



## PIKEMERE SCHOOL

### Minutes of the Full Board of Governors

28<sup>th</sup> June 2017

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#### PART ONE MINUTES

##### Attendees

Mrs. S L Gohr (Head) LG	Mrs. E Martindale EM (Chair)	Mrs. J. Whiston JW
Mrs. L Smith LS	Mr. P Smith PS	Mrs. C Morris CM
Mrs. R Zartarian RZ	Mrs. S Steele SS	Mr. B Cox BC
Mrs. E Taylor ET	Mr. D Maxted DM	Mrs A Kowalska (Clerk) AK

The meeting commenced at 5.10pm

A video was displayed for the Governors which highlighted all the events which had taken place in school over the last term.

#### 1. APOLOGIES FOR ABSENCE

Mrs. C Richards (Vice) CR

#### 2. CONFLICT OF INTEREST

LG is a Governor at a CE Primary Academy  
AK is a Governor at CE Secondary Academy  
BC is Head at a CE Primary School  
DW is a Governor at a Staffordshire Academy  
PS is related to a member of staff  
LS is related to a Governor

#### 3. MEMBERSHIP

It was confirmed that KF's term of office finished on 29<sup>th</sup> April 2017. EM formally thanked KF for the part she had played on the Governing Board.

DM and BC, both Parent Governors, were due for re-election before the end of Autumn term. EM advised that further discussions would take place under Part 2 about membership.

AK will remain clerk for the next academic year.

#### 4. PART ONE MINUTES

The minutes of the Full Governing Board on 29<sup>th</sup> March 2017 were approved. PS/LG

Full Governors 28<sup>th</sup> June 2017

Updates to the actions were received.

## 5. CHAIR'S ACTION

EM advised that she had authorised the Teacher vacancy advertisements and had signed the EYFS contract for 1718.

## 6. PART ONE REPORTS FROM COMMITTEES

The following minutes were approved:

Finance and Buildings	17 <sup>th</sup> May 2017	EM/JW
Personnel	18 <sup>th</sup> May 2017	EM/SS

LS provided an update on the Safeguarding training she had received and the actions she had taken since. The Safeguarding Audit was completed on 10<sup>th</sup> May 2017. It was agreed that the contact details for EM as Chair of Governors should be available in the Staffroom. AK advised that the contact details for Parents were available on the web site.

**Action AK**

LG confirmed that Mrs Sehne would take over as Deputy Designated Safeguarding Lead when RZ left. HS had covered for RZ during her secondment and would now need to update her training.

BC raised concerns about the model Complaints Policy issued by Cheshire East. AK confirmed that it had been personalised to represent Pikemere but would review it based on the information shared at the meeting.

**Action AK**

The Governors were presented with the Three year Budget plan prior to the meeting. AK explained that it had variations compared to the one presented at the F&B committee because CE had reviewed the figures for Cheshire East Catering and felt they needed to be more reserved. This had taken the budget into a deficit in Year 2. AK advised that the aim was to overturn the small deficit during this financial year through Income.

AK advised of the CHESS purchases and the concerns about increasing costs at the end of the year. CE Finance had speculated about a 2% increase for 1718. AK advised the total cost of purchases was £32K, up approximately £5K on 1617, but a large credit had been received in 201617 which reduced the overall annual cost.

Staffing would be discussed in Part 2.

The budget for 1718 was approved.

The Governors were provided with a Governor Reflection Sheet on Pupil Premium by BC and RZ. BC gave an insight into his visit and areas for development. He also suggested further incentives to encourage parents to sign up to Free School Meals so that Pupil Premium funding was more available. LG confirmed the actions that were already being tried out in the weakest cohort. She advised the Governors that a lot of the issues were not about learning and these needed to be addressed first. LG explained about the Creative Action Team and the Attachment programs in place.

BC confirmed overall he found the experience was very positive.

*Challenge – Are the parents aware children get extra funding if they qualify.*

LG advised it is mentioned at the new starter evenings, in the new starter packs and in newsletters. RZ advised that quite often this is a sensitive issue and should be done on a one to one basis with parents.

BC advised that keeping things simple and exploring the child was a good approach. LG confirmed that this was being done and emotional factors were prominent. As a result the attachment programme was being implemented. LG also advised about other PP initiatives such as Homework clubs.

## **7. PART ONE OF THE HEADTEACHERS REPORT**

The Governors had been provided with a copy of the Headteacher's report in advance. LG went through the highlights.

LG explained about the external SEN review which had taken place on 21<sup>st</sup> June 2017. LG advised that the SEN processes and procedures had been evaluated and ways to move forward had been highlighted. The GB was provided with a copy of the detailed report. LG went through the main points which confirmed that our SENCO had been on the right track. LG explained the transition for 1718 where Miss Beresford will work with the SENCO in a supporting role as she has been central to the attachment training and also because it will provide a clearer insight into EYFS and KS1 children.

LS explained that she was finding her role as SEN Governor difficult because she is working so closely with the children. LS felt she was having to answer her own questions and challenges. LG agreed that whilst it was important that LS brought her SEN expertise to the Governing Board it may be better to have an SEN Governor who is a little more detached.

LG summarised that the review had been very positive, giving plenty to work on but nothing that wasn't achievable.

BC advised that he had seen CJ/CB present at the Headteachers meeting about attachment and they had come across very well.

LG provided the data which had been submitted. The Governors reviewed the key headlines but LG stressed she had not analysed the data as yet. The DATA Group would look at the information in more detail.

LG explained the moderation process that she had been involved in. EM advised that she had seen firsthand the value of LG's experience for the school and the staff when she had been party to an internal moderation meeting at Pikemere.

LG advised how proud she was of the Year 1 cohort achieving 100% in Phonics.

LG advised that the class teachers had worked very hard to gain the KS1 data and all felt secure in their moderation.

The KS2 data was very positive and balanced across all subjects. Writing is catching up and if all tests come back according to plan the combined score will be 77%. The National figure is 53%.

EM believed the staffing structure and the extra investment in staffing had helped to target areas of concern and move us forward and the impact of this was now coming through. LG advised that it wouldn't be sustainable in the long term for financial reasons.

LG advised that 5/6 Greater Depth children were very secure. A couple of setbacks had occurred during SATS week which may affect the final outcomes. (Illness and Bereavement)

LG thanked the Governors on behalf of the staff for allowing the Inset training at Cranage Hall with Boo Consultancy. The staff celebrated who they were, recognition of the team and what they could do better. It was a very productive day, enjoyed by all.

LG went through other events and activities that have happened over the school year.

PS advised that the York residential had been very good. LG advised that discussions had taken place about only holding residential in Year 2, 4 and 6 to help parents with the costs.

CM provided positive feedback from the Open Mornings.

EM explained her Kenya visit and how she had led assemblies at school to pass on her experiences. She had met with CB as it all tied in with the global dimensions theme.

## **8. SCHOOL DEVELOPMENT PLAN**

The School Development Plan will be reviewed at the Committee meetings later in the term. LG explained that the theme of “Keep the main thing, the main thing” was still the priority. – Boys, More able and Independent learners. LG felt the data proved this was working.

## **9. SCHOOL IMPROVEMENT**

The SIP visit had not taken place for the Summer term so no report was available.

LG explained that she was considering having an external Pupil Premium review along the lines of the SEN review. Mrs Stannard was going to take over as PP lead from RZ and this would help her going into the role.

## **10. GOVERNANCE STATEMENT**

The Governors had been provided with information about writing a Governance statement. It was agreed AK would use the Impact statements from each meeting during the school year to create the account and EM would top and tail it before it goes on the web site.

**Action AK/EM**

## **11. DIRECTORS REPORT**

The Governors had received the Directors report prior to the meeting and had been asked to familiarise themselves with their area of expertise.

EM thanked AK for the Précis with the Pikemere updates which had clarified how we were affected as a school.

AK confirmed that she had spoken to all the necessary people about IR35, including AS Sports, and had received paperwork to support the Music peripatetic tutors.

## **12. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT.**

The Governors had been asked to review the Training spreadsheet prior to the meeting to ensure the information was correct.

AK confirmed several Governors and Staff had attended Basic Awareness training which EM advised was very good. DM went through training requirements and confirmed 16 courses had been attended this academic year. He asked Governors to document any training on Trust Governor. He would circulate a copy of the instructions to anyone who needed support. BC recommended that ALL staff complete the Prevent training.

**Action ALL GOVS/DM/LG**

EM advised that a Self-evaluation meeting would take place in the Autumn term to look at skill sets and roles. It was agreed that Jeff Marshall would be invited to take part in this evaluation. This would firm up areas of responsibility. LG suggested Governors have allocated time to come into school to follow up their specific areas and document their reflections. LG advised that there was some very good work being completed by Governors and it was important to document it. BC suggested setting a protocol prior to the meetings so that everyone could come prepared.

AK to circulate a date in September for the Self –evaluation meeting.

**Action LG/AK**

LG circulated two reports from Ros Caulfield who had worked with Pupil Voice and More able children. The findings were very positive. The Governors thanked RC for her contribution.

### **13. POLICIES**

The following Policies were all approved:-

ESafety 2017

Staff Disciplinary 2017

Equality and Diversity in Employment 2017

### **14. NOMINATIONS FOR CHAIR AND VICE CHAIR**

There were no need for nominations as both the Chair and Vice Chair had a further year to serve and there were no objections.

### **15. HOLIDAYS**

The holidays for the 1819 academic year had been approved at the previous meeting but due to the consultation AK advised Governors that they aligned with CE Council and with Alsager High School with the exception of a couple of inset days.

AK would submit the consultation on behalf of the Governors confirming we had no objections.

**Action AK**

### **16. DATE OF NEXT MEETING**

Dates would be circulated for the new academic year before the end of term.

**Action AK**

**17. ANY OTHER BUSINESS**

RZ had produced data around the Pupil Questionnaire and AK/CR had produced data which needed to be published following the Parent Questionnaire. AK advised that the results were all above 95% and the negative comments were from the same few parents.

LG asked the Governors to review the information and bring any feedback to the SIP/Data group meetings.

**Action ALL GOVS**

<b>Impact Statement</b>
<i>The Governors approved the budget for 1718.</i>
<i>The Governors received information relating to Pupil Voice and Parent questionnaires on which to base school improvement.</i>
<i>The Governors discussed the outcomes of an external review and planned future reviews.</i>
<i>The Governors noted the benefits of continuing quality CPD.</i>
<i>The Governors received and reviewed school data subject to test results.</i>

<b>Action</b>	<b>Responsibility</b>
<b>Clerk's Actions</b>	
Make available Chairs contact details	<b>AK</b>
Review the Complaints procedure	<b>AK</b>
Draft a Governance statement	<b>AK</b>
Set a Self-Evaluation date	<b>AK</b>
Complete the Holidays Consultation	<b>AK</b>
Set dates for meetings 201718	<b>AK</b>
<b>Chair's Actions</b>	
Complete Governance Statement	<b>EM</b>
<b>Head's Actions</b>	

Invite Jeff Marshall to Self-Evaluation	<b>LG</b>
Set up protocol for Governor visits	<b>LG</b>
<b>Governor Actions</b>	
To circulate User Guide for Trust Governor training	<b>DM</b>
To enter training on Trust Governor	<b>ALL GOVS</b>
To review the results of the Pupil and Parent Questionnaires and bring feedback to the SIP/DATA Groups	<b>ALL GOVS</b>

*E. A. Martindale*

Chair of the Governing Board