



**MINUTES OF A BLENDED MEETING OF THE FULL GOVERNING BOARD
AT HAVANNAH PRIMARY SCHOOL ON 16th March 2023**

Governors Present: John Sherwood (JS) Chair of Governors
 Stef Williams (SW) Head Teacher
 Kath Bennett (KB)
 Bryony Millbourne (BM)
 Ann Holland (AH)
 Emma Fearn (EF)
 Andrina Jackson (AJ)

Also in attendance: Maria Wilson (MW) Clerk to Governors
 Deb Ball (DB) School Business Manager
 Sophie Slater-Baynes (SS-B) DHT

PART ONE: NON-CONFIDENTIAL BUSINESS

		Actions
1	<p>APOLOGIES AND AOB ITEMS</p> <p>Maria Wilson and Andrina Jackson joined the meeting via Microsoft TEAMS. The sound was of poor quality at times during the meeting.</p> <p>Apologies had been received and accepted from Nic Blackmore.</p> <p>There were no items of additional business raised for discussion at the end of the meeting.</p>	
2	<p>CONFLICT OF INTEREST</p> <p>Governors had previously declared the following pecuniary interests:</p> <ul style="list-style-type: none"> • Stef Williams: Chair of MISP (Cheshire Maintained School Improvement Partnership), Governor at the YES Trust. • John Sherwood: Member of the Labour Party; Member of 38 Degrees; Member of ICHEM. <p>No conflict of interest was recorded with the business of the meeting.</p>	

<p>3</p>	<p>MEMBERSHIP</p> <p>No change to the current membership of the Governing Board was noted.</p> <p>The Board has one Local Authority and one Co-opted Governor vacant post.</p> <p>There are two pending terms of office due to expire: Emma Fearn on 26.3.23. Thanks were extended to Mrs Fearn for her four years' service as a Governor. It was noted that she will continue to attend meetings in her Senior Leadership role. Miss Barrie has been elected as the new Staff Governor with effect from 27.3.23. Ann Holland on 14.6.23. Mrs Holland was asked if she would consider remaining as a Co-opted Governor for a further four-year term. Mrs Holland agreed.</p> <p>Action: To update GIAS</p> <p>Action: To update Governor Hub</p>	<p>DB</p> <p>Clerk</p>
<p>4</p>	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>A copy of the Part One minutes and their attendant action log from the meeting held on 8.12.22 had been shared in advance.</p> <p>The minutes were approved as a correct record of the discussion held.</p> <p>There were no matters arising from the minutes for discussion.</p> <p>The action log was reviewed, and the following actions carried forward:</p> <ul style="list-style-type: none"> • To add an item to the Summer 2023 FGB agenda: To receive the SEND and the Safeguarding Link Governor Report • To share the Sexual Abuse Report tracking sheet with Governors when received from SCiES (Safeguarding Children in Educational Settings) • To complete a pen portrait for the school website and send to DB • To confirm documents on Governor Hub: NGA Code of Conduct, KCSiE, Declarations of Interest and to complete PREVENT training • To complete the National College training course entitled Guidance for Governors preparing to meet an Ofsted Inspector (Primary) and Safeguarding for Governors 	<p>Clerk</p> <p>SW</p> <p>Outstanding Governors</p> <p>Governors</p> <p>Governors</p>

	<ul style="list-style-type: none"> • To complete the National College training course entitled Guidance for Governors preparing to meet an Ofsted Inspector (Primary) and Safeguarding for Governors <p>The following new action was listed: Action: To update the Governor Transparency document</p>	<p>Governors</p> <p>Clerk</p>
<p>5</p>	<p>CHAIR'S ACTION</p> <p>No Chair's Action had been completed since the Autumn 2023 FGB meeting.</p>	
<p>6</p>	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>The Part One minutes from the following meetings had been shared with Governors in advance:</p> <ul style="list-style-type: none"> • Teaching & Learning held on 28.2.23 • Leadership & Management held on 13.3.23 <p><u>Teaching & Learning</u> AH advised Governors that:</p> <ul style="list-style-type: none"> • SW demonstrated how to access The National College Training website. • Attendance was noted as below the national average. SW added that the latest attendance data shows improvement. It was noted that attendance is a national problem and a potential indicator of underlying social and economic problems. • Staff absence was discussed with an emphasis on the impact this has on wellbeing and morale. SW has spoken with individual members of staff to negotiate a solution to the underlying problems. <p><u>Leadership & Management</u> JS informed Governors that:</p> <ul style="list-style-type: none"> • The school is in a good financial position. When reviewing the 3-Year Plan, Governors should be cautious re Years 2 and 3 as there is no clear indication of funding available yet. • Mark Bayley (Cheshire East Peoples Directorate) had visited Havannah Hub, had complemented the Hub on the work it was doing and recommended that the school apply for funding for the Hub. Governors have also visited the Hub and were very impressed with the work they saw. • Attendance is a focus for the school and its strategies are 	

	<p>leading to improved data.</p> <p>No questions were asked of the minutes.</p> <p>There were no reports from Governors with special responsibilities.</p> <p>Ann Holland's 26.1.23 Governor Briefing Feedback document was shared with Governors.</p>	
7	<p>FINANCIAL MATTERS</p> <p>The following documents had been shared with Governors in advance:</p> <ul style="list-style-type: none"> • Budget figures Spring 23 Gov Version • SFVS Information for FGB 16.3.23 • Finance Report to L and M 13.3.23 • March 23 sfb-benchmark-charts 21 22 • Asset Insurance Report • EMP Funding Cost Application <p>Governors were asked to ratify the following documents following recommendation by the Leadership & Management Committee:</p> <ul style="list-style-type: none"> • The draft 2023-2024 budget • The School Financial Value Standard • The school staffing structure • The Manual of Internal Financial Procedure including the Asset Register, the Business Continuity Plan, and the Scheme of Financial Delegation <p>Governors approved all the documents listed above.</p> <p>DB advised Governors that there was an amendment to the information shared at the Leadership & Management meeting where it was discussed that one member of staff will commence maternity leave and one member of staff might leave the school. The following figures were not available at the time of the meeting: The scenario figures if the member of staff stayed. Year 1 will remain the same. Year 2 would be a surplus of £67,520 and Year 3 would be a deficit of -£40,659.</p> <p>Governors were advised that the Devolved Formula Capital (DFC) and £14.5k energy efficiency grant would traditionally be used to replace lighting. Havannah Primary School has already replaced its lighting.</p> <p>The Unofficial School Fund account will be audited in June 2023. The school will continue to use Andy Walton to audit the account.</p>	

	<p>Action: To add an item to the Summer 2023 FGB agenda: To approve the Unofficial School Fund accounts and receive the audit certificate</p> <p>Governors were asked if they would delegate the authority to approve the final 2023-2024 Budget to the Leadership & Management Committee. The reason for this is that the Summer 2023 FGB meeting is scheduled for after the budget submission date to Cheshire East (30.6.23). The FGB will still need to ratify the final 2023-2024 budget.</p> <p>Governors agreed to delegate the responsibility for approving the final budget to the Leadership & Management Committee pending FGB ratification.</p> <p>Governors advised the meeting that they do not fully understand either the budget documents or the School Financial Value Standard (SFVS).</p> <p>It was noted that Cheshire East SFVS training is only held once a year in spring.</p> <p>Governors were advised that they do not need to understand the whole budget document – just the 3 Year Plan and the narrative to the right side of the figures. This explains any variances in expenditure. The source of funds section explains where the school’s money comes from – sparsity funding and the Income Deprivation Affecting Children Index (IDACI) etc. These funds are mainly relevant to school staff, Governors need to know where the school has lost and gained money and how much. For 2023-2024 the school’s income is 10% higher than in 2022-2023.</p> <p>Action: To attend SFVS training or to attend a FMSO meeting</p> <p>Action: To send examples of SFVS work to JS</p>	<p>Clerk</p> <p>Interested Governors</p> <p>Clerk</p>
<p>8</p>	<p>PART ONE HEADTEACHER’S REPORT AND MATTERS ARISING</p> <p>SW apologised that she had over-saved the Report. There was no current Report to be reviewed. [The Report was uploaded to Governor Hub on 23.3.23]</p> <p>The following points were made:</p> <ul style="list-style-type: none"> • Number on roll: January 2023 = 216 and March 2023 = 214. • Whole school attendance as at today = 95.3% • The number of pupils with an education health care plan (EHCP) has changed from 93.61% in Autumn 2022 to 95.7% Spring 2023. • Significant data has been included from the Inspection Data Summary Report (IDSR). • The School Development Plan (SDP) has been updated, 	

	<ul style="list-style-type: none"> SW and SS-B have worked on the Self-Evaluation Form (SEF) today, using the format recommended by Helen Scott, School Improvement Partner. The Ofsted Good descriptors are the school's starting points and then evidence is identified moving towards an Outstanding judgement. The Personal Development and Leadership & Management sections are to be completed. <p>Helen Scott is visiting the school on 30.3.23 and would like to review the finished SEF.</p> <p>Action: To share the SEF with Governors</p> <p>Action: To rewrite and upload the Head Teacher's Report</p> <p>Action: To read the Head Teacher's Report and send any questions to SW</p>	<p>SW</p> <p>SW</p> <p>Governors</p>
<p>9</p>	<p>SCHOOL EXTERNAL ADVISOR</p> <p>A copy of the SIP Spring Term Visit had been shared with Governors in advance.</p> <p>Helen Scott had completed deep dives in Science and Music focusing on the development of oracy, end point assessment and metacognition in action.</p> <p>The report is very positive. Music has made great progress. In Science it was noted that the Subject Lead is working towards the Science Quality Mark framework.</p> <p>Helen Scott liked the traffic light system used to review the SDP Priority 1 actions. 6/8 pupils had developed their oracy skills. All assessments were in place. The metacognition strand is highlighted red because SW is still undergoing training which will be shared with members of staff in the Summer Term 2023.</p> <p>Helen Scott recommended the following actions: to use the website to show what classes and curriculum areas do. The website is the Ofsted gateway to the school. SW advised Governors that the last staff meeting every half-term is allocated to updating class and curriculum information on the website.</p> <p>SW advised Governors that Helen Scott would complete the interim Head Teacher Performance Management review on 30.3.23. There was a discussion of which Governors would be involved. It was agreed that KJ should attend as she was instrumental in setting SW's 2022-2023 targets. JS agreed to attend.</p> <p>BM agreed to join KB and AH on the Pay Committee.</p> <p>JS recommended a Radio 4 programme entitled Rethinking Music to the school. The programme recommends using music throughout the</p>	

	<p>school day to support pupil learning. SW advised Governors that Miss Barrie is enthusiastically developing music across the school.</p> <p>Action: To inform the Music Lead Teacher of the Radio 4 programme from 14.3.23 entitled Rethinking Music</p>	SW
10	<p>STRATEGIC GOVERNANCE</p> <p>The Clerk advised the meeting that Cheshire East would be contacting schools to find out if they still wished to purchase clerking in 2023-2024. They would also ask if the current level of clerking would continue - FGB only or FGB and committee meetings.</p> <p>The Governing Board advised the Clerk that they would purchase the same level of clerking in 2023-2024 as this year.</p>	
11	<p>GOVERNOR TRAINING AND DEVELOPMENT</p> <p>Governors attending the Teaching & Learning Committee meeting had seen how to access The National College Training programme. The school does not purchase the Cheshire East training service level agreement and therefore does not have access to Modern Governor.</p> <p>Governors are to select their own National College Training courses to attend dependant on their role in school.</p> <p>Action: To circulate a list of generic National College training courses for Governors to complete</p> <p>BM has completed the Cyber Security training and submitted her certificate to the Clerk.</p> <p>Discussing school visits, it was stated that:</p> <ul style="list-style-type: none"> • Both teams had visited the school this term. • The team visits seemed to work well. • A half-termly visit by each team was discussed. Each visit needs a clear focus. The focus might be to review progress made since the first visit. <p>Reading with an emphasis on oracy and reading for pleasure was suggested for one visit. The Read Write Inc action plan focuses on a new scheme of work based on good-quality story reading. The pilot is being trialled with Pre-School, Reception and Y1. Talk Through Stories is the name of the programme. In week one tier two vocabulary is shared with pupils every day. In week two the vocabulary is developed and oracy embedded. Eight words per story are chosen for this activity. Words such as 'exhausted' and 'flabbergasted' were modelled.</p> <p>It was agreed that Team 1 would visit in the Summer Term</p>	SW

	<p>2023 with this as their focus.</p> <p>It was also agreed that Team 2 would visit Early Years: Pre-School and Reception in the Summer Term 2023.</p> <p>Action: To confirm a date when the two teams of Governors can visit in the Summer Term 2023</p> <p>There was discussion of completing a new skills audit, as the new Governors have now been in post for a length of time. It was agreed that a Development Day would be an ideal opportunity to complete the skills audit, to enable Governors to meet Helen Scott and Jeremy Spencer (Fallibroome Trust CEO) and to plan the Governing Board's priorities for 2023-2024.</p> <p>Action: To invite all Governors to an Away Day on Tuesday 18th April at 9.15am</p> <p>Action: To invite Helen Scott and Jeremy Spencer to the 18th April 2023 Away Day at 9.15am</p>	<p>Governors</p> <p>Clerk</p> <p>SW</p>
12	<p>GOVERNANCE STATEMENT</p> <p>A copy of the Governance Statement had been shared with Governors in advance. It is on the school's website.</p> <p>Governors approved the Statement.</p> <p>There was discussion of the need to write a mission statement. No actions were forthcoming.</p>	
13	<p>SCHOOL POLICIES</p> <p>The following policy documents were listed for approval and were on Governor Hub:</p> <ul style="list-style-type: none"> • Charging & Remissions • Safer Recruitment • Allegations Against Staff • Lettings <p>Governors were advised that:</p> <ul style="list-style-type: none"> • There were no changes to the Allegations Against Staff Policy • All other documents were updated versions of an original policy. <p>Action: To mark as signed all policy documents presented at the meeting or send any questions regarding policies to SW</p> <p>Action: To add an item to the Summer 2023 FGB agenda: To</p>	<p>Governors</p>

	review the policy schedule for 2023-2024	Governors
14	<p>MEETINGS</p> <p>Governors agreed the date of the Summer 2023 FGB agenda: Thursday 13th July.</p> <p>There was a request to start the meeting at 4pm instead of 4.45pm.</p> <p>Action: To ask all Governors if they can attend the Summer FGB at 4pm and not 4.45pm</p>	Clerk
15	<p>AOB</p> <p>Challenge: Are newsletters no longer being sent out? Response: They are now being shared via Dojo. JS advised that he does not have access to DOJO. SW to address.</p> <p>BM informed the meeting that, the safeguarding training she has completed, recommended that safeguarding should be an agenda item for the FGB. BM was advised that safeguarding is usually updated via the Headteacher's Report. The Safeguarding Link Governor needs to provide an annual report. Governors were informed that they had received a copy of the SCiES Report from the Autumn Term visit, and this had been discussed.</p> <p>Action: To add an item to the Summer 2023 FGB agenda: To receive the Safeguarding Link Governor Report</p>	Clerk
16	<p>IMPACT STATEMENT</p> <p>Governors reviewed the School Improvement Partner's Spring 2023 Report and received updates from the Headteacher which enabled them to prioritise elements of school life which they will focus their Summer Term visits on. Additionally, Governors agreed to hold a development session in the Summer Term 2023 to plan priorities for 2023-2024.</p> <p>Governors reviewed the school's financial position looking at pupil numbers on roll and potential staffing structure scenarios. Looking at the budget papers and the SFVS document, Governors were assured that the school was financially secure for 2022-2023. However, Governors requested in-house or external training to better understand the school's budget data.</p> <p>Attendance, mental health, and wellbeing were issues discussed throughout the meeting with reference to both pupils and members of staff. These issues are a high priority for Governors to ensure that all pupils are given the opportunity to access a full curriculum being</p>	

	taught by their regular teachers and that members of staff are happy in school and able to fulfil their roles.	
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The meeting moved to the Part Two agenda.

SS-B, EF and DB left the meeting at 5.53pm.

The meeting ended at 6.16pm.

..... Chair

..... Date