



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

Governors Present: George Hayes (GH) Chair
 Stef Williams (SW) Head Teacher
 Alex Thompson (AT)
 Suzanne Hayes (SH)
 Kath Bennett (KB)
 John Sherwood (JS)
 Emma Fearn (EF)

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

PART ONE: NON-CONFIDENTIAL BUSINESS

The Part Two agenda was discussed at the start of the meeting to enable a full discussion of Item 6: Staffing Update. Discussion started at 5.43pm.

		Actions
1	<p>APOLOGIES AND AOB ITEMS</p> <p>Apologies were received and accepted from Kate Jones and Sophie Slater-Baynes.</p> <p>There were no additional items of business for discussion under Item 18.</p>	
2	<p>CONFLICT OF INTEREST</p> <p>Governors completed their annual pecuniary interest forms. The following conflicts of interest were identified: Alex Thompson: employed by the Congleton Education Community Partnership; Governor at Goostrey Primary School</p>	

	<p>George Hayes: employed by Cambridgeshire County Council and Cheshire East County Council; Director of East Cheshire Chamber of Commerce and Enterprise; Sister: Martha Hays employed in the Local Government department of Congleton Town Council; Governor at Buglawton Primary School; Member at Crewe Engineering and Design UTC</p> <p>John Sherwood: Member of the Labour Party; Member of 38 Degrees; Member of ICHEME</p> <p>No conflict of interest with the business of the meeting was anticipated.</p>	
3	<p>ELECTION OF CHAIR</p> <p>EF arrived at 6.02pm.</p> <p>The Clerk advised the meeting that no nomination for the post had been received in advance of the meeting.</p> <p>George Hayes was nominated by AT. This nomination was seconded by AH.</p> <p>GH was asked if he accepted the nomination. He did.</p> <p>George Hayes was duly elected as Chair of Governors for a further one year term of office.</p>	
4	<p>ELECTION OF VICE-CHAIR</p> <p>The Clerk advised the meeting that no nomination for the post had been received in advance of the meeting.</p> <p>Alex Thompson was nominated by GH and seconded by JS.</p> <p>AT was asked if she accepted the nomination. She did.</p> <p>Alex Thompson was duly elected Vice-Chair of Governors for a further one year term of office.</p>	
5	<p>MEMBERSHIP</p> <p>GH advised Governors that there is no current change to the Governing Board and there are no terms of office due to expire before the spring meeting.</p> <p>GH further advised that there is a Parent Governor vacancy and a Co-opted Governor vacancy.</p> <p>The Parent Governor election process closed on the 6th December 2019 and there were no nominations received.</p>	

	<p>Challenge: Can the school now approach a prospective parent to join the Board?</p> <p>Action: To check governance rules regarding inviting parents to be Governors</p> <p>The meeting was advised that Ed O'Neill, Head Teacher at Buglawton High School, had expressed an interest to re-join the Governing Board at Havannah. It was agreed that this would be beneficial to provide a transition link for the Board. EO'N would also bring a range of educational experience to the Board.</p> <p>Action: To invite Ed O'Neill to join the Governing Board as a Co-opted Governor</p>	<p>Clerk</p> <p>GH</p>
6	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The Part One minutes and action log from the meeting held on the 9th July 2019 had been circulated to Governors in advance.</p> <p>The minutes were accepted as a correct record of the discussion held, were signed by the Chair and retained at the school.</p> <p>There were no matters arising from the minutes to be discussed.</p> <p>The action log was reviewed and the following points made:</p> <ul style="list-style-type: none"> • The Governors' statement and the new Governor's Action Plan had been completed. A copy of the Action Plan was circulated to Governors. • The website update had been completed. <p>Action: To provide a pen portrait for the website</p> <ul style="list-style-type: none"> • Governors were asked to complete a skills audit at the start of the meeting. Governors were asked to include a summary of any training completed in the past term. It was noted that Ofsted are focusing on in-post training completed by Governors. • Safer Recruitment training needs to be completed every three years. 	<p>Govs</p>
7	<p>CHAIR'S ACTION</p> <p>GH advised the meeting that the only actions he has taken were in regard to the Part 2 discussions over staffing.</p>	
8	<p>COMMITTEES AND NOMINATED GOVERNORS</p> <p>The committee structure circulated to Governors in advance of the meeting was agreed.</p> <p>It was agreed that Ed O'Neill would become a member of the</p>	

	<p>Teaching and Learning Committee with effect from January 2020.</p> <p>The following Governors with special responsibility were identified: PE: SH and AT to share the responsibility; SEND: KJ; Safeguarding: GH; Health & Safety: JS</p> <p>Terms of Reference for the committees had been reviewed, amended and approved at the Autumn Term Committee meetings.</p> <p>Membership of the Pay Committee was agreed: GH, KB and AH. Membership of the Pupil Discipline Committee, Staff Appeals and Staff Disciplinary/Dismissal Committee is agreed on an ad hoc basis. The Head Teacher Performance Management Panel was agreed: GH, SH and Lise Houldsworth (School Improvement Partner).</p>	
<p>9</p>	<p>PART ONE COMMITTEE MINUTES AND MATTERS ARISING</p> <p>The Part One minutes from the following committees had been circulated to Governors in advance of the meeting:</p> <ol style="list-style-type: none"> i. Teaching & Learning from the 18.11.19 ii. Leadership & Management from the 28.11.19 <p>The Clerk apologised that the incorrect Teaching and Learning minutes had been circulated.</p> <p>A resume of the key points from Leadership and Management was given and the following discussion held:</p> <ul style="list-style-type: none"> • It was suggested that the school display a public notice advising that the boundary path will be closed from a certain date and for a certain reason giving a month's notice of the closure. If no objections are received the path can be closed. If objections are raised the issue can be referred to the Council. <p>There was a discussion of which Council the land belonged to: Congleton or Macclesfield or both. The answer was unknown.</p> <p>It was also suggested that the Council is asked to visit the site. If they do not accept the invitation it would strengthen the school's hand to take its own course of action.</p> <p>Action: JS to liaise with DB regarding the land access issue moving forward</p> <p>A resume of the key points from Teaching and Learning was given:</p>	<p>JS/DB</p>

	<ul style="list-style-type: none"> • The Sports Grant Report had been received. • There was an Early Years Report. • Data targets were discussed. The importance of baseline assessment of pupils being emphasised. <p>Action: To enable all Governors to access all folders on Governor Hub</p>	Clerk
10	<p>FINANCE</p> <p>The following items were discussed:</p> <ul style="list-style-type: none"> • To confirm the auditor of the Unofficial School Fund for the forthcoming year: Andrew Watson will remain as the school auditor. It was noted that he had done a good job at a reasonable price. • To review Budget v Actuals for the current year 2019-20: DB advised that following a meeting with the Budget Officer the school had a carry forward of £64k in Y1; a £60k overspend was anticipated for Y2 and a deficit of approximately £70k in Y3. The Y3 figure does not factor in SEND (Special Educational Needs and Disability) funding through Education Health Care Plans (EHCPs). The Y3 figure does include the fact that there will be no further teacher pay grant then. DB added that the school needs to drive towards efficiency in Y2 to reduce its deficit in Y3. The school's biggest single expenditure is its members of staff. The £70k deficit in Y3 would fund two members of staff. <p>Governors were advised that the LA was consulting schools regarding altering the funding for SEND. This was another dynamic for schools to factor in.</p> <p>Challenge: Would this have a positive or a negative impact on the budget?</p> <p>Response: It was noted that the impact would be negative.</p> <p>There a discussion of CE doing something to help schools. There was further discussion of the scale if the budget issue across CE. It was agreed that the school needs to find a middle ground and to find a comfortable budget position. It</p>	

	<p>was acknowledged that the next meeting with the Budget Officer will be crucial from the school's perspective.</p> <p>AT advised the meeting that ECAPH (East Cheshire Association of Primary Heads) had recommended that schools opt for the local plus funding offer in the Schools Forum ballot. This puts primary schools in a better position. It was noted that the decision regarding funding for 2020-2021 would be made by Schools Forum on Friday 6th December 2019. AT further added that only 52% primary schools had returned their preference regarding the funding options.</p> <ul style="list-style-type: none"> • To update governors on progress against the 3 year budget plan: this was discussed at Leadership and Management • To agree SFVS completion arrangements: SH and GH had agreed to complete the document with support from JS and DB • To review and approve the Manual of Internal Financial Procedures (MOIFP): To be completed in the Spring Term 2020. <p>Action: SH, GH and JS to complete the SFVS</p> <p>Action: To add an item to the Spring FGB agenda: To approve the MIFP</p>	<p>SH/GH/JS</p> <p>Clerk</p>
<p>11</p>	<p>PART ONE HEAD TEACHER'S REPORT AND MATTERS ARISING</p> <p>SW apologised that she had only lodged the document on Governor Hub that afternoon. A hard copy was available for all Governors to review. The Report contained the following items:</p> <ul style="list-style-type: none"> • School population information: Spring Term 2019 • School and local context information • Finance update • Main budget and 3 Yr Plan • Pupil Premium • Devolved Formula Capital (DFC) • Sports Funding • SFVS • Outcomes for pupils: EYFS (Early Years and Foundation Stage); End of KS1; End of KS2 • Targets for 2019-2020 • Strategic School Development Review 	

- Other notable events/celebrations

The following discussion was held:

- The key element of the report was the data provided by the Inspection Data Summary Report (IDSR) and the Fischer Family Trust (FFT) which reviewed the 2019 data.
- The IDSR provides contextual information for last year's Y6.
- There was a slight variation in the financial information provided between the Head Teacher's Report and that given at Leadership and Management.
- The Pupil Premium Grant was forecast at 46 pupils for 2019-2020 and the school has received funding for 55 pupils.

Challenge: Will CE ask for the difference back?

Response: No because there is a mismatch between September starters and receipt of the funding in April.

Governors noted that there was an increase in the number of pupils on the PP register exhibiting signs of deprivation.

- Following the Health and Safety visit, actions were noted that work needed to be completed on the hall doors and the inner foyer door. The school has a three month window to complete the work. It was **agreed** that the school would progress this work using the DFC grant. The other Health and Safety actions have been completed.
- The location of an IT suite to accommodate the desktops purchased by the PTA was discussed. It was agreed that the upstairs space was not suitable because of the balcony and the staircase which would present logistical problems. It was possible that the courtyard could be used. DB had put out to tender already for this space. Whilst Governors extended their thanks to the PTA for the desktops, it was noted that they are very space consuming at a school where space is at a premium. Moving forward it was noted that the school and the PTA should work together more closely to identify priorities for expenditure.
- It was noted that the upstairs space is not being maximised currently: it is being used as a storage space. Currently members of staff are being encouraged to use the space to work in. There was a lengthy discussion of moving the staffroom upstairs: providing new seating; a small kitchen and a boiler to heat water on the wall. There was a discussion that it is a small space and there are currently no cupboards there. No suitable alternative could be identified for a staffroom space. Much discussion centred on the lack of confidentiality in the area.

Action: To cost the staff room relocation proposal

DB

	<p>JS left the meeting at 6.45pm.</p> <p>Questions were asked of the Head Teacher's Report: Challenge: Currently the three year trend for KS2 expected plus data is too spikey (from 75% in 2018 to 55% in 2019 to 79% projected for 2020) what is the school doing to try to stabilise this? Response: This has been discussed with the SIP. The school is trying to stabilise the data but cohorts are different with different demands. It was noted that the IDSR shows Y6 and Y4 to be the best cohorts. Results are looking good for 2020 and 2022. It was noted that Y1 is only 1% out. A slight dip is anticipated for Y2 and Y3.</p> <p>Challenge: What is the school doing to help Y5? This question was not answered directly.</p> <p>Challenge: How is the percentage for the Combined Reading Writing Maths data worked out? Response: It is reliant on every child achieving the expected plus standard in each of the three subjects. 29/30 children achieving all three will lead to 97%. The 55% shows that a number of pupils only achieved two of the three subjects at the expected plus standard. This has led to focused interventions taking place. The 2020 Y6 percentage could be similar because there has been an issue with Writing since KS1 focused on spelling. The Y6 level of progress will be positive though.</p> <p>Action: To read the FFT and IDSR documents and ask questions</p> <p>Challenge: Is the school aiming to be within the top 20% or 40% or 60% of FFT schools? Response: It is aiming to be in the top 50%. This decision was reached following discussion with the SIP.</p> <p>SW advised the meeting that following discussion with the SIP and receipt of the FFT and IDSR documents the school's SDP priorities have changed. The focus is now on Quality of Education which is being addressed.</p> <p>Action: To arrange a data explanation meeting for all Governors in January 2020</p>	<p>Govs</p> <p>SW</p>
12	<p>SCHOOL DEVELOPMENT PLAN (SDP)/SELF EVALUATION FORM (SEF)</p> <p>SW advised Governors that the SDP has been re-written and the key changes included in the Head Teacher's Report. The focal points are:</p> <ul style="list-style-type: none"> • Greater Depth Reading throughout the school, with a 	

	<p>particular emphasis on Early Reading which is reflective of the EIF (Education Inspection Framework) and current research</p> <ul style="list-style-type: none"> • Improving the progress outcomes at the expected plus standard in Maths KS1 to be at least in line with national data; • Writing moderation in KS1. This has already been completed for KS2. • Progress in Writing for higher ability pupils. • The three Is: intent, implementation and impact. • To evaluate the strengths and weaknesses in Leadership and Management using the self assessment tool from The Key. <p>The following discussion was held regarding the SEF:</p> <p>Challenge: If the school was to rate itself now what would its rating be? Response: The rating would still be Good. The school needs to focus on evidencing and subject leadership.</p> <p>Action: To book three Havannah members of staff on the ECAPH SEF training</p> <p>Action: To attend the ECAPH SEF training with SS-B and EF</p>	<p>AT</p> <p>SW</p>
<p>13</p>	<p>SAFEGUARDING ACTION PLAN AND AUDIT TOOL</p> <p>The Section 175/157 Report had been circulated to Governors in the summer term.</p> <p>It was noted that currently SCiES (Safeguarding Children in Educational Settings) support is provided as a core ChESS (Cheshire East Services for Schools) buyback service level of agreement. However moving forward it will be an additional service level agreement.</p> <p>SW advised the meeting that currently the school has purchased its Level 1 training from SCiES. SCiES take action where necessary but ChECS is a more front line service to use.</p> <p>There was discussion of whether to use the CE service level agreement moving forward or not.</p> <p>Action: To find out which SCiES functions are statutory</p>	<p>SW</p>
<p>14</p>	<p>SEND</p> <p>The SEND Data Report to Governors 2018-2019 was circulated to Governors during the meeting based on last year's cohort.</p> <p>SW advised Governors that the SEND Register (taken from summer 2018-2019) has changed: the school has 6 pupils on an EHCP; I</p>	

	<p>EHCP pending; 7 applications for EHCPs pending and 25-30 hours' support being appealed against.</p> <p>Challenge: What can the school do to manage its admissions to prevent the school being seen as an SEND provision? Response: Only 10% of the total school population is on the SEND register. The school can do nothing regarding its SEND dynamic. It was noted that nationally 1.6% pupils have an EHCP and at Havannah that figure is 2.5%. This does not include the Pre-School.</p> <p>Action: To request the writing of the SEND Statement to be lodged on the school website</p> <p>Action: To add an item to the Spring Teaching & Learning Committee agenda: To receive the SEND Statement</p> <p>SW advised the meeting of the external support being provided by the school:</p> <ul style="list-style-type: none"> • Angela Shaw provides dyslexia support which parents pay for. PP pupils are funded from the PP Funding; • Play Therapy; • SWANS (Social Work Access Network) (instead of VISYON) through CECP who provide both 1:1 support and small group work; • A teaching assistant is completing their ELSA (Emotional Literacy Support Assistant) training; • 8 children work with EP; • 4 children work with the Autism Team and are likely to receive EHCPs; • Two pupils are accessing behaviour support from Springfield and • An SEND open morning has been held. 	<p style="text-align: center;">SW</p> <p style="text-align: center;">Clerk</p>
<p style="text-align: center;">15</p>	<p style="text-align: center;">GOVERNOR MONITORING TRAINING AND DEVELOPMENT</p> <p>GH advised that in the new Governor Action Plan there are two elements for Governors to note:</p> <ul style="list-style-type: none"> • They need to be Ofsted Ready: understanding the EIF; the difference between what Good and Outstanding looks and being confident enough to triangulate data, visits etc. in order to express the school's strengths and areas for development. • The Link Governor role needs to be developed: having a clear understanding of their curriculum area. <p>SW added that there is a curriculum overview in the Head Teacher's Report provided by Subject Leaders which would provide the starting point for a Link visit.</p> <p>Action: AT to send out a standard Link Governor visit pro forma</p>	<p style="text-align: center;">AT</p>

	<p>GH advised that it is important that Governors read document and have the skills to ask relevant and challenging questions in meetings.</p> <p>Action: To add an item to the Spring Teaching & Learning Committee agenda: To look at possible Ofsted deep dive focal points</p>	Clerk
16	<p>POLICIES</p> <p>The following policies had been circulated to Governors in advance of the meeting:</p> <ul style="list-style-type: none"> • Instrument of Government • Child Protection / Safeguarding • SCR Review • Governors allowances <p>GH advised the meeting that:</p> <ul style="list-style-type: none"> • There had been no change made to the Instrument of Government <p>SW advised the meeting that:</p> <ul style="list-style-type: none"> • The Child Protection/Safeguarding Policy had been amended to include the new KCSiE (Keeping Children Safe in Education) document • The Single Central Record is a live document which DB is responsible for updating • The Governor Allowances Policy had been adapted from a CE model policy. It stated that in extenuating circumstances expenses could be paid in line with regulations. <p>Action: To create a separate Policy Folder on Governor Hub and export policies to it including the November 2019 DfE list of statutory policies</p>	Clerk
17	<p>MEETINGS</p> <p>Governors agreed the dates of the remaining two FGB meetings of the year as : Monday 30th March 2020 and Thursday 16th July 2020</p> <p>There was discussion of the start time: was 5.30pm too late. It was agreed that a consensus of opinion would be needed for 2020-2021.</p> <p>Action: To email all Governors to canvas opinion regarding the start time for meetings</p>	DB

	AT left the meeting at 7.30pm.	
18	<p>AOB</p> <p>SH asked what ecological projects the school was currently involved with stating that governance oversight might help the longevity of such projects. She further asked if there was an incentive to go for a green flag award.</p> <p>Various schemes were discussed.</p> <p>Action: To ask a TA to liaise with SH regarding the initiation of some Eco activities in school</p> <p>Action: To add an Eco section to every Head Teacher’s Report</p>	<p>SW</p> <p>SW</p>
19	<p>IMPACT STATEMENT</p> <p>Governors made significant staffing decisions following a review of the current situation: taking into account the wellbeing of pupils, members of staff and the leadership and management of the school.</p> <p>Governors reviewed summer 2019 data and current data holding the Head Teacher to account regarding trends in achievement and progress and strategies being employed by the school to ensure that different pupil groups were enabled to achieve to their full potential. This level of scrutiny will be maintained by Link Governors during their visits to the school.</p> <p>Governors were advised of the financial position of the school and discussed the need to exert caution regarding expenditure moving forward to alleviate deficit concerns. Various strategies were discussed to be monitored in the next two terms.</p>	

EF left the meeting at 7.32pm

DB left the meeting at 7.36pm

The meeting returned to the remaining Part 2 agenda items.

The meeting ended at 7.45pm.

..... Chair

..... Date