



## PIKEMERE SCHOOL

### Minutes of the Full Board of Governors

22<sup>nd</sup> November 2017

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#### PART ONE MINUTES

##### Attendees

Mrs. S L Gohr (Head) LG	Mrs. E Martindale EM (Chair)	Mrs. L Smith LS
Mr. P Smith PS	Mrs. C Morris CM	Mr. B Cox BC
Mrs. E Taylor ET	Mrs A Kowalska (Clerk) AK	

The meeting commenced at 5.15pm

##### 1. APOLOGIES FOR ABSENCE

Mrs. C Richards (Vice) CR	Mrs. S Steele SS	Mrs. J. Whiston JW
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##### 2. CONFLICT OF INTEREST

LG is a Governor at a CE Primary Academy  
AK is a Governor at CE Secondary Academy and related to a member of CE procurement.  
BC is Head at a CE Primary School  
JW is an SBM at a CE Secondary MAT  
PS is related to a member of staff  
LS is related to a Governor

##### 3. ELECTION OF CHAIR

EM was re-elected as Chair with one year to serve. EM signed the Acceptable Use Policy.

##### 4. ELECTION OF VICE CHAIR

CR was re-elected Vice Chair with one more year to serve.

AK will remain Clerk for the next academic year.

##### 5. MEMBERSHIP

BC's term of Office finished on 31<sup>st</sup> December 2017. As a Parent Governor, he could not re-stand without re-election. EM and LG had been in discussions with BC to see what role he could play in the future.

PS's term of office will finish in January 2018. PS, as a Foundation Governor, agreed to remain in office. The Governors agreed that PS's financial skills were needed. PS's term would now finish on 30/1/2022.

The Governors discussed the membership of the Governing Board in relation to moving to Academy and the Local Board reducing in size.

It was agreed that a Parent Election would be held after Christmas to ensure the Constitution is upheld but no further vacancies would be filled until after conversion.

The Governors discussed the skill set required and agreed that where possible candidates should have been involved in the Parent Forum and have some legal expertise. The Governors were reminded that they had no influence on who the Parents voted in.

It was confirmed that LS was now the Staff governor. She would remain in the position until the end of her existing term and then elections for a Staff Governor would need to take place.

It was agreed that the two Assistant Heads, HS and CJ would be invited to attend Governors meetings as observers with no voting rights.

## **6. PART ONE MINUTES AND MATTERS ARISING**

The minutes of the Full Governing Board on 28<sup>th</sup> June 2017 were approved. EM/LS

Updates to the actions were received.

The Instrument of Governance was approved EM/PS.

Alterations were made to the Impact Statement. AK to publish.

**Action AK**

## **7. CHAIR'S ACTION**

EM confirmed receipt of the Teachers Pay Award letter.

## **8. COMMITTEES AND NOMINATED GOVERNORS**

The Governors had been provided with a programme of meetings as completed at the Self Evaluation meeting. The GB went through the overview. All agreed the schedule brought together links between the Governors, Subject leads and staff.

The Governors discussed Governor visits to school and the formats they should take. LG confirmed that she would release staff so visits could be properly timetabled. It was agreed that time would be allocated on the agenda at Full Governing Board agendas to allow for feedback. The visits would be done on a rolling programme.

**Action LG**

PS confirmed that he had already requested a meeting with the HS and had used the Governor Visit protocol to help him advise the subject lead on what the Governors wanted to see.

LG explained the drive on SEN. She confirmed that the Senco would make contact with ET as SEN Governor but LS would also be involved in her role as SEN TA and as the previous SEN Governor. LG would speak to the Senco in advance.

**Action LG**

EM advised that it was the Governors responsibility to organise these visits. AK would keep a record. Governors should advise AK when they have been in school. The Governors agreed to run with the process and review in Autumn 2018.

**Action AK/ALL**

The Governors agreed that as DM had now left the GB it would be appropriate for a new Governor to have some PE skills.

LG fed back on the merged committees, which had worked well. The meetings would return to a 5pm start.

The Terms of reference for the new committees were approved.

Buildings, Finance and Personnel           EM/PS

Curriculum                                       EM/CM

EM would be Chair of Part one of the F, B & P committee meetings; CR would be Vice Chair of Part One and Chair of Personnel and SS would be Vice Chair of Personnel. All agreed.

It was agreed that BC would be Chair of the Curriculum Committee (subject to his new role) and CM would be Vice Chair. This would be reviewed in the Spring term.

## **9. GOVERNORS' CODE OF PRACTICE/GOVERNORS' CHARTER**

The Governors approved the Governors Charter 2017. PS/ET

All Governors to sign and return to AK.

**Action ALL**

## **10. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**

The following minutes were approved:

Buildings, Finance & Personnel	11 <sup>th</sup> October 2017	EM/PS
Self-Evaluation	13 <sup>th</sup> September 2017	EM/LG

LG advised that the Curriculum meeting had been replaced by Governors training with AC on 9<sup>th</sup> January 2018 between 9am and 12 noon. All Governors were invited. Governors to advise AK if they can attend. AK reminded Governors to add all training attended to Trust Governor and to complete the Skills Matrix.

**Action ALL**

## **11. 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 the circumstances of a child requiring 1:1 support but had no statement. LG explained the complex needs. LG advised that she is driven by the children and not the process and as a result is challenging the County response. LG advised that the situation can be managed but the child needs support. Nurture was not sufficient, as the child's needs were too complex. ET offered her support. LG advised that the pregnant class teacher had now been removed from the environment. LG advised that agencies are involved but there are waiting lists.

LG advised that the parents were not always on board. LG was pulling on reserves to ensure support was in place. The staff had responded admirably. LS was taking the lead role and was definitely the right person. LG advised that Team Teach was booked in for staff.

LG advised that she had gained specialist assistance from Adelaide School and play therapy through the Creative Action Team. LG advised that she might need to approach Governors in the future about this case.

#### **Action LG**

LG advised that two new children with special needs started at Pikemere in September 2018. LG confirmed that she had started the process to gain a statement/funding/provisions of needs assessment. LG would update as soon as she had any further news.

#### **Action LG**

LG updated the GB on the difficulties the school had been under due to the new builds and parking issues. LG advised that there had been two near miss incidents as a result of the congestion on Pikemere Road and Hassall Road. LG has spoken to Seddon Contractors already but to no avail. The mud on the road is also causing a major problem and the large lorries reversing. Parents are parking badly as a result.

LG confirmed that the school leadership was very positive at the moment. Staff meeting time has been allocated to drive plans forward. This is proving very valuable time and the discussions and staff feedback has been invaluable.

LG updated the Governors on the Stoke City Partnership, which was working very well.

LG updated the GB on the very successful Farmers Market and the benefits this had contributed to in terms of health and well-being as well as learning.

LG advised that she had completed some Science monitoring and was very pleased with the children's learning and ability to talk about the subject.

LG provided up to date data including EYFS. LG spoke about the ASP (the new Raise on Line). LG invited the Governors to the training in January. LG still had some reservations, as the summary page was not showing the areas of concern.

## **12. SCHOOL DEVELOPMENT PLAN**

The Governors reviewed Keeping the Main Thing, the Main Thing, a copy of which was available on Trust Governor. LG advised that Governors should you this as quality assurance when on visits.

The Governors were provided with a copy of the latest Arbor report. LG confirmed that Data would be at the centre of AC's training.

## **13. SCHOOL IMPROVEMENT**

The Governors received the Summer term SIP report. The feedback was very positive and there was recognition of the progress made. The Governors would have liked to see more of what to do next. (See Part Two)

#### **14. 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.

AK advised that she had been on the Governor Hub training but did not feel it was a substitute for Trust Governor. JW was also trialing the system and AK would ask her to report back.

**Action AK/JW**

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

AK asked Governors to complete the Training Record on Trust Governor each time they attended training, which would keep their records up to date. Every Governor was asked to complete the skills audit on Trust Governor as well to highlight areas for development and the skills available to the GB.

**Action ALL**

#### **16. SFVS/ FINANCE UPDATE**

The Governors received the draft for the annual SFVS return for 1718. The Governors agreed to the amendments. AK would make the changes before EM signed the final draft. The Governors approved the SFVS return for 1718.

**Action AK/EM**

AK advised the Governors that some of the Alsager Primary Schools had been chosen to have an Internal Audit inspection around the 1617 SFVS. AK advised that Pikemere would be audited on 5<sup>th</sup> December 2017.

AK provided an update on the financial decisions, which had taken place in preparation for Academy conversion. The Governing Board approved the following decisions.

Accountants/Auditors	Dains
Accountancy Package / Budgeting	PS Financials

AK went through the Chess purchases that had been made for 1718 and the costs involved.

LG/AK presented the first draft of a Building Action Plan.

#### **17. POLICIES**

The following policies were approved:

Acceptable Use Policy  
Whole School Behaviour Policy - AK to change DHT to Ass Heads  
Complaints Policy

EM advised she had completed an audit of the school web site and found the discussions very useful.

### 18. RESIDENTIALS

The Governors approved the planned residential visits for the academic year 1718.

LG advised that a child in Year 4 would need to make some progress before she felt comfortable taking him on the York trip. LG had concerns that he may cause some harm if he did attend.

### 19. ANY OTHER BUSINESS

AK advised that the Critical Incident Policy was under review following training attended by EM/LG.

The updated Asset register was approved.

### 20. DATE OF NEXT MEETING

The date of the next Full Governor meeting would be 28<sup>th</sup> March 2018.

#### Impact Statement

*The Governors approved the SFVS for 1718.*

*The Governors rigorously reviewed their roles and responsibilities.*

*The Governors approved several policies and residentials.*

*The Governors celebrated the value of the Farmers Market, the depth of the community involvement and the creativity.*

*The Governors revisited their commitment to Human First and Staff Well-being.*

Action	Responsibility
<b>Clerk's Actions</b>	
Publish Impact Statement	AK
Speak to JW re Governor Hub	AK
Keep a record of Governor visits	AK
Amend and send off the SFVS 1718	AK
Amend the changes to the Behaviour policy	AK

<b>Chair's Actions</b>	
Sign the completed SFVS	<b>EM</b>
<b>Head's Actions</b>	
Release staff for Governor Visits	<b>LG</b>
Keep Governors up to date on Year 4 child including residential visit	<b>LG</b>
Advise the Governors when progress made for new SEN children	<b>LG</b>
<b>Governor Actions</b>	
To feedback on Governor HUB	<b>JW</b>
Sign the Governors Charter	<b>ALL GOVS</b>
Advise the Clerk if attending training on 9 <sup>th</sup> January 2018	<b>ALL GOVS</b>
Record all training on Trust Governor and complete the Skills Matrix	<b>ALL GOVS</b>

Chair of the Governing Board