



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
OF THE ACORNS PRIMARY & NURSERY AND WHITLEY VILLAGE FEDERATED SCHOOL**

Date	Thursday 7th December 2017 6pm	
Venue	Whitley Village Primary School	
Present:	Hannah Mansfield (HT) Kevin Unsworth (Chair) Di Buckley (VC) Lizzy Langton (LL) Chrystal Rees (CR) Amanda Hatton (AH) Jessica Haigh (JH) Martin Nield (MN)	Headteacher Chair of Governors Vice Chair Parent Governor Parent Governor LA Governor Staff Governor Co-opted Governor
Apologies:	Emma Morgan Lloyd Hilary Berry Graeme Morrison	Co-opted Governor Co-opted Governor Co-opted Governor
In attendance:	Kim Cairns (DHT) Rachel Caley	DHT Clerk to Governors

AGENDA ITEM 1	INTRODUCTIONS & APOLOGIES FOR ABSENCE
	Apologies were received from Emma Morgan Lloyd, Hilary Berry and Graeme Morrison.
RESOLVED:	That the apologies from Emma Morgan Lloyd, Hilary Berry and Graeme Morrison be accepted.

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY INTEREST
	Governors completed annual declarations of pecuniary interest which were retained by the school. The Headteacher declared her work as Trustee of Hornsmill Pre-School. Mr Unsworth declared that his wife is employed by The Federation, currently working at the Acorns Primary and Nursery School.
RESOLVED:	That the declarations of interest be noted.
ACTION:	Emma Morgan Lloyd, Hilary Berry and Graeme Morrison to complete Annual Declaration of Interest and Governor Eligibility forms at Spring Term FGB.

AGENDA ITEM 3	DECLARATION OF ANY OTHER BUSINESS
	No other business was declared.

AGENDA ITEM 4	ELECTION OF CHAIR
	Kevin Unsworth stood forward for the role of Chair of Governors, having been nominated by Di Buckley and seconded by Lizzy Langton.



	Mr Unsworth had previous experience as Chair of Governors at Mickle Trafford Primary School. Governors expressed their thanks to the outgoing Chair for all her efforts and support during her tenure.
RESOLVED:	That Mr Unsworth be appointed Chair of Governors for the academic year.

AGENDA ITEM 5	ELECTION OF VICE CHAIR
	Di Buckley stood forward for the role of Vice Chair of Governors, having been nominated by Amanda Hatton and seconded by Jessica Haigh.
RESOLVED:	That Mrs Buckley be appointed as Vice Chair of Governors for the academic year.

AGENDA ITEM 6	MEMBERSHIP / CONSTITUTION
	There had been no changes to report since the previous FGB.

AGENDA ITEM 7	MINUTES OF THE LAST MEETING (13th July 2017)
RESOLVED:	That the minutes of the previous FGB be agreed as a true and accurate record and signed by the Chair.

AGENDA ITEM 8	MATTERS ARISING	
HT Report	The Headteacher had included reporting of incidents of bullying of a SEND nature in her HT Report, although noted there were no incidents to report.	Complete
Governor Visits	Mr Nield gave an overview of the two Forums he had attended.	Complete
ACTION:	Mrs Buckley to issue letters of thanks to Mr Fullager and Mrs Harding.	Vice Chair

AGENDA ITEM 9	CODE OF CONDUCT
RESOLVED:	That the NGA model Governor Code of Conduct be adopted by the Governors and signed to confirm acceptance.

AGENDA ITEM 10	SUMMARY COMMITTEE REPORTS
	<p>Finance, Premises and Personnel Committee The budget at both settings was extremely tight, with the focus being on the 3-year budget. Constant and rigorous monitoring was being carried out alongside the LA Finance Officer. The Whitley budget was constantly fluctuating due to pupil numbers.</p> <p><i>Question VC:</i> <i>Answer DHT:</i> <i>Question VC:</i> <i>Answer DHT:</i></p> <p><i>Is there any talk of change to Pupil Premium funding?</i> <i>No.</i> <i>So, no Pupil Premium has been clawed back?</i> <i>No, the gap nationally hasn't changed, so I would be surprised if it got clawed back.</i></p>



	<p>The Chair noted the Finance, Premises and Personnel Committee were fully aware of the climate and aware what needed to be done, whilst taking into consideration at all times the outcomes of the children.</p> <p><i>Question HT:</i> <i>What is the outlook from the staff perspective?</i> <i>Answer JH:</i> <i>They know that there have been cuts, but because they are not Governors they may not know quite how bad it is.</i></p> <p><i>Question HT:</i> <i>Do they know not to overspend?</i> <i>Answer JH:</i> <i>Yes, they are aware.</i></p> <p><i>Question VC:</i> <i>Do you take into consideration spend on photocopying?</i> <i>Answer HT:</i> <i>We do consider it, but no cuts have been made yet.</i></p> <p><i>Question AH:</i> <i>People aren't put off from asking for what they need are they?</i> <i>Answer HT:</i> <i>No, if it is for the children they will justify it.</i></p> <p>There was rarely any supply cover used at either school and attempts were being made to introduce systems whereby as much reliance was not being put on TA's. TA's were presently not being replaced as they resigned/retired.</p> <p><i>Question Chair:</i> <i>Is there anything the Governors can do to make the staff aware?</i> <i>Answer HT:</i> <i>No, not at the moment, the focus is on Ofsted, we may need your support in the future if the situation needs clarifying.</i></p> <p><i>Question JH:</i> <i>Do we want to reduce staffing?</i> <i>Answer HT:</i> <i>We are only not replacing staff at the moment, not discussing redundancies.</i></p> <p>The Chair reassured staff and Governors that the budget would not be prohibitive in terms of furthering their careers and CPD, it was more to do with managing the budget.</p> <p>The Committee had also given consideration to building projects. Following risk assessments at both settings, it was not felt that the fencing issues at either setting posed a Safeguarding risk.</p> <p>School Improvement Committee The School Improvement Committee had undertaken an in depth analysis of the Summer Term data and a presentation had been given by the DHT on the Primary Writing Project. Ongoing challenges had been discussed around moving children forward.</p> <p><i>Question AH:</i> <i>Is there a Maths equivalent of Primary Writing Project?</i> <i>Answer DHT:</i> <i>There is a Primary Reasoning Project, which we are reviewing and have had consultants out to discuss, but are thinking of ways we could do this ourselves.</i></p> <p><i>Question VC:</i> <i>Looking at some of the Year 6 who have just left, some didn't quite get the result they'd hoped for and part of the problem was the time constraints of the test, is this being addressed?</i></p>
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<p><i>Answer DHT:</i></p> <p><i>Question Chair:</i></p> <p><i>Answer DHT:</i></p>	<p><i>Yes, we are working on improving fluency, for example, times tables and number bonds, so that earlier questions could be done quickly. We have introduced Times Tables Rock Stars (Acorns) and Whitley has Mathletics. So, there is not a huge change from the teaching point of view?</i></p> <p><i>No, not really. I have done research and made school visits to establish what is best for the schools.</i></p> <p>Better practice in Years 5 and 6 for Science was discussed at the School Improvement Committee with improvements being noted in Science resulting from the progress made in English and Maths. Mr Painter had attended the Committee to address the Year 6 results.</p> <p>Performance Management Committee</p> <p>The Committee had reviewed anonymised appraisals and considered one application for UPS. All staff had at least partially met all targets. It was reported that discussions had taken place over a focus on long term goals once Ofsted was complete.</p> <p>The Committee had made the recommendation to adopt the 2% Pay Policy in recognition of efforts of teachers and also for staff retention in order that improved outcomes for the children could be achieved.</p>
<p>RESOLVED:</p>	<p>That Governors agree to adopt the 2% Pay Policy.</p>

AGENDA ITEM 11	SUMMARY HEADTEACHER'S REPORT
<p><i>Question VC:</i></p> <p><i>Answer HT:</i></p> <p><i>Question AH:</i></p> <p><i>Answer HT:</i></p> <p><i>Question Chair:</i></p> <p><i>Answer HT:</i></p> <p><i>Question AH:</i></p> <p><i>Answer HT:</i></p> <p><i>Question VC:</i></p>	<p>The Headteacher's Report was issued to Governors for review prior to the meeting and questions invited.</p> <p>SEND</p> <p><i>Looking at the percentage of SEND for Caterpillars and Butterflies, will we have to keep an eye on this for future years or is it mainly speech and language?</i></p> <p><i>It is likely to decrease as they go through the years. It is mainly speech and language and we are fortunate to have Bethan, but not all will make that progress and some may end up in specialist provision and on an EHCP.</i></p> <p>Attendance</p> <p><i>The attendance figures at Whitley. Can we put the report on without the authorised absence?</i></p> <p><i>I did do it without as well, but I just haven't included it in the HT Report. There are no cohorts I have an issue with.</i></p> <p><i>Should we mention the changes to Education Welfare?</i></p> <p><i>Yes, from Christmas the EWO's in CWaC decrease from 12 to 3. It isn't an issue at Whitley as we don't currently have attendance concerns. At The Acorns, the EWO has closed all our cases. Two families were being prosecuted, one had been prosecuted in summer term and one child is at Child protection for neglect through poor attendance.</i></p> <p><i>Has that been the approach across the whole LA?</i></p> <p><i>Yes.</i></p> <p><i>So, who will do the job?</i></p>



<i>Answer HT:</i>	<i>They provide a telephone service for advice, and will only be supporting schools with the statutory requirements. We will have to do the work ourselves.</i>
<i>Question AH:</i>	<i>So, if school are now responsible for attendance, can they be penalised for poor attendance?</i>
<i>Answer HT:</i>	<i>Ofsted have discussed this. If you can evidence that you have done all you can, the school should not be penalised. I spend 8-9 hours a week on attendance at The Acorns currently.</i>
<i>Question AH:</i>	<i>Do you think it will get worse now?</i>
<i>Answer HT:</i>	<i>Yes, following receipt of the letters advising families their case is closed, the families concerned will think that the pressure is off them.</i>
<i>Answer DHT:</i>	<i>Social care is also at capacity, so attendance won't meet their threshold, so won't be a priority for them either.</i>
<i>Question VC:</i>	<i>Could we get Graeme Morrison to see them?</i>
<i>Answer HT:</i>	<i>We do sometimes.</i>
<i>Question AH:</i>	<i>Any attendance issues at The Acorns due to transport?</i>
<i>Answer HT:</i>	<i>No.</i>
<i>Question Chair:</i>	<i>Is there anything we can do to pre-empt this increasing issue with attendance at The Acorns?</i>
<i>Answer HT:</i>	<i>Some schools have started inviting parents in to face a panel with the Headteacher and a Governor if letters and telephone calls haven't led to an improvement, but so far the only one we have organised, the parents did not attend.</i>
<i>Question AH:</i>	<i>Can we prosecute?</i>
<i>Answer HT:</i>	<i>Yes, and we will.</i>
<i>Question Chair:</i>	<i>Will the DHT have the capacity to deal with this when the EWO leaves and HT goes on maternity leave?</i>
<i>Answer DHT:</i>	<i>This is something that Governors do need to consider, because as well as being as an EWO down, we are also a SFLO (Sarah) down too.</i>
<i>Question AH:</i>	<i>Do you need to look at what you will do if Sarah is not back before the HT go on maternity leave?</i>
<i>Answer DHT:</i>	<i>We need to be mindful of situations that take up a lot of time and resources such as when a new child arrives or when a child has complex needs.</i>
	Incident Reporting
<i>Question Chair:</i>	<i>With regards to the incident log, how do you address racism in school?</i>
<i>Answer HT:</i>	<i>It is part of the PHSE curriculum. It is addressed in anti-bullying week and if we do have any incidents it is followed up at a higher level.</i>
<i>Answer JH:</i>	<i>Natalie is also doing different workshops in RE, such as Diwali, which address equality.</i>
<i>Question Chair:</i>	<i>Are the incidents usually a lack of knowledge rather than with intent?</i>
<i>Answer HT:</i>	<i>Yes, it's usually down to ignorance, I can't think of any incidents with malice. We are very honest with the children and if they use a word in the wrong context we will explain what it means.</i>
	Training
<i>Question Chair:</i>	<i>Are there any plans to do more Safeguarding training for those Governors who were unable to attend the training in September?</i>



<i>Answer HT:</i>	<i>Courses are run by IGNITE regularly which are usually free, we could either run one or send Governors to other schools in the early Spring term.</i>
<i>Question Chair:</i>	<i>Can you tell us anything further about the GDPR Training?</i>
<i>Answer HT:</i>	<i>The SBM has done a days GDPR training and was overwhelmed by the volume of information, so is attending more training on specific elements. There will be a new policy when the new restrictions come into play next May.</i>
RESOLVED:	That the Headteacher's Report be received with thanks.
ACTION:	Vice Chair to send Safeguarding certificate to DHT
ACTION:	Chair to produce Governors Newsletter.

AGENDA ITEM 12	SCHOOL DEVELOPMENT PLAN
	The SEF and SDP had been issued previously to Governors. The focus was reported as being on the present year with longer term aspirations also included. Staff had also recently reviewed the SDP at both schools, which they do termly.
<i>Question VC:</i>	<i>Do you give staff time to do this?</i>
<i>Answer HT:</i>	<i>Yes, we have a meeting once a term to review the SDP.</i>
<i>Question VC:</i>	<i>Are staff encouraged to offer evidence?</i>
<i>Answer HT:</i>	<i>Yes, they evaluate the SDP, it is a shared document.</i>
<i>Answer JH:</i>	<i>It's shared ownership, we all provide input.</i>
<i>Question Chair:</i>	<i>Is there a summary you can give us as to how you are using the Sports Funding and Pupil Premium?</i>
<i>Answer HT:</i>	<i>Each year the Finance, Premises and Personnel Committee get the plan of how the funds are being proposed to be used and make challenges. It is also on the website. Hilary Berry has met DHT about Pupil Premium previously and with Mr Painter recently about PE, she will also meet Nicky Downey (Whitley) to discuss Sports Premium.</i>
<i>Question DHT:</i>	<i>Does everyone understand what we mean by disadvantaged?</i>
<i>Answer DHT:</i>	<i>Our disadvantaged means Pupil Premium, so either in receipt of FSM or Ever 6. We do have further detail on this on the website, which it is worth reading.</i>
<i>Question VC:</i>	<i>Would it be worth inviting Nathan P or Nicky D to the School Improvement Committee, so we can see how funds are spent?</i>
<i>Answer HT:</i>	<i>Yes, it would be worthwhile.</i>
	Thanks were expressed to the Headteacher for ensuring that Governors were kept well informed.

AGENDA ITEM 13	FINANCIAL ITEMS
	There were no financial items requiring approval.

AGENDA ITEM 14	BEHAVIOUR AND SAFETY OF PUPILS (SAFEGUARDING)
	A minor incident had occurred on the school playground, prior to the school being open. Staff were already in attendance at school and the incident was handled and recorded in exactly the same manner as had it



	<p>been during the school day. A risk assessment was undertaken following the incident which concluded that although the incident could have happened at any time of day, consideration needed to be given to what could have happened if there had not been any staff in the school. The Headteacher noted that at Whitley, children are on the playground with parents from as early as 8:20am. Questions had arisen as to liability prior to school hours. Provision was made for parents who need to leave children at school early in the form of a breakfast club. The following morning the gates had been opened at 8:40am and numerous complaints had been received.</p>
<i>Question AH:</i>	<i>Do you think the complaints were because there wasn't any warning that the gates wouldn't open?</i>
<i>Answer HT:</i>	<i>It was informally notified, it's never been an issue before, Helen just opens up when she arrives.</i>
<i>Question CR:</i>	<i>What was the issue with the parents who complained?</i>
<i>Answer HT:</i>	<i>The road being unsafe to wait on, cars not being able to pass each other, parking, having to wait around after the High school drop off. I have gone through the alternative options with the parents, childcare is available at a cost, the fisherman's car park is open.</i>
<i>Question VC:</i>	<i>Where do we stand if someone fell after school?</i>
<i>Answer AH:</i>	<i>The same as if they fell before school. You only have the same liability as any other premises. You need to be able to evidence that you have communicated that the gates will be locked until a specific time.</i>
<i>Question LL:</i>	<i>Where do we stand if something were to happen on the road?</i>
<i>Answer AH:</i>	<i>As long as you can evidence that you have advised and given adequate warning you are under no obligation to open the gates early.</i>
<i>Question VC:</i>	<i>How many did it affect this morning?</i>
<i>Answer HT:</i>	<i>Only two this morning.</i>
<i>Question AH:</i>	<i>Do you think it might have been more if the notification hadn't been received?</i>
<i>Answer HT:</i>	<i>No, I don't think so.</i>
	<p>A further complaint that had been raised by the parents was that the school was the focal point of the community and that this may be lost if the gates were closed until school opened. The DHT suggested tackling the community issue by hosting an event such as a drop-in coffee morning once a month.</p>
RESOLVED:	That the Governors agreed that the gates remained closed until 8:40am.
ACTION:	Chair to draft letter to parents to explain the reasoning behind the decision.

AGENDA ITEM 15	GOVERNING BODY VISITS/REPORTS ATTENDED SINCE LAST MEETING
	<p>Chair Visit to school talking with both KS1 and KS2 about the role of the Governors.</p>



	<p>Vice Chair Visit to Acorns with English focus, looking at the Primary Writing Project. The Vice Chair noted the consistency throughout the school. The Nursery provision was also visited.</p> <p>HB Visit to school with focus on Sports Premium and Pupil Premium.</p> <p>MN Safeguarding update. Annual Health and Safety review.</p> <p>CR Reviewed SEND Policy. Visit with Nicky H to address and resolve parental concerns around SEND.</p>
ACTION:	Chair to distribute information to Governors from session at The Acorns with pupils.
ACTION:	Chair to arrange a meeting to make introductions to Whitley parents.

AGENDA ITEM 16	GOVERNOR TRAINING ATTENDED SINCE LAST MEETING/ GOVERNOR TRAINING REQUIRED
	<p>CR Attendance at Autism Workshop on 14th December.</p> <p>MN Two forums had been attended including one aimed at new Governors which had been very well received and a second CWaC Governor Forum at Tarporley High which focussed on LGBT.</p>

AGENDA ITEM 17	CORRESPONDENCE TO THE CHAIR OF GOVERNORS/CHAIRS ACTION
	There had been no correspondence to the Chair or Chair's actions since the previous FGB.

AGENDA ITEM 18	DIRECTOR'S REPORT
	<p>The Director's Report was issued prior to the meeting for Governor's information.</p> <p>The Headteacher highlighted changed to Ofsted inspections.</p>
RESOLVED:	That the Director's Report be received.

AGENDA ITEM 19	POLICY REVIEW
	<p>The following policies were issued prior to the meeting for review:</p> <ul style="list-style-type: none"> • Attendance <p>(In Attendance typo noted, should state "can be" and also Governors addressed that medical appointments were not always possible out of school hours. The Headteacher acknowledged this and advised that the policy followed general guidance.)</p>



	<ul style="list-style-type: none"> • Equality • Positive Handling • SEND Report for 2017 • Whistleblowing • Allegations of Abuse Against Staff <p>(Governors noted that item 1.5 was missing and 6.1 should state “4 strands”, not 3 in Allegations of Abuse Against Staff.)</p>
RESOLVED:	That the Attendance Policy, Equality Policy, Positive Handling Policy, SEND Report, Whistleblowing Policy and Allegations of Abuse Against Staff Policy be adopted.

AGENDA ITEM 20	ANY OTHER BUSINESS
	There was no other business to be received.

AGENDA ITEM 21	DATE AND TIME OF NEXT MEETING
	15 March 2018 6pm – Acorns Nursery and Primary School 19 July 2018 6pm – Whitley Village School

The DHT left the meeting.

Signed Dated