

**MINUTES OF A MEETING OF THE GOVERNING BODY OF RAINOW PRIMARY  
SCHOOL HELD AT THE SCHOOL ON TUESDAY 19<sup>th</sup> MARCH 2019, 17:00HRS**

**Governors Present:** Mrs Anna Arnold (AA) – *arrived 17.16pm*  
Mr Richard Buckley (RB) Chair  
Mrs Nicola Daley (ND)  
Mr Jonathan Norris (JN) Headteacher  
Mr Paul Riordan (PR)  
Mr Julien Rye (JR)  
Mr Peter Grogan  
Mr Dean Grice – *arrived 18.02pm*  
Mr Richard Stockwell (RW)  
Ms Florence Pope (FP)  
Mrs Suzanne Tobin (ST)

**Apologies:**

**Also in attendance:** Mrs Carole Self (CS) Clerk  
Mrs Helen Pugh (HP) Observer

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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**1. Welcome, Apologies & AOB items**

The Chair welcomed everyone to the meeting. There were no formal apologies for absence although Anna Arnold and Dean Grice had advised that they would be late for the meeting. Helen Pugh was welcomed to the meeting and approved as Associate Governor representing the link from Tytherington School whilst Florence Pope was on maternity leave. Suzanne Tobin was also welcomed to the meeting as the new Co-opted Staff Governor.

**2. Declaration of any conflict of interest**

The Chair confirmed that all annual declarations of interest had been completed, although declarations of interest would have to be completed by HP and ST.

**ACTION: CS** to circulate Declaration of Interest and Code of Conduct forms to HP and ST for completion.

**3. Membership**

- **Approve nomination for Vice Chair** – Paul Riordan was nominated for Vice Chair by RB and this was seconded by JR.
- **Review the Membership Arrangements following the recruitment for staff and parent governors** - Suzanne Tobin was approved by the FGB as the new co-opted Governor-Staff for a term of 4 years.
- **To review whether to appoint any associate members, if so, determine their term of office and the extent to which they will be assigned voting rights at Committees.** Helen Pugh was approved as the Associate Governor supporting the links between the school and Tytherington School during the maternity leave of Florence Pope.

4. **Review and approval of Part 1 Minutes from Full Governing Body meeting on 13<sup>th</sup> November 2018 and matters arising**

The part one minutes of the Full Governing Body (FGB) meeting held on 13<sup>th</sup> November 2018 were confirmed as a correct record and signed by the Chair

There were no matters arising that were not included in the action log.

The action log was reviewed. See updated action log.

5. **Chair's actions**

None to report.

6. **Part One Reports from Committees and Reports from Governors with Special Responsibilities**

- **TLC Minutes 23<sup>rd</sup> October 2018 and 5<sup>th</sup> February 2019**

The minutes from the meetings dated 23<sup>rd</sup> October 2018 and 5<sup>th</sup> February 2019 were noted by the Committee.

- **Finance Minutes 4<sup>th</sup> March 2019**

JR provided an update from the Finance Meeting that took place on the 4<sup>th</sup> March 2019. He advised Governors that the Anticipated Income figures detailed in the minutes included the brought forward amounts each year. Governors were advised that this would be amended at the next Finance Committee meeting. **Q. Governors sought to establish whether the Pupil Premium (PP) numbers detailed in the minutes were correct as this differed with those outlined in the PP Governor Visit Form.** Governors determined that these figures were correct and that the difference was attributed to the number of "Looked after Children" LAC which were in addition to these.

Governors were reminded that FGB had approved a deficit budget of £21.1K for 2018/19 with a revised carry forward of £37.5K. JR advised that the latest forecast that the School was anticipating was a £10.9K surplus for 2018/19 with the main variances attributed to increased income for SEN and PP children and savings in teachers' costs and training. The impact of this increased income and cost savings had resulted in a planned carry forward figure of £69.5K. Governors were advised that the forecast carry forward was just above the 8% threshold however, as this was the first year the school had exceeded the limit, there would be no clawback as this would only be enacted where this occurred in 2 consecutive years.

**Q. Governors sought to establish whether the carry forward clawback figure took into account all income received.** JR confirmed that it should not, citing an example of the income from the Manchester Metropolitan University (who pay for their students to conduct their teacher placements at school) which should not be included. Governors agreed with the assessment that the school was in a really good financial position as it had maintained a healthy carry forward for a significant number of years.

Governors reviewed the prediction for the next 2 years and noted the forecast deficit position for 2019/20 which was attributed to increased staffing costs and the

increased pension contributions. Governors were advised that there would be a grant to offset the pension contributions however as this is as yet unknown this had not been factored in, but the deficit was anticipated to reduce. Governors were reminded that it was usual for the school to forecast a deficit budget however, to date, this had not materialised. **Q. Governors asked whether the budget included the FRS monies.** JN confirmed that it did not as this was used in the main to offset costs not budgeted for.

Governors reviewed the predictions outlined in the committee report in relation to 2020/21 but again were assured that the School's approach to longer term financial planning and rigorous approach to cost savings provided for a strong platform. Governors supported the recommendation for a sub-committee to be established to undertake specific analysis of the potential changes to budgets as part of the school's longer-term staff planning.

Governors were advised that the Out of School club was currently operating at a small surplus and the numbers of pupils attending was very encouraging. Governors agreed that a review of pricing in the future would be required as these were very competitive.

Governors reviewed the draft SFVS previously circulated and were advised of the process of review undertaken with the Bursar to date. Attention was drawn to the outstanding areas which included:

- The need to formally approve the Finance Committee ToR, as circulated. The FGB **approved** the Finance ToR subject to the change of date on these.
- The need to review and approve the Manual of Financial Procedures and the Scheme of Delegation. JR confirmed that the Internal Audit undertaken in June 18 raised 2 points, the first in relation to an appraisal to be undertaken and the second suggested that the purchasing limits to approve expenditure was a little high. JN confirmed that the appraisal would now be undertaken in the summer and that the Bursar had contacted Cheshire East in relation to the purchasing limits and they deemed these to be appropriate. FGB **approved** the Manual of Financial Procedures and the Scheme of Delegation.
- JR reported that the pay review dates that were marked as outstanding had now been obtained and now just need inputting.
- JR reported that the HTPM document had now been received.

JR reminded Governors that the SFVS was marked as "good" last year, the highest rating available. Governors were asked to approve that the Chair submit the SFVS. FGB **approved** the submission subject to the minor changes being made and that this being circulated as FINAL to all Governors.

The Statement of Internal Control Document was presented for approval. The Chair recommended that this make reference to the favourable Internal Audit review. These changes were included and the document **approved**.

JR advised that the SFVS format was due to change in the near future.

- **Buildings Minutes 21<sup>st</sup> January 2019** – Governors noted the minutes and that the fact that the running track had been completed.

Governors were advised of 2 reasonably large projects to be undertaken, these being in relation to the upgrades required to the electrical system and the fire alarm. JN confirmed that some quotations had been received although it was hoped that as these were maintenance issues that these costs would be covered by Cheshire East as the owners of the Building.

PG provided Governors with an update on the preliminary investigation into the installation of solar panels and confirmed that one quote to date had been received although the payback was over 10 years which was 3 years longer than desired. Governors supported PG requesting further quotations.

**SEND report** – AA circulated the Governor visit report she had undertaken with Mrs Rudall that morning. Governors were asked to note that the number of pupils registered as SEND were low as they did not include those children at First Concerns level. ND agreed that the schools list was very low as that was the advice previously received. She confirmed that some children would now need to be included on the list which would take the overall figures up from 4.4% as a percentage of the overall children on roll to nearer 10% which was in line with national averages.

Governors reviewed the process for administration of data; the access to external support which was reported as limited due to restrictions of LA and Health Authority funding and capacity; training undertaken and the evidence of spiritual, moral, social and/or cultural provision.

AA reported on the vast knowledge of staff in relation to individual pupil needs and the priority to transition to the new SEND toolkit which would be used and implemented by class teachers in the future.

AA recorded her thanks to Mrs Rudall which was supported by Governors.

*DG arrived 18.02pm*

## **7. SFVS submission by 31<sup>st</sup> March 2019**

This item was discussed and agreed under agenda item 6 as part of the review of the Finance Minutes 4<sup>th</sup> March 2019.

## **8. Headteacher's Report**

The Headteacher's report was circulated in advance of the meeting. JN gave a brief summary of his report as outlined below and invited the governors to ask questions.

**Dates of Interest** – JN confirmed that the dates marked in yellow specifically linked to the SSDP and the dates marked in Green linked with Governor business.

**Staffing Structure** – JN reported this as unchanged

**Staff Training** – JN confirmed that this was linked to SSDP areas. JN highlighted the work being undertaken to develop a Rainow Maths Essential Programme of study which was being led by Mrs Parker and Mrs Eddie. **Q. Have we communicated with parents on this?** JN confirmed that this had not been communicated as yet however there was plans to do so and link this into homework.

JN reported on the significant amount of work undertaken on the wider curriculum this year citing the inset day in February on Humanities.

**SSDP Personal Development, Behaviour and Welfare** – the work with PE Specialist, Amaven was highlighted. JN advised that this work was to introduce a PE system to the whole school which would involve staff training on how to use the resources and assessments. JN confirmed that he would present this to the TLC once it was up and running, however he said it essentially was a way of assessing how fit the school was which would be invaluable and would identify opportunities for the most appropriate use of the Sports Fund.

**Numbers on Roll** – This was reported as consistent over the past 12 months. JN reported on the number of first choice applications for September this being 25 versus 20 last year.  
**Q. Is the PAN 27?** JN confirmed that it was.

**Attendance** – This was reported as 95.9% - Green although JN thought the school could do some more to improve this. **Q. Is it just parents taking children out on holiday?** JN commented that this wasn't really what was causing the reduction, the school had always had good attendance, it was just an area he thought he needed to keep an eye on.

**SSDP** – this was noted. JN confirmed that the areas highlighted in Green were on track to be completed by October 2019.

**Curriculum and Enrichment** – JN reported that there had been numerous curriculum highlights and enrichment opportunities to report on which was really good news. The Intensive Afterschool programme was of particular note. JN advised that he was looking to ensure that the overall enrichment programme was truly meaningful.

**Finance** – Governors agreed that this had been discussed under item 6

**Premises, Health and Safety** – the update was noted

## 9. **General Data Protection Regulation GDPR**

Governors discussed the options for reviewing compliance with GDPR which would balance the risks with the cost of undertaking this work. Governors agreed that it needed to progress this work although it needed to be a pragmatic approach. Governors also agreed that it did not need a DPO, just an audit and that a Governor should support the Bursar on this work.

**Action:** Governors agreed to progress with an audit of GDPR compliance and circulate options of possible Auditors who could be approached to undertake this work.

## 10. **Stakeholder Engagement**

CS highlighted the work of the EEF and the report produced on best practice in relation to Stakeholder Engagement. Governors agreed that it was worthwhile reviewing the findings with a view to considering the schools approach going forward.

## 11. **Director's Report**

**CS highlighted key aspects of the Director's Report as follows:**

- **Section 128 checks for Governors** – AA confirmed as having an Enhanced DBS so therefore covered under section 128
- **Becoming a Pathfinder for Ethical Leadership in Education** – Governors noted the offer
- **Chairs Handbook** – RB agreed that it would be useful to have a look at the updated handbook
- **Response to Budget 2018** – RB confirmed with JN that the capital payment for the school had been received.
- **DfE Buying Deals for Schools** – Governors agreed that this would be useful for the Bursar to review
- **Parentkind Survey and Corporate Parenting** – Governors acknowledged the work that the school was undertaking in relation to mental health and well being and the support to Looked After Children
- **SEND** - AA to review the guidance produced by the NGA
- **Attendance and Children out of School** – JN confirmed that there were currently no pupils out of school
- **Admission arrangements** – PAN confirmed at 27 – no change
- **Ofsted Framework** – JN confirmed that he had responded to the consultation
- **Schools funding formula** – agreed it was a local formula from Cheshire East
- **Diversity of FGB** – Governors agreed that this reflected the pupil composition of the school

## 12. Governing, Monitoring, Development and Training

- **Receive and evaluate any reports from Governors who have undertaken monitoring visits to the school** – The visit on Pupil Premium was reported as part of the confidential agenda.
- **Discuss training requirements and upcoming availability** – CS circulated the upcoming webinar on effective question and challenge by governors (28<sup>th</sup> March 2019)
- **Review the outcomes of the skills audit** – RB reported that this was in progress, with 3 Governor skills audits outstanding
- **To agree arrangements for preparing an annual planner for governance key tasks for 2018-19** - Outstanding
- **Determine which Governor will undertake the annual compliancy check of the school's website** - RS agreed to undertake this check

## 13. School Policies

The following policies were agreed for review as follow:

- **Recruitment Policy** – DG to undertake the review of this policy and report on any amendments required ahead of formal approval
- **Supporting Pupils with Medical Conditions** - RB to undertake the review of this policy and report on any amendments required ahead of formal approval

## 14. Meetings

Summer FGB – 18<sup>th</sup> June 2019 – 17.00  
Finance – 7<sup>th</sup> June 2019  
TLC – 21<sup>st</sup> May 2019 – 18.45  
Buildings – 30<sup>th</sup> April 2019 – 09.00

**15. Any other business**

None

The meeting moved to Part Two business.

----- Chair

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