

**MINUTES OF A MEETING OF THE GOVERNING BODY OF POTT SHRIGLEY CHURCH
SCHOOL HELD AT POTT SHRIGLEY SCHOOL ON 1ST MARCH 2017**

Governors Present: Cllr H Gaddum Chairman
 Mr P Quirk
 Mr M Bertinshaw (AHT) Acting Headteacher
 Mr M Dean
 Mrs J Naumkin Vice Chair
 Mrs H Kennedy
 Mr G Winstanley
 Mrs S Winstanley
 Mrs J Langdon
 Mrs S Milsom
 Mrs K Sinclair
 Mrs J Collingwood

Also in attendance: Mr M Bayley, Head of Service, Infrastructure and Outcomes
 Mr M Harris, Service Manager, School Governance and Liaison
 Mrs J Forster, Director of Education and 14-19 skills
 Ms C Creager, School Governance Officer

PART ONE – NON-CONFIDENTIAL BUSINESS

	Action
<p>Opening remarks</p> <p>Mr Bayley thanked governors for stepping forward in a unique situation and making the commitment to support the school; he spoke of the Local Authority's commitment to the school and the development of the governing board.</p> <p>Whilst acknowledging that there is a need to reflect on the past and lessons learnt from it, this meeting is the first step in moving forward with the focus firmly on the future and the direction the school will take. Mutual support is needed to make this a successful process; not every issue can be solved overnight. The purpose of this meeting is to agree organisational arrangements going forward and for governors to be given a broad view of the starting point for the school. The intention is not to go into detail on key questions; these will be the focus of future committee and full governors meetings.</p> <p>Mr Bayley thanked Mark Bertinshaw for stepping in as headteacher and thanked the Governance team for making arrangements for the appointment of governors to the governing board so that leadership arrangements were in place for the school on defederation date. Whilst acknowledging that there remain tough questions to face, including the viability of this school, there is now a way of moving towards addressing that. In all our heads, young people and learning are at the heart of every decision made.</p> <p>A governor said that there is potentially a very good team around the table and the governing board is optimistic of the way forward. Governors thanked the Local Authority for moving incredibly quickly and acknowledged the work that had been done to support the school through defederation.</p>	

	<p>right to vote at committee level.</p> <p>Foundation governor appointments were discussed with the Diocese of Chester. All governor appointments by the Local Authority were made on the basis of the skills audits and application forms submitted by interested parties and on whether candidates met the criteria for appointment, depending on category.</p> <p>On the defederation date (27th February 2017) the Temporary Governing Board became the Governing Board for the defederated school.</p> <p>The constitution, as agreed with the Diocese of Chester, is for 14 governors in the following categories:</p> <ul style="list-style-type: none"> • 8 foundation governors • 2 parent governors • 2 staff governors, including the headteacher • 1 LA governor • 1 co-opted governor <p>A copy of the Instrument of Government was circulated to all governors.</p> <p>It was noted that a detail of the Instrument of Government is incorrect; there is not a Trust for the school as the school premises are owned by the village hall.</p> <p>ACTION: Clerk to amend the Instrument of Government.</p>	Clerk
5	<p>Agreement and adoption of Governor Charter</p> <p>Ms Creager referred to the model Governor Charter circulated with the agenda. The National Governors' Association has for a number of years recommended that governing boards adopt a code of conduct which sets out the purpose of the governing board and describes the appropriate relationship between individual governors, the whole governing board and the leadership team of the school.</p> <p>Ms Creager suggested that the Board adopt the Cheshire East model charter (developed from the National Governors Association model) with a view to developing and adopting a 'tailor-made' version in the autumn term. All governors agreed to this suggestion and signed the code.</p> <p>It was agreed the Governors Charter will be agreed and signed annually, at the first meeting in the autumn term.</p>	<p>LA (Cherrie Creager)</p> <p>All</p>
Governance Structures		
6	<p>Election of Chairman</p> <ul style="list-style-type: none"> • It was agreed that the Chairman will serve a one year term of office. • The nomination of Cllr Gaddum had been received prior to the meeting by the clerk to governors. • Cllr Gaddum having accepted the nomination and there being no further nominations governors were asked to vote on the election of Mrs Gaddum, who was elected by a unanimous vote. 	
7	<p>Election of Vice Chairperson</p> <ul style="list-style-type: none"> • It was agreed that the Vice Chair will serve a one year term of office. • The nomination of Mrs Naumkin had been received prior to the meeting by the clerk to governors. • Mrs Naumkin having accepted the nomination and there being no further nominations, governors were asked to vote on the election of Mrs Naumkin 	

who was elected by unanimous vote.

8 Establishment of committees and agreement on delegations

a. Liaison Governors - roles and responsibilities

Agreement on liaison appointments was deferred to the next meeting.

b. Committee structures

It was agreed that there will be Resources, Teaching, Learning and Welfare and Community committees. Governors discussed the detail of the Community Committee. It was agreed that as each committee meets, it will review terms of reference in detail and bring suggestions on amendments to the governing board.

c. Adoption of terms of reference for committees

The terms of reference for committees previously circulated with the agenda were adopted.

d. Committee memberships

The following appointments to committees were agreed and chairs appointed:

Resources: Finance, Buildings, HR Gareth Winstanley - <i>Chairman</i> Jane Naumkin Jane Langdon Matthew Dean Hilda Gaddum Mark Bertinshaw	Teaching, Learning and Welfare Sandy Milsom - <i>Chairman</i> Paul Quirk Helen Kennedy Katherine Sinclair Charlie Holliday Mark Bertinshaw
Community Sally Winstanley Katherine Sinclair Jane Naumkin - <i>Chairman</i> Julie Collingwood Mark Bertinshaw	Pay Hilda Gaddum Jane Naumkin Matthew Dean Jane Langdon
Admissions Sally Winstanley Jane Langdon Julie Collingwood Sandy Milsom	

The Chairman agreed if one of the statutory committees (Pupil Discipline, Staff Discipline/Dismissal/Appeals) was required to be formed that she would manage the process to select the governors, ensuring that the appropriate governors attended.

e. The appointment of governors to carry out the Headteacher's Performance review in 2017 was deferred to the next meeting.

Action: Agenda item, next full governors meeting.

Clerk

9 Appointment of Clerk to Governors

Clerking arrangements for the remainder of the school year were discussed.

Mr Bayley advised governors that the LA as part of its support for the school will cover a proportion of the cost of a clerk to minute all governing board meetings, including committees, for an initial period of time (to be reviewed after a term). However, in the longer term the Board must factor into its budget the clerking costs/level of service it will require.

The Governing Board agreed to appoint the LA Governance service as Clerk to Governors.

Mr Bayley explained that conversations around the long term viability of the school will continue between the Governing Board and the LA. The school must be seen to be self sufficient in the medium to long term but because of its level of vulnerability following defederation, a new governing board and the appointment of an interim headteacher the LA through its School Improvement function can access particular funding; this can be apportioned to schools to move them from a position of concern to one of strength.

A Memorandum of Understanding will be drafted to describe the arrangements as agreed between the School Improvement Officer, the Chairman and Headteacher. The Memorandum will include the options agreed, the cost of the additionality and what proportion the LA will contribute to the Headteachers pay and the cost of the clerking service. Arrangements must be transparent and the LA seen to be fair to every school.

It was agreed that communications should be managed appropriately and governors were reminded that any statements/information given should be agreed by the governing board as a whole and given by the Chairman and not by individual governors.

Mrs Forster joined the meeting at 6.45pm.

The Chair commended the LA team and Mark Bertinshaw to Mrs Forster for the speed at which they had worked to support the school.

Mrs Forster spoke of the difficult, recent change in context the school had experienced and explained that there were pieces of work that the LA had undertaken, the detail of which needed to be reviewed with the Governing Board in order to move forward constructively. There is an opportunity and the commitment to pull together; it is for governors to demonstrate Pott Shrigley Church School can remain a good school and be financially stable in an environment where the challenges over funding will become even more challenging.

ACTION: To send out information on the fairer funding formula to governors

Mrs Forster emphasized to governors the importance of responding to the consultation on the fairer funding formula. Recently, there had been a conference attended by representatives of the LA and Chairs and Headteachers of 120 schools to talk about a joined up effort to submit responses to the proposed funding formula. Out of that meeting came some common messages; whilst not wanting to develop a 'standard' response it had been agreed that it was important for school's responses to be consistent.

At the conference a base question was developed, 'Do you agree with the funding formula?'. Governors of Pott Shrigley need to answer this question.

The LA is lobbying strongly for changes to the proposed 'Fairer Funding Formula', taking the line that whilst Cheshire East does not mind being the lowest funded LA, the level of funding across the board has to be at a level where there is enough funding to run a school. More funding has gone into areas of deprivation; whilst this is

Clerk

	<p>fundamentally as it should be, the weightings are wrong resulting in some schools not having enough money.</p> <p>Mrs Forster had met with a minister in January and in week commencing 6th March is meeting with DfE officials. David Rutley has been very supportive, as has Antoinette Sandbach and George Osborne; Edward Timpson has been listening and passing on his messages and concerns to Nick Gibb. From phase 1 of the consultation, it is known that numbers mattered – more than 50% engendered a mandate of ‘yes’ to make the changes the DfE proposed.</p> <p>Mr Bayley described his meeting with the Secondary Headteacher’s Association; they are using the cooperative response process followed by CE as a model for the rest of the country.</p> <p>A governor described his school’s response to the consultation, which had included a meeting with 60 parents who wished to express their concern..</p> <p>Q: There was a lot in the press about Pott Shrigley losing £4,000 under the current proposed funding formula? A: The DfE has done some modelling on the funding formula and that information would have come from that modelling. You had separate budgets although federated.</p> <p>Q: Do we have a formula we can apply to this school? A: We have School Forum tomorrow and school allocations will be coming out from that.</p> <p>Governors discussed the possible timing of an Ofsted inspection of the school; Mr Harris advised that there are ‘flags’ that are likely to trigger to an inspection sooner than later. Ofsted will want to see rapid improvement; it is up to the school how it is done but Ofsted will want to be confident that there is capacity to improve. Mr Bayley suggested that a helpful starting point would be for the governing board to commission an external review to get a ‘baseline’ and identify the areas for improvement and priorities. Governors agreed that this would be invaluable and support them in getting an accurate picture of the school and build their knowledge and experience as quickly as possible.</p> <p>Mr Bertinshaw had met staff, he was confident that they know the areas for improvement and were very open, honest and realistic about what needs to be done. Governors agreed that the expectation is that the baseline review will support staff in this; it should identify the things that are already being worked on, and it will be possible to show rapid improvement is taking place.</p> <p>ACTION: To plan a School Improvement meeting at the nearest opportunity with a view to agreeing arrangements for a baseline review.</p>	<p>MBa/MB e/MH</p>
Governors Development		
<p>10</p>	<p>Skill Survey</p> <p>The Skills Survey had been collated and governors reviewed the results. It was agreed that whilst there is a broad range of skills, knowledge and experience across the governing board, there is a need to update or upskill knowledge and skills in the areas of finance and interpretation of school performance data. For further discussion on governor development, refer to item 11 these minutes.</p> <p>Mr Harris explained that in reviewing responses to the survey, he felt that there was an element of ‘you don’t know what you don’t know’ in the answers. Governors agreed that with the benefit of training and experience behind them, it would be helpful to review their responses to the skills audit at the end of the summer term. The</p>	

	governing board is going through a growth exercise; it may not have been clear to some of the candidates what some of the questions related to.	
11	<p>Governors Induction & Training Plan</p> <p>It was suggested that governors having been appointed to committees, each person review the Cheshire East training programme and identify relevant courses to improve and inform their role. As a minimum, it was agreed by all governors that they will complete governor induction training by the end of the summer term.</p> <p>The clerk advised governors that on-line training is accessible via Modern Governor; certificates can be printed off to certify completion of the e-learning course.</p> <p>Governors asked if they could have free access to Cheshire East governor training for a short period of time; Mr Bayley agreed that the LA will look at this request in the course of discussions between the School Improvement Officer, Headteacher and Chairman on how the school is to be supported.</p> <p>It was agreed that the SCIES team will be approached and asked to deliver a bespoke governor training session on basic Safeguarding.</p> <p>Q: Is there Diocesan training available to us as well? A: Sue Noakes at the Diocese will provide information on this. As I am meeting with the Diocese on Friday, I will talk to them about this.</p> <p><i>Mr Quirk left the meeting at 7.14pm</i></p> <p>ACTIONS:</p> <ol style="list-style-type: none"> 1. All governors to complete induction training by end of the summer term. 2. Clerk to circulate the Cheshire East spring term training programme and induction training dates for the summer term. 3. Clerk to deliver induction training sessions on 14/3/17 at 6-9pm. 4. Mr Winstanley to confirm to the clerk the availability of the village hall and if available, book it for the training session. 5. SCIES team to be contacted to request a bespoke Safeguarding session 6. MH to ask Sue Noakes to inform governors of training opportunities provided by the Diocese. 7. Mr Bayley to agree a date with the Headteacher and Chairman to deliver a Pupil Premium training session to governors. <p>Diary Date: A bespoke Governor Induction training will be held at the school on Tuesday 14th March at 6-9pm.</p>	<p>Who's action</p> <p>MH</p> <p>All Clerk</p> <p>Clerk</p> <p>GW ?</p> <p>MH</p> <p>MBa</p>
	Reports/Monitoring overview	
12	<p>Headteacher overview (Staffing, Teaching and Learning, School Improvement)</p> <p>Mr Bertinshaw made a brief introductory position statement to the Board, saying that he was delighted to be at Pott Shrigley school and had received a warm welcome from the school community; he found the children to be well behaved, helpful and a delight.</p> <p>His role as headteacher is for 2.5 days a week until the summer term and looked forward to working together with all members of the school community; when results go the way you hope, that is the best way of building the future and moving on from the past. The INSET day was useful and identified places to develop, including the effectiveness of the governing board.</p> <p>Some of the data is quite varied as there are small cohorts; the small class sizes mean that things have to be looked at in a different way. A strong selling point for the school</p>	

	<p>is that it delivers a bespoke education for our children. That personalised learning is about making sure progress is right, for every individual child. A tracking system is in place and plans include looking at Early Years Foundation Stage and how that will look going forward. There is also work to do on marketing in the short and long term and it is important to develop links with other schools and establish working relationships with community partners. There is a need to develop ICT both as a working tool and for children's use. Another important priority is putting in place the documentation that the school needs to move forward, the School Development Plan and Self Evaluation. Ofsted will want to know the background of the school and the plans for the future. Continuing Professional Development for staff is a focus area; for instance, subject leadership needs to be looked at as formerly it had been shared between the schools. With the community spirit and teachers the school has got, the school was in a positive position.</p> <p>A governor said that Mr Bertinshaw has already worked hard this week; governors accepted there are operational and strategic levels but assured Mr Bertinshaw that if there was anything governors could do to help, he had only to ask.</p>	
<p>13</p>	<p>Financial position</p> <p>It was agreed to receive the report in Part Two, confidential business, at this time.</p>	
<p>14</p>	<p>De-aggregation of Federation resources</p> <p>A list of resources has been prepared; Mr Bayley, Mr Bertinshaw and the Chairman will meet to discuss what has been done so far and what remains to be resolved. The ongoing discussion would be held with both schools. It would include concerns raised by the village hall that certain of its resources needed to be returned to the Pott Shrigley building.</p> <p>Mr Bayley acknowledged that this is a unique situation and the method needs to be established. Mrs Forster suggested that it might be helpful to have a Chair to Chair meeting. It is important to work towards finding an amicable way of resolving any outstanding issues; Pott Shrigley will want to enjoy a good relationship with all its local schools.</p>	
<p>15</p>	<p>Future Priorities – SSDP</p> <p>Mr Bertinshaw confirmed that he has preparation of the School Development Plan in hand.</p>	
<p>16</p>	<p>Dates of Future Meetings</p> <p>Mrs Forster suggested that in the short term, the governing board might find it effective to work along the lines followed by an Independent Executive Board i.e. have monthly meetings in order to get urgent work done. Meeting frequency could be reviewed in the summer term.</p> <p>ACTION: It was agreed that the Headteacher and Chairman will circulate proposed dates for committee and full governors meetings and that full governors meetings will be held on a monthly basis for the time being.</p> <p><i>Mrs Collingwood left the meeting at 7.45pm.</i></p>	<p>MBe/HG</p>

	<p>Other Business</p> <p>a. Impact Statement A governor suggested that the governing board adopt the practice of putting together an impact statement at each of its meetings, summarising how the work done will improve children’s experience of the school. It was agreed to adopt this practice.</p> <p>Governors agreed that at this meeting it had;</p> <ul style="list-style-type: none"> • Received assurance from the Headteacher that the pupils conduct in school is exemplary; this is a great start on the way forward to ensure that children are happy and that every child’s learning journey is a successful one. • Made arrangements for governor training, making sure that the Board is focused on developing and understands its safeguarding responsibilities. <p>b. Financial Delegation to the Headteacher</p> <p>Governors agreed to delegate authority to the Headteacher to authorise spending up to £5,000. Any amount over this figure should be agreed with the Chairman under the Chairman’s powers to act between governors meetings, with such expenditure being reported to the governing board at its next meeting.</p> <p>c. Role of Chairman and Vice Chair Q: Are there guidelines for Chair/VC accountabilities? ACTION: Clerk to circulate guidance to the Chairman and Vice Chair.</p> <p>d. Governor recruitment</p> <ul style="list-style-type: none"> • Mr Harris advised governors that it is the role of the Governing Board to ensure that future governor appointments are made, taking into account the skills and experience that are required for effective governance. • <p>It was agreed that Mr Bertinshaw will set in place parent governor elections as there is a parent governor vacancy.</p> <ul style="list-style-type: none"> • Governors discussed the foundation governor vacancy; a governor knew of two possible candidates for the post. The clerk advised that candidates should be asked to complete the Foundation governor application form and their applications should be sent to the Diocese. 	<p>All</p> <p>Clerk</p> <p>MBe</p> <p>SW</p>
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Signed:

Dated: