



PIKEMERE SCHOOL

Minutes of the Full Board of Governors

29th March 2017

PART ONE MINUTES

Attendees

Mrs. S L Gohr (Head) LG	Mrs. C Richards (Vice) CR	Mrs. J. Whiston JW
Mrs. L Smith LS	Mr. P Smith PS	Mrs. C Morris CM
Mrs. R Zartarian RZ	Mrs. S Steele SS	Mrs. K Fuller KF
Mrs. E Taylor ET	Mrs A Kowalska (Clerk) AK	

The meeting commenced at 5.00pm

A video was displayed for the Governors which highlighted all the events which had taken place in school over the last term. The Governors were very pleased with the presentation and thanked the staff and children for sharing their experiences.

1. APOLOGIES FOR ABSENCE

Mr. D Maxted DM	Mrs. E Martindale EM (Chair)	Mr. B Cox BC
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2. CONFLICT OF INTEREST

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

3. MEMBERSHIP

It was confirmed that KF's term of office finishes on 29th April 2017.

4. PART ONE MINUTES

The minutes of the Full Governing Board on 16th November 2017 were approved CR/JW

5. CHAIR'S ACTION

In EM's absence LG went through the Chairs correspondence.

There were no Academy updates at this time.

The NFF consultation deadline had passed. A handful of parents came to school to complete the questionnaire but it was hoped that most parents completed it at home. PS asked if there was a date for feedback. This was not known at the time of the meeting.

6. PART ONE REPORTS FROM COMMITTEES

The following minutes were approved:

Finance and Buildings	14 th February 2017	PS/JW
Data Group	29 th November 2017	PS/LG
Data Group	15 th March 2017	PS/LG
School Improvement	30 th November 2016	CR/SS

LG advised that she would like the subject leads to present twice so that Governors see the start of the process and the impact.

LG went through the re-evaluated Committee structures and responsibilities. Governors were asked to confirm they were happy with the areas of responsibility they had been given but were advised to remember that Governors were responsible for all aspects of school and should know where the school is aiming towards.

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 reminded Governors that the Data was on track and not final due to the time of year.

LG confirmed the amount of staff development and the positive impact this was having especially coaching.

LG provided a report from Literacy First. It was an analysis of progress made since the last meeting in November 2016. LG advised the day had been very positive.

ET and KF entered the meeting.

LG presented the SIP report. The visit had included observations and a learning walk and had been very positive overall. LG would like the next visit to focus on data.

The Governors were in support of this.

The Governors were pleased with the SIP evaluation.

LG explained how safeguarding information was being disseminated to staff and explained that they were all accountable for reading and understanding the information. If they needed any clarification they were asked to speak to Senior Leaders/ Designated Lead.

LG explained the reading culture around school.

The Governors were provided with an overview of the SSDP– Keep the main thing the main thing. This highlights the three basic principles within school

- All children achieve the best they can
- Children are independent learners

- Effective feedback and marking improves outcomes. Underneath this sits three further key priorities which are Boys – Writing, More Able and Writing across the Curriculum.

LG advised that it was important to secure the basics as this provides a secure foundation.

The Governors discussed the target areas of boys and more able. LG was confident some of the impact was starting to show through. Boys had told LG that they enjoyed writing which was progress in itself.

8. FINANCE

AK presented the Source of Funds and the Three Year Plan which had already been presented to the F&B committee. AK explained the situation was better than at the November meeting as the second year was now in credit. Both were approved.

CM asked why the three year plan had a reduction in staff. LG advised this was because the school had been carrying an extra teacher this year due to a secondment.

The Governors received and approved the Manual of Internal Procedures.

The Governors approved the Scheme of Delegation with LG having approval for up to £10,000.

JW asked about the Apprenticeship levy and whether it affected Pikemere? JW had been advised by CW&C authority that it would. AK to investigate because CE had advised that primary schools did not meet the payroll criteria. The levy is 0.5% of the total payroll bill.

Action AK

9. SCHOOL IMPROVEMENT

The SIP report had already been discussed under the Headteacher's report.

LG explained that she would like more external quality assurance and had approached Ros Caulfield to work with Pupil Voice. The aim was to try and get the children to open up more than they would to staff members about how they feel about Pikemere. The focus of the pupil voice work would be centred on the three main priorities. For example, talking to our more able learners / boys.

The Governors thought this was a very good idea.

10. DIRECTOR'S REPORT

The Governors had been provided with the Directors report prior to the meeting and a précis of the information included. AK advised that she had attached the main documents included in the report to Trust Governor so that Governors could access the information easily.

11. 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 had advised those Governors who needed to refresh their Safeguarding training prior to the meeting and would arrange training for those who needed it. Several Governors still needed to send their updated qualifications to AK.

Action ALL GOVS

12. POLICIES

Marking Policy – it was agreed that reference should be made to the Manageable Marking Policy Review.

Action LG

The Governors discussed whether Pupil Voice should be included but it was agreed that because Pupil Voice could be about a range of topics not just marking and not every child takes part, that it should not be included.

Foundation Stage Admissions Policy – This policy was approved but AK would look at other Private Nursery Admissions Policies to see what criteria they used for Admissions.

Action AK

The following policies were approved.

- Admissions Policy 2018.
- Attendance Policy 2017
- Line Worker Policy 2017
- Prevent Duty Risk Assessment 2017
- Early Years Intimate Care Policy 2017.

CM challenged as to whether it was clear how many staff needed to be present where intimate care was required.

The staff on the GB felt that there was a duty to protect the privacy of the child as well as protecting the staff and that was the purpose of parents signing the policy. LG agreed to review the process but was confident that staff at Pikemere have strong communication practices where this was concerned and were all aware when intimate care was needed.

Action LG

13. HOLIDAYS

The holidays for the 1819 academic year were approved. AK confirmed that the holidays had been set in line with other Alsager schools.

14. DATE OF NEXT MEETING

The date of the next meeting was confirmed as 28th June 2017 at 5pm.

15. ANY OTHER BUSINESS

LG confirmed that she was going to complete her Level 7 coaching qualification based on the impact it had been having on the staff at school.

LG explained her idea of revisiting the Pikemere Story, using her Coaching Supervisor, through a celebration with staff off site. LG had looked at holding a training session where the staff could document the journey since July 2010 and celebrate the achievements everyone had contributed to. LG suggested a lunch for staff and the use of the leisure facilities at a hotel. The governors were fully supportive of the idea as a genuine appreciation of everyone's contribution. LG would organise for the summer term.

Action LG

LG updated the GB about the Attachment training that had been taking place and how that was now connecting to the resilience training the staff had attended last September. LG was pleased with the connections that were now being made and felt that this would definitely have an impact on standards.

LG advised that she had appointed a Project Manager for the Pond/Wildlife area. It was a child in year 6 who had presented his ideas to her, and had thought through how the area could be adapted and improvements could be made. He was willing to do the majority of the work himself along with his parents but was also getting some friends to help him. The Governors thought this was an excellent venture. ET agreed to write to him on behalf of the Governors and as a keen gardener she would also try and approach the Alsager Gardening Association to see if they could help in any way.

Action ET

Impact Statement

The Governors have been presented with an in-depth assessment of what is happening across the school supported by external assurance. The Governors received encouraging reports around data which were supported by the school development plan.

The Governors challenged the school policies and made suggestions for improvement.

The Governors supported the celebration of the schools journey by approving a thank you event for all staff.

Action	Responsibility
To research the Apprenticeship Levy	AK
Governors Training updates – To provide AK with safeguarding training information	All Govs
Amend the Marking Policy	LG
Review of private nursery providers Admissions Policies	AK
Review of schools intimate care procedures	LG
Arrange a celebration and thank you for the Pikemere journey	LG
To write to WB re Pond Project and speak to Alsager Gardening Association about support	ET

S. L. Gower