



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

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| Date | Thursday 16th March 2017 |
| Venue | Whitley School 6pm |

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| Governors: | Hilary Berry (HB) Di Buckley (DB) Jess Haigh (JH) Mandy Hatton (MH) Lizzie Langton (LL) Hannah Mansfield (HM) Emma Morgan-Lloyd Martin Nield (ML) Crystal Rees (CR) | Co-opted Governor Co-opted Governor, Chair of FGB Staff Governor LA Governor Parent Governor Head Teacher Co-opted Governor Co-opted Governor (and Vice Chair) Parent Governor |
| Apologies: | Susie Harding (SH) | Co-opted Governor |
| Absent: | Matthew Fullagar (MF) | Co-opted Governor |
| In Attendance: | Elaine Dobinson-Evans | Clerk |

The meeting met its quorum

| AGENDA ITEM 1 | WELCOME AND APOLOGIES | Chair |
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| Discussion: | <p>The Chair welcomed after the meeting. Introductions were made.</p> <p>Apologies were received from Susie Harding. Governors discussed that Matthew Fullagar did not attend the last FGB meeting and should therefore be recorded as absent.</p> <p>The Chair drew governors' attention to their responsibilities with regard to committees and link roles. It was noted that Nicola Downey used to be on the Performance Management Committee – HB recommended that it is better not to have a staff governor in this role. HB also stated that she felt that it was inappropriate for her to sit on both the Pupil Discipline and Exclusions Panels. It was agreed that she should not sit on the appeal panel.</p> <p>Q: DB asked governors who had been into School?</p> <ul style="list-style-type: none"> • HB advised that she has a meeting scheduled with the Deputy next week in her role as PP link governor. • CR advised that she had been into School to meet with Nicky Hearne (NH) and Sarah Bentley (the SIP, SB) to work on the SEND part of the website, a SEND review day, policies, review of NH's action plans and reviewing of intervention processes with regard to what works and what does not work. She also attended dyslexia interviews for a potential TA (although it was | |



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| | <p>decided not to proceed following interviews). CR advised that she has also been in to meet with EML regarding Maths. Governors expressed their thanks to CR for her hard work.</p> <ul style="list-style-type: none"> • DB advised that she met with the SIP and the OFSTED inspector. She noted that she also has a weekly meeting with HM. • The following governors came into School to meet with the inspector from OFSTED: LL, HB, DB, SH. • MN and DB also attended the LA review of The Acorns. • MN advised that he carried out a Health & Safety review at both Schools in addition to coming into School in January for Safeguarding training. • LL advised that she attends Stay & Learn at Whitley School every week. <p>DB requested that all Subject Links meet with the Subject Leaders on a 1/2 termly basis if possible.</p> | | |
| Decision: | Resolved: to accept the apologies of the above named governor. | | |
| Actions: | Ask MF if he would prefer to still be in School but not act as a governor. Governors to meet with subject leaders | HM Link govs | Asap Half termly |



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| 2 | DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST |
| Discussion: | There were no declarations additional to those already noted. |

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| 3 | ANY OTHER BUSINESS | | |
| Discussion: | <p>It was discussed that although funding had been tabled for the Finance Committee agenda the following Friday, this would be too late for the required response to the government. HB advised that she had circulated various papers regarding this and that she would also share the CWAPH documentation. HM advised that she has responded as a Head Teacher.</p> | | |
| Actions: | Email the Schools forum response to DB and SH. Send a response from the governing body. | MN DB | Asap Asap |

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| 4 | MINUTES OF LAST MEETING (17th November, 2016) | Chair |
| Discussion: | <p><i>Please note that embedded files have been removed in the attached document.</i></p> <p>A small typing error was noted under Agenda Item 8: LI should read LL.</p> <p>The Chair signed the minutes.</p> | |
| Decision: | Resolved: to accept the minutes as a true and accurate record. | |

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| 5 | MATTERS ARISING FROM LAST MEETING | Chair |
| <p>HM to pass the papers from today's meeting to HB to sign. <i>Action Completed</i></p> <p>HM to pass papers from today's meeting to MF to sign. <i>See note above</i></p> | | |




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| <p>LL to pass the papers from today's meeting to SH to sign. <i>Action Completed</i> Clerk to pass the papers from today's meeting to MN to sign. <i>Action Completed</i></p> | |
| <p>Check that HB is happy with the roles she has been allotted in her absence (see also Link for PE) <i>See note above.</i></p> | |
| <p>Organise training where required (LL and MH) <i>LL advised that she has not attended Early Years training but intends to follow this up by organising more visits to School. She advised that she would also look out for appropriate courses. MH advised that she attended some pupil premium training the week previously.</i></p> <p>JH advised that she attended induction training that included an introduction to roles and responsibilities. She advised that one of the learnings from the course was an OFSTED 'go to' sheet. Governors noted that School had put a process in place for SLT to pass information at the point of receiving a call about an impending OFSTED visit – HM advised that when this was put into practice, the flowchart worked well although she has since made minor adjustments as necessary.</p> <p>Governors spent some time discussing the recent OFSTED visit to Whitley School. DB noted that the SDP and SEF were key documents. It was noted that the inspector mentioned that minutes show good evidence of governor involvement and challenge. It was good that the list of policies was in place and up to date (thanks to the hard work of those involved).</p> | |
| <p>Put up to date ToRs onto website <i>Action Completed</i></p> | |
| <p>Add HB to governor information on website. <i>Action Completed.</i></p> | |
|  REGISTER OF PECUNIARY INTERES | <p>Update website. <i>Action Completed.</i></p> |
|  Governors 2016-2017 v2.doc | <p>Update attached page for website. <i>Action Completed.</i></p> |
| <p>Complete Channel Training. Action CR and MF to complete next time in School. <i>Action Completed</i> Action: HM to re-check whether DBS expire.</p> | |
| <p>Report back to the governing body by January with recommendations regarding the staffing structure to address the issue of managing behaviour <i>HM advised that there was no recruitment made at that time but advised that this would be discussed further in Part 2 minutes.</i> Add notes for context re Attendance to Head Teachers report in future. <i>Action Completed.</i></p> | |
| <p>Follow up re 1% included or not in pay summaries. <i>Action Completed.</i></p> | |
| <p>Add wheelchair access to the playground to the School Development Plan for Whitley.</p> <p><i>HM advised that this has been added to the plan. Two companies have been into School and have suggested ideas: two further companies will also do the same. HM noted that the issue is a short deep base near the Breakfast Club entrance. Q: MH asked why access is not through the main door? HM explained that it is connected with car parking access/easy access into School plus the child not having to pass another door after a fire door. Several other ideas have been considered</i></p> | |



and were discussed, for example unblocking and internal door and going through another classroom. It was noted that it is not yet clear whether the family of the child who would require the access has selected to attend Whitley School

Talk to CC about a suitable course for MH. See above.

| 6 | HEADTEACHER'S REPORT | Head |
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| <p>Discussion:</p>  <p>March 2017 Head report to Govs.docx</p> | <p>Please find the head teacher's report attached – this was circulated for review prior to the meeting: HM invited questions:</p> <p>HM advised that 2 new pupils had joined The Acorns since the report was written – one in Reception and one in Year 2. She also noted that 7 new pupils will be joining the nursery after Easter making the nursery full. Q: ML asked whether the weekly figures are up to date? HM advised that this is the case: 9 families have selected Whitley as their first choice with another 9 as their second choice. Q: M and asked the same question regarding The Acorns? HM advised that 71 families have chosen The Acorns as their first choice.</p> <p>Attendance:</p> <p>Q: DB referred to the sickness bug that was mentioned in November and asked whether this was linked to changes in the cleaning staff? HM advised that the change in the cleaning staff was linked to the hygiene audit.</p> <p>Q: MN referred to persistently absent pupils and asked what is the attendance target? HM advised that attendance of less than 95% is defined as persistently absent – HB noted that attendance of 96/97% would be required to achieve Outstanding. HM advised that this is a high priority for family liaison officers at The Acorns. Q: HB asked at what time is a pupil classified as late? HM advised that this would be after 9.30 AM. Q: MH asked whether lateness is a big problem? HM confirmed that it is at The Acorns and also for one family at Whitley. EML advised that her child, who attends a different school, has a slip that records their attendance every term – she suggested that this might be worth considering. HM advised that this is part of the goals and objectives of a senior member of staff.</p> <p>Governors also discussed the bike raffle, expressing concern that some children might not be included. HM assured governors that each child/family is considered individually and that the raffle will be fair.</p> <p>Q: MN asked whether there has been any reaction to the fixed penalty notices for persistently absent pupils? HM advised that this is complicated in this instance because the families are Child Protection families.</p> <p>DB noted that there are posters in School that correlate attendance and achievement – HM advised that a letter was sent in September to all parents and she is about to send another letter about this to parents. Governors discussed the importance of parents understanding that less than 95% means a lot of lessons missed. DB was pleased to note that attendance is on an upward trend.</p> <p>Exclusions:</p> | |



DB noted that there have been a number of exclusions at The Acorns which has taken a significant proportion of HM and her staff's time. **Q: MH asked how the pupil who had returned on 7 March is progressing?** HM advised that the pupil has not been excluded again – a plan is in place and the pupil remains in education.

Staffing:

Q: MH asked what will happen to Mrs McCartney(?) when Mrs Downey returns to work? HM advised that Mrs McCartney is permanent and both teachers will be based at Whitley.

Professional development:

Q: HB asked how impact is being measured? HM advised that there are forms to be filled in following any training. **Q: MN asked whether they are filled in immediately after training or six months later?** DB advised that evaluation is done immediately and then followed up afterwards for impact. It is also expected that training will be shared with other staff.

Staff well-being:

Q: HB noted that there is a duty of care with regard to staff well-being and asked whether HM has considered bringing in external expertise, perhaps in the form of a yoga or motivational session? HM advised that, having discussed this with members of staff, they preferred to each have 1/2 day out of School for personal professional development time (she explained that everyone covers for everyone else so that this can be achieved). It is generally used for report writing.

Q: MN asked whether there is anything planned to celebrate the successful outcome of the recent OFSTED evaluation of Whitley School? HM advised there is a team building day planned for members of staff from both Schools on 26 March. She advised that 70 members of staff are going to an Escape Room followed by lunch in Chester. Governors agreed that there is a lot to celebrate!



Q: HB asked whether it would be appropriate to send a note from governors to reflect this? It was agreed that DB would follow this up. Action:

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| Action: | Write to members of staff about the successful OFSTED evaluation at Whitley School. | DB | Asap |
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| 7 | BEHAVIOUR AND SAFETY OF PUPILS (SAFEGUARDING) | Head |
| Discussion: | <p>HM advised that thanks to funds released by The Finance Committee, the CPOMS software system was purchased in January. She advised that it was rolled out to all staff the week previously.</p> <p>HM was extremely positive about the value and benefits of the system which is Internet based to record any Safeguarding concerns at any level. Q: DB asked whether it is in both Schools? HM advised that it is only in The Acorns at present as adding Whitley pupils would double the cost (the system would have to be purchased separately for Whitley School). HM advised that she does not plan to</p> | |



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| | <p>purchase the system for Whitley in the short term.</p> <p>Q: HB asked whether the system is backed up regularly? HM confirmed that this is the case.</p> <p>Q: DB asked how often information is monitored and by who? HM advised that all teaching staff and Family Liaison Officers have access, with teachers just seeing the entries that they have made plus any to which they are alerted. She noted that the system shows who has accessed and read each bit of information. HM explained that this means that incidents can be linked and they are automatically dated and timed resulting in a paperless system.</p> <p>Q: CR asked whether racist/homophobic incidents are still recorded on paper? HM confirmed that this is the case: there is some doubling up (also for exclusions).</p> <p>Q: DB asked whether there is an expectation that it will be transferred to secondary schools? HM advised that other schools that use the CPOMS system can simply transfer the information over – she noted that this is very useful when families move around a lot. HM explained that the system receives updates from SIMs, therefore School knows if another school has information on CPOMS.</p> |
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| 8 | COMMITTEE REPORTS | Committee Chairs |
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| <p>Discussion:</p>  <p>Minutes SIC Mtg 12th Jan 2017.docx</p> | <p>School Improvement Committee HB</p> <p>HB referred governors to the minutes attached. She commended governors on their choice of using Sarah Bentley as the SIP and was encouraged to note that members of staff feel confident to challenge SB and the ASIA – she added that she was impressed by staff responses during the recent OFSTED inspection at Whitley School.</p> | |
| <p>Discussion:</p>  <p>Minutes FINANCE Mtg 13th January 20</p> | <p>Finance, Personnel & Premises Committee</p> <p>It was noted that the meeting in January only discussed the options for a two year olds nursery. There is a Finance committee meeting scheduled for Friday, 24th March – it was noted that this could not be bought forward because it is dependent on the budget meeting having taken place with the LA (so that the SFVS can be completed by the end of March).</p> <p>Governors delegated the following tasks to the Finance, Personnel and Premises Committee:</p> <ul style="list-style-type: none"> ▪ Ratify the Period 9 Budget Monitoring (if available) ▪ Approve current budget (if Period 9 not available). ▪ Provisionally agree key areas of spend for 2017/18 financial year. ▪ Ratify and submit the Governing Body Self Assessment to the Local Authority. <p>Premises:</p> <p>HM advised that thanks to the efforts of the School Business Manager, Whitley are to receive a new roof and new boiler courtesy of the LA. Q: MN asked how the work would impact on School life during term time? HM advised that a bat</p> | |



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| | survey was carried out, feedback is awaited. She noted that it will not be possible to use the upstairs part of School for the next half term – the room that is used for interventions will be used as a staff room at break times. | | |
| | Performance Management Committee will meet 12 th July 2017 | | |
| Action: | Calendarise the Spring Full Governing Body meeting slightly later in 2018. | Clerk | Propose dates for next year at Summer FGB |

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| 9 | SDP/SEF | | |
| Discussion: | It was noted that all governors have seen the Whitley version – HM advised that both documents will be updated again over the Easter vacation. This will encompass actions identified from the LA review in January. HB noted that OFSTED expect to see detail in the School Development Plan. HM noted that the grading on the SEF for Leadership & Management and Teaching & Learning and Assessment have been moved from a '3' to a '2'. She noted that 2 year olds nursery provision will be added to the SDP. | | |
| Action: | Update SDP and SEF and circulate to governors. | HM | Asap |

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| 10 | CONSULTATION TO EXTEND TO 2 YEAR OLDS AT ACORNS | | |
| Discussion: | HM advised that there was a public consultation meeting held at The Acorns earlier in the week – no parents attended. It was noted that this is still in the informal consultation stage for the next 2 1/2 weeks. HM advised that it is looking positive with no challenges to date and requested that governors please respond as individuals. Whitley Early Years Policy: LL advised that she had reviewed the above policy and has emailed her comments to HM. | | |

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| 11 | OFSTED | | |
| Discussion: | <p>Whitley: It was noted that although Whitley School maintained the status of Good, there has been little response from parents. A few have asked in which areas did School achieve outstanding? HM advised that a letter was sent to parents explaining that School were very pleased with the outcome of the OFSTED inspection, it was also noted that the parents who were interviewed by OFSTED were extremely positive and very enthusiastic. DB suggested that an event be held to celebrate the success, for example a coffee after assembly.</p> <p>The Acorns: Q: HB asked whether members of staff at The Acorns School are ready for a visit from OFSTED? HM advised that they are and that Sarah Bentley was in School the day previously. She noted that OFSTED could be visit any time up until 10 December (2 1/2 years after the requires improvement judgement). She advised that she has checked the dates of visits to the last 8 schools who received</p> | | |



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| | <p>Requires Improvement outcomes and that they have all been inspected within 26 months of the original inspection. HM noted that it would be ideal if School could have SATs results available in time for an inspection but has spoken with staff to ensure that they understand the importance of the dataset that is being input at present. She advised that books are ready and was very pleased to inform governors that The Primary Writing Project have suggested that The Acorns might become a 'Talk for Writing' Teaching School in the future when outcomes match the quality in books.</p> <p>HM noted that The Acorns being the host for Big Day 2 was a good opportunity to showcase classrooms and was a positive day, enabling members of staff at The Acorns to gain recognition and validation by their external peers.</p> <p>HM advised that teaching is consistently Good with areas that are Outstanding.</p> |
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| 12 | POLICIES – FOR REVIEW AND APPROVAL | | |
| Discussion: | There were no policies for approval (HM assured governors that the list is up-to-date, as previously mentioned) | | |

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| 13 | GOVERNING BODY REGULAR HOUSEKEEPING | | All |
| Discussion: | <ul style="list-style-type: none"> • Training completed: <i>See above</i> • Training required: HB awaits a Level One Safeguarding course. HB noted that she has a meeting scheduled with the Deputy Head to discuss pupil premium pupils. • Governor visits: <i>See above.</i> CR advised that she and Nicky Hearne are to attend a NASEN conference on 7th July. • Other: HM advised that the date of 5th June is set for her Performance Management Appraisal – this will be conducted by Sarah Bentley, DB and SH. The clerk suggested that feedback from the Governors Forum should be added to future agendas. | | |
| Actions: | Re-send details of Edge Hill University courses (Done) | Clerk | Asap |
| | Include feedback from Governors Forum on next agenda | Clerk | Next meeting |

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| 14 | ANY OTHER BUSINESS | | |
| Discussion: | <ul style="list-style-type: none"> • MN suggested that governors should write to Jo Paylor to thank her for her time spent on the governing body? It was agreed that DB would follow this up. • Governors discussed the importance of raising the profile of the governing body. HM has written about governors in the newsletter and suggested that photographs would also be helpful. It is noted that there is a governors' notice board at The Acorns and in the entrance hall at Whitley containing information about the governors. | | |



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| | <ul style="list-style-type: none"> HM advised that the SIP will be at The Acorns on the on 20th April when it is planned to sign off the strategy for Early Years, SEND, review the SDP and progress with regard to pupil premium pupils. It is also intended to check OFSTED recommendations and to review the data dashboard. HM advised that all governors would be welcome to attend. The SIP will be at The Acorns for a further half day on the Tuesday, 23rd May to sign off OFSTED recommendations and meet with staff after School. Similarly, governors are welcome to attend Whitley on Monday, 5th June to sign off the Whitley ROV. |
| Action: | Write to Jo Paylor to thank her for her work as staff governor. DB Asap |

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| 15 | DATE OF NEXT MEETING (FGB meetings start at 6pm) |
| | Thursday 13 th July at The Acorns |

End of Part 1 meeting.

EML and JH left the meeting.