

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
VINE TREE PRIMARY SCHOOL
HELD AT THE SCHOOL ON 5th FEBRUARY 2018**

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| Governors Present: | Mrs Jill Rhodes | Chair |
| | Mr Darren Locke | Head teacher |
| | Miss Naomi Thomas | (NT) |
| | Mrs Claire Reid | (CR) |
| | Mrs Janet Cope | (JC) |
| | Mrs Catherine Blundell | (CB) |
| | Mrs Catherine Homer | (CH) |
| | Rev Lynne Cullens | (LC) |

Also in attendance: Alison Knowlson Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

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| | The meeting started at 6:03pm | |
| 1 | <p><u>APOLOGIES & ADDITIONAL AOB ITEMS</u></p> <p>Apologies were received and accepted from.</p> <ul style="list-style-type: none"> • Simon Yates • Carla Byng • Michelle Sawyer <p><u>AOB</u></p> <ul style="list-style-type: none"> • The Nursery provision. • Global Learning 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> | |
| 3 | <p><u>MEMBERSHIP</u></p> <p>The Governing Board currently has one vacancy.</p> <p>1 x Co-opted Governor</p> <p>The governors discussed the application of two parent governors for the one vacancy. They also discussed MS attendance at governors meetings; due to her personnel circumstances she is not able to be a full governor. She still wants to continue to contribute to the school.</p> | |

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| | <p>The governors agreed to make MS an Associate Governor; Catherine Homer is to fill the co-opted governor vacancy, and this will create two vacancies for parent governors which will be filled by the recent applications.</p> <p>The Headteacher (HT) will notify the clerk of the names and addresses of the newly elected Parent Governors.</p> <p>Action: HT to notify the clerk, who the new Parent Governors are, their email addresses their home address and telephone number.</p> | |
| 4 | <p><u>PART ONE MINUTES AND MATTERS ARISING</u></p> <p>The part one minutes of the meeting held on 16th October 2017 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"> • Chair to review and send to governors the Manual of Internal Financial Procedures once she has reviewed it. • HT to send the terms of reference to the clerk for agreement at the next FGB meeting. | |
| 5 | <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>The Chair has been involved in reviewing the:</p> <ul style="list-style-type: none"> • Cashless payments for parents • A safeguarding issue. | |
| 6 | <p><u>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</u></p> <p>The following committees met on the 15th January 2017:-</p> <ul style="list-style-type: none"> • Curriculum and Attainment. • Leadership and Resources. <p>The Chair gave an update of the meetings:</p> <p><u>Curriculum and Attainment committee</u> The governors reviewed the:</p> <ul style="list-style-type: none"> • Pupil progress • School development plan • Teaching and learning plans for maths and English |  C & A Meeting 15.01.18.doc  L & R Meeting 15.01.18.doc |

- The SIP report
- Chair reported on Year 6 parents evening SAT's

Leadership and Resources committee

The governors reviewed the:

- Pupil absence
- Clerking
- ChESS
- Cleaning contract
- Term dates for 2018/19

7. HEADTEACHER'S REPORT

Part one of the Head teacher's report contained the following matters:

- School Context
- Key Stage 1 Outcomes for Pupils
- Key Stage 2 Personnel Development and Well Being
- Data Analysis
- Attendance data 95.2%
- Maths Analysis of KS1 and KS2
- Continuing Professional Development
- Additional School Activities
- Site and Building

Q: What is SEN K?

R: Support of some description by the school.

Q: What is an ECHP?

R: It is an Education Health Care Plan similar to the old statement that we had for children with Special Educational Needs (SEN).

The HT is to review the classifications for SEN on SIMS and adjust the report.

The governors found reviewing the holidays taken and the children arriving late would help with attendance. HT to add a column to see the tracking of the data.

Q: Do we have a similar scrutiny for English?

R: Yes, the report was not ready for FGB meeting; the HT will send the report to governors.

Q: What is an automated lock?

R: The latest fire drill highlighted the locked gate outside Year 3 and 4 class; the teachers were unable to open the gate, to evacuate the children. A key coded lock has now replaced the old lock.

Q: What does the rapid intervention needed in maths for Year 3 mean?

R: The high ability learners need the rapid intervention based on their Key Stage 1



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| | <p>data, as they didn't make the expected level of progress required. The Senior Leadership Team decided to put interventions in place for these children based on the data.</p> <p>The assessments have changed in the way the school judges' progress. NT explained to governors the progress the children in Reception to Year 4 are to make at the end of each year.</p> <p>The pupils in Year 5/6 are judged by different measures and are assessed at the by levels and not Age Related Expectations (ARE).</p> <p><u>MATTERS ARISING FROM THE HEADTEACHER'S REPORT</u></p> <p>There were no matters arising.</p> <p>Action: HT is to review the classifications for SEN on SIMS and adjust the report. HT to add a column to the absence data</p> | |
| 8 | <p><u>FINANCIAL MATTERS</u></p> <p><u>Budget v Actuals</u></p> <p>The HT and SBM are due to meet with the Budget officer on the 6th March 2018. The indicative budget shows the school will have an increase of £10k; High needs block will reduce by £6k due to a child moving schools; Pupil Premium is due to rise by £3k, this has not taken into account any income generated by the school. Therefore, the budget could increase by £6.5k. Once the meeting with the Budget Officer has taken place and the figures are confirmed, the HT will send the budget to the governors.</p> <p>The Leadership and Resources committee reviewed the Budget v Actual at the meeting on the 15th January 2018.</p> <p><u>Three Year Budget</u> Due to not having a budget meeting these figures were not available.</p> <p><u>Pupil Premium</u></p> <p><i>This was tabled at the meeting.</i></p> <p><u>Sports premium</u></p> <p><i>This was tabled at the meeting.</i></p> <p><u>Staffing Structure</u></p> <p><i>This was moved to part two.</i></p> <p><u>SFVS</u></p> <p>This has been submitted and will be sent to the governors. Chair to action</p> |  <p>Scheme of Delegation.doc</p>  <p>PE Sport Premium How we spend our</p>  <p>Vine Tree premium plan for 2017-18.</p> |

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| | <p>Action: HT to send the confirmed budget to governors.</p> <p>Chair to send SFVS to governors.</p> | |
| 9. | <p><u>STRATEGIC DEVELOPMENT PLAN (SDP)</u></p> <p>This was discussed at the Curriculum and Attainment committee meeting on 15th January 2018 with some details in the Head teacher's report.</p> <p>The Chair noted the SDP from last year hasn't been evaluated, and the correlation between budget and SDP isn't clear enough. This is to be reviewed at the next Leadership and Resources meeting.</p> <p>The Safeguarding governor is now an Associate Governor; the Chair asked if LC would shadow MS to gain experience of this role. The meetings' are once a term, LC agreed to shadow the safeguarding governor, so long as the role wasn't onerous.</p> <p>The Chair expressed her pleasure at the plan for maths and pleased to see the school have plans to gain the kite mark in maths.</p> <p>Q: Why is the objective to maintain the standard in writing not on the medium term plan? R: Writing should be on both the medium and long term plans.</p> <p>Action: HT to produce the report without the image in the background. HT to add writing to the medium term objective.</p> |  vine tree sdp acti plans 2017-2020. |
| 10 | <p><u>STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS</u></p> <p>The Clerk informed governors of the services available from the School Governance Team.</p> <p>The governors agreed to keep the arrangements the same as this year.</p> | |
| 11 | <p><u>CLERKING ARRANGEMENTS FOR 2018-2019</u></p> <p>The governing board agreed to use the Cheshire East clerking service for 2018/19.</p> <p>The governors asked if the Governance Clerking, and training offer was available on ChESS, the clerk informed them that it should be available from February half term.</p> <p>CH agreed to review the ChESS service level agreements for 2018-19.</p> | |
| 12 | <p><u>SCHOOL IMPROVEMENT PARTNER (SIP)</u></p> <p>The Chair raised in the latest SIP visit report, the recommendation that the EYFS teacher received support in Maths and English.</p> |  Report for Governors novent |

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| | <p>The HT stated that Mrs Welsh has attended a moderation meeting, and the EYFS team have been invited to visit the school if capacity allows.</p> <p>There have been CPD opportunities for Mrs Welsh and she is visiting other local providers.</p> <p>Mrs Welsh has met with Emily Woodward the English lead and Year 5 teacher; and has completed a mock moderation and had support from Naomi Thomas curriculum leader for Maths.</p> | |
| <p>13</p> | <p><u>DIRECTOR'S REPORT</u></p> <p>Director's Report for the Spring Term 2018 contained the following matters:</p> <ol style="list-style-type: none"> 1. School Governance and Liaison update 2. Ofsted update to Short Inspections from January 2018 3. Newly Qualified Teachers 4. Consultation on revising Qualified Teacher Status and Teacher Career Progression 5. Special Educational Needs and Disability (SEND) update 6. 2018/19 Schools' Funding Formula 7. Careers Guidance and Access for Education and Training Providers 8. Staffing updates 9. The Apprenticeship Levy – six months in 10. Determination of Local Authority Admission Arrangements and Coordination scheme 2019-2020 11. Processing In-Year Applications 12. Changes to The Admission Code for children previously in care outside of England 13. Reporting Violence and Aggression on PRIME 14. Missing Child Guidance 15 Cheshire East Children's Safeguarding Board 16. Schools' Audit Programme 2017/18 <p>Further Information Education System Strategic Procurement (ESSP) Best4Business Programme and the Oracle Replacement Update</p> <p>The Clerk highlighted to governors a number of issues, and governors noted the report. The following points were discussed:</p> <ol style="list-style-type: none"> 1. The Safeguarding items. - Noted for action at committee level 2. The Schools Audit programme. 3. Funding Formula. | |

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| | <p>The governors discussed the latest GDPR requirements, and agreed to have a school based email account – HT to arrange.</p> <p>Action: HT to arrange governor to have school based email addresses. Governors to use the school's ICT technician if they need to link emails to their phone.</p> | |
| 14 | <p><u>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</u></p> <p>The Training Liaison governor SY was on absent from the meeting, and therefore no report was presented.</p> <p>The governors are meeting to review the skills audit for the FGB, at the Leadership and Resources committee meeting on the 6th June 2018.</p> | |
| 15 | <p><u>SCHOOL POLICIES</u></p> <p>There were no policies for the governors to approve this term.</p> | |
| 16 | <p><u>APPROVE TERM DATES FOR 2018-19</u></p> <p>The term dates for 2018-19 were approved at the subcommittee meeting.</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 18th June 2018 6pm</p> <ul style="list-style-type: none"> • 15th October 2018 • 18th March 2019 • 17th June 2019. <p>The Curriculum and Attainment and Leadership and Resources committee meetings are on the 6th June 2017 at 6pm.</p> | |
| 18 | <p><u>ANY OTHER BUSINESS</u></p> <p><u>The Nursery</u></p> <p>The Nursery provision is on hold, due to the initial stumbling blocks previously discussed. The breakfast club is established and the wrap around care is held back due to the issues with the building, as the floor is rotten.</p> <p>The governors were made aware of the poor condition of the ramp to the building the building is lower than the ramp and this has caused the floor of the mobile to rot. The ramp is unfit for purpose and the HT is to arrange a contractor to repair the ramp.</p> <p>Breakfast club is thriving and extra staff is needed on Fridays, other days are getting busier and more TA's will be recruited.</p> <p>Action: HT to arrange a contractor to repair ramp.</p> | |



Global Learning Report

NT updated governors on her NPQSL school improvement project, on Global Learning (GL). The school had a history of having links in other countries, but due to the new curriculum taking priority these links have been lost. She completed an audit on the framework objectives of GL and found the school was at the developing stage of providing a global education for the pupils.

The aim of the programme is to share strategies and methodologies to improve pupil’s Global Awareness and their role in an increasingly global interdependent world. If this project was successful, pupils would end the year with an increased knowledge of appropriate strategies which they can explore to make the world more just and sustainable, whilst also improving their understanding of British Values – democracy, rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

The Global Learning is a network of schools in Cheshire East, with the lead school Edgerton Primary School who has links with the British Council. NT has attended four day training sessions, to develop the pupils understanding and challenge stereo typical views. From these training says a programme of CPD was developed for the school. All staff received GL training every term from 2016-17 with themes covering, poverty, refugees, identity, challenging stereotypes and terrorism.

Findings

- At the beginning of the project staff awareness of Global Learning and how to successfully implement it was poor. They had a limited understanding of the aims of global learning and what was important for pupils.
- Similarly, pupils had a limited understanding of global issues, including poverty. They also demonstrated that they had been given limited opportunities to apply their understanding of Global issues.
- During the project staff reported that they felt an improvement of delivery of Global initiatives in school, however individually they felt they were not doing enough.
- Whole School Audit data shows that as a school we have moved from an early/ developing stage to developing, with some areas embedded.
- Pupils understanding have moved from developing to secure.

Q: How many schools are in the project?

R: At least 20.

19 **IMPACT STATEMENT**

The governors have help move the school forward by reviewing:
Ensure clarity of vision, ethos and strategic direction;

- School Development Plan

Hold the Headteacher to account for the educational performance of the school;

- Questioned the Year 3 maths and clarified the Year 5 and 6 levels
- Reviewed the termly Assessment

Oversee the financial performance of the school, ensuring value for money;

- Reviewed the indicative Budget

Promote the highest possible standards for Safeguarding.

- Discussed the ramp and the safe guarding implications
- Reviewed GDPR
- Ensure governors email address are school based
- Safeguarding automatic lock from the fire drill practise.

The meeting finished at 7:20pm.

.....Chair

.....Dated