



Edleston Primary School

Full Governors Board Meeting Thursday 16th June 2022 at 3:30pm 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:	Emmanuel Arowsafe (EA)	Parent Governor
Absence:		
In attendance:	Cheryl Jackson (Clerk)	Clerk

AGENDA ITEM 1	Welcome & Apologies
Discussion:	Apologies from EA were received and accepted by Governors.

AGENDA ITEM 2	Conflicts of Interest, (pecuniary or otherwise)
Discussion:	The Chair declared that she is a Parent Governor at the Oakes Academy. There were no other declarations of interest declared with the business of the meeting.

AGENDA ITEM 3	AOB Items
Discussion:	None.

AGENDA ITEM 4	Membership
Discussion:	a) The following changes to the board were noted: <ul style="list-style-type: none">• JS joined as a Co-opted Governor on 05.05.22 - term of office is 4 years.



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	<p>JS was previously employed at the School as a mentor.</p> <ul style="list-style-type: none"> • SW resigned as a Co-opted Governor on 16.05.22. <p>b) The following vacancies were discussed.:</p> <ul style="list-style-type: none"> • 3 x Co-opted Governors – The Chair and the HT continue to actively recruit new Co-opted Governors. The local authority has also been contacted. • 1 x Parent Governor – The School have been unable to recruit a new Parent Governor. They are now looking to recruit; either a parent of a former pupil or is that's not possible a parent with a child under or of compulsory school age who is not at the school. <p>c) The HT confirmed that Section 128 checks had been completed for JS.</p> <p>d) Governor attendance was reviewed. It was noted that EA has been absent from all meetings in 2022 (last meeting attended - 25.11.21) and has had little contact with the school as his child is now home educated. Governors agreed that EA should stand down as a Parent Governor. The Chair will write to EA to inform him of the decision.</p> <p>The Chair noted a concern about the size of the Governing Board and will endeavour to recruit new Governors.</p>
Decision:	Governors agreed that EA should stand down as a Parent Governor.
Action:	The Chair to write to EA to inform him of the Governors decision.

AGENDA ITEM 5	Governance Structure & Meeting Schedule 2022/23
Discussion:	<p>The Chair suggested that the Governors meeting structure should be changed for 2022/23.</p> <p>The proposal was for 6 x FGB meetings per academic year, with 2 meetings per term which will cover the full range of Governance considerations. One meeting a term will have a teaching & learning focus and the other will have a leadership & management focus. All Governors will attend every meeting.</p> <p>To encourage a new Parent Governor to join the Board, the Chair confirmed that free child care would be available in the nursery if required.</p> <p>The HT also suggested that Governors should have a 30-minute walkaround the School prior to each teaching & learning focussed meeting.</p>



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	<p>Governors agreed the proposal and the new meeting structure will start in September 2023.</p> <p>The Clerk proposed dates for the 6 FGB meetings in 2022/23. The dates and times of Governor meetings for Autumn 2022 were confirmed as:</p> <p>HT1 - (T&L) 22.09.22 3.00pm *</p> <p>Pay 30.11.22 3.00pm</p> <p>HT2 - (L&M) 22.09.22 3.30pm</p> <p>*Governors to do a T&L walkaround at 2.30pm.</p>
Decision:	The Governors agreed to new Governor meeting structure and dates for 2022/23

AGENDA ITEM 6	Approval of the minutes from the previous meeting
Discussion:	The Governors approved the minutes from the meeting on 17.03.22 as a correct record and the clerk was asked to send the minutes to be signed virtually by the Chair.
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 7	Matters Arising
Discussion:	<p>The Governors reviewed the actions from the previous meeting and updated the Action Log.</p> <p>Action Ref No. 04 & 06 – The Newsletter is to include a thank -you to staff and ‘Best Memory of the Year’ sentences from pupils and staff. The deadline for submissions is 08.07.22.</p> <p>Action Ref No. 08 – Years 5 & 6 had a Road Safety Talk on 16.06.22.</p> <p>Action Ref No. 09 – The Safeguarding Link Governor has a meeting in School on 17.06.22.</p> <p>Action Ref No. 16 – The Chair has discussed cyber security with School. The School buy-in the local authority service and all policies are up to date.</p>



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	It was confirmed there were no other outstanding actions.
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AGENDA ITEM 8	Chair's Action
Discussion:	None.

AGENDA ITEM 9	Part One Reports From Committees & Reports From Governors with Special Responsibilities
Discussion:	<p>a) Minutes of the following Committee meetings were received by Governors:</p> <ul style="list-style-type: none">• Teaching & Learning Committee 19.05.22• Leadership & Management Committee 20.05.22 <p>b) Link Governor Reports were circulated prior to the meeting:</p> <ul style="list-style-type: none">• Health & Safety – 22.03.22 (LS)• Safeguarding – 22.05.22 (LS)• Parents Evening – 23.03.22 (LS) <p>c) The next planned Governor visits are:</p> <ul style="list-style-type: none">• Safeguarding 17.06.22• Governor Open Day 08.07.22

AGENDA ITEM 10	Financial Matters
Discussion:	<p>a) Governors ratified the final annual budget for 2022-2023 which was discussed and approved at the Leadership & Management Committee on 19.05.22.</p> <p>b) Governors ratified the purchase of annual contracts 2022-2023 which was discussed and approved at the Leadership & Management Committee on 19.05.22.</p> <p>c) Governors ratified a teacher's pay rise of £1 for pensions impacted by the pay freeze which was discussed and approved at the Leadership & Management Committee on 19.05.22.</p> <p>d) Governors ratified the purchase of services 2022-2023 which was discussed and approved at the Leadership & Management Committee on 19.05.22.</p> <p>e) The Chair confirmed the receipt of the Unofficial School Fund audit certificate 2020-21.</p>



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	<p>f) The Catch Up Premium and the Recovery Premium monies have been spent. It has been used to support all pupils who are not achieving targets. Some of the funds are being used to support the mental health of pupils.</p> <p>Q – Are there still problems with Unit 4? R – The SBM has had to resolve payroll issues and has been stressed by the increased workload caused by the new system.</p> <p>The Governors noted dissatisfaction with the service provided and will consider other options if no there is no improvement.</p>
Decisions:	<p>Governors ratified the following items:</p> <ul style="list-style-type: none"> • The final annual budget for 2022-2023. • The purchase of annual contracts 2022-2023. • Teachers pay rise of £1 for pensions impacted by the pay freeze. • The purchase of services 2022-2023.

AGENDA ITEM 11	Part One Headteacher’s Report
Discussion:	<p>The Headteacher’s Report was circulated on Governor Hub prior to the meeting.</p> <p>The Governors received the report and commented on the level of detail and thoroughness of the report.</p> <p>Q – What is the attendance rate? R – Attendance rate is currently 92%. The School has a high rate of EAL pupils and many of these go back to their home country in the summer – some do not return.</p> <p>The HT informed Governors that the Educational Welfare Officer is supporting school with 2 pupils who do not attend school.</p> <p>The Chair noted that the Attendance Policy has been updated in line with the White Paper. There are now rewards and incentives for pupils with good / improved attendance. The HT discussed this with pupil at a recent assembly.</p> <p>Q – How is the behaviour at lunchtime following the implementation of the new system? R – There have been no issues and the evaluation of the new system continues.</p> <p>Q – What Year 6 celebrations are planned?</p>



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	R – There is an Escape Room experience coming to School and McDonalds for lunch as requested by the pupils.
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AGENDA ITEM 12	Pupil Performance
Discussion:	<p>The pupil performance data was included in the Headteacher’s Report which was circulated on Governor Hub prior to the meeting.</p> <p>The HT gave a brief overview and highlighted the following key points:</p> <ul style="list-style-type: none">• Year 1 - 62% passed the phonics test (compared to 77% in 2019). The HT was pleased with this result considering the disruption to learning in the last 2 years.• KS1 - pupils at expected or above level - 69% in reading, 66% in maths, writing (is being finalised).• Year 6 writing – 67% at expected or above. These results have been moderated and it was confirmed that teacher assessment is good. <p>The HT commented that the results this year are a credit to the staff considering the absence rate during the pandemic.</p> <p>Q – When are the SATs results due? R -05.07.22</p> <p>An example of a Pupil’s Progress Report was circulated on Governor Hub prior to the meeting.</p>

AGENDA ITEM 13	Safeguarding Audit
Discussion:	The HT confirmed that the School Safeguarding Audit form (Section 175 return) has been completed.

AGENDA ITEM 14	School External Advisor
Discussion:	<p>The SIP is scheduled to do training with the Subject Leads at the end of July.</p> <p>The HT noted that the SIP is very highly rated and adds value to the School.</p>

AGENDA ITEM 15	Headteacher’s Performance Management Review
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Discussion:	The current SIP (Ian Colson) will support the Governors with the Headteacher's Management Review.
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AGENDA ITEM 16	Governance Statement
Discussion:	Governors confirmed that the Governance Statement will be included in the Summer Newsletter.
Action:	To include the Governance Statement in the Summer Newsletter.

AGENDA ITEM 17	Confirm Term Dates & Holidays 2023-24
Discussion:	The HT informed Governors that the term dates have been set in line with the Cheshire East timetable and are available on the School website
Decision:	The Governors approved the 2023-24 term dates.

AGENDA ITEM 18	Directors Report
Discussion:	<p>The Clerk highlighted the following items to Governors:</p> <ul style="list-style-type: none">1.2 Green Paper1.3 White Paper1.4 DfE Climate Change Strategy3.4 HR Policies <p>The Governors noted that they have reviewed the White Paper and the School have made changes to the Attendance Policy and the length of the school day. The School will not be considering option to become part of a MAT at this stage.</p> <p>The HT informed Governors that climate change is covered in many areas of the School curriculum and noted that JS was volunteered to look at improving the School garden. The HT requested that the collection of rainwater should be considered.</p>
Action:	JS to investigate water collection in the garden.



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AGENDA ITEM 19	Governor Training
Discussion:	<p>The Chair informed JS of the training available for new Governors and asked that he book some courses.</p> <p>The HT requested that JS complete Safeguarding training.</p> <p>The Clerk will send the details of the Safeguarding training course to JS.</p>
Action:	<ul style="list-style-type: none">• The Clerk to send the details of the Safeguarding training course to JS.• JS to complete New Governor training• JS to complete Safeguarding training.

AGENDA ITEM 20	Policies For Review / Approval
Discussion:	<p>The Attendance Policy was circulated on Governor Hub prior to the meeting.</p> <p>Governors reviewed and approved the Attendance Policy.</p> <p>The HT noted that she had attended a DfE Workshop on writing policies which had been very useful.</p>
Decision:	<p>The Governors approved the Attendance policy.</p>

AGENDA ITEM 21	Planned Residential Visits
	<p>None.</p>

AGENDA ITEM 22	AOB
	<p>None.</p>

AGENDA ITEM 22	STATEMENT OF IMPACT
Discussion:	<p>Governors helped to move the school forward in this meeting by:</p> <ul style="list-style-type: none">• Reviewing options to encourage a new Parent Governor to join the School.• Agreeing a new meeting structure for Governors.



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	<ul style="list-style-type: none">• Approving the 2022/23 Final Budget.• Planning to attend a Governor Day on 08.07.22.• Checking on staff wellbeing, specifically the SBM.• Checking that the Safeguarding Audit is completed.• Requesting that the new Governor completes Safeguarding and new Governor training.
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The meeting ended at 5:00 pm

The meeting moved to Part 2.

Chair.....

Date.....