

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
VINE TREE PRIMARY SCHOOL
HELD AT THE SCHOOL ON 18th June 2018**

Governors Present:	Mrs Jill Rhodes	Chair
	Mr Darren Locke	Head teacher
	Miss Naomi Thomas	(NT)
	Mrs Carla Byng	(CB)
	Mrs Janet Cope	(JC)
	Mrs Catherine Blundell	(CB)
	Mrs Catherine Homer	(CH)
	Mrs Heather Tunstall	(HT)
	Miss Lisa Coclough	(LC)
	Mr Simon Yates	(SY)

Also in attendance: Hilary Cummings Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

	The meeting started at 6pm	
1	<p><u>APOLOGIES & ADDITIONAL AOB ITEMS</u></p> <p>Apologies were received and accepted from.</p> <ul style="list-style-type: none"> • Michelle Sawyer • Claire Reid <p><u>AOB</u></p> <ul style="list-style-type: none"> • Buyback of Cheshire East Governor Training programme 	
2	<p><u>CONFLICT OF INTEREST</u></p> <p>Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.</p> <p>No potential conflicts were declared.</p> <p>Action: DL to ask Bursar to send pecuniary interest declaration forms to new governors.</p>	DL
3	<p><u>MEMBERSHIP</u></p> <p>Governors welcomed 2 new parent governors.</p> <p>The Governing Board currently has one vacancy, for a co-opted governor, following the resignation of Rev Lynne Cullens.</p>	

<p>4</p>	<p><u>PART ONE MINUTES AND MATTERS ARISING</u></p> <p>The part one minutes of the meeting held on 5th February 2018 were confirmed as a correct record, and signed by the Chair.</p> <p><u>Matters Arising</u> There were no matters arising.</p> <p><u>Action Log outstanding items</u></p> <ul style="list-style-type: none"> • MS to be trained to update the website, and to be responsible for keeping the governor pages up to date. 	
<p>5</p>	<p><u>CHAIR'S ACTION</u></p> <p>The Chair informed the meeting that no decisions were taken on behalf of the governing board since the last full governing board meeting.</p>	
<p>6</p>	<p><u>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</u></p> <p>The following committees met on 6th June 2018:-</p> <ul style="list-style-type: none"> • Curriculum and Attainment. • Leadership and Resources. <p>Minutes have been circulated and the Chair briefly recapped the areas covered:</p> <p><u>Curriculum and Attainment committee</u> The governors reviewed the:</p> <ul style="list-style-type: none"> • Yr 2 and Yr 6 SATS • SEND report • School development plan • Pupil progress • Monitoring and Evaluation policy • Reading policy <p><u>Leadership and Resources committee</u> The governors reviewed the:</p> <ul style="list-style-type: none"> • GDPR • CHESS Buyback • Pupil absence • Sports Grant • Budget update and 3yr budget plan • Safeguarding • Data Protection policy • Cyberbullying policy 	

	<p>DL also confirmed:</p> <ul style="list-style-type: none"> • The 3yr budget was accepted • The Internal Financial procedures manual was agreed • The School Fund will be audited at the end of the academic year • Staffing is now confirmed for 18/19 	
<p>7.</p>	<p><u>HEADTEACHER’S REPORT</u></p> <p>Governors received and reviewed the Headteacher’s report covering the following matters:</p> <ul style="list-style-type: none"> • School Context • SDP Key Area 1 Outcomes for Pupils • Data Analysis • SDP Key Area 2 Personnel Development and Well Being • SDP Key Area 5 Behaviour and Welfare • Attendance data • SDP key Area 3 Quality of Teaching, Learning and Assessment • SDP Key area 4 Effectiveness of Leadership and Management • Learning Walks • Continuing Professional Development • Additional School Activities • SDP Key Area 6 Site and Building <p>Governors questioned and discussed some key issues:</p> <p>Q: The percentage of pupils exceeding expected progress in writing seems lower than for maths and reading. Why is that?</p> <p>R: The criteria for reading is particularly stringent, and it is difficult for pupils to meet the assessment criteria in every aspect. There is widespread agreement that it is particularly difficult to move a pupil from “expected” to “exceeding”. In addition, assessment and data analysis is not an exact science, and with a relatively small cohort and small number of children will have a big impact on percentage figures.</p> <p>Q: Historically, the school has underperformed in writing. Are we confident that this is improving?</p> <p>R: Yes. A high percentage of pupils are achieving the expected standard and teaching is working well.</p> <p><u>Attendance</u></p> <p>Attendance has dipped slightly below 95%, so needs to be monitored carefully. DL suggested that attendance sheets be sent to parent more regularly. Children with attendance below 90% will be targeted specifically. DL pointed out that some children are not on a full timetable, sometimes due to being partially educated elsewhere, and so this affects the figures.</p> <p><u>PE/play equipment</u></p> <p>DL has obtained 3 quotes for new PE/play equipment, to be purchased with the Sports Grant. DL and CH will meet to review.</p>	

	Action: DL and CH to arrange meeting to review quotes.	DL/CH
8	<p><u>SCHOOL DEVELOPMENT PLAN (SDP) & SELF EVALUATION FORM (SEF)</u></p> <p>DL is currently finalising the 18/19 SDP and will present at the next committee meeting. CB & CH will meet with DL to review and evaluate the 17/18 SDP. Action: CB & CH to meet with DL</p> <p>Action: DL will update the SEF once the SATS results are known in the Autumn term.</p>	<p>DL/CB /CH</p> <p>DL</p>
9.	<p><u>ATTENDANCE</u> Covered in HT report</p>	
10	<p><u>PUPIL PREMIUM GRANT</u></p> <p>Nothing further to report. DL is waiting for the data for the Summer term in order to complete a full year review.</p>	
11	<p><u>GDPR</u></p> <p>DL recapped the actions, detailed in the minutes of the Leadership & Resources committee, taken to ensure compliance with the new rules. The school Bursar has been designated the Data protection Officer, but DL is currently researching options for outsourcing this.</p> <p>JR agreed to take on the role of GDPR governor.</p> <p>Action: DL to report back on possibility of outsourcing DPO role</p> <p>One governor asked about the acceptability of having governor papers at home. It was agreed that as the minutes are public documents, it should not be a problem, but DL will issue every governor with an encrypted memory stick on which to keep governor information.</p> <p>Action: DL to issue encrypted memory sticks.</p>	<p>DL</p> <p>DL</p>
12	<p><u>HEADTEACHER'S PERFORMANCE REVIEW</u></p> <p>The process is currently on schedule, and it was agreed to continue with Margaret Burslem (SIP) as advisor for next year.</p> <p>A meeting has been arranged for 2nd October 2018.</p>	

15	<p><u>SCHOOL POLICIES</u></p> <p>All policies scheduled for review this term had been approved in committee.</p>	
16	<p><u>PLANNED RESIDENTIAL VISITS</u></p> <p>There were no visits requiring governor approval.</p>	
17	<p><u>MEETINGS</u></p> <p>It was confirmed that the next full Governing Board meeting would be held at the school on 15th October 2018</p> <ul style="list-style-type: none"> • 18th March 2019 • 17th June 2019. <p>The next Curriculum & Attainment and Leadership & Resources committee meetings are on the 3rd October 2018 at 6pm.</p>	
18	<p><u>ANY OTHER BUSINESS</u></p> <p>Buyback of Cheshire East Governor Training programme. The cost to the school would be nearly £2k, and as no governors had done any training this year, it was not felt to be a good use of funds. It was recognised that more training would be needed next year, with 2 new governors and possible finance training, but other training providers are available, and even if a CE course was most appropriate, it would probably still be cheaper overall on a pay-as-you-go basis.</p> <p>Governors decided not to buyback the CE Governor training programme.</p>	
19	<p><u>IMPACT STATEMENT</u></p> <p>The governors have helped move the school forward by: <u>Ensure clarity of vision, ethos and strategic direction;</u></p> <ul style="list-style-type: none"> • Reviewing the School Development Plan <p><u>Hold the Headteacher to account for the educational performance of the school;</u></p> <ul style="list-style-type: none"> • Questioning the headteacher about the data on progress in Writing. <p><u>Oversee the financial performance of the school, ensuring value for money;</u></p> <ul style="list-style-type: none"> • Reviewing the 3yr budget plan. <p><u>Promote the highest possible standards for Safeguarding.</u></p>	

	<ul style="list-style-type: none">• Reviewing the Safeguarding report to the L&R committee.	
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The meeting finished at 7:05pm.

.....Chair

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