

DRAFT

MINUTES OF A MEETING OF THE GOVERNING BOARD OF POTT SHRIGLEY CHURCH SCHOOL HELD AT THE SCHOOL ON 28TH MARCH 2017

Governors Present: Mr M Bertinshaw (Head teacher)
Cllr H Gaddum (Chair)
Mrs H Kennedy
Mrs J Langdon
Mrs S Milsom
Mrs J Naumkin
Mr P Quirk
Mrs K Sinclair
Mr G Winstanley
Mrs S Winstanley

Also in attendance: Ian Gatie (Clerk to the Governors)

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting started with prayers.

1. ANY OTHER BUSINESS

There were no extra items put forward.

2. ABSENCE

- 2.1. Apologies for absence were received from Mrs J Collingwood, Mr M Dean and Miss C Holliday (*Clerk's note: apologies from Miss Holliday were sent by email before the meeting but received later*).
- 2.2. Governors approved the apologies from Mrs J Collingwood, Mr M Dean and Miss C Holliday.

3. PECUNIARY/CONFLICT OF INTEREST

- 3.1. No declaration was made by a governor of a conflict or pecuniary interest between an individual and the board of governors as a whole, in connection with the business to be discussed at the meeting.

4. MEMBERSHIP

- 4.1. There have been no changes in the membership of the board of governors since the last meeting.

- 4.2. The board of governors has the following vacancies:

One parent governor
One foundation governor

The headteacher reported that the parent vacancy had been communicated to all parents and carers, but so far no nominations had been received. Governors will follow up both vacancies with potential candidates.

5. PART ONE MINUTES

- 5.1. The part one minutes of the meeting held on 1st March 2017 were confirmed as a correct record and signed by the Chair.
- 5.2. There were no matters arising from the minutes.

6. CHAIR'S ACTION

There was nothing to report.

7. COMMITTEES AND WORKING PARTIES

- 7.1. The following committee minutes were received by the board of governors:

Resource committee 10.03.17

Teaching and learning committee 22.03.17

Teaching and learning

The chair of the committee summarised the discussions held, highlighting that the terms of reference had been considered and approved and the relevant elements of the school development plan (SDP) had been reviewed. The committee had also agreed that there was a need to appoint governors with subject link responsibilities.

Resource

The chair of the committee reported that options for transport had been considered. After reviewing the costs of the various options, the committee recommended that the current minibus is retained, as there are no major costs anticipated. This position will be reviewed after the summer term.

Governors **approved** the committee's recommendation.

The chair of the committee reported that the lease for the village hall was in the name of the now-ceased federation and was, as such, invalid. Following discussions with the trustees, the only change required for a new lease agreement, apart from the school name change, would be an increase in the notice period. The school will be required to provide the trustees a notice period of six months, an increase from the current three months. The current arrangement for the notice period for the trustees remains at twenty five years. The chair of the committee commented that as the changes were nominal, the new lease will be drawn up without professional support and consequent costs.

Governors **approved** the creation of the new lease agreement.

ACTION: Gareth Winstanley to draw up lease agreement and arrange for the Diocese, Chair and Trustees to sign.

- 7.2. The following link governor roles were appointed:

Responsibility for training: Jane Langdon

Maths: Helen Kennedy

English: Sandra Milsom

RE and other subjects: Sally Winstanley

Safeguarding: Hilda Gaddum (this is a short term appointment until another governor has received relevant training)

It was noted that the school administrator will continue to manage the process to load board documents onto the school website.

8. PART ONE HEADTEACHER'S REPORT

8.1. The headteacher's report contained the following:

- Diary of school activities
- Class organisation and pupil information
- Curriculum
- Buildings and premises
- Safeguarding
- Other issues

The following issues arising from the headteacher's report were discussed:

The plans for the 'change of use' for the acquisition of land to increase the EYFS area outside have been approved.

Safeguarding records including the single central record, child protection records and DBS checks for staff and governors have all been updated.

The new provision for school meals through Adlington Primary School is successful.

A visit has been made to Hollinsclough CofE Academy to view their arrangements for parents wishing to combine home schooling with school life. This 'flexible' schooling is popular and Hollinsclough reported that they receive many enquiries that they cannot accommodate. The headteacher commented that he would recommend that the 'flexible' days were prescribed. Funding per pupil is the same as for normal maintained schools.

Governors recognised that a 'flexi' approach could encourage more parents to send their children to Pott Shrigley, which would help to improve the school's financial situation. There was some concern expressed that the proportion of 'flexi' pupils should not be a majority, as there is a desire to preserve the current ethos.

There was acceptance that there is a pressing need to increase pupil numbers and governors agreed with the principle of a 'flexi-school'. Governors **approved** that the headteacher should investigate the matter further with Hollinsclough and the Authority.

ACTION: The headteacher to monitor expressions of interest from prospective parents.

9. FINANCIAL MATTERS

9.1. Discussions relating to the budget for 2017-18 were taken in part two.

9.2. It was noted that the last audit for the Schools Financial Value Standard (SFVS) was completed for the Federation. The Authority have advised that the next audit, for Pott Shrigley Church School, will be due in twelve months.

10. STRATEGIC DEVELOPMENT PLAN (SDP)

- 10.1. The headteacher had previously circulated the SDP to governors. It was noted that governors had responded with comments and that the headteacher will update the document.

ACTION: Headteacher to update and recirculate SDP to governors.

A discussion developed around transition to secondary school. It was commented that the links to Poyton had diminished in recent years. Governors were in favour of offering a wider choice for parents of pupils leaving Pott Shrigley and would welcome a strengthening of links to Poynton High School, Tytherington School and All Hallows Catholic College. It was noted that the latter would be an option for parents wanting to retain the religious education ethos.

A governor commented that there is a need to link the SDP with a business plan that maps an increase in pupil numbers.

A governor reported on developments in the proposal to enlarge the EYFS area outside. Following planning permission for 'change of use', discussions with the two landowners have been arranged. As there will be a need to retain the character of the area, the style, as well as the cost of fencing is an important consideration. Governors were in agreement that the views of the surrounding fields should not be blocked. The chair of the resource committee is following up on the requirements for the school to bid for funding. These bids will need to be tabled before the end of April.

11. OPEN DAY

- 11.1. The arrangements for the Open Day on 31st March were discussed. It was noted that a programme of activities involving the pupils has been arranged throughout the day. The pupils on the School Council will show visitors around the premises. Registration forms for visitors to record their interest will be available together with literature provided by the Authority.

12. DIRECTORS REPORT

- 12.1. The report by the Director of Children's Services for the spring term contained the following items.

- School governance and liaison update
- Academy guidance
- Ethnicity, gender and social mobility report
- Primary school consolidated report
- Use of personal devices to take pictures of children in school
- Safeguarding children affected by domestic and relationship abuse
- Neglect
- Bully-free Cheshire East
- Cheshire East Information, Advice and Support (CEIAS)
- Permanent exclusion finance readjustment
- Exclusions training
- Schools admissions 2018-19
- What is the Apprenticeship Levy
- Virtual school update

- Responsibility of schools for learning outside the classroom

The clerk highlighted a number of items:

- Information resources that would be useful to new governors.
- Recommendation that all governors, not just the Safeguarding Governor, familiarise themselves with those items relating to safeguarding.
- Training in exclusions.
- Compliance with health and safety legislation in relation to school trips.

There was no further discussion.

13. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT

13.1. There was nothing to consider.

14. SCHOOL POLICIES

The following policy was approved by the board of governors:
Model Safeguarding and Child protection Policy

It was noted that the Manual of Internal Procedures will need to be updated to account for the de-federation.

ACTION: Headteacher, School Administrator and Chair of Resource Committee.

15. RESIDENTIAL VISITS

15.1. It was noted that no residential visits have been planned. However, one pupil will be joining the Poynton High School trip to Menai.

ACTION: Headteacher to ensure that the relevant risk assessments have been completed for this trip.

16. MEETINGS

Governors agreed that the next full governing board meetings will be held at the school commencing at 6:30 pm on the following dates:

Thursday 4th May 2017
Thursday 1st June 2017
Thursday 6th July 2017

17. ANY OTHER BUSINESS

There was no additional business.

----- Chair

----- Dated