

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD**

**HELD ON 23 NOVEMBER 2022 AT THE SCHOOL**

**Governors Present:** Paula Riordan (PR) Chair

Jonathan Norris (JN) Head Teacher

Nicola Daley (ND)

Dean Grice (DG)

Julien Rye (JR)

Richard Stockwell (RS)

Blair Whitehurst (BW)

**Also in attendance:** Su Garbutt Clerk to the Governors

**PART ONE – NON-CONFIDENTIAL BUSINESS**

*The Clerk Chaired the meeting for items 1 – 3.*

*The meeting commenced with introductions and a welcome to Mr Blair Whitehurst who was newly elected to the Board as a parent governor.*

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|  |  | **Actions** |
|  | **APOLOGIES & ADDITIONAL AOB ITEMS**   1. Apologies were received and accepted from Helen Pugh (HP) and Kathy Lewis (KL). 2. There were no items of additional business. |  |
|  | **CONFLICT OF INTEREST**   1. There were no conflicts of interest to declare. 2. Governors were reminded to ensure they had completed the annual declaration of interest through Governor Hub. 3. The Board noted the school would update the register of business interests on the school website and on Get Information About Schools (GIAS). | All govs |
|  | **ELECTION OF CHAIR AND VICE CHAIR**   1. Governors elected Ms Paula Riordan as Chair of Governors for a period of one year or until the first Full Governing Board meeting of the Autumn 2023 term. 2. Governors elected Mr Peter Grogan as Vice Chair of Governors for a period of one year or until the first Full Governing Board meeting of the Autumn 2023 term.   ***Ms Riordan took the Chair from this point.*** |  |
|  | **MEMBERSHIP**   1. Governors welcomed Mr Blair Whitehurst to the Governing Board as a parent governor. His term of office would run from 23rd November 2022 until 22nd November 2026.   Governors welcomed Mr Dean Grice to the Governing Board for his second term as a parent governor. His term of office would run from 23rd November 2022 until 22nd November 2026.   1. Governors **confirmed and ratified** the re-appointment of Ms Riordan as a co-opted Governor from 13th November 2022 until 12th November 2026. This had been agreed via email and confirmation on Governor Hub prior to the meeting to ensure continuity and that a Chair of Governors remained in place. 2. Governors noted that there remained two co-opted Governor vacancies on the Board. The Board was looking to strengthen the finance skills within the governors and discussed various options to advertise the role. JN would review the advert and publicise the vacancies. 3. It was confirmed that the school would conduct the DBS checks and S128 checks for new governors. The Board agreed that all governors upon re-appointment would be asked to undertake a new DBS check. Therefore, DBS checks would be made for Mr Blair Whitehurst, Mr Dean Grice and Mr Peter Grogan.   Ms Riordan and Mr Stockwell would check when their DBS had been undertaken and these would be re-done if they were more than 4 years old.   1. The Board did not have Associate Members. | JN  JN  PR/RS |
|  | **PART ONE MINUTES & MATTERS ARISING**  a) The Part One Minutes of the meeting on 4th July 2022 were confirmed as a true and accurate record and were signed by the Chair. The school retained the signed copy.  b) The action log was reviewed, and it was confirmed that all had been met and closed as appropriate. |  |
|  | **CHAIR’S ACTION AND CORRESPONDENCE**  There were no decisions made under the Chair’s Power to Act since the previous meeting of the board. |  |
|  | **COMMITTEES AND NOMINATED GOVERNORS**   1. The Board agreed the following committee memberships for 2022/23 academic year:   Finance Committee:  Julien Rye (Chair)  Richard Stockwell  Paula Riordan  Buildings Committee:  Peter Grogan (Chair)  Dean Grice  Blair Whitehurst  Teaching and Learning Committee:  Paula Riordan  Richard Stockwell  Peter Grogan  Dean Grice  Blair Whitehurst  Helen Pugh  Kathy Lewis   1. The Governor link roles were confirmed as:   Art: Paula Riordan  Computing: Richard Stockwell  Design & Technology: Paula Riordan  Eco: Peter Grogan  English: Helen Pugh  Early Years: Richard Stockwell  Finance: Julien Rye/Richard Stockwell  GDPR: Julien Rye/Richard Stockwell  Health and Safety: Peter Grogan  Humanities: Helen Pugh  Maths: Peter Grogan  MFL: Paula Riordan  Physical Education: Peter Grogan  Governors noted the following link roles needed filling and these would be discussed and appointed at the spring term Teaching and Learning committee:  Music  PSHE  RSE     1. Governors approved the functions delegated to committee and individuals as outlined in the Terms of Reference. Governors confirmed the following links:   SEND: Kathy Lewis  Safeguarding: Kathy Lewis  The Chair of Governors would speak to Mrs Lewis to confirm she was happy to continue in these roles.   1. Governors approved the terms of reference for the Finance Committee, Teaching and Learning Committee and the Buildings Committee following their review and recommendation by each of the committees. 2. Governors requested the Clerk to share recent examples of ad hoc committee TORS for review. Once reviewed, the updated TORS would be uploaded to Governor Hub for agreement.   Governors approved the following members of ad hoc committees:  Pay committee: to be formed by 3 eligible governors when required.  Complaints committee: to be formed of Paula Riordan (Chair of committee) plus 2 eligible governors when required.  Pupil Exclusions committee: to be formed of Paula Riordan (Chair of committee) plus 2 eligible governors when required.  Staff Grievance committee: to be formed of Paula Riordan (Chair of committee) plus 2 eligible governors when required.  Appeals committee: to be formed of Peter Grogan (Chair of committee) plus 2 eligible governors when required. | CLERK to add to agenda  PR  CLERK/JN |
|  | **CONSTITUTION AND ARRANGEMENTS OF THE HTPMP INCLUDING APPOINTMENT OF THE EXTERNAL ADVISOR**   1. Governors approved the terms of reference for the Headteachers Performance Management panel as presented. 2. Governors approved the HTPMP as Ms Paula Riordan, Mr Richard Stockwell and Mr James Marsh (external advisor from ECM). 3. Governors approved the appointment of James Marsh as the external advisor. 4. The advisor provided by ECM had changed this year and therefore the panel wished to meet with Mr Marsh before deciding on arrangement for SiP support and advice for 2022/23. This would be discussed at the spring term Teaching and Learning committee and brought to the FGB for approval. | CLERK to add to appropriate agendas |
|  | **GOVERNORS CODE OF PRACTICE**  Governors approved the code of practice as presented and were asked to ensure they had all signed this electronically via Governor Hub. | ALL GOV |
|  | **PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**   1. The minutes of the Teaching and Learning Committee meeting on 1st November 2022 and Buildings Committee meeting of 17th October 2022 were noted. 2. There were no recommendations that required the approval of the board of governors. 3. There were no governor monitoring reports to receive. 4. There was no report from the Safeguarding governor as Ms Lewis was unable to attend the meeting. |  |
|  | **FINANCIAL MATTERS**   1. The school did not have an Unofficial School Fund. 2. Governors received the finance committee report from Mr Rye which predicted a carry forward of £12.1k and noted the issues around pay increases, rises in national insurance and pension contributions, and SEND funding.   The school had been informed by the LA budget officer that Rainow was one of 2 schools out of the 17 they managed which had been able to predict a positive budget. The Board wished to thank all staff, and in particular Sue Berzins for their hard work to ensure savings were achieved where possible.  The increase in costs would have a major impact on the budget and there was still uncertainty around how the government proposed to fund the salary uplifts.   1. Governors noted the update against the 3-year plan as contained within the report. 2. Governors had reviewed in detail the impact of the Pupil Premium and Recovery Premium for 2021/22 in the Teaching and Learning Committee. Both documents were available on the school website. 3. Governors noted that Sue Berzins would be finishing her role as SBM at the end of this term. The school was looking to recruit a replacement, but it was unlikely the successful candidate would be available to start before January 2023. Mrs Berzins had stated she would be available to help with the SFVS.   Governors thanked Mr Rye for his continued work on the schools’ finances.  ***Governors wished to record their thanks to Mrs Berzins for her 22 years of service to the school. The Headteacher stated her efficiency and expertise would be sorely missed by all at the school.*** |  |
|  | **PART ONE HEADTEACHER’S REPORT AND MATTERS ARISING**  The report had been circulated via Governor Hub prior to the meeting and the Headteacher drew the Board’s attention to the following items:  The monitoring which had taken place was showing significant impact and the Headteacher had observed all class teachers teach during the term.  The stress survey had been completed at the end of the summer term and the Headteacher outlined the plans to reduce staff stress and improve general wellbeing. These included staff being able to work at home during PPA time and a reminder about the feedback and marking policy to reduce the reliance/expectation on written feedback. Additional meetings were being organized for support staff to improve overall communication as this had been mentioned during the survey.  The school had 177 pupils on role currently and this was a reduction of 7 pupils. A large cohort had left in the summer term and a smaller cohort had joined.  ***Governor question: Have there been any issues with the reception children which can be attributed to the Covid impact?***  *Response: We can see with this year’s reception that parents have made a lot of effort to engage their children during lockdown.*  School attendance remained good with the target of 97% agreed at the Teaching and Learning Committee.  ***Governor question: Have you had any feedback on the new, more robust attendance policy?***  *Response: No, we received a query by one family as to why they had been written to, and on investigation, this had been an error.*  Residential visits for Upper Key Stage 2 would now be planned into the autumn term to free up some time during the summer term which historically had been a very busy time of year.  ***Question: Will you still be doing RainowFest for Y5 and Y6?***  *Response: It is likely, but we are looking at possibly doing it for Year 6s only.*  Governors noted the Safeguarding information in the report.  ***Governor question: With the SBM leaving, what are our options for GDPR as she was our DPO?***  *Response: Hopefully this will be something the new SBM will be able to pick up.*  ***Governor question: What are the other options?***  *Response: The only other option is to employ an external provider at a cost of approximately £500 per year.*  Governors thanked the Headteacher for a most informative report. |  |
|  | **SCHOOL DEVELOPMENT PLAN**  Governors noted that the most recent version of the plan had been uploaded to Governor Hub and discussed at the Teaching and Learning Committee.  Governors **approved** the School Development plan for 2022/23 as presented and noted it was a live document which was updated when required by the Headteacher and Subject Leaders. |  |
|  | **SCHOOL EXTERNAL ADVISOR**  No report had been received following the summer term visit.  A new school improvement partner had been provided by ECM following the retirement of the previous SiP. |  |
|  | **DIRECTOR’S REPORT**  The report had been reviewed by each Committee who had addressed relevant items. |  |
|  | **GOVERNOR DEVELOPMENT AND TRAINING**   1. A training plan would be formulated and shared with the Board via Governor Hub when ready. Governors were encouraged to focus on training and reminded that training was available through a variety of routes including Modern Governor, online training, school training (such as safeguarding) and the LA training programme. 2. There was no feedback to receive from governors who had attended courses. 3. A skills audit would be reviewed to feed into the training plan. BW to complete the audit. | RS  RS |
|  | **GOVERNANCE STATEMENT**  Governors **approved** the statement as circulated and noted this had been published on the school website.  Website audit: The clerk was requested to send a website audit template to Mr Stockwell to complete. | Clerk |
|  | **SCHOOL POLICIES**  Governors approved the following policies which had been circulated in advance of the meeting via Governor Hub:   * Complaint’s policy and procedure * Data protection policy and Data Breach procedure * Discipline policy and Discipline procedure * Relationships and sex education policy   Governors noted the following policies had been postponed until Spring 2023:   * Child protection policy and procedures * Critical Incidents Policy * Equality policy and action plan * Mobile phone policy   The Board reviewed the Instrument of Government and agreed that no changes were required. | Clerk to add to agenda |
|  | **PLANNED RESIDENTIAL VISITS**  Governors noted the proposed Year 3 and 4 trip to Kingswood Activity Centre in North Wales. The trip would be for 1 night. The Board approved the trip subject to the risk assessments which would be reviewed by the Headteacher, Cheshire East Educational Visits Team via the online Evolve system and by Mr Grogan on their behalf. |  |
|  | **MEETINGS**  Governors confirmed the FGB dates for the 22/23 school year:  Wednesday 29th March 2023 at 6 p.m. at the school  Wednesday 5th July 2023 at 6 p.m. at the school. |  |
|  | **ANY OTHER BUSINESS**  NPQs  The Headteacher informed the meeting that the NPQs for teaching staff were fully funded by the DfE at present, but this was likely to change in the near future. To complete the qualification, staff would require approximately 4 or 5 non-contact days through the year and the cost was approximately £1,000 for each member of staff. The training was of a high quality and would cost around £3 - £5k if the DfE stopped the funding.  The Headteacher had asked for expressions of interest from staff members and had received 3 so far. There were 3 intake points, one in each term and staff would be asked to join particular cohorts to spread the need for cover. |  |
|  | **IMPACT STATEMENT**  Governors helped move the school forward by:   * Approving the annual governance statement * Reviewing and approving the School Development Plan * Robust challenge of the Headteacher’s report * Receiving a detailed report from the finance committee which helped understand the position of the school budget and contributing factors * A parent governor election had taken place which had resulted in two new governors being appointed. |  |

The meeting moved to the Part 2 agenda at 20:05

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