

**MINUTES OF A MEETING OF THE GOVERNING BODY OF POTT SHRIGLEY  
CHURCH SCHOOL HELD AT POTT SHRIGLEY SCHOOL**

**ON 1<sup>st</sup> FEBRUARY 2018**

**Governors Present:** Cllr H Gaddum (HG) Chair of Governors  
Paul Quirk (PQ) Head Teacher  
Jane Langdon (JN) Vice Chair  
Gareth Winstanley (GW)  
Anton Rogers (AR)  
Helen Kennedy (HK)  
Matthew Dean (MD)  
Sally Winstanley (SW)

**Minutes recorded by:** Gareth Winstanley (GH)

**PART ONE: NON-CONFIDENTIAL BUSINESS**

	<b>Opening prayer led by SW</b>	<b>Action</b>
<b>1</b>	<b>Apologies and AOB items</b>  The Governing Board received and <b>agreed</b> to accept the apologies from S Milsom (SM), C Holliday (CH) and J Collinwood (JC)  Rev. D Swales (DS) had given notice of late attendance.	
<b>2</b>	<b>Conflict of interest</b>  No conflicts were declared.	
<b>3</b>	<b>Election of Chair</b>  JL chaired this part of the meeting. HG intimated her willingness to continue as Chair of Governors. HG <b>proposed</b> by JL and <b>seconded</b> by SW. No further nominations were received.  Subsequently HG <b>unanimously elected</b> as Chair of Governors.  HG then chaired the rest of the meeting.	
<b>4</b>	<b>MEMBERSHIP</b>  HG informed the board that since the last meeting in December, Jane Naumkin (Foundation Governor), Karen Wolfenden (Parent Governor) and K Sinclair (Staff Governor) had resigned from the board.	

	<p><b>Action: PQ to arrange advertising and election/appointment of new staff and parent governors.</b></p> <p><b>Action: DS to be asked to consult with St Christopher's Church and Diocese re the appointment of new Foundation Governor.</b></p>	
5	<p><b>PREVIOUS MINUTES – MATTERS ARISING</b></p> <p>The amended Part 1 Minutes of the 16<sup>th</sup> of November 2017 were previously circulated to Governors in advance the meeting. Governors accepted the minutes as a correct record of the discussion held.</p> <p>The Action Log was also circulated to Governors in advance of the meeting.</p> <p>It was reviewed and the following items discussed and updated.</p> <p><b>Governors Charter:</b> HK and MD to review and sign at the next FGB on the 13<sup>th</sup> March 2018</p> <p><b>Induction Training:</b> DS has completed part 3 and booked on course to complete part 2 CH Completed part 2 and 3 and booked on part 1</p> <p><b>Village hall Lease:</b> GW informed that the amended new lease has been returned to Diocese and is awaiting signatures.</p> <p><b>Manual of Internal Financial Procedures:</b> GW informed that the lengthy review and compilation of the new manual had been completed The Manual and its associated documents would be presented to Governors for approval later in the meeting.</p> <p><b>Terms of Reference:</b> Community and T&amp;L committees to meet, review and agree their terms of reference</p> <p><b>EYFS building work:</b> GW informed that meeting was convened on site with himself, PQ, the school's building consultant Steve Lancaster and the contractors. Outstanding issues were discussed and rectifications promised. These have been completed with the exception of work necessary to ensure water supply is protected against freezing.</p> <p><b>SFVS:</b> GW and JL had both recently attended a training session organised by C.E. Finance team.</p>	

They will complete the questionnaire prior to the next Resource Committee meeting on the 6<sup>th</sup> March with a view to Full Governing Board approval and submission on the 13<sup>th</sup> March.

**Training Undertaken / booked since last meeting:**

CH booked on the Safeguarding course.

SW booked on The Board's Responsibilities for Employment and Health & Safety, Head Teacher performance management & Cared for children.

PQ Performance Management and Cared for Children.

JL booked on

- The Board's Responsibilities for Employment and Health & Safety
- Dealing with Critical Incidents
- Effective Complaints.

**School's Forum Finance Consultation Document**

Following discussion between PQ and GW, GW submitted document on behalf of school. Their recommendation was for CE to continue with the current model of funding.

The forum has since met and agreed to adopt that model and has emphasised that they believed the model will help protect smaller primary schools.

**Appointment of Auditor:**

GW had confirmed with the school's finance team that appointment of an auditor can be approved at any time of the year but the audit of the unofficial School fund should be completed within 3 months of the end of the financial year. Appointment to be discussed at the March FGB.

**Ofsted Readiness:**

PQ stated the school was looking at ways of improving the children's understanding of 'British Values'

HK said that Buglawton Primary had arranged a full day's workshop presented by external facilitators, the cost was £270 and excellent value for money.

**Action: HK to email PQ with details etc.**

**18.50hrs**

Mark Bayley from Cheshire East arrived at meeting which moved immediately to Part 2.

	<p><b>20.30hrs</b></p> <p>Part 1 briefly resumed to address the following matters</p>	
<p><b>6</b></p>	<p><b>APPROVAL OF POLICIES AND PLANS</b></p> <p>GW has previously circulated to the resources committee the</p> <ul style="list-style-type: none"> <li>• Manual of Internal Financial Procedures.</li> </ul> <p>Key documents from the manual have been circulated to all Governors namely</p> <ul style="list-style-type: none"> <li>• Whistleblowing Policy.</li> <li>• Asset Management Plan</li> <li>• Scheme of Delegation.</li> </ul> <p>At the previous Governing Board Meeting the following documents were temporarily approved but now required full approval.</p> <ul style="list-style-type: none"> <li>• Grievance Procedure</li> <li>• Discipline Policy</li> </ul> <p>The Governing Board approved adoption of the above policies.</p>	

**20.35 Due to a need to return to Part 2 items, outstanding Part 1 items were deferred to the next FGB on 13<sup>th</sup> March 2018.**

..... Chair

..... Date