



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF EGERTON
PRIMARY SCHOOL HELD AT THE SCHOOL
ON 13 MARCH 2018 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)	Chair
	Mrs Alison Hooper (AH)	Head Teacher
	Mr Adam Cornes (AC)	Deputy Head Teacher
	Mr Robin McCluney (RM)	Vice Chair
	Mr Robin Maxwell (RMx)	
	Mr Jeffrey Dobson (JD)	
	Mrs Elizabeth Elliott (LE)	
	Mr Daniel Kenny (DK)	
	Mr Peter Thomas (PT)	
	Mrs Caroline Wood (CW)	

Also in attendance:	Mrs Su Garbutt	Clerk
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PART ONE

THE MEETING COMMENCED WITH THE PART TWO AGENDA

1. APOLOGIES AND ANY OTHER BUSINESS

Governors agreed to accept the apologies received from Mr Nick Parratt.

2. CONFLICT OF INTEREST

There were no conflicts of interest to be declared.

3. MEMBERSHIP

Governors noted the resignation received from Mr Nick Parratt and wished to thank him for his contribution to the Board as a governor.

The Board currently had 2 co-opted vacancies and governors were asked to send any recommendations to the Chair and Headteacher. Ideally the Board was seeking people who had time to commit to the role as the Board had a wide variety of skills already.



4. PART ONE MINUTES AND MATTERS ARISING

Governors had received the part one minutes from the meeting held on 14th November prior to the meeting and agreed them as a true and correct record with the following amendment:

Page 5, item 10 to be amended to read:

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. Governors were informed David Johnson had been appointed as the new auditor.

The minutes were signed by the Chair of Governors.

Matters arising:

The Pensarn risk assessment had not been received by the Chair of Governor for review. The Deputy Head would send the risk assessment this week. **ACTION: AC**

5. CHAIRS ACTION

There were no Chairs Actions to be reported.

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

Due to clerking errors not all the minutes had been circulated to governors prior to the meeting. The Clerk would resend all committee minutes to all governors. **ACTION: CLERK**

The following questions were asked:

Governor Question: Did the TLA Committee agree a focus for the SiP visit in the summer term?

Response: (AH) We no longer have a SiP as Susan Walters has left ECM. However I think we need to re-evaluate the value we receive from a SiP as they aren't telling us anything we don't already know. I would like to ask Mike Cladingbowl to come in and do a review rather than employ a SiP. I do not envisage we would have to pay for his visit.

Governor Question: What would be the focus of his visit?

Response: (AC) The Committee agreed the SiP should look at the moderation of assessments and the analysis of data. However, we use so many tools to analyse the data I feel that this would not be of particular value.

Governor Question: What would you suggest would be a useful focus?

Response: (AC) The quality of teaching and learning in every classroom linked to the curriculum. The quality of instruction our teachers give the children and the breadth of the curriculum is at the heart of the school.

Governor Question: Does Mr Cladingbowl have experience of primary schools?

Response: (AH) Yes, he is undertaking some Ofsted inspections on primary schools next week.



Governors agreed to ask Mr Cladingbowl to conduct a review in the summer term on the quality of teaching and learning and the breadth of the curriculum.

Governors agreed not to replace Ms Walters with another SiP at present.

7. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

Governors received the Headteacher's report under part 2 of this agenda.

Governors had read the SEF and SED and were pleased with the progress shown.

8. FINANCIAL MATTERS

Governors formally approved the draft annual budget for 2018-19 as recommended by the Finance Committee.

The budget v actuals had been reviewed in detail at the finance committee.

The cost of the staffing structure had been discussed at the finance committee.

The SFVS had been submitted in December 2017 to the LA.

The auditor had been appointed at the Autumn term meeting.

The Manual of Internal Financial Procedures would be approved at the summer term meeting.

The clerk would add this to the Finance Committee and FGB agendas. **ACTION: CLERK**

9. CLERKING ARRANGEMENTS FOR 2018-2019

The Board wished to register their disappointment in the horrendous service they had received from the LA clerking service since their regular clerk had left. Although individual clerks had been of a suitable standard this term, during the autumn term a lot of time had been spent chasing up and amending sub-standard minutes.

Governor Question: Are we able to get a refund for the poor service?

Response: (Clerk) You could certainly speak to Mr Harris regarding the service. However as we have managed to cover the meetings this term any refund may be minimal.

A governor commented that the school needed to think whether they would like the KMAT clerk to clerk their meetings. Governors should consider if the knowledge of KMAT that their clerk would have would be of benefit to the Board.

The Headteacher responded that the KMAT meetings are all scheduled and therefore it would be a question for the meeting tomorrow as to whether they have the resource available to service the school. However the Board should consider whether they wished to continue with the LA in light of the level of service the school had received this academic year.

Governor Question: When does our contract with the LA finish?



Response: (Clerk) The end of the summer term.

10. APPROVE TERM DATES AND HOLIDAYS FOR NEXT ACADEMIC YEAR 2018-19

The dates had been approved at a previous FGB and had been published on the school website.

11. GOVERNING MONITORING, TRAINING AND DEVELOPMENT

Mrs Elliott and Mr McCluney had visited the school to look at EYFS.

A governor monitoring visit by Mr Maxwell and Mr Cornes would take place on 16th March 2018 to look at maths.

Mr Thomas was waiting for a P4C visit to be arranged when the next enquiry was taking place.

Mr Johnson and Mrs Wood had completed the safeguarding audit.

12. PLANNED RESIDENTIAL VISITS

There were no residential visits to be agreed.

Governor Question: Have you considered having a Year 6 trip the week before SATS?

Response: (AH) It has been discussed tentatively but I would not be keen to have it the week before SATS. We do have breakfasts the week before and during SATS week with the children coming in early to relax and chat to their friends..

Response: (AC) We could look at doing a day trip or activity the Friday before SATS week.

ACTION: AC

13. MEETINGS

Governors agreed the Summer term governors meetings as:

SLUG meeting	17th April 2018	5.30pm
Finance Committee	18th June 2018	5.30pm
P&C Committee	19th June 2018	2.00pm
T&L Committee	5th July 2018	5.30pm
FGB	10th July 2018	9.30am at Alderley Edge School for Girls.
Pay & Performance Committee	17th July 2018	5.30pm

14. ANY OTHER CONFIDENTIAL BUSINESS

Letter to staff

The Chair had been asked by the Board to write to all staff to thank them for their work.

Governor Question: Are there any specifics we want to include in the letter?

Responses:

- The presentations to the teaching and learning committee were outstanding and clearly showed how the curriculum teams were delivering their subjects across the school.*
- The level of care and attention staff give to parents and children is fantastic*
- Teachers had embraced the emotionally healthy schools*



- *The ongoing efforts to limit expenditure which required staff to be creative with both their planning and resources*
- *The outstanding work done by the site team, particularly during the recent harsh weather.*

SEN report

Mr Thomas reported that he had been very impressed with SEN within the school and it was apparent that it was a whole school element. He had been able to see how the SENCO's expertise was being utilised for class teachers and the whole staff. The Headteacher commented that the SENCO was very experienced and also a parent of a child of complex needs so could see both sides. She had formed excellent relationships with parents.

Governors noted that Cheshire East was going through an Ofsted SEND Inspection.

Policies for approval

Governors had received the following policies for review:

Anti-bullying policy
Child Protection policy

Anti-bullying policy

Governors requested that the timescales outlined in the policy be more specific, i.e. *working days*. Governors requested that the policy include that parents should request the *Safeguarding Governor* to investigate the bullying.

Governors were reminded that if approached by a parent they should refer them to the class teacher in the first instance.

Governors approved the Anti-bullying policy with the changes outlined above.

Child Protection policy

Governors approved the Child Protection policy with no changes.

Governor Question: Should be have an awareness training update?

Response: (AH) You will be included in the training next September. In the meantime we can have Safeguarding as a standing item on all FGBs agendas.

125th Anniversary celebrations

Governors were informed that this year was the 125th anniversary of the opening of the school and a special celebration would take place on the day when the summer fayre usually was held. Special invitations would be sent to previous pupils and people who had been associated with the school in the past.

An open invitation to all would be placed on the Knutsford Facebook page to invite members of the community.

The date had provisionally been identified as 7th July but this had not yet been confirmed.



Curriculum Event: 3rd May 2018 as 7.00pm

The school would be inviting parents to attend a meeting to learn about the curriculum and global learning. This would be a celebration of the curriculum and would include a presentation by Year 6 pupils about the history of the school.

All governors were asked to attend the meeting. **ACTION: ALL GOVERNORS**

Parents Evenings: 27th and 28th March

Governors were asked to be available to attend a slot during the upcoming parents' evenings to allow parents to ask questions about academisation.

Two time slots had been identified, 3.30 – 5.30pm and 5.30m to 7.00pm.

Governors were asked to contact the Chair to let him know which date and time would suit them.
ACTION: ALL GOVERNORS

_____ Chair

Dated _____