

**MINUTES
OF THE FGB MEETING OF THE ACORNS PRIMARY AND
NURSERY SCHOOL AND WHITLEY VILLAGE FEDERATED
SCHOOL**

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| Date | Thursday 19th November 2015 at 6pm |
| Venue | The Acorns |

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| Present: | Di Buckley (DB) Nicola Downey (ND) Jane Gerrard (JG) Mandy Hatton (MH) Lizzie Langton (LL) Emma Morgan Lloyd (EML) Martin Nield (ML) Jo Paylor (JP) Amanda Powell (AP) Gareth Powell (GP) Chrystal Rees (CR) Angela Tolan (AT) | Chair of FGB Staff Governor Staff Governor Associate Member Parent Governor Staff Governor Co-opted Governor (and Vice Chair) Staff Governor Head Teacher Co-opted Governor Parent Governor Parent Governor |
| Apologies: | Matthew Fullager (MF) | Co-opted Governor |
| Absence: | None | |
| In attendance: | Elaine Dobinson-Evans Hannah Mansfield (HM) | Clerk Executive Deputy Head |


The meeting met its quorum


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| AGENDA ITEM 1 | INTRODUCTIONS & APOLOGIES FOR ABSENCE | | |
| Discussion: | The Chair welcomed all to the meeting and introduced Mandy Hatton (Associate Member) and Lizzie Langton (Parent Governor). Apologies were received from MF. It was noted that Julie Painter and Anna Johnson have resigned as governors. It was noted that governors' attendance must be recorded: the clerk will collate and send to the website co-ordinator at the end of the year (needs to be placed in a public area of the website). | | |
| Decision: | Resolved: to accept the apologies of the above named governor. | | |
| Action: | WHAT Clerk to collate meeting attendance data at the end of the year and send to website co-ordinator. | WHO Clerk | WHEN end of year |

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| AGENDA ITEM 2 | DECLARATION OF PERSONAL & PECUNIARY INTEREST – ALL GOVERNORS REQUIRED TO SIGN | | |
| Discussion: | There were no additional declarations of personal or pecuniary interest. Governors signed the attached form. | | |

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|  REGISTER OF PECUNIARY INTERES | |
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| AGENDA ITEM 3 APPOINTMENT OF CHAIR & VICE CHAIR FOR 2015-16 (STATUTORY) | |
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| Discussion: | JG proposed DB as chair of governors, this was seconded by AP. It was noted that the vice-chair had been appointed for a term of two years last year. |
| Decision: | Resolved: The governors agreed that DB would be the chair of the governing body for a two year term (as per the constitution). |

| AGENDA ITEM 4 CONFIRMATION OF ELIGIBILITY – ALL GOVERNORS TO SIGN | |
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|  Confirmation_of_Eligi bility_Form.doc | Discussion: Governors signed the attached form. Confirmation of eligibility All governors signed the forms. |


| AGENDA ITEM 5 CODE OF CONDUCT – ALL GOVERNORS REQUIRED TO SIGN | | | |
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|  Code of Conduct 2015-16.doc | Discussion: | Governors signed the attached form. | |
| Action: | WHAT | WHO | WHEN |
| | Ensure that MF signs all of the forms from the meeting. | AP | asap |

| AGENDA ITEM 6 COMMITTEE STRUCTURE & MEMBERSHIP 2015-16 | |
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| Discussion: | <p>The following structures were agreed:</p> <ul style="list-style-type: none"> • Performance & Pay (Pay Committee meet once/yr) DB, JG, AT, ND, GP, AP, MH (DB will chair the first meeting, then MH) Pay ctt: DB, AT, GP • Pay Appeals Committee the people not on the Performance Committee who are available: CR, SH, MN, LL, MF(it was noted that this must be non-staff) . • School Improvement AT (Chair), DB, AP, GP, CR, EML, MF, JP • Finance AP, SH (Chair), LL, MN, MH, JG. • HT Performance Management DB, SH and Sarah Bentley (SIP consultant) <p>It was agreed that Panel and Appeals Chairs would be agreed if/when required.</p> <ul style="list-style-type: none"> • Pupil Discipline & Exclusion panel CR, AT, MN, MH • Pupil Discipline & Exclusion appeal panel |

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| | <p>DB, SH, MF (whoever is available at the time and non-staff)</p> <ul style="list-style-type: none"> • Staff Discipline & Dismissal panel As P,D & E panel above • Staff Discipline & Dismissal appeal panel As P,D & E appeal panel above |
| Decision: | Resolved: to formally accept all of the above committee and panel memberships and that Panel and Appeals Chairs will be agreed if/when required. |

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| AGENDA ITEM 7 | GOVERNOR SUBJECT LINKS & LEAD GOVERNOR ROLES 2015-16 | |
| Discussion: | It was noted that the role of lead governors is to provide a link to the subject leaders by classroom visits, etc. and that Anna Johnson had offered to remain involved with Safeguarding matters. The following lead governors were agreed: | |
| | <ul style="list-style-type: none"> • Early Years LL • Safeguarding Anna Johnson + JG • Pupil Premium AT • MFL AT • SEND CR • Maths CR • Finance SH & JG • H&S MN • Science & DT DB | <ul style="list-style-type: none"> • PE GP • Humanities GP • Arts GP • Computing GP • PSCHE MH • RE MF • English DB • Governor Training AT • Federation Governors* SH & DB |
| | *See Agenda item 16 later. | |

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| AGENDA ITEM 8 | TERMS OF REFERENCE 2015-16 | |
| Discussion: | To agree the terms of reference for the following committees: <ul style="list-style-type: none"> • Full Governing Body committee • Performance • School Improvement • Finance (was reviewed in the meeting prior to this meeting) • Pay (once/yr) | |
| Decision: | Resolved: to formally accept all of the above Terms of Reference. | |

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| AGENDA ITEM 9 | GOVERNING BODY MEMBERSHIP | | |
| Discussion:  Governors Terms of Office and Committee | <ul style="list-style-type: none"> • <i>Attached list of governors from last year</i> <p>SH proposed that LL join the governing body as a parent governor, this was seconded by AT.</p> <p>There is now also a vacancy arising from the fact that Anna Johnson has resigned as a parent governor. It was agreed that it would be preferable to have MH as a parent governor rather than as an Associate Member. The appointment of MH as a parent governor was proposed by DB and seconded by SH.</p> | | |
| Decision: | Resolved: That LL would join the governing body as a parent governor. That MH should join the full governing body as a parent governor as long as there are no objections from Whitley parents. | | |
| Action: | WHAT | WHO | WHEN |

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| | Write to parents at Whitley regarding the appointment of MH as a parent governor (ensure that other parents are given the chance to apply should they wish). Update attached list | AP,JG | asap |
| | | Clerk | asap |

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| AGENDA ITEM 10 | GOVERNOR TRAINING REQUIRED/ATTENDED | | |
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| Discussion: | <p>AT advised that an updated governors' skills audit is required and noted that the new governors require a tour of both schools. DB advised that the new dates for LA training have been released for next term – it is important to ensure that new governors are trained as soon as possible.</p> <p>AT stated that all governors had received training on 12th October: this was general training regarding the role of a governor.</p> <p>Q: DB asked whether any feedback had been received with regard to the training on 12th October? HM advised that she had collated feedback which had all been positive.</p> <p>It was noted that governors records of visits also need to be passed to HM who has a master file.</p> | | |
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| Action: | WHAT Update governors' skills audit Arrange tours of both schools for new members and for new members to attend training courses. Send RoVs to HM to file. | WHO GP, AT AT All | WHEN Asap Asap Ongoing |
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| AGENDA ITEM 11 | GOVERNING BODY VISITS/REPORTS ATTENDED SINCE LAST MEETING | | |
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| Discussion: | No visits were recorded. | | |
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| AGENDA ITEM 12 | MINUTES OF THE LAST MEETING (2nd July, 2015) | | |
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| Discussion: | <p>Item 13: MN updated that he is still the representative of all primary school governors on the Schools Forum.</p> <p>Page 5: OFSTED revisit 30 days after 8 September: it was noted that the visit has not yet occurred. It was noted that HM and AP were to attend HMI training on 'Getting to Good' the following week.</p> | | |
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| Decision: | RESOLVED: the minutes of 2 nd July FGB meeting were accepted as a true and accurate record. | | |
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| AGENDA ITEM 13 | MATTERS ARISING from last minutes | | |
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| Discussion: | <ul style="list-style-type: none"> • Clerk to Governors to liaise with Chrystal regarding the training. <i>This action has been completed.</i> • Emma to forward the Maths policy to the Governors. It was agreed that the policy would be reviewed on an annual basis. <i>This action has been completed.</i> • Clerk to Governors to circulate subject leader details to the Governors. <i>Please see above.</i> • Headteacher to forward Steve Palin's email address to the Vice Chair. <i>This action has been completed.</i> • The Headteacher to inform admin staff to stop the letters for the Conway Trip from going out to parents. <i>This action has been completed.</i> • Note about cycling on footpaths to go into the newsletter. <i>This action has been completed.</i> | | |
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| AGENDA ITEM 14 | SUMMARY HEADTEACHER'S REPORT |
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| <p>Discussion: Attachment removed as it contains confidential information</p> | <p>Governors had read the attached report that was circulated prior to the meeting. The following comments and questions were noted.</p> <p>AP advised that the School calendar is sent to governors every week: this includes details of monitoring that is taking place in both Schools. Governors stated that they found this very useful</p> <p>Q: SH asked whether AP was finding the staff briefing at Acorns useful and whether it was being done at Whitley? AP advised that a 5 minute weekly briefing is held at Acorns first thing every Monday morning. HM noted that it had arisen because it was needed at Acorns due to the large amount of staff and cover required. It was discussed whether there would be a benefit of circulating information prior to the meeting, however it was agreed that it was helpful to have all staff together for the briefing. It was discussed whether a similar briefing should take place at Whitley: although it is smaller, it was felt that staff would still benefit from a briefing.</p> <p>Q: SH asked whether there is a policy on CPD as some staff appear to do more than others? HM advised that that is due to the nature of people's roles and what is needed at the time: it varies from month to month. HM advised that she has a spreadsheet so that she is able to identify whether any member of staff is receiving too little (or too much) CPD</p> <p>Q: DB stated that the CPD covered on the inset day sounded positive and asked whether there is evidence of impact? HM advised that this was the case and that she follows up on all evaluation forms. This is fed back regularly to the Performance Committee.</p> <p>AP noted that the 2 subject leaders for Maths had delivered some excellent training at a twilight training session for staff across the Federation and advised that all staff are to attend Prevent training at Elton Primary School on 9 December. On the 12 February inset day staff will receive training from the Christopher Winter organisation on SRE in the morning (to enable all class teachers to deliver this), followed in the afternoon by sharing of training by a member of staff who has recently attended a course about different types of bullying.</p> <p>DB stated that it was good to see that sharing of good practice is taking place. It was noted that HM had also led an inset training day on the School Development Plan and the SEF: this was very positively received and staff had commented that it had given clarity.</p> <p>Q: MN asked whether School received anything from Ignite because it is a RI school? (Ignite is the Ellesmere Port partnership of primary schools). AP advised that School receives a lot of training from Literacy and Maths consultants as well as Moderation training organised by the Weaverharm cluster. She advised that she had been contacted by the LA regarding School To School support (Ignite are to put in a £10,000 bid for funding) and stated that she would use any funding to support first quality teaching in the form of coaching and lesson study approach. AP advised that School attend the Early Years cluster Ignite meetings. Two teachers are working on national professional qualifications for middle leadership had one teacher has just completed a qualification in senior leadership. However it was noted that</p> |

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| | <p>School are carefully selective about what training is selected.</p> <p>Q: GP noted that more information about pupil numbers would be helpful, for example, whether pupil numbers have increased or decreased and how many appeals have taken place? DB noted that it would also be interesting to understand more about pupils moving to and from School.</p> <p>AP advised that some pupils had left because siblings were not allowed to join school. Discussion followed about the fact that some local schools are expanding. MN confirmed that some schools have been asked to extend by the LA as figures indicate that there are increases in the population in those geographic locations (due to building of houses). MN advised that increased band numbers apply to the following schools: Rivacre, Little Sutton, Parklands, Rossmore. It was noted that a bulge is anticipated at Acorns in 2017. Please also see Item 18 for more discussion on this matter.</p> <p>DB noted that School is over subscribed every year. AP advised that a reception child is staying in nursery until Christmas to try to get a place: the child has two siblings in school and it is a vulnerable family.</p> <p>MN suggested that it governors attend a CWAC forum that will be covering this matter soon.</p> <p>AP advised that the following residential visit is planned: 15th/16th of June Yr2 Tattenhall and Yr6 are currently in Min-y- Don.</p> | | |
| Decision: | RESOLVED: Weekly briefing to occur at Whitley | | |
| Action: | <p>WHAT</p> <p>Lead a weekly briefing at Whitley from next Monday.</p> <p>Attend CWAC forum regarding extensions to schools in the area.</p> | <p>WHO</p> <p>JG</p> <p>?</p> | <p>WHEN</p> <p>Next week</p> <p>?</p> |

| AGENDA ITEM 15 | SUMMARY COMMITTEE REPORTS | Chairs of Committees | |
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| Discussion: | <p>Performance Committee</p> <p>DB advised that all performance management has been completed for the last cycle and staff have clear objectives for the next cycle. She advised that the Pay Committee meeting will be brought forward to July next year, rather than October. JP noted that as Rachel Thomas has only just started, her performance management will be in the next two weeks.</p> <p>School Improvement Committee</p> <p>AT advised that there was nothing to report. DB added that the School Improvement partner's report will be discussed in detail at the next meeting (this has just been received at Whitley and is expected next week at Acorns).</p> <p>Finance, Premises & Personnel Committee</p> <p>SH advised that the meeting had just taken place. She noted that the Site Maintenance Officer is doing a very good job. She advised that there was nothing to report on Personnel but noted that some Financial policies had been agreed, including a Gifts and Hospitality Policy which is to be put into place. She advised that this policy is to protect staff from fraudulent activity and explained the policy to the governors. JP noted that it is important to ensure that TAs are also aware of the policy as they are staff who mainly spend one to one time with pupils.</p> | | |

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| | <p>JG noted that the following policies had also been agreed by the Finance committee:</p> <ul style="list-style-type: none"> ○ School Charging (this has been updated to reflect CWAC charges) ○ Lettings (as above) ○ Cheque Administration (has been checked to ensure no changes required to conform to SFVS) ○ Imprest (as above) <p>It was noted that the budget is on track for both Schools for the current year but that data suggests that there will be a deficit by 2019. SH wished to record governors' thanks to JG for a comprehensive Financial Report.</p> <p>SH also stated that a working group is being put into place to generate and review the strategic plan for the next 3 to 5 years. The working party will be led by DB, SH, JG and will report to the full governors meeting on an ongoing basis. It was agreed that the working group would also look at sourcing additional funding in the form of grants.</p> | | |
| Decision: | RESOLVED: | | |
| | <p>To adopt the Gifts and Hospitality Policy. That the working group generate and review the strategic plan and look at sourcing additional funding in the form of grants.</p> | | |
| Action: | WHAT | WHO | WHEN |
| | Ensure that all staff are aware of the Gifts And Hospitality Policy | JG | Asap |
| | Feed back to governors regarding progress of working party who are working on Strategic Plan. | DB,SH | Ongoing |

| AGENDA ITEM 16 | RESULTS OF STAFF QUESTIONNAIRE | AP/HM |
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| Discussion: | <p>Acorns HM advised that feedback from the June questionnaire at the Acorns had been disappointing but that the questionnaire carried out in October was much improved: staff are more positive using language in the qualitative section such as 'focused, professional, nurture, teamwork, pupil focused'. It was felt that the visioning work that has been done with the staff has paid off. Q: DB asked about links to SEF? HM advised that all staff are aware of the SEF (staff had the day in October where the SEF was shared) she felt that staff have much more ownership and the fact that it is a shared vision has worked. Q: GP asked what staff think about it? It was agreed that staff are generally much more positive with a feeling of purpose and energy.</p> <p>Whitley AP advised that the Whitley staff questionnaires were disappointing: matters were raised that had not come out in staff meetings. She advised that she had called a meeting and that it was connected to the June OFSTED visit to Acorns with Whitley staff feeling that Whitley is in a different position. AP advised that it had been an honest meeting where several matters had been brought into the open: the impending visit by OFSTED to Whitley was discussed as well as the learnings that could be taken from Acorns' experience. She felt that staff were now feeling more positive but that it is important that both Schools communicate as much as possible. She noted that staff will be asked to comment on Sarah Bentley's report. Q: DB asked whether there was more that the governing body could do?</p> | |


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| | <p>For example she noted that staff had commented that they have never had a governor visit to the classroom. AP stressed that staff are very committed across the Federation and it is important to utilise the good practice that exists in both Schools.</p> <p>Q: SH suggested that Whitley staff had been sensitive to the fact that Acorns staff have been very focused plus there has been a lot of pressure on the management team. It was noted that a senior member of staff is at Whitley three days a week but that teachers in general expect to have a Head teacher present in School. It was agreed that this is a challenge for the Federation and governors and that it is important to look at each School's strengths and weaknesses and use them. It was agreed that more effort will be made to physically go to Whitley so that they do not feel neglected.</p> <p>Q: DB asked whether it would be worth considering having a governor responsible for the Federation? That Governor could monitor and report on opportunities for sharing of good practice at the FGB. It was agreed that DB and SH would share this role.</p> <p>AP noted that Mark Parkinson has been very impressed with both Schools and that he had commented that federation is the way forward. DB also noted that other schools are considering federating rather than becoming an academy.</p> | | |
| Decision: | <p>RESOLVED: That more effort will be made to physically go to Whitley. That DB and SH will be governors with special responsibility for The Federation.</p> | | |
| Action: | <p>WHAT Visit Whitley</p> | <p>WHO DB, SH</p> | <p>WHEN Asap and regularly</p> |

| AGENDA ITEM 17 | ANALYSIS OF RAISE DATA | | HM |
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| <p>Discussion: <i>Electronic copies of data required</i></p> | <p>RAISE is a summary report produced by the government which enables a comparison between School's performance to national averages.</p> <ul style="list-style-type: none"> • HM advised that there was no separate data report because the SEFs for both Schools have been updated since the information pack had been sent to governors. She advised that there is more data in the SEFs than previously. • HM explained that RAISE is based on the previous Yr2 and Yr6 cohort, therefore she was concentrating on the current Yr3 cohort. • She handed out Autumn term 1 data and explained that it looks different because levels have gone: the data is now age-related. • The data shows percentage of pupils on track (or not on track) to age related (although it was noted that this will change again in Autumn 2 because the Target Tracker assessment system will count differently resulting in the fact that data will appear better by the end of this term). • The data goes on to break down by children that are currently (or above) age-related and attainment for each cohort by year group and by class. • Targets are set by teachers (not all pupils has six steps, which would be as per national curriculum): targets have been set individually for every child for English, Reading, Writing and Maths. It was noted that the targets are aspirational and that School is striving to ensure that Yr6 pupils at Whitley reach the government's floor standards by May. | | |


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| | <ul style="list-style-type: none"> The analysis then looks at how close teachers and pupils are to achieving those targets. <p>It was noted that School may choose what is put into the SEF and how the data is displayed and reported.</p> <p>Q: MN asked whether she was confident that School has the resources to achieve the targets? AP advised that this was the case and noted that a teacher for Yr5/Yr6 has just been employed plus a speech and language therapist for a term.</p> <p>JP noted that some pupils have targets that are 15 (not 6) steps this year and therefore the teachers' performance management data is different to the cohort's target because the pupil targets are so aspirational (i.e. performance management is still tough but realistic).</p> <p>Whitley Pre-School:</p> <p>HM advised that at Acorns, of 45 pupils in reception, 36 has come from Acorns nursery – all had some sounds and some writing: of the 9 pupils from outside, only 1 had any sounds that they could recognise.</p> <p>DB suggested that there should be a working group to consider the issue of Pre-school at Whitley as action is needed this year. It was noted that last year AP had raised the idea of School taking over the management of the Pre-school at Whitley so that School can oversee the curriculum. It was agreed that a working group meeting would be arranged before Christmas.</p> <p>DB urged governors to read and review the RAISE data analysis and to ask questions about areas of uncertainty. She emphasised that OFSTED would expect this of governors.</p> | | |
| Decision: | RESOLVED: to set up a Whitley Pre-school working group with a meeting to be arranged before Christmas. | | |
| Action: | WHAT Send copies of handouts electronically. Working group meeting to be arranged. | WHO HM GP | WHEN Asap Before xmas |

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| AGENDA ITEM 18 | RIVACRE VALLEY PRIMARY EXPANSION | | |
| Discussion: | <p>CR's daughter attends Rivacre Valley School. CR advised that there had been no formal letter to say that Rivacre was expanding but that there had been a note to say that the dining room was being extended in order to facilitate a faster turnaround at lunchtime. Also there is to be an outdoor area for pupils to have lunch. MN advised that the school is planning to expand from 45 to 60 in September 2016 with building starting in Spring 2016. He explained that the LA had asked the school to expand because of two large housing estates that are being built.</p> <p>Q: GP suggested that faith schools would also be required and DB asked whether other schools are full? MN reiterated that Rivacre, Little Sutton, Parklands and Rossmore have been asked to increase their intake.</p> <p>Q: DB asked whether this has any impact on Acorns? AP advised that this was not the case at present: there is some capacity in School which could be achieved by dividing rooms but that that might be at the cost of other things. MN noted that the reason why other schools had been asked, and not Acorns, was because of the data generated by the LA which relates to new housing, etc. There was discussion regarding the basis of the LA plan.</p> <p>MN reiterated that governors should attend the Governors' Forum as how figures were arrived at and the impact is an agenda item.</p> | | |

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| AGENDA ITEM 19 | VISIBILITY OF GOVERNORS ON SCHOOL WEBSITE |
| Discussion: | <p>GP advised that all governor profiles except for LL and MH are on the Spider website. He advised that Spider will be up and running on 1st January and showed the governors examples of some of the visuals. Spider will be responsible for staff training.</p> <p>Q: DB asked whether it conforms to the legislation change in September? GP confirmed that this was the case. Q: DB asked who is leading the project? GP advised that it was himself and Lesley McLaren. Q: DB asked whether this has been recognised in Lesley's performance management? GP advised that this was the case.</p> <p>Governors wished to record their thanks to Lesley McLaren for her commitment to the project.</p> |

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| AGENDA ITEM 20 | POLICY REVIEW | Chair |
| Discussion: | Governors had reviewed the Safeguarding Policy (attached) prior to the meeting. There were no concerns raised or changes requested. | |
|  Safeguarding Policy 2015-2016.doc | | |
| Decision: | RESOLVED: to adopt the policy. | |
| Action: | WHAT Add JG as Safeguarding governor link | WHO AP WHEN asap |

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| AGENDA ITEM 21 | ANY OTHER BUSINESS |
| | There was no other business raised. |

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| AGENDA ITEM 22 | DATE OF NEXT MEETINGS |
| Discussion: | Dates of future meetings have been received by all governors. |
|  2015 weekly calendar.xlsx | <p>17th March 6PM Whitley 7th July 6PM Acorns</p> <p>Next meeting agenda items:</p> <ul style="list-style-type: none"> • Appointment of new Head Teacher. |
| Action: | WHAT Clerk to send dates to MH and LL by email. |
| | WHO Clerk WHEN asap |