



## ST ELISABETH'S CE SCHOOL GOVERNING BOARD MINUTES

### SUMMER TERM 2019

Date: 23<sup>RD</sup> July 2019

Time: 4pm

Venue: The School

#### GOVERNORS PRESENT

Mrs B Burrows (Headteacher), Mrs R Ashworth, Mrs D Bradley, Ms K Dean, Ms L Revill, Ms G Davenport

#### IN ATTENDANCE

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

#### 1.            WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting. Apologies for absence were received from Mrs S Collins, Mr L Jamieson and Mr M Gallagher and accepted by the governing board.

Governors considered the current vacancies on the governing board.

Governors noted and discussed the individual merits of Ms G Davenport, prospective candidate for co-option to the vacancy on the governing board.

A vote was taken and it was duly RESOLVED that Ms G Davenport be appointed to the governing board for a four year term of office with effect from 23/07/2019.

Ms G Davenport was welcomed to the meeting and introductions were made by all present.

Governors requested that the clerk contact Cllr D Wilson to ask if he would like to continue on the governing board as he has failed to attend meetings and no apologies have been received.

#### **ACTION 1**

Governors were informed that Mrs R Ashworth had been successfully appointed to a teaching position at the school and would therefore no longer be eligible to be a parent governor on the board.

The clerk advised that Mrs R Ashworth could be appointed as an Associate Member or a Co-opted Governor, and this was something for her to consider.

Governors noted that a parent governor election would be held in the autumn term.

**The Headteacher asked if the governing board would still require two parent governors when the school joins the MAT.** Mr M Whitehead explained that the governing board would still have two parent governors.



2. DECLARATION OF BUSINESS INTERESTS

Governors were asked to declare any business, financial or personal interests whether or not 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 21<sup>st</sup> March 2019, 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 spring term meeting were duly reviewed as follows:

ACTION POINT	ACTION REQUIRED	ACTION FOR	ACTION COMPLETED
1	The clerk was asked to seek further information about a co-chair arrangement.	The Clerk	Completed
2	The Headteacher agreed to upload the Feedback Policy to GovernorHub.	The Headteacher	Carry Over <b>ACTION 2</b>
3	The Headteacher agreed to circulate the staff code of conduct and Whistleblowing Policy.	The Headteacher	Completed
4	Rev Stanton agreed to follow the invoice from Arts Central.	Rev Stanton	Completed and settled
5	The approval of the 2019/20 budget was delegated to the resources committee.	Resources Committee	Completed
6	<b>Mr Gallagher asked the clerk if the minutes from the previous development governor workshop were available.</b> The clerk agreed to check.	The Clerk	Completed
7	Governors were encouraged to complete training feedback forms, the clerk agreed to email the Headteacher a blank form.	The Clerk	Completed – any outstanding forms must be sent to the Headteacher
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	Completed



9	The clerk agreed to highlight the vacancy on the governing board to the governor services team.	The Clerk	Completed
10	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.	The Clerk	Completed

c) Committee Minutes

The action points from the following meetings were noted by the governing board:

Resources Committee (9<sup>th</sup> May 2019)

**Action 2 – SBM agreed to contact Stockport Homes to discuss re plastering the area where there was mushroom growth as part of the initial work costs.** The Headteacher confirmed that the work has been completed and the down pipes have also been extended as they were not fitted correctly. This work was completed at no extra cost to the school.

Monitoring Committee 1 (16<sup>th</sup> May 2019)

d) Policy Review Document

The following policies had been identified as due for review:

• Behaviour Policy

The Headteacher presented the Behaviour Policy to governors and explained that the school had reviewed Behaviour Policies at other schools and elements were added to the existing policy. The policy includes links with SEND Policy and other school policies.

The meeting heard that concerns were expressed amongst members of staff regarding the responsibility for managing children's behaviour, and a meeting was held in the spring term to address these concerns.

The Headteacher explained that members of staff were commenting on the number of roles which have been removed and how this has impacted on behaviour management within school. Governors heard that the school continues to work with external services to support members of staff with managing behaviour, with individual support being received for a child who is frequently going into crisis.

The Headteacher explained that members of staff were reluctant to take ownership for managing behaviour within school and it has been explained that promoting positive behaviour is the responsibility of all staff members and that good behaviour should be modelled by all members of staff.

Governors were referred to page 4 of the policy which listed the 3 school rules which must be followed. Posters have been provided to all teachers who are going to work with their classes to expand the rules.



The meeting proceeded to discuss rewards and consequences and the requirement to clarify this for the school.

Governors noted that the policy references other policies within school such as the code of conduct.

The Headteacher reported that she is looking to arrange restorative approaches training for members of staff next year, along with Team Teach training.

**Mr G Stevenson referred to the section regarding the response of staff members at St Elisabeth's and the bullet points, and suggested that in order to be as concise as possible this could be merged.** The Headteacher agreed to update the policy.

**Governors asked when the policy would be shared with members of staff and parents.** The Headteacher explained that the policy had been reviewed by members of the Senior Leadership Team and if approved by governors it would be updated and circulated to parents in September.

**Governors enquired about behaviour logs.** The Headteacher explained that she keeps a behaviour log which she has used before, and that some members of the SLT expressed concerns about the additional work load however it was considered to be important that behaviour is logged to map trends and patterns of behaviour.

**Governors referred to the statement about 'designated area' and suggested that 'age appropriate' be added.** The Headteacher agreed to add this.

The Headteacher explained that classes have circle time and discuss restorative approaches which is an essential part of moving forward.

**Governors asked what a non-verbal cue was.** The Headteacher explained that non-verbal cues can be a look from the teacher or pointing to a poster highlighting positive behaviour. Different teachers have different methods.

Mr Whitehead added that simple reminders can be used to reinforce positive behaviour such as pointing to the rule which is not being followed.

**Governors expressed concerns that nursery children may not understand the non-verbal cues.** Mr Whitehead explained that it can take them time to understand but they will eventually.

**Governors asked if the school uses a traffic light system for behaviour.** The Headteacher replied that there is not a traffic light system however steps are being implemented to work towards this and that a poster may be produced to detail consequences. Mr Whitehead agreed that a traffic light system can be effective.

The Headteacher explained that the school has historically used a jigsaw for behaviour management, however there have been reports of this being used inappropriately.

The policy had been circulated to the meeting and was APPROVED by the governing board.

e) Preparation for Revised Model Pay Policy

The Clerk informed governors that the revised model pay policy would be issued at the beginning of the autumn term.

Governors considered the membership of the pay committee; it was agreed that no changes to the membership were required.



Mr Whitehead explained that the MAT would be creating a pay policy and this would be compared to the local authority issued policy to ensure that it complies with all the same areas.

#### 4. RESOURCES

##### a) Budget Update

The School Business Manager reported that during a boundary wall inspection places of considerable movement were identified. Tree routes were highlighted, some were in the church garden and potentially having an impact on the wall. Governors heard that someone had attended today to review the cost of the work and this information would be circulated once it is received.

Mr Whitehead added that the school has £25,000 DFC fund which can be used to cover the costs of the work.

The Headteacher stated that since the inspection bricks have started to crumble away which shows that the wall is deteriorating.

**Mr Whitehead asked if the bricks would be expensive as there are restrictions surrounding which ones can be used as the building is listed.** The School Business Manager replied that the bricks can be sourced easily however they are likely to cost slightly more.

##### b) Approval of Budget 2019/20

The 2019/20 school budget had been approved by the resources committee.

##### c) Approval of School Fund Audit Arrangements

Governors noted that there is no school fund to be audited.

##### d) Scheme of Delegation Form 2019/20

The form had been approved and signed during the resources committee meeting.

##### Fundraising activities

The Headteacher reported that Ms S Collins had led a fundraising event at Asda which had raised £100 for the school.

Governors heard that over £300 was raised at the school disco.

The Headteacher advised that the Friends of St Elisabeth's would be arranging a movie night and a Christmas fair to raise further funds for the school.

**Mr Whitehead asked if the school has the necessary licencing to host a movie night.** The Headteacher confirmed that the school does but this would be checked. The School Business Manager added that a company could be instructed to attend the school and set up a mini cinema, costs were currently being sourced.

The school had received a box from Morrison's to be raffled, and currently £100 had been raised which would be used to purchase sports equipment.

The School Business Manager reported that the school would be receiving £400 for lettings over the summer holidays.

The Headteacher stated that she looks at money raised in terms of how many coaches this would fund as this will reduce the cost of trips for families.



**Mr G Stevenson asked what the scheme of delegation form was.** The School Business Manager explained that the document outlines the limits for individual transactions and authorisation levels.

5. HEADTEACHER'S TERMLY REPORT

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

The Headteacher reported 308 pupils on roll.

Governors were advised that information is included from the previous report for governors to note the changes.

The Headteacher highlighted that there is a slight decrease in nursery pupil numbers however the numbers are similar to the previous report.

Governors heard that three families would be leaving this half term for different reasons.

The Headteacher reported that all year groups are almost full which is positive.

Overall school attendance had slightly decreased, with Educational Penalty Notices being served now consistently as listed in the report.

**Mr Whitehead asked if the school has a waiting list for year groups where there are vacancies as if they were filled then this would bring additional money to the school budget next year.** The School Business Manager replied that she has spoken to school admissions and discussed the waiting lists with the aim to send letters to prospective parents by Friday.

The Headteacher referred back to EPNS and advised that the school missed the opportunity to send one to a family as they were working with their social worker and the school was trying to get support in place. Since this happened the Educational Welfare Officer has offered their support in similar situations in the future.

**Governors asked if the decrease in the overall attendance figure was a result of children being taken out of school for holidays.** The Headteacher confirmed that it was having an impact.

The School Business Manager stated that the school has not previously issued EPNS and that now they are being issued families are hopefully going to become less likely to take their children out of school for term time holidays.

**Governors asked how much the penalty notice charge is for parents.** The Headteacher replied that the charge is £60 per child per adult which is issued for children who miss 10 sessions which equates to 5 days.

The Headteacher explained that the school has also issued fines to parents where there are significant suspicions that they are on holiday despite them arguing against this.

**Governors asked if there are any special circumstance where the school would not issue an EPN.** The Headteacher replied that the school now has a policy in place as previously holiday request forms were freely available for families to complete and they were approved. She added that a holiday was approved for a family who had booked this prior to the new policy being implemented.

Governors heard that the policy outlines that 2 days would be authorised for children to attend a sporting event or special circumstances such as winning a holiday. The



Headteacher reported on a situation with a parent who is regularly requesting leave for their child to attend sporting events that they are competing in, as the school has authorised two requests but refused a further request. The parents have argued that other schools in Stockport have authorised similar requests, however the school is following the local authority guidelines.

The meeting moved on to discuss SEND update, which was read aloud by the Headteacher.

Governors were informed that the school applied for an EHCP for a nursery child and it had recently been received. The Headteacher explained that the school is currently able to meet the child's needs with the current staffing in school, however this will be closely monitored and changes will be made where required.

The Headteacher reported that the pupil premium plan will be reviewed during the first couple of weeks in the autumn term.

Governors were informed that a services child has been identified and the school will now be claiming for the support available for this child and a meeting will be held with their parents to agree how best to use the funding.

**Governors asked what PPE plus was.** The Headteacher replied that this was children who are LAC and been adopted. The school looks to support these families in different ways.

Governors discussed Sports Premium and how the school will be looking to use this to improve swimming outcomes for children.

The Headteacher reported that 26 children would be attending the residential trip to Robin Wood next year.

Governors heard that Street Dance and Gaelic football would be starting at the school, and the school had purchased a package from Manchester City Football Club.

Finally, the Headteacher reported that 6 TAC family cases have been closed.

### Safeguarding Training

The Headteacher read aloud an update to the meeting.

### Building and Grounds

An update was read aloud to the meeting.

### Safeguarding Records

The Headteacher explained that the school would deliver transfer forms to schools where children are moving to in September, and the forms would include a slip to be completed and returned to confirm receipt. Once the slip had been returned the school could destroy the original forms.

### Curriculum

PSHE And RSE - The Headteacher explained that she has arranged support from Tanya Cross, Health and Wellbeing School Co-Ordinator, and that she has confirmed that she is happy to work with the MAT. Information regarding relationships education would be sent to parents.

Governors were referred to a document at the back of the report regarding curriculum intent. This had been sent to parents and governors.



The Headteacher reported that there would be an English and mathematics focus next term and throughout the year.

Support would continue to be provided by David Godfrey, Literacy Counts.

The Headteacher stated that she intends to make steady changes, however she was unable to find a computing curriculum and members of staff were keen to have something to guide them and therefore a trial is taking place in school.

Governors were informed that Stockport County would be finishing their time at the school.

The Headteacher was currently looking at curriculum teams for September.

The Headteacher reported that there has been 1 data breach however there was no requirement for a formal report.

#### Staffing update

The Headteacher read aloud a staffing update.

#### Health and Safety

A Health and Safety update was included.

The Headteacher informed governors that members of staff have been asked to produce raising attainment plans for next term.

**Governors asked if Mr Ian Tune was a class teacher.** The Headteacher explained that he was a TA2 however he was previously working as a secondary PE and Maths teacher and will therefore provide support in year 6 with maths.

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 Improvement Plan (SIP) / School Development Plan (SDP) Update

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

Friday 20<sup>th</sup> September, 1pm Nicky White one voice conversation.

### b) Appraisal and Pay Update

### c) Behaviour in School and Hate Incidents Update

The Headteacher reported that there had been one hate incident during the spring term; this 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 spring term where the use of physical intervention procedures had been necessary.

### e) Young Carers Update



The Headteacher reported that there are 3 young carers identified at the school and that the school is working to ensure that everything is in place for the children and they are known to members of staff.

f) Policies

Governors were informed that all school policies would be reviewed to ensure that they are in line with the policies in place in the MAT.

Mr Whitehead explained that the school logo would be reviewed in light of the move to the MAT to ensure that it reflects the style of other schools within the trust. Governors were recommended to review other school websites from within the trust to see how their logos compare.

**Governors asked if the school uniform would be changed.** Mr Whitehead replied that the new logo would be used on letter heads and marketing materials and would be phased into other areas.

Mr Whitehead stated that once the school logo had been agreed and the school website updated parents would be informed.

**Governors asked if the schools in the MAT have different coloured school uniforms.** Mr Whitehead replied that the school uniforms within the MAT are similar colours, with one school holding a consultation and moving to navy. He added that the green colour in the school logo links to the schools heritage with Houldsworth and therefore it has been requested that this remain the prominent colour.

Mr Stevenson stated that the transition period at one of the schools in the MAT when they changed their uniform was very smooth and parents were happy as they were a part of the decision making process.

7. GOVERNOR DEVELOPMENT

a) Governing Board Development Plan

Mr M Gallagher had uploaded a document to GovernorHub for governors to review ahead of the meeting.

Governors heard that Mr M Gallagher had enquired about the schools continued access to The Key and it has been confirmed that this is included in the HR package from the MAT.

b) Induction

c) Training Feedback

Governors were encouraged to attend training courses made available by Governor Services. The Development Governor was advised that the following courses had been attended:

- Ms L Revill, Mrs B Burrows and Mrs D Bradley, Safer Recruitment Training
- Ms K Dean, Critical Incidents

d) Succession Planning

e) Terms of Office for Chair/Vice Chair and End of Term Date



Governors duly AGREED a continuation of the current arrangements. Terms of office would remain at one year from the date of the autumn term meeting 2019

f) Expressions of Interest for Chair/Vice Chair and Chairs of Committees

Governors were invited to give some thought to the roles and contact the Clerk prior to the autumn term full governing board meeting in order to express an interest.

Committee Structure

Mr G Stevenson explained that as the school is now joining the MAT, there is an opportunity to review the committee structure and identify where any efficiencies can be made as some of the agenda items will be covered by the Director meetings. He added that the MAT has not strictly mandated what each local governing board must discuss during meetings, however it provides an opportunity for the school to consider what is important.

**Governors asked Mr Stevenson about the meeting structure at his school.** Mr Stevenson replied that the school holds six Full Governing Board meetings each year. Each term there is a data heavy meeting and a verbal Headteacher report with input from children and subject leaders. A summary of the budget is presented rather than holding a resources committee meeting.

Mr Stevenson stated that governors must give consideration to the Headteacher's capacity and time.

The Headteacher stated that she has enjoyed the current meeting structure content and the feedback has been positive.

8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

- Governance and GOVAS Update
- Listening Exercise Feedback

Governors noted the guidance.

- Safeguarding

Governors to ensure that all pupils are taught about safeguarding, including on-line safety.

The Local Authority Designated Officer holds termly meetings with the Headteacher and Mrs A Lancashire.

Tuesday 3<sup>rd</sup> September 2019, 3:30pm Basic Safeguarding Awareness Training. Governors were invited to attend.

- SEND Update

Governors to consider how the school works with pupils with EHCPs and those receiving SEND support.

The Headteacher advised that she would be meeting with Ann Ball to see how she can help to boost intervention work next term by working with Teaching Assistants.

The Headteacher read aloud the questions listed in the report.

A parent governor commented that they have a child with SEND and they appreciated the increased communication from the school.

Governors heard that a link to the local offer on the Stockport website would be added to the school newsletter.



- Schools Health and Wellbeing

Governors to ensure that the school has a written Relationships Education and RSE policy in place. To note the new school food guidance for governors.

The Headteacher and Mrs Lancashire completed Monday morning collective worship and an additional hour has been built into the school week for all members of staff.

- Ofsted

Governors to note supportive questions to help with school preparations for Ofsted.

The Headteacher reported that the proposed framework changes link to what the school is already doing which is positive. The Headteacher read aloud the list included in the report.

Governors noted that reading was discussed at length during a recent Monitoring Committee meeting.

The Headteacher advised that she is very aware of the importance of supporting staff workload and wellbeing, as previously discussed maths planning will now be completed straight onto whiteboards.

Finally, the Headteacher stated that governor's willingness to learn and commitment to the school has been phenomenal.

The Headteacher agreed to email copies of the Ofsted Framework to governor.

### **ACTION 3**

- Early Years

Governors to consider whether they could provide input to the Early Years Governor Training material.

Mrs Ashworth reported on the new base line assessment trial taking place at the school, with the intention that from 2020 children will be assessed based on their progress from reception to year 6.

9. DATES

a) Full Governing Board

10<sup>th</sup> December 2019, 4pm

b) Committee Meetings

Resources Committee Tuesday 1<sup>st</sup> October 2019, 1pm

Monitoring Committee Tuesday 5<sup>th</sup> November 2019, 1pm

Monitoring Committee Tuesday 14<sup>th</sup> January 2020, 1pm

10. ANY OTHER BUSINESS

End of Term of Office

The meeting was informed that the following governor's term of office would end on 30/11/2019:



Ms S Collins, Parent Governor

It was noted that she would be eligible for re-election.

The Headteacher and Clerk to agree an election timetable for the two parent governor vacancies.

**ACTION 4**

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 18:00 pm.



**ST ELISABETH'S CE PRIMARY SCHOOL**  
**SUMMER 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	Governors requested that the clerk contact Cllr D Wilson to ask if he would like to continue on the governing board as he has failed to attend meetings and no apologies have been received.	The Clerk	Autumn Term
2	The Headteacher agreed to upload the Feedback Policy to GovernorHub.	The School Business Manager	Post meeting
3	The Headteacher agreed to email copies of the Ofsted Framework to governor.	The Headteacher	Post meeting
4	The Headteacher and Clerk to agree an election timetable for the two parent governor vacancies.	The Headteacher/Clerk	Autumn Term