

**MINUTES OF A MEETING OF THE GOVERNING BODY OF POTT SHRIGLEY CHURCH  
SCHOOL HELD AT POTT SHRIGLEY SCHOOL ON 21<sup>st</sup> SEPTEMBER 2017**

**Governors Present:** Cllr H Gaddum  
 Mr P Quirk Headteacher (HT)  
 Mrs J Collingwood  
 Mr M Dean  
 Mr G Winstanley  
 Mrs S Winstanley  
 Mrs J Langdon  
 Mrs S Milsom  
 Mrs K Wolfenden  
 Mrs H Kennedy  
 Mr A Rodgers  
 Miss C Holliday Associate Governor

**Also in attendance:** Miss M Wilson Clerk

**PART ONE – NON-CONFIDENTIAL BUSINESS**

	<b>Opening prayer</b>	<b>Action</b>
	Mrs Gaddum started the meeting by officially welcoming Mr Quirk as Head Teacher of Pott Shrigley School, in addition to holding the Headship at Kettleshulme. Miss Holliday was also welcomed as an Associate Governor following her re-location from Warwickshire. Mr Rodgers was introduced to the Governing Board as its new Foundation Governor.	
<b>1</b>	<b>Apologies and AOB</b> The Governing Body <b>received</b> and <b>agreed</b> to accept the apologies for absence received from Rev David Swales, Mrs Naumkin and Mrs Sinclair. There were no items of additional business raised at this point of the meeting. However, Mrs Gaddum wished to extend <b>many thanks</b> to Mr Winstanley for the work carried out during the summer holidays to provide the excellent new EYFS (Early Years and Foundation Stage) facility which is gorgeous.	
<b>2</b>	<b>Declarations of Interest</b> Governors completed their annual Declaration of Interest forms and returned them to the Clerk. Governors were asked to declare any potential pecuniary interest or conflict of interest with the business to be discussed during the meeting. No conflicts were declared.	

	It was <b>agreed</b> that Alison Hamnett, the school administrator, would update the governor details on the school website and the new Edubase alternative, Get Information about Schools.	
<b>3</b>	<p><b>Membership</b></p> <p>There are no vacancies on the Governing Body, following the appointment of Mr Rodgers.</p> <p>No terms of office are due to expire before the next meeting.</p> <p>There are no Associate members to be appointed.</p>	
<b>4</b>	<p><b>Part One Minutes and Matters Arising</b></p> <p>The minutes of the meeting of 6<sup>th</sup> July were not accepted as a correct record of the meeting and will be presented again on 16<sup>th</sup> November 2017.</p> <p><b>Action:</b> Make necessary amendments to the 6<sup>th</sup> July 2017 Part One minutes (Clerk)</p> <p>The Action Log was reviewed and updated; see the Autumn Term 2017 Action Log. The following items were discussed in more detail:</p> <ul style="list-style-type: none"> <li>Mrs Langdon will send the CE (Cheshire East) Induction programme to Mr Rodgers, Miss Holliday, Rev Swales and Mrs Kennedy once it has been released.</li> </ul> <p><b>Action:</b> Send out the ChESS (Cheshire East Services for Schools) Governor Training schedule when released (Clerk/Jane Langdon)</p> <ul style="list-style-type: none"> <li>Mr Winstanley explained that the Lease Agreement for the purchase of the new piece of land had returned from the solicitor's but there were corrections to make. These have been done and the document returned to the solicitor. Once they have been finalised the Diocese and the Village Hall Trustees need to sign the document.</li> <li>The Manual of Internal Financial Procedures (MIFP) has been re-written to take de-federation in to account. However, CE has issued a new version of the MIFP. Mr Quirk and Miss Hamnett are cross-referencing the two documents to ensure consistency. Mrs Gaddum <b>congratulated</b> the school that steady progress is being made regarding the finances.</li> <li>Mrs Gaddum suggested that Miss Holliday becomes the school's Safeguarding Officer, as she (HG) will not be available to respond to emergencies for much of the Autumn Term. This suggestion was <b>accepted</b>.</li> <li>Mrs Langdon was <b>thanked</b> for her hard work in setting up the Library, helping with EYFS and securing a large amount of resources. She explained that she had to turn some resources down because they were more suited to industry than a school.</li> <li>The Kettlehulme FGB meetings were confirmed as 21<sup>st</sup> November at 7pm, 20<sup>th</sup> March at 7pm and 18<sup>th</sup> June at 4pm.</li> <li>Mr Quirk will liaise with Kettlehulme regarding standardising his appraisal and using the same adviser (David Bell).</li> </ul>	<p><b>Clerk</b></p> <p><b>Clerk/ Jane Langdon</b></p>



	<p>Incident Briefing (Jane Langdon and Julie Collingwood)</p> <p><b>Question: Can we reinsert the word ‘Welfare’ into the Standards, Teaching and Learning Committee title?</b></p> <p><i>It was <b>agreed</b> that this would be done.</i></p> <p>b) Committee Chairs</p> <p>It was <b>agreed</b> that the Committee should appoint its own Chair at its first meeting of the academic year.</p> <p>c) Governors with Special Responsibility</p> <p>It was <b>agreed</b> that SEND (Special Educational Needs and Disability) should be Mrs Milsom; Health &amp; Safety is Mrs Langdon and Safeguarding is Miss Holliday.</p> <p>d) Review of Committee Terms of Reference (ToR)</p> <p>It was <b>agreed</b> that Committees should review their ToRs and bring them to the November FGB for approval.</p> <p><b>Action:</b> Review Committee constitution and Terms of Reference (Committee Chairs)</p> <p>e) Ad hoc Committees</p> <p>It was <b>agreed</b> that Mrs Winstanley would look at the composition of the Pupil Discipline, Staff Disciplinary/Dismissal Committee, Staff Appeals Committee and Pay Committee as part of her overall committee review.</p> <p>f) Head Teacher’s Performance Management Panel</p> <p>Mr Quirk advised Governors that it is customary to have the Chair and Vice Chair of Governors on the panel. David Bell is Mr Quirk’s preferred External Adviser. This was <b>agreed</b>.</p>	<p><b>Committee Chairs</b></p>
<p><b>7</b></p>	<p><b>Governors’ Code of Practice/Governors’ Charter</b></p> <p>This item was deferred to the November meeting because in the Autumn Director’s Report it refers to an updated CE version of the document including an additional section on breach of conduct, examples of circumstances in which a board may suspend or remove a governor and the procedure for suspension and removal of a governor in breach.</p> <p><b>Action:</b> Circulate the updated Governors’ Charter to all Governors (Clerk)</p>	<p><b>Clerk</b></p>
<p><b>8</b></p>	<p><b>Part One Reports From Committees and Reports From Governors With Special Responsibilities</b></p> <p><u>Resources: Finance, Buildings &amp;HR Report</u></p> <p>Mr Winstanley had circulated a report to all Governors in advance of the meeting. He explained the following points:</p> <ul style="list-style-type: none"> <li>• The EYFS playground work cost £4k. The Village Hall Trustees have paid for the acquisition of the land and the fencing. There are some elements of the work which need to be completed.</li> </ul>	



	<p>completing the relevant checklist.</p> <p>4.4 Appraisal: This will be completed by the end of October.</p> <p>4.2 INSET dates</p> <p><b>Question: Has there been any parental concern regarding the term date alterations?</b></p> <p><i>Response: No. Parents have been informed that for a pre-booked holiday, pupils will not receive an unauthorised absence.</i></p> <p><b>Question: Are the Christmas changes acceptable to members of staff?</b></p> <p><i>Response: Yes they are because it means that they finish earlier in the summer of 2018.</i></p> <p>4.5 School Marketing</p> <p>Mrs Gaddum advised Governors that the Macclesfield Express is aiming to print an article about the school on 6<sup>th</sup> October. They will take photos of the school w/c September 25<sup>th</sup>.</p> <p>She also advised Governors that the Phil McCann from the BBC would like to produce a follow-up piece on the school. This was <b>welcomed</b>.</p> <p>Mr Quirk showed Governors examples of the leaflets and magazine with year highlights which are distributed for Kettleshulme School. Governors thought the magazine would be a good marketing strategy. The need for care with when and where marketing materials were distributed was discussed.</p> <p>4.6 Headteacher's Schedule:</p> <p>Mr Quirk explained that this shows his schools and Governors where he should be at any given time. This was <b>welcomed</b>.</p> <p>A couple of Governors informed the Head Teacher that they had not received an electronic copy of his report.</p> <p><b>Action:</b> Check all Governor email addresses to ensure documentation for meetings is circulated (Alison Hamnett)</p>	<p><b>Alison Hamnett</b></p>
<p><b>10</b></p>	<p><b>School Development Plan (SDP)</b></p> <p>Mr Quirk explained that he had inherited Mr Bertinshaw's SDP which he is currently checking. He will update the document and circulate it to all Governors when complete.</p> <p><b>Action:</b> School Development Plan to be updated and circulated to Governors (Paul Quirk)</p> <p>Mr Dean left the meeting at 7.40pm.</p>	<p><b>Paul Quirk</b></p>
<p><b>11</b></p>	<p><b>School Performance</b></p> <p>Mr Quirk advised Governors that currently all data was un-validated. A more meaningful discussion about data can be held in November when the validated data is released.</p>	

12	<p><b>School Improvement Partner/External Adviser</b></p> <p>Mr Quirk advised Governors that he would like to use David Bell.</p>	
13	<p><b>Director's Report</b></p> <p>The Clerk informed the meeting that the Autumn Term Director's Report had been released this afternoon. She had circulated the Report to Governors but there had been no time to read it.</p> <p><b>Action:</b> CE Director's Report recommendations made to Committees (Clerk)</p>	Clerk
14	<p><b>Governor Monitoring, Training and Development</b></p> <p>Mrs Langdon informed Governors that the CE Training Modules were not yet available.</p> <p>Governors must notify Mrs Langdon of all courses attended and on-line training completed, so that she can keep an overview on record.</p> <p>Mrs Winstanley showed Governors an Improving School Governance course run by the Diocese in Liverpool in the New Year. Mrs Milsom expressed an interest in attending the course.</p> <p><b>Action:</b> Contact Sue Noakes (Chester Diocese) regarding the Improving School Governance course in Liverpool (Sally Winstanley)</p> <p><b>Action:</b> Inform Jane Langdon of any training undertaken: course attendance and on-line training (All Governors)</p>	Sally Winstanley All Governors
15	<p><b>School Policies</b></p> <p>The following policies were circulated to Governors in advance of this meeting. The following policies were <b>approved</b> by the governing body at this meeting:</p> <ul style="list-style-type: none"> <li>• Pay policy for teachers</li> <li>• Pay policy for non-teaching staff members with one paragraph requiring attention from Mrs Winstanley, Mr Quirk and/or Mrs Hamnett.</li> </ul>	
16	<p><b>Meetings</b></p> <p>The date of the next FGB meeting was <b>agreed</b> as Thursday 16<sup>th</sup> November 2017. <b>The time was changed to a 7pm start</b> as the Clerk is at another school at 4pm.</p>	
17	<p><b>Any Other Business</b></p> <p>There was no AOB.</p>	
14	<p><b>Impact Statement</b></p> <p>Mrs Gaddum deferred this item to the November meeting when the Governing Board would have had more time to assess its impact.</p>	

*The meeting moved to Part 2.*

**Signed:** .....

**Dated:** .....