



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF EGERTON  
PRIMARY SCHOOL HELD AT THE SCHOOL ON 28<sup>TH</sup> NOVEMBER 2016**

*Through dynamic teaching, a highly creative curriculum and supportive environment, every Egerton child gains a passion for learning. When combined with the knowledge, skills and values they develop, we enable our children to fulfil their potential as global citizens in an ever-changing world."*

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<b>Governors Present:</b>	Mr Chris Johnson (CJ) Mrs Alison Hooper (AH) Mrs Liz Butters (LB) – until item 7 Mr Jeff Dobson (JD) Mr Daniel Kenny (DK) Mr Robin McCluney (RM) Mrs Karen Staniland-Platt (KSP) Mr Peter Thomas (PT) Mrs Caroline Wood (CW)	Chair Headteacher
<b>Also in attendance:</b>	Mrs S Garbutt	Clerk

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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The Chair thanked governors for attending the meeting and welcomed Mrs Butters to the Board.

**1. APOLOGIES AND ANY OTHER BUSINESS**

There were no apologies to be received.

Governors agreed to discuss policies under AOB.

**2. 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.

Governors completed the annual declarations and returned these to school.

**3. MEMBERSHIP**

Governors were informed that Ms Rebecca Addison and Mr Thomas Addison had resigned as governors due to work commitments.



Mrs Elizabeth (Liz) Butters had been elected as a Parent Governor.

**Governors agreed** to appoint Mr Jeffery Dobson as a Co-opted Governor.

The board currently had two co-opted vacancies. The Chair informed the Board that he had been in touch with SGOSS and registered the vacancies. The governors' skills matrix showed that the board would benefit from links with local businesses and previous experience of governance.

A governor suggested that the school should mailshot local businesses to see if anyone wished to become a Governor. **ACTION: CW**

It was suggested that the Headteacher should tweet the vacancies. **ACTION: AH**

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

Governors agreed the minutes of the meeting held on 11<sup>th</sup> July 2016 were a true and correct record with the following amendments:

- Page 1 – Mr Peter Thomas had not attended the meeting and his name should be removed from those attending
- Page 9 – Mrs Capper should be changed to Miss Capper

The minutes were signed by the Chair of Governors.

#### Matters Arising

The Chair had signed the school back up with SGOSS.

The parent election had been held and Mrs Liz Butters had been appointed.

There was no update from the Business Forum at this time.

The attendance part of the Annual Governor Statement had been rewritten and the statement had been published on the school website.

#### **5. CHAIRS ACTION**

The Chair informed the committee that he had agreed the closure of the school for 1 day following a lightening strike which had taken place in the evening. There had not been sufficient time before school opened for temporary fire regulations to be put into place and therefore the school had been closed for one day.

#### **6. COMMITTEES AND NOMINATED GOVERNORS**

a. Governors agreed the membership of committees to be:

Steering Group: Mr Chris Johnson, Mr Daniel Kenny, Mr Jeff Dobson, Mrs Caroline Wood, Mrs Alison Hooper



Personnel & Community: Mrs Caroline Wood (C), Mr Chris Johnson, Mrs Karen Staniland-Platt, Mrs Alison Hooper, Mr Adam Cornes

Teaching & Learning: Mr Jeff Dobson (C), Mr Peter Thomas, Mr Adam Cornes, Mrs Liz Butters, Mrs Alison Hooper

Finance: Mr Dan Kenny (C), Mr Robin McCluney, Mrs Alison Hooper, plus Mrs Debbi Brown (School Business Manager, co-opted)

Governors agreed that at least one of the new governors appointed should sit on the Finance Committee.

- b. Chairs of Committee had been elected at the first committee meetings held in the Autumn Term and were confirmed as:

Steering Group – Mr Chris Johnson  
Personnel & Community – Mrs Caroline Wood  
Teaching & Learning – Mr Jeff Dobson  
Finance – Mr Dan Kenny

- c. The list of delegated functions would be reviewed at the Spring Term meeting.  
**ACTION: CLERK**
- d. The Terms of Reference for each standing committee had been reviewed at the first meeting of the Autumn term and the Board ratified these.
- e. The Terms of Reference for the Pupil Discipline Committee, Staff Discipline/Dismissal Committee and Appeals Committee had been reviewed and were agreed by the Board.
- f. The Pay Committee membership was agreed as Mr Chris Johnson, Mr Dan Kenny and Mrs Karen Staniland-Platt. Terms of Reference had been reviewed at the first committee of the Autumn term and the Board ratified these.
- g. The Headteacher's performance management panel was confirmed as Mr Chris Johnson, Mr Peter Thomas and Mr Robin McCluney. The external advisor was confirmed as Mr Liam Trippier.

***Mrs Butters left the meeting.***

## **7. GOVERNORS CODE OF PRACTICE/GOVERNORS CHARTER**

Governors had received the Code of Practice prior to the meeting. The Code was agreed and signed by all governors and the copy would be kept by the school.

## **8. VISION STATEMENT**



The Chair reported that the vision statement was now on top of all agendas and minutes and was a standing agenda item for all committees.

The staff had been very supportive of the vision and a lot of the systems in place reflected the governors' vision. The Headteacher reported that results of a recent parent survey showed that 98% of parents believed the schools vision would support their child in achieving their goals. One parent had commented that they felt the vision was "fundamental to children's upbringing".

### Parents' evening – Governor Presence

The Chair of Governors informed the meeting that it had been very helpful to have governors at the recent parents evening and therefore he would like to ask all governors to try and attend for an hour where possible. The Headteacher would circulate the dates of future parents' evenings to all Governors. **ACTION: AH**

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

The minutes of the following meetings had been circulated prior to the meeting and were accepted by the Board:

Steering Group meeting held on 14<sup>th</sup> September 2016  
Personnel & Community Committee meeting held on 21<sup>st</sup> September 2016  
Teaching & Learning Committee meeting held on 26<sup>th</sup> September 2016  
Finance Committee meeting held on 7<sup>th</sup> November 2016

Governor's noted that the minutes of the Teaching & Learning Committee held on 22<sup>nd</sup> November 2016 to discuss Raise Online results would be circulated when approved by the Chair of Committee.

### Finance Committee

The Chair of Committee thanked the Headteacher and School Business Manager for continuing to achieve considerable in-year savings. The budget was still forecasting an overspend for Years 2 and 3, but the current year was showing a small carry forward.

The school continued to benchmark constantly to ensure best value.

The Board was informed that the funding formula would be changed as of April 2018 but that there had been no announcement as to what the changes would be. The recent Autumn Statement by the Chancellor had stated that the living wage was likely to increase and governors noted that this would impact on the school budget.

***Question: Do we have no idea about the funding formula are all?***



*Response: (AH) No. Schools have not been given any figures or percentages. School budgets are getting to be very unpredictable and trying to forecast 3 years ahead is becoming increasingly difficult. The budget is being asked to pay out more, for example the increased living wage, without receiving any additional funding to cover these increased costs.*

### Teaching and Learning Committee

A governor asked about the concerns mentioned in the minutes around progress and attainment data for Year 5. The Headteacher responded that the concerns were around the current Year 5 last year who were now Year 6. Four booster groups had been put in place for this year and Mr Cornes was also in class for part of the week to help with 1-2-1s and interventions.

The overall picture for results was that the Early Years and KS1 results were very good, but that KS2 results were disappointing. However, the committee had drilled down the data at the Teaching & Learning Committee held on 23<sup>rd</sup> November and the school and teachers had put lots of initiatives in place to help pupils. The achievement of disadvantaged pupils had been highlighted as needing improvement and this would be a focus throughout the school for the forthcoming year.

***Question: I have been a governor for a while and there seems to be a continued problem with writing in the school. How are we looking to raise standards?***

*Response: (AH) The standards in writing are increasing across the school. The main issue historically has been with SPAG which is taken into consideration regarding the overall assessment of writing and over the past 4 years the percentage of children achieving the standard in SPAG alone has been on a downward spiral. However there are now new systems in place and the trend is being reversed.*

*Response: (AC) We have a whole new writing structure including writing at length at least once a week. Displays are in all classrooms around the process of writing.*

***Question: Are you confident what you have in place now will address the issue?***

*Response: (AH) We have had the new curriculum and there has been a big issue around moderation both in the county and nationally. To achieve the standard in the new curriculum a pupil must achieve everything in the standard where as previously a “best fit” model had been used. I believe the systems we now have in place will address this.*

*Response: (AC) SPAG is now delivered Monday mornings in every class and children practice spellings. We are monitoring teaching to ensure consistency across the school and now we are waiting for the data this term to reflect these changes.*

A governor suggested that Year 6 writing could be the focus for a governor visit. Mr Thomas and Mr Kenny would arrange a visit for the Spring Term. **ACTION: PT/DK**

***Question: You mentioned the new curriculum, how long does it take for it to be embedded?***



*Response: (AH) The new curriculum came in for September 2015 but Year 2 and Year 6 were exempt for that year. Last year's Year 3 had the most challenging situation as they were expected to meet the standards despite not being taught the new curriculum due to the exemption the year before. This meant they were being asked to achieve 2 years progress in 1 year. As a result of all the changes and issues around the new curriculum and tests, Ofsted have stated that the 2016 data cannot be used to form a judgement on its own.*

A governor commented that meeting with the teachers to discuss the no hands up policy, how the children were grouped and "choosing the challenge" had been particularly stimulating. The Headteacher responded that the ability to choose through the mild, hot and spicy challenges had engaged the pupils extremely well. The work the staff did around designing the curriculum which was shared with parents was very important as the more traditional teaching methods were not always working for today's curriculum and in developing a strong learning culture.

#### Personnel and Community Committee

**Governors agreed** that the summer term committee should be a 2.00pm start to allow pupils to attend the meeting.

The teaching and appraisal policy and the pay policy would be reviewed at the spring term meeting. The new pay policy had been produced by the LA HR department last week. The Headteacher informed governors that Gary Pickford from the LA HR department was happy to come and meet with governors to advise them on the new pay policy and present some case studies.

The SLT would be reviewing the Sex and Relationships policy and this would be brought to the spring term meeting.

#### Stepping into Business event visit by Mrs Staniland-Platt

Mrs Staniland-Platt had attended the year 6 Stepping into Business event held at school and reported back to governors. She had been extremely impressed by the children and the standard of presentations given by pupils. Although the class had thanked the adults who had attended the event as a whole, she had also been very pleased with the number of children who individually went to thank the adults.

#### Financial issues

- a) The SFVS would be reviewed at the Spring term meeting as the submission date was 31<sup>st</sup> March 2017.
- b) The school fund audit was being audited at present and would be submitted to the Spring Term FGB for approval.
- c) Pupil Premium information had been presented at the Finance Committee.

#### **10. PROCESS FOR BUYING GIFTS FROM THE GOVERNING BOARD**



The Chair of the Personnel and Community committee informed governors that this had been raised at the steering group and then discussed at the P&C committee. The committee recommended that each governor contribute £10 per year towards gifts from the governing board, and this fund would be held by Mrs Brown in the school office. **Governors agreed the recommendation.**

## **11. HEADTEACHER'S REPORT AND MATTERS ARISING**

The Headteacher wished to thank the SLT and Governors for the support during the beginning of the year when she had been away from the school due to a serious illness. The feedback from parents during this time had been very positive and this was a credit to the senior leadership team. The support of the parents and the Governors was very much appreciated by Mrs Hooper.

The parents' meeting during the second week of term to share the vision Governors had agreed during the July Board meeting had been very successful and the Headteacher felt this model for this meeting at the start of the academic year should continue.

However, there had been some frustration with the parent turn out for class meetings as the parent numbers had been relatively low. That may have been a consequence of the extreme weather as that same evening the school was struck by lightning.

The changes to teaching through the new thematic approach were creating a real "buzz" in the school from the children.

### Monitoring programme

The Headteacher explained that Mr Cornes had been providing intensive support for teachers through weekly monitoring visits and feedback. Mr Cornes informed governors that this support was to offer bespoke CPD for each member of staff. Small weekly targets were agreed and built upon with each teacher. Mr Cornes also checked planning every week and conducted book samples.

#### ***Question: How did the teachers react to this?***

*Response: (AC) There were some concerns at the start, however staff are now aware that it isn't about telling them what to do and are happy to take part.*

#### ***Question: Is anyone shadowing Mr Cornes?***

*Response: (AH) I conduct checks and also visit and monitor classes and teachers. We are looking at what teachers are doing as we are looking to model a coaching culture in the school. There is enhanced support for key middle leaders and they have observed Mr Cornes teaching a class and have given him feedback. This helps with their feedback skills.*

### Parents Survey



The Headteacher was pleased to present the parent survey feedback. 98% of parents had answered they were pleased with the school, that their child had made a good start, and was making good progress. The Headteacher felt that a short survey of no more than four questions had worked very well with the majority of parents answering the survey.

### Maths training

Governors were informed by the Headteacher that all teachers had been on two days training to develop their maths subject knowledge in collaboration with Knutsford schools. The first day's training had been in September and the second day had just taken place. The feedback received from staff had been very positive.

In the Spring term, the school would be taking part in maths moderation with all Knutsford schools.

### LA moderation for writing SATS

The Headteacher informed the Board that the performance of Cheshire East in the writing SATs had been poor compared to projections. The national moderation approach had appeared to be highly inconsistent with some schools being put below the floor targets.

Cheshire East had asked for a Headteacher and teacher from each locality to attend a moderation meeting to put together a clear transparent model as to how moderation would take place in the future. Laura Capper, the Year 6 teacher was representing the Knutsford cluster with the Headteacher of High Legh Primary School.

#### ***Question: Do you know any details of these inconsistencies?***

*Response: (AC) Some moderators and counties were accepting a best fit model whereas others were asking to see at least 4 pieces of evidence for each standard. Anyone who moderates from now on will need to complete a moderation course which will be accredited.*

The Headteacher would keep governors updated as she expected the school would be moderated in the future.

### SIP Report

Governors had received the report prior to the meeting and agreed it was a very positive report and endorsed the judgements of the school. Mr Trippier will visit the school again in the summer term.

The Headteacher reported she was still concerned regarding the LA SEN provision. The school had been assigned a new Assessment and Monitoring Officer but no one at the LA had informed the school. The communication from the SEN team was exceptionally poor. The Headteacher gave governors an example of poor communication by the SEN team and the issues which had arisen for the school as a consequence.

#### ***Question: Has anyone visited the school from the SEN team?***



*Reponse: (AH) No they have been told they should not visit individual schools.*

**Question: Who can we complain to?**

*Response: (AH) I am not sure it is appropriate to complain regarding this one case but governors should be aware of the levels of difficulty the school is experiencing.*

**12. SCHOOL IMPROVEMENT INFORMATION**

The SED and School Improvement Plan had been sent out prior to the meeting. A governor commented that they felt that the documents were an honest reflection of where the school was now and the plans in place to move to outstanding in all areas.

A governor stated that they had read the SED last and felt it had summed the school up in an excellent way. He had compared this report to previous ones and could clearly see how the school had developed and moved on.

Governors discussed the document which the Headteacher proposed to publish on the school website for parents to view. They felt that it was right that the school should share their judgements with parents but that this should be without in depth information presented to the Board.

**Question: How often will this be updated?**

*Response: (AH) The document would be updated annually but the areas for improvement would be worked on throughout the year. We will publish it on the website and put a notice in the newsletter to signpost where it is for parents to view.*

The Headteacher stated she wanted parents to be fully informed and appreciate the outstanding job teachers were doing in school. Governors should also be aware that prospective parents would be looking at the school website for information on the school.

A governor commented that moving forward it would be nice to have less documentation on the website and perhaps more animation or other ways of informing parents. People consume information in different ways and perhaps asking the children to do a short film could be considered.

The Headteacher responded that she had already discussed asking the children to make a film about the parent survey results.

**13. DIRECTORS REPORT**

The Director of Children's Services Report for the autumn term 2016 contained the following matters:

1. Governance and Liaison update
2. National Governors' Association
3. National Database of Governors
4. A Competency Framework for Governance
5. tootoot



6. School Teachers' Review Body (STRB) – 26th Report
7. Ofsted Framework Changes
8. Assessment of Writing
9. Early Analysis of School Performance across Cheshire East 2015-16
10. Overview of Promoting Partnership working
11. School Improvement – Levels of Support and Intervention 2016-17
12. Crewe Engineering University Technical College
13. Changes to Children Missing Education (CME) Regulations
14. Penalty Notices for Unauthorised Leave of Absence
15. Updated Keeping Children Safe in Education Guidance – September 2016
16. Virtual School update
17. Primary School Flu Immunisation Programme
18. Occupational Health Service Provision
19. Model HR Policies and Procedures
20. Rewards Centre
21. Automatic Enrolment – Reminder for Academies
22. School Financial Value Standards (SFVS)
23. Unofficial School Fund Audit
24. Admission Arrangements for September 2018 and subsequent years
25. Out of Cohort
26. 30 hour Free Childcare Entitlement and Tax Free Childcare
27. Terrorism Bomb Threats

The report had been reviewed at each Committee this term. The following actions were agreed upon:-

ITEM 1: Mr Chris Johnson would be attending the Governors conference in 2017 with the Headteacher **ACTION: AH/CJ**

ITEM 3: The Headteacher would check with the School Bursar as to whether the Edubase return had been filled in. The Clerk would assist with this if required. **ACTION: AH/CLERK**

ITEM 7: Mr Robin McCluney would review the Ofsted Framework changes. **ACTION: RM**

**Question: With regards to the Ofsted Framework Changes, are we going to do a “mocksted”?**

*Response: (AH) I feel we are a solidly good school and mocksteds tend to be undertaken by schools who are worried about the Ofsted outcome. Asking the SIP to conduct a mocksted can put additional and undue stress on staff. We do robust monitoring throughout the year and ask the SIP to focus on specific things during his visits.*

A governor commented that having met the SIP during his last visit, he felt very confident in Mr Trippier's judgements.

The Headteacher informed the meeting that during the next SIP visit, this would be for a whole day, and if governors wished him to feedback to them as if it was an Ofsted inspection then this would be possible.



**Question: What would this gain for us?**

*Response: (AC) We have so much in place I feel it would be good to have a health check as to where we are. It does depend how we put this to staff, but if we had one we could then be confident about going for outstanding judgements.*

A governor commented that there was the possibility of the school achieving an outstanding judgement in the mocksted but then not achieving this in an actual inspection. He felt that this could be demoralizing to staff.

**Question: Is the SIP report quality assessed?**

*Response: (AH) Yes it is reviewed before being sent to us.*

**Governors agreed that a mocksted was not required at this time.**

ITEM 9: All governors noted the need to exercise caution when reviewing data due to issues outlined in the report and by the Headteacher

ITEM 11: Governors noted the school is a Universal school for the LOSI

ITEM 14: The Headteacher continued to get a number of requests for time off during school and some of these were not for holidays but to attend weddings, funerals etc.

**Question: Do we have any statistics on the fines given out recently?**

*Response: (AH) The LA have stopped fining parents after the high court judgement. We do have information on fines given out prior to the change.*

ITEM 15: All staff had received the update to Working Together to safeguard children and signed to say they had read it.

ITEM 22: The SFVS for the school was not due for return until March 2017 and it would be reviewed in the Spring term.

ITEM 27: The Headteacher would be discussing terrorism and bomb threats with staff at the next breakfast meeting.

**14. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT**

Mrs Caroline Wood agreed to be the Training Liaison Governor following the resignation of Ms Addison.

Mr Thomas would be attending Raise Online training this term.

**15. PLANNED RESIDENTIAL VISITS**

The Chair of Governors would review the risk assessments for the Year 5 Pensarn and Year 2 Beeston trips in the spring term. **ACTION: CJ**



**16. ANY OTHER BUSINESS**

Policies

Governors approved the following policies:

- SEN policy
- Child Protection Policy
- Supporting pupils with medical needs policy

**17. DATE OF NEXT MEETING**

Governors agreed that the dates of meetings for the next academic year would be:

**Spring Term:** Monday 6<sup>th</sup> March 2017 at 5.30pm

**Summer Term:** Wednesday 12<sup>th</sup> July 2017 at 9.30am – to be followed by strategic planning day

**The meeting closed at 8.00pm**

----- Chair

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