



Edleston Primary School

Full Governors Board Meeting 21st September 2023 at 3:30pm Venue - School

MINUTES – PART ONE

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| Present: | Emma Humphries (Chair) Collette Procter (HT) Wendy Spry (WS) John Simpson (JS) Len Simm (LS) Rubie Targema-Takema (RT) | Co-opted Governor (Chair) Interim Headteacher Staff Governor Co-opted Governor LA Governor Co-opted Governor via MS Team |
| Apologies: | Cheryl Jackson Agnieszka Nowocien (AN) Olivia Williams (OW) | Clerk Parent Governor Co-opted Governor |
| In attendance: | Su Garbutt | Clerk |

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| AGENDA ITEM 1 | WELCOME & APOLOGIES |
| Discussion: | The Chair welcomed everyone to the meeting. Governors accepted apologies received from Cheryl Jackson, Agnieszka Nowocien, and Olivia Williams. |

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| AGENDA ITEM 2 | CONFLICTS OF INTEREST, (PECUNIARY OR OTHERWISE) |
| Discussion: | a) There were no conflicts of interest declared with the business of the meeting. b) Governors were reminded to complete the annual declarations on Governor Hub. c) The school would continue to update the register of business interests on the school website and Get Information about Schools. The Chair stated that she had not been able to access any newsletters from the Governor pages on the school website. As these showed the governors communication with parents and other stakeholders, Governors agreed governor information should not be archived on the website unless a newer version of the document was being uploaded. |
| Action | HT to speak to Vicky Green to ensure Governors' newsletters, and minutes for the previous two years were restored to the website. |



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| AGENDA ITEM 3 | MEMBERSHIP |
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| Discussion: | a) There were no changes to the Governing Board. b) The following vacancies were discussed.: <ul style="list-style-type: none"> • 1 x Co-opted Governor • 1 x Parent Governor c) There were no terms of office due to expire. d) No Associate Governors were appointed. |
| Action: | A parent governor election would be held this term. ACTION: HT |

| AGENDA ITEM 4 | CHAIRS ACTION |
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| Discussion: | The Chair reported the following actions: <ul style="list-style-type: none"> • Agreement of 5 hours per week for a member of staff to cover additional admin tasks until the Autumn half term. • Agreement for two members of staff to support a child who was in the final stages of applying for an EHCP. The staff members were originally assigned to support a child who had started in September but would now be leaving the country for three years. |

| AGENDA ITEM 5 | COMMITTEES AND NOMINATED GOVERNORS |
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| Discussion: | Governors agreed to keep the FGB only cycle of meetings for this academic year. Governors agreed to continue with Governor Week and the HT would liaise with the Chair to find a suitable date. <ol style="list-style-type: none"> a) Governors agreed the Link Governor roles (see Appendix A). b) Governors agreed the Link Governor visit schedule 2023/2024. c) Governors agreed the constitution and terms of reference for:(see Appendix A): <ul style="list-style-type: none"> • Pupil Exclusions Committee • Complaints Committee • Staff Grievance Committee • Appeals Committee • Pay Committee d) Governors confirmed the panel to carry out the Headteacher's Performance Review for 2022/23 and confirmed that Ian Coulson (SIP) will be appointed as the external advisor. |
| Action: | Chair and HT to liaise and agree a date for Governor Week for the autumn term and publish on Governor Hub. ACTION: CHAIR/HT |



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| | Governors agreed to review the committee membership and link governor roles again in the Spring term when new governors had been appointed. Clerk to add to Spring term agenda. ACTION: CLERK |
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| AGENDA ITEM 6 | GOVERNORS CODE OF PRACTICE |
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| Discussion: | Governors agreed the Edleston code of conduct and for each to sign the confirmation on Governor Hub. |
| Action: | Clerk to check the NGA Code of Practice for 2023 is on Governor Hub. ACTION: CLERK All governors to confirm their agreement on Governor Hub. ACTION: ALL GOVERNORS |

| AGENDA ITEM 7 | GOVERNANCE DEVELOPMENT |
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| Discussion: | The Chair would send a skills audit to all governors for completion. All Governors were reminded to attend as much training as they wished, the new Cheshire East programme was available on Governor Hub. Governors also had access to online training courses through Modern Governor. Governors were reminded the Annual Governors Conference would take place on Friday 20 th October at Cranage Hall. |
| Action: | Chair to send out skills audit for all governors to complete. ACTION: CHAIR/ALL GOVERNORS |

| AGENDA ITEM 8 | BOARD DELEGATION PLANNER |
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| Discussion: | This item was deferred to the next meeting. |
| Action: | Clerk to add to next agenda. ACTION: CLERK |

| AGENDA ITEM 9 | GOVERNANCE STATEMENT |
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| Discussion: | The draft statement had been completed and the Chair would share this with the Board for their comments. Approval was deferred to the next meeting. |
| Actions | Chair to upload the draft statement to Governor Hub for all board members to review and comment on. ACTION: CHAIR Clerk to add approval to the next meeting agenda. ACTION: CLERK |



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| AGENDA ITEM 10 | DIRECTORS REPORT |
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| Discussion: | The report would be published week of 25 th September and the clerk would upload the document to Governor Hub for all governors to review. |
| Actions | Clerk to upload Directors Report to Governor Hub on publication. ACTION: CLERK |

| AGENDA ITEM 11 | POLICIES FOR REVIEW/APPROVAL |
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| Discussion: | <p>The following policies were available on Governor Hub prior to the meeting:</p> <ul style="list-style-type: none">• Admissions• Behaviour policy & principles statement• Capability of staff• Charging & Remissions• Children With Health Needs Not Attending School• Complaints• ECT induction• Looked After Children• First Aid• GDPR• Health & Safety• Safeguarding/Child Protection• SEND• Supporting pupils with medical conditions• Whistleblowing <p><u>Health and safety policy:</u> A governor commented they felt the policy was much more robust than the previous version. The following amendments were requested:</p> <ul style="list-style-type: none">• Vaping should be included in the no-smoking section• PUWE regulations should be referenced in the list of regulations <p><u>Safeguarding policy:</u> A governor commented the red and green highlights in the policy were extremely useful.</p> <p><u>Supporting pupils with medical conditions</u> Governor question: Do we need to include details of the school's insurance in Section 11? <i>Response: Yes, we can do but we have a query regarding if we are covered for a specific need in a care plan and once this is resolved we will add in the details.</i></p> |



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| | <p>Governors reviewed and approved all policies except the Supporting pupils with medical conditions which would be brought back to the next meeting for approval.</p> <p>The Critical Incident plan would be brought to the next meeting for approval as the school was awaiting information from the LA.</p> |
| Action: | Clerk to add Supporting pupils with medical needs policy and Critical Incident plan to next agenda. ACTION: CLERK |

| AGENDA ITEM 12 | ANY OTHER BUSINESS |
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| Discussion: | <p><u>Chubb intruder alarm and fire alarm systems</u></p> <p>The Headteacher informed the meeting that the flood in May had damaged the electronics for the alarms and although the fire alarm was quickly fixed, the monitoring system wasn't working correctly. The intruder alarm had not been working since May.</p> <p>The Headteacher had spoken to Chubb on numerous occasions, but the errors had still not been rectified. If a fire occurred on site when there was no one present, then the alarm would not go through to the central hub to alert the fire brigade.</p> <p>The intruder alarm had been set but neighbours reported it going off constantly during the night and therefore it was turned off again.</p> <p>The contract with Chubb was due for renewal in April 2024, but the Headteacher felt there was enough grounds for early termination.</p> <p>Governors agreed the school should look for quotes from other providers and once a new provider had been agreed, the school should leave the contract and seek compensation.</p> <p>Governors asked the Headteacher to check the insurance documentation to see if the lack of fully functioning fire and intruder alarms would invalidate any insurance claims.</p> <p><u>Trees</u></p> <p>The school was waiting for quotes from Bucklands and two other companies to complete the work outlined in the risk assessments.</p> <p>Governor question: Will this be reducing the height of the trees to below 10 feet? <i>Response: They have said that it won't be possible to take them that low as they can only cut a certain percentage of the tree or else it will cause damage.</i></p> <p>A governor stated that as none of the trees were protected it was important to understand how much they are going to cut back so that expectations are covered. There was a need to ensure that the school grounds maintenance contractors were monitored</p> |



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so that they complete the remedial work around the trees each year as well as completing all the tasks they are contracted to do.

Fire doors:

The Headteacher had spoken with the LA Health and Safety officer regarding the fire doors and had been told there was a national shortage. The Headteacher would continue to chase Holfast for the doors the school needed.

Insurance

The policy did not cover the flood as it was regarded as accidental. The incidental cost was just under £1,000. Cheshire East had reimbursed the school for some of the costs.

Purchase of GDPR from the LA

The Headteacher requested approval for purchasing GDPR services and support from the LA at a cost of £720 for the academic year.

Governor question: What do we get for this, and what is the long-term aim?

Response: We would receive support, advice and guidance, examples of documents and they would deal with all requests. Longer term we would be looking for one of our admin staff becoming the trained GDPR officer, but they have not received any training and it is a very important area to ensure we are compliant. It is a big responsibility and I feel it is important to ensure support and training is available for all our staff to understand what GDPR is and how it is everyone's responsibility. We will be able to use their resources to inform our policy and procedures.

Governors **approved** the expenditure of £720 for the academic year to purchase GDPR servicers from the LA.

Best for Business

The Chair reported that a member of staff who had joined at the beginning of term had not received their salary and that one other member of staff had been under paid. One member of staff who had left the school had received their full salary.

The Chair had spoken to the LA and had asked them to speak to the supervisor. The Chair had been informed that the supervisor was not available and would return the call. The initial call had taken place at 3pm on the day the salary had been due to be paid.

The Chair telephoned again as the supervisor had not returned the initial call at 4pm to be told the cut off for an emergency payment was 3.30pm and they could not process a payment to the staff member. An official complaint was raised by the Chair.

The Headteacher thanked the Chair for their intervention on this matter and stated that prompt action had now been taken by Best 4 Business. Staff had been advised going forward to check their salary on the day it was due and raise any issues by telephone call immediately and then follow this up with an email.



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| Action: | <u>Headteacher:</u> <ul style="list-style-type: none"> • To seek quotes for intruder and fire alarm services • To check the school insurance re. the issues raised and if the lack of fully functioning fire and intruder alarms would invalidate and insurance claims. • Continue to chase Holfast for fire doors. • To purchase GDPR services from the LA. |
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| AGENDA ITEM 13 | MEETINGS |
| Discussion: | <p>The dates and times of the next meeting was confirmed as: FGB2 – 30.11.23 at 4.00pm.</p> <p>Governors to note the later start time of this and all subsequent Board meetings.</p> |

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| AGENDA ITEM 14 | IMPACT STATEMENT |
| Discussion: | <p>Governors helped to move the school forward in this meeting by:</p> <ul style="list-style-type: none"> • Clear review of policies • Increased the admin time to free teaching assistants to be in classrooms • GDPR discussion had ensured appropriate use of funding and also identified CDP for the GDPR officer • Safeguarding policy was now more detailed than previously <p>The Headteacher thanked the Board for their support.</p> |

**The meeting ended at 5.05pm.
There were no Part 2 items to be discussed.**

Chair.....

Date.....



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Appendix A:

EDLESTON COMMITTEE STRUCTURE 2023/2024

FGB

Emma Humphries (Chair)
Len Simm (Vice Chair)
Collette Procter (Interim Head)
Wendy Spry
John Simpson
Agnieszka Nowocien
Rubie Targema-Takema
Olivia Williams

PAY COMMITTEE

Len Simm (Chair)
John Simpson
+ 1 governor
Collette Procter to attend the meeting to present

HEADTEACHERS PERFORMANCE MANAGEMENT PANEL

Len Simm (Chair)
John Simpson
+ 1 governor
Ian Coulson

APPEALS

Len Simm (Chair)
2 other eligible governors will be appointed as required

PUPIL EXCLUSIONS

Len Simm (Chair)
2 other eligible governors will be appointed as required

COMPLAINTS

Emma Humphries (Chair)
2 other eligible governors will be appointed as required

STAFF GRIEVANCE

Emma Humphries (Chair)
2 other eligible governors will be appointed as required

EDLESTON LINK GOVERNOR ROLES 2023/2024

Len Simm – Safeguarding/Behaviour & PHSE/Health & Safety/SEN

Emma Humphries – Pupil Premium/Sports Grant/Pupil Premium/Governor training and mentoring



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Wendy Spry – Enrichment

John Simpson – Early Years Foundation Stage

Due to the limited number of Governors, all Governors to be involved in monitoring:

Teaching & Learning,

Compliance

Parent, Pupil and Staff voice

Finance