



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF
EGERTON PRIMARY SCHOOL HELD AT THE SCHOOL ON 15TH
MARCH 2016**

Governors Present: Mr Chris Johnson (CJ) Chair
Mrs Alison Hooper (AH) Headteacher
Mr Adam Cornes (AC)
Mr Jeff Dobson (JD)
Mr Daniel Kenny (DK)
Mrs Karen Stanniland-Platt (KSP)
Mr Peter Thomas (PT)
Mrs Caroline Wood (CW)
Mr Robin McCluney

Also in attendance: Mrs S Garbutt, Clerk CLERK

PART ONE – NON-CONFIDENTIAL BUSINESS

The Clerk chaired the meeting for item 1.

1. ELECTION OF CHAIR

Mr Chris Johnson was elected as Chair of Governors for a period of one year or until the Spring Term 2017 Full Governing Board meeting.

Mr Johnson chaired the meeting from this point onwards.

The Headteacher wished to thank the outgoing Chair, Mr Kenny for his commitment and time given to the school as Chair of Governors.

Election of Chair of Personnel and Community Committee

Governors agreed that a new Chair of the Personnel and Community Committee would be needed as Mr Johnson had been elected as Chair of Governors.

Governors elected Mrs Wood as Chair of Personnel and Community Committee.

2. ELECTION OF VICE CHAIR

Mr Robin McCluney was elected as Vice Chair of Governors for a period of one year or until the Spring Term 2017 Full Governing Board meeting.

3. APOLOGIES AND AOB



The Governors accepted the apologies received from Mr T Addison and Mrs R Lunney.

Governors agreed to discuss the following under any other business:

- Sign off of the SFVS
- Annual Governance Statement

4. CONFLICT OF INTEREST

Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.

None was declared.

5. MEMBERSHIP

There were no changes to report regarding the membership of the governing board.

The board has one co-opted vacancy. Mr Kenny had posted the vacancy on the SGOSS website but no responses had been received yet. Governors were encouraged to contact anyone who may have the skills the board was seeking; experience of a governing body, facilities management, and chairing meetings. These are in line with the board skills audit.

Question: Is there any way to contact any local business forums?

Response: (KSP) I can do this and will get in touch. ACTION: KSP

No terms of office are due to expire before the next full governing board meeting.

6. PART ONE MINUTES

The part one minutes of the full governing board meeting held on 17th November 2015 were reviewed and confirmed as an accurate record.

7. MATTERS ARISING

Actions:

Prevent training has been completed by the majority of governors. Those governors who haven't completed the training yet were asked to complete it online as soon as possible and send the certificate to Debbie Brown. **ACTION: RM/KSP/PT**

Debbie Brown would resend the link to governors. **ACTION: DB**



Terms of Reference for Finance committee still needed to be reviewed. This would be added to the summer term agenda. **ACTION: CLERK**

Governor code of practice would be uploaded onto the school website after the 31st March finance deadlines. Caroline Wood would review the website for statutory compliance after this date. **ACTION: DEBBIE BROWN/CW**

All governors had sent their list of training completed to Mrs Lunney.

8. CHAIRS ACTION

There were no Chairs actions to report.

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

Teaching and Learning Committee:

Governors were informed that Mr McCluney and Mrs Stanniland-Platt would be visiting the school to complete a learning walk. A governor commented that it at training he had attended they had said that it was good practice for governors to visit in pairs.

Question: Is there a formal framework as to what we should achieve when we visit?

Response: (AH) There is a policy and a pro-forma for you to complete. We can look at this in committee and try and book in dates for the forthcoming year for visits.

ACTION: CLERK

Question: Is the template on the governor portal?

Response: (AH) It can be put onto the portal but isn't there now.

Mr Kenny would circulate the pro-forma to governors and Mrs Wood would upload it onto the governor portal. **ACTION: DK/CW**

Finance Committee:

Governors were made aware of the pressures facing the school's budget for 2016/17. Mr Kenny stated that the school was in a challenging position and the forecast was predicting a £34,000 deficit.

The Headteacher stated that the school had predicted a conservative budget so there would be some in year savings achieved.

Governors were informed that the committee had challenged the Headteacher and School Business Manager to put together a "best case scenario" budget to give the



committee an idea of the level of savings needed to be found if necessary to present a balanced budget.

Question: If it is a regular feature to project a deficit budget why is that?

Response: (AH) It is the nature of school budgets as they are set around predicted spending patterns. In reality the spending fluctuates and there can be a number of unknowns such as the living wage affected this year's budget at a additional cost of £3000

Question: Is the problem with the staffing budget?

Response: (AH) No, spending is less that in similar schools. We have had a significant overspend in recent years on external validation.

The Headteacher shared the DfE Benchmarking report card for the school with governors. Spending on staffing was around 40% of the budget whereas the national average is about 70% of a schools budget. Staffing is still the most substantial line in the budget but the school would wish to protect and ring-fence these costs if possible. The Headteacher stated the school had done a strict analysis of where overspends had taken place and would continue to make savings going forward wherever possible.

The Headteacher encouraged all governors to contribute and respond to the Fairer Funding Formula consultation.

Question: Are we allowed to set a deficit budget?

Response: (AH) No but we have met with Gary Pickford from the LA's HR department and there is nowhere we can achieve savings at present. If we set a deficit budget we need to have a clear route back into a positive budget within three years.

A governor asked whether it would be possible to set more granular pay scales for staff rather than the points currently being used. The Headteacher responded that this could be considered in the future when reviewing the staff payscales but any changes could not be implemented for the 2016/17 budget.

Question: Do we have many NQTs?

Response: (AH) We don't have any at present. We do have some middle grade teachers and they are on permanent contracts which protect their rights and levels of pay and conditions. The pay and conditions document is reviewed annually.

A governor suggested that in future the governing board should look at the full budget and scrutinize it as a whole. The Headteacher agreed this would be a good idea going forward and stated that currently it is reviewed line by line by the LA finance officer, Headteacher, School Business Manager and Chair of Finance Committee.



Governors were informed that the overspend for 2015/16 would be £23,000. This would mean the carry forward was £51,000. The predicted shortfall for 2016/17 was £89,889. Every effort would be made to save.

Question: Have all the figures been put in to the budget, i.e. the sports funding allocation?

Response: (AH) This is separate funding and doesn't come into these figures.

Question: Do we have a school fund?

Response: (AH) Yes we have it for donations for school uniform and GLP funding.

Governors agreed to hold an extraordinary finance meeting on Monday 16th May 2016 at 5.30pm which was open to all governors to discuss the final budget.

Governors approved the final budget for submission. **ACTION: AH/DB**

Governors approved the SFVS for submission. **ACTION: AH/DB**

Personnel and Community Committee:

Governors agreed for their mobile phone numbers to be added to the private governor area of the school website. **ACTION: DB**

Governors were informed that a safeguarding audit had been completed by Mr Johnson in January and Mr Johnson congratulated the school on the robust attitude to safeguarding. A vulnerable child had commented to Mr Johnson during the audit that school was "the safest place in the world".

Governors were informed that there were no changes to the staffing structure.

10. GOVERNOR VISITS TO SCHOOL

Mr Dobson and Mr Johnson completed visits to school and had looked at the assessment of writing and pupils understanding of the assessment system.

Mr Dobson reported that it was a very rigorous assessment system and that the children had understood and been able to articulate what the grids were used for and what they needed to do to progress.

Governors were shown the recent SPAG mock which pupils had taken place. There were 50 questions and a 20 word spelling test. It was a very hard test for pupils.

11. HEADTEACHERS UPDATE



The national funding formula consultation - the Headteacher asked governors to respond. This had been drawn to parents' attention through the newsletter.

Question: Is it possible to get more money under this new formula?

Response: (AH) The outcome is unknown at the moment but at present the difference of individual pupil funding between some Local Authorities was as much as £3000. Hence, the consultation is to structure a fairer funding formula to reduce this difference.

The parents' survey results were shared. Governors noted that lots of engagement with parent events had taken place so far in this academic year. The Headteacher suggested that the design of the survey should be reviewed and made smarter for next year. The Personnel and Community Committee together with the SLT was tasked with putting together questions for the survey. **ACTION: P&C COMMITTEE**

The staff would be surveyed to seek their views. **ACTION: P&C COMMITTEE**

Governors were informed that focussed surveys do take place in Professional Development Meetings (PDMs) around CPD and training.

Question: Are the questions the same?

Response: (AH) So far they have been around the impact points on the School Development Plan and CPD and what training staff would want in the future. This informs the SLT but we need to think about what questions would inform the governors. ACTION: P&C COMMITTEE

Question: What does the school and governors do for staff to celebrate the academic achievements for the year in the summer term? How do we thank staff?

Response: Governors suggested that they could cook a meal for the staff, or provide afternoon tea.

National Global Learning Programme: the school was the only Primary expert centre in Cheshire East. The Headteacher stated the school had been asked to continue for another year and had agreed but not through twilight sessions. Instead, four full day conferences would take place, one per term, with two in the summer term.

Question: What is the definition of global learning?

Response: (AH) It is about enabling children to develop skills around critical thinking and having an accurate world view to enable children to challenge stereotypes.

The Headteacher reported she had attended the Cheshire East Governor Conference and urged governors to try and attend the conference in 2017. The information on MATS and Federations had been very useful. The Headteacher had provided written notes following the conference and referred to these.



Strategic planning tool: Governors were informed that there was a booklet produced by the NGA and governors were encouraged to look at this before the strategic planning day. **ACTION: ALL GOVERNORS**

Operation Encompass: The school had received four calls since February 2016 which pertained to two families.

Fire Safety Briefing: The Headteacher and Site Officer had attended a fire safety briefing and had cascaded this information to all staff.

Question: What has happened with the staff briefings?

Response: (AH) They will be continuing, but fortnightly and we are no longer able to provide breakfast for the staff due to the budget constraints.

12. SCHOOL IMPACT PLAN

Governors received an overview of the school priorities.

The standards meetings had not been completed for this term yet and therefore details of these would be reported to the Teaching and Learning committee in the summer term.

It was agreed that when the committee and full governing board meetings were set for the 2016/17 academic year that it would be useful to have these timed to ensure that meetings and information could be fed back in a timely fashion.

13. SCHOOL EVALUATION DOCUMENT

The Headteacher stated that the document needed to be updated once the assessments had been signed off. Governors should consider their contribution and how they can become more involved in the evaluation document.

14. SCHOOL IMPROVEMENT PARTNER VISIT

Governors had received the report from the latest SIP visit and it had been a very encouraging report.

Question: There is a comment that the quality of teaching in one class has improved, does that teacher still need support?



Response: (AH) Yes but this is internal support.

**Question: Is his brief to entirely focus on teaching and learning outcomes?
Could we ask him to review the budget?**

Response: (AH) No, his expertise is in teaching and learning. Mr Trippier is a serving Ofsted inspector and isn't the best person to give such strategic financial advice on the budget.

A governor queried that a large amount of paperwork was referred to in the report. The Headteacher explained that this was around the data and that Mr Cornes deals with all the data analysis paperwork. To do this he often prints off data but it is all stored electronically.

Mr Cornes left the meeting.

15. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT

Mr Cornes and Mrs Wood had attended exclusions training.

Mr McCluney had attended finance training, induction training and SFVS training.

Mrs Stanniland-Platt had attended the quality of teaching and assessment training.

16. GOVERNOR STRATEGIC PLANNING AWAY DAY

The board agreed that the board away day would take place after the summer term FGB meeting.

Governors agreed that the FGB would be moved to **9.30am on Monday 11th July 2016**. The venue was still to be decided.

Governors wished to review data, the school evaluation document and the school impact plan.

17. SCHOOL POLICIES

Governors approved the following policies:



- Office procedures
- Manual of internal financial procedures

18. PLANNED RESIDENTIAL VISITS

Governors were informed that the Year 5 students were currently at Pensarn for 1 week.

A residential for Year 2 in May to Beeston was being co-ordinated at present and the relevant risk assessments would be undertaken.

Question: Are residential visits optional?

Response: (AH) Yes, there have been only four pupils who have decided not to attend Pensarn.

Question: Are any of these non-attendances due to financial issues?

Response: (AH) No, they were because the parents didn't wish their children to go.

Question: What is the pupil / teacher ratio?

Response: (AH) 5 staff plus Beeston staff for 30 children. 3 staff members for 30 children plus myself for Pensarn.

19. MEETINGS

Governors agreed that the next committee would be held on 11th July 2016 at 9.30am. The venue would be advised.

20. ANY OTHER BUSINESS

Annual Governance statement



Mr Kenny agreed to write the annual governance statement to be published on the school website. **ACTION: DK**

SFVS

This was agreed under item 9 of this agenda.

There being no further business, the meeting closed at 8.20pm

----- Chair

----- Dated