



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF EGERTON
PRIMARY SCHOOL HELD AT THE SCHOOL
ON 14TH NOVEMBER 2017 AT 17:30**

'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.'

Governors Present:	Mr Chris Johnson (CJ) Mrs Alison Hooper (AH) Mr Adam Cornes (AC) Mr Robin McCluney (RM) Mr Jeff Dobson (JD) Mrs Elizabeth Elliott (EE) Mr Daniel Kenny (DK) Mr Peter Thomas (PT) Mrs Caroline Wood (CW) Mr Nick Parratt (NP)	Chair Head Teacher Deputy Head Teacher Vice Chair
Also in attendance:	Ms Alison Smith	Clerk

PART ONE – NON-CONFIDENTIAL BUSINESS

1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS

Apologies were received and accepted by the FGB from Mrs Karen Staniland-Platt.

2. CONFLICT OF INTEREST

Governors were asked to declare any potential pecuniary interest or conflict of interest between an individual and the board of governors as a whole in connection with the business to be discussed during the meeting. None were declared.

3. MEMBERSHIP

AH congratulated Elizabeth Elliott on winning the election as parent governor and she was welcomed to the Board of Governors. There is still one vacancy and Robin Maxwell (RM) who came second has also been invited to be a parent governor and has accepted.

Action: AH will notify the other remaining candidate that he has not been successful.



Action: NP and EE and RM to complete DBS checks

Action : Clerk to send pecuniary interest form for EE to complete

There were no changes to the membership of the board of governors.

4. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the summer term FGB meeting held on 12 July 2017 and EFGB held on 26th September 2017 were agreed as a true and accurate record, signed by CJ and provided to AH for retention at the school. There were no further matters arising from the minutes.

The actions from the last meeting were confirmed as complete.

5. IMPACT STATEMENT

How did the discussions/decisions made at the summer term meeting of the Board of Governors help move the school forward?

The Board have been debating the proposed academisation of the school and agreed that an extraordinary meeting with invited experts should be held to enable a more informed debate on the subject. This has ensured that the process is constructive and informed and concerns are raised. Governors are setting up a working group to carry out further research and discussions and will report back at a further extraordinary meeting in January.

The Board has reviewed the school policies to ensure that they are relevant and appropriate to the vision and ethos of the school.

A survey (through questionnaires) of parents on the issue of wrap around care was conducted and whilst the results were not sufficiently positive to enable the matter to be taken forward at this stage it has demonstrated that the Board have represented and acted on important issues for the school's future.

Through oversight of the Committees the Board of Governors were able to ensure that:-

- Budgets and expenditure are monitored and challenged when necessary
- Recommendations from the Personnel and Community and Finance Committees were supported as appropriate.

SATS results were interrogated by the Board and improvements were noted but the Head teacher was also asked to explain areas where for example GLD was below the national average for reception children and what was being done to improve attainment for this group. The need to challenge constructively is an essential part of the governor's role to ensure standards and ensure that every child is given the opportunity to fulfil their potential.

Health and Safeguarding is a priority and a training session was delivered by AH following the Manchester bombing as reported in the minutes of the Personnel and Community meeting CJ will be carrying out the annual audit in January.

6. CHAIR'S ACTION



No action /decisions taken by the Chair or Vice-Chair reported.

7. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

Summarising her report, AH said that school is in a strong and very positive position, the quality of the curriculum has really been pushing boundaries and AC deserves a lot of credit for this. Susan Walters, the school's SIP has given them very good feedback on the SDP.

She (AH) reported that the school is now using a new tracking system which is working very well and is an important assessment tool enabling them to monitor progress on a daily basis, for example, they had identified three children who were not on track to reach standards and by drilling down to the detail, teaching staff have been able to link this to one learning objective and put in place measures to address this area.

A new system *Analyse School Performance* is being introduced to replace RAISE it is more concise and AH and AC are going on a 2 day training course to learn more about the system.

Question: How will your learning be fed into or shared with the FGB to enable us to challenge or interrogate the data? I don't feel we have enough knowledge to question the statistics or the system.

Response: (AH) We can share this information with the FGB or governors can go on the course themselves.

The Global Learning Programme (GLP) is continuing to grow and as an expert centre we have now recruited and trained 49 schools and 17 more this academic year which represents 70% of the schools in Cheshire East, well above the national average of 51%. The school featured in a film made about their work and jointly commissioned by Cheshire East and GLP. This has been shown widely not just in Cheshire but throughout the country and was used to launch the Cheshire Head Teachers conference and the National GLP Conference in London recently. The work is also generating income for the school and we have been invited to the Liverpool World Museum to deliver training on how to teach English through global learning. Susan Walters was really keen and eager to learn about what we are doing.

Supporting staff to undertake professional development is reaping rewards for the pedagogy of teaching in certain subjects and enabling us to deliver our vision successfully. AC's contribution on educational leadership has been invaluable and the research being done by Victoria Eyres as part of her Masters degree in Maths is enhancing our maths programme for Years 2 and 5. I am also doing a Masters on Development Education which has informed the school's involvement in the GLP.

8. SCHOOL DEVELOPMENT PLAN (SDP)

The plan had been circulated previously for information.

AH commented that one of the areas that they are looking at is the emotional health of the pupils, and are working with a cluster group supported by CAMHS (Child and Adolescent Mental Health Service). If there is a cluster of pupils they can commission someone to deliver support to schools.



Eating disorders and suicides are the biggest issue. Egerton was approached to carry out some research on Attachment Difficulties (the only one of 10 schools in Cheshire East to do this).

Question: Is there any more data available on attendance rates?

Response: (AH) Yes there is more data available but we don't have a problem with attendance as we are way above the national figure. Only one particular family caused serious concern. I did speak to the Education Welfare Officer but we don't buy their services, they cost £500 and I review the situation every two weeks. This has improved.

Question: Is it not worth buying in the services of EWO for £500?

Response: (AH) Schools have a wider brief than just attendance it is also about punctuality. I write to parents if there is a problem, and then invite them in for a meeting. The Fixed Penalty Notice procedure will still go ahead even if we don't buy the services of the EWO. We can purchase their services at any time if we have a problem but I do buy in legal services.

Question: On the issue of communication what has been the uptake on SEE SAW (online learning assessment tool)

Response: (AH) When we are informing parents about attendance issues we don't use SEE SAW. The school use the SPIDER application for communication.

9. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER

AH advised that Susan Walters (SW), the SIP for the school has given them good feedback on the SDP and has commented that the plan is very succinct and smart and now accurately reflects priorities with measurable success criteria. AC said that there had been feedback on the consistency of marking and we need to be clearer on the starting points, we use the RAG system but we have now redesigned standard forms to make the actions related to standards clearer.

Question: What does 'mantle of the expert' mean?

Response: (AC) this is a methodology to hook children into learning, they are encouraged to look at topics through the eyes of an expert, for example, on the topic of the Stone Age children were encouraged to think what this might involve for a museum curator.

Question: The report refers to plenty of problem solving opportunities for years 2 and 5 is there any information about other groups?

Response: (AH) The adviser is only able to provide feedback on the classes she has observed. Years 2 and 5 are doing maths action research and it is easier to track this as they are working from workbooks. This is a pilot with a view to soon rolling it out across the school.

AH said that they have been able to respond to SW's report and provide comments and they have done so on two occasions and the amendments they have suggested have been accepted. It has been very good to have SW as the SIP, as a newcomer she has challenged them but AH said that she would like Mike Cladingbowl to come in and talk to them regarding OFSTED. AH stated that she is very clear on what they need to do to get outcomes in place and SW has confirmed that they are doing the right things but we need to ensure that we record the outcomes. Continuing, AH said that there are encouraging signs from DfE with new positive indicators around the story of the school and separating outcomes and quality of leadership.

Question: What does this mean in reality?



Response: (AH) At present, we have a story/ road map around the journey that the school has taken, what changes have been made and how the school is moving forward. OFSTED are only interested in a three years map and there is always a data lag.

Question: Is there something radical we need to be doing in terms of the road map?

Response: (AC) Quality is the key if we are not well above national figures then we are not doing the best we can do for the children, consistency of practice is the key to this.

AC added that the data only reflects children's knowledge however the new system means we can track their progress on a daily basis, the road map is about teaching and learning. In terms of improvement, we have identified areas in teaching and learning but the emotional health of the school is important too. If we get it right with staff, they will get it right with pupils. I do think we need to think about how we can recognise the commitment of staff. CJ commented that this issue would be discussed under Item 12.

AH said that it is also very important that governors challenge us as a part of a constructive process and governance. OFSTED inspectors will look at committee minutes to determine how the governors are supporting the school and working effectively in their governance roles.

10. FINANCIAL MATTERS

CJ reported that contracts are reviewed as an ongoing process by the Finance committee who will make recommendations as necessary. Annual accounts will be reviewed at the Spring meeting of the FGB. CJ confirmed that David Jonathan has been appointed as the new auditor.

AH reported that as discussed at the Finance Committee the school is in a very positive position. The AWPU (Aged Weighted Pupil Unit Funding) in Cheshire East remains at £2,910.00 although there may still be changes. However significant savings had been made from October 2015 to October 2017 from a predicted deficit of 78,523 to an actual of + 42,516, a total saving of £121,039.

Question: How have these savings been made is it due to reconfiguration of the staffing?

Response: (AH) Only partly, largely it is about the level of income that is now coming into the school.

11. COMMITTEES & NOMINATED GOVERNORS

The following appointments to Committees were confirmed:-

Finance Committee

Robin McCluney (RM) appointed Chair and Robin Maxwell will be invited to join this committee.

Teaching and Learning Committee

Jeff Dobson (JD) appointed Chair and Elizabeth Elliott will join the committee.

Personnel and Community Committee

Caroline Wood (CW) appointed Chair and Karen Staniland- Platt will be invited to join this committee.



Safeguarding Governor – Chris Johnson (CJ)
SEN Governor - Peter Thomas (PT)
Health and Safety Governor – Caroline Wood (CW)

CJ, RM, PT were appointed as the panel to carry out the Head teacher's Performance Review 2017/18 with Susan Walters SIP.

It was agreed that each committee need to review their terms of reference at their next meeting if this has not already been done.

Action: Clerk to ensure on agenda at Teaching and Learning and Finance Committees, this has already been done by the Personnel and Community and Finance Committee.

Action: CW and AC will review the constitution and terms of reference for the Pupil Discipline Committee.

Action: SLG to review the constitution and terms of reference for the Staff Disciplinary/ Dismissal Committee.

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

No reports from the governors or committees were submitted for approval but the issue of a letter to staff was raised by CW as Chair of the Personnel and Community Committee.

It was agreed by the Board, as discussed at the Personnel and Community meeting on 2 November, that an appreciative letter should be sent to staff to recognise their commitment and dedication to the school. Staff should also be invited to meetings to give them the opportunity to ask the governors questions on specific topics.

Action: CJ to draft a letter to staff for approval by the Board

13. SCHOOL POLICIES

Critical incident plan

AH reported that schools had been asked to attend a briefing organised by Cheshire East Council which was given by a representative from the anti-terrorist squad. Nottingham Council have been given an award for their work on this issue and have shared their template for use by other authorities.

AH said that they were now in the process of uploading information for the template and walkie talkies have been purchased and a 'grab bag' containing all the recommended equipment and information. It is necessary to agree an off site evacuation centre and at present they are looking at the Leisure Centre. CJ suggested that a church might be a better option – possibly the Methodist Church which is nearer?



Action: CJ as safeguarding governor to ensure contact details are up to date for the template and also to speak to church representatives to establish suitability as an evacuation centre.

Question: What is the criteria for a critical incident event?

Response: (AH) A critical incident is defined as something that brings serious risk to children or the community.

Question: Will residential visits also have to adopt an aspect of critical incident planning?

Response: (AH) Yes, this is included in the critical incident plan template.

14. DIRECTOR'S REPORT

The report had been circulated at the beginning of term and there was no action noted from the report.

Question: Have we participated in the admissions consultation?

Response: (AH) No, we have not participated in the consultation.

15. GOVERNOR MONITORING, TRAINING & DEVELOPMENT

No reports from governors were received. There was a discussion about ongoing training and the need to attend training where possible was reinforced. The following was agreed:-

Action: NP and EE to enrol on the next available governor induction training session.

CJ and CW to attend safeguarding training on 24 January.

DK and NP to undertake a governor's monitoring visit on 14 March.

16. GOVERNORS' CODE OF PRACTICE/GOVERNORS CHARTER

The Governors present signed the Code of Practice and this will be retained by the school, new governor, Robin Maxwell will also need to sign this.

Action: Robin Maxwell, to sign the code of practice/governors charter for the Governing Board.

17. PLANNED RESIDENTIAL VISITS

The following trips had been approved at the last FGB meeting subject to confirmation that risk assessments have been carried out:

- Year 5 trip to Pensarn, Wales in March 2018 – AH to send risk assessment to CJ
- Year 2 trip to Beeston in May 2018.

Action: AH to send risk assessment to CJ.



18. MEETINGS

The following dates and times of the remaining full board of governors meetings to be held during the academic year 2017-2018 were agreed:-

Spring FGB: (additional meeting) 30 January 2018

Spring FGB: 13 March 2018

Summer FGB and Planning Day: 10 July

19. ANY OTHER BUSINESS

AH said that the visitors from Kenya, Florence and Margaret had arrived and despite the weather were having a great time. They had met the School Council and were able to talk to them about the model they use in their school in Kenya which is operated on the same system as the government which the children found very interesting. It was hoped that the Governors could meet the visitors at this meeting but the timings have proved difficult in their schedule, however Governors are very welcome to come and meet them they will be visiting London next week but will be at Tatton on Wednesday.

_____Chair

Dated _____