



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
AT HAVANNAH PRIMARY SCHOOL ON THE 27TH MARCH 2019**

Governors Present: George Hayes (GH) Chair
 Stef Williams (SW) Head Teacher
 Ann Holland (AH)
 Kate Jones (KJ)
 Nicola Taylor (NT)
 Suzanne Hayes (SH)
 Emma Fearn (EF)
 Kath Bennett (KB)
 John Sherwood (JS)

Also in attendance: Maria Wilson (MW) Clerk to the Governors
 Sue Sutton (SS) Associate Governor
 Sophie Slater- Baynes (SS-B) 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) and Deb Ball (DB).</p> <p>There were no items of additional business to be discussed in Item 21.</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</p>	

	<p>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>Emma Fearn was welcomed as the new Staff Governor.</p> <p>Governors were advised that a Parent Governor election had been held and no nominations were received.</p> <p>Governors were further advised that there is a Co-opted Governor vacancy on the Governing Board.</p> <p>Action: To work with SW to appoint a Parent Governor and a Co-opted Governor</p> <p>Ann Holland's term of office is due to expire on the 14th June 2019. AH had been approached to continue in post for a further four year term of office. She had accepted. The Governing Board approved AH's reselection.</p> <p>Action: To update CE governance records with regards to EF and AH</p>	<p>Clerk</p> <p>Clerk</p>
4	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The Part One minutes from the Autumn Term FGB held on the 4th December 2018 and their attendant Action Log had been circulated to Governors in advance of the meeting.</p> <p>The minutes were accepted as a correct record of the discussion held; were proposed by SS and seconded by SH. The minutes were signed by the Chair and retained at the school.</p> <p>The Action Log was reviewed and the following items carried forward:</p> <ul style="list-style-type: none"> • Clerk to correct historical minute spelling of Lise Houldsworth's name • SW to raise the Policy actions during this meeting 	<p>Clerk SW</p>

	<ul style="list-style-type: none"> • SW to ask DB to action to add a disclaimer to the Pre-School Admissions Policy (see Autumn 2018 FGB action log); to update the school website; to produce a consultation document for Autumn 2019 analysing Pre-School costings • Governors to write their pen portraits and email them to Mrs Lynch to add to the school website • Link Governor Reports need to be forwarded to SW on completion. SW will lodge reports on Gov Hub. All Governors to read them before the FGB meeting • If any Governors require assistance with interpreting the ASP (Analyse School Performance) document, ask GH/SW to explain it to them. <p>All other actions had been completed.</p>	<p>SW</p> <p>Govs LinkGovs</p> <p>Govs</p>
<p>5</p>	<p>CHAIR'S ACTION</p> <p>GH advised Governors that he had taken no Chair's Action since the Spring Term FGB.</p>	
<p>6</p>	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>The minutes from the Teaching and Learning Committee meeting held on the 14th March had been circulated in advance of the meeting. A verbal report from the Leadership and Management meeting held on the 25th March will be received: there has been insufficient time for the Clerk to type up the minutes.</p> <p>SH reported the following points from the Leadership and Management meeting:</p> <ul style="list-style-type: none"> • An update was given from the PE Committee: explaining plans moving forward including participation in competitions and the pursuit of the Daily Mile. • Receipt of a Health and Safety Report written by JS following the LA (Local Authority) audit. • Discussion of educational visits: where an overview was provided; it was noted that the school would like to maintain all of its current provision moving forward and it was further agreed that Governors would receive an annual costed schedule for review at the Summer Term meeting. <p>KJ reported the following points from the Teaching and Learning meeting:</p> <ul style="list-style-type: none"> • An external SEND (Special Educational Needs and Disabilities) Review had taken place: it was very positive and identified strengths and areas for improvement within SEND. The areas for improvement highlighted nothing of note. • Governors received QLA (Question Level Analysis); reviewed 	

	<p>progress and attainment data; talked about the position of SPAG (Spelling, Punctuation and Grammar), Writing and booster classes.</p> <ul style="list-style-type: none"> • Discussion of current levels versus predicted levels was held: it was noted that there is a narrowing of the gap; last year's improvement in Maths progress and achievement had been sustained and the school is promoting broader engagement of students – all of which is being triangulated through data, lesson observation and book scrutiny. • A Y1 update was provided to follow up on the Governors' perception that the cohort could become a 'low achieving' group and a slow (progress) group. Read Write Inc strategies were reviewed: including hot listing. It was noted that some pupils will not achieve the national average but there are specific reasons for this. <p>SW advised the meeting that she had received Link Governor Reports from SH, AH and KJ.</p> <p>Action: To forward Link Governor Reports to SW on completion</p>	Govs
7	<p>PART ONE HEAD TEACHER'S REPORT AND MATTERS ARISING</p> <p>The Head Teacher's Report had been circulated to Governors in advance of the meeting.</p> <p>The following points were discussed:</p> <ul style="list-style-type: none"> • SW advised Governors that the school's Teaching and Learning focal points are Writing and Quality First Teaching (QFT). SW further advised that these were also areas for improvement identified by Ofsted. • Havannah Primary School has entered into collaboration with Handforth Grange to look at best practice in the teaching of Writing. • QFT is being used to develop differentiation. It provides techniques for all children by making the lessons accessible. Teachers have their own feedback sheets. • The number on roll has increased to 208. • The percentage of disadvantaged pupils at the school is 21% and SEND pupils make up 30% of the school population. Of the 30% SEND pupils: there are two EHCPs (Education Health Care Plans) in place, there are further two in progress and others waiting to be processed. • Attendance is currently 94%. • SW advised that the numbers for the Pre-School show the current data (morning/afternoon) and the numbers for the Summer Term. It was noted that the Pre-School is full: 26 children. This will continue during the Summer Term. 	

	<ul style="list-style-type: none"> • It was noted that in Y1 the number of pupils at GLD (Greater Level of Development) is low. The pupils are being tracked. Interventions have been implemented and progress is being made. • Discussion of the school's finances is limited, as will be explained in Item 8 of the agenda. The 3 Year Budget had been circulated to Governors in advance of the meeting. The key piece of information was the Y1 carry forward. • SW advised Governors of the review of the Debt Policy in light of a current issue, which was discussed further at L&M. She advised that the school is chasing a number of debts and will not use the school budget to offset those debts. • Staff CPD was listed; SW advised that SS-B and EF had commenced their NPQH (National Professional Qualification for Headship) and Miss Harding was completing the equivalent Middle Leader Training. SW advised that Ofsted had commented upon the successful professional development of the SLT (Senior Leadership Team). • SW advised that the SEF (Self Evaluation Form) update was a very accurate reflection of the school's current position. • SEND had held an open morning which was a credit to the school. SS-B was thanked for leading school practitioners by example. • Applications for places in Reception were discussed: the school can only offer 30 places (according to the school PAN: Published Admissions Number). Currently the school has received 47 first choice applications; 19 second choices and 9 third choices. Governors may need to review the school's PAN moving forward. • The SDP (School Development Plan) had been updated: Points 1 to 4 referred to Teaching and Learning; Points 5 to 7 referred to Leadership and Management; Point 8 is the main focus for the Summer Term which SS will lead on. • Challenge: Why are there so many negative numbers in the Writing progress data? Response: 0 = the average progress score. The school has improved from minus 4.1 to minus 1.0. Anything registered above 10 is good. • Challenge: Are other subjects different? Response: No but the other core subjects are stronger than Writing. • Challenge: Overall attendance is 94% which is 1.5% below the national average, what is the school doing about this? Response: Various strategies are being used, especially with the Pupil Premium students whose attendance has a negative 	
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	<p>effect on whole school data. The school is currently reviewing its Attendance Policy to address the situation. SW advised Governors that this is the Autumn data and traditionally attendance is lower in the Autumn Term. The school has been the subject of a chicken pox outbreak. SW further added that the attendance of PP pupils had improved from 60% to 80% but this was still below the national average and has a negative impact on whole school data.</p> <p>Challenge: Does the school have case studies for persistent absentees? Response: Back stories are available for the Y1 pupils but not the Y5.</p> <p>Action: To complete in-depth attendance analysis for the Governing Board</p> <p>SW was thanked for her Report.</p>	SW
8	<p>FINANCIAL UPDATE</p> <p><u>To Consider and Approve the Draft Budget for 2019/2020</u> GH advised Governors that CE has appointed a new Head of Schools Finance and the school has been allocated a new FMSO (Financial Management and Services Officer). This has not been a satisfactory experience for the school as it is currently in receipt of its third set of budget papers and they are still inaccurate. GH advised that, as a result of this, he was not prepared to share the papers with the Governing Board.</p> <p>GH advised that there was a further meeting with the FMSO scheduled for Thursday 28 March.</p> <p>Action: On receipt of the correct budget papers, a document will be forwarded to Governors by email</p> <p>Challenge: What will happen if the budget is not ready by the 5th April 2019? Response: This question was not answered directly. GH advised the Board that the school was expecting to receive greater income and a lower than stated expenditure.</p> <p><u>To Review and Approve the SFVS (School Financial Value Statement)</u> SH, JS and GH had completed the SFVS. The document had been circulated to Governors in advance of the meeting.</p> <p>GH explained that the SFVS is a summary of the governance audit</p>	DB

	<p>of school processes as presented by 25 questions which lead to an action plan being written. It is good practice for Governors to complete the document to hold the school to account.</p> <p>Challenge: Do Governors approve the SFVS? Response: All Governors approved the document.</p> <p>Action: To sign the SFVS and task DB to send the document to CE</p>	GH
9	<p>SAFEGUARDING</p> <p>SW informed Governors that Safeguarding had been a key line of enquiry for Ofsted.</p> <p>She highlighted the following points from the Inspection:</p> <ul style="list-style-type: none"> • Ofsted had commented that Safeguarding process and practice at the school was very effective. • There was a climate of trust between members of staff and the pupils. • Assemblies were held weekly focusing on a Safeguarding element. • The school had completed on-line safety education. • Bullying was addressed through the KIVA project. • Members of staff were vigilant: showing excellent awareness of issues and following up with searching questions. • The Designated and Deputy Designated Safeguard Lead reports and records were fit for purpose. • CPOMS was used effectively. In fact Ofsted commented that the records maintained by the school were remarkable and worthy of note. Ofsted had selected one case study whose chronology SW had to discuss. <p>All members of staff had completed their Safeguarding and PREVENT training and had signed the Keeping Children Safe in Education September 2018 document.</p> <p>Challenge: The role of assemblies is very important in Safeguarding, yet pupils are taken out of assembly for intervention work: how is that managed? Response: There is the need to balance the importance of the assembly/work to be done. It is reviewed on a per case basis. Children can miss an intervention if assembly is deemed more important.</p>	
10	<p>HEALTH AND SAFETY</p> <p>A copy of the LA H&S Report had been circulated to all Governors in advance of the meeting.</p>	

	<p>JS provided a precis of the report he had delivered to Leadership and Management:</p> <ul style="list-style-type: none"> • The school had secured a good LA H&S Report. • The document had identified 9 actions: all of which had been addressed. The document has, therefore, been signed off. • A dead end pipe had been removed: this was a potential source of legionella. • The boiler room had been reviewed. • There was a proposal to replace the paper towels in the toilets with hand dryers. A costed proposal will be discussed at the Summer Leadership and Management meeting. It was suggested that the expense would be reimbursed within two years of installation. • There was an issue with old PCs to be addressed. • The school's foul drains were currently blocked with paper towels and fat from the kitchen. This situation is to be reviewed. • The storm drains outside the school are to be cleaned by the Council. 	
<p>11</p>	<p>STRATEGIC DEVELOPMENT PLAN (SDP)</p> <p>This item was discussed under Item 7 of the agenda.</p>	
<p>12</p>	<p>GOVERNOR ACTION PLAN</p> <p>This document had been circulated to Governors in advance of the meeting.</p> <p>GH talked Governors through the document making the following points:</p> <ul style="list-style-type: none"> • <i>Strategic Function 1: Ensure consistently strong governance promoting vision ethos and strategic direction for the school.</i> Governor attendance is good. Link Governor attendance and feedback could be more consistent. Link Governor Reports need to be fed back to the Teaching and Learning Committee. GH advised that there would be a joint Governor/member of staff meeting in the Summer Term to review progress from the Autumn Term and to review the school's readiness for the new Ofsted Framework. There has been no progress on MAT (Multi-Academy Trust) discussion this term. • <i>Strategic Function 2: Holding the HT to account for the educational performance of the school, its pupils and performance management of the staff.</i> 	

	<p>Leadership is effective: the HT does devolve leadership but currently there are no clear SLT (Senior Leadership Team) responsibilities allocated.</p> <p>Members of the SLT regularly present information to Governors.</p> <p>The HT is held to account for the school's educational performance at every Teaching and Learning Committee meeting.</p> <p>The Performance Management matrix is due for interim review before the Easter 2019.</p> <p>SH and GH will complete the HT's interim review before Easter 2019.</p> <ul style="list-style-type: none"> • <i>Strategic Function 3: Oversee the financial performance of the school and make sure money is well spent.</i> <p>GH advised the meeting that the LA have caused problems for the school with their lack of accuracy when accounting income and expenditure.</p> <p>Governors were advised that Mrs Ball has a very strong hold over the school's finances.</p> <p>It was noted that financial decisions directly impact upon the School Development Plan.</p> <p>Governors have a good financial understanding as evidenced by their completion of the SFVS, compliance and the impact of the PP and Sports Premium funding streams.</p>	
<p>13</p>	<p>NO AGENDA ITEM</p> <p>This item had been removed from the final agenda.</p>	
<p>14</p>	<p>CLERKING ARRANGEMENTS FOR 2019-2020</p> <p>The Clerk advised the meeting that the use of Governor Hub had already improved the efficiency of meetings: allowing documentation to be made available to Governors instantly in one location.</p> <p>Action: To check which individuals have been granted admin rights on Gov Hub</p> <p>The Clerk explained that the same method of purchasing clerking would be used in 2019/2020: buying back the statutory package for the three FGB meetings and then purchasing additional bundles for Committee meetings.</p> <p>The Clerk offered to leave the meeting whilst the 2019/2020 clerking arrangements were discussed. This was not deemed necessary. GH asked the meeting for their approval to purchase the same package for 2019/2020 as this year. They agreed. It was also noted that the school wished to keep the same clerk. The CoG wished it noted that if this was not possible then the school would review its buyback</p>	<p>Clerk</p>

	position.	
15	<p>OFSTED</p> <p>The Ofsted Report had been circulated to Governors in advance of the meeting.</p> <p>Ofsted visited to the school on the 6th March 2019.</p> <p>The following points were made:</p> <ul style="list-style-type: none"> • The school had been able to provide all of the paperwork requested. • Pupils at the school are receiving a good all round education. • There is consistency of teaching and learning throughout the school. • The only slight disappointment is that no reference was made to how much progress the school had made since its last Ofsted in 2015. • GH outlined how inspirational SW's leadership had been both as Acting HT and subsequently as substantive HT. • GH advised that he was very proud of the school. • The rating of 'Good' is very pleasing but because of the school's ambitions it is also slightly disappointing. SW advised the meeting that at times during the day she thought the judgement would be better than 'Good'. However there was no doubt that the rating of 'Good' was at the top end of the spectrum as the Inspector stated that many observations were the best seen at any school visited. • The 4 Key Lines of Enquiry were not what the school had anticipated: Phonics and KS1 and how the school had improved in this area; CPD (Continued Professional Development) which was positive; Safeguarding where a deep dive was conducted and Writing in KS2. Maths was not reviewed. <p>SW picked out the following points:</p> <ul style="list-style-type: none"> • 'how effectively leaders are improving pupils' reading and writing skills in the early years' • 'Leaders' and governors' decision to take on board pre-school provision has been a wise one' • 'how leaders have used the best practice within the school to provide staff with professional development to improve'. SW stated that she is very proud that the school has a full SLT who were praised by Ofsted for their strength; collaborative knowledge and ability to work as a team. Distributive leadership also plays a part in the school. • The school was also praised for the knowledge and teamwork of its Governing Board. • Ofsted commented on the positive attitude of all members of 	

	<p>staff.</p> <ul style="list-style-type: none"> Two focal points will inform the SDP moving forward: Further improvements in KS2 spelling and an improvement in Early Years Writing GLD (Good Level of Development). <p>GH added that, having received a 'Good' Ofsted Report, the school now needs to maintain its focus: relentlessly pursuing excellence. He advised that Literacy will remain a focus and good practice will need to be sustained.</p> <p>GH further added that the new Ofsted Framework will change schools' focus. The new Framework will benefit Havannah as it already provides a broad and balanced curriculum as part of its ethos.</p> <p>SW thanked all Governors and members of staff for their support during the four year journey to this point.</p>	
16	<p>DIRECTOR'S REPORT</p> <p>The Spring Term Director's Report had been circulated to Governors in advance of the meeting.</p> <p>Items from the Report had been discussed at both Teaching and Learning and Leadership and Management Committee level.</p> <p>The only item which the Clerk advised all Governors of was the LA Corporate Parenting Pledge which applies to all adults who have contact with Looked after Children and which all Governors will need to be familiar with.</p>	
17	<p>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</p> <p>GH advised the meeting that he had attended HR and CoG training. He had also attended PE Link Governor training.</p> <p>KB, NT and JS had commenced their LA Induction training. AH had completed Exclusions training.</p> <p>There was discussion of completing in-house training regarding academy status; data and the role of the Link Governor.</p> <p>Action: To place the CE Training Schedule on to Gov Hub</p> <p>Action: To let the Clerk know of any CE training Governors wish to complete or to ask GH for in-house training</p>	<p>Clerk</p> <p>Govs</p>
18	<p>SCHOOL POLICIES</p> <p>The Policy Review schedule was issued to Governors in September and is in their Governance folder.</p>	

	<p>It was acknowledged that the timing of policy review is challenging.</p> <p>It was discussed that policies are reviewed either by SW or members of staff; they are then forwarded to SH to proof read/amend and return to SW/members of staff; these are then further amended and sent back to SH. This is not working.</p> <p>It was agreed that, moving forward, once policies had been changed they would be send to the Clerk. The Clerk would lodge the policies on Gov Hub five working days before a meeting for all Governors to read and comment on.</p> <p>It was further agreed that policies would be reviewed a term in advance as this will allow time for advice and guidance to be sought if amendments are required. There will be certain exceptions to this time frame: notably the Pay Policy which cannot be amended until the Autumn Term for approval that term.</p> <p>Challenge: Are there any other policies which may not be able to be reviewed a term in advance? Response: Safeguarding; Teacher Appraisal and Capability have to be reviewed in September for Autumn Term approval.</p> <p>All policies for the Summer Term meetings were passed to SH for proof reading.</p> <p>SH requested that all model policies are checked in order to populate them with Havannah specific detail and data.</p> <p>Challenge: Are policies going to be highlighted to enable Governors to see changes/amendments? Response: They will not be. They will however be dated. It was not agreed that they would contain a version control.</p>	
<p>19</p>	<p>TERM DATES 2019/2020</p> <p>GH advised Governors that CE had proposed its holiday dates for maintained schools. If a school wishes to vary its dates it has to ask for permission from the LA or it will not be compliant.</p> <p>SW proposed two options for 2019/20:</p> <ul style="list-style-type: none"> • Option 1: a one week May half term ended on the 24th May and then finishing school for the Summer holiday on the 17th July 2020 • Option 2: a two week May half term ending on the 24th May and then finishing school for the Summer holiday on the 24th July 2020. <p>Challenge: Has there been any problem with the two week half term this year?</p>	

	<p>Response: There has been one parental complaint where both parents were teachers in other schools. It was acknowledged that Option 2 could be a problem for parents with children in different schools.</p> <p>After further discussion a vote was taken:</p> <ul style="list-style-type: none"> • Option 1: 2 votes • Option 2: 6 votes • The CoG and two Governors abstained. <p>Option 2 was chosen.</p> <p>Action: To submit the variance in holiday date request to CE</p>	SW
20	<p>DATE OF NEXT MEETING</p> <p>The Summer Term FGB meeting is scheduled for Thursday 4th July at 5.30pm.</p>	
21	<p>AOB</p> <p>SS advised the meeting that the Fischer Family Trust provides ASP (Analyse School Performance)/IDSR (Inspection Data Summary Report) training. It shows how to manipulate data to answer specific questions. She asked if Governors would be interested in attending such training. The answer was in the affirmative.</p> <p>Action: To advise Governors (and the Clerk) of the date and venue of the FFT training</p> <p>SW raised the question of the school's uniform following discussion at Leadership and Management Committee. She advised that whilst letters had been sent to parents and there had been items in the newsletter, a request had been made to tighten up further on uniform.</p> <p>The following points were made:</p> <ul style="list-style-type: none"> • When looking at other schools' photographs in the Chronicle Havannah's uniform did not look as smart. • The choice of yellow for the tops was not uniform: there were too many variations of shade. • Yellow tops are difficult to purchase and are expensive. • There is currently no thought of changing the school logo or jumpers. <p>The proposal is to maintain the school's navy blue sweat shirt and jumper but to adopt either a white shirt or a white polo shirt and elasticated tie. The proposal is to use the Pre-School colours in the tie.</p>	SS

	<p>Extensive discussion ensued. A series of votes were taken as follows:</p> <ul style="list-style-type: none"> To keep the current uniform or change it? Current: 0 votes; Change: 8 votes. The arguments for change included: white is cheaper to purchase; there are too many variations of yellow and the yellow shirts lose their colour quickly. Maintaining the grey and blue was discussed. It was also discussed to have dark blue in the colour of the tie, which would look smart. <p>There was a discussion of not wearing a tie in order to maintain consistency from Reception to Y6. There was a discussion of wearing no school uniform at all. There was a discussion of the benefits of wearing polo shirts and not shirts.</p> <p>Challenge: How urgently does a decision need to be made? Response: It would be important to have the new uniform in place for September on a phased introduction.</p> <p>Challenge: How important is the role of Governors in making the decision? Response: It is a governance decision.</p> <ul style="list-style-type: none"> To wear a polo shirt or a shirt? The discussion here focused on KS1 wearing a polo shirt and KS2 pupils wearing a buttoned shirt or all wearing a shirt. KS1/KS2 wearing different shirts: 4 votes; all wearing a shirt: 5 votes. To wear a tie or not? Tie: 8 votes; No tie: 2 votes. <p>Challenge: Will Parent Voice be involved in the discussion? Response: There was discussion of dressing a dummy in the school entrance; there was discussion of holding an anonymous ballot.</p> <p>Challenge: What will be done to engage the parent population as a whole? Should the process be one of sales pitch or consultation? Response: There was discussion of what the school had previously done. There was no consensus of information. A vote was taken. Consultation: 3 votes. Sales pitch: 7</p> <p>Action: To inform parents of the change to the school uniform from September 2019</p>	SW
22	<p>IMPACT STATEMENT</p> <p>Governors reviewed their Action Plan setting future targets to</p>	

	<p>maintain the ethos and vision of the school and drive the school from 'Good' to 'Outstanding'</p> <p>Governors held the HT to account by reviewing the Ofsted judgement and setting academic targets to achieve further consistency between subjects and across phases within the school.</p> <p>Governors were unable to hold the school to account financially on this occasion as accurate budget papers were not available from the Local Authority.</p> <p>Governors endorsed the HT's delegated leadership structure to enrich the school's middle and senior leaders to make Havannah Primary School a beacon school within the area.</p>	
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The meeting moved to the Part 2 business.

SS, SS-B and EF left the meeting at 7.45pm.

..... Chair

..... Date