



## ST ELISABETH'S CE PRIMARY SCHOOL GOVERNING BOARD MINUTES

### AUTUMN TERM 2019

Date: 10<sup>TH</sup> December 2019

Time: 4pm

Venue: The School

#### GOVERNORS PRESENT

Mr L Jamieson (Chair), Mrs B Burrows (Headteacher), Mrs D Bradley, Miss G Davenport, Mrs K Dean, Mr M Gallagher, Miss H Prince, Mrs L Revill, Rev A Stanton

#### IN ATTENDANCE

Mr G Stevenson            Director of Multi Academy Trust  
Mr M Whitehead           Executive Headteacher, Multi Academy Trust  
Mr P Good                 MDBE  
Mrs D Wood                Governor Support Officer

The meeting opened with a prayer.

#### 1. WELCOME AND APOLOGIES

The chair welcomed governors to the first meeting since the school joined the Multi Academy Trust. Miss H Prince, new parent governor, was warmly welcomed and personal introductions were made round the table. There were no apologies for absence received.

#### 2. DECLARATION OF INTERESTS

##### a) Declaration of Business Interests

Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made.

Governors were reminded that they should declare any interest which arose during the meeting.

##### b) Business Interest Form

Copies of the Business Interest form 2019-20 had been circulated prior to the meeting. Governors were requested to complete and sign the forms and return them to school for upload to the website.

##### c) DBS Checks and Section 128 Checks

The Headteacher confirmed that DBS checks were in place for all governors and that Section 128 checks had been carried out.

#### 3. HEADTEACHER'S TERMLY REPORT

The Headteacher's Report had been circulated to the governors prior to the meeting and questions were invited:

**Governors enquired about the impact of the high number of viruses around at the moment on the overall attendance figure.** The School Business Manager replied that



there has been an increasing number of children absent, with the Headteacher adding that this has had a significant impact on the overall attendance figure. Children absent from school for holidays is also having an impact.

The Headteacher explained that she had reviewed the attendance data and removed the nursery attendance data, the overall attendance for year's reception to year 6 was reported as 95.28%. This was more positive.

The Headteacher shared information regarding the overall attendance for each year group and sub group attendance data.

Governors proceeded to compare pupil premium children with non-pupil premium children and children eligible for free school meals compared to the rest of the cohort.

### **Confidential Appendix I**

16:15 Mrs G Davenport in attendance.

**Governors asked if there is any more action the school can take.** The Headteacher replied that the school has a process in place which is followed for non-attendance and the school is continuing to try and support the family.

The Headteacher explained the processes in place to manage non-attendance, the first contact is a letter outlining the statutory duty parents have to ensure that their child attends school, if attendance does not improve then the first formal letter would be sent. If the child's attendance improves then the school writes to thank the family and good attendance is celebrated in assemblies each term.

The Headteacher added that if a child's attendance does not improve after the first formal letter has been issued, then a second letter would be sent stating that families must share medical records and notes with the school to explain the child's absence.

Each term the EWO and Headteacher meet and each identify 5 families which are believed to be a concern, and a letter is then issued to try and make contact and offer support arranged.

### **Staffing Update**

The Headteacher reported that the Assistant Headteacher position has been advertised internally and explained that the school is expanding with 15 pupils joining years 5 and 6 in one year and the need of the pupils is increasing. The Assistant Headteacher post would have responsibilities for monitoring assessment and pupil premium. Governors heard that applications for the position were received and the successful candidate was Mrs Millen. Governors commented that this was a positive appointment.

**Governors enquired about the anticipated response of Mrs Millen's appointment from other members of staff.** The Headteacher replied that Mrs Millen presented a clear strategic direction of ways she would like to support with moving the school forwards and it will have a positive impact on members of staff. The Chair added that Mrs Millen has discussed her own experiences at the school and ways in which she would like to draw on members of staff strengths.



The Headteacher advised that Mr Dave Marshall from Cale Green would be attending the school in the new year to support with the pupil premium plan. Mr Whitehead requested that the Headteacher ask Mr Marshall about strategies to support pupil premium children's attendance as this is currently lower than other sub groups and needs to be addressed.

The Headteacher agreed to discuss strategies to support pupil premium children's attendance with Mr D Marshall.

#### **ACTION 1**

The Headteacher advised that she will also share the data with the EWO and discuss ways to move forward.

The Headteacher explained that the school nurse has offered to support families where there is a medial need having an impact on their attendance.

**Governors asked if the school would be required to recruit a replacement for Mrs Millen when she moves to the Assistant Headteacher post.** The Headteacher replied that Mrs Millen will continue to teach in class and that she currently has allocated leadership time for her KS2 post and her new role will run alongside this.

Mr Whitehead advised that Mrs Millen works in year 6 and it is important to find a balance between her role as a class teacher and allowing her the opportunity to share good practices across the school.

The Headteacher moved on to update governors on the schools review of the Teaching Assistants role. The school has worked with the trade unions and it has become clear that through support and development members of staff have moved from a scale 2 Teaching Assistant to fulfilling some of the scale 3 requirements. Governors heard that 2 scale 3 jobs were advertised, 1 for a cover supervisor and 1 for a non-cover supervisor. Applications were received for the cover supervisor and the members of staff are now in place and covering classes.

Governors heard that the feedback from teachers so far has been positive.

**Governors requested information regarding Mrs Millen's background.** The Headteacher explained that she has worked at the school for many years and has had key stage 2 responsibilities since September 2018 and also looked after pupil premium and assessment.

**Governors enquired about the mentoring and training in place to support Mrs Millen.** The Headteacher explained that senior leadership team meetings are held with leaders sharing strategic plans.

The Headteacher explained that she has coached Mrs Millen and supported with appraisal meetings for her team.

Mr Whitehead advised that as the literacy lead Mrs Millen has developed leadership skills and that it is hoped that her focus on pupil premium children will result in positive improvements.

Governors commented on the positive message Mrs Millen's appointment will share with



other members of staff about the opportunities to progress at the school. This will hopefully support with staff retention.

Governors were referred to the section in the headteacher's report which listed the members of the senior leadership team.

**Governors asked if the management structure had changed significantly.** The Headteacher replied that the structure was put in place in September 2018 and it is now familiar and working well.

Mr Whitehead commented that the pupil numbers have grown and therefore the leadership in school needs to grow too.

#### Staff Attendance

The Headteacher reported that there was currently 3 members of staff on long term absence.

#### Confidential Appendix II

Governors were informed that a teacher had been appointed and had been into school on a number of occasions attending literacy counts training and planning sessions with members of staff.

**Governors enquired about the impact on the class of the teacher's absence.** The Headteacher replied that Mrs A Lancashire and Ms Charlesworth have covered the class and maintained the standards as far as possible. The Headteacher spoke positively about their work with the class.

#### Governing Board Committee Structure

**The Headteacher asked Mr Whitehead if other schools in the MAT have Steering Committees.** Mr Whitehead replied that other schools in the MAT have local governing board meetings as the schools have the added scrutiny which takes place at trustee meetings. Local governing boards meet each half term and focus on the whole curriculum, standards and review the School Improvement Plan (SIP).

Mr Whitehead explained that Trust Directors take on the responsibility of the schools finances and set the strategic goals for the school. Representatives from all schools in the MAT attend the directors meetings.

Governors noted that the scheme of delegation form had been uploaded to GovernorHub for them to review.

Rev A Stanton was informed that she would be invited to become a foundation member and attend the annual meetings held.

Referring back to the initial question raised by the Headteacher, Mr Whitehead stated that he did not feel that a steering committee would be required at the school.

Mr G Stevenson explained that local governing boards must ensure that they are using their time effectively in meetings. He added that whilst most local governing boards meet



six times a year, the school may decide to hold additional meetings to discuss governing board development for example.

Mr P Good informed governors that the trustees are the board and local governing board meetings are committees, any meetings outside of the local governing board meetings are working parties or sub groups. He suggested that the terminology working party be used. He added that local governing boards are committees of the trustees.

Mr Stevenson advised that a steering group could meet as a working party, and Mr Good added that the group would be empowered by the committee to meet the needs of the school.

The meeting proceeded to discuss the current committee structure which is in place at the school and the benefits of the monitoring committee.

Mr Whitehead explained the management of the school budget. Governors heard that the data is currently being transferred to the school computer and once this is completed the budget will be set up. Mr Whitehead advised that he was the accounting officer for the trust and would conduct monthly budget monitoring at the school as he does at the other schools in the trust. Governors were informed that the budget will run from 1<sup>st</sup> September so this will be slightly different to the current financial year format.

Mr Good advised that the school resources are closely linked with the developments in the curriculum and attainment and therefore it will not be necessary for the school to have a resources committee. He explained that the local governing board would make collective decisions about where the school is moving and the data will show how successful the plans are.

Mr Whitehead advised that he would conduct monthly budget monitoring each term with an internal audit report completed along with an annual report which would be published online and sent to the DfE.

Mr Stevenson clarified that the core aspect delegated from the trustees of the MAT to the local governing board is monitoring outcomes of teaching and learning and the impact on outcomes. He added that this is core to the school and will bring all other aspects together. Mr Stevenson explained that the local governing board meetings held each term tend to have different focuses but they allow all board moments to be involved in discussions.

Governors commented that there are advantages to moving to two local governing board meetings, as the sub groups would not be required to feedback discussions as they currently do.

Mr Whitehead provided an outline of the meeting schedule, advising that out of the 6 meetings held each year, 3 of these meetings involve discussing the Headteacher Report, SDP and Impact and the other 3 meetings are more interactive and usually involve subject leaders and children attending to share what is happening in school.

Mr Good stated that the meeting format allows all board members to feel fully informed about the progress of the school and the children, and how the curriculum is meeting the children's needs. It also allows members to have a global overview of the key issues picked up in the data. Areas to be included in the SIP are also highlighted.



**Governors asked if the school has conducted a pupil voice survey.** The Headteacher replied that the school plans to do this after Christmas, with the format of a group session where children are split into groups and asked to complete a questionnaire. The groups would be mixed ages.

Governors agreed to discuss the meeting structure and link governor roles later in the meeting.

### School Improvement Plan (SIP)

Governors were referred to the relevant section in the Headteacher's Termly report.

### **Leadership and Management**

The Headteacher commented on how far the governing board have developed and how they have supported to move the school forward.

**Governors asked how the Headteacher shares the SIP with members of staff.** The Headteacher replied that the SIP and SEF are displayed on the noticeboard in the staffroom so the documents are visible for all members of staff. Subject action plans are also displayed, with each subject leader allocated 5 minutes in the staff meeting to share what they would be doing.

**Governors asked if there are any areas which have not been addressed which the Headteacher had hoped would be at this point.** The Headteacher replied that a lot of work has taken place in the previous half term and the book looks have shown positive impacts with some actions raised for members of staff.

**Governors asked if the Headteacher would like the governing board to do anything different.** The Headteacher replied that she feels supported and challenged by the governing board and feels that they are invested in moving the school forward. Governors were invited to attend the school on Fridays to observe the monitoring which takes place each week.

The Headteacher reported that the focus action plan would be completed this week by the SLT.

Governors confirmed that they had received a copy of the report following the One Voice Conversation.

### Appraisal and Pay

Governors noted that the pay committee had met this term.

The Headteacher advised that she had her appraisal meeting with Mr Paul Ward who was an external consultant who replaces the School Improvement Advisor from the local authority. The Headteacher explained that Mr Ward reviewed the school data packs and discussed the SIP, an appraisal plan was produced with targets set.

Governors heard that the school was not yet in a position to focus on sub groups however Mr Ward reviewed SEND and was happy for governors to review the document.



The Headteacher explained that she had used the document to build into SLT appraisals, with Pupil Premium also built into all action plans and appraisals.

Governors heard that teaching assistant appraisals would support the developments.

**Governors enquired about members of staff response to the appraisal process.**

The Headteacher replied that they understand that it is fair.

**New governors asked if the appraisal process was significantly different to the previous appraisal process.** The Headteacher explained that last year was the first year members of staff had clear targets set with success criteria which was evidence based. Targets are now linked to their year's groups and personalised for each cohort.

Mr Good stated that the appraisal process is about empowering members of staff in school to take ownership for pupil's progress and it is essential that members of staff can discuss what they are doing as a collective and in their specific area in school. He added that members of staff should be strong advocates of the school.

**Mr Whitehead commented that he was pleased to hear that the Headteacher's appraisal targets had been passed down and asked what other targets had been set for members of staff.** The Headteacher replied that targets have been set around pupil progress, leadership and management and specifically around the subject areas.

Governors were referred to the section in the report relating to the staff links with other subject leaders and the benefits. The Headteacher provided an explanation of the coaching which will take place and support.

**Mr Whitehead asked if there is a specific target for professional development.** The Headteacher confirmed that this is the third target. For teaching assistants, the first target is to support teaching and learning and the second target is personal development.

Mr Stevenson commented that as a governor it would be useful to see how the targets fit in with the SIP.

The Headteacher explained that discussions have taken place with subject leaders regarding what they would like to introduce to move forward and agreed that these plans should be shared. Mr Stevenson stated that it would not necessarily need to be a very detailed plan but it would allow governors to ask questions about the strategies in place.

The Headteacher provided an update on subject areas, advising that English continues to focus on writing and guided reading has been reintroduced. Mr Dave Godfrey would be attending half termly to support teachers with mathematics. Plans are in place for PSHE to meet the statutory requirements in September 2020, and music will bring variety to the lessons.

**Governors asked Mr Stevenson about the Headteacher report format used in other schools in the MAT.** Mr Stevenson replied that it is very similar.

Mr Good advised that to avoid getting into a cycle of presenting large documents, most schools present an action plan at the start of the year detailing the priorities and then an



oral report is provided at meetings throughout the year. Mr Good explained that some meetings are data driven and governors would review the data and discuss how each cohort is progressing.

Mr Good stated that subject leaders should take on the responsibility of subject development and progression and they can then communicate the updates to governors during meetings. He added that subject leaders become more confident when they present at meetings and this encourages higher standards as they are leading the subjects forward and taking ownership.

The Headteacher stated that not all subject leaders are at the same level at the school, and explained that during book looks she has seen that the national curriculum is not currently being covered in all subjects.

Mr Good stated that this must be a priority. The Headteacher stated that the school has started to monitor this.

The Headteacher was thanked for her report.

#### 4. GOVERNOR DEVELOPMENT

##### a) Link Governor Roles

The following link governor roles were agreed by the governing board:

Literacy Governor– Mr M Gallagher and Mrs L Revill

Development Governor – Mr M Gallagher

Maths Governor – Mrs K Dean

Health and Safety – Mr L Jamieson

SEND – Mrs L Revill

Safeguarding and LAC - Rev A Stanton

PPE - Mr L Jamieson

EYFS – Miss H Prince

Curriculum Overview Governor – to be agreed.

Mr Good explained that the curriculum governor would be responsible for looking at where the curriculum is at throughout the school.

Sport and Wellbeing Governor - Mr L Jamieson

Finance Governor– Ms G Davenport

Mrs G Davenport agreed to support the school business manager.

17:51 Mr Good left the meeting

Governors proceeded to discuss the meeting structure and agreed to move to 2 local governing board meetings each term.

Spring Term 1 – Mrs Charlesworth to discuss SEND update and maths

Spring Term 2 – Music and PSHE, 4<sup>th</sup> March 2020

Summer Term 1 – English and Science



Summer Term 2 – RE, History and Geography

6:05pm Mrs D Bradley left the meeting

b) Governing Board Development Plan

Mrs K Dean and Mrs L Revill were presented with certificates for completing the New Governor Training Programme Sessions 1 and 2.

Mr M Gallagher advised that he had attended Safer Recruitment Training.

Governors noted that the previous year's governing board development plan had been reviewed during a recent meeting.

Governors were invited to attend a governing development working party meeting on Thursday 13<sup>th</sup> February 2020.

Mr Gallagher discussed the link governor roles and questions which governors may consider when meeting with their subject leaders.

Mr Gallagher agreed to check that all governors have access to The Key for useful resources.

**ACTION 2**

Miss Davenport stated that she had accessed useful webinars through Governors for Schools.

c) Induction, Training, Succession Planning

Induction – Mr Gallagher advised that this was currently being produced

Governor Feedback from School Visits

Mrs L Revill circulated a document she had produced following her visit to school to review SEND.

Mrs L Revill referred governors to the actions raised and requested governors' consideration for purchasing resources. Mr Whitehead stated that if the resources are affordable and within budget the department can go ahead and purchase. The Headteacher agreed to inform Ms Charlesworth.

Ms Revill referred to the next action regarding attendance, and asked if governors could send a letter to families to highlight the concerns of poor attendance. Mr Whitehead confirmed that an additional stage has been added to the attendance policy which involves a meeting between families and governors and the SLT.

The Headteacher advised governors that there is an article in the briefing papers regarding SEND and explained the lengthy and difficult process schools face when applying for Educational Healthcare Plans (EHCP) for children.

Mrs L Revill had also produced a literacy report for governors to review.

d) Stockport Governor Conference

Governors noted that the GOVAS Governor Conference would take place on Saturday 28<sup>th</sup> March 2020 at Marple Hall School.

5. BUSINESS

a) End of Term of Office



The meeting was informed that there was no governor's with term of office due to end.

b) Consideration of Vacancies

Governors were advised that the current parent governor election process would close on Thursday 12<sup>th</sup> December 2019.

c) Consideration of Committees

This was discussed earlier in the meeting.

d) Policy List

Governors considered the updated Policy List and the review date cycle.

e) Review of Revised Governor Code of Conduct

Governors were referred to the previously circulated document and considered the proposed amendments. The Governing Board Code of Conduct 2019-20 was duly adopted.

f) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 23<sup>rd</sup> July 2019 and 8<sup>th</sup> October 2019, copies circulated previously, be approved and signed by the Chair and authorised for publication.

g) Action Points from the Previous Minutes

The actions from the summer term minutes were reviewed as follows:

The clerk confirmed that following the governing boards instruction she had written a letter to advise Cllr D Wilson that he had been removed from the governing board for failing to attend meetings or send apologies for absence.

h) Model Pay Policy 2019

The Headteacher confirmed that a detailed and minuted consultation upon the 2019 pay policy had been held with school staff and/or their union representatives.

The policy was duly RATIFIED by the governing board.

i) Model Governor Visits Policy

Governors considered and APPROVED the policy which had been circulated prior to the meeting.

The policy included a template governor feedback form and governors agreed to trial this along with the current form and agree which one meets their needs.

The Headteacher highlighted the links with the governor code of conduct and the importance of confidentiality when visiting school.

j) Homework Policy

A parent governor spoke positively about the homework set at the school.

The Headteacher reported that children have engaged positively with the homework and produced some fantastic work.

A parent governor suggested that the school consider providing more guidance with the homework activities. The Headteacher agreed to look into this, however stated that the tasks are purposely open ended.



k) Feedback Policy

l) Parent Code of Conduct Policy

Governors were informed that the policy is on the school website and follows the respect agenda. It has also been reviewed by solicitors.

**Governors asked if the policy was to be signed by specific parents.** The Headteacher replied that the policy applies to all parents.

A governor stated that during a recent training course they attended the advice was shared that schools should ignore comments made on social media as it is hard to control them.

Mr Whitehead advised that it is frequently not the school that sees the comments but the wider parent body and that if the school ignored the comments then it would not portray the right message.

A governor commented that it is difficult for the school to govern what people write online.

Mr Whitehead responded that if people's comments are made public then the school cannot ignore this.

The Headteacher added that if comments enter the public domain and they bring a person or the school into disrepute then this would need to be addressed.

Mr Whitehead referred to page 5 and stated that if abusive texts are sent between parents then the police would be involved.

The meeting proceeded to discuss teachers responsibilities on social media and governors questioned if this responsibility applies outside of school hours. Mr Whitehead explained that teachers have a professional role within the community and they must therefore act responsibly online.

Mr Whitehead referred to a Social Media Policy which is in place in schools and applies to staff and governors.

Governors APPROVED the policy subject to the removal of line regarding abusive messages.

m) Safeguarding Policy

Governors considered and APPROVED the policy which had been circulated prior to the meeting.

n) Attendance policy

The Headteacher advised that she has been approached by parents of a family who attend the school to ask if the current policy for attending sporting events could be reconsidered. The policy currently states that children can attend sporting events for 2 days as long as their attendance remains above 95% at the point of the request being made.

The Headteacher explained that the family concerned annually request 5 days for their children to attend a sporting event.

The meeting proceeded to discuss the policy at length, highlighting how the school seeks to encourage children to take up opportunities.



6:50 Rev A Stanton left the meeting

It was agreed that the policy be deferred to the Spring term 2020.

### **ACTION 3**

o) Health and Safety Policy

p) Wellbeing Policy

The Headteacher suggested some amendments and agreed to circulate the updated policy.

### **ACTION 4**

q) Schools Financial Value Standard (SFVS) Letter

Governors noted the letter from Peter Hughes, local authority Finance Manager, advising of changes to the SFVS requirements.

## **6. RESOURCES**

a) Committee Minutes

The minutes of the committee meeting held on 8<sup>TH</sup> October 2019 were noted by the governing board.

b) Matters Arising from Previous Minutes

## **7. Monitoring Committee**

a) Committee Minutes

The minutes of the committee meeting held on 5<sup>th</sup> November 2019 were noted by the governing board.

b) Matters Arising from Previous Minutes

## **8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY**

### Governance Update

Governors were invited to consider their own training and development needs and those of the whole governing board.

### GOVAS update

### School Improvement – One Voice

The guidance was noted.

### Safeguarding – Changes to KCSIE

A revised version of *Keeping Children Safe in Education* (KCSIE), effective from 3<sup>rd</sup> September 2019, has been published; governors noted the key changes. The Headteacher confirmed that all staff had read and understood the revised document.

Governors were invited to attend Prevent Duty Training at the school on Wednesday 8<sup>th</sup> January 2020 at 3:30pm - 4:30pm.



#### SEND update

Governors noted the SEND questions which could be used to frame a discussion around the implementation of the Entitlement Framework.

#### Assessment update

#### VERY Provisional LA Primary Data

The information was noted.

#### Early Years Outcomes

Governors noted the questions to support the understanding of EY work within their school.

#### Restorative Approaches

#### School Estate

The guidance was noted.

### 9. DATES

#### a) Local Governing Board

14<sup>th</sup> January 2020, 1pm

4<sup>th</sup> March 2020, 4pm

28<sup>th</sup> April 2020, 1pm

17<sup>th</sup> June 2020, 4pm

#### c) May Bank Holiday Date Change

Governors were reminded that the first May bank holiday had been moved from Monday 4<sup>th</sup> to Friday 8<sup>th</sup> May 2020 to coincide with the 75<sup>th</sup> anniversary of VE day.

### 10. ANY OTHER BUSINESS

#### a) Sharing Email Addresses with GOVAS and NGA

Governors AGREED to share their email addresses with GOVAS and the NGA.

#### b) Inclusion of Contact Details on GovernorHub

Governors were made aware that their contact details were visible on GovernorHub to all members of the governing board. The Clerk outlined the procedure for restricting visibility and advised that the LA must have a postal address to contact governors.

#### c) Admissions Consultation

Governors were made aware that the local authority admissions consultation for 2021-22 was now open.

#### d) Updated Governor Privacy Notice

This would be presented in Spring 2020

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 7:15 pm.



**ST ELISABETH'S CE PRIMARY SCHOOL**  
**AUTUMN TERM 2019 GOVERNING BOARD MINUTES**  
**MEETING ACTION POINTS**

<b>ACTION POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ACTION TO BE COMPLETED</b>
1	The Headteacher agreed to discuss strategies to support pupil premium children's attendance with Mr D Marshall.	The Headteacher	Spring Term 2020
2	Mr Gallagher agreed to check that all governors have access to The Key for useful resources.	Development Governor	Post meeting
3	<u>Attendance policy</u>  Deferred to the spring term 2020.	All Governors	Spring Term 2020
4	<u>Wellbeing Policy</u>  The Headteacher to circulate the updated policy.	All Governors	Spring Term 2020

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