

PRIVATE AND CONFIDENTIAL
GORSEY BANK PRIMARY SCHOOL
LOCAL GOVERNING BOARD MEETING

TUESDAY 4 DECEMBER 2018, 6.15pm

PART I MINUTES

PRIOR TO THE MEETING A GOVERNOR TRAINING SESSION WAS HELD

Clerk: R Clare

Present:

Colin Shepherd Chair
Catherine Barber-Brown
Carol Ellender
Julie Lawson
Joe Maguire
Chris Stubbs
Alex Metcalfe

In attendance:

Ryan Thompson

PART I MINUTES

Item	Title	Action
Training	<p>Safeguarding and Child Protection</p> <p>J Maguire shared an overview of safeguarding systems which included key information such as who are the safeguarding leads in school. The details of the safeguarding team were shared. Governors were informed that J Maguire is the Designated Safeguarding Lead and R Thompson is the Designated Deputy Safeguarding Lead. C Ellender is the Behaviour and Safety Lead and O Defoe is the Pastoral Manager. C Hall is responsible for the single central record. J Maguire informed the governors that he meets the attendance lead on a regular basis to discuss any concerns. The Pupil Safeguarding team provide the school with a child's view on safeguarding. The children share their knowledge about safe or unsafe areas of the school and understand what to do if they do not feel safe. The eCadets share information through assemblies and deliver eSafety lessons planned with Mr Johnson (the school Computing Lead).</p> <p>All staff and governors have the basic safeguarding awareness training. J Maguire and R Thompson attend termly DSL updates led by Cheshire East. Safer Recruitment training is recommended for any interview panel. WRAP training is delivered to all staff. Key documentation and guidance such as the Trust Safeguarding policy and Gorsey Bank Safeguarding protocol are reviewed annually and published on the school/Trust websites. The Safeguarding RoV is an annual review and the record contains the most up to date information. Keeping Children Safe in Education Part 1 is signed by all staff and governors. Governors were requested to sign the copy provided by Gorsey Bank and maintained as a record by the school. RT to circulate this to all Governors.</p>	RT

J Lawson, in her role as Safeguarding governor, completed a recent visit. It was noted that staff and students know to inform J Maguire or R Thomson as soon as possible if there is a safeguarding concern. It was reported that there are regular updates in the newsletter and via the school's Twitter Feeds to raise awareness for parents.

J Maguire stated that the school contacts Cheshire East Consultation Service (CHECS) in the event of an immediate concern. Safeguarding Children in Education Settings (SCiES) may also be contacted for less time-specific advice. Operation Encompass send the school an email if the police attend an address of one of their pupils. The reports from Operation Encompass vary in information but normally inform the school of what the child has witnessed. There is a telephone number to gather further information.

Q: As Governors, what evidence would we draw on to show the school's safeguarding culture?

All staff members participate in the Basic Awareness (Level 1) training, and the safeguarding policy is always shared when recruiting new staff. It is important to note that staff understand what the school does and how to document any concerns. Safeguarding information is displayed in the classroom and in the staffroom as well as in all toilets and also when any visitor signs in at the office. During training, a question was asked what the school does to keep the children safe and staff were able to articulate and record the information. The school operates an open door policy; this is as much for safeguarding staff as students.

Next steps for the school is the implementation of CPOMS, which is online storage for safeguarding behaviour and attendance concerns. It has an added security measure and restricts access. If there is a disturbance at a home, it would link if the child within that home has absence issues.

A safeguarding audit is done every year. An external audit was last completed in 2015.

1. **Welcome and Apologies for Absence**

The Chair welcomed governors to the meeting. Apologies of absence were received for L Woolley and S Mellor.

Any Other Business items

There were no any other business items raised.

Declaration of Governors' Interest

There were no conflicts of interest declared at the meeting.

Register of Pecuniary Interest

Governors were requested to advise the school of any changes to their annual declaration of pecuniary interest.

Code of Conduct

Governors reviewed and signed the updated Code of Conduct at the last meeting.

Membership Recruitment Update

Governors reviewed the membership of the LGB. It was agreed that J Lawson will provide a draft copy for governor recruitment and this will form the basis of a further approach to Manchester Airport. J Maguire has contacted Wilmslow High school but has not had a response. J Lawson has held meetings with governors and the information may help to identify any skills gap. It was agreed that J Maguire will contact Wilmslow High school again. Governors thought that the opportunity could be utilised for one of Wilmslow High schools staff members to enhance their personal development. It was recommended to

JM

contact Waters or AstraZeneca for a possible governor. A governor recommended enquiring to the Universities.

Scheme of Delegation

There were no changes to report to the Scheme of Delegation.

Part I Minutes 2.10.18

The minutes of the meeting held on 2 October 2018 were approved as an accurate record.

The actions from the previous meeting were reviewed:

To note:

J Lawson had visited the school, the meeting was not directly about the GED but J Lawson had attended the EHP meeting which covered the same information.

It was confirmed that the Art and Design RoV was not completed at the last meeting but has now been completed.

The school has displayed new safeguarding posters.

J Lawson requested for the format of agendas and minutes to be in line with the Trust and ensure minutes have a minute book format.

It was agreed that RoV's will be sent to RC to upload in the future.

2. Finance

There is no finance report at this meeting.

3. Performance and Accountability

Gorseley Evaluation Document

The Gorseley Bank Evaluation Document was uploaded to Trust Governor in advance of the meeting. Governors noted the content of the document. There were no further changes.

School Development Plan

The School Development Plan was uploaded to Trust Governor in advance of the meeting. The focus of the meeting was 'To Enhance the conditions for optimal learning'. J Maguire stated that this has been led by R Thompson and has focused largely on 'Expert Teaching'. J Maguire informed governors of the 'Art of being a brilliant teacher' has been used alongside this to underline the importance of staff mindset and positivity. Reading has been a focus for the school and how it influences other subject areas. The curriculum lead has met with R Thompson to review spring term books and how they have influenced learning. Governors were informed that impact is measured by looking at pupils outcomes for that term. There are a small number of focuses during the year, English being amongst them and concentrating on creative in writing as well as instilling a love of reading.

One of the main focuses in English is boys in KS2, as the data shows that there could be improvement made in the percentage of boys reaching Greater Depth in writing at the end of Key Stage 2. The Working Walls have been reviewed including core information that is displayed around the classroom to ensure that lesson aims and outcomes are achieved. This has incorporated how learning is presented to pupils in all areas of the curriculum.

Q: Can governors easily identify impact? Are we clear what they are?

Yes, governors can identify impact through attainment outcomes and data. J Maguire stated that it is important for governors is to understand Ofsted's current approach to the curriculum (including the new categories) ahead of the new inspection handbook being

introduced in September.

Q: How do you grade a curriculum?

J Maguire cited the school's work on the UNICEF Rights Respecting Schools Award as one example of this. Since the start of the term, impact can be clearly identified in this area and governors can see the progress that has been made during the year. This can be evidenced by a governor speaking to the children during a visit.

J Maguire informed governors that there is a new Trustee called R Kumar and as he gets to know the Trust, he is going to visit Gorseley Bank and get to know the school. R Kumar will be able to identify culture changes through his visits. It was suggested that R Kumar could be invited to one of the future LGB meetings.

Governors discussed the '3I's' (Intent, Implementation and Impact) which will be used by Ofsted to judge a school's curriculum from September. These are being used both to look at the school's curriculum as a whole but also on an individual subject level.

It was suggested that in future, link governors could be linked to areas of the SDP. J Maguire suggested considering link governors for 2019/20 to five areas of the school development plan. There would be one meeting every half term. There is a policy review schedule on Trust Governor which shows the timetable for meetings during the year. At the next meeting, the SPD focus will be 'To provide our children with a curriculum which encapsulates Learning for Life'.

J Maguire confirmed that TLR Action Plans have been updated.

Pupil outcomes

The document relating to Pupil outcomes was uploaded to Trust Governor prior to the meeting.

J Maguire stated that a letter has been received from N Gibb (Schools Minister) for being in the top 9% of schools for Phonics data. The news has been shared on Twitter and it will be added to the newsletter. The KS2 data from Cheshire East has now been published. Gorseley Bank are the top performing Primary school in Cheshire East for maths at the higher standard, and joint 4th in Cheshire East for the combined measure and in the 2nd percentile nationally in reading and maths combined. In addition the school was top in Wilmslow for reading/writing/maths combined. It was reported that a lot of work was done a couple of years ago in maths and it is now strength of the school. It is expected that maths will continue to be an area of strength next year.

2018/19 KPIs

It was stated that the KPI for Reading, Writing and Maths combined (KS2) has been set at 85%; this is higher than the KPI set for 2017/18 (set at 80%). The SIP has reviewed the KPIs and confirmed they are ambitious.

In-year data summary Autumn 2018

J Maguire stated that writing in Year 4 and 5 is a focus. There is an English development summary in place to focus on English as a whole. Reading for boys is a focus as the data shows that there is a difference between girls and boys. Two members of staff have been on training for securing Greater Depth in KS2 writing. Two members of staff will be going on training in the new year for improving writing.

Q: Year 6 numbers are better on the whole. Are they a good year group?

Yes, they are a strong cohort. Current figures should be treated with caution; they are based on teacher assessment and previous SATs paper but are only projections at this point. Book moderations highlight where concerns could be.

Q: Is there a gap in attainment between boys and girls?

There is a national difference in reading and writing; overall girls are achieving 10% higher than boys and are achieving higher in reading. This has been a trend over the last few years but is reflected in the national picture.

Q: Have the author visits helped?

Yes, it has encouraged all students.

It was reported that there is not a notable gender difference in attainment in maths at the end of Key Stage 2.

It was noted that pupils at school generally come from very literate backgrounds but that we shouldn't necessarily therefore assume that all are being read to (or reading to others) every night.

Governors noted the content of the EHP (Executive Head Primary) visit. It was a good report and easy to follow. The depth that they all went into at the meeting resulted in a thorough review. L Woolley provided a level of challenge at the meeting.

IDSR

The IDSR was uploaded to Trust Governor in advance of the meeting. An explanation was given to the background of the report that was the successor to the Ofsted 'Governor Dashboard'. Governors commented that it is a difficult document to understand. J Maguire shared the headlines within the document. It was reported that Ofsted will use the document to analyse the school prior to a visit. J Maguire highlighted maths for last year and the year before that and showed comparisons. J Maguire highlighted the graph which showed the scatter plot for maths being above the line. A Metcalfe has recently met with J Maguire to discuss data in detail. The document can be used to present the data in another way.

4. **MAT Report**

The latest MAT report had been updated to Trust Governor prior to the meeting. The acronyms for the new schools were shared. The outcome from the DfE visit to CHPS was discussed, it was explained that information such as photographs on the safeguarding posters was useful.

5. **Challenge**

Link Governor ROVs due this term: P.E. & Sports Premium, Pupil Premium, Art and Design and Music

P.E. and Sport Premium – SM scheduled.

Pupil Premium - CSt met with R Thompson last week. The report is outstanding.

Art and Design - CS completed and explained that more of a global view of art rather than western was discussed. During the visit, the extent to which art is cross curricular was discussed and consideration given to how this might be strengthened.

Music - CBB completed

Governors discussed the benefits of Music and Art and Design being linked with other areas of the curriculum.

A Metcalfe discussed his recent data visit. It was decided that a Record of Visit form should be completed for this.

AM

Policy Reviews to be completed this term:

Acceptable Use Policy & Information on website CW

The policy was approved at Trust level. It was noted that P Murphy checks compliance of the website.

P.E. & Sports Premium SM

The policy review has not been completed.

C Stubbs stated that he was informed that the Health and Safety policy was now a Trust policy. However, upon review it is heavily linked to Cheadle Hulme such as contact details on the policy are Stepping Hill Hospital. There was a link in the policy to an app that Gorsey Bank don't have. It was explained that some of the information within the policy was not relevant. The policy was approved by Trustees in May but it needed further review. C Stubbs will forward comments to Trust level so that it can be amended. R Thompson stated that the school was currently using the Trust wide policy. JM was requested to pursue this with L Woolley to ensure the matter was raised at the next Trustees meeting and that future reviews of policies took full account of the needs of primary as well and secondary schools and also the specifics of geographic location.

CSt

JL/LW

Art and Design SC – completed.

Pupil Premium CSt – completed

Spring 2019

The following visits will take place during the Spring term:

Safeguarding JL

Computing CW

Science AM

English JL

Maths AM

Admissions Policy

The Admissions policy was reviewed. There has been one amendment with the date changed to September 2020. The policy was approved.

CE Directors Report

There was no report at this meeting.

6. **Safeguarding**

Pupil numbers and attendance

There have been no key changes to pupil numbers. Attendance was reported to be good. Two children had two authorised days off for a family wedding but then took a further ten unauthorised days. J Maguire met with the parents of the two children to review and the unauthorised absence has been reported to Cheshire East. The two children are from the same family.

Safeguarding/Behaviour

A Behaviour and Safety document was uploaded to Trust Governor in advance of the meeting. The content of the report was noted. The visit with J Lawson was discussed. Safeguarding training for staff was shared and how safeguarding concerns are reported and evidenced. Pastoral roles in the school were shared. J Lawson spoke to the children who were keen for her to come back and share the work that they had been doing. J Lawson stated it would be beneficial to see children who are not part of the group in the future. The single central record was shared and reviewed. It was questioned whether the Trust needed their own copy of the document (the school holds the master) or whether this would be a duplication of work). J Lawson asked when Gorsey Bank recruit, are they always aware of where there has been a gap in employment and why. J Maguire stated that this was always picked up on during the interview process if not before.

Q: Have we discounted people because of safeguarding concerns?

Not in recent memory. References are always followed up on and safer recruitment processes are employed throughout all interview procedures.

J Lawson is going to attend a Cheshire East Safeguarding training session in order to gain local information.

Exclusions

There were no exclusions to report.

Health and Safety

The latest Health and Safety Report was uploaded to Trust Governor in advance of the meeting and reviewed. The MUGA will go in over Easter and take a couple of weeks to complete. It was explained where it will be positioned.

Q: Will it be fenced off?

Yes it will have a fence around it

Q: Is it correct that a child had an accident on the monkey bars?

Yes, there was an accident. For this particular situation it was a behaviour incident, not a health and safety issue. The incident happened before school. There are disclaimers around the school. A governor suggested a notice to discourage parents from using the play equipment before school or a reminder of the disclaimer information.

Educational Visits

Yes, there is a visit planned linked to geography. The assessment has been completed. Governors approved the visit.

Gorsey Bank Risk Register

A Risk Register template was approved at the last Trustees meeting.

7. **Development Governor Report**

The 360 degree appraisal for the Chair was forwarded by the Clerk to J Lawson. It is intended to make use of this appraisal document this coming summer. It was noted that the training record on Trust Governor is used by some governors, but not all governors. Governors were encouraged to record what they are doing. J Lawson was going to look at external training that could be provided based on the self-assessment by governors. One item that had not been considered yet in the self-assessment was a destination report for ex-pupils of the school. J Maguire reported that links with Wilmslow High school enabled the school to know how their previous students were doing. The future planning day could be used to consider this question in further detail.

JL

A Metcalfe reported that his data meeting with J Maguire had been beneficial.

Q: Have we got a DPO?

Yes, there is a Trust external DPO.

There will be a governor and staff training event on 15 January at 4.30pm to 6pm. The area that will be reviewed is staff workload/wellbeing.

All

8. **Stakeholder and Community**

The Communications and Community Link Governor item will be carried forward to the next meeting as he was not in attendance.

9. **Any Other Business**

Q: Has the school considered an alumni scheme for fundraising from former students?
This is something that could be considered in the future.

10. **Next meetings**

The date for the next LGB meeting was confirmed as Tuesday 12 March 2019.

The remaining meetings are scheduled for:

Spring: 12 March 2019

Summer 1: 21 May 2019

Summer 2: 9 July 2019