



Edleston Primary School

Full Governors Board Meeting 22nd June 2023 at 3:30pm Venue - School

MINUTES – PART ONE

Present:	Emma Humphries (Chair) Rachael Bagni (HT) Wendy Spry (WS) John Simpson (JS) Len Simm (LS) Agnieszka Nowocien (AN) Rubie Targema-Takema (RT)	Co-opted Governor (Chair) Headteacher Staff Governor Co-opted Governor LA Governor Parent Governor (joined virtually at 4:00pm) Co-opted Governor
Apologies:	Olivia Williams (OW)	Co-opted Governor
Absence:		
In attendance:	Cheryl Jackson (Clerk) Janet Socha (SBM) Colette Procter (CP)	Clerk School Business Manager Observer

AGENDA ITEM 1	WELCOME & APOLOGIES
Discussion:	The Chair welcomed everyone to the meeting. Governors received and accepted apologies from OW.

AGENDA ITEM 2	CONFLICTS OF INTEREST, (PECUNIARY OR OTHERWISE)
Discussion:	There were no conflicts of interest declared with the business of the meeting. The Clerk noted that all new Governors need to complete a Declarations of Interests form. The SBM confirmed that the DBS checks will be completed.

AGENDA ITEM 4	AOB ITEMS
Discussion:	AOB agreed for discussion: <ul style="list-style-type: none">• Nominations for Vice Chair 2023/2024.



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	<ul style="list-style-type: none">• SIP Proposal.
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AGENDA ITEM 4	MEMBERSHIP
Discussion:	<p>The Chair informed Governors that OW would be joining the Board as a new Co-opted Governor from 22.06.23 for a four-year term. The Chair read out a statement from OW which explained that she is currently a Digital Marketing Apprentice working at Bentley. She is passionate about making change and very interested in sustainability and the environment.</p> <p>The Chair asked RT to introduce herself. RT stated that she was new to Crewe and has a PHD in Educational Technology. She is very interested in all types of software technology and is looking forward to working with the School.</p> <p>The Chair welcomed OW & RT to the Board.</p>

AGENDA ITEM 5	CHAIR'S ACTION
Discussion:	<p>There were no Chair's Actions to report. The Headteacher Ratification meeting will be discussed in Part 2 of the meeting.</p>

AGENDA ITEM 6	APPROVAL OF THE MINUTES FROM THE FOLLOWING MEETING
Discussion:	<p>The Governors approved the minutes from the FGB meeting on 11.05.23 as a correct record and the Clerk will upload the final copies to Governor Hub for signing.</p>
Decision:	<p>The Governors resolved to approve the minutes of the above meeting.</p>
Action:	<p>The Chair to electronically sign a copy of the minutes on Governor Hub for retention.</p>

AGENDA ITEM 7	MATTERS ARISING
Discussion:	<p>The Governors reviewed the actions from the previous meeting and updated the Action Log.</p> <p>The following outstanding actions were carried for AN, RT and OW was also included.</p>



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	<p>Action 4 – Prevent Training. Action 12 – Safeguarding Training. Action 15 – Annual Declarations & DBS Check.</p> <p>There were no other outstanding actions to discuss.</p>
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AGENDA ITEM 8	FINANCE / COMPLIANCE MATTER
Discussion:	<p>The Bursars Finance Update was circulated on Governors Hub prior to the meeting. The SBM and the HT gave the update.</p> <ul style="list-style-type: none">a) The 2023/2024 final budget was reviewed and approved by Governors.b) The review of the budget vs actuals for the current year 2022/2023 highlighted no significant variances and spending is in line with budget. The 3 Year Plan shows a Year 1 carry forward of £69K.c) There were a number of changes since the previous meeting due to the change in leadership and therefore a new staffing structure for 2023/2024 was reviewed and approved by Governorsd) The updated Manual of Internal Financial Procedures (MIFP) was circulated on Governor Hub prior to the meeting and approved by Governors. This will be updated again in September to reflect the change in leadership. <p>The HT requested that the Scheme of Delegation and Statement of Internal Control is added to the future FGB Finance meeting agendas.</p> <p>The School have also earmarked £19K for stage 1 of the refurbishment of the toilet facilities planned for Summer 2024. The estimated total cost is likely to be £30/40K.</p> <p>An energy efficiency grant of £14K has been received; this may be used as part of the toilet refurbishment project.</p> <p>The bank account for the Unofficial School Funds has now been opened at Lloyds and the funds will be transferred from the Virgin account.</p> <p>The SIMS license for the School Payment System has expired and SIMS no longer offer this service. The School have decided to use School Gateway instead.</p> <p>The ChESS purchases are the same as last year.</p>



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	The Chair noted that the School will receive invoices from the Local Authority and the School Improvement Partner for the Headteacher Recruitment process. £10K has been put aside to cover this cost.
Decisions:	Governors approved the following: <ul style="list-style-type: none"> • 2023/2024 final budget • Staffing structure for 2023/2024. • Manual of Internal Financial Procedures.
Actions:	The Clerk to add the Scheme of Delegation and Statement of Internal Control to future FGB Finance meeting agendas.

AGENDA ITEM 9	PUPIL PREMIUM GRANT / CATCH UP FUNDING
Discussion:	<p>The Catch-Up Fund Report 2022/2023 was circulated on Governor Hub prior to the meeting.</p> <p>The HT noted that all funding received £10.3K will be spent. TAs have continued to provide interventions in Maths and Phonics as well as support sessions for mental health. All interventions have been very successful.</p> <p>The School have decided to continue using catch up funding next year.</p>

AGENDA ITEM 10	SPORTS PREMIUM
Discussion:	<p>The Sports Premium Report was circulated on Governor Hub prior to the meeting.</p> <p>The School are aware that the Sports Premium Report needs to be published on the School website by 31.07.23. They are awaiting the outcome of a query raised with the Local Authority (LA) regarding budget spending as the LA Report does not match the Schools internal records.</p> <p>The School have spent all available funding and therefore want to avoid any potential 'claw back' due to Best 4 Business posting errors.</p>

AGENDA ITEM 11	PREMISES UPDATE
Discussion:	a) Spring 2023 – no works completed.



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	b) Summer 2023 – There were no planned works, however due to the roof leaking and the flooding in the School extensive repair has been completed, work has been completed. The cost of repairs is covered by the LA.
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AN joined the meeting

AGENDA ITEM 13	HEADTEACHER'S REPORT PART 1
Discussion:	<p>The Headteacher's Report June 2023 was circulated on Governor Hub prior to the meeting.</p> <p>The Governors asked questions about pupil performance.</p> <p>The HT highlighted the following data: Phonics - 63% of pupils had passed (52% EAL and 89% non EAL). KS1 Reading – 69% at expected + and 14% at greater depth. KS1 Writing – 45% at expected + and none at greater depth. KS1 Maths – 52% at expected + and 14% at greater depth.</p> <p>The HT commented that the School were disappointed with the KS1 writing results as the teaching was good, additional support was in place and all pupils had made good progress.</p> <p>The Attendance rate is 92.78% which is line with national average. Governors commented on the amount of work that had been done by the School on attendance, including rewards for good attendance and incentives for improved attendance.</p>

AGENDA ITEM 13	SCHOOL DEVELOPMENT PLAN
Discussion:	<p>An update on the School Development Plan (SDP) was included in the Headteachers Report.</p> <p>The Chair stated that that the SDP will be reviewed in September by the new Leadership Team and the Governors.</p>

AGENDA ITEM 14	STRATEGIC GOVERNANCE
Discussion:	<p>The Governors confirmed that the Clerking arrangements will remain the same for 2023/2024.</p>



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AGENDA ITEM 15	GOVERNORS DEVELOPMENT
Discussion:	<p>The Chair stated that all Governors should complete the Cheshire East Governor Induction training in Autumn 2023 and suggested that all new Governor should check Governor Hub for training in the meantime.</p> <p>The Clerk will circulate the link to Prevent Training to new Governors.</p> <p>The Chair suggested that it would be good to work with Governors in other Schools to share best practice and develop the Governing Board's skills. The Clerk said that this could be arranged in the Autumn term and would add an action for further discussion in the Autumn.</p>
Actions:	<p>The Clerk to circulate the link to Prevent Training. Governors to discuss working with other Governing Boards.</p>

AGENDA ITEM 16	DIRECTORS REPORT
Discussion:	<p>The Clerk highlighted the following items which were noted by Governors:</p> <ul style="list-style-type: none">1.1 – Sports Premium (covered in agenda item 10).1. 1 - Publishing the Board Diversity – The Chair noted that the School have a diverse Governing Board and that this should be noted in the Annual Governance Statement in September.3.1 – Budget deadlines (covered in agenda item 8).3.2 – School Food – The Governors noted that School offer a healthy menu with plenty of choices, and this is checked on Governor visits to the School.
Actions:	<p>The Chair to include an item about the Boards diversity in the Annual Governance Statement.</p>

AGENDA ITEM 17	POLICIES
Discussion:	<p>There were no policies requiring approval.</p>

AGENDA ITEM 18	AOB
Discussion:	<p>The following items of AOB were discussed:</p>



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	<ul style="list-style-type: none"> • Nominations for Vice Chair 2023/2024 – LS was nominated by EH/WS and duly appointed by Governor for 2 years from September 2023. • The SIP proposal for 2023/2024 includes the cost for 1 day per term with email consultation available. CP suggested that there may be a need for an additional day in the Autumn term. Governor approved the SIP Proposal and confirmed that if an additional day is required this can be approved separately in the Autumn term.
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AGENDA ITEM 19	MEETINGS
Discussion:	<p>Governors agreed the dates and times of the Autumn Term meetings as:</p> <ul style="list-style-type: none"> • 21.09.23 - 3:30pm • 21.11.23 – 3:30pm (Pay Committee) • 30.11.23 – 3:30pm

AGENDA ITEM 20	STATEMENT OF IMPACT
Discussion:	<p>Governors helped to move the school forward in this meeting by:</p> <ul style="list-style-type: none"> • Successfully recruiting a new Headteacher. • Supporting the transition to a new interim leadership team in September. • Liaising and consulting with staff on a regular basis. • Reviewing the School’s financial position. • Identifying ways to develop the Governing Board’ s skills. • Recruiting new Governors. • Checking on pupil performance. • Supporting the School during the flood.

The meeting Part1 ended at 4:20 pm

The meeting moved to Part 2.

Chair.....

Date.....