



Edleston Primary School

Full Governors Board Meeting 30th November 2022 at 3:30pm Venue - School

MINUTES – PART ONE

Present:	Rachael Bagni (HT) Emma Humphries (Chair) Wendy Spry (WS) John Simpson (JS) Kirsty Bailey (KB)	Headteacher Co-opted Governor (Chair) Staff Governor Co-opted Governor Co-opted Governor
Apologies:	Len Simm (LS) Sean Houlston (SH) Agnieszka Nowocien (AN)	LA Governor Co-opted Governor Parent Governor
Absence:		
In attendance:	Cheryl Jackson (Clerk) Janet Socha (SBM)	Clerk School Business Manager

AGENDA ITEM 1	Welcome & Apologies
Discussion:	The Chair welcomed everyone to the meeting. Governors accepted apologies from LS, SH & AN.

AGENDA ITEM 2	Conflicts of Interest, (pecuniary or otherwise)
Discussion:	There were no declarations of interest declared with the business of the meeting.

AGENDA ITEM 3	Membership
Discussion:	The following changes to the membership were approved: <ul style="list-style-type: none">• New Co-opted Governor – KB -09.10.22• New Co-opted Governor – SC - 02.11.22• New Parent Governor – AN – 31.10.22



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	The Chair welcome KB to her first meeting.
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AGENDA ITEM 4	AOB ITEMS
Discussion:	AOB agreed for discussion: <ul style="list-style-type: none">• Benchmarking• Evolve

AGENDA ITEM 5	APPROVAL OF THE MINUTES FROM THE FOLLOWING MEETING
Discussion:	The Governors approved the minutes from the following meetings as a correct record and the Clerk will upload the final copies to Governor Hub. FGB – 22.09.22 L&M – 20.05.22 Governors agreed that from 2022/2023 all minutes will be signed virtually and be filed electronically on Governor Hub.
Decision:	The Governors resolved to approve the minutes of the above meeting.
Action:	The Chair to electronically sign a copy of the minutes on Governor Hub for retention.

AGENDA ITEM 6	MATTERS ARISING
Discussion:	The Governors reviewed the actions from the previous meeting and updated the Action Log. It was confirmed there were no outstanding actions.

AGENDA ITEM 7	FINANCE / COMPLIANCE MATTER
Discussion:	The Bursars Finance Update was circulated on Governors Hub prior to the meeting. a) There are 210 pupils on roll.



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	<p>b) The current balance of the School Fund is £2157.</p> <p>c) Review of the budget vs actuals for the current year 2022/2023 highlighted no significant variances and spending is in line with budget. The SBM noted that through Cheshire East IT , the School have received £3k from Brighter Futures.</p> <p>d) The 3-year budget plan has a projected carry forward of £72K in Year 2 , this has changed since the last meeting due to the impact of the higher than expected staff pay awards and the reduction of supplies and services expenses. Year 3 has a deficit carry forward of £8K, there are no concerns at this point. The changing high energy costs are still a concern, however the additional work completed to insulate the School will help reduce these costs.</p> <p>e) Pupil Premium and Recovery Premium for 2021/2022 has been used to employ 2 staff to deliver interventions to 14 x Year2 pupils and 18 x Year4/5/6 pupils. School is looking to set up a phonics catch up group using an external supplier.</p> <p style="padding-left: 40px;">The HT noted that the School had to provide a proportion (4K) of the catch-up funding.</p> <p>f) Pupil Premium strategy statements has been published on the School website.</p> <p>PHS – The SBM informed Governors that the service level from PHS at other local schools was not an issue. PHS have still not provided a schedule for collection, however their response to complaints continues to be good. Credit notes have been issued for any missed collections. Close monitoring of the service will continue.</p> <p>Crescent Purchasing Consortium – the School have joined the consortium and have been inundated with cold calls. The SBM suggested that the consortium is better suited to larger organisations. The School now have an 8% discount at Screwfix and continue to use a local stationary supplier.</p>
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AGENDA ITEM 8	MANUAL OF INTERNAL FINANCIAL PROCEDURES (MIFP)
Discussion:	The SBM commented that the new MIFP template which includes the new Best4Business procedures had not yet been issued. In the interim the School have updated their MIFP to reflect the changes.
Decision:	Governors reviewed and approved the Manual of Internal Financial Procedures (MIFP).



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AGENDA ITEM 9	SCHOOL FINANCIAL VALUE STATEMENT (SFVS)
Discussion:	The SFVS 2021/22 was assessed as 'Good Assurance'. Work on the SFVS 2022/23 has already started for completion by 31.03.23.

AGENDA ITEM 10	SHARING RESOURCES
Discussion:	<p>The School have shared resources with other schools:</p> <ul style="list-style-type: none">• The Berkeley Academy have provided expertise to the Site Team on the School insulation.• The kitchen staff have made sandwiches for other schools.• The ABC Nursey have shared a number of the School resources.• Bursar Meetings are attended by the SBM to share best practice and as a support network. There is a discussion about bulk buying stationery to obtain discount from a local supplier.

The SBM left the meeting.

AGENDA ITEM 11	HEALTH & SAFETY UPDATE
Discussion:	<p>a) There was no premises update as the Health & Safety Link Governor did not attend the meeting.</p> <p>b) During Autumn 2022, the roof work has been completed and the panels on the mobile have been repaired and insulated.</p> <p>c) There are no projected works for Spring 2023.</p> <p>The HT informed Governors that there were no health & safety incidents to report.</p> <p>The next Health & Safety Inspection will take place in the Summer. A Governor noted that ABC Nursery had recently had an inspection.</p> <p>The HT suggested that KS, LS and the Site Manager meet to discuss the recent inspection at ABC to share best practice and prepare for the summer inspection.</p>
Actions:	KS, LS & Site Manager meet to discuss the ABC Nursery inspection.

AGENDA ITEM 12	HEADTEACHER'S REPORT PART 1
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Discussion:	<p>The Headteacher’s Report was circulated on Governor Hub prior to the meeting.</p> <p>The Headteacher highted the following key points and invited questions:</p> <ul style="list-style-type: none"> • Foundation Data shows that children are significantly below expected levels at entry across all categories. Reception currently has pupils who are not toilet trained, who come to school in pushchairs and school refuser. <p>The HT informed Governors that the School had set up a 1,2,3 Magic meeting for parents, unfortunately only 67 parents attended.</p> <ul style="list-style-type: none"> • Free School Meals (FSM) – some pupils who are entitled to FSM are missing out on a healthy hot meal as they continue to bring packed lunches due to poor eating habits. <p>A Governor commented that ABC Nursery are also seeing similar issues and noted that Health Visitor checks had been ineffective during the pandemic as they had been done on-line.</p> <ul style="list-style-type: none"> • Text Messages - the HT informed Governors that the School had set up a meeting with the Police to talk about problems being caused by text messages – only 6 parents attended. • Attendance in November was 94% (in line with national average) , although it has reduced recently mainly due to illness. <p>Q – Does the School receive outreach support from Springfields? R – They observe our EHCP pupils and provide guidance on setting targets and support for the TAs.</p> <p>The Chair commented on the diversity of the pupils in the School and the experience of inclusion and tolerance all pupils are getting as a result.</p>
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AGENDA ITEM 13	GOVERNORS DEVELOPMENT
Discussion:	<p>The Chair asked all new Governors to complete induction training. KB has completed it.</p> <p>KB is currently undertaking Safer Recruitment training.</p>



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AGENDA ITEM 14	DIRECTOR'S REPORT
Discussion:	<p>The Clerk highlighted the following items to Governors and noted that all had been already discussed in the meeting.</p> <p>1.4 – Education Recovery Monitoring. 3.2 – Staff Pay. 3.4 – Safer Recruitment.</p>

AGENDA ITEM 15	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">• Data protection• Staff discipline, conduct and grievance• Statement of procedures for dealing with allegations of abuse against staff• Accessibility plan• EYFS health and safety• EYFS• Supporting pupils with medical conditions• Privacy notices• Lettings policy• Whistleblowing• Remote learning• Behaviour• Critical Incident Plan• Communications & Acceptable Use <p>Governors reviewed and approved all policies.</p> <p>Governors approved the Website Cyber Plan.</p>
Decision:	Governors approved all the above policies and the Website Cyber Plan.

AGENDA ITEM 16	AOB
Discussion:	The following items of AOB were discussed:
Actions	



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AGENDA ITEM 17	MEETINGS
Discussion:	Governors agreed the dates and times of the next meeting as: 26.01.23 - 3:00pm

AGENDA ITEM 18	STATEMENT OF IMPACT
Discussion:	Governors helped to move the school forward in this meeting by: <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.

The meeting Part1 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