



## PIKEMERE SCHOOL

3<sup>rd</sup> October 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 K Hulson KH
Mrs H Sehne HS (Deputy)	Mrs A Kowalska AK (Clerk)	

The meeting commenced at 5.05pm

#### 1. APOLOGIES FOR ABSENCE

Mrs. S Steele SS

#### 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  
PS is related to a member of staff  
LS is related to a Governor

The Clerk chaired the meeting until the new chair was elected.

#### 3. ELECTION OF A CHAIR

Mrs E Martindale had been proposed to continue as Chair. It was unanimously agreed that EM would remain as Chair until June 2019. At this point, her term of office was due to cease and EM may need to reduce to just one Board, either the Directors or the FGB, depending on direction from the RSC.

The new model may also affect Headteachers.

EM took over chairing the meeting.

#### 4. ELECTION OF A VICE CHAIR

Mrs C Richards had been proposed to continue as Vice Chair. It was unanimously agreed that CR would remain as Vice Chair for one more year.

The Governors agreed to consider succession planning. AK to add to the agenda for the next meeting.

**Action AK**

## **5. MEMBERSHIP**

It was agreed to extend KH's term of office to the full four years as she was initially voted in for one year due to the changes around academy conversion. KH term would now terminate on 05.03.2022. As a Parent Governor position this would then need to go out to a vote.

Governors were reminded to complete the skills audit and updated their profiles on Trust Governor.

**Action ALL**

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

The minutes of the Full Governing Board on 18.07.2018 were approved. EM/CR

*Challenge – BC questioned the role of the LGB now Pikemere was part of a Multi Academy Trust.*

EM confirmed that the LGB were still responsible for Teaching and Learning and the Site. The LGB would also be responsible for the Headteachers Performance Management review.

The MAT was responsible for the Legal and Financial aspects although the LGB was responsible for proposing a budget. The Governing Boards have a Scheme of Delegation, included in the meeting paperwork, but the MAT would intervene if a school gets into difficulty.

AK to amend the Instrument of Governance to state Deputy Head and not Assistant Head.

**Action AK**

The Governors discussed the Impact statement for the end of the last academic year and the format it should take in future. The Governors challenged whether the Impact statement answered the questions posed by the DFE.

*Challenge – BC challenged what the LGB were responsible for in terms of Finance.*

AK advised the LGB should be looking at the budget and spend in detail. The Directors look at the consolidated accounts. The LGB were responsible for proposing a budget and managing it well. The MAT would only get involved if the budget was not being set correctly and there was no plan in place to reduce any deficit.

AK confirmed that some Finance and HR Policies had been aligned across the MAT and these were available on Trust Governor and on the Chancery Web site.

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

EM advised that she had purchased a new baby gift on behalf of the Governors and a thank you note was made available for the Governors.

## **8. GOVERNORS CHARTER**

The Governors Charter was approved. Governors were asked to sign and return to AK as soon as possible.

**Action ALL**

## **9. ADMISSIONS**

**10.** AK advised that there were two places available in Year 2 but the school already had 210 pupils due to an extra in Year 3 and in Reception. AK explained that the extra place in Year 3 was a CME who had moved abroad but as yet, had not started at a new school.

LG advised that a second CME had been reported for a more vulnerable child but had since been resolved, as the child had now been placed in a school under Warwickshire Council.

The Governors discussed the building work around Alsager and how this was being dealt with. LG confirmed that Cranberry was expanding as it had capacity to be a two-form entry school and was currently not full.

LG advised that the High school was expanding and changing its Admissions policy as a result of the building work to give priority to children located in Alsager. The Governors discussed the impact of the Alsager High Schools Admissions Policy and the impact this may have on children at Pikemere.

## **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.

The Governors were shown an SEN video which would be on the Pikemere website, which highlighted the story of Pikemere. The Governors were very impressed with the video, believing it to be a very positive tool for prospective parents. LG advised that she would like to do something similar for Sports. CM felt it would be beneficial to have a similar one for Early Years, as it would assist nervous new parents.

LG advised that Pikemere had been selected as one of four schools to be part of a pilot around Early Years Emotionally Healthy Schools. LG advised a consultant had already been in and thought Pikemere felt very special. She commented that the children were at ease within the environment.

LG has approached Mr Smail, Zumm Creative, to help with this project.

LG advised that Safeguarding was an agenda item at Staff meetings. It was agreed to add the Basic Awareness Training to the impact statement.

## **12. SSDP**

The Governors updated themselves with Keeping the main thing, the main thing.

LG fed back from her very positive conversations with the SIP. Headlines included:

- Achieving data outcomes
- Subject Leads driving their subjects
- Intervention working within cohorts now as opposed to big groups.

LG advised that Higher Attainers were a key focus.

LG advised that the Heads had looked at the MAT position and agreed that KS1 and in particular high attainers in Year 1 preparing for Year2, were the key focuses for both schools. As a result, the schools could work together on these.

The Governors discussed the Science within school and how it was progressing. The children had requested more practical elements and a questionnaire was going to be sent out to ask the children about science.

HS advised of the work of the School Council with whom she had shared the SSDP. HS feedback that the children had some very positive ideas and had requested a more child friendly web site and a focus on spelling.

The SIP had received the data shared at Full Governors in the Summer and the FFT data.

LG explained that Pupil Premium needed continual review but the numbers at Pikemere were very small. The PP lead was working very hard at a PP strategy, which fitted the ethos of the school and wanted everyone involved including all Teaching Assistants.

LG advised that the SEF now states the judgment as Outstanding and the SIP had supported this.

The Governors agreed the school was continually evolving, which should be celebrated. They believed that this had been evidenced over the last three years and was a result of strong teamwork.

The Governors discussed targets. The SLT had agreed that where Pikemere cohorts were hitting the FFT20 target they should be aspiring towards the FFT5. All agreed that as a school we should stretch ourselves. Targets were bespoke to the children and the progress they were making. LG was confident in the plans and strategy moving forward.

LG reported that she is pleased with what she is seeing in classrooms, staff are supporting each other and taking ownership.

LG confirmed that she was speaking to someone about an external challenge. LG wanted to make sure the school continued to develop and felt this was worth investing in. LG advised that she wanted someone who was up to date and who would assist the school in continuing to be aspirational. It did not necessarily mean holding a termly meeting. The Governors were supportive of this.

### **13. DIRECTORS REPORT**

EM reminded Governors that they should be making themselves familiar with the areas within the report, which relates to their specialty. The Governors discussed the Safeguarding elements of the report.

### **14. FINANCE**

AK presented the consolidated accounts for year-end to the Governors. The Governors discussed Pikemere's performance.

AK advised that carry forward would be approximately £83K, which would assist with the end of year balance, but there was still a long way to go and income generation would be needed to balance the budget at year 3.

AK advised that there was currently a balance of £22K in the school fund which was currently being audited. The Governors were provided with details of the spend. AK reminded the Governors that they had wanted to keep a contingency in the school fund but made Governors aware that the other school in the MAT did not do this.

*Challenge – BC asked about contingency for redundancies.*

AK advised that there was no current contingency. LG advised that this would need to be handled through careful planning. The Governors were aware the current staffing levels could not be sustained.

The Governors agreed to keep a contingency in the school fund for the next 12 months and review it at a later date. AK would transfer the extra balance into the Pikemere MAT Bank account as it was made up of Early Years funding from the last maintained academic year.

AK provided an update on the building inspection by M3Cube for CIF bids. LG advised the Governors that the school would not be able to apply for a CIF bid this year because the building was in such good condition. The only area within school that might have a chance of success was the kitchen equipment but as it was all still working, there was no evidence base. Parts of the report were discussed under Part Two.

AK advised that in future an evidence base would need to be maintained before any repair work was completed. The Governors supported this.

The Governors discussed class sizes and whether these would need to be higher. BC advised he did not think expanding the PAN would be an option. LG advised that Cranberry was within a 2-mile radius so would initially take the overspill.

AK advised that the Health and Safety review was due in October 2018. Further details would be available at the next meeting.

## **15. TRAINING**

AK confirmed that KH had booked on four training courses.

EM reminded all Governors that they must do at least one training session a year.

AK advised that instructions for Modern Governor were in the training booklet.

AK requested that any Governors attending training, should mark it on Trust Governor so the records can be maintained. The Governors agreed that having the right skills on the LGB was essential.

BC advised that he is meeting the Pupil premium Lead in the near future.

LG asked that Governors contact the school to arrange visits so that they can be added to the school diary and cover can be arranged if required.

## **16. POLICIES**

The Governors approved the following policies;

Code of Conduct 2018

The Governors had a discussion around the cost of gifts purchased for staff at the end of a term or year. It was agreed that as occasionally parents purchased a group gift it was reasonable for the policy to state any gift over £50 should be recorded.

Medicine Policy 2018

Child Protection and Safeguarding Policy 2018

AK advised that there were now a number of overriding Chancery Policies, which were available on Trust Governor and on the website.

## 17. RESIDENTIALS

The Governors discussed the planned residentials. LG explained that the York trip would be at a new venue this year. LG would be visiting in October half term.

All residentials were approved.

## 18. DATE OF NEXT MEETING

The Governors discussed half-termly Full GB meetings as opposed to committee meetings and agreed that a separate Personnel committee would still exist. AK confirmed that a subcommittee could be set up at any point.

The date of the next Full Governor meeting would be 28<sup>th</sup> November 2018 and would have a financial focus.

The meeting ended at 6.55pm.

HS left the meeting.

### IMPACT STATEMENT

The LGB discussed the educational performance of the school and the outcomes.

The LGB reviewed the SSDP as part of strategic development.

The Governors discussed income streams and future financial plans

The LGB reviewed Safeguarding

The LGB celebrated SEN best practice and the School Council Contributions.

**FULL GOVERNING BOARD 03.10.2018**

Action	Responsibility
<b>Clerk's Actions</b>	
To monitor Governor training and Trust Governor updates	AK
To add succession planning to the next agenda	AK
Amend Instrument of Governance	AK
<b>Head's Actions</b>	
To visit new residential accommodation	LG
<b>Governor Actions</b>	
To sign Governors Charter and return to AK	ALL GOVS
To update Profiles and skills audit on Trust Governor	ALL GOVS

Chair of the Governing Board