



Edleston Primary School

Full Governors Board Meeting 22nd September 2022 at 3:00pm Venue - School

MINUTES – PART ONE

Present:	Rachael Bagni (HT) Emma Humphries (Chair) Wendy Spry (WS) Len Simm (LS) John Simpson (JS)	Headteacher Co-opted Governor (Chair) Staff Governor LA Governor Co-opted Governor
Apologies:		
Absence:		
In attendance:	Cheryl Jackson (Clerk)	Clerk

AGENDA ITEM 1	Welcome & Apologies
Discussion:	The Chair welcomed everyone to the meeting. All Governors were present.

AGENDA ITEM 2	Conflicts of Interest, (pecuniary or otherwise)
Discussion:	a) There were no declarations of interest declared with the business of the meeting. b) All Governors (except JS) have completed the annual declarations on Governor Hub. c) The HT confirmed that register of business interests is up to date on the school website and Get Information About Schools.
Actions	JS to complete annual declarations on Governor Hub.

AGENDA ITEM 3	AOB Items
Discussion:	AOB agreed for discussion were: <ul style="list-style-type: none">• Asbestos• Energy costs• Handwriting



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AGENDA ITEM 4	Election of Chair of Governors
Discussion:	A nomination had been received for Emma Humphries who was elected as chair for a period of two years or until the Autumn 2024 meeting.

AGENDA ITEM 5	Election of Vice Chair of Governors
Discussion:	A nomination had been received for Len Simm who was elected as vice chair for a period of one year or until the Autumn 2023 meeting.

AGENDA ITEM 6	Membership
Discussion:	<p>a) There were no changes to the Governing Board.</p> <p>b) The following vacancies were discussed.:</p> <ul style="list-style-type: none">• 3 x Co-opted Governors• 2 x Parent Governors <p>The Chair and the HT continue to actively recruit new Governors and plan to contact ABC Nursery, local High Schools, and new parents</p> <p>The local authority has also been contacted and is aware that the Governing Board is finding it difficult to recruit new Governors.</p> <p>c) No Associate Governors were appointed.</p>
Action:	To continue to be proactive in recruiting new Governors by approaching ABC Nursery, local High Schools, and new parents

AGENDA ITEM 7	Committees & Nominated Governors
Discussion:	<p>A new meeting structure for 2022/2023 was agreed by Governors at the last FGB on 16.06.22. There will be 2 FGBs each term, one with a Teaching & Learning focus and one with a Finance and Management focus.</p> <p>a) Governors agreed the Link Governor roles (see Appendix A)</p> <p>b) Governors agreed the constitution and terms of reference for the Pay Committee and other ad hoc committees (see Appendix A):</p> <ul style="list-style-type: none">• Pupil Exclusions Committee• Complaints Committee



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	<ul style="list-style-type: none"> • Staff Grievance Committee • Appeals Committee <p>c) 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.</p>
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AGENDA ITEM 8	Governors Code of Practice
Discussion:	Governors agreed the NGA Code of Practice and each sign up to the Code of Conduct on Governor Hub.
Decision	Governors agreed the NGA Code of Practice.

AGENDA ITEM 9	Governors Development
Discussion:	<p>All Governors have completed Safeguarding training.</p> <p>a) Governor Training Plans:</p> <ul style="list-style-type: none"> • LS & JS to complete the Head Teachers’ Performance Review training. • LS (Safeguarding Link Governor) to complete further Safeguarding training in line with the new DfE guidelines. • All Governors to complete Prevent training (the Clerk has circulated the link to the training on Governor Hub). <p>b) Governors agreed that formal Governor monitoring visits will take place prior to FGB1, FGB3 and FGB5. Governors visited school prior to the meeting and spoke with pupils (including the Head Girl and Head Boy) and staff in the classrooms.</p> <p>The Clerk informed the Governors of the following:</p> <ul style="list-style-type: none"> • Governor Conference – 14.10.22 • Cheshire East Governor Training Schedule – Autumn 2022 • Governor Forum 17.11.22 <p>The Clerk informed Governors that all training completed should be recorded on Governor Hub.</p>
Actions	<ul style="list-style-type: none"> • LS & JS to complete the Head Teachers’ Performance Review training. • LS to complete further Safeguarding training in line with new DfE guidelines. • All Governors to complete Prevent training. • All Governors to record all completed training on Gov Hub.



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Decisions	Governor monitoring visits will take place prior to FGB1, FGB3 and FGB5.
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AGENDA ITEM 10	Approval of the minutes from the following meeting
Discussion:	<p>The Governors approved the minutes from the following meetings as a correct record and the Clerk will upload the final copies to Governor Hub.</p> <p>FGB – 16.06.22 T&L – 19.05.22</p> <p>Governors agreed that from 2022/2023 all minutes will be signed virtually and be filed electronically on Governor Hub.</p>
Decision:	The Governors resolved to approve the minutes of the above meeting.
Action:	The Chair to sign a copy of the minutes and provide for school for retention.

AGENDA ITEM 11	Matters Arising
Discussion:	<p>The Governors reviewed the actions from the previous meeting and updated the Action Log.</p> <p>It was confirmed there were no other outstanding actions.</p> <p><u>Action – Water Collection</u> - JS informed Governors of the costs involved. A suitable location for the water butt will be discussed with the Site Manager.</p>

AGENDA ITEM 12	Teaching & Learning Update
Discussion:	<p>a) The Summer 2022 data was available on Governor Hub prior to the meeting.</p> <p>The HT noted that writing was the weakest area, particularly in KS1. This was mainly due to the impact of lockdown (2 years of missed education). KS2 is line with the national average.</p> <p>The School are using the 'Read to Write' programme and there will be additional training available for staff.</p>



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	<p>The HT was pleased that 2 pupils had achieved ‘Greater Depth’ in writing.</p> <p>The Chair asked whether the Governors should hold a book review competition again to encourage pupils in their writing and suggested that the Head Girl and Head Boy could discuss this with pupils.</p> <p>The progress data from Year 2 to Year 6 showed that all pupils had made expected progress in writing.</p> <p>The progress data from Foundation to Year 2 showed that 9 pupils had made accelerated progress in Reading, 4 in Writing and 6 in Maths. There were 3 pupils who did not make expected progress in Writing and 2 pupils who did not make expected progress in Maths.</p> <p>In Early Years – 50% of pupils achieved GLD (Good Level of Development) – this is below the national average; however this reflects the intake levels of this cohort.</p> <p>Q – What is the uptake of DoJo and Tapestry R - The HT confirmed that the uptake was high.</p> <p>The HT stated that the School are inviting parents to attend a Reading meeting and a Phonic breakfast. Also the School website sets out the expectations of parents and encourages them to read with their children.</p> <p>The SATS results were circulated on Governor Hub prior to the meeting.</p> <p>The HT noted that the Year 1 Phonics was 17% below the national average and that there is a small group in Year 2 who really struggle with Phonics. All these students are involved in catch up lessons.</p> <p>There is positive progress in Maths, Writing & Reading with results in line with national averages.</p> <p>b) Targets will be set on 30.09.22 and will be available in the next HT Report.</p>
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AGENDA ITEM 13	Curriculum Update
Discussion:	<p>The Governors received a presentation from WS on the teaching of PHSCE (Personal Health, Social and Citizenship Education) in the School.</p> <p>WS informed Governors that the PHSCE curriculum progresses themes through the years with key areas being covered in greater depth or more broadly as the pupils get older.</p>



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The PHSCE curriculum aims to provide children with a variety of age-appropriate learning experiences that will equip them with the appropriate knowledge and necessary skills needed to face the future with a certainty about who they are. It aims to give a child confidence, build up their self-esteem and encourage a sense of self-worth.

Examples of topics covered are:

- Developing confidence & independence
- Conflict resolution
- Recognising and understanding feelings
- Being valued as an individual
- Healthy eating & exercise
- Personal Hygiene
- Where to get help
- Staying safe (including online safety)
- Money & value

The HT noted that the nurse does 3 x Sex Education lessons for Year 6.

The HT informed Governors that the School are using 'eAWARE' which is an IT safeguarding tool for schools that allows teachers to assess, educate and track improvement in their pupils' knowledge of online dangers.

The Chair asked whether the British Values were included. The HT noted that the School have an assembly each week on the British Values.

WS noted that the School encourage the pupils to watch BBC Newsround to gain knowledge on current affairs.

WS informed Governors about the Zones of Regulation - this is a framework that develops awareness of feelings and provides a variety of tools and strategies This curriculum gives pupils an easy way to think and talk about how they feel on the inside and sort these feelings into four coloured Zones, all of which are expected in life. Pupils are encouraged to decide themselves which zone they are in during the day (see below).





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	<p>The scheme was recommended by the Education Psychologist and launched to the pupils in an assembly.</p> <p>Q – How effective is this framework? R – It helps some children understand that certain feelings e.g. anger are normal and opens up a discussion on how to manage feelings.</p> <p>WS showed the Governors an example of a pupil’s work in different Year groups.</p> <p>Governors and HT thanked WS for her brilliant and informative presentation.</p> <p>The HT also noted that following requests from a Pupil Voice meeting, the School have set up a ‘Reading Area’ outside and provided easels for drawing activities during lunchtime.</p> <p>The Governors then carried out a review of a number of pupil’s PHSCE books.</p>
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AGENDA ITEM 14	SEND Update
Discussion:	<p>The HT provided the following SEND update for Governors.</p> <p>The School has: 5 x EHCP pupils 32 x SEND pupils 6 x First Concern pupils 5 X Social /Emotional pupils (mental health needs)</p> <p>The School has 22% of pupils on the SEND register.</p> <p>The HT informed Governor that the Sensory Room is now available to all pupils that require some quiet time or a private space to support mental health wellbeing</p>

AGENDA ITEM 15	School Improvement Plan
Discussion:	<p>The School Improvement was circulated on Governor Hub prior to the meeting.</p> <p>The HT gave a brief update and highlighted the following points:</p>



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	<ul style="list-style-type: none"> • The review of the outcome of handwriting trial in summer 22, will take place. If outcomes are successful implement new scheme across the school • A medium-term plan is to be written for Science, History, and Geography. <p>Q – Has the SIP input into the School Improvement Plan?</p> <p>R – Yes, he has completed an initial review.</p> <ul style="list-style-type: none"> • Teachers have moved Year Groups to develop their skills & knowledge. • KS2 will be taught how to play the recorder. • The new RE scheme will be implemented. • Intervention groups will be set up to raise attainment. • The School have engaged an outside agency to support school to target PA pupils. This is already having a positive impact. • Parents are requested to sign a Late Book and give a reason for lateness to try and improve punctuality. • The introduction of Zones of Regulation (detailed in agenda item 13). <p>The SIP will be updated when further data is available.</p>
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AGENDA ITEM 16	Staff & Pupil’s Wellbeing
Discussion:	<p>The Chair asked the HT and WS about the wellbeing of staff and pupils.</p> <p>The HT noted that, as usual the start of term had been frantic but things were now starting to settle as routines develop. The morale of staff and pupils is very positive. The School is a happy place.</p> <p>A Governor commented that there were some difficult children in Reception and there had been some early challenges for the teacher. The HT noted the comment and will monitor the situation.</p> <p>The HT noted that all baseline assessments had been completed in Reception now so that was likely to help improve the situation.</p>

AGENDA ITEM 17	Director’s Report
Discussion:	<p>The Clerk highlighted the following items to Governors:</p> <ul style="list-style-type: none"> 1.1 Uniform 1.2 Safeguarding



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	<p>2.1 Changes to DfE guidance to managing behaviour. 2.2 Improving attendance guidance 2.3 New RE Syllabus</p> <p>The HT noted the update.</p>
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AGENDA ITEM 18	Policies For Review / Approval
Discussion:	<p>The following policies were available on Governor Hub prior to the meeting:</p> <ul style="list-style-type: none"> • Admission arrangements • Charging and remissions • Complaints • Capability • Teachers pay • Support staff pay • Safeguarding/child protection • Children with health needs who cannot attend school • Designated looked after and previously looked after children • SEND information report and policy • Health and safety • First aid • Instrument of Governance • Register of business interests • GDPR <p>Governors reviewed and approved all policies.</p>
Decision:	The Governors approved all the above policies.

AGENDA ITEM 19	AOB
	<p>The following items of AOB were discussed:</p> <ul style="list-style-type: none"> • Asbestos – The School may be checked for asbestos. All registers and Local Authority Health & Safety inspections are up to date so there should not be any issues. • Energy costs – Governors asked that a switch- off campaign is implemented in School in an effort to save energy.



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	<ul style="list-style-type: none"> • Finances – Governors requested that School think carefully about the costs of school trips, as some additional families may need support. • Handwriting – The School have purchased Letter-Join which is a handwriting scheme to support the improvement of handwriting levels. Each teacher has chosen a pupil who needs to improve. The Governors reviewed the books of these pupils, and they will track progress by reviewing the books at FGB3 & FB5. • Teachers Pay – The HT noted that the teachers’ pay rise will have a significant impact on the budget and teachers have been made aware. • Governors Skills Audit – The HT reminded Governors to submit the Skills Audit Form that was circulated earlier in the week.
Actions	<ul style="list-style-type: none"> • Governors to monitor effectiveness of new Handwriting Scheme by reviewing pupil’s Handwriting at each FGB3 & FGB5. • Governors to complete NGA Governor Skills Audit circulated by the HT.

AGENDA ITEM 20	Meetings
	<p>The dates and times of the next meetings are:</p> <p>Pay Committee – 30.11.22 3:00pm FGB2 – 30.11.22 3:30pm</p>

AGENDA ITEM 21	STATEMENT OF IMPACT
Discussion:	<p>Governors helped to move the school forward in this meeting by:</p> <ul style="list-style-type: none"> • Tabling new options to recruit new Governors. • Agreeing a formal Governor Visit Schedule. • Visiting School and talking to pupils and staff about the start of a new term, checking on wellbeing. • Improving understanding of the PHSCE curriculum. • Reviewing the handwriting books to check on the outcomes of the trial of the Handwriting Scheme. • Developing a good relationship with the Head Boy and Head Girl (Pupil Voice). • Approving policies and ensuring alignment to the new DfE guidance.



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The meeting ended at 4:50 pm
The meeting moved to Part 2.

Chair.....

Date.....



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Appendix A:

EDLESTON COMMITTEE STRUCTURE 2022/2023

FGB

Emma Humphries (Chair)
Len Simm (Vice Chair)
Rachael Bagni (Head)
Wendy Spry
John Simpson

PAY COMMITTEE

Len Simm (Chair)
John Simpson
Rachael Bagni to attend the meeting to present

HEADTEACHERS PERFORMANCE MANAGEMENT PANEL

Len Simm (Chair)
John Simpson
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 2022/2023

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

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

Wendy Spry - Enrichment

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



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Compliance

EYFS

Parent, Pupil and Staff voice

Finance