



## PIKEMERE SCHOOL

28<sup>th</sup> March 2018

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### PART ONE MINUTES

#### Attendees

Mrs. S L Gohr LG (Head)	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. C Richards CR (Vice)	Mrs. S Steele SS
Mrs K Hulson KH	Mrs H Sehne HS (Deputy)	Mrs A Kowalska AK (Clerk)

The meeting commenced at 5.05pm

#### 1. APOLOGIES FOR ABSENCE

Mrs. J. Whiston JW

#### 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

PS is related to a member of staff

LS is related to a Governor

#### 3. MEMBERSHIP

EM welcomed KH to the Governing Board on a one-year term of office. EM explained that KH, EM and LG had met prior to the meeting to discuss the role of Governance as part of the induction process. AK had also met with KH and the Induction paperwork had been completed.

All the Governor introduced themselves.

EM congratulated BC on his move to Coopted Governor on a four-year term of office.

JW had now left the LGB to take her seat on the Members and Directors Boards. EM thanked JW for her contribution to Pikemere and looked forward to working with her as part of the MAT.

EM explained a lot of the meeting would be conducted under PART TWO and reiterated confidentiality.

AK explained the new Instrument of Governance as a result of converting to Academy. It was agreed that the most productive size for a Local Governing Board was between 6 and 9. Pikemere and Excalibur both currently have 10 but it was agreed that this would only decrease through natural wastage. No Governors would be asked to leave.

AK formally advised that the Local Governing Board of Pikemere School had no vacancies at this point.

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

The minutes of the Full Governing Board on 22<sup>nd</sup> November 2017 were approved. EM/CM

There were no matters arising.

#### **5. CHAIR'S ACTION**

EM confirmed that the Chairs Actions would be considered under Part Two.

AK advised that there was an Inspection update and a publication, "What does a Governor Do?" in the pack.

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

The Curriculum Minutes of 14/03/2018 were approved. EM/LG

The Governors were provided with the minutes for the Buildings, Finance and Personnel meeting of 21/03/2018 at the meeting. These would be approved at the next FGB.

#### **7. GOVERNORS VISIT RECORD**

HS and PS presented a power point presentation about the findings of a recent Governor Subject Lead visit for Maths. The presentation included next steps for progressing Maths at Pikemere.

The Governors thanked both HS and PS for the information provided. PS was very pleased with what he had seen and was very secure that at Pikemere, "Learning IS Fun".

A copy of the slides are attached to these minutes.

EM advised that as part of the recent interview process a book scrutiny activity had taken place and the candidates had been very impressed with the school books and the progression shown. EM wanted to ensure this was shared with staff.

#### **Action LG**

ET shared her SEN review visit with Governors which took place on 1<sup>st</sup> February 2018. ET explained the Sen situation at Pikemere and the support being made available to children. The Cheshire East Toolkit was discussed as a very good starting point for early identification.

ET raised concerns over staff shortages in some departments impacting on diagnosis. ET also raised concern over the funding only becoming available after a statement has been put in place and questioned how schools are supposed to support children to get to this point.

ET has attended an SEN Parent Forum with Miss Beresford (CB) which she found very beneficial. She is now working with CB to create information for the web site. ET and CB were also planning an SEN Learning Walk.

#### **Action ET.**

EM advised that she had been to an ACT event on Mental Health and Well Being which looked at this subject through a whole school approach. This would cumulate in an award which Pikemere had already achieved. AHS have established well-being ambassadors and CB is looking into this at

Pikemere with Year 5 pupils. EM confirmed that staff well-being would also be looked at. The Coaching programme LG had promoted was already having an impact at Pikemere.

BC had also sent a Pupil Premium report to LG following a recent visit. BC was very impressed with the Pupil Premium Lead and her knowledge of the subject and the children. He considered this a very positive strength.

BC explained the PP funding to the Governors.

LG explained that a lot of children on PP were due to leave this year which would impact the funding by between £12 and £14K.

AK advised that a lot of Parents lower down the school were not registering for Free School Meals as the children were already in receipt of UIFSM. AK would reiterate this to Parents at the New Starter Evening in the Summer.

**Action AK**

BC advised that a lot of schools offered incentives.

BC advised that during his review in the last academic year a small group of Year 5 children had been highlighted. This group are now in Year 6 and progressing well but are slightly behind. LG confirmed there is a case study behind each one. It was agreed that even though the PP Lead knew the children it was important that the class teachers did as well and Mrs Stannard was going to test this out with staff over the coming weeks. LG would monitor this.

**Action LG**

CS was also going to attend the new starter evening so that Parents were informed and concerns raised early.

LS explained British Values and the next steps which involved more communication with the children.

**Action LS**

## **8. 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 discussed the children at the Shakespeare production and the very positive feedback that had been received about their behaviour and support with a child with SEN. LG explained that this was a very good example of British Values and tolerance.

LG advised the Data was due to come in during the next week and she would update at the next meeting. There were no major concerns at the moment.

Maths at Greater Depth was not too strong but LG needed to analyse this as the Y6 teachers may be being a little cautious.

Reading may take a slight dip this year. The staff have focus groups and know who they are targeting.

Year 2 data was looking very good.

Phonics was looking positive too.

LG advised that Pikemere had invested heavily in CPD and this was starting to have an impact. The teachers were analyzing this not LG. The SEN training in particular was bespoke to Pikemere and very useful.

## **9. FINANCE**

AK updated the Governors on the recent Internal Audit Inspection. AK had found it very useful and the day had gone very well. The Governors had been provided with a copy of the report.

There were two actions. One was the approval of the Headteachers PM targets which would be discussed in Part Two. The second was around the Induction process. A complete induction is carried out but longer term Governors paperwork had been archived so was not available for the Inspection. AK advised that she had taken the action rather than wade through years of archiving. The Governors were satisfied there was an Induction process in place and all Governors had been through the process.

AK had provided a breakdown of the accounts and three-year plan.

AK explained that financial year end for maintained schools was 31.03.18. The financial year for academies was August 2018 so there would be two year ends in a very short period of time.

By the end of 2020 the school would have a significant deficit and this would need to be tackled through cuts to larger areas of spend or through income generation. AK and LG were looking at opportunities for this. Further information would be discussed in Part Two.

AK explained the transition to the new accounting system, PS Financials.

AK explained that the top slice for this year would be in excess of 5% because of the need to purchase a lot of new systems. The ongoing costs were significantly lower and as a result the top slice would reduce. AK has budgeted a 5% top slice so that the budgets were worse-case scenario.

The School Funds would be audited in August 2018 by Gemma McGrory as usual and from September, Dains, the Accountants, would take over the Audit process. The School Fund would no longer be used for Dinners, Trips or Early Years payments so the balance will reduce significantly.

## **10. SCHOOL IMPROVEMENT**

The SSDP had been presented at the Curriculum meeting. Governors had no further questions.

## **11. APPROVE HOLIDAYS AND TERM DATES**

The Governors approved the holiday dates for 19/20. AK confirmed these followed the high School dates apart from the odd Inset day.

## **12. DIRECTORS REPORT**

The Governors agreed the new format of the report was much better and easier to follow.

AK would be attending the briefing on 26<sup>th</sup> April at HCCS. If any other Governors wanted to attend they should notify AK so a place can be secured.

**Action AK/ALL GOVS**

### **13. 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**

AK confirmed that the LGB needed a named Training Governor. Governors were asked to advise EM if they were interested in the role.

**Action ALL**

BC had completed Safer Recruitment training.

### **14. POLICIES**

The following policies were approved:

Cared for Children and Young People

Whole School Behaviour Policy - This was a reviewed policy as there had been subtle changes around restraint since the Autumn Term.

LG explained the new CPOMS system for alerting safeguarding issues.

### **15. PLANNED RESIDENTIALS**

All residentials had been approved but would be discussed further in Part Two.

### **16. ANY OTHER BUSINESS**

There was no further business to discuss in Part One.

### **17. DATE OF NEXT MEETING**

The date of the next Full Governor meeting would be 18<sup>th</sup> July 2018.

The meeting ended at 6.20pm.

HS left the meeting.

#### **Impact Statement**

*The Governors approved the budget for 2018/19*

*The Governors accepted the SFVS Internal Audit Report and discussed the Induction processes.*

*The Governors received the new structure moving forward as an academy.*

*The Governors celebrated the Governor visits and discussed ways to move forward and progress.*

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

Action	Responsibility
<p><b>Clerk's Actions</b></p> <p>Attend the Directors Report Briefing</p> <p>Highlight PP at New Starter Evening</p>	<p><b>AK</b></p> <p><b>AK</b></p>
<p><b>Head's Actions</b></p> <p>Ensure staff are aware of PP children.</p> <p>Share Book Scrutiny Feedback with staff</p>	<p><b>LG</b></p> <p><b>LG</b></p>
<p><b>Governor Actions</b></p> <p>To feedback on British Values</p> <p>Update on SEN Learning Walk.</p> <p>Consider Training Governor Role</p> <p>Update Trust Governor with Training and Skills</p> <p>Book place at Directors Report if required.</p>	<p><b>LS</b></p> <p><b>ET</b></p> <p><b>ALL GOVS</b></p> <p><b>ALL GOVS</b></p> <p><b>ALL GOVS</b></p>

Chair of the Governing Board