

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF**  
**DISLEY PRIMARY SCHOOL**  
**HELD AT THE SCHOOL ON 5<sup>TH</sup> JULY 2016**

<b>Governors Present:</b>	Mrs K Tomlinson	Chair
	Mrs H Taylor	Headteacher
	Cllr H Davenport	
	Mrs G Marshall	
	Mrs L Carberry	Deputy Headteacher
	Mr F Berry	
	Mr M Clark	from 5.05pm
	Mr M Day	
	Mrs Z Lofthouse	
<b>Also in attendance:</b>	Mrs B Jones	Associate Member
		School Business Manager.
	Mr W Burgess	Associate Member
	Mrs C Starkie	Clerk to the Governors

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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**The meeting started at 4.15pm**

**1. APOLOGIES AND ADDITIONAL AOB**

- 1.1 The Governing Board **accepted** the apologies for absence received from Rev Owens, Mrs S McCaldon, Mrs H McCaldon, Mrs Farris and Mrs Kinsey.
- 1.2 There were no items for AOB

**2. CONFLICT OF INTEREST**

- 2.1 Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting. None was declared.

**3. MEMBERSHIP**

- 3.1 Mrs P Ford, Co-opted Governor, resigned with effect from 20<sup>th</sup> June 2016, leaving one Co-opted Governor vacancy. Thanks were given to Mrs Ford for her hard work and support over the many years that she was a governor. It was noted that there are quite a few parents on the Board and the next Co-opted Governor should not be a parent but possess the appropriate skills .
- 3.2 Mrs K Tomlinson's, LA Governor, term of office was due to expire on 19<sup>th</sup> October 2016. Mrs Tomlinson applied again to be an LA Governor and her application was accepted by CE and put to the Governing Board for approval. Governors **approved** Mrs Tomlinson's appointment for 4 years from 20<sup>th</sup> October 2016, when her current term expires.

- 3.3 It was noted that Mr Clark needs to apply for his DBS check and it was prudent also for Cllr Davenport also to renew his DBS check.
- 3.4 The Chair recommended that the Governing Board seek out at least two Associate Members to join the Board.

**Actions**      **(i) Ref 3.1 and 3.4: All governors to seek out appropriate candidates for the Co-opted Governor vacancy and the openings for Associate Members and liaise with the Chair.**  
**(ii) Ref 3.3: Cllr Davenport and Mr Clark to apply for their DBS checks.**

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

- 4.1 The minutes of the last full Governing Board meeting held on the 8<sup>th</sup> March 2016 were **confirmed** as a true and accurate record of the meeting and were signed by the Chair.
- 4.2 There were no matters arising from the minutes to discuss and all actions had been completed.

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

- 5.1 The Chair reported that she had not taken any actions on behalf of the Governing Board since the last meeting.

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

- 6.1 Governors were in receipt of the following Committee minutes:  
     Premises from 22<sup>nd</sup> March and 21<sup>st</sup> June (to be sent out) 2016  
     Finance from 16<sup>th</sup> May and 20<sup>th</sup> June 2016  
     Personnel from 11<sup>th</sup> May and 28<sup>th</sup> June 2016  
     Curriculum from 24<sup>th</sup> May 2016
- 6.2 Governors were also in receipt of the following reports:  
     Special full Governing Board meeting on 16<sup>th</sup> June 2016 re MAT  
     Safeguarding from 24<sup>th</sup> May 2016
- 6.3 Premises  
 All discussions were based on the School Development Plan. It was noted that the research into storage places within the school has been completed but on hold as there should be re modelling or building works to be carried out, which might alter the outcome.
- 6.3.1 Planning permission has been approved but not the funding. The car park will be the first task before the extensions.  
***Q: Where are we expecting to get the funding from?***  
***A: Basic Needs Funding from CE. We were hoping that work could start this summer. CE need to do a wide consultation with the Community as we are***

*increasing our PAN but that has not happened yet, they have not met the dates that they originally gave us.*

***Q: Who are you dealing with?***

***A:*** *The hold up seems to be with Mrs Val Simons in Admissions, as they need to do the consultation. We have spoken to Mr Yeomans in Buildings, Mr Harris in Governance and Mrs Bailey. We need the extra space as we do not want to turn people away from the school, we have high in-year admissions and it would be bad for finances and our reputation if we have to turn people away.*

**4.35pm Cllr Davenport and the Headteacher went out of the meeting to phone CE to determine the problem.**

***Q: Was there any comment about the vertical splitting of this room to have a room above?***

***A:*** *Yes, they would not be able to do that because of the structure of the building.*

#### 6.4 Finance

The minutes of the 20<sup>th</sup> June meeting were not compiled yet.

6.4.1 The importance of staff training was discussed but the figure in the budget to undertake this is really low.

6.4.2 There were concerns about the I.T arrangements when the new build goes ahead and how the build plans would work for staff and children as the I.T. suite will be gone.

6.4.3 The 3 year budget has been submitted to CE. Initially there was a deficit in the budget but the Growth Fund of £25,000 has been received, which takes the school out of the deficit. The school has applied for some redundancy money that is owed to them but they will not know about this until the end of the financial year. 2017 – 2018 is looking healthier because of the increased numbers projected.

6.4.4 A verbal report on the Finance meeting of 20<sup>th</sup> June explained that spend and impact of the Pupil Premium funding was discussed to ensure that budget allocations were noted for spending on counselling for these children.

#### 6.5 Personnel

The meeting on 11<sup>th</sup> May was mainly concerning the review of policies.

6.5.1 The meeting on 28<sup>th</sup> June was a lengthy meeting concerning the staffing structure. It was agreed that the maternity cover will be covered by a male teacher who has good ICT skills and will lead in this.

#### 6.6 Curriculum

Governors discussed the Pupil Premium data and consider the spend and impact on pupils. Mr Clark and Mrs Kincey have volunteered to visit the school to consider the Pupil Premium interventions and see how the children are faring.

#### ***4.55pm Cllr Davenport and the Headteacher re joined the meeting***

##### **6.7     Special FGB on 16<sup>th</sup> June**

In this meeting governors **agreed** that the preferred option is to combine with the Poynton High School and associated primary schools to form a Multi Academy Trust (MAT). They also agreed to look and consider other options whilst conducting the research. As a result the mandate was given to the group to enter into the due diligence with this group of schools.

- 6.7.1 It was noted that the Pre School rents 2 classrooms from Disley Primary School and they are intending to do some work on these classrooms over the summer period but the contract for next year is not signed yet. There is a meeting with the Pre School on Thursday 14<sup>th</sup> July.

##### **6.8     Safeguarding**

Appropriate policies were updated at this meeting and the check on the DBS certificates was undertaken.

- 6.8.1 The Headteacher and the Deputy Headteacher, Mrs Carberry, have attended the Safer Recruitment training. They have been advised to put their certificate from this course on the wall in reception, visible to all visitors.

- 6.8.2 The school has bought into the Hays online Safeguarding training for all staff and all have completed the Radicalisation training online.

- 6.8.3 The annual Safeguarding report to governors was appended to the minutes of this meeting but it was noted that the Prevent training should be mentioned on this as all staff have completed this. The date on this report, which is a CE template was 2005, the Clerk was to check whether this is necessary now or whether other reports have taken over this.

- 6.9     Governors **agreed** the budget for 2016 – 2017.

- 6.10   Governors **approved** the Staffing Structure and asked the Headteacher to put names into the box on the chart that was contained in her report regarding staffing.

**Actions**            (i) Ref 6.3.1: Cllr Davenport agreed to research the issues of why the wider consultation with the Community has not been undertaken by CE for the release of the build funding.  
(ii) Ref 6.8.3: Clerk to find out whether the annual report to governors on Safeguarding, dated 2005 is still a requirement.

#### **7.     HEADTEACHER'S REPORT**

- 7.1     The Headteacher's report contained the following matters:

##### **Establishment**

- pupil numbers 226
- class organisation 2016 – 2017

- Staffing 2016 - 2017
- attendance data

#### **Quality of Teaching, Learning and Assessment**

- School Development Plan related targets
- Curriculum
- Staff Continued Professional Development

#### **Outcomes for Pupils**

- School Development Plan related target
- Attainment & progress
- Special Educational Needs & Disadvantaged pupils

#### **Personal Development, Behaviour and Welfare**

- School Development Plan related target
- Personal Development and well-being
- Community links
- Students

#### **Effectiveness of Early Years**

- School Development Plan related target

#### **Leadership and Management**

- School Development Plan related target
- Other Leadership and Management issues
  - ✓ PAN
  - ✓ Building
  - ✓ Partnerships
- Finance
- Premises

#### **Enclosures -**

Staffing Structure 2016 – 2017

Term dates for 2016 – 2017 and provisional 2017 - 2018

- 7.2 There will be 8 classes for next academic year. The Year 3 class next year will have 33 children and Year 4 will have 32 children. So there will be one and a half teachers in Year 3 and a full-time TA support in Year 4 next year.

***Q: Is this a case of volatility as there was going to be 36 in Year 3 but now it is 33?***

***A: Children have moved area and so moved to new schools..***

- 7.3 ***Q: How have the phonics test gone?***

***A: Last year 79% of children passed the phonics in Year 1, this year it has been 86%, which is really good. There is a focus on it daily, a regular phonics session. There has been an impact on the Year 2 children who passed their phonics last year, as they have been able to concentrate on their spelling rather than phonics.***

***Q: Are there any risks or challenges to the way that you have tackled the phonics this year?***

***A: Not really, these small groups do seem to work well and we can do the phonics almost anywhere in the school. There were a couple of children in Year 2 who resat their phonics but were unsuccessful, they do have special needs.***

- 7.4 The Maths Passports do seem to be working for children but it does require that children work on this at home, not all children do and then it does take time to test them afterwards.

***Q: I assume that there is monitoring in place of this?***

***A: Yes and there will be a parents feedback questionnaire issued to see what parents think of this.***

It was noted that it would be a good thing to offer a Parent session on the Maths Passports for KS1 parents and encourage them to work on them at home with their children.

## **8. MULTI ACADEMY TRUST**

- 8.1 See item 6.7 above also. Governors gave the Strategy group and the Headteacher permission to pursue academisation by conducting the due diligence as mentioned in 6.7 above. The Headteacher will be given a half day a week to work on this issue.

***Q: The consultant that came on 16<sup>th</sup> June, what part will they have in this due diligence?***

***A: We had a free session from the consultant on 16<sup>th</sup> June but they will e mail advice when asked and they are involved with the prospective partner schools.***

## **9. SCHOOL IMPROVEMENT PARTNER (SIP)**

- 9.1 It was noted that the school are happy with the services of the SIP, Mrs A Coleman, who visited the school once a term this last year. Governors **agreed** that they would retain Mrs Coleman's services for a maximum of 3 days for next year; one day in the autumn term, half of this will consist of the Headteacher's Performance Management Review, one day in November to consider data and the rest to be decided in the spring term.

***Q: What are the benefits of this SIP?***

***A: She is very challenging, sharp on data and her lesson observations are useful to verify our judgements. She is also a Lead Inspector for OFSTED and is up to speed on what inspectors are expecting.***

***Q: Are there any areas that you would like her to focus on?***

***A: Data is always a good one.***

## **10. DIRECTOR OF CHILDREN SERVICES' REPORT**

- 10.1 The Director's report from the summer term 2016 contained the following items:

1. Governance and Liaison update
2. Education White Paper
3. Statutory Guidance about making organisational changes to Local Authority (LA) Maintained Schools
4. New Schools' Causing Concern Statutory Guidance
5. Reducing Teacher Workload : Published Reports
6. Changing Headteacher/Leadership Pay Ranges and Additional Payments
7. Education Welfare Service and Academy Charges
8. Part-time School Timetable Guidance and Children Missing Education

- 9. Penalty Notices for Leave of Absence
- 10. Summary of Audit Findings
- 11. SEN and Disability
- 12. Workshop Raising Awareness of PREVENT (WRAP)
- 13. Extremism and Radicalisation
- 14. NEW - Bullying Documentation
- 15. Skills and Growth Company – an Alternative Service Delivery Vehicle (ASDV)
- 16. Virtual School update

- 10.2 The Clerk presented the report highlighting some items but governors had discussed the report in the appropriate committees. Governors noted the report.

## **11. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT**

- 11.1 Mrs H McCaldon, governor with responsibility for training, was not at the meeting and no log was presented. All governor training is noted in the committee minutes.

## **12. SCHOOL POLICIES**

- 12.1 Governors **approved** the following policies:
- Safeguarding
  - Child Protection
  - Anti-Bullying
- 12.2 Other policies were approved in the committees.

## **13. FINANCIAL MATTERS**

- 13.1 The ChESS agreement has been submitted. Clerking for the full Governing Board meetings has been bought. The Occupational Health option was not bought back from CE and a private company is being sourced. £32,962 was spent on the buy back of services from CE, the prices had gone up from last year.

## **14. NOMINATION FOR CHAIR**

- 14.1 There was one nomination for Chair, Mrs K Tomlinson, proposed by the Headteacher and seconded by Mrs Marshall. The appointment will take place in the autumn term meeting where other nominations can be taken.

## **15. NOMINATION FOR THE TWO VICE CHAIRS**

- 15.1 Mrs S McCaldon and Mrs Farris were both nominated by Mrs Tomlinson and seconded by the Headteacher. The appointments will take place in the autumn term meeting where other nominations can be taken.

## **16. TERM DATES FOR 2016 – 2017 AND 2017 - 2018**

- 16.1 The 2016 – 2017 dates have been agreed and published.
- 16.2 The 2017 – 2018 dates were given as an appendix to the Headteacher's report along with the INSET days, they are in line with the other PDA schools. Governors **approved** these term dates.

## **17. FUTURE MEETINGS**

- 17.1 Governors **confirmed** the dates and times of the three full Governing Board meetings for the 2016 – 2017 academic year as follows:  
Autumn term – Tuesday 22<sup>nd</sup> November 2016 at 4pm  
Spring term – Tuesday 21<sup>st</sup> March 2017 at 4pm  
Summer term – Tuesday 4<sup>th</sup> July 2017 at 4pm

## **18. ANY OTHER BUSINESS**

- 18.1 It was noted that the KS2 national tests results came into school today (5<sup>th</sup> July) the headlines are:  
The national figures for children to reach the expected standard in Reading is 66%, Disley got 79%, GPaS (Grammar, Punctuation and Spelling) is 72%, Disley got 92%, Maths is 70%, Disley got 92% and the national figures for children to reach the expected standard in all three subjects of Reading, Writing and Maths is 53% but 79% of Disley children reached this standard. These were really pleasing results.
- 18.2 Governors wished to thank all staff for their excellent work and results.

## **19. IMPACT STATEMENT**

- 19.1 Strategic issues were discussed with regard to the prospective MAT.
- 19.2 Governors questioned the strategies used to improve the phonics and other areas of the curriculum and heard of the excellent results from the national tests.
- 19.3 Governors were satisfied that the school's finances are in good order and the avoidance of a deficit budget was good news. The ChESS agreement is good value for money and the one area not being bought back was not, hence sourcing it elsewhere – Occupational Health.
- 19.4 Safeguarding is always high on the governors' agenda and the report was presented in this meeting, showing the DBS checks being up to date and training that has been undertaken.

**The meeting moved to part two at 6.00pm**

\_\_\_\_\_ Chair

\_\_\_\_\_ Dated