



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF EGERTON
PRIMARY SCHOOL HELD AT ALDERLEY EDGE SCHOOL FOR GIRLS
ON 10th JULY 2018 2018 AT 09:30**

'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 Robin McCluney (RMC) 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

PART ONE

1. ELECTION OF CHAIR AND VICE CHAIR

Governors elected Mr Chris Johnson as Chair of Governors for a period of one year or until the 2019 Autumn term full governing board meeting.

Governors elected Mrs Caroline Wood as Vice Chair of Governors for a period of one year or until the 2019 Autumn term full governing board meeting.

2. APOLOGIES AND ANY OTHER BUSINESS

Governors agreed to accept the apologies received from Mr Adam Cornes.

3. CONFLICT OF INTEREST

Mr McCluney informed the meeting he was a Director on the KMAT Board.

4. MEMBERSHIP

Governors noted that Mr Daniel Kenny and Mr Peter Thomas would be stepping down from their roles as Governors at the end of this academic year.



The board wished to thank Mr Kenny for his balanced contributions and the support he had given to the school and Headteacher during a particularly difficult period.

The board wished to thank Mr Thomas for his valued involvement and it was noted that he had always ensured the work of the governors focused on the children.

With these resignations, the board would have 4 co-opted vacancies. Information on three possible candidates had been circulated to all board members prior to the meeting. Mr Kenny had identified two further possible candidates and was asked to approach these to see if either wished to join the board. **ACTION: DK**

Governors agreed to co-opt the following governors:

Mr Thomas Hardman

Mr Neil McKinlay

Mr Will Tasho

Contact information would be sent to the clerk to update records. **ACTION: AH/DJ**

The school had received an academy order and would be joining KMAT on 1st September (unless delayed by the DfE) and therefore was not able to update GIAS.

5. PART ONE MINUTES AND MATTERS ARISING

Governors had received the part one minutes from the meeting held on 13th March 2018 prior to the meeting and agreed them as a true and correct record. The minutes were signed by the Chair of Governors.

Matters arising:

The Headteacher reported that Susan Walters from ECM had acted as SIP during the Autumn term. She had visited the school and subsequently sent a report. However the Headteacher had needed to return the report to her 3 times due to inaccuracies. Upon contacting ECM to voice her concerns, the Headteacher had been informed that Ms Walters was no longer employed by the company.

Governors had previously agreed that Mr Cladingbowl would act as SIP for the 2018/19 academic year and advise governors at the Headteacher Performance Management Panel.

6. CHAIRS ACTION

There were no Chairs Actions to be reported.

7. SCHOOL DEVELOPMENT PLAN/SCHOOL SELF EVALUATION

Governors received the following documents in draft as the data was not available to complete the reports:

Review of 2017/18 SDP

SDP for 2018/18

School Self Evaluation Form



Governors were asked to prioritise looking at the Leadership & Management section of the 2018/18 SDP. This included governance priorities.

The Headteacher informed the meeting that there would be a new Ofsted Framework released in September 2018 which would be focusing on the quality of the curriculum and not just concentrating on school data. Governors welcomed this shift in focus.

A governor commented that the work of the TLA committee to review the curriculum would fit in well with this shift in policy. The Maths No Problem programme which had been discussed at the latest meeting was being rolled out across the school next academic year and this would complement the work being done through Mantel and the no hands up policy.

Question: Parent governors can access the See Saw or Tapestry programmes to see their children's work. Can other governors have access to this?

Response: (AH) There would be data and privacy issues in granting this. That is why it is so good to have parent governors on the board so they can feedback on these sorts of issues.

Question: It is very valuable being able to see their work. As a parent my child comes home very happy from school. They love the P4C work and enjoys being at school. However, do we as a school push homework and parents enough to do their bit?

Response: (CW) This is difficult as from a parent perspective my child attends another school and I was concerned that the teacher said she had not time to correct my child's spelling. I will do the practice with her, get her school ready and help with homework but ultimately it is the teachers job to teach. We aren't aware of each family's circumstances and we don't want to get parents offside.

Response: (AH) I can see both sides. It is a parents job to parent but children can learn so much by doing things together as a family and talking about things, not just by completing worksheets. I attended a mastery conference around the Maths No Problem programme which gives children critical thinking skills which can be used in all areas, not just in maths lessons. We are working on setting children's minds for learning. Our children love to learn.

Question: Maths is probably the biggest area that parents get stressed about. Could you add on 5 extra minutes into parents evening to speak to them individually?

Response: (AH) We couldn't explain it in 5 minutes. We have done workshops previously and sent leaflets home but these aren't getting a big response.

A governor suggested getting teachers and pupils to film themselves modelling some of the work for maths. These could be added to the website/See Saw/Tapestry programmes. **ACTION: AH**

It was also suggested that the workshops should be offered again, and written information be added to the website/See Saw/Tapestry programmes as to how to complete tasks. That way parents could access these to help with their child's homework. **ACTION: AH**

Governors were asked to feed into the governance section of the SDP to create appropriate priorities. The SDP would be updated by the Headteacher and shared at the beginning of the Autumn term when the data had been received and analysed. **ACTION: AH**

Governors approved the DRAFT SDP as presented.



Question: Will this plan help us deliver better results?

Response: (AH) Yes. We will be completing a question analysis of the SATS and this will feed into focus areas for next year. For example last year we identified for some pupils there was an issue around the application of language in the English tests and this formed part of our priorities for this year. I will be presenting the full plan which has the Outcomes priorities included early in the Autumn term.

Vision Statement

Governors agreed the current vision statement fully encapsulated the work of the school, pupils and governors.

The recent parent survey which had been carried out during the Curriculum Evening had confirmed that parents were very positive about the school and believed that the vision was being encapsulated by the work done by the school extremely well. The Headteacher shared copies of the survey results including parent's comments with the board.

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

Governors received prior to the meeting the minutes for the following committees:

Steering Committee	17 th April 2018
Personnel & Community Committee	18 th June 2018
Teaching & Learning Committee	5 th July 2018

The draft finance minutes were tabled and these were discussed under part 2 of this agenda.

Governors approved the budget for the 2018/19 financial year.

Governors approved the staffing structure as previously viewed.

Governors noted the purchase of annual contracts had been discussed at the budget meeting and there were no new contracts.

Governors approved the CHES buyback as per 2017/18 which included the LA clerking service.

9. COMMITTEE STRUCTURE FOR 2018/19 ACADEMIC YEAR

Governors discussed the committee structure for 2018/18 and whether this needed to change to fall more in line with KMAT's structure. It was agreed that the board should be focusing on strategic areas and that in the past they had been looking at more operational issues.

Governors agreed they did not wish to hold purely FGBs as they felt this would lose the specialist teaching and learning knowledge and finance knowledge gained from having in depth discussions at committee level.

However, the terms of reference for the personnel and community committee were reviewed and governors felt that a lot of the work done by the committee was operational. It was therefore agreed to disband this committee and absorb the outstanding work into the teaching and learning committee and finance committee where appropriate.



Governor visits would include an element of dialogue with pupils and a visit in the summer term would be held to conduct the question and answer session with the School Council.

The SLUG meeting would continue but would not be a formal clerked meeting. Chairs would meet to feed into committees and discuss which areas required focus for the term.

The Chair of Governors, Chairs of Committee and Headteacher would meet at the beginning of September to review the terms of reference for all committees and amend these in line with the new committee structure. These would then feed into an annual planner for each committee which would inform the termly agendas. **ACTION: CJ/CW/JD/RMC/AH**

Governors agreed the Committee Chairs as:

Teaching and Learning Committee – Jeff Dobson
Finance and Premises Committee – Robin McCluney

Safeguarding Governors – Chris Johnson and Caroline Wood
GDPR Governor – Caroline Wood
Health & Safety Governor – Caroline Wood
SEND Governor – to appoint in the Autumn term

10. GDPR REGULATIONS

Governors noted that they would be receiving a school email address and this would be used for all governance emails.

Paper copies of documents should be stored in a locked cupboard if held at home but the Headteacher would be holding one copy of governance documents in a locked filing cabinet at school. It was therefore envisaged that governors would need to hold minimal paperwork at home.

From 1st September Chris Parr from KMAT would be the assigned GDPR officer for the school.

All school data was web based and held on a secure server. Teachers logged in remotely to the server and therefore did not carry sensitive data with them.

Governors thanked the Headteacher and School Business Manager for their work ensure the school was GDPR compliant.

11. GOVERNANCE STATEMENT

The Chairs of Committees were asked to send to the Chair of Governors a paragraph highlighting the work and achievement of their committee for the past academic year. The Chair of Governors would create the governance statement from this information to be sent to all parents by the end of this term. **ACTION: CW/JD/RMC/CJ**

The clerk was asked to produce an attendance document and send to the Chair of Governors. **ACTION: CLERK.**



12. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

Mrs Elliott had completed the three LA induction modules.

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

4 governors had attended the curriculum evening and had met parents and conducted the parental survey.

The P&C Committee had met with the school council.

13. MEETINGS

The committee dates would be agreed during the afternoon of the Governor away day and would be sent to the clerk. **ACTION: AH/CJ**

14. ANY OTHER BUSINESS

There were no items of any other business and the meeting moved to part 2.

The meeting closed at 12.15pm.

_____Chair

Dated_____