



ST ELISABETH'S CE PRIMARY SCHOOL GOVERNING BOARD MINUTES

SPRING TERM 2019

Date: 21st March 2019

Time: 4:30pm

Venue: The School

GOVERNORS PRESENT

Mr L Jamieson (Co-Chair), Mrs S Collins (Co-Chair), Mrs B Burrows (Headteacher), Mrs R Ashworth, Mrs D Bradley, Mrs K Dean, Mr M Gallagher, Mr L Jamieson, Rev A Stanton

IN ATTENDANCE

Mr M Whitehead Executive Headteacher

Mrs D Wood Governor Support Officer

The meeting opened with a prayer.

1. WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting. Apologies for absence were received from Mrs L Reville and Mrs A Lancashire and accepted by the governing board.

Apologies for early departure were received and accepted from Rev A Stanton

2. 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.

3. BUSINESS

a) Full Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 15th November 2018, copies circulated previously, be approved and signed by the Chair and authorised for publication.

b) Action Points from the Previous Minutes

The actions raised at the autumn term meeting were duly reviewed as follows:

Action 2 – School Improvement Adviser Note of visit. The Headteacher confirmed that this had been uploaded to GovernorHub. Governors heard that the outcomes of the Teaching and Learning review were the same as those detailed in the School Evaluation Form (SEF).

Action 4 – SFVS Meeting. Governors noted that an SFVS meeting was held and the SFVS had been completed.

The clerk was asked to seek further information about a co-chair arrangement.

ACTION 1



c) Committee Minutes

The minutes of the following meetings were noted by the governing board:

Monitoring Committee (29th January 2019)

The Headteacher reported that a monitoring committee meeting was also held on 12th March 2019, minutes of the meeting were not yet available. Governors discussed the passionate presentations by subject leaders during the meeting.

d) Policy Review Document

Medical Conditions Policy

Anti-bullying Policy

Drug Policy

Safeguarding Policy

Acceptable User Policy

The Headteacher referred to previous discussions regarding the Safeguarding Policy and how she was unable to recommend it for approval as the policy made reference to things which were not in place at the school such as Team Teach training. The policy has now been amended to reflect practices within school.

The Headteacher stated that the School Business Manager will continue to monitor the policy review document.

Governors asked if policies are uploaded to the school website. The Headteacher confirmed that if acceptable then policies are uploaded to the school website.

The above-named policies had been circulated prior to the meeting and were duly APPROVED by the governing board.

The Headteacher agreed to upload the Feedback Policy to GovernorHub.

ACTION 2

The Headteacher agreed to circulate the staff code of conduct and Whistleblowing Policy.

ACTION 3

e) Section 128 Checks for Governors

The local authority (LA) has recommended that Section 128 checks are carried out by the school and that the Single Central Record is updated with this information.

The School Business Manager provided an explanation of the Section 128 checks.

4. RESOURCES

a) Budget Update

The School Business Manager circulated copies of the documents which were presented at the budget planning meeting.

Governors noted that the 3 year budget projection was positive. The Headteacher stated that all areas of the budget have been reviewed and savings identified where possible.



The School Business Manager advised that the 2019/20 school budget would be sent to the local authority before 31st May 2019.

Governors referred to previous discussions regarding a potential deficit budget and the impact on the Multi Academy Trust (MAT) sponsorship. Governors asked what had changed. The School Business Manager replied that savings have been identified within the budget wherever possible.

The Headteacher advised that the School Effectiveness Buyback from the Local Authority had not been included as the school is hopefully moving to the Multi Academy Trust.

Mr Whitehead explained that he has supported the school with identifying any savings in the school budget, whilst ensuring the budget was manageable. He added that the original budget plan deficit figure was substantial, and that this was partly as it had not factored in the funds delegated by the local authority which are based on class sizes with smaller classes leaving and larger classes joining.

Mr Whitehead explained that the budget presented was a forecast and has been presented to the MAT finance board.

Mr Whitehead advised governors that the government had promised to fund the teachers' pension contributions however no further information has been received.

Governors asked if there would be any future implications for the school if the budget has been considerably underestimated. Mr Whitehead replied that most school budget expenditure includes 75%-80% staffing costs, once other costs such as buyback services have been allocated there is very little money left. Mr Whitehead stated that the school would need to look at ways to generate income or consider a staffing restructure. He added that the current budget forecasts avoid the requirement of staff reductions at this time.

The Headteacher advised that she had looked at how much money the school would be required to pay to the multi academy trust, and this was around £33,000.

Governors heard that the school would no longer be funding the cost of school trips, with a letter sent to parents of reception children to request contributions towards an upcoming school trip. The School Business Manager advised that she has started to receive parental contributions.

The Headteacher reported that she had attended a Headteacher Directors meeting, and there was a NEAT representative present who regularly attends London to petition for more money for Stockport school children.

The Headteacher advised that there would be a march in Manchester in May or June on a Friday afternoon to petition for more funding for north west schools. Governors were invited to attend.

The Headteacher stated that any parental involvement would be appreciated.

Rev Angie Stanton advised that she had spoken with parents and they had suggested that they would be happy to contribute towards funding school activities. The Headteacher confirmed that she had included a paragraph in the school newsletter to explain.

Governors enquired about the difference between the supply teaching cost centre and agency supply teacher. The School Business Manager explained that supply teaching is Stockport Bureau, the school is currently using Stockport Bureau to cover a member of staff who is off on long term absence. Governors heard that the school has 2 higher level teaching assistants who provide cover where possible to avoid paying supply



cover costs, also some members of staff are covered by insurance and the school receives income for them when they are off.

The Headteacher proceeded to discuss the school trust fund, which currently has around £25,000 in. Governors heard that she had emailed the resources committee to discuss ideas to allocate the money and it was agreed that £3,000 be spent on gardening to encourage classes to learn outdoors. Discussions are taking place regarding an outdoor classroom.

Governors asked if there are any restrictions regarding what the school trust fund can be spent on. The School Business Manager explained that it must be used for the benefit of the children.

Mr Whitehead explained the various grants which are available for schools to access such as building works grants. Bids can be made to the Diocese.

The Headteacher moved on to discuss the school trust fund, and money which had been paid to the Arts Central Group. Governors heard that the school was having difficulty getting receipts or an invoice for the money despite numerous attempts to contact the group. The Headteacher stated that she was under the impression that singers would be attending the school and a parent attended from Arts Central for a few weeks but this has stopped. The Headteacher expressed her concerns that the school was struggling to get an invoice for the payments which amounted to two payments of £4,000.

Rev A Stanton explained that during a Christmas production rehearsal at the church over 2 years ago, she had discussed with the previous Headteacher ways to develop music at the church and provide a means for children to use music and singing as a learning tool. The previous Headteacher offered to support this through the school fund and this was agreed by the governing board.

Rev Stanton advised that the previous Headteacher had agreed to provide support for 2 years, and that she would pay £4,000 a year towards the development of music and theatre at the church. Rev Stanton explained that the previous Headteacher gave money to Arts Central for the benefit of children, families and the local community.

The first payment was received in September 2017 and a music day was held at the school at the end of September for children to try different instruments. A choir was also set up in church and a theatre group. The groups were ran for children within the community after school, however this was found to be too much for the children after a day at school.

Rev Stanton explained that community events were held to raise funds for Arts Central to become self-sustaining and when Mrs Burrows joined the school discussions took place regarding someone attending the school to provide singing lessons. Two people had attended from Royal Northern College however this soon stopped.

The Headteacher stated that she had spoken with Mr P Hughes regarding concerns with the school not having the necessary paperwork for the payments. Rev Stanton added that she has requested that they invoice the school as she is the third signature on the bank account. Rev Stanton agreed to follow the invoice from Arts Central.

ACTION 4

The Headteacher stated that she needs to ensure that all documentation relating to the school finances is available.

Rev Stanton explained that there was not an agreement between Arts Central and the school for events to take place at the school, the funding was to develop music for children in the community.



The Headteacher added that the school pays £3,000 a year to the music service and this includes 2 hours a week of support with learning to play the steel pans.

A parent governor shared details of their experiences with the Arts Central Group, as they enquired about their child joining and was told that they would have to wait as a production was currently being rehearsed. They were unable to observe the service.

Mr Whitehead explained that whilst he appreciates that there is some uncertainty about the funding it is essential that this be resolved as the school needs documentation for the expenditure for auditing purposes.

Finally, Mr Jamieson referred to earlier conversations regarding an outdoor classroom and stated that the maintenance costs and life expectancy of the building must be a consideration.

b) Approval of Budget 2019/20

The approval of the 2019/20 budget was delegated to the resources committee.

ACTION 5

c) Approval of School Fund Audit Arrangements

d) To Consider and Approve Any Changes to the Buyback of LA Services

The School Business Manager circulated copies of the information pack she receives for all LA Buyback services.

Governors asked if the school would be reimbursed for any overpayments if they move to the MAT during the contract period. The School Business Manager replied that she would hope that the school is only charged for the months they are accessing the services.

Mr Whitehead explained that the MAT buyback a training package which would be made available to the school, however the school may decide to continue to buyback the Stockport LA service.

Governors proceeded to discuss the Stockport School Improvement Service which was offered for an academic year, with the school required to buyback 4 terms. The Headteacher agreed to contact Ms L Perry, Head of School Effectiveness, and discuss what the school would be required to buyback. Governors heard that if the school receives the due diligence from the MAT by Easter then timescales for converting would be agreed.

The School Business Manager explained that the school would continue to buyback support for SEND pupils and families as they are Stockport residents.

The Headteacher recommended that the school continue to buyback the enhanced data packages as this has been very useful.

Governors heard that the school currently receives level 2 support from the Financial Services and this support is well received.

Mr Whitehead discussed HR buyback services, and explained that the school would continue to purchase the Stockport HR buyback whilst the MAT agreement is signed



however the school would need to have the same HR policies in place that the rest of the MAT has.

The Headteacher explained that the School Improvement Service buyback was available for academies.

The School Business Manager reported that option 3 of the AVA cover would be purchased.

Governors noted the success of the e-safe buyback service, which alerts the school if a child inputs an inappropriate word into any computer.

The meeting moved on to discuss Stockport Shape Alliance. Governors heard that a Headteacher from a local school has commented that he would be happy to organise interschool games to be held at Reddish Vale High School and other schools to hold a certain number of events throughout the year. The hosting school would provide medals and refreshments which would cost less than the current buyback service. Governors AGREED that this option sounds more beneficial for the school.

Finally, the Headteacher reported that the school would continue to buyback the Speech and Language Therapist service (SALT). Governors heard that the school would be reviewing the current arrangements to ensure that they are meeting the needs of the school. Mr Whitehead added that in the future the cost of the SALT service could be spread across the MAT.

Governors enquired about the total cost of all buyback services. The School Business Manager referred them to the school budget.

5. HEADTEACHER'S TERMLY REPORT

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

The Headteacher reported that there are currently 2 or 3 pupil places available at the school.

Governors noted that overall pupil attendance was improving, however disadvantaged pupils attendance needed to be reviewed.

Governors were thanked for supporting the school with following the processes in place to manage attendance, with penalty notices now being applied for. The Headteacher explained that the school is meeting with families at their home if there are any concerns.

The School Business Manager explained that if a pupil attends school after 9:30am then they are marked on the register as unauthorised absence. The Headteacher added that some schools have moved the time to 9:20am and governors were asked to consider the benefits of the school doing this.

Governors enquired about the benefits of moving the time to 9:20am. The School Business Manager replied that she does not feel that parents are aware of the time when a child is marked as an unauthorised absence. Mr Whitehead suggested that governors consider leaving the arrangements as they are, as any changes would need to be



communicated to parents and this may highlight the time and mean more parents attend later.

Governors discussed the impact of missed learning for children, the Headteacher advised that this was highlighted in the half termly newsletter.

Governors heard that nursery parents would also receive a letter to advise that their child's attendance would be monitored.

The school would be putting an attendance display outside the office to present positive messages and reminders about the importance of good attendance.

The Headteacher reported that there was currently 1 Looked After Child (LAC) at the school and additional funding had been applied for. An SEN application had also been completed for another child to request medical funding however this was rejected and the parents are now applying for an Educational Healthcare Plan (EHCP).

The meeting proceeded to discuss the pupil premium grant, details of the expenditure had been uploaded on the school website.

Mr L Jamieson confirmed that he would be attending Pupil Premium training provided by the local authority.

Governors discussed the sports premium grant. The Headteacher had met with Rev Stanton and Mr Jamieson to discuss increasing swimming support for year 4 pupils. Year 4 pupils would be starting swimming lessons at the end of year 4 so they would have nearly 2 full years.

The Headteacher explained that she had been discussing ways to reduce the cost of residential trips, with Mr Raynor a Headteacher from St John's CE Primary School supporting.

The meeting proceeded to discuss the service provided by Stockport County. The Headteacher had met with the manager to discuss a reduction in the cost of the services and is awaiting a response. The school currently has 2 days of coaching and 2 after school clubs being ran. Governors discussed how the service was purchased to develop games however the school does not have a breadth of games on offer. The Headteacher was considering continuing to buyback the afternoon session and look to alternative providers who offer a sports scheme to support teachers with leading sessions.

Mrs S Collins confirmed that she had a contact who could offer Gaelic sessions, details would be shared with Ms R Bankier.

Governors heard about a scheme provided by Manchester City Football Club who would be visiting the school next week to discuss the offer.

Details of a safeguarding meeting held with Rev Stanton and the Headteacher were included in the Headteacher's Report.

Governors enquired about the difference between TAC and non-formal TAC. The Headteacher explained that non formal TAC cases are not formally recorded however support is co-ordinated.

The Headteacher reported that she has contacted Ms Julia Storey, Senior Adviser Safeguarding Children in Education, regarding Safer Recruitment Training to be held at the school, as the local authority training dates have been cancelled twice and training is now out of date.



The Headteacher requested that governors bring any training certificates they have into school to be stored in a file.

Buildings and Grounds

The Headteacher read aloud the information.

Governors were informed that the school would be reviewing its PSHE curriculum to ensure it complies with the updated regulations which come into effect in September 2020.

The school was also looking at restorative approaches training, with members of the SLT asked to think about the school values and raise any areas for discussion.

6:10 Mrs S Collins left the meeting.

The Headteacher reported that 4 members of staff have attended Team Teach training.

The Headteacher provided an appraisal update, with observations initially taking place with members of the SLT who then observe members of staff within their team. Governors noted that this isn't something which members of staff have been involved with before and therefore support has been provided.

Governors enquired about the response from the SLT to conducting classroom observations and providing feedback. The Headteacher replied that members of the SLT are excited as they understand that this is a part of their leadership role. SLT have observed the Headteacher leading observations and follow up meetings, and she continues to be available to support them as they take on the role.

Staffing

The Headteacher updated governors on recent recruitment activity at the school and the options available. The update was read aloud to the meeting.

Confidential Appendix I

18:30 Rev Stanton left the meeting

School Development Plan

The Headteacher explained that the SDP was supported by the subject action plans which are being updated.

Governors heard that the Headteacher has been working on the Raising Attainment Plan.

The Headteacher reported that there has been a lot of lesson monitoring and book reviews with feedback shared following the lesson observations.

Emma has provided feedback that some of the lessons she observed were outstanding, with some great English lessons across the school.

The School Improvement Advisor Annual Note of Visit had been uploaded to GovernorHub.



The Headteacher provided an explanation of the data presented.

Governors heard that an audit of the mathematics resources had taken place and an order had been placed for any required resources.

Finally, governors were invited to attend school to conduct book looks.

The Headteacher was thanked for her report and there not being any further questions it was RESOLVED that the Headteacher's report be received.

6. STANDING ITEMS

a) School Development Plan (SDP) Update

The latest version of the SDP was circulated to governors.

Governors were then referred to the relevant sections within the Headteacher's report and noted that the school was working towards meeting the objectives set.

b) Appraisal Update

Governors were referred to the update in the Headteacher's Termly Report.

c) Behaviour in School and Hate Incidents Update

The Headteacher reported that there had been 5 hate incidents during the autumn term; these had been reported to Services to People using the approved recording method.

d) Update on Physical Interventions

The Headteacher reported that there had been no incidents during the autumn term where the use of physical intervention procedures had been necessary.

e) Young Carers Update

The Headteacher reported 1 young carer, with a referral made for another family.

7. GOVERNOR DEVELOPMENT

a) Governing Board Development Plan

Mr M Gallagher had uploaded a Governor Development Report to Governorhub ahead of the meeting.

Mr Gallagher asked the clerk if the minutes from the previous development governor workshop were available. The clerk agreed to check.

ACTION 6

b) Induction

c) Training Feedback

Governors were encouraged to attend training courses made available by Governor Services.

The Headteacher stated that governor uptake of courses has been very positive.

Governors were encouraged to complete training feedback forms, the clerk agreed to email the Headteacher a blank form.



ACTION 7

Governors noted that a review of governance was currently taking place at the school, and a report would be produced to be reviewed.

The Headteacher reported that the governor information page on the school website would be updated. Governors were asked to consider including photographs of themselves.

Governors discussed and reviewed committee membership and link governors as per Appendix 1.

Governor Development Plan

Governors noted that a Governor Development Plan was in place, with governors responsible for updating this.

Governors confirmed link governor roles. Governors discussed introducing a set of questions which can be sent to subject leaders ahead of meetings with link governors.

The Headteacher requested that an item be added to the Monitoring Committee meeting to agree a set of question for link governor meetings with subject leaders.

ACTION 8

d) Succession Planning

Mrs R Ashworth was asked to report on her induction as a new governor. Mrs Ashworth stated that she felt that the induction was more of a tour of the school.

Mr Gallagher suggested that a structured induction plan be produced, a model induction plan was available for the school to adapt.

Governors were informed about Ms D Semple resignation from the governing board.

Governors discussed the current vacancies on the governing board, and agreed that a governor with a financial background would be desirable.

The clerk agreed to highlight the vacancy on the governing board to the governor services team.

ACTION 9

e) Stockport Governor Conference

Governors noted that the GOVAS Governor Conference would take place on Saturday 23rd March 2019 at Marple Hall School.

8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

- SEND – Local Area Inspection Update
- Governance Update
- GOVAS – Stockport Governor Conference

Governors noted the guidance within the reports.

9. DATES

a) Full Governing Board



23rd July 2019, 4pm

b) Committee Meetings

Resources Committee (Thursday 9th May 2019, 4pm) Mr Whitehead sent his apologies for the meeting.

Monitoring Committee (16th May 2019, 4pm) (16th July 2019, 1pm)

13th – 16th May SATs week – governors support was requested

10. ANY OTHER BUSINESS

a) End of Term of Office

The meeting was informed that the following governor's term of office would end on the 07/07/2019:

Mr M Gallagher
Mr L Jamieson

It was noted that they would be eligible for re-appointment.

A vote was taken and it was duly RESOLVED that Mr M Gallagher and Mr L Jamieson be appointed to the governing board for a four year term of office with effect from 08/07/2019.

Governors discussed the constitution of the governing board. The clerk advised that there were 15 positions on the governing board, with 5 co-opted governor vacancies currently available.

Governors enquired about the average size of other governing boards in the MAT. Mr Whitehead replied that other governing boards have 11 positions.

Governors discussed the benefits of appointing a governor with a financial background.

Mr Whitehead asked the clerk if Stockport Governor Services supports schools outside of Stockport. The clerk replied that they do not currently support any schools outside of Stockport, but it may be a consideration for the future. The clerk agreed to ask Mrs P Dunham, Co-Ordinator of Governor Services.

ACTION 10

Mr Whitehead commented on the usefulness of GovernorHub and the benefits of having consistency in governing board minutes throughout the MAT.

b) School Residential Trips

Governors noted earlier discussions.

c) Approval of INSET days

Governors duly APPROVED the following INSET days for the academic year 2019-20:

Monday 2nd September 2019

Friday 18th October 2019

Monday 6th January 2020

Friday 3rd April 2020

Monday 27th July 2020



- d) The Headteacher thanked governors for their continued support and commented on how far the school has come.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 7:30 pm.

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

ACTION POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	The clerk was asked to seek further information about a co-chair arrangement.	The Clerk	Post Meeting
2	The Headteacher agreed to upload the Feedback Policy to GovernorHub.	The Headteacher	Post Meeting
3	The Headteacher agreed to circulate the staff code of conduct and Whistleblowing Policy.	The Headteacher	Post Meeting
4	Rev Stanton agreed to follow the invoice from Arts Central.	Rev Stanton	Post Meeting
5	The approval of the 2019/20 budget was delegated to the resources committee.	Resources Committee	Summer Term Meeting
6	Mr Gallagher asked the clerk if the minutes from the previous development governor workshop were available. The clerk agreed to check.	The Clerk	Post Meeting
7	Governors were encouraged to complete training feedback forms, the clerk agreed to email the Headteacher a blank form.	The Clerk	Post Meeting
8	The Headteacher requested that an item be added to the Monitoring Committee meeting to agree a set of question for link governor meetings with subject leaders.	The Clerk/Monitoring Committee	Summer Term Meeting
9	The clerk agreed to highlight the vacancy on the governing board to the governor services team.	The Clerk	Post Meeting
10	The clerk replied that they do not currently support any schools outside of Stockport,	The Clerk	Post Meeting



	but it may be a consideration for the future. The clerk agreed to ask Mrs P Dunham, Co-Ordinator of Governor Services.		



APPENDIX I

St Elisabeth's Church of England Primary School Committees

Headteacher Performance Management

Samantha Collins

Mr Lee Jamieson

Rev Angie Stanton

Monitoring Committee

Mrs Beverley Burrows

Samantha Collins

Kate Dean

Mr Michael Gallagher

Mr Lee Jamieson

Amanda Lancashire

Liz Revill (Chair)

Mrs Danielle Wood

Pay Committee

Mr Michael Gallagher

Mr Lee Jamieson

Rev Angie Stanton

Resources Committee

Deborah Bradley

Mrs Beverley Burrows



Mr Lee Jamieson (Chair)

Amanda Lancashire

Rev Angie Stanton

Health and Safety Governor – Mr Jamieson

Safeguarding and LAC Governor – Rev Stanton

Wellbeing Governor – Ms S Collins

Development Governor – Mr Gallagher

SEND Governor – Liz Revill

Reading and Writing – Liz Revill, Mike Gallagher and Lee Jamieson

Maths – Sam Collins and Kate Dean

EYFS – Rachel Ashworth

Pupil Premium – Lee Jamieson