



Edleston Primary School

Full Governors Board Meeting 11th May 2023 at 3:30pm Venue - School

MINUTES – PART ONE

Present:	Rachael Bagni (HT) Emma Humphries (Chair) Len Simm (LS) Wendy Spry (WS) John Simpson (JS)	Headteacher Co-opted Governor (Chair) LA Governor Staff Governor Co-opted Governor
Apologies:	Agnieszka Nowocien (AN) Rubie Targema-Takema (RT)	Parent Governor Co-opted Governor
Absence:		
In attendance:	Colette Proctor (CP) Cheryl Jackson (Clerk)	Observer Clerk

AGENDA ITEM 1	WELCOME & APOLOGIES
Discussion:	The Chair welcomed everyone to the meeting and all apologies received were accepted by Governors. Governors noted that CP has been appointed as interim Headteacher from September and will be attending Governor meetings.

AGENDA ITEM 2	CONFLICTS OF INTEREST, (PECUNIARY OR OTHERWISE)
Discussion:	There were no conflicts of interest declared with the business to be discussed at the meeting. The Clerk noted that RT needs to complete the Annual Declaration of Interest Form which was included in the 'Welcome' email.
Actions	RT to complete the Annual Declaration of Interest Form.



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AGENDA ITEM 3	AOB ITEMS
Discussion:	There following items of AOB agreed for discussion: <ul style="list-style-type: none">• Pay meeting 21.11.23• Pay policy• Public Sector Equality Duty policy.

AGENDA ITEM 4	MEMBERSHIP
Discussion:	<p>a) Governors noted the following changes to the Governing Board:</p> <ul style="list-style-type: none">• SH resigned as a Co-opted Governor on 02.04.23.• KB resigned as a Co-opted Governor on 21.04.23• RT was confirmed as a Co-opted Governor on 11.05.23 for a term of 4 years. <p>b) LS confirmed that he will continue as the LA Governor for a further 4-year term.</p> <p>c) The Chair is looking to recruit an Associate Governor from Bentley Motors and continues to search for new Co-opted Governors. The School will send out a communication to new Reception parents in September.</p> <p>The Chair requested the Clerk to send out meeting reminders 7 days prior to the meeting to ensure the meeting is quorate.</p>
Action:	The HT to send a communication to new Reception parents regarding the role of a Parent Governor.

CP left the meeting for agenda item 5.

AGENDA ITEM 5	CHAIR'S ACTION
Discussion:	The following Chair's Actions were discussed: <ul style="list-style-type: none">• EH has now taken the role of the Chair of the Headteacher's Recruitment Panel due to the resignation of SH.• EH & LS have approved the Headteacher Recruitment Pack.• The pay range for the Headteacher for the academic year 2022-2023 has been changed to L13-L21 (Pay policy to be approved in agenda item 19.)• The pay range for the Deputy Headteacher for the academic year 2022-2023 has been changed to L1-L10 (Pay policy to be approved in agenda item 19.)
Decision	The Governors ratified all the above decisions and approvals.



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AGENDA ITEM 6	APPROVAL OF THE MINUTES FROM THE FOLLOWING MEETING
Discussion:	<p>LS requested some minor changes to item 12 and item 18 for clarification purposes.</p> <p>Pending the changes, the Governors approved the minutes from the following meeting as a correct record and the Clerk will upload the final copies to Governor Hub.</p> <p>FGB – 09.03.23.</p>
Decision:	<p>The Governors resolved to approve the minutes of the above meeting.</p>
Actions:	<p>The Chair to electronically sign a copy of the minutes and provide for school for retention.</p>

AGENDA ITEM 7	MATTERS ARISING
Discussion:	<p>The Governors reviewed the actions from the previous meeting and updated the Action Log.</p> <p>Action No. 4 & 12 – Prevent & Safeguarding training for AN is outstanding.</p> <p>It was confirmed there were no other outstanding actions.</p>

AGENDA ITEM 8	FINANCIAL UPDATE
Discussion:	<p>The Bursars Report was circulated on Governor Hub prior to the meeting.</p> <ul style="list-style-type: none">a) Expenditure is on track and in line with budget, there were no significant variances to report. The SBM noted that energy costs were lower in 2022 compared to 2021. The School is benefiting from the investment in new windows and the energy saving initiatives in place.b) The 3 Year Plan is healthy. The predicted carry forward for 2022/2023 has increased from £72K to £92K. The School are looking to earmark funds for the toilets refurbishment plan.c) There were no updates to the Manual of Financial Procedures. The Chair asked the Clerk to check update requirements following the appointment of CP as interim Headteacher.



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	The SBM proposed that the School Fund account be moved from Virgin Money to Lloyds Bank in Crewe as this would be more convenient to maintain the account going forward. The new signatories will be the SBM, CP and RA. Governors agreed the proposal.
Decision:	Governors approved the move of the School Fund account to Lloyds Bank.
Actions:	The Clerk to check the MIFP update requirements and inform the SBM.

AGENDA ITEM 9	TEACHING & LEARNING UPDATE
Discussion:	<p>The Whole School Data Report – Spring 2023 was circulated to Governors prior to the meeting.</p> <p>The HT informed Governors that Reception data forecast shows that approximately 50% will achieve a good level of development (GLD) by the end of the year. She noted that this does not reflect the hard work by staff with this challenging cohort.</p> <p>Q – What level GLD would the School usually achieve? R – The School would be looking for about 70%.</p> <p>A Governor noted that Ofsted do not take account of the proportion of EAL (English Additional Language) pupils when reviewing the data, which is unfortunate for the School which has a high proportion of EAL pupils.</p>

AGENDA ITEM 10	CURRICULUM UPDATE
Discussion:	<p>A selection of Handwriting books from across year groups were reviewed by Governors. The Governors noted evidence of excellent progression and asked that these comments be communicated to the pupils.</p> <p>Q – Does the School see any decline in skills during the Summer holidays? R – There is not usually any change to ability levels, it is main concentration levels that are impacted, it can about 6 weeks to return.</p>

AGENDA ITEM 11	SEND UPDATE
Discussion:	The HT informed Governors that the School has 52 pupils on the SEND and the SEND Register is up to date. SEND targets are reviewed each term.



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	<p>There are 5 EHCP pupils and the School is expecting 2 EHCP pupils in Reception next year. The HT noted that the School are unable to meet the needs of one of these pupils however the Local Authority have confirmed the pupil's place at Edleston despite the parents request for a specialist provision. A new full time TA will be recruited to support this pupil.</p> <p>Q – Can the School reduce the time in School for this pupil? R – This is not an option; however, the pupil will spend much of the school day in the Sensory Room and other non-classroom areas.</p>
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AGENDA ITEM 12	SCHOOL DEVELOPMENT PLAN
Discussion:	The School Development Plan (SDP) will be discussed at the next FGB on 22.06.23.

AGENDA ITEM 13	STAFF & PUPIL'S WELLBEING
Discussion:	<p>The Chair noted that Governors are communicating with staff regarding the Headteacher recruitment process and the appointment of CP as interim Headteacher. Parents will be informed in due course.</p> <p>Governors agreed that the requirement for a formal Wellbeing Survey would be reviewed in September.</p> <p>Governors noted the positive attitude and happy demeanour of pupils during their recent visits to School.</p>

AGENDA ITEM 14	LINK GOVERNOR VISITS
Discussion:	<p>The Chair noted that Governors had completed a 'walkaround' prior to this meeting.</p> <p>The SEND/Safeguarding Link Governor visited school on 6th March and the 25th April. He informed Governors that he had met with staff and had discussions on KIVa and ELSA and had ensured that staff were receiving the support they needed.</p> <p>He reviewed safeguarding with the HT and confirmed all training was up to date and that CPoms is being used to record safeguarding incidents.</p>



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	<p>He also met with the Head Girl and Head Boy to talk about wellbeing in the School. They commented that the recent session on cyberbullying had been great.</p> <p>Further details of the visit were available in the Link Governor Report which will be circulated on Governor Hub after the meeting.</p> <p>The Health & Safety Link Governor has reviewed the Health & Safety Inspection which recommended a Property Safety Audit following the installation of a new roof and windows. The priority follow up actions are; to replace the fire doors, to install fire strips on the main door and to have more signs around the School.</p>
Actions:	The Clerk to circulate the SEND/Safeguarding Link Governor Report.

AGENDA ITEM 15	DIRECTOR'S REPORT
Discussion:	<p>The Clerk highlighted the following items to Governors:</p> <ul style="list-style-type: none"> • Staff wellbeing The Chair noted Governors regular visits to the School to monitor staff work/life balance. • NGA Survey • SEND Review – Government Response • Cheshire East – SEND Update • Section 175 Audit • Digital Monitoring Training – KCSIE • School Sports Update <p>Governors noted the update.</p>

AGENDA ITEM 16	POLICIES FOR REVIEW / APPROVAL
Discussion:	<p>The following policies were reviewed and approved by Governors:</p> <ul style="list-style-type: none"> • Pay policy (discussed in agenda item 5 - Chairs Action). • Public Sector Equality Duty policy. •
Decisions:	Governors approved the policies listed above.



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AGENDA ITEM 17	AOB
Discussion:	<p>There following items of AOB were discussed:</p> <ul style="list-style-type: none"> • Pay meeting 21.11.23 (see agenda item 18 – Meetings). • Pay Policy (see agenda item 16 – Policies). • Public Sector Equality Duty Policy (see agenda item 16 – Policies). <p>The Chair also thanked CP for her agreement to take the role of interim Headteacher and increase her hours whilst a new Headteacher is recruited.</p>

AGENDA ITEM 18	MEETINGS
	<p>The date and time of the next meeting was confirmed as 22.06.23 - 3:30pm.</p> <p>The proposed 2023/2024 meeting dates were circulated and noted by Governors. The Pay meeting 21.11.23 is to be changed to a face-to-face meeting.</p>

AGENDA ITEM 19	STATEMENT OF IMPACT
Discussion:	<p>Governors helped to move the school forward in this meeting by:</p> <ul style="list-style-type: none"> • Receiving an update on the School’s finances. • Being involved in the Headteacher recruitment process. • Communicating with staff to ensure a smooth transition to a new Headteacher. • Attending the Property Safety Audit. • Speaking to staff and pupils about wellbeing. • Checking that safeguarding processes are in place and effective. • Recruiting new Governors and improving Governor diversity. • Reviewing the workbooks of pupils to check on progress.

The meeting ended at 4:30 pm

The meeting moved to Part 2.

Chair.....



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Date.....