

**MINUTES OF A MEETING OF THE BOARD OF GOVERNORS OF
GORSEY BANK PRIMARY SCHOOL
HELD AT THE SCHOOL ON 26th SEPTEMBER 2017**

Governors Present:	Colin Shepherd (CS)	Chair
	Lisa Woolley (LW)	Head Teacher
	Timothy Munro (TM)	
	Catherine Barber-Brown (CBB)	
	Sally Stedman (SS)	
	Estelle Goodwin (EG)	Vice Chair
	Chris Stubbs(CSt)	
Apologies:	Elise Drake (ED)	Observer
	Linda Magrath (LM)	CEO Laurus Trust/Observer
Also in attendance:	Helen Rawlinson	Clerk to Governors
	Joe Maguire (JM)	Observer
	Louise Collinge	Clerk to Governors
	Ryan Thompson (RT)	

PART ONE – NON-CONFIDENTIAL BUSINESS

	Action
<p>GOVERNOR TRAINING – How is our school performing and how do we know?</p> <p>JM shared the results of the governors’ skills audit and highlighted a couple of areas where the scores were lower. Governors were reminded of the document entitled “Governors Crib Sheet” which will assist governors’ understanding of their role and the school.</p> <p>Governors discussed:</p> <ul style="list-style-type: none"> • Universal Free School Meals (UFSM). All Reception, Year 1 and Year 2 children irrespective of income, are entitled to a free lunch • It was highlighted that children who are entitled to Pupil Premium are harder to identify due to UFSM providing free meals. It was noted that there are other benefits to applying. • The uptake of school meals was already high and the school had the catering facilities to support this initiative. • Looked After Children also attract an additional premium. • If governors were limited for time before an inspection, 3 key documents were recommended: <ul style="list-style-type: none"> ○ GED ○ Results summary ○ Most recent School Improvement Partner (SIP) report • Strengths and weaknesses of the school are: <ul style="list-style-type: none"> ○ Pupil attainment and progress, ethos of the school, behaviour and safeguarding, GED and other self evaluation document • Weaknesses – higher standard in Maths in KS2. 	

	<p>Q) Is this the only weakness? A) That is the likely line of enquiry</p> <ul style="list-style-type: none"> • Pupil Premium is a hot topic and how it is used (teaching time, teacher assistants) and pupil outcomes – the final report will be on the website. <p>Q) How often have trips been subsidised in the last few years? A) A few times in the last few years. The Pupil Premium Record of Visit (RoV) also covers a lot of points</p> <ul style="list-style-type: none"> • Safeguarding – how policies and people are kept up to date and suitably trained. These are scheduled in and there is a lead governor for safeguarding • Safeguarding RoV and The Single Central Register • Pupil attainment is high in phonics and KS1 and KS2 • Holding the Head Teacher to account is done through the performance management which is then filtered down to the Senior Leadership Team (SLT) • Quality of Teaching is covered in the SLT's monitoring procedures and external validation by the School Improvement Partner (SIP) • British Values – updates are included in the SIP report with some evidence gathered through Twitter. • Common language on the 3 school rules, which are: <ul style="list-style-type: none"> ○ Make good choices ○ Do our best ○ We are respectful 	
1	<p>APOLOGIES & ADDITIONAL AOB ITEMS Apologies were received and accepted from Linda Magrath and Elise Drake.</p> <p>No apologies had been received from Carl Windsor and Simeon Mellor.</p> <p>Louise Collinge was welcomed to the meeting and governors were advised that Louise would be their new Clerk to Governors.</p> <p>Governors introduced themselves.</p> <p>Additional items of AOB were raised.</p> <ul style="list-style-type: none"> • None 	
2	<p>CONFLICT OF INTEREST There were no conflicts of interest declared for the business to be discussed at the meeting.</p> <p>Governors were asked to advise the school of any changes to their annual declarations asap and to update their profile on The Trust Governor (TTG).</p>	<p>All Govs – update conflicts and</p>
3	<p>REGISTER OF PECUNIARY INTERESTS</p>	<p>All Govs –</p>

	Governors were asked to advise the school of any changes to their annual declaration of pecuniary interests and update TTG.	update pecuniary interest info
4	<p>GOVERNOR CODE OF CONDUCT</p> <p>Governors were reminded of the Code of Conduct and Acceptable Use IT policy that they had agreed to.</p> <p>The new Code of Conduct issued by the NGA was circulated prior to the meeting, for information only.</p> <p>Governors asked if there would be a MAT wide Code of Conduct [Update – There is a check box within TTG – My Profile – edit]. Please ensure you have completed this.</p>	All Govs – check TTG/My Profile
5	<p>MEMBERSHIP AND GOVERNANCE</p> <p>To receive any changes to the membership of the Gorseley Bank Local Governing Board</p> <ul style="list-style-type: none"> • To note the following term of office that has expired: R Thompson. There will a staff governor election – LW to arrange. • There are no other terms of office that expire before the next meeting • To receive proposals to change the membership of the LGB to include J Maguire. JM is the Head Designate. CS proposed that JM join the LGB for 1 year and review the situation then. On 12/10/17 the outcome of the planning application will be known for Cheadle Hulme Primary School. • A parent governor election will commence shortly. A job description outlining the desire for local business connections is required. • To discuss the need for a governor succession plan. <ul style="list-style-type: none"> ○ CS confirmed that he will stand down as Chair at the end of the academic year. CS sought feedback from governors present and advised that in 2020, 6 governors' terms of office expire including 5 of the most experienced governors. CS suggested that the terms of office be changed by resignation and reappointment. CS to discuss with individuals their intentions. • To consider ideas for governance arrangements at Cheadle Hulme Primary School (CHPS) <ul style="list-style-type: none"> ○ LW advised that there will be 60 pupils in Reception and suggested that as an interim arrangement, and until a LGB for CHPS school has been recruited, that the Gorseley Bank LGB include CHPS Reception children within their remit. This is for a transition period only and may include new governors observing this LGB. <p>Q) Does it bring in teaching quality and policies?</p> <p>A) The policies are being rationalised for the primary phase although there will be school specific policies. Policies will be scrutinised by the DfE in the start-up phase. OFSTED Inspection is likely in the 5th</p>	<p>LW – staff gov election</p> <p>Clerk – update gov records incl TTG</p> <p>LW – parent gov election</p> <p>CS – job description</p> <p>CS – discuss with governors</p>

term of opening. The Trust will have responsibility for CHPS.

Q) Are there things in place to find a chair of the new LGB who will have the knowledge experience of our current chair?

A) Yes and they want to have a local involvement

Q) What will happen to the Scheme of Delegation from Day 1?

A) We will need to work through this. It is expected that the responsibility stays with the Trust until the LGB for CHPS has been formed.

Governors agreed to take on the role suggested by LW.

GOVERNOR JOB DESCRIPTIONS

- To confirm the governors' job description. This was confirmed as the generic description has not changed.
- To agree the Special Responsibilities and link governor responsibilities.
 - Safeguarding – SS
 - SEND & H&S – CSt
 - Training – CBB
 - PP – CSt
 - Sports Premium – SM
 - It was confirmed that the Link Governor responsibilities are as per the 2016/17 academic year.
- To review the Board of Governor objectives. There are no changes to note.

COMMITTEES/WORKING GROUPS

- Approval of Governor Plan 2017/18. This was circulated prior to the meeting.
 - Action from last meeting – how does the governor training link to the 2017/18 action plan? CBB to provide wording to CS for inclusion in the action plan.
 - Governors engaging with stakeholders is mentioned in the code of conduct page 3 in SM's proposal and the Community Action Plan. Governors being at open evenings and school events is part of it. It was agreed to add stakeholders to the document. Community and Stakeholder link governor – it was proposed that SM fill this role. EG to write a governor job description.
- Receive completed Governor Plan for 2016/17. This was received at the July LGB meeting.
- To review the membership of committees. The Head Teacher's Performance Management (HTPM) was confirmed as CS and EG.
- To appoint of Chairs of Committees. None required.
- To agree the Terms of Reference of committees. None required.

LW – update
Community
Action Plan

CS –advise
SM re role

EG – job
description

	<p>DELEGATED RESPONSIBILITIES</p> <p>The Scheme of Delegation for the Laurus Trust is available on The Trust Governor (TTG). There are a few minor amendments which include reasons why. The tracked changes were available. The changes were noted.</p>	
6	<p>MAT/LAURUS TRUST ITEMS</p> <p>None</p>	
7	<p>MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the previous meeting dated 11.07.17 were confirmed as a correct record. A paper copy was signed and retained at the school.</p> <p>The actions from the previous meeting were updated on TTG and reviewed. Of particular note were:</p> <ul style="list-style-type: none"> • GDPR responsibility at Trust level – this was confirmed • LGB 05.12.17 – learning walk to incorporate British Values. LW questioned the number of governor pre-meeting training sessions being led by staff and encouraged governors to lead or co-lead the sessions. It was suggested that the learning walk be conducted in school hours to see the school in action and then a governor and a member of staff to feedback jointly to the LGB. It was agreed that CBB conduct a learning walk, take pictures and report back to governors at the next LGB. The staff link to be asked to joint present. • The request for Income generation ideas was not included in the Friday issue – LW to ask the Wilmslow Schools Head Teachers if they have any experience of this. • The SEND Annual report is ready for review by CSt. 	<p>CBB – learning walk & gov training session</p> <p>CSt – review SEND report</p>
8	<p>SCHOOL CHARACTERISTICS</p> <p>A document entitled ‘School Characteristics Sep 2017’ was issued prior to the meeting. The organogram for the school was also available on TTG. There are no significant changes.</p> <p>The staff training log was also shared prior to the meeting.</p>	
9	<p>FINANCIAL PERFORMANCE</p> <ul style="list-style-type: none"> • To review the 01.09.17 to 31.08.18 budget <p>A copy of the draft Income and Expenditure budget for the year was issued prior to the meeting and showed a balance to carry forward into 2018/19 of £37.6k. It was noted that this is a draft budget and a firm budget will be available at the next meeting. The Trust Budget Officer is to be invited to a meeting to explain the figures meanwhile LW will take any questions to Trustees.</p> <p>Q) What is a MUGA?</p> <p>A) A Multi Use Games Area which will be funded by the Trust. Planning permission is required. It is a full sized pitch for the age</p>	<p>LW – invite Trust Budget officer to 05.12.17 meeting</p>

	<p>range of children in the school. It may be sited nearer the side road entrance and therefore can be more easily accessed by the community. LW advised governors that the key holder needs to be an employee as per Trust regulations/insurance and therefore key holder requirements may need to be reconsidered.</p> <p>Questions/requests for referral to the Trust, by LW.</p> <ul style="list-style-type: none"> • The previous year's outturn and last year's figures would have been useful • 150k expenditure for school meals and no income – why? • Deficit of £2k on educational visits – why? • Other supplies and services – a breakdown would be useful. <p>A bottom up approach to budgeting may mean the school needs to increase the remit of a current employee to have the capacity to deal with school specific finance enquiries.</p> <ul style="list-style-type: none"> • To review the budget for 01.09.16 to 31.08.17. <p>The Financial Performance Report from the School Services Manager was issued prior to the meeting.</p> <ul style="list-style-type: none"> • To discuss income generation <p>Governors were advised that</p> <ul style="list-style-type: none"> ○ JM is supporting a school in Leek, as a Specialist Leader of Education (SLE) at £450 per day x 5 days in the first instance. ○ Leadership programme – to be recommissioned from the Local Authority – dates tbc ○ RT & JM to train NPQML (Middle Leaders) ○ Holiday Club – drafted questions to survey demand for it but the vision is that a holiday club should be offered using Kids GB staff plus additional staff as required. Pilot to start in Feb Half term and then increase provision at Easter and Summer and for INSET days. <p>Q) Can Kids GB accept childcare vouchers for holiday clubs?</p> <p>A) Yes</p> <ul style="list-style-type: none"> • To monitor compliance with MAT Procurement policies. The SMM and CFO are preparing a response for the next LGB meeting. • To review the Academy risk register if available - it is on the agenda for the Trustees meeting • To confirm the financial competencies of staff. This was confirmed by LW. 	<p>LW – Qs for Trust meeting</p>
<p>10</p>	<p>GORSEY BANK EVALUATION DOCUMENT (GED)</p> <ul style="list-style-type: none"> • To confirm the School Development Plan – 5 core priorities and school mission <p>The Core Aims document and Mission Statement were circulated prior to the meeting and illustrated the school's new corporate colours and logo. There is an action plan for each of the Core Aims. Therefore the GED, core aims and action plans are all linked.</p>	

	<p>Action Plans and 2017 data. The following School Development Plans were issued prior to the meeting:</p> <ul style="list-style-type: none"> • Optimal Learning • Learning for Life • Leadership at all levels • Lead Primary • Communities <p>Strategies, actions, impact and future actions are included in each of the plans.</p> <p>Governors requested an in-depth review of the Optimal Conditions for Learning. Governors commented positively on the structure and content of the plans.</p>	<p>Clerk – agenda item</p>
<p>11</p>	<p>OFSTED READINESS The Governor Crib Sheet had been made available to all governors via TTG.</p>	
<p>12</p>	<p>EDUCATIONAL PROVISION The Statutory Results 2017 documents was issued prior to the meeting. JM advised that</p> <ul style="list-style-type: none"> • all pupils entered for Phonics screening passed. One was dis-applied due to SEND. Governors were advised that this was a particularly strong cohort and it was noted that the number of children who achieved the top pass mark had increased. • EYFS – Good Levels of Development – attainment is high • KS1 KPIs are more accurate as they are wholly based on Teacher Assessment. Writing at greater depth of 19% is a particular achievement and a substantial improvement on 2016 with a challenging cohort. <p>Q) How do boys versus girls compare to previous years? A) No boys at greater depth in 2016. Whilst there is still a discrepancy, the difference has diminished significantly. The main barrier has been handwriting. The Standards and Testing Agency (STA) has applied a secure fit approach and the following external advice, the writing teacher assessment was confirmed as accurate.</p> <ul style="list-style-type: none"> • KS2 – the school is at least 10% higher than National Averages. i.e. 110% of the national figure. • Gained 3% in Maths on last year and the average scaled score for Reading is broadly in-line with 2016. • Scaled score – reading and maths is purely by test (writing is teacher assessed). The average scaled score is available in 	

the report.

- Data was included by groups such as girls, boys, EAL, SEND, disadvantaged and non-disadvantaged.

Q) Are we narrowing the gap (boys versus girls)?

A) The data from last year can be used to start tracking this information to identify gaps and address them.

- Disadvantaged pupils – the national non-disadvantaged information is not known yet. Case studies have been prepared on the few disadvantaged pupils within the school.
- Higher standards – those with a scaled score of 110+. The average scaled score increased for this cohort but the numbers with a scaled score over 110+ has not increased across all subjects but they have on the consolidated R/W/M attainment.
- Expected progress from KS1 to KS2 should be zero. It is based on a highly numerical formula which is not shared and it changes each year. Progress scores are based on the scaled scores and prior attainment at KS1. However, there are issues as to how the old levels translate into Average Point Scores and this will not cease to be the case until 2020. The graph displayed provided examples of the discrepancy.
- The Progress score for Reading is minus 0.5 but the results for writing is 36% of pupils are working at greater depth.

Q) What matters more to OFSTED, progress or attainment?

A) Attainment.

- Maths Progress chart was shared with prior attainment using APS and the KS2 scaled scores. Governors were advised that each dot represents a pupil. Anything above the line is greater progress. There is a group of pupils with a high prior attainment (APS of 22 and 23) and although they achieved more than 100 as a scaled score, their progress is not as expected. The KS1 data was reviewed again and compared with the KS1 SATS results. A level 3C is 19 APS yet with this formula, an APS of 23 was applied. 19/29 pupils who were high achievers at KS1 did not get a scaled score high enough to make it a positive progress score. Governors discussed the complexities of the formula and how it portrays the school.

Q) Will the progress scores be published?

A) The performance tables have not been updated yet. The progress data for comparable primary schools is unknown.

It was suggested that the graph be updated to show the discrepancies discussed earlier.

- Foci for Autumn Improvement
- Community Engagement Audit and Action Plan. This was

	<p>discussed under agenda item 5.</p> <p>It was agreed that target setting for 2017/18 is to be completed with the SIP.</p> <p>To review the data of groups</p> <ul style="list-style-type: none"> • SEND • Disadvantage Children • EAL <p>This was covered earlier in the agenda.</p>																					
<p>13</p>	<p>GOVERNOR REPORTING</p> <p>Draft Gorsey Bank Policy Review Schedule</p> <p>Governors were advised that the policy review spreadsheet will be received at the next meeting and that all policies have been cross referenced. LW is confident that The Laurus Trust has all the necessary statutory policies and the Gorsey Bank website includes all the school specific policies.</p> <p>EG advised that the Trustees review policies for content and LW suggested that the LGB continues to review the policies for implementation together with the link governor responsibilities. Governors questioned who in the Trust is responsible for checking that the policies are being implemented.</p> <p><u>Link governor reports</u></p> <table border="0"> <tr> <td>Pupil premium and disadvantage children</td> <td>SM – done & on TTG</td> </tr> <tr> <td>Educational visits/risk analysis</td> <td>CSt- done & on TTG</td> </tr> <tr> <td>Audit & Evaluation of Governor Training</td> <td>CBB –done – RoV on TTG is needed</td> </tr> <tr> <td>Equality</td> <td>CBB –done – RoV on TTG is needed</td> </tr> <tr> <td>Mathematics</td> <td>TM –done – RoV on TTG is needed</td> </tr> <tr> <td>Health and Safety</td> <td>CSt - done</td> </tr> <tr> <td>Design & Technology (Inc cooking)</td> <td>CW – c/fwd</td> </tr> </table> <p>Governors were reminded that the RoVs should be reviewed by LW or JS before loading on TTG.</p> <p><u>Due December 2017</u></p> <table border="0"> <tr> <td>SEND</td> <td>CSt</td> </tr> <tr> <td>Single Central Record of Recruitment & Vetting</td> <td>SS</td> </tr> <tr> <td>Art & Design</td> <td>EG</td> </tr> </table>	Pupil premium and disadvantage children	SM – done & on TTG	Educational visits/risk analysis	CSt- done & on TTG	Audit & Evaluation of Governor Training	CBB –done – RoV on TTG is needed	Equality	CBB –done – RoV on TTG is needed	Mathematics	TM –done – RoV on TTG is needed	Health and Safety	CSt - done	Design & Technology (Inc cooking)	CW – c/fwd	SEND	CSt	Single Central Record of Recruitment & Vetting	SS	Art & Design	EG	
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	<p>Design Technology (Inc. Cooking) CW Sports Premium SM History CS</p> <p><u>Due March 2018</u></p> <p>Health & Safety CSt Children Looked After SS RE/SMSC CBB English EG Science TM Computing/eSafety CW Geography CS</p> <p>Governors discussed the frequency of reports which is shared amongst fewer governors than before joining the MAT. To be an agenda item.</p>		Clerk – agenda item
14	<p>HEALTH, SAFETY AND BEHAVIOUR The following paper was issued prior to the meeting:</p> <ul style="list-style-type: none"> Behaviour and Safety update <p>To review Safeguarding/Protective Safety – no issues To review Behaviour – no issues To review Exclusions – none this term To review Educational Visits – no new visits requiring approval.</p> <p>STAKEHOLDERS AND COMMUNITY To review Complaints - none To review Planned Partnership work - The draft community engagement audit and action plan was available on TTG. Governors were asked for additional ideas. The school priorities include engaging with local charities and to create opportunities to understand how the school can engage with the local community and engage more with local businesses. This is also being shared at Trustee level.</p> <p>Q) Do church representatives come in? A) Yes, that is still happening.</p> <p>SM and LW to progress the community engagement action plan.</p> <p>To review Equality issues - none</p>		LW/SM – community plan
15	<p>COMMUNICATIONS PLAN Deferred to the next meeting. Ask SM to send the page to Clerk for uploading onto TTG.</p>		Clerk – ask SM
16	<p>DIRECTOR OF CHILDRENS SERVICES REPORT The Director’s Report was issued prior to the meeting to the HT and Chair of Governors. It will be issued to all governors. The Clerk provided a quick overview of the contents.</p>		Clerk – load DR onto TTG

17	<p>GOVERNOR TRAINING AND DEVELOPMENT</p> <p>The Cheshire East Governor training summer programme was not yet been published for this term. The Clerk advised that it has been restructured into 9 modules.</p> <p>CBB reminded governors that the focus is on training together as a LGB.</p> <p>CS was to attend exclusion training on Weds 04.10.17. but now unable to do so. Clerk to cancel if not chargeable. [Update – cancelled at no charge]</p> <p>CSt advised that he joined a webinar.</p>	
18	<p>ANY OTHER BUSINESS</p> <p>None</p>	
19	<p>IMPACT OF THIS MEETING</p> <ul style="list-style-type: none"> • Governors understand the 2017 data • Governors readiness for an OFSTED Inspection has been enhanced • Community and Stakeholder engagement plans initiated • Governor pre meeting training arranged 	
20	<p>DATE OF NEXT MEETING</p> <p>The date of the next LGB was confirmed as Tuesday 5th December 2017</p> <p>The dates for the remainder of 2017/18 are:</p> <ul style="list-style-type: none"> • 13 March 2018 • 22 May 2018 • 10 July 2018 <p>All meetings start at 6.30pm (Governor Training from 6.15pm) and are on Tuesdays.</p>	

Close of meeting at 21.10 Hours.

----- Chair

----- Dated