

**MINUTES OF A MEETING OF THE GOVERNING BODY OF POTT SHRIGLEY  
CHURCH SCHOOL HELD AT POTT SHRIGLEY SCHOOL  
ON 16<sup>th</sup> NOVEMBER 2017**

**Governors Present:** Cllr H Gaddum (HG) Chair of Governors  
 Mr P Quirk (PQ) Headteacher (HT)  
 Mrs J Collingwood (JC)  
 Mrs J Naumkin (JN)  
 Mr G Winstanley (GW)  
 Mrs S Winstanley SW)  
 Mrs J Langdon (JL)  
 Mrs S Milsom (SM)  
 Mrs K Wolfenden (KW)  
 Mrs K Sinclair (KS)  
 Mr A Rodgers (AR)  
 Rev D Swales (DS)  
 Miss C Holliday (CH) Associate Governor

**Also in attendance:** Miss M Wilson (MW) Clerk

**PART ONE: NON-CONFIDENTIAL BUSINESS**

	<b>Opening prayer</b>	<b>Action</b>
<b>1</b>	<p><b>Apologies and AOB items</b></p> <p>The Governing Board <b>received</b> and <b>agreed</b> to accept apologies from Mr Dean and Mrs Kennedy.</p> <p>No apologies were received from Mr Rodgers. His attendance at the meeting is expected.</p> <p>There were no additional items of business raised at this point in the meeting.</p>	
<b>2</b>	<p><b>Conflict of Interest</b></p> <p>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.</p>	
<b>3</b>	<p><b>Membership</b></p> <p>There are no vacancies on the Governing Body.</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>	

<p><b>4</b></p>	<p><b>Part One Minutes and Matters Arising</b></p> <p>The minutes from the Summer 2017 and the Autumn 1 meeting were circulated to Governors in advance of the meeting. The Autumn 1 meeting Action Log was also circulated to Governors in advance of the meeting.</p> <p>The amended minutes from the 6<sup>th</sup> July were <b>accepted</b> as a correct record of the discussion held, were signed by the Chair and were retained in school.</p> <p>The minutes of the meeting of 21<sup>st</sup> September were <b>accepted</b> as a correct record of the discussion held, were signed by the Chair and were retained in school. They were proposed by Mrs Winstanley and seconded by Mrs Langdon.</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>• Mr Dean and Mrs Kennedy will need to sign the Governors' Charter at their earliest convenience.</li> </ul> <p><b>Action:</b> Complete Governors' Charter at the Spring FGB (Clerk)</p> <ul style="list-style-type: none"> <li>• Reverend Swales and Miss Holliday have commenced their Governor Induction training with CE. Mrs Kennedy and Mr Rodgers are still to enrol on the training. This will be done in the Spring Term.</li> </ul> <p><b>Action:</b> Enrol on CE Governor Induction Training in the Spring Term (Helen Kennedy and Anton Rodgers)</p> <ul style="list-style-type: none"> <li>• The Lease Agreement is currently being reviewed by the Village Hall Trustees before being signed off by the Diocese.</li> <li>• Mrs Gaddum has contacted the BBC to make a follow-up programme showing Pott Shrigley School's progression since the proposed closure was reported. She is awaiting a response.</li> <li>• <b>Thanks</b> were extended to Mrs Langdon who has worked very hard to provide all Link Governors with Governor Visit guidance, guidance on completing Learning Walks and a series of questions for Governors to ask whilst in school. In addition to emailing this information to Governors, Mrs Langdon has lodged a folder containing all of the relevant documents in Mrs Hamnett's office.</li> <li>• <b>Thanks</b> were extended to Mrs Winstanley for reviewing the Committee structure. The new Committee Structure was circulated to all Governors in advance of the meeting. Mrs Naumkin raised a number of questions of the document: advising that Safeguarding should be reported annually to the Governing Board and is not the remit of one individual; HR sits more appropriately with Resources and not Safeguarding and finally, the Head Teacher's Performance Management is traditionally carried out by the Chair and Vice Chair of Governors. Mrs Winstanley explained that the objective of the review was to attempt to balance the workload of the individual</li> </ul>	<p><b>Clerk</b></p> <p><b>Helen Kennedy/ Anton Rodgers</b></p>
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	<p>committees. She <b>agreed</b> that she would review the structure again. Mrs Naumkin advised that she was no longer in a position to chair a committee.</p> <p><b>Action:</b> Continue the review of the Committee structure (Sally Winstanley)</p> <ul style="list-style-type: none"> <li>• Mrs Langdon reported back to the Governing Board from the CE Critical Incidents training session on 4<sup>th</sup> October: informing the Governing Board that the school needed to put lockdown procedures in place as soon as possible: with the school having an alarm which was separate to the fire alarm and where members of staff used a 'safe' word to convey danger.</li> <li>• <b>Thanks</b> were extended to Mrs Langdon for her support during the recent CE Health and Safety Review. Mrs Langdon explained that she accompanied the caretaker on a walk-around before the review, created an action plan and was able to show this to CE. The CE review commented upon a marked improvement in Pott Shrigley's Health and Safety awareness.</li> <li>• Mr Quirk advised Governors that he and Mr Winstanley were attending a meeting with Steve Lancaster (Diocesan Consultant on Building and Development) on 20<sup>th</sup> November to finalise any outstanding issues regarding the EYFS (Early Years and Foundation Stage) building work.</li> <li>• Mr Winstanley informed Governors that the SFVS (School Financial Value Statement) training he was due to attend on 13<sup>th</sup> November had been cancelled. He is now booked on the training in January 2018. He advised Governors that, whilst the SFVS comes under the remit of the Resources Committee, he and Mrs Langdon would complete the form for approval at the next FGB. Mr Winstanley further advised that a 'good' rating did not mean that the school's finances were good but that the Governors had simply completed the forms correctly.</li> <li>• Mrs Langdon advised Governors that if they are unable to access Modern Governor for on-line training opportunities they have three options: to phone the Modern Governance help line; to phone herself or to delete all of their trial data and register afresh.</li> <li>• Mrs Naumkin advised Governors that she had met with Mr Quirk and a representative from Ketteshulme St James' CE Primary School to review the Head Teacher's Performance Management. A further meeting is pending.</li> </ul> <p>There were no matters arising from the minutes of the Autumn 1 Part 1 minutes or from the Action Log.</p> <p>Mr Rodgers arrived at 7.06pm.</p>	<p><b>Sally Winstanley</b></p>
<p><b>5</b></p>	<p><b>Chair's Action</b></p> <p>There has been no Chair's action since the September 2017 meeting.</p>	

6	<p><b>Committee and Nominated Governors</b></p> <p>a) The Committee Structure was discussed as part of the Action Log review.</p> <p>b) The Committee Chairs will be determined when each committee meets for the first time officially.</p> <p>c) The Committee Terms of Reference had been circulated to all Governors in advance of the meeting. There was no discussion of the Terms of Reference. They will be reviewed at the first formal committee meeting of the year.</p> <p>d) It was <b>agreed</b> that the Pupil Discipline, Staff Disciplinary/Dismissal, Staff Appeals and Pay Committee membership would be decided when required.</p>	
7	<p><b>Governors' Code of Practice/Governors' Charter</b></p> <p>This document had been circulated to Governors in advance of the meeting.</p> <p>All Governors present <b>signed</b> the document. Mr Dean and Mrs Kennedy are to sign the document at their earliest convenience. This was actioned in Item 4 of the agenda.</p>	
8	<p><b>Part One Reports from Committees and Reports from Governors With Special Responsibilities</b></p> <p><u>The Resources: Finance, Buildings and HR Committee</u> minutes from the meeting held on 2nd November 2017 were circulated to Governors in advance of the meeting.</p> <p>Mr Winstanley asked for any questions regarding the minutes. The following points were made:</p> <ul style="list-style-type: none"> <li>• Mrs Gaddum expressed <b>thanks</b>, on behalf of the Governing Board, towards Mr Parker and the Church for their generous donations; she <b>thanked</b> the Parent Teacher Association (PTA) for their support regarding the funding for a coach for the Pantomime trip. <b>Thanks</b> were also extended to the support received from Waitrose. Mrs Gaddum remarked that the community was very supportive at the current moment in time.</li> <li>• Mr Winstanley advised Governors that an application has been submitted to the Poynton Local Area Partnership for a £250 grant to update the CCTV (Close Circuit TV) coverage of the main gate and playground areas. The notification date for successful bids was unknown.</li> <li>• Mr Winstanley advised Governors that he would draft a letter to the Diocese to raise concerns regarding the standard of work by the company used for the EYFS building project. He explained that all of the remedial work was small scale but time consuming.</li> </ul>	<p><b>Gareth Winstanley</b></p>

<p><b>Action:</b> Write a letter of concern to the Diocese regarding the EYFS building contractors (Gareth Winstanley)</p> <ul style="list-style-type: none"> <li>The kitchen staff vacancy has been filled by a midday supervisor. The school is currently in the process of replacing that midday supervisor.</li> </ul> <p><b>Question: Is the role currently being covered by staff?</b>  <i>Response: It is.</i></p> <ul style="list-style-type: none"> <li>The ‘Nest in the Woods’ Forest School trip will resume in the Spring Term. Mr Quirk advised the Governing Board that the Forest School partnership with the school is strong and the providers have aim to provide staff training for Pott Shrigley teachers.</li> <li>Mr Winstanley advised Governors that he will discuss the CE Schools’ Consultation Document regarding The Funding Formula with Mr Quirk. There is a short turn around time on the document which offers three models for schools to choose from. Mr Winstanley’s preferred choice is Model 1 where schools would receive a larger lump sum of funding to work with.</li> </ul> <p><b>Question: Has any of the extra funding been seen by schools yet?</b>  <i>Response: No. The extra funding will go to the LA and they will allocate it to schools. The new formula will be introduced in 2020.</i></p> <p><b>Action:</b> Respond to the Schools’ Forum Finance Consultation document (Gareth Winstanley and Paul Quirk)</p> <ul style="list-style-type: none"> <li>Mr Winstanley advised that the Resources Committee had discussed and agreed the need for a Village Trustee Link Governor and he offered to undertake the role. The decision was <b>approved</b>. Mr Winstanley informed Governors that the Village Trustees had recently offered to fund £1,300 to repair the school’s heating system.</li> <li>Mrs Naumkin informed Governors that the Friends of Pott Shrigley organisation has not been formalised to date. It still has no bank account. Mrs Gaddum stated that the school was lucky to have such a strong support base. It was <b>agreed</b> that the threats of closure have brought a new found harmony between the interests in the village.</li> </ul> <p>Mrs Milsom tabled an unofficial report from the <u>Teaching and Learning Committee</u> which had met on 14<sup>th</sup> November 2017. She advised Governors that the report is for information only as the meeting was not quorate. Key points raised included:</p> <ul style="list-style-type: none"> <li>Parents were pleased with what was happening in school: the children were happy and settled; they were making progress; they were receiving a good experience in a nice physical space.</li> <li>The Flexi-School approach is working well from a numbers perspective: four more children have started the programme. The</li> </ul>	<p style="text-align: right;"><b>Gareth Winstanley/ Paul Quirk</b></p>
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	<p>programme does provide flexible personalised learning, which is outstanding. From a staffing perspective: there are logistical issues regarding allocation of teachers and spaces to work in.</p> <p><b>Question: What impact does the Flexi-School approach have on the staff?</b>  <i>Response: Members of staff have a lot of running around to do mentally and physically: setting up two spaces and retaining a lot of information during the day.</i></p> <p>A vote of <b>thanks</b> was extended to all members of staff and the Teaching Assistants, who are a credit to the school.</p> <ul style="list-style-type: none"> <li>The Governing Board was advised that the school has already been visited by Daisy Bank School and further visits from Bollington Pre-School and Poynton are to be scheduled.</li> </ul>	
<p><b>9</b></p>	<p><b>Financial Matters</b></p> <p>The copy of the annual accounts of the Unofficial School Fund and the audit certificate were received at the September meeting. The SFVS completion arrangements had been discussed when reviewing the Action Log in Item 4 of the agenda. The Manual for Internal Financial Procedures was reviewed at the Resources meeting. The budget versus actuals for the current year and the progress against the 3 year budget plan were referred to the Part 2 minutes.</p> <p><u>Purchase of annual contracts:</u>  Mr Winstanley advised Governors that the cleaning and window cleaning contracts are currently under review.</p> <p>Mr Winstanley requested that the appointment of an auditor be deferred to later in the academic year. This was <b>agreed</b>.</p> <p><b>Action:</b> Seek advice on when to add appointment of auditor to the FGB agenda (Clerk)</p> <p>It was at this point that the Clerk advised the Governing Board that it might be advisable for the school to set its own second meeting agenda, rather than using the CE generic agenda, to ensure that the items are more relevant to the time period. This was <b>agreed</b>.</p>	<p><b>Clerk</b></p>
<p><b>10</b></p>	<p><b>Part One Head Teacher's Report</b></p> <p>The Head Teacher's Report had been circulated to Governors in advance of the meeting.</p> <p>The following points were made:  1.4 School Development Plan</p>	

	<p>Mr Quirk has taken the existing School Development Plan for 2016/2017; reviewed it; updated it; passed it to Mr Dean to make some amendments and the new document has been circulated to all Governors. Mr Quirk advised Governors that the document provides a series of overviews which are then drilled down in to. At the end of the year, Mr Quirk advised Governors that he would review the progress which the school has made in each section. A copy of the document is retained in the school office.</p> <p>4.5 Appraisal:</p> <p>Mr Quirk advised Governors that the staff appraisal process has been completed; staff targets and training needs have been identified and an anonymised document produced for Ofsted purposes..</p> <p>4.7: Categorisation of Schools</p> <p>Mr Quirk advised Governors that he has received the official 'Categorisation of Schools' notification which states that Pott Shrigley is in the 'Intensive category for 2017/2018 whereby evidence shows trends of sustained vulnerability which requires more long term support/challenge to accelerate whole school improvement'.</p> <p>Mr Quirk advised Governors that this rating is based on the identification of an issue: in Pott Shrigley's case the low pupil numbers following the threat of closure.</p> <p><b>Question: Can this 'requires more long term support' lead to practical and financial support being forthcoming from the LA?</b> <i>Response: It is unlikely.</i></p> <p><b>Question: Would the rating lead to increased School Improvement Partner (SIP) support?</b> <i>Response: No.</i></p> <p>Mr Quirk added that the Educational Welfare Officer (EWO) made a recent visit to the school and confirmed the attendance figure as 93.13%. It was <b>agreed</b> that this is a high figure for such a small school. The majority of the absence was for a known medical condition.</p>	
11	<p><b>School Development Plan</b></p> <p>This document had been circulated to Governors in advance of the meeting.</p> <p>There was no further discussion of the document held.</p>	
12	<p><b>School Performance</b></p> <p><u>Data</u> Appendix 1 of the Head Teacher's Report provided a breakdown of data:</p>	

	<ul style="list-style-type: none"> <li>• KS1 Phonics Screening for Y1 and Y2; SATs results in Reading, Spelling Punctuation and Grammar, Maths and a combined score; Teacher Assessment results.</li> <li>• KS2 SATS results in Reading, Spelling Punctuation and Grammar, Maths and a combined score; Teacher Assessments.</li> <li>• Whole school progress during the full year to 207 in Reading, Writing and Maths.</li> </ul> <p>Mr Quirk advised Governors that all of this data can be accessed from the Analyse School Performance (ASP) website which provides an instant picture of the school's current position.</p> <p>Mrs Winstanley advised the Governing Board that she had attended CE ASP training on the 15<sup>th</sup> November 2017.</p> <p><u>Attendance targets</u></p> <p>Mr Quirk advised Governors that currently the attendance target is 95%. This was <b>agreed</b> to be the school's target.</p> <p><b>Question: How do the Flexi-School students affect the attendance percentage?</b></p> <p><i>Response: Whole school attendance, including the Flexi-School students is 90.5%. When the children are not in school they are recorded as an unauthorised absence.</i></p> <p>This was deemed to be quite harsh.</p> <p>Mr Quirk further advised Governors that children under the age of 5 had an attendance code of x, their absence is not recorded as they fall below the compulsory school age.</p>	
13	<p><b>Director's Report</b></p> <p><u>Action:</u> CE Director's Report recommendations made to Committees (Clerk)</p>	Clerk
14	<p><b>Governor Monitoring, Training and Development</b></p> <p>Mr and Mrs Winstanley had attended the CE Ofsted Ready Course which, they informed the Governing Board, had provided them with valuable advice for the school:</p> <ul style="list-style-type: none"> <li>• keeping the school website up-to-date and statutorily compliant;</li> <li>• understanding how transition works from the primary to the secondary sector but also from year to year within the school;</li> <li>• understanding the school's SDP;</li> <li>• knowing about Pupil Premium and</li> <li>• understanding the current position of the school</li> </ul> <p>The Governing Board was advised that:</p> <ul style="list-style-type: none"> <li>• Mr Dean was the website Link Governor</li> <li>• Mrs Hamnett is ensuring website compliance</li> <li>• Mrs Langdon has produced a resource file with all of the relevant documentation needed for an inspection</li> </ul>	

	<ul style="list-style-type: none"> <li>• Mr Winstanley would circulate the Ofsted Ready course materials to all Governors</li> <li>• If they can book on to a CE course to do so as the school has bought back the Training package</li> </ul> <p><b>Action:</b> Email the Ofsted Readiness course materials to Governors (Gareth Winstanley)</p> <p>The Clerk was asked if it was prudent to hold an Ofsted Ready meeting. She advised that many schools do hold meetings to familiarise Governors with the documentation and the style of questions which can be asked.</p> <p><b>Action:</b> Add an agenda item to the Spring Term 1 FGB agenda: Ofsted Readiness (Clerk)</p> <p><b>Action:</b> Begin Ofsted Readiness preparations (All Governors)</p>	<p><b>Gareth Winstanley</b></p> <p><b>Clerk</b></p> <p><b>All Governors</b></p>
15	<p><b>School Policies</b></p> <p>The Staff Appraisal and Link Governor Policies were circulated to Governors in advance of the meeting.</p> <p>It was <b>agreed</b> that the Staff Appraisal Policy would be approved at the Spring FGB meeting.</p> <p><b>Action:</b> Add an agenda item to the Spring Term 1 FGB agenda: To approve the Staff Appraisal Policy (Clerk)</p> <p>The Link Governor Policy was <b>approved</b>.</p> <p>Governors were advised that the Flexi-School Contract and Policy were to be approved by the Teaching and Learning Committee at their next meeting.</p>	<p><b>Clerk</b></p>
16	<p><b>Meetings</b></p> <p>The date of the Spring Term meetings were <b>agreed</b>:  Spring 1 to be held on Thursday 1<sup>st</sup> February 2018 at 6.30pm.  Spring 2 to be held on Tuesday 13<sup>th</sup> March 2018 at 6.30pm.</p> <p><b>Action:</b> Check the Spring and Summer dates on the CE schedule  Notify absent Governors of the dates (Clerk)</p>	<p><b>Clerk</b></p>
17	<p><b>Any Other Business</b></p> <p><u>Invitations</u>  Reverend Swales invited Governors to attend the Sunday service at 10.30 when Bibles would be presented to Reception and Y3 pupils.  Reverend Swales further informed Governors of a charity cocktail party being held at Shrigley Hall on 27<sup>th</sup> November 2017.</p>	

18	<p><b>Impact Statement</b></p> <p>It was commented that this section is where Governors reflect upon how their meetings impact upon the students and the workings of the school.</p> <p>The Clerk suggested the following statements:</p> <ul style="list-style-type: none"> <li>• Ensuring clarity of vision, ethos and strategic direction: Governors reviewed the Flexi-School approach used at Pott Shrigley to accommodate students of all needs within the community and were appraised of the impact of Flexi-Schooling on members of staff within the school.</li> <li>• Holding the Head Teacher to account for the educational performance of the school: Governors received and reviewed the school's data from 2016/2017.</li> <li>• Overseeing the financial performance of the school ensuring value for money: Governors were advised of the work of the Resource Committee and its constant vigilance when looking for additional sources of funding to assist the school's budget.</li> </ul> <p>Mrs Milsom left the room between 8.24 and 8.26pm.  Mrs Collingwood left the meeting at 8.25pm.  Mr Rodgers left the meeting at 8.36pm.</p>	

The meeting moved to Part Two.

..... Chair

..... Date