

**MINUTES OF A MEETING OF THE GOVERNING BODY OF POTT SHRIGLEY CHURCH
SCHOOL HELD AT POTT SHRIGLEY SCHOOL ON 6th JULY 2017**

Governors Present: Cllr H Gaddum
 Mr M Bertinshaw Acting Headteacher (AHT)
 Mrs J Collingwood
 Mr M Dean
 Mrs J Naumkin
 Mr G Winstanley
 Mrs S Winstanley
 Mrs J Langdon
 Mrs S Milsom
 Mr P Quirk
 Mrs K Sinclair
 Rev D Swales
 Mrs K Wolfenden

Also in attendance: Mrs J Carter Clerk

PART ONE – NON-CONFIDENTIAL BUSINESS

| | Opening prayer | Action |
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| 1 | <p>Apologies and AOB</p> <p>The Governing Body agreed to accept the apologies for absence received from Miss C Holliday and Mrs H Kennedy.</p> <p>The governors discussed that Miss Holliday is re-locating from Warwickshire so will be expected to attend meetings from September 2017.</p> <p>There were a number of AOB items raised, see Item 13.</p> | |
| 2 | <p>Declarations of Interest</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> | |
| 3 | <p>Membership</p> <p>There are no vacancies on the Governing Body.</p> | |
| 4 | <p>Part One Minutes and Matters Arising</p> <p>The minutes of the meeting of 13th June 2017 were agreed as an accurate record of the meeting and signed by the Chair. There were no matters arising.</p> <p>The Action Log was reviewed and updated; see the summer term 2017 action log.</p> | |
| 5 | <p>Chairs Action</p> | |

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| | <p>Mrs Gaddum reported that:</p> <ul style="list-style-type: none"> • She has updated the Pott Shrigley Parish Council on the appointment of Mr P Quirk as Headteacher of Pott Shrigley. The Chair thanked Gareth Winstanley for attending the meeting. • Planning permission; the Head of Planning for National Parks is currently on holiday. Mrs Gaddum has spoken to the planning officer in regards the boundary treatment of the EYFS fencing rather than a dry stone wall. The response letter stated that the fencing was not deemed appropriate, although fencing near the brook would be allowed. A temporary fence could be used whilst the wall being built. Full planning permission is required. The governing body stated that it was good news that the fencing could be used on a temporary basis, and within the smaller play area. • She has reviewed the Safeguarding at school with the Head and confirms all up to date for the summer term 2017. <p>Gareth Winstanley confirmed that the Village Hall is also looking into alternatives for the boundary and have been reviewing the use of railings. The plan is to use the LCVAP grant for the fencing.</p> | |
| <p>6</p> | <p>Part One Reports from Committees and Reports from Governors with Special Responsibilities</p> <p>Community Committee</p> <p>There had been no Community Committee since the 13th June 2017 governing board meeting.</p> <p>Resources Committee, 21st June 2017</p> <p>Mr Winstanley circulated a report to governors in advance of the meeting. The main issue is the conversion of the outside storeroom to a washroom. GW advised that the costs for the conversion could come out of the Diocese grant, however requires ratifying by the full governing body. <u>The governing body agreed to this.</u></p> <p>Teaching and Learning committee</p> <p>There had been no Teaching and Learning Committee since the 13th June 2017 governing board meeting.</p> | |
| <p>7</p> | <p>School Budget</p> <p><u>Approval of the 2017/18 formal annual budget</u></p> <p>The three year budget plan (2017/18 to 2019/20) and the 2017/18 consistent financial reporting (CFR) summary had been issued to all governors in advance of the meeting.</p> <p>2017/18 Budget includes a projected income of £251.9k, projected expenditure</p> | |

of £252.7k, budget shortfall of £836; however after the balance brought forward a projected carry forward of £2,851.

The governing body agreed to submit the 2017/18 budget with the addition of a £23k reimbursement (which is outstanding).

Approval of the auditor for the School's Fund

GW confirmed that the proposal for the auditor of the school's fund is a retired bank manager (Alan Snelson) who lives in the village. The governing body agreed to this.

Changes to the signatories for the School's Fund

The current signatories are Alison Hamnett, Mel Walker, Mike Ackermann and Andy Hodgkinson.

The suggestion was to change the signatories to Paul Quirk, Gareth Winstanley and Alison Hamnett. The governing body agreed to this.

Best value statement

GW had issued a best value statement to the governing body in advance of the meeting. He confirmed it was a generic statement used by other schools.

The Chair and the governing body thanked Gareth Winstanley for all his work around Finance.

8 Part One Headteacher's Report and Matters Arising

The Headteacher had issued a report to governors in advance of the meeting. He highlighted the following:

- Delighted to welcome Rev Swales to school who has been attending assemblies.
- Two children going to other schools have made good visits.
- Writing moderation from LA for KS2 was conducted in a professional manner.
- Stone Age acting was fun for the children.
- Forest School Activities enjoyed by all the children.
- Engaging Maths week.

Additions to the report:

- KS2 results successful and staff are delighted.
- Phonics Y1 very strong.
- KS1 results great.
- All pupils achieved national standards; apart from one pupil below in writing.

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| | <ul style="list-style-type: none"> Parents questionnaire (13 out of 17 responses) – feedback included requirement for greater communication on Healthy Lifestyles. General agreement on improvements from parents aligned with schools plans. <p>Action: Provide a reminder to parents to complete Parent View by the end of the summer term 2017 (Head)</p> <p>The Chair thanked the Head for the report and how far school has come from February 2017.</p> | Head |
| 9 | <p>School Development Plan</p> <p>The Head had updated the plan with areas to be carried into the autumn term 2017.</p> | |
| 10 | <p>Governor Development</p> <p>Jane Langdon confirmed that she had attended a Link Governor training course last week. The main suggestion from the course was that schools doing well had policies for each link governor to confirm their role. Jane has example policies and questions.</p> <p>Also, one school on the course had a governor of the month where one governor attended school for a session (one hour) and conducted a walk around with the Headteacher, visited the classrooms and talked with pupils.</p> <p>Action: Ensure that there is a policy for each link governor (Jane Langdon).</p> <p>Action: Write a brief role for each governor (Jane Langdon).</p> <p>Paul Quirk confirmed that when governors attend school they get a deeper knowledge of the school.</p> <p>Rev Swales stated that it would be great to get a connection with the governors and the pupils; attend assemblies and worship.</p> <p>Question: Does the school subscribe to the Fischer Family Trust (FFT) dashboard?</p> <p><i>Response: Yes. Have completed this review at the Curriculum Committee.</i></p> | Jane Langdon Jane Langdon |
| 11 | <p>School Policies</p> <p>The following policies were approved by the governing body at this meeting:</p> <ul style="list-style-type: none"> Teachers Appraisal Pay Policy <p>The Head confirmed that these are based on the LA model policies. He confirmed that Jane Naumkin reviewed the policies given her HR background.</p> <p>Governors requested that the policies are issued in advance of the meeting to all governors going forward.</p> <p>Action: Issue the Teachers Appraisal and Pay Policy to all governors for review (Head).</p> | Head |

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| 14 | <p>Impact Statement</p> <p>Commitment on clarity of vision, decided the direction on EYFS.</p> <p>The ethos of the school has been enhanced with the addition of Flexi Schooling.</p> <p>Evidence on the pupil performance.</p> <p>Safeguarding meetings and scrutiny.</p> <p>Financial performance – GW thanked Alison Hamnett for her commitment to school on the provision of data. The governing body thanked Alison for going above and beyond her role.</p> | |

The meeting moved to Part 2.

Signed:

Dated: