

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
MANOR PARK NURSERY AND PRIMARY SCHOOL
HELD AT THE SCHOOL ON 28th March 2018**

| | | | |
|---------------------------|-------------------------|------------|--------------------|
| Governors Present: | Cllr. S Gardiner | | Chair |
| | Mrs. C Walley | CW | Vice Chair |
| | Mr. S Cotterill | | Headteacher |
| | Mr. P Jones | PJ | |
| | Miss. E Holden | EH | |
| | Mrs. L Dalzell | LD | |
| | Mr. C Williams | CLW | |

Also in attendance: **Mrs. A Knowlson** **Clerk to the Governors**
 Mrs. S Jeffery **(SJ) Deputy Headteacher from 5:21pm to 7:55pm**
 Mrs. L Simmons **(LS) School Business Manager until 6:11pm**

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting started at 5: 06pm

| | | |
|----------|--|--|
| 1 | <p>APOLOGIES & ADDITIONAL AOB ITEMS</p> <p>Apologies were received and accepted from</p> <ul style="list-style-type: none"> • Geoff Mason, • Paul Deakin. <p>It was noted Sarah Jeffery and Cathryn Walley would attend after parents evening.</p> | |
| 2 | <p>CONFLICT OF INTEREST</p> <p>Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.</p> <p>Stewart Gardiner is a Cheshire East Councillor.</p> <p><i>Mr. C Williams and Mrs.C Walley joined the meeting at 5:08pm</i></p> | |
| 3 | <p>MEMBERSHIP</p> <p>There is a vacancy for one co-opted governor.</p> <p>The Headteacher (HT) informed governors of a local resident from Knutsford Jennifer Hopkinson who has approach the school to be a governor. She was a teacher in Manchester and has visited the school to meet with Geoff Mason and the HT.</p> <p>Q: Is she still a teacher? R: She is but on a supply basis.</p> | |

| | | |
|---|---|--|
| | <p>Q: What governor role would she hold? R: The vacancy is for a Co-opted governor.</p> <p>The Chair proposed that they invite Jennifer to be a co-opted governor; seconded by CLW; all governors approved.</p> <p>The governors noted that Alistair Andrew's (AA) term of office expired on the 18th March 2018. The Chair has tried to contact him to confirm if he wants to continue as a governor, to no avail. The Chair to follow up with Alistair and if not contact Manchester Airport for a potential governor.</p> <p>Q: If AA continues and we have the new governor Jennifer do we have any vacancies? R: No.</p> <p>Q: Have we a governor to fill the finance role? R: If AA doesn't continue I will ensure the airport has an understanding of the type of governor we require.</p> <p>Geoff Mason has collated the governor's skills matrix and this should be used when we recruit a new governor.</p> <p>Stewart Gardiner has been re-appointed as a LA governor.</p> <p>Esther Holden's office expires on the 16th November 2018, she is happy to continue as a governor. The HT will notify the staff there is a vacancy for a governor and he will take nominations for the position, Esther is welcome to apply for the position too.</p> <p>Action: HT to send the Clerk Jennifer Hopkinson's details.</p> | |
| 4 | <p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The part one minutes of the meeting held on 18th December 2017 were confirmed as a correct record, and signed by The Chair.</p> <p><u>Matters Arising</u></p> <p>Q: What is the role of the virtual school? R: It looks after the Looked After Children.</p> <p>The HT informed governors the MUGGA will need planning permission as it can't be installed under a permitted development.</p> <p>Q: The company who are installing the MUGGA, can they help with planning permission? R: HT to contact the company and enquire.</p> <p>If a teacher was leaving or on long term sick the HT would notify governors by email; if it was a TA he would notify governors at the FGB meeting.</p> | |

| | | |
|---|--|--|
| | <p>The Terms of Reference are to be reviewed at the committee and then ratified at the summer FGB meeting. The clerk to add to the agenda.</p> <p>The closure of the Breakfast Club was proposed by the Resources Committee and agreed by the FGB.</p> <p>The Action Log was reviewed and the outstanding action is:</p> <ul style="list-style-type: none"> • The Chair to return his pecuniary Interest form. <p>Action: The HT to give a half term notice for the breakfast club to close. Clerk to add Term of Reference to the committee and FGB agendas. The Chair to return his Pecuniary Interest form.</p> <p><i>Sarah Jeffery joined the meeting at 5:21pm</i></p> | |
| 5 | <p>CHAIRS ACTION</p> <p>The Chair reported that no action had been taken on behalf of the Governing Board since the last FGB meeting.</p> <p><i>The meeting moved to item 8.</i></p> | |
| 6 | <p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>Pastoral Committee meeting held on the 12th February 2018. The Chair Lee Williams gave governors highlights from the meeting:</p> <ul style="list-style-type: none"> • Attendance is a focus. • The Pastoral team are very pro-active. • Healthy minds training • Mental Health first aid. • Behaviour has improved. <p>Action: The Pastoral Committee to look at other ways to improve attendance.</p> <p>Resources Committee meeting held on the 7th March 2018. The Chair Cathryn Walley gave governors highlights from the meeting:</p> <ul style="list-style-type: none"> • Reviewed the Budget • Reviewed governor training • Aware there is a need for a new cooker canopy • Support for the Admin Assistant for succession planning to a SBM. • Financial competency matrix's • To publish the work of the governing board in the newsletter. <p>Action: HT to look at a model/example of publishing the work of the governing board.</p> <p>Learning & Teaching Committee meeting held on the 19th March 2018. The Chair Patrick Jones gave governors the highlights from the meeting:</p> | |

| | | |
|---|--|--|
| | <ul style="list-style-type: none"> • Accelerated reading presentation. • Reviewed the data. • The EYFS data is the same on the same system as the Key Stage 1 and Key Stage 2 • Reviewed each Year group and looked at the expected Age Related Expectations (ARE) and Greater Depth, including Pupil Premium (PP) children. • The targets are aspirational but the HT is hopeful of achieving them. <p>Q: Are parents taking children away on holiday in term time? R: Some parents do but I don't have many requests for holidays in term time. Any requests for holidays in term time are not authorised.</p> <p>Q: Is there any reason for the slip in attendance this term? R: The slip is due to illness; There has been considerable illnesses across the school and when our attendance is already low then the school % cannot absorb this in a way schools with a higher attendance could. Reception class has had low attendance this year, children will have attendance panel meetings when they are a term after their 5th birthday.</p> <p>Q: In reality you have a small cohort that is challenging. R: The reception cohort is challenging in terms of attendance, we are working hard to support some vulnerable families and this will continue.</p> <p>The governors discussed ways to bring persistent absentee children into school. The HT said he could investigate purchasing a school mini bus to collect the children, (this could also be used for other events and trips)but this would be a costly resource and he does not think the school has the financial capacity at the moment.</p> <p>Action: HT to investigate borrowing a mini-bus.</p> | |
| 7 | <p>HEADTEACHER'S REPORT</p> <p>222 children on roll; numbers are up for the school and there is a balance of 50% girls/boys.</p> <p>The Attendance is 94.1% this term.</p> <p>Q: What are the main highlights for you next term? R: The development of the 2nd year cycle of the school curriculum. The school newspaper; to focus on the more able children with maths and science projects. To challenge children at various levels, throughout the school, particularly in foundation subjects. For next term the biggest challenge is attendance and continuing to increase and improve the profile of the school in the local community.</p> <p>The perception by parents of the school is good; we should capture the positive quotes and encourage parents to review the school on the Facebook page and also on pages such as google.</p> | |

| | | |
|---|---|--|
| | <p>Q: The more able register has been created, how regularly will that be reviewed? R: Yearly from Year 2 up to Year 6. The register is not for the children who are at the ‘top of the class’. It is to support and further challenge children who are judged to be in the top 5% of children nationally. We have looked at the assessment data and produced a more able register to be reviewed at the Learning and Teaching committee.</p> <p>Q: Have you got this model proforma from Cheshire East (CE)? R: All schools should have a similar register showing the able children in the same way as we are aware of our PP children. The HT has created a Policy for more able children.</p> <p>Q: Does more able equal greater depth? R: No, there are children at Greater Depth and they would not be on the more able register. Realistically, there should be not more than 5-10% of the cohort on the more able register.</p> <p>Q: Are you assessing just on English? R: We have a register for Maths, science, computing, reading and writing.</p> <p>Q: Are you publishing the list to parents? R: We will look to share this information with parents in the summer term, the detail of which will be discussed in school at SLT level.</p> <p>CW offered help with STEM work at the school. The HT welcomed the offer.</p> <p>Q: Do you use My World? R: Yes our children take part in the ‘my world project’. Last year as we had a small year 6 cohort, the year 5 children took part as well. This has resulted in the Year 5 taking part in My world in future years with Year being able to focus on High School transition projects.</p> <p><u>School Activities</u></p> <p>Q: What clubs are there for the summer term? R: The list will go out tomorrow; the staff will run an after school club for a term, per year.</p> <p>A governor stated the Spanish club for Year 1 and 2 was very good and should be offered to the other years groups.</p> <p>Action: To encourage parents to review the school positively on Facebook and also other sites such as google.</p> | |
| 8 | <p>FINANCIAL MATTERS</p> <p>The SBM, Lyn Simmons circulated a report which included the following information:</p> <ul style="list-style-type: none"> The governors approved the Manual of Internal Financial Procedures (MIFP). Proposed by CW and seconded by CLW. | |

- The Asset register's overall plan was reviewed at the Resources Committee meeting. The SBM has photographed all equipment in situ and the computer equipment has been smart watered. The library stock to be added to the Asset Register SBM to action.
- The draft annual budget for 2018/2019 was reviewed at the Resources Committee, it was originally a balanced budget, but due to an error by CE the budget was £30k in deficit. This was reduced and brought back to a balanced budget. The Resources committee proposed the budget and the FGB **approved**.
- £7,644 is the proposed carry over for the 2018-19 budget.
- The Budget v Actuals for 2017-18 was reviewed by the Resources Committee.
- The three year budget was reviewed.
- The staffing structure was deferred to the summer term meeting. The HT has advertised for a 12month contract for a M3 teacher, and is using temporary contracts for support staff.
- The SFVS has been circulated to governors and was **approved** for submission by the end of March 2018.
- The Pupil Premium and PE and Sports Premium budgets for 2017 are in the HT Report.
- The School Fund Account is at £177.68; the deposit account £43,688; the School Council account is £264.90.
- The school fund is audited by Marshall and Co in Alsager.
- Petty Cash there is £21.50 in the account.
- There are no in year budget adjustments.
- The school is pro-active in encouraging new parents to apply for Free School Meals.
- FSM numbers last year was 27, this year 50.
- No assets disposed of this term.

Q Does this include the library as we have increased the stock?

R: The SBM to check library inventory and add to the Asset Register.

Q: Was the reimbursement of £7k noted in a letter?

R: No, the money appeared in the account.

Q: When will we know the final numbers for September 2018?

R: From April 28th, numbers fluctuates when parents don't get their first choice schools and this can change our numbers. We have 36 requests for places, 21 first choices.

Q: The KS2 appoint is that to replace someone?

R: Mrs. Jennings is moving away with her husband's job.

Q: Is it your expectation the new teacher will take over the Year 5 class?

R: Yes, it is the least disruptive choice; we have strong staff and I am happy to take a NQT.

| | | |
|---|---|--|
| | <p>Q: If a parents situation changed and could they apply for FSM? R: There is a note in the newsletter, if we were aware of any changes in circumstances we would approach and offer support to the parents. The school receives £1,320 per child for Pupil Premium (PP).</p> <p>Q: What do we do with the old laptops? R: We have a couple of companies who dispose the laptops and provide a certificate. The old laptops are virtually un-useable, we will be looking to dispose of these in the summer term.</p> <p>Action: The Chair is to write to Jacky Forster, acknowledging the school has received £7k and will ask if the further £7k will be refunded.</p> <p>SBM to add the library books on to the Asset Register. <i>Lyn left the meeting at 6:11pm</i></p> <p><i>The meeting returned to item 6</i></p> | |
| 9 | <p>SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>The School Development Plan was circulated prior to the meeting and the HT asked for questions.</p> <p>The priorities have been RAG rated and have a budget cost against each item. The impact has been evidenced through the data and monitoring. The SDP plan has changed due to the monitoring and the EYFS priority has changed in the spring term, the data on boys has been added.</p> <p>The HT stated the priorities for the new academic year are being formulated now for September 2018.</p> <p>Q: Are the point's coloured red items that haven't been started yet? R: Yes, they've not happened or not started yet; the homework club has not started for budgetary reasons. The outdoor nurture zone is yellow because we have started it but not been able to complete it due to the weather.</p> <p>Q: The homework club has not taken place, will we be able to offer this next year? R: It needs to be reviewed, it was budgeted for but due to the financial situation it was removed. I have to find a way of staffing the club without a financial impact on the school or redeploy resources from elsewhere.</p> <p>Q: Could you use the teachers for a homework club as their nominated after school club? R: This could be the case but this would reduce the other clubs that we offer.</p> <p>Q: What is the purpose of the homework club? R: To offer a facility for all children to do their homework; the member of staff facilitate the club. This would be open to parents joining the children after school.</p> | |

| | | |
|-----------|---|--|
| | <p>Q: Could you have a rolling programme of staff running the homework club?</p> <p>R: The original idea was for the TA's to run the club, so the choices of after school clubs aren't compromised by lack of teacher. HT to review the homework club rolling programme.</p> <p>Action: The Chair to talk to Wendy Sinfield to fund a person to run the homework club. HT to review the homework club.</p> | |
| 10 | <p>OFSTED READY PLAN</p> <p>The HT has prepared a document of the "Questions OFSTED could raise" for governors. The HT has spoken to Head Teachers who have been involved in recent inspections and also investigated governor roles in the inspection process.. Governors are to access the document from Governor Hub.</p> <p>The HT and SLT have reviewed and updated the SEF, they believe it to be a robust and accurate reflection of the school and its journey from new beginnings in Sept 2016. The SLT judge the school to be Good.</p> <p>All governors will be contacted once the school has the call from Ofsted, there will be an expectation that governors speak to the inspectors and the HT would ask that as many governors can speak to inspectors as possible.</p> <p>Q: Are there areas of the school you are less confident about, and perhaps we need to know these answers?</p> <p>R: OFSTED will want to know that governors know the school's priorities; how these priorities are monitored and the impact of them. Governors have visited the school and we have robust monitoring schedule, use this knowledge as evidence. Also an awareness of British Values and the school values. As governors, I would ensure you are aware of the EYFS report from Early Spring term which stated provision was cusping RI/Good; I am confident we can quickly move that judgement to good and already have evidence to suggest this is happening. The governor aligned to EYFS is AA whose attendance is low.</p> <p>Q: Are you suggesting we appoint an EYFS governor?</p> <p>R: It was suggested PJ assumes the EYFS governor role and he release the safeguarding role to CLW who is the deputy safeguarding governor. PJ will visit the school after the half term to action a monitoring visit.</p> | |
| 11 | <p>CLERKING ARRANGEMENTS FOR 2018-2019</p> <p>The governors deferred the decision to the summer term.</p> | |
| 12 | <p>SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER</p> <p>This item was moved to Part Two.</p> | |

| | | |
|-----------|---|--|
| | <i>Sarah and Ester left the meeting at 7:18pm and re-joined at 7:28pm.</i> | |
| 13 | <p>DIRECTOR'S REPORT</p> <p>The Director's Report for the Spring Term 2018 had been circulated prior to the meeting and has been reviewed at the committees.</p> | |
| 14 | <p>GOVERNOR MONITORING & TRAINING LIAISON GOVERNOR</p> <p>The HT noted there has been a lot of monitoring reports from governors which are on the Governor hub. These visits reflect the priorities of the SDP and the monitoring schedule.</p> <p>The governors are challenging and are supportive of the HT and the school.</p> <p>The visits for this term have looked at the following priorities:</p> <ul style="list-style-type: none"> • Maths book monitoring • Marking • Pupil Voice curriculum • Phonics learning walk • Reading monitoring • Monitoring able pupils and the school newspaper • Governors visited celebration assembly • Pupil Premium provision • Moderation of writing • GDPR <p>The HT will review the governors visit proforma to ensure all the reports are consistent for compliance on visits.</p> <p>LD has enrolled on the Modern governor training which is three modules and suggested the new governor could be signed up for the training also.</p> <p>Geoff Mason is the governor for training and with the HT will look at the strategic governor training needed for their roles.</p> <p>Action: HT to look at a training schedule and the monitoring schedule.</p> | |
| 15 | <p>SCHOOL POLICIES</p> <p>The following policies were approved by the Governing Board.</p> <ul style="list-style-type: none"> • EYFS Policy –there is a two year progress check - to be amended. • Maths Policy • SEN Policy | |

| | | |
|-----------|--|--|
| | <ul style="list-style-type: none"> • Accessibility Plan <p>Q: Does the policy reflect the actions from the review of EYFS.</p> <p>R: The policy has been re-written after the EYFS review report.</p> <p>Q: These policies; are they model polices and are you confident they reflect the practise.</p> <p>R: The maths has been written by the HT; the SEN policy was taken from a model and made bespoke to the school.</p> <p>The governors were informed how the policies are written, reviewed, and the fluidity of these documents which are reflecting the changing priorities of the school.</p> <p>Action: HT to amend the EYFS two year assessment check.</p> | |
| 16 | <p>MEETINGS</p> <p>The date and time of the spring term full board of governors meeting was confirmed as 16th July 2018 at 5pm.</p> <p>The governors agreed to confirm the budget at the Resources committee meeting on the 20th June 2018; an FGB meeting will follow the committee meeting at 7:30pm to approve the budget.</p> | |
| 17 | <p>ANY OTHER BUSINESS</p> <p>The Chair of the Resources Committee has resigned as Chair, as she doesn't have the capacity to be the Chair and the Vice-chair of the Governing Board.</p> <p>Geoff Mason is prepared to be the Chair of the committee this was proposed by CW and Seconded by SG all agreed.</p> <p>The governors thanked CW for her hard work with the Resources Committee; she will still be the Vice-chair for the FGB.</p> <p>Geoff Mason sent a document for the governors on the use of the Governor hub and the impact for the operational smooth running of the meetings. This was deferred to the summer FGB meeting.</p> <p>Action: Clerk to add Governor Hub to the summer term agenda.</p> | |
| 18 | <p>IMPACT STATEMENT</p> <p>Ensure clarity of vision, ethos and strategic direction;</p> <ul style="list-style-type: none"> • The appraisal of the HT and the strategic priorities reviewed. • Governor monitoring visit reports. • Governors have a focus when the visiting the school. • Appointed an EYFS governor <p>Hold the Headteacher to account for the educational performance of the</p> | |

| | | |
|--|---|--|
| | <p>school;</p> <p>The governors have reviewed and challenged the:</p> <ul style="list-style-type: none"> • Schools performance and data • More able children and the communication to parents <p>Oversee the financial performance of the school, ensuring value for money;</p> <ul style="list-style-type: none"> • The governors have reviewed the budget and agreed a balanced budget. • Agreed the Breakfast club is not financial viable and to cease the club. • Looked at ways of increasing the effectiveness of the budget • Grants from outside organisations <p>Promote the highest possible standards for Safeguarding.</p> <ul style="list-style-type: none"> • Behaviour • Attendance <p>It was noted the meeting was long and could be made more efficient. The governors agreed to be more aware next meeting and remain strategic.</p> | |
|--|---|--|

The meeting moved to Part Two at 7:15pm.

.....Chair

.....Dated