



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
AT HAVANNAH PRIMARY SCHOOL ON THE 9th JULY 2019**

Governors Present: George Hayes (GH) Chair
 Stef Williams (SW) Head Teacher
 Kate Jones (KJ)
 Suzanne Hayes (SH)
 Kath Bennett (KB)
 John Sherwood (JS)

Also in attendance: Maria Wilson (MW) Clerk to the Governors
 Deb Ball (DB) Associate Governor

PART ONE – NON-CONFIDENTIAL BUSINESS

		Actions
1	<p>APOLOGIES AND AOB ITEMS</p> <p>Apologies were received and accepted from Alex Thompson (AT), Ann Holland (AH), Emma Fearn (EF), Sophie Slater-Baynes (SS-B) and Sue Sutton (SS).</p> <p>There were no items of additional business to be discussed in Item 16.</p>	
2	<p>CONFLICTS OF INTEREST</p> <p>The following conflicts of interest had been declared:</p> <p>George Hayes: CE Borough Council; Governor at Buglawton Primary School; Governor at the Crewe Engineering & Design UTC; Cheshire Fire Authority; Stoke-on-Trent City Council; The Conservative Party Congleton Town Council; The Skills & Growth Company East Cheshire Chamber of Commerce</p>	

	<p>Stef Williams: Governor at Oxhey First School Biddulph; Congleton Education Community Partnership</p> <p>Kate Jones: SENDCo and Safeguard Lead at Broken Cross Primary School (Fallibroome Trust)</p> <p>John Sherwood: Institute of Chemical Engineering; 38 Degrees; The Labour Party</p>	
3	<p>MEMBERSHIP</p> <p>GH advised the meeting that Nicola Taylor had resigned from her post as Parent Governor for personal reasons.</p> <p>AH's term of office has been extended for a further four year term of office.</p> <p>There are the following vacancies on the Governing Board:</p> <ul style="list-style-type: none"> • 1 Co-opted Governor vacancy: GH advised that there is an interested party who is in discussion with the school. • 2 Parent Governor vacancies: elections will be held in the Autumn Term. <p>There are no terms of office due to expire before the Autumn 2019 FGB meeting.</p> <p>Action: To update the getting Information About Schools (formerly Edubase) website</p> <p>Action: To update the Governor section of the school website</p> <p>Action: To work with SW to appoint a Parent Governor and a Co-opted Governor</p>	<p>DB</p> <p>SW</p> <p>GH</p>
4	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The Part One minutes of the Spring FGB meeting held on the 27th March 2019, its attendant action log and the EGB meeting held on the 8th May 2019 had been circulated to Governors in advance of the meeting.</p> <p>Both sets of minutes were accepted as a correct record of the discussion held, were signed by the Chair and retained at the school.</p> <p>The following review of the attendant action log and matters arising were discussed:</p> <ul style="list-style-type: none"> • The Clerk will contact Governor Hub regarding anomalies in its dating of files and documents. • The school had received no updated budget papers as the 	<p>Clerk</p>

	<p>Local Authority (LA) had made no changes to one presented at Leadership and Management Committee.</p> <ul style="list-style-type: none"> • There had been no feedback from the LA regarding the School Financial Value Statement (SFVS) submission. • There were no Link Governor Reports submitted for discussion at the FGB meeting. The role of Link Governor will be reviewed in 2019/2020. • SW would send a further letter to parents regarding uniform on the 10/7/19. • EF, AT and GH need to provide a pen portrait for the school website. • The school has not bought back the CE Training package but Governors can request to go on CE training courses. The school will pay for these on an individual basis. Once registered, if Governors cannot attend, they need to notify CE as soon as possible to prevent the school from being charged. • The in-depth analysis of attendance data was talked about in principle: a means needs to be found for reporting small pupil numbers. Attendance is improving but it is still below the national average. <p>All other actions had either been completed or were removed from the action log as they were deemed unnecessary moving forward.</p>	<p>Link Govs</p> <p>EF,AT,GH</p> <p>Govs</p>
<p>5</p>	<p>CHAIR'S ACTION</p> <p>GH advised the meeting that no Chair's action had been undertaken since the Spring Term FGB.</p> <p>GH reported that he has been involved in the LA SEND (Special Educational Needs and Disabilities) consultation. He advised that the method of ascertaining need was changing from hourly funding to a banding structure where schools would work out the individual needs of a pupil and apply for the best fit banding finance structure.</p> <p>There is a concern that the change to funding will be implemented in September 2021 at the same time as the National Funding Formula was planned to start. This could have a significant impact on schools' budgeting.</p> <p>KJ advised that she is on the SEND consultation working party.</p>	
<p>6</p>	<p>REPORTS FROM COMMITTEES AND GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>The minutes of the Teaching and Learning Committee held on the 20th June 2019 and the Leadership and Management Committee held on the 24th June 2019 had been circulated to Governors in advance of the meeting.</p>	

	<p><u>Leadership and Management</u> Governors received the current budget figures. They scrutinised various aspects of school income and expenditure discussing value for money and ways in which the school could maximise its income whilst controlling its expenditure. The budget was linked to staffing considerations for 2019/2020 moving forward. Governors agreed to monitor fiscal developments on a termly basis.</p> <p>Governors discussed Health and Safety concerns at the school. Action plans were produced to effect immediate solutions to improve the state of the school premises both internally and externally leading to the creation of a better working environment for both pupils and members of staff.</p> <p>Governors reviewed the effectiveness of the PP and Sports Premium funding and made plans for the future sustainability of strategies currently in place to have the maximum effect to the maximum number of pupils within the school environment.</p> <p><u>Teaching and Learning</u> Governors reviewed the EYFS (Early Years and Foundation Stage) data focusing on progress made; the impact of interventions and Good Level of Development (GLD) information. It was noted that Writing was a focus moving forward. The boys' GLD saw a 20% improvement on the 2018 data.</p> <p>Governors reviewed the Phonics data with KS1 showing a very positive percentage reaching the expected level.</p> <p>Governors reviewed the KS1 results and the predicted KS2 SAT results. Percentages from the minutes were quoted.</p> <p>No questions were forthcoming from the Committee minutes.</p> <p>SW advised the meeting that the PE Statement was on the school website. It details information regarding PE funding expenditure; changes in provision; assessment methods and the sustainability of PE in school.</p> <p>The SEND Local Offer has been updated and is on the school website. Action: To add an item to the Autumn Term FGB: To receive the SEND statement</p> <p>The Section 175 Safeguarding annual audit has been completed. This was circulated to Governors in advance of the meeting. Governors were advised that it contained fewer questions this year but required additional evidence to be provided. Governors were advised that there were two recommendations from the audit:</p>	<p style="text-align: right;">Clerk</p>
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	<ul style="list-style-type: none"> • To ensure that CPOMS is fully used and embedded in school procedure and practice. • To ensure that members of the SLT are up-to-date with their safer recruitment training. <p>Action: To check with CE HR: does Safer Recruitment training need redoing every three or every five years?</p> <p>SW advised the meeting that the school's Safeguarding Action Plan had been a key focus of the Ofsted inspection and had been favourably reviewed.</p> <p>The Three Year Budget Plan had been approved by the Leadership and Management Committee but was presented to all Governors in advance of the FGB meeting.</p> <p>The following points were made:</p> <ul style="list-style-type: none"> • The projected carry forward for Y1 is £69,964 • The projected carry forward for Y2 is £34,748 • The projected deficit for Y3 is £17,208. The position in Y3 was discussed: it is too far in advance to Cause significant concern. • In 2020 there will be no government grant to contribute towards pension or pay increases. <p>Governors approved the budget.</p> <p>SW advised Governors that the Pupil Premium Statement would be presented at committee level in the Autumn Term. This is due to data only being made available today.</p> <p>Action: To add an item to the Autumn Term Teaching & Learning and Leadership & Management Committee agendas: To receive the Pupil Premium statement</p>	<p>DB</p> <p>Clerk</p>
<p>7</p>	<p>PART ONE HEAD TEACHER'S REPORT AND MATTERS ARISING</p> <p>Owing to difficulties with Governor Hub the Head Teacher's Report had not been made available to Governors in advance of the meeting.</p> <p>The Report contained information regarding the following items: Teaching and Learning School Population EYFS Update Finance Update Staff training and development Outcomes School Development Plan</p>	

The following points were made by SW:

- Writing and spelling had been a key focus for teaching and learning this school year.
- The School Improvement Partner (SIP) had witnessed a positive impact of the Writing strategies employed this term. There was a more consistent approach across the school; strategies were being embedded and the pupils displayed a greater understanding of grammar.
- Spelling had witnessed the implementation of the Read Write inc programme. Moving forward a parent workshop would be held in September 2019; EF was visiting other schools to magpie information and EF had started coaching sessions with teaching assistants.
- The number of pupils on roll had increased to 209 (253 including the Pre-School). The current Published Admissions Number (PAN) is 210 for the school and 26 for the Pre-School. It was noted that the smallest class contains 27 pupils and the largest 32.

Challenge: How is the PAN worked out?

Response: 7 classes of 30 pupils.

Challenge: Could the PAN be changed as some classes contain more than 30 pupils?

Response: It could be increased. The school has the space to accommodate more pupils.

Challenge: Could the net capacity be increased?

Response: It would not work because the PAN would remain the same. In Reception and Y1 the maximum legal number per class is 30.

Currently there are 32 pupils in Y2 and Y3 with 2 enquiries pending. In Y4 there are 27 pupils with 1 enquiry pending. There are 26 pupils in Y6.

- The current attendance figures show the school to be in the green (Red Amber Green rating). The school's target is 95.5%. The lowest attendance is in Y1 and the highest attendance is in Y3.
- Currently the numbers for the Pre-School in September 2019 are looking lower than at the corresponding time in 2018. The busiest day will be Wednesday when there are 17 children enrolled. This could be because the school only takes three year olds not two year olds.
- Governors were advised of the plans for educational visits moving forward. They were informed that if 80% of the trip costs are not received by the deadline date the trip will be cancelled. The school cannot support a deficit of trip monies moving forward.
SW wished it noted that the SBM has worked hard to chase a series of bad debts.

	<p>Challenge: How much money has been recouped? Response: From extended services approximately £2.5k; from dinner money approximately £600 and from trips/residentials approximately £1,200-£1,500. The money from the latter category is not as high as anticipated but the SBM will continue to pursue these debts.</p> <p>It was noted that setting up payment plans was a better system moving forward to prevent this situation from reoccurring.</p> <p>SW added that all parents will receive a copy of the trip/residential overview at the start of the school year. Parent Pay will be set up for the start of the year to enable parents to save towards the trips/residentials throughout the year.</p> <ul style="list-style-type: none"> • Pupil outcomes were discussed: <ul style="list-style-type: none"> • Early Years GLD was 77%, an improvement of 14% on 2018, which is above the national figure. The percentage of pupils reaching the expected level in Number is 87%; Reading is 83% and Writing is 80%. • Y1: Phonics had an 88% success rate showing excellent progress from the 63% at the end of Reception; four pupils did not pass. The improvement was due to various strategies including hot-listing and Read Write inc. • Y2 SATs showed the following teacher assessment data: Reading at expected level 83% and 30% GLD; Writing at expected level 83% and 20% GLD; Maths at expected level 77% and 10% GLD. <p>Action: To work out the Combined RWM figures for KS1 and circulate to Governors</p> <ul style="list-style-type: none"> • Y6 SATs predicted results are Reading expected level 76% (up from 69%) and 10% GLD (down from 24%); Writing expected level 76% and 3% GLD as confirmed by the external moderation; Maths expected level 76% (down from 79%) and GLD 28% (up from 24%); SPAG (spelling punctuation and grammar) expected level 76% and GLD 34%. To achieve the Combined RWM pupils need to reach the expected level in all three subjects. The school's predicted combined percentage is 55% which will be below the national figure. This is due to the combination of pupils in the cohort. There was a concern that this figure could trigger further review. • The School Development Plan priorities from 2018/2019 were reviewed: <ul style="list-style-type: none"> • Maintaining progress data • Improving the levels of GLD: completed 	SW
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	<ul style="list-style-type: none"> • Completing a deep dive into Pupil Premium attendance: completed • Improving spelling and Writing: completed • Maintaining progress in KS2 Reading: this was developed in the Autumn and Spring terms and maintained this term • Improving the school’s teaching of global education. SW advised Governors that on the 18th July 2019 there will be a collaborative twilight session on this topic with members of staff from Egerton Primary School. <p>Action: To read the Head Teacher’s Report and email any questions to SW to answer</p> <p>SW advised Governors that the draft 2019/2020 SDP would focus on areas of development and change to reflect the EIF (Education Inspection Framework) 2019; results; recommendations made by the SIP and Ofsted recommendations.</p> <p>An overview document was tabled during the meeting. It contained the following priorities:</p> <ul style="list-style-type: none"> • Priority 1: Greater Depth in Writing. This has started to be seen in EY. • Priority 2: Upper KS2 SPAG. An Ofsted recommendation was to apply Writing and comprehension skills. This needs to be maintained. • Priority 3: Lower KS2 Maths Mental Arithmetic. This was to focus on Y4. No feedback from changes made has been received to date. • Priority 4: Curriculum intent, implementation and impact to include Maths and English • Priority 5: Promoting ‘Outstanding’ quality of education. Ofsted rated the school ‘Good’ but stated it was almost at the Outstanding level. • Priority 6: Vulnerable Groups attendance. • Priority 7: Preparing children for life in Modern Britain • Priority 8: Strengthening links with the local community. This requires the school to prepare children for their future lives. • Priority 9: Embed on-line safeguarding recording. This applies to midday supervisor and some class teaching assistants. <p>The action plans behind this overview document will be in place for September 2019.</p>	Govs
8	<p>ANNUAL REVIEW MEETING</p> <p>SW advised the meeting that on-line questionnaires had been completed.</p> <p>Staff questionnaires would be completed in the Autumn Term and findings presented to the Autumn FGB meeting.</p>	

	Action: To add an item to the Autumn Term FGB: To receive staff survey feedback	Clerk
9	<p>HEAD TEACHER PERFORMANCE MANAGEMENT</p> <p>GH advised the meeting that the school has worked with Lise Houldsworth for two years. Best practice states that a three year term is advisable. Therefore his recommendation was to use Lise Houldsworth for a further year to enable an accurate review of the impact of changes made to the school.</p> <p>Governors agreed with this proposal. It was agreed to review the provision next Summer Term.</p>	
10	<p>GOVERNANCE STATEMENT</p> <p>GH advised the meeting that he had started the document.</p> <p>Action: To complete the Governance Statement, circulate to Governors for approval and lodge on to Governor Hub</p>	GH
11	<p>GOVERNOR FORWARD PLANNING</p> <p>GH advised the meeting that Governor attendance had been high this year. Absences had been justified.</p> <p>GH stated that work was to be done to ensure that the Governing Board covered the statutory requirements with regards to Governor training to manage complaints, exclusions and recruitment</p> <p>Action: To email GH with any training completed: data, provider and course title</p> <p>Governors to respond to the CE Training schedule sent out by the Clerk and to look at alternative training options moving forward.</p> <p>Action: To notify Governors when the new CE Training Schedule is released</p> <p>The Clerk advised of the annual Governors' Conference to be held at Cranage Hall on Friday 11th October 2019 and the Director's Report Briefings held termly at Holmes Chapel Comprehensive School.</p> <p>GH would share the Governor Action Plan with Governors when it had been updated at the end of term. The new Action Plan would be written to align with the School Development Plan.</p> <p>Action: To complete the RAG rating of the Governor Action Plan, align new targets to the SDP, circulate to Governors and</p>	<p>Govs</p> <p>Clerk</p> <p>GH</p>

	<p>review in the Autumn Term</p> <p>GH advised the meeting that the Policy Review Schedule would also be updated to align with DfE guidance regarding statutory policies. The aim will be to reduce the number of policies to be approved at every meeting.</p> <p>The composition of the Pay Committee was confirmed: GH, AH and, as KJ is working full-time from September 2019, KB. SH and GH need to complete SW's PM before recommendations can be made to the Pay Committee in October 2019.</p>	
12	<p>POLICY REVIEW</p> <p>The following policies had been lodged on Governor Hub in advance of the meeting:</p> <ul style="list-style-type: none"> • Pupil Premium • SEND • Equality: Information and Objectives • Attendance • Behaviour • Uniform • Charging/Remissions • Safer Recruitment • GDPR/Data Protection/FOI • E-Safety • Bad Debt • Fire/Evacuation/Health & Safety <p>The policies were all approved.</p> <p>Action: To create a Policy folder on Governor Hub and transfer all existing policies in to it</p> <p>Action: To circulate the Uniform Policy to Governors electronically</p> <p>Action: To approve the new Uniform Policy on receipt</p> <p>Action: To ensure that the GDPR Policy is on Governor Hub</p> <p>It was agreed that a Parental Conduct Policy was required.</p>	<p>Clerk</p> <p>SW</p> <p>Govs</p> <p>SW</p>
13	<p>NOMINATIONS FOR CHAIR</p> <p>The Clerk advised the meeting that the post of Chair of Governors was a one year appointment therefore nominations would be welcomed in advance of the Autumn Term FGB.</p>	

	Action: To forward nominations for Chair to the Clerk	Govs
14	<p>NOMINATIONS FOR VICE-CHAIR</p> <p>The Clerk advised the meeting that the post of Vice-Chair of Governors was a one year appointment therefore nominations would be welcomed in advance of the Autumn Term FGB.</p> <p>Action: To forward nominations for the Vice-Chair to the Clerk</p>	Govs
15	<p>MEETING DATES</p> <p>The following dates had been agreed for the 2019/2020 Governors' meetings:</p> <p><u>Autumn Term:</u> Teaching and Learning: Monday 18th November 2019 at 5.30pm Leadership and Management: Wednesday 27th November 2019 at 5.30pm Pay Committee: Thursday 24th October 2019 at 1pm FGB: Monday 9th December 2019 at 5.30pm</p> <p><u>Spring Term:</u> Teaching and Learning: Tuesday 3rd March 2020 at 5.30pm Leadership and Management: Wednesday 11th March 2020 at 5.30pm FGB: Wednesday 25th March 2020 at 5.30pm</p> <p><u>Summer Term:</u> Teaching and Learning: Wednesday 17th June 2020 at 5.30pm Leadership and Management: Tuesday 23rd June 2020 at 5.30pm FGB: Wednesday 8th July 2020 at 5.30pm</p> <p>Action: To circulate 2019/2020 meeting dates to all Governors</p>	Clerk
16	<p>AOB</p> <p>There was no additional business for discussion in Part One.</p>	
17	<p>IMPACT STATEMENT</p> <p>Governors received and approved the three year budget papers. They discussed the impact of the budget on staffing and the provision of appropriate teaching and learning opportunities for all pupils across the school community. They discussed the impact of pupil numbers on the income of the school. Governors agreed to continue to review the budget moving forward in order to make the appropriate decisions for the future development of the school.</p> <p>Governors reviewed the impact of a range of teaching and learning</p>	

	<p>strategies on the school data: teacher assessment levels, progress and attainment levels across the cohort and ability range. This enabled Governors to hold the Head Teacher to account over areas for improvement. It also enabled Governors to contribute to the setting of future actions for sustained progress and achievement to be made in the school.</p> <p>Governors were advised of the current method of approving policy documents and the suggested model for their review moving forward. A range of statutory and non-statutory policies were approved at the meeting.</p> <p>Governors reviewed the 2019/2020 School Development Plan; participated in the evaluation of what went well and what needs to be continued to the 2019/2020 SDP. Governors agreed that their Action Plan would respond to the SDP and would be reviewed termly and RAG rated.</p>	
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The meeting moved to the Part Two agenda.

The meeting ended at 7.51pm.

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