MINUTES OF A MEETING OF THE GOVERNING BODY OF POTT SHRIGLEY CHURCH SCHOOL HELD AT POTT SHRIGLEY SCHOOL ON 21st 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

	Opening prayer	Action
	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.	
1	Apologies and AOB	
	The Governing Body received and agreed 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 many thanks 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.	
2	Declarations of Interest	
	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 agreed that Alison Hamnett, the school administrator, would update the governor details on the school website and the new Edubase alternative, Get Information about Schools.	
3	Membership	
	There are no vacancies on the Governing Body, following the appointment of Mr Rodgers.	
	No terms of office are due to expire before the next meeting.	
	There are no Associate members to be appointed.	
4	Part One Minutes and Matters Arising	
	The minutes of the meeting of 6 th July were not accepted as a correct record of the meeting and will be presented again on 16 th November 2017.	
	Action: Make necessary amendments to the 6th July 2017 Part One minutes (Clerk)	
	The Action Log was reviewed and updated; see the Autumn Term 2017 Action Log. The following items were discussed in more detail:	
	 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. 	Clauld
	Action: Send out the ChESS (Cheshire East Services for Schools) Governor Training schedule when released (Clerk/Jane Langdon)	Clerk/ Jane Langdon
	 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. 	
	 The Manual of Internal Financial Procedures (MIFP) has been rewritten 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 congratulated the school that steady progress is being made regarding the finances. 	
	 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 accepted. 	
	Mrs Langdon was thanked 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.	
	 The Kettleshulme FGB meetings were confirmed as 21st November at 7pm, 20th March at 7pm and 18th June at 4pm. 	
	 Mr Quirk will liaise with Kettlehulme regarding standardising his appraisal and using the same adviser (David Bell). 	

Question: What is an SDP (School Development Plan)? Response: It is a document put together by the Head Teacher to plan the school's priorities for the future. It was agreed that Mr Rodgers and Mr Winstanley should meet to familiarise Mr Rodgers will the basics of governance before his induction. **Action:** Add the following items to the 16.11.17 meeting agenda: Governors' Charter to be signed Appraisal Policy approval PM Review for the HT to be agreed Clerk Adopt constitution and Terms of Reference for Committees School Performance Director's Report feedback Meeting dates tbc (Clerk) 5 **Chairs Action** There has been no Chair's Action since the June meeting. **Committees and Nominated Governors** 6 Committee Membership a) An overview of Committee membership had been circulated to Governors as part of this evening's agenda. It was agreed that Miss Holliday should sit on the Standards, Teaching and Learning Committee and that Mr Rodgers should sit on the Resources: Finance, Buildings & HR Committee. Mr Winstanley asked if the Governors would consider increasing the number of committees to share the work out more as the Resources: Finance, Buildings & HR Committee had a lot of work to do. It was agreed that Mrs Winstanley, Mrs Langdon and Mrs Milsom would meet to review the work done by the committees, review various committee models, review methods of sharing information and begin to look at succession planning for the future. Sally **Action:** Review the Committee structure with a view to spreading the Winstanley workload and look at succession planning (Sally Winstanley) Question: Is there a risk that the Governing Board is becoming too operational in its approach? Response: Possibly. There has been a lot of legacy work which has needed to be done, following de-federation and once it is completed Governors can return to their more strategic role. Mr Quirk will then take over the operational duties. Thanks were extended to Mr Winstanley for all of the work he has done during the transition period. Question: Who is attending the CE Emerging and Critical Incidence Planning and Compliance meeting on 4th October? Response: It was agreed that Mrs Langdon and Mrs Collingwood would go. JL/JC **Action:** Attend the CE Emergency Planning, Compliance and Critical

	Incident Briefing (Jane Langdon and Julie Collingwood)	
	Question: Can we reinsert the word 'Welfare' into the Standards, Teaching and Learning Committee title?	
	It was agreed that this would be done.	
	b) Committee Chairs	
	It was agreed that the Committee should appoint its own Chair at its first meeting of the academic year.	
	c) Governors with Special Responsibility	
	It was agreed that SEND (Special Educational Needs and Disability) should be Mrs Milsom; Health & Safety is Mrs Langdon and Safeguarding is Miss Holliday.	
	d) Review of Committee Terms of Reference (ToR)	
	It was agreed that Committees should review their ToRs and bring them to the November FGB for approval.	
	Action: Review Committee constitution and Terms of Reference (Committee Chairs)	Committee
	e) Ad hoc Committees	Chairs
	It was agreed 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.	
	f) Head Teacher's Performance Management Panel	
	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 agreed.	
7	Governors' Code of Practice/Governors' Charter	
	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.	
	<u>Action:</u> Circulate the updated Governors' Charter to all Governors (Clerk)	Clerk
8	Part One Reports From Committees and Reports From Governors With Special Responsibilities	
	Resources: Finance, Buildings &HR Report	
	Mr Winstanley had circulated a report to all Governors in advance of the meeting. He explained the following points:	
	 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. 	

	Action: Follow up outstanding EYFS building work (Paul Quirk)	Paul Quirk
	 The Library looks good. Mrs Langdon explained to Governors that the company which provided the bookcase did an article and link advertising the Library and asked what further resources were needed. The school provided a wish-list and those items are pending. Mrs Winstanley was thanked for her deep clean of the school 	
	 Mrs Winstanley was thanked for her deep clean of the school minibus following its visits to Forest School. 	
	Question: Is the school planning to thank the Trustees for paying for their financial support in the EYFS project?	
	Response: Special mention was made of Mr Geoff Parker who raised money from birthday 'gifts' for the school. It was agreed that Mr Parker would be invited in to school for the children to thank him.	Paul Quirk
	Action: Invite Geoff Parker in to school as a 'thank you' for his donation to the school (Paul Quirk)	r dur Quirk
	There has been no meeting of the Community, Admission, Pay or Standards, Teaching & Learning Committees since 6 th July 2017.	
	There were no reports from Governors with special responsibilities.	
	The Governing Board approved the school auditor in its July 2017 meeting.	
	Mr Winstanley showed Governors a copy of the Unofficial School Fund account which has been signed off. There is currently £170 in the account. It is a cheque book account which is used for the purchase of small items, however there has been no account activity since January 2017. Mr Winstanley confirmed that the signatories on the account were himself, Mr Quirk and Mrs Hamnett.	
	It was agreed that the SFVS (Schools Financial Value Standard) should be discussed at the Resources: Finance, Buildings & HR Committee meeting and the necessary measures taken to complete the document by the submission date of 31 st March 2018.	Gareth
	Action: Planning for the submission of the SFVS in March 2018 (Gareth Winstanley)	Winstanley
9	Part One Headteacher's Report and Matters Arising	
	The Report had been circulated to Governors in advance of the meeting. Mr Quirk expanded on the following points:	
	1.2 SEND:	
	Following the retirement of the SENDCo (Special Educational Needs and Disability Co-ordinator), Liam Muirhead will be supporting the school. He is based at Lacey Green Academy but is known by Mr Quirk from doing the Merseyside and Cheshire GTP (Graduate Training) programme.	
	4.1 Safeguarding & Prevent:	
	Catherine Hill from the Safeguarding Children in Education Settings Team (SCiES) team has visited the school following the involvement of Ofsted in the Summer Term to provide follow-up paperwork. Mr Quirk is currently	

	completing the relevant checklist.	
	4.4 Appraisal:	
	This will be completed by the end of October.	
	4.2 INSET dates	
	Question: Has there been any parental concern regarding the term date alterations?	
	Response: No. Parents have been informed that for a pre-booked holiday, pupils will not receive an unauthorised absence.	
	Question: Are the Christmas changes acceptable to members of staff?	
	Response: Yes they are because it means that they finish earlier in the summer of 2018.	
	4.5 School Marketing	
	Mrs Gaddum advised Governors that the Macclesfield Express is aiming to print an article about the school on 6 th October. They will take photos of the school w/c September 25 th .	
	She also advised Governors that the Phil McCann from the BBC would like to produce a follow-up piece on the school. This was welcomed.	
	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.	
	4.6 Headteacher's Schedule:	
	Mr Quirk explained that this shows his schools and Governors where he should be at any given time. This was welcomed .	
	A couple of Governors informed the Head Teacher that they had not received an electronic copy of his report.	
	<u>Action:</u> Check all Governor email addresses to ensure documentation for meetings is circulated (Alison Hamnett)	Alison Hamnett
10	School Development Plan (SDP)	
	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.	
	Action: School Development Plan to be updated and circulated to Governors (Paul Quirk)	Paul Quirk
	Mr Dean left the meeting at 7.40pm.	
11	School Performance	
	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.	
Pag	e 6 of 8	

12	School Improvement Partner/External Adviser	
	Mr Quirk advised Governors that he would like to use David Bell.	
13	Director's Report	
	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.	
	Action: CE Director's Report recommendations made to Committees (Clerk)	Clerk
14	Governor Monitoring, Training and Development	
	Mrs Langdon informed Governors that the CE Training Modules were not yet available.	
	Governors must notify Mrs Langdon of all courses attended and on-line training completed, so that she can keep an overview on record.	
	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.	Sally
	<u>Action:</u> Contact Sue Noakes (Chester Diocese) regarding the Improving School Governance course in Liverpool (Sally Winstanley)	Winstanley All
	Action: Inform Jane Langdon of any training undertaken: course attendance and on-line training (All Governors)	Governors
15	School Policies	
	The following policies were circulated to Governors in advance of this meeting. The following policies were approved by the governing body at this meeting:	
	Pay policy for teachers	
	 Pay policy for non-teaching staff members with one paragraph requiring attention from Mrs Winstanley, Mr Quirk and/or Mrs Hamnett. 	
16	Meetings	
	The date of the next FGB meeting was agreed as	
	Thursday 16 th November 2017. The time was changed to a 7pm start as the Clerk is at another school at 4pm.	
17	Any Other Business	
	There was no AOB.	
14	Impact Statement	
	Mrs Gaddum deferred this item to the November meeting when the Governing Board would have had more time to assess its impact.	

The meeting moved to Part 2.

Signea	
Dated:	