> <li>• Maths learning walk was reported on at the meeting.</li> </ul> <p>Governors <b>agreed</b> to arrange data sessions prior to L&amp;T meetings to analyse the data in detail and provide a precis report to the L&amp;T committee.</p> <p><b>Action: Circulate the 2017/18 monitoring schedule to the FGB</b></p> <p>There were no committee reports to be received.</p> <p>There were no recommendations requiring full governing body approval to be considered at the meeting.</p> <p>There were no reports from Governors with special responsibilities to be received.</p> <p><u>Bursars Report – June 2017</u></p> <p>The Bursars Report was circulated at the meeting and the SBM provided a verbal overview of the report.</p> <p>The annual accounts will be submitted for audit at the end of the Summer Term and presented to the Governing Body in the Autumn Term meeting.</p> <p><b>Q: Do you have a plan for the deposit account balance?</b>  <i>A: We have identified improvements on the school grounds.</i></p> <ul style="list-style-type: none"> <li>• The final budget 2017/18 was <b>approved</b> with a predicted carry forward of circa. £30.9k.</li> <li>• Consistent Financial Reporting Summary (CFR) was also circulated at the meeting and provided a detailed three year budget plan.</li> </ul> <p><u>Sports Grant</u></p> <ul style="list-style-type: none"> <li>• Balance as at 17.7.17 - £4682.00</li> <li>• £2500.00 of the balance is going towards the school playground re-marking on Thursday 19th July.</li> <li>• The remainder £2182 is committed to a project to install a trim trail on the school field costing approx. £5500.</li> </ul>	<p>(Clerk)</p> <p>SC/PJ/ CW</p> <p>SC</p>
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	<ul style="list-style-type: none"> <li>The shortfall of £3318.00 will be funded from the 2017-18 Sports Grant allocation of approx. £8K.</li> </ul> <p><b>Q: Are we allowed to spend the grant in advance of its receipt?</b>  A: Yes, we will spend what we can and put the rest against the delegated budget.</p> <p><b>Q: Have we been successful in the grant for the trimtrail?</b>  A: No, Sarah spent a lot of time putting the bid together and waited 10 weeks for a response. The feedback was that the schools income was too high.</p> <ul style="list-style-type: none"> <li>The SBM advised that the school is still struggling to get parents to apply for Pupil Premium (PP).</li> <li>Governors <b>approved</b> the Manual of Internal Financial Procedures at the meeting</li> <li>Governors <b>approved</b> the ChESS purchases for 2017/18.</li> </ul> <p><b>Actions:</b>  <b>Ensure non-class based staff are covered on the long term sickness insurance</b></p> <p><b>Liaise and arrange a session to discuss expenditure of the historical provision funds.</b></p> <p>Governors thanked the SBM for her report and she left the meeting at 18:18.</p> <p><u>Staffing Structure 2017/18</u></p> <p>Governors were advised that the staffing structure was previously approved in the Resources committee meeting but had since changed.</p> <p>SC presented the up to date staffing structure at the meeting.</p> <p><b>Q: Are the changes reflected in the budget?</b>  A: No, the budget you have approved will be impacted positively.</p> <p><b>Q: Why is the same member of staff recorded twice with different hours?</b>  A: It will be for morning and afternoon.</p> <p>Governors <b>approved</b> the 2017/18 staffing structure.</p>	<p>SBM</p> <p>ALL</p>
7	<p><b>HEADTEACHER'S REPORT</b></p> <p>Part one of the headteacher's report was circulated prior to the meeting and contained the following matters:</p>	

	<ol style="list-style-type: none"> <li>1. INTRODUCTION</li> <li>2. PUPILS</li> <li>3. STAFFING</li> <li>4. ACHIEVEMENT AND STANDARDS</li> <li>5. PARENTS AND COMMUNITY</li> <li>6. SCHOOL ACTIVITIES</li> <li>7. PREMISES AND EQUIPMENT</li> <li>8. FINANCE</li> <li>9. PART II CONFIDENTIAL</li> <li>10. APPENDICES</li> </ol>	
8	<p><b>MATTERS ARISING FROM THE HEADTEACHER'S REPORT</b></p> <p>The following issues arising from the Headteacher's report were discussed:</p> <p><b>Q: How are the staff appraisals going?</b>  A: <i>The vast majority of staff are supportive.</i></p> <p><b>Q: Are all staff aware of any training sessions they can attend?</b>  A: <i>Yes, everyone has completed some training.</i></p> <p>A governor commented that it was positive to see that music curriculum training is taking place; SC confirmed that staff had also completed curriculum training on history and geography too in an attempt to increase attainment and progress in non-core subjects.</p> <p><b>Q: Who is the PE lead for next year?</b>  A: <i>Miss Womack</i></p> <p><b>Q: Will she have specific PE training?</b>  A: <i>She will be invited to subject leader training and subject specific leader training.</i></p> <p><b>Q: Have you implemented any of the new strategies we talked about in relation to improving attendance?</b>  A: <i>We haven't changed anything in the last half term but do have ideas we will implement in September which will also form part of the SDP.</i></p> <p><b>Q: Have we had an increase in the number of pupil absence since half term?</b>  A: <i>Yes, some of which has been linked to behaviour issues we are addressing and the parents have decided not to bring their child to school.</i></p> <p>The governors expressed their thanks to SC and SJ for the excellent ways in which they have led the school in the last academic year; the pupils are more engaged and staff appreciate the leadership they have and the majority are on board with the changes.</p> <p><b>Action: Confirm the date of the next HTPM</b></p>	SC

9	<p><b>SCHOOL DEVELOPMENT PLAN (SDP)</b></p> <p>Governors were provided with the draft 2017/18 SDP prior to the meeting which outlined the following priorities:</p> <p><b>Priority 1:</b> To continue to raise attainment in: writing, phonics, (y1), mathematics, but particularly in reading and spelling throughout the school by ensuring that pupils make accelerated progress in every year group.</p> <p><b>Priority 2:</b> Ensure that Disadvantaged children make accelerated progress to close the gap in attainment where it exists</p> <p><b>Priority 3:</b> To create an exciting and engaging curriculum where children can apply skills across a variety of subject areas.</p> <p><b>Priority 4:</b> To rapidly increase the level of attendance across the whole school</p> <p><b>Priority 5:</b> To develop the role of the Middle Leader in school to ensure impact in all subject areas.</p> <p><b>Priority 6:</b> To develop children’s Early Literacy and improve their skills, knowledge and understanding related to communication, reading and writing.</p> <p>SC stated that the previous SDP had 10 priorities and it became evident that number could not be sustained; the changes already implemented need to be embedded whilst addressing the 6 new priorities.</p> <p><b>Q: How do you deal with version control if this is a fluid document?</b>  <i>A: We have a version in the staffroom, my office and the senior leadership team retain a copy; all of which are updated as and when they need to be.</i></p> <p><b>Q: How long will this version stand for?</b>  <i>A: One to two years; the attendance priority needs a couple of terms to assess impact.</i></p> <p><b>Q: What are the priorities based on?</b>  <i>A: Data, attendance, middle leadership and early year’s literacy.</i></p> <p><b>Q: Do teaching methods change a lot in EYFS?</b>  <i>A: Yes, they can do. Sometimes you have to adapt to the class; we do receive support from the Local Authority (LA) and a lot of that is in this.</i></p> <p><b>Q: What do you base the estimated costs on?</b>  <i>A: Hours of teaching assistance – this isn’t an additional sum of money all costs listed in the SDP are within the budget. The costs assist us in assessing impact.</i></p> <p><b>Q: Does the Pastoral committee look into attendance in detail?</b></p>	

	<p><i>A: Yes. It is about 10% of the school community which have been difficult to engage with and was the entire target of Healthy Minds Day; the parent's mind set needs to change.</i></p> <p><b>Actions:</b>  <b>Review the measures within the SDP and amend to numerical where applicable.</b></p> <p><b>Provide the clerk with the 6 priorities</b></p> <p><b>Ensure the draft SDP is complete by the 1st week of September and circulate to the FGB.</b></p> <p><b>Contact CE clerks for schools who have improved attendance.</b></p>	<p>SC</p> <p>SC</p> <p>SC</p> <p>Clerk</p>
<b>10</b>	<p><b>SCHOOL IMPROVEMENT INFORMATION</b></p> <p>The external adviser, Fiona Todd, visited the school on 18<sup>th</sup> May and 16<sup>th</sup> July, both of which were positive visits where improvement was noted.</p> <p><b>Q: Did you need to have two visits?</b>  <i>A: No, I requested two to support the SLT</i></p> <p><b>Q: Does it cost us money?</b>  <i>A: Yes, but the LA agreed to pay for half of the visits partly due to the school having a new headteacher and deputy headteacher and also partly due to historical issues at the school; we should only need one per term from Spring Term.</i></p> <p><b>Q: Do you have a good relationship with her?</b>  <i>A: Yes, we have robust discussions; she's met some of the staff and we have dissected data.</i></p>	
<b>11</b>	<p><b>SELF EVALUATION (SEF)</b></p> <p>The SEF was circulated prior to the meeting; SC advised that the document is a work in progress and has been written with the SLT and been reviewed by the SIP and a consultant from ECM.</p> <p><b>Q: Do we receive a SEF at every FGB?</b>  <i>A: No, the SDP comes from this and will be reviewed annually.</i></p>	
<b>12</b>	<p><b>GOVERNANCE STATEMENT</b></p> <p>CW provided a draft governance statement prior to the meeting and the following <b>actions</b> were <b>agreed</b>:</p> <p><b>Provide CW with Pastoral Input</b></p> <p><b>Provide CW with comments on the draft statement</b></p>	<p>CLW</p> <p>ALL</p>



	<p><b>Provide CW with further examples</b></p> <p><b>Once approved, publish the statement onto the school's website</b></p>	<p>Clerk</p> <p>SC</p>
<b>13</b>	<p><b>DIRECTOR'S REPORT</b></p> <p>The Director's Report for the Summer Term 2017 contained the following matters:</p> <p>Message from the Director of Children's Services</p> <ol style="list-style-type: none"> <li>1. School Governance and Liaison Update</li> <li>2. September 2017 Applications for Reception and Year 7 Transfer</li> <li>3. Schools' Catering - Business Improvement Review</li> <li>4. Asbestos Management in Schools 2017/18</li> <li>5. Home to School Travel Surveys - 24th April until 31st May 2017</li> <li>6. Schools' Audit Programme 2016/17</li> <li>7. IR35 (Intermediaries Legislation) Tax Changes for Agency Workers and Contractors</li> <li>8. Model HR Policies and Procedures</li> <li>9. Apprenticeship Levy</li> <li>10. Virtual School for Cared for Children</li> <li>11. Local Safeguarding Children Board Safeguarding (Section 157/175)</li> <li>12. Child Sexual Exploitation: definition and guide for practitioners</li> <li>13. Operation Encompass</li> <li>14. Safeguarding Records</li> <li>15. School Trips in light of the London terrorist attacks</li> <li>16. Failure to set a Balanced Budget</li> </ol> <p>The clerk provided the governors with the DR and Precis prior to the meeting; the items of the DR were discussed in committees and detailed within the respective minutes.</p>	
<b>14</b>	<p><b>GOVERNOR DEVELOPMENT</b></p> <p>CLW, the training liaison governor reminded governors to complete the skills audits; once completed he will finish the training matrix and identify any knowledge gaps.</p> <p>Governors were also asked to complete the Modern Governor online training by the end of term.</p> <p>CLW stated that governors will be asked at each FGB to notify of any training sessions completed.</p> <p>CLW recommends that the members of the Headteacher's Performance Management Panel complete relevant training on 11th October with CE.</p> <p>SG advised the GB to let CE know of any training session they are booked</p>	

	<p>onto that they cannot attend.</p> <p>SC will attend the training session on Analyse School Performance (ASP).</p> <p><b>Actions:</b>  <b>Ensure all skills audits are completed and returned to CLW</b></p> <p><b>Modern Governor; provide CLW with date of completion</b></p> <p><b>Ensure CLW is notified of all training sessions completed</b></p> <p><i>SJ left the meeting at 19:21</i></p> <p>SC circulated the monitoring schedule for 2017/18 at the meeting, governors <b>approved</b> it and the following <b>actions</b> were <b>agreed</b>:</p> <p><b>Contact the school at least one week in advance of a monitoring session to arrange.</b></p> <p><b>Provide SC with comments on the monitoring schedule</b></p>	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>
15	<p><b>SCHOOL POLICIES</b></p> <p>There were no polices to be approved by the governing board.</p> <p><b>Action: Special Educational Needs (SEND) policy deferred to Autumn Term</b></p> <p>Governors noted approval at committee level of the following policies:</p> <ul style="list-style-type: none"> <li>• English</li> <li>• High Ability Learners</li> <li>• Homework</li> <li>• Sex and Relationships</li> <li>• Attendance</li> <li>• Educational Visits</li> <li>• Recruitment</li> <li>• Capability</li> <li>• Complaints</li> </ul>	<p>Clerk</p>
16	<p><b>ACADEMY WORKING GROUP</b></p> <p><b>Actions:</b>  <b>Ensure this is an ongoing FGB agenda item</b></p> <p><b>To liaise and arrange a session to investigate academy conversion</b></p> <p><i>CLW left the meeting at 19:30</i></p>	<p>Clerk</p> <p>SC/SG/ GM/EH</p>

17	<p><b>NOMINATIONS FOR CHAIR</b></p> <p>The election of Chair is to take place at the Autumn term meeting in 2017.</p> <p>Governors <b>agreed</b> the term of office will be two years.</p> <p>A nomination for Chair was received for Stewart Gardiner</p> <p>Nominations can also be received at the next meeting.</p> <p><b>Action: Ensure item to nominate a Vice Chair is on the Autumn Term Agenda</b></p>	Clerk
18	<p><b>CONFIRM TERM DATES FOR 2017-2018</b></p> <p>Governors <b>agreed</b> the term dates prior to the meeting.</p>	
19	<p><b>MEETINGS</b></p> <p>It was confirmed that the next academic year's full Governing Board meeting would be held at the School on:</p> <p>Monday, 18th December 2017 at 5pm.  Wednesday, 28th March 2018 at 5pm.  Monday, 16th July 2018 at 5pm.</p>	
20	<p><b>IMPACT STATEMENT</b></p> <p>Governors have:</p> <ul style="list-style-type: none"> <li>• Discussed the appointment of new governors.</li> <li>• Reviewed the actions of the last meeting.</li> <li>• Approved the budget 2017/18</li> <li>• Approved the staffing structure 2017/18</li> <li>• Reviewed the ChESS purchases for 2017/18</li> <li>• Approved the Manual of Internal Financial Procedures</li> <li>• Approved the governor monitoring schedule for 2017/18</li> <li>• Reviewed the SDP priorities and SEF</li> <li>• Discussed and agreed the process of updating the governor training matrix.</li> <li>• Formulated an Academy Working Party to investigate the issue of conversion.</li> <li>• Nominated a Chair for election at the Autumn Term FGB meeting.</li> </ul>	

The meeting moved to Part Two

.....Chair

.....Dated