



Edleston Primary School

Full Governors Board Meeting 26th January 2023 at 3:00pm Venue - School

MINUTES – PART ONE

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

AGENDA ITEM 1	WELCOME & APOLOGIES
Discussion:	The Chair welcomed everyone to the meeting. All apologies received were accepted by Governors. The Chair gave a special welcome to new Governors AN & SH who were attending their first meeting.

AGENDA ITEM 2	CONFLICTS OF INTEREST, (PECUNIARY OR OTHERWISE)
Discussion:	a) There were no conflicts of interest declared with the business to be discussed at the meeting. b) Governors noted that AN needed to complete the 'Annual Declarations of Interest' Form and return it to School. AN informed Governors that she works for Cheshire East. c) The HT has updated the register of business interests on the school website; and Get Information About Schools.



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Actions	AN to complete the Annual Declaration of Interest Form.
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AGENDA ITEM 3	AOB ITEMS
Discussion:	There were no items of AOB agreed for discussion.

AGENDA ITEM 4	MEMBERSHIP
Discussion:	<p>a) Governors noted the following changes to the Governing Board:</p> <ul style="list-style-type: none">• SH joined as a Co-opted Governor on 02.11.22 for a term of 4 years. He is the Vice Chair of Governors at a local High School and is involved in the Crewe Opportunities Project.• AN joined as a Parent Governor on 31.10.22 for a term of 4 years. She works for Catering at East Cheshire and has a child in Year 5. <p>b) There was no discussion about the current vacancies as the Board has recently recruited 3 new Governors and would like new members to settle in and establish themselves in the role before further recruitment.</p> <p>SH noted that he has completed Safeguarding and Prevent training. The Clerk will send details of these courses to AN.</p>
Action:	AN to complete Safeguarding & Prevent training.

AGENDA ITEM 5	CHAIR'S ACTION
Discussion:	There were no Chair's Actions to discuss.

AGENDA ITEM 6	APPROVAL OF THE MINUTES FROM THE FOLLOWING MEETING
Discussion:	<p>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 – 30.11.22</p>
Decision:	The Governors resolved to approve the minutes of the above meeting.



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Actions:	The Chair to electronically sign a copy of the minutes and provide for school for retention.
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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. 9 - The HT met with the Site Manager and confirmed all the paperwork is in order. The visit to ABC Nursery will be completed before the next FGB 09.03.23.</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> <p>a) The draft annual budget for 2023/24 will be discussed at the next FGB 09.03.23.</p> <p>b) The 3 Year Plan shows a carry forward of £83K for Year1, £40K for Year2 and -£38K for Year3. The HT informed Governors that the School is in a favourable position and is awaiting details of the funding increase. The electricity bill received in December was £2K.</p> <p>The HT informed the new Governors that compared to other Schools they have a high number of TAs due to having 60% EAL (English Additional Language) pupils; this can be challenging for teachers. These pupils make good progress and the School pride themselves on care and personal development of all pupils. Recently the School has accepted 3 x asylum seekers; 2 x Year6 and 1 xYear4 – they have settled in well. The School has less leadership positions than most Schools – employing a part-time Deputy Headteacher.</p> <p>Training Costs – 2 x First Paediatric Aid - £180. (3 x Fire Marshall and 1 x Asbestos were all buyback from CHESS)</p> <p>The HT commented that the School are using the ‘School Improvement Pathway’ (free training) provided by Cheshire East for a Writing course.</p> <p>The devolved formulae capital has £12K remaining.</p> <p>c) The new SFVS template includes a more detailed finance section. It will be ready for review and approval at the next FGB 09.03.23, for submission by 31st March 2023.</p>



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	The HT noted that the SFVS had been updated slightly following the 'SFVS Common Issues' document that had been forwarded by the Clerk.
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AGENDA ITEM 9	TEACHING & LEARNING UPDATE
Discussion:	<p>The Whole School Data Report – December 2022 was circulated to Governors prior to the meeting.</p> <p>The HT gave the update and highlighted the following key points:</p> <ul style="list-style-type: none">• Reception data is low – this is mainly due to the behaviour/maturity issues and low levels on entry. There is a strong team in Reception but even they have struggled at the start of this year. The HT supports the team and meets with them each month. There have been recent improvements and the pupils are starting to make good progress. <p>A Governor commented that he had met with a TA from Reception and that morale in the team has improved from the start of the year.</p> <p>The Chair noted that this a good example of why the School employ a high number of TAs.</p> <p>The HT informed Governors that 50% GLD (good level of development) is predicted; this is an ambitious target but good progress is being made.</p> <p>Q – How many pupils are in the class? R – 30.</p> <p>Q – Is it difficult to measure progress? R – The School completes the National Baseline Assessment, but it is difficult to measure this cohort.</p> <p>Q – Is this a knock-on effect of the pandemic? R – Yes, the lack of socialising has impacted the development of these pupils.</p> <p>A Governor commented that this is also reflected in the children in ABC Nursery. There has been no face-to-face support from Health Visitors and the Sure Start facilities were closed.</p> <p>The HT informed Governors of the following interventions driven by the School to support pupil progress:</p> <ul style="list-style-type: none">○ 123 Parenting.○ Reception – Breakfast Mornings.○ Reception Reading With Parents (every Monday pm).○ 123 Magic.○ Family Seal.



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	<p>Unfortunately the take up from parents has been low despite constant encouragement from the School.</p> <ul style="list-style-type: none"> • Year1 data is pleasing. • Year2 & Year6 have targeted intervention place. The HT is reading with borderline pupils and the TAs are taking Booster Sessions. The HT noted that not all interventions are academic, some are mental health driven. • Last year KS1 and KS2 results were in line with the national average. <p>Q – What type of mental health interventions are there? R - WS informed Governors about the Zones of Regulation - a framework that develops awareness of feelings and helps the pupils address their worries. There are also 2 x mental health leads in School and the Jubilee Room (sensory room).</p>
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AGENDA ITEM 13	CURRICULUM UPDATE
Discussion:	<p>The School has implemented ‘Letter-Join’ a new writing programme purchased this year.</p> <p>The Governors reviewed one Handwriting & Spelling book from each class and commented on the development of handwriting skills evident as the year progresses and noted that the skill is practiced in other subject areas.</p> <p>Q – Are there any worksheets completed by the pupils? R – All work is completed in the book following guidance from Ofsted.</p>

AGENDA ITEM 11	SEND UPDATE
Discussion:	<p>The Chair noted that the SEND Link Governor will visit the School after half term.</p> <p>The HT informed Governors that the School has 49 pupils on the SEND register (8 have recently been removed). SEND targets are reviewed each term. There are 5 EHCP pupils.</p> <p>The School has 70 PP (pupil premium) pupils which equals 30%.</p> <p>The School also has a ‘Vulnerable Pupils’ list which includes any pupils who have had contact with Social Care, high need SEND pupils and pupils who have low attendance or who are consistently late.</p> <p>Q – Who decides which pupils are on the list? R - It is mainly teacher input.</p>



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AGENDA ITEM 12	SCHOOL DEVELOPMENT PLAN
Discussion:	<p>The School Development Plan (SDP) was circulated on Governor Hub prior to the meeting.</p> <p>The HT noted that the SDP was all on track and any Autumn term updates to the report were highlighted in red. She gave a brief update and highlighted the following key points:</p> <p><u>Quality of Education</u></p> <ul style="list-style-type: none">• The medium-term plan (MTP) for Science has been completed across the school. The MTP for History or Geography will start on February 1st in staff meeting time.• Actions to improve pupils mental calculations have been completed.• National Poetry Day was celebrated on 06.10.22.• The New RE scheme was implemented for September 2023.• Intervention groups for Reading & Maths are in place and Phonics catch up is planned. <p><u>Behaviour & Attitudes</u></p> <ul style="list-style-type: none">• Attendance is a worry. Overall attendance is currently 92.8% in line with national average 92.7%. however, in December the attendance figure was only 88%. Some parents are still very anxious about their children being ill and keep them off School. Also, the School felt the impact of a 'short week' prior to Xmas. The School continue to request Fixed Penalty Notices for persistent absence (PA) pupils and holidays in term time. The School currently has 59 PA pupils. The School employs an Attendance Lead who visits families at home to encourage pupils back to School. <p><u>Personal Development</u></p> <ul style="list-style-type: none">• Zones of regulation has been implemented across the school.• All actions have been implemented following pupil's requests at the pupil voice afternoon, including, Funky Friday and books & instruments available in the playground. <p><u>Leadership & Management</u></p> <ul style="list-style-type: none">• An online safety talk was organised, but disappointingly only approximately 8 families attended. The Year5 girls who have been involved in some form of online bullying are working in a group to look at friendships and what it means to be a good friend.• The Wellbeing group meet once each half term and with the Wellbeing Governor once each term.



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AGENDA ITEM 13	STAFF & PUPIL'S WELLBEING
Discussion:	<p>Student Wellbeing was covered in agenda items 9 & 12.</p> <p>The Chair asked if there any requirement to compete a formal Wellbeing Survey for staff. A Governor stated that staff morale was good and noted that the Reception team had welcomed the support given to them by the Governors during the Autumn term.</p>

AGENDA ITEM 14	LINK GOVERNOR VISITS
Discussion:	<p>The Chair noted that following the recruitment of new Governors, Link Governors roles will be reviewed and re-allocated.</p> <p>There will be a Governor Visit Day set up for next term.</p> <p>JS completed a Learning Walk prior to the meeting and visited Reception, Year6, 5 & 4.</p>

AGENDA ITEM 15	DIRECTOR'S REPORT
Discussion:	<p>The Clerk highlighted the following items to Governors:</p> <ul style="list-style-type: none">• Governance Update (SEND Review, Wellbeing, Governor Training/Forum).• Attendance.• Digital Monitoring. The HT noted that all staff were trained and there was a policy in place.• Supporting children who identify as transgender. The Chair suggested that the School generate a link with The Oakes to raise the awareness provide Year 6 pupils of transgender issues in preparation for High School.• Cheshire East assessment results.• Exam arrangements.• National Tutoring Programme. <p>The HT noted the update.</p>

AGENDA ITEM 16	POLICIES FOR REVIEW / APPROVAL
Discussion:	<p>The following policies were available on Governor Hub prior to the meeting: Governors reviewed and approved all policies.</p> <ul style="list-style-type: none">• Behaviour Principles Written Statement.• Exclusions.



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	<ul style="list-style-type: none"> • Freedom of Information Publication Scheme. • Governors Allowance. • Sex and Relationships. • Teacher Appraisal.
Decision:	The Governors approved all the above policies.

AGENDA ITEM 17	AOB
Discussion:	There were no items of AOB.

AGENDA ITEM 18	MEETINGS
	The date and time of the next meeting was confirmed as: FGB3 – 09.03.23 - 3:00pm

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. • Embracing the opportunity to raise awareness of transgender issues. • Recruiting new Governors and improving Governor diversity. • Reviewing the workbooks of pupils to check on progress. • Checking on the progress of the School Development Plan. • Asking about the mental wellbeing of pupils and asking about interventions. • Approving policies and ensuring alignment to the new DfE guidance.

The meeting ended at 4:25 pm

The meeting moved to Part 2.

Chair.....

Date.....