

**PRIVATE AND CONFIDENTIAL**  
**GORSEY BANK PRIMARY SCHOOL**  
**LOCAL GOVERNING BOARD MEETING**

**TUESDAY 2 OCTOBER 2018, 6.15pm**

**PART I MINUTES**

**PRIOR TO THE MEETING A GOVERNOR TRAINING SESSION WAS HELD**

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**Clerk:** R Clare

**Present:**

Colin Shepherd    Chair  
Lisa Woolley  
Catherine Barber-Brown  
Carol Ellender  
Julie Lawson  
Joe Maguire  
Simeon Mellor  
Chris Stubbs

**In attendance:**

Ryan Thompson

**PART I MINUTES**

<b>Item</b>	<b>Title</b>	<b>Action</b>
Training	<p><b><u>Key measures</u></b></p> <p><b><u>Early years</u></b></p> <p>J Maguire shared the EYFS data with governors. The main points are summarised under each section: Gorsey Bank achieved 88%, compared to 73% for Cheshire East and 72% nationally. The Year 1 Phonics results were 95%, and were 98% for 2017. KS1 Reading was 93%.</p> <p>Q: For pupils at KS1, how long is it before you make predictions for KS2? We would look at a spreadsheet which projects roughly the scaled scores. Tables will also be used to track progress. Meetings take place to monitor each pupil individually. The KPIs shared in the formal meeting will be for the current Year 6, but as the year progresses will begin to look at Year 5. In year progress will be shared with governors. Expectations will continue to be high as progress is vitally important.</p> <p>Q: When are the tables for Cheshire due out? The results will be shared in November. J Maguire stated that he is 99% sure that 110 is the higher standard score but this has not been confirmed yet.</p> <p>Other schools within Wilmslow are around 90% +, this is what Gorsey Bank were aiming</p>	

for but achieved 93%+ across the board.

Gorsey Bank achieved 90% for reading, writing and maths combined.

The maths progress dipped in 2017, but this year Gorsey Bank was aiming to raise the number of pupils' achieving the higher standard. The target was 40% but the school achieved 67%. For reading the target for the school was 48% but the school achieved 55%. The average scaled scores for reading, maths and spag were shared. Reading was 100, maths was 111 and spag was 111.

### **KS2 Headlines**

The average scaled score for reading/maths was 110.2 and puts Gorsey Bank in the top 2% across the country. The KS2 results for the progress measure for reading was +2.0 (this was significantly above national average).

For writing Gorsey Bank achieved -0.2 but this can be contextualised with the national data. The progress measure for maths was +3.8, a massive improvement on the previous year. A graph was shared which showed every child in the cohort and highlighted the number of students achieving the expected standard was strong.

Q: The 19% shown on the table, is that a worry?

It was explained that the 19% is misleading because not all pupils came out with a negative progress score. 6 pupils within that group scored a scaled score of 109.

Q: Did you challenge any of those?

Yes, all borderline scores are challenged. The school doesn't pay for the re-mark if it is agreed that it is fair to challenge.

### **KS2 Progress measures**

J Maguire reported that they are not concerned by the figures for writing. The progress score is low but the writing is different to other subjects as it is teacher assessed. Pupils can either be achieving 'working at' or 'greater depth'. If there is a cohort of strong writers but they don't get 'greater depth' then they are awarded a score of 103. A scaled score graph was shown that highlighted Teacher Assessment vs Attributed scaled score. This can be shown to Ofsted to look at the progress of the school for writing.

Q: Do we have a link governor for writing/literacy?

Evidence of the progress in writing can be shared with governors. Examples of student case studies can be shared. Progress is significantly above national for reading and maths but not for writing.

ASP will be looked at in detail at a future meeting.

## **1. Welcome and Apologies for Absence**

Governors were welcomed to the first meeting of the academic year. Apologies for absence were received for Alex Metcalfe.

### **Any Other Business items**

There were no any other business items raised.

### **Declaration of Members' 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 were requested to review and sign the updated Code of Conduct.

### **Membership Recruitment Update**

Governors reviewed any changes to membership of Gorsey Bank Local Governing Board: There are currently two vacancies. J Maguire has emailed Doctor Pooley, but as of yet has not received a response. He confirmed he will email again.

J Maguire confirmed he received a positive response from the airport in relation to providing a governor. This would be a positive link for Gorsey Bank as the Year 5 students are currently working on a project linked to the terminal of the airport. Governors agreed for J Maguire to pursue.

A Parent has registered an interest in becoming a governor and the parent has emailed the Chair of Governors to find out what the decision was. Governors agreed not to appoint at this time because of the number of parents that were already governors. C Shepherd will respond with the decision not to appoint at this time.

S Stedman, E Goodwin and Neil passed on their thanks for the gifts that were purchased for them. Neil wrote a nice email that has been forwarded to J Maguire.

The Governors discussed the possibility of a faith leader joining the Local Governing Board, but this is not at a stage to progress any further currently.

R Thompson will continue to attend the meeting as an observer.

### **Scheme of Delegation**

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

### **Part I Minutes 10.07.18**

The minutes of the meeting held on 10 July 2018 were approved as an accurate record.

The actions from the previous meeting were updated on Trust Governor and reviewed.

To note:

L Woolley provided an update from the Trust Director for Compliance. The Trust has decided to use the 'buy back' support for GDPR being offered by SMBC. The Trusts DPO is Naveed Malik and P Murphy is the point of contact between the Trust and IG Support. The details for the DPO have been updated with ICO. The Trusts Data Protection Policy has been updated following the change in legislation and now incorporates the Trusts Managing Personal Information Policy. This is will be formally approved by Trustees along with other policies and privacy notices issued by the DPO at the next meeting. Since May, the Trust has actioned three SARs. The review of procedures and processes with regard to compliance with the Trust continues to be ongoing.

J Lawson met with J Maguire to review the Gorsey Bank Evaluation Document. J Lawson reported it was a fantastic document but as a governor may need more information to understand it, this may be due to being a new governor. **Another 1:1 meeting will be arranged to have an external viewpoint of the GED.**

JM/JL

CBB has informed the Clerk of the term dates and these have been updated on Trust Governor.

Agenda items to be carried forward include:

- GDPR policy review
- H&S visit will be arranged, **J Maguire will organise.**

JM

## 2. **Finance**

Governors reviewed the latest financial forecast and draft budget for 2018/19 which showed a budgeted deficit for the year of £56k, with accumulated surplus at the end of the year of £55k.

L Woolley invited governors to ask any questions in relation to the information provided.

Q: What are we going to do to not half the surplus?

L Woolley explained that the school are reliant on the Government to fill the gap for the 2% pay increase. She explained that it was difficult to know how much of the gap the Government are going to fill and how. L Woolley reported that the school can no longer apply to the school funding pot and there is a big reduction in the surplus next year.

Q: It will be interesting to see from Trustees if they have any plans in place and how the reduction compares to the reduction in the Trust?

L Woolley explained that the Trust is in the same position but with a larger scale. It will be difficult for the next 3 years, but many schools are forecasting a bigger deficit. Governors discussed that some secondary schools are now running a lottery and whether this was a possibility in the future.

Q: Where is the PTA money in the information provided?

The PTA has a separate budget and it is not shown.

Q: What is the recharge?

This was previously the LA Services, but now is provided by the Trust and is shown as a percentage of income. In theory there are efficiencies as services in 2017/18 have reduced but the school decided to continue with their own legal and insurance services in the first year. Efficiencies are now beginning to be made. The Trust Finance role is really helping to reduce costs.

Q: Extras what are they?

They are the school to school support and training.

Q: It would be good to get a status on the bigger things that may be coming in?

They are more likely to be capitals and only some revenue. Andrew Law's donations have helped the school. The school to school support may help in the future. The SCITT will help in the future but is recruiting for 2019 so will take time. L Woolley explained that strategies are in place to recruit for that at the moment. There is a holiday club which was a massive amount of work to get started but the ratios are making a huge difference. The staffing could be deemed high but is resulting in strong performance.

## 3. **Performance and Accountability**

### **Gorseley Evaluation Document**

The Gorseley Evaluation Document was uploaded to Trust Governor in advance of the meeting. Governors noted the content of the document and confirmed that the document has been updated in line with the results of the school. There have been minor changes to Teaching and Learning elements of the document that were reviewed by governors.

### **School Development Plan**

The School Development Plan was uploaded to Trust Governor in advance of the meeting.

Q: One of the aims is for Gorsey Bank to be the Lead Primary in the Trust, but this does not concentrate on the quality of the curriculum and finances.

It was explained that there is no hierarchy within the core aims. This year, the aim is for Gorsey Bank to work collectively with CHPS and establish a stronger relationship with the Trust. J Maguire explained that with staff at Gorsey Bank the aim is to establish links with the Trust Head Office and make the most of what is on offer. The school has been able to utilise the services of the compliance lead for the Trust for agreements and this has saved a lot of time. The Head and Deputy of Gorsey Bank are able to spend more time in school rather than focussing on finance and HR which the Trust is responsible for. It was reported that CHPS had a very good first few weeks but it has shown how important the culture at Gorsey Bank is, as an established school it can take time to build.

Q: Does the Trust organise away meetings for all staff?

Yes, there has been an event. Governors discussed the Governors away session. It was reported that this did not generate enough numbers. The Gorsey Bank governors requested for an agenda to be formed along with the invite as it was unclear what the day was for. It was also suggested that the event should not take place on a weekend.

L Woolley reported that there has been links to CHHS with the Trust Directors for PE, Drama and French visiting Gorsey Bank to share approaches to pedagogy. Skype between Gorsey and CHPS will be available. The SDP concentrates on optimal conditions for learning.

It was explained that subject leaders have been paired up with a member of SMT to share accountability. Four class teachers are undertaking their NPQML and their projects can be used in school. This would have cost the school £6,000 but it is free as it is being done through the Trust. There are expectations that everyone at the school is a leader.

L Ratcliffe is leading on Unicef Rights Respecting School, exploring behaviour and respect and how the children behave with each other and staff.

Q: There are traditional roles of Curriculum links would it be better to relate to an area of the SDP?

There is an expectation that in whatever context you look at the school that you always look at it through the SDP.

At the next meeting optimal learning will be the pre-training. It was agreed that at each meeting the focus will be on one area of the SDP and will rotate around the SDP clockwise, starting from the one at the top.

### **Pupil outcomes**

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

R Thompson confirmed that the KS2 KPIs for 2018/19 have been agreed with the SIP. There have been two meetings with the Year 6 team, and where the pupils sat exams discussion around gaps that were emerging have taken place. Also areas of need have been identified and what staff need allocating where. Weekly timetables have been set up factoring in needs that are required and what we are doing is having the correct impact all of the time.

There has been positive feedback from students and parents about the study groups and the differences that they make. The Head and Deputy are supporting with the planning for English and mathematics, in order to make a wider group of pupils achieve the higher standard. Strategies for home learning and whole school changes to core maths and English skills were shared with governors. It was explained that it is important for year 6 pupils to prepare them for high school by giving them information to websites that they can access at home. It was explained that it is important to set systems up early to support children with homework at home.

Governors were informed of how important the school takes the mental health and wellbeing of the children and the challenge this can create for parents and staff in giving appropriate homework. It should take 45 minutes for children to complete their homework and if it takes longer than that the children can stop and show what work has been done within the 45 minutes.

Calculations have been made on where pupils will be in year 6 and if they are not at the calculated point, then looking at what actions can be done to support them. Based on the results from last year, the calculations are accurate enough to be predictions. The school is broadly on target with their current calculations.

Q: Are the KPIs set lower than last year?

They are not set lower than the target KPIs for last year but are lower than the actuals. The SIP has reviewed the KPIs and they are ambitious.

The school will be collaborating with Trust Director for English to review how students can achieve greater depth. J Maguire explained that a pupil can't become a greater depth writer in Year 6, it takes years to develop a greater depth writer.

#### 4. **MAT Report**

The latest MAT report had been updated to Trust Governor prior to the meeting. L Woolley reported that Gorsey Bank had opted out of the consortium for catering as the school was happy with the provision it already had. The school food company who Gorsey use had opted out for tendering for CHPS.

#### 5. **Challenge**

**Link Governors ROVs due last term and still outstanding: English**

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

P.E. and Sport Premium - SM not yet completed

Pupil Premium - JL not yet completed

Art and Design and Music - CBB completed.

**Policy Reviews to be completed this term:**

Acceptable Use Policy & Information on website

The accessibility plans will be compliant once approved by Trustees and can be published on the website.

P.E. & Sports Premium - CW completed

Art & Design - CBB completed

Music - CSt completed

Pupil Premium not yet completed. **JM to arrange with JL.**

JM/JL

E Goodwin will replacement for the policy group will need to be sought.

**Policy Reviews: RODS where all go on Trust Governor.**

**R Clare will organise the RODs on Trust Governor so they are easily accessible.**

RC

### **LGB Action plan to consider priorities**

C Shepherd discussed the Cheshire East training summary and briefing document for governors. There was a useful information section on Ofsted inspections.

A copy of the LGB action plan was uploaded to Trust Governor prior to the meeting. Governors noted the amendments made. The plan was reported to be the same format as received in the summer. The document was aligned to the core aims within the SDP. The column that shows governor impact will be completed.

### **Confirm Governor Job Descriptions**

E Goodwin was currently creating specific Governor job descriptions for special roles. The job descriptions will include key documents and useful links.

C Barber-Brown will create the Governor training job description.

## **6. Safeguarding**

### **Pupil numbers and attendance**

The pupil numbers were confirmed as 418, one pupil has joined the school in Year 4.

### **Safeguarding/Behaviour**

A Behaviour and Safety document was uploaded to Trust Governor in advance of the meeting. The content of the report was noted.

### **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 had been reviewed.

### **Educational Visits**

There were no educational visits to report.

### **Gorse Bank Risk Register**

A Risk Register template will be approved at the next Trustees meeting.

## **7. Development Governor Report**

Governors reviewed the report provided by C Barber-Brown on the annual skills review and self-evaluation. The Chair thanked C Barber-Brown for her analysis. Governors explored some points in further details:

- Size, composition and committee structure
- Community governor – doing some work around the thinking of how the role operates
- Governors actions that go forward and carry into Development Plan

RC

- **360 Chair Review – RC to forward a copy to J Lawson**
- Succession planning for Chair and Vice Chair role

**The Chair requested for the safeguarding posters around school to be updated.**

RT

8. **Stakeholder and Community**

The Communications and Community Link Governor gave a verbal update. He reported that he had been thinking about a community piece for governors, how they operate in the local community as individuals and how as governors they outbound communicate. J Maguire stated that the biggest use for the website was term dates. Governors agreed to review the “how’s” for communicating with the local community and feedback over email.

9. **Any Other Business**

The training prior to the meeting on 12 March 2019 will be on Safeguarding and Child Protection.

It was reported that not all governors could attend the recent Safeguarding update due to the late notice but governors who’s safeguarding training was due to expire all attended. Governors were informed that mop ups will now take place. Governors are required to refresh their safeguarding training every three years.

10. **Next meetings**

The date for the next LGB meeting was confirmed as Tuesday 12 December 2018.

The remaining meetings are scheduled for:

Spring: 12 March 2019

Summer 1: 21 May 2019

Summer 2: 9 July 2019