

**MINUTES OF A MEETING OF THE BOARD OF GOVERNORS OF
GORSEY BANK PRIMARY SCHOOL
HELD AT THE SCHOOL ON 13th MARCH 2018, 6.15pm**

Governors Present:	Colin Shepherd (CS) Estelle Goodwin (EG) Lisa Woolley (LW) Catherine Barber-Brown (CBB) Carol Ellender (CE) Joe Maguire (JM) Alex Metcalfe (AM) Sally Stedman (SS) Chris Stubbs (CSt) Carl Windsor (CW)	Chair Vice Chair Head Teacher
Apologies:	Linda Magrath (LM) Simeon Mellor (SM) Timothy Munro (TM)	CEO Laurus Trust/Observer
Also in attendance:	Di Barker (DB) Louise Collinge (LC) Ryan Thompson (RT)	Trust Primary Finance Officer Clerk to Governors DHT Designate/Observer

PART ONE – NON-CONFIDENTIAL BUSINESS

		Action
	GOVERNOR TRAINING	
	LINK GOVERNOR ROLES & RESPONSIBILITIES	
	<p>EG briefed governors on the current roles and responsibilities of Link Governors. Key points included:</p> <ul style="list-style-type: none"> • EYFS Link Governor – this would now be re-introduced as a new role. • Community & Communications Link Governor – this was a newly recreated role allocated to SM. • New job descriptions were currently being written for each Link Governor role and would be uploaded to TTG as soon as complete. • When carrying out a Link Governor Record of Visit - it was advisable that the Link Governor review the previous ROV on the Trust Governor (TTG) site (under Governor Visits heading) before meeting with the relevant staff member, completing their report, sending it to the chair for approval and finally uploading the report on TTG. • Governors to name report files on TTG consistently to ensure they can be located easily – Year-Subject-ROV • The frequency of the ROV may have been changed and governors should check the relevant job description for details. 	

	<ul style="list-style-type: none"> The updated Policy Review Schedule is on TTG and any governor assigned to carry out a policy review should follow a similar process to that of a ROV. <p>Q: Would it make more sense to have the SEN ROV scheduled for the Autumn term when the data is available?</p> <p>A: If you schedule the visit for the end of the summer term we will have the data by then.</p> <ul style="list-style-type: none"> The LGB would like to introduce regular termly updates from Link Governors of core subjects, such as English and Maths. 	
1	GOVERNANCE	
1.1	<p>APOLOGIES</p> <p>Apologies were received and accepted from Linda Magrath, Simeon Mellor and Timothy Munro.</p>	
1.2	<p>AOB ITEMS</p> <p>No additional items of AOB were noted.</p>	
1.3	<p>CONFLICT OF INTEREST</p> <p>There were no conflicts of interest declared for the business to be discussed at the meeting.</p> <p>The manual log was circulated at the meeting for governors to check/update.</p>	
1.4	<p>REGISTER OF PECUNIARY INTERESTS</p> <p>Governors were asked to advise the school of any changes to their annual declaration of pecuniary interests and update TTG.</p>	All Govs – update pecuniary interest info
1.5	<p>GOVERNOR CODE OF CONDUCT</p> <p>Governors should ensure that they had read the Code of Conduct on TTG and tick the box within My Profile/Edit to confirm this.</p>	All Govs – Agree to CoC on TTG
1.6	<p>MEMBERSHIP</p> <p>To receive any changes to the membership of the Gorseley Bank Local Governing Body:</p> <ul style="list-style-type: none"> Carol Ellender was welcomed to the governing body as the newly elected staff governor with effect from 05.03.18. <p>CS provided governors with an update on progress in regards to governor continuity:</p> <ul style="list-style-type: none"> Five experienced governors have terms of office ending in 2020 and CS had established that four of these planned to stand down when their term came to an end, or earlier/later if required. One of these has indicated that they intend to stand down this summer and the resignation has been, reluctantly, accepted. This created an immediate challenge/opportunity to recruit new members and CS will approach one possible candidate whose 	Clerk – update records

	<p>name has been suggested. If agreeable the candidate would be invited to attend the summer LGB meetings as an observer with a view to being appointed to the board in September 2018.</p> <ul style="list-style-type: none"> • Governors needed to consider broadening the diversity of the LGB and CS asked governors to approach either him or LW if they knew of any potential candidates. • CS confirmed he would be standing down as chair at the end of the academic year and with this in mind he had registered on the Inspiring Governance website to help recruit a possible replacement as attempts to find a Chair from existing members had so far been unsuccessful. <p>Q: What do you look for in a governor or Chair?</p> <p>A: We would like someone who has a vested interest in the school along with the commitment and objectivity to do the job. It would also be valuable to review the skills matrix of the governors who will be leaving to help identify future gaps in skills and experience.</p> <p>It was noted that several organisations, such as Manchester University, often have initiatives to encourage their staff to sit on governing boards and this may be another recruitment option to consider.</p> <p>Q: What are the new governor’s thoughts on the GB induction pack/paperwork?</p> <p>A: It could probably benefit from an update.</p>	
1.7	<p>APPOINTMENT TO ROLES</p> <p>It was noted that a suitable role for AM within the LGB needs to be assigned. C/fwd action for CS/EG/LW.</p>	c/f -CS/EG/LW – AM Governor role
1.8	<p>SCHEME OF DELEGATION</p> <p>The Scheme of Delegation for the Laurus Trust is available on TTG. LW confirmed that no material changes had been made to the scheme since the last LGB meeting.</p> <p>C/fwd action for EG – send list of key ‘go-to’ documents to governors.</p>	c/f - EG send list of docs to Govs
1.9	<p>MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the previous meeting dated 05.12.17 were reviewed and confirmed as a correct record. An electronic version is to be signed and retained on TTG.</p> <p>CBB noted one amendment on page 13 - Clerk to amend and add updated copy to TTG asap.</p> <p>The actions from the previous meeting were reviewed and updated accordingly:</p> <ul style="list-style-type: none"> • GB Risk Register – see agenda item 6.4. 	Clerk – amend minutes

1.10	<p>LGB OBJECTIVES</p> <p>The LGB Action Plan 2017/18 had been added to TTG prior to the meeting and was reviewed as below:</p> <ul style="list-style-type: none"> • CS had gone through the document and RAG-rated the objectives accordingly. Most were judged to be amber/ongoing and therefore not of any immediate concern. 	
2	<p>MAT/LAURUS TRUST</p> <p>The Laurus Trust Report to the LGB March 2017 had been circulated prior to the meeting and governors were invited to comment or ask questions.</p> <p>Q: What is the contingency plan if Cheadle Hulme Primary School isn't completed in time for September 2018?</p> <p>A: The Trust have been assured by the contractors that it will be, but if for any reason it isn't ready, space in the CHHS Sixth Form building would be provided for reception and KS1 children.</p>	
3	<p>PERFORMANCE & ACCOUNTABILITY</p>	
3.1	<p>GORSEY EVALUATION DOCUMENT (GED)</p> <p>The latest GED had been uploaded to TTG prior to the meeting. JM confirmed that there were no changes other than the suggested amendments discussed at the last LGB meeting.</p>	
3.2	<p>SDP</p> <p>The SDP focus for the meeting was on 'To empower pupils to value the global and local communities to which they belong'. JM advised:</p> <ul style="list-style-type: none"> • The pupils had chosen two local charities to support. These were the Wilmslow Animal Sanctuary for KS1 and 'In Together' Dementia Café for KS2. • This year's Aspiration Week focused on people who contribute to our community. This included the likes of police and nurses, but also highlighted the role of volunteers in our local community. Volunteers such as Wilmslow Clean Team, Girl Guides and some ex-pupils visited the school. The week contributed towards the objectives of this particular core aim extremely well. • Esther McVey MP had visited the school on 09.03.18 for an assembly with the pupils. She had also taken part in a session with the School Council and a Q&A session with a Year 5 class. She engaged well with the pupils and later commented on the positive attitude and political mindedness of the pupils. • On Safer Internet Day, CW had run a couple of excellent sessions on e-safety for parents. The school would actively encourage parents to attend any future sessions. • The next steps in developing this core aim included setting up Skype Classroom to enable pupils to connect with different schools, including a school in South Africa. The aim was to have this up and 	

	<p>running by the end of the year.</p> <ul style="list-style-type: none"> The school was also looking to explore topics and issues around asylum and refugees through the curriculum during the summer term. <p>Q: Are you expecting any reaction from parents regarding this?</p> <p>A: We may get a few parents raising concern but we are prepared for this.</p> <p>Governors thanked JM for his presentation and praised SLT for their efforts to ensure the pupils at the school were aware of their local community and beyond. Governors recognised the challenge of introducing pupils to the concept of community, from the very local through to the global. It was noted that pupils also needed to be made aware of the many communities in between these two extremes.</p> <p>Governors agreed the school had made good progress in establishing local community links and that these would now lay the foundations to explore communities further afield. EG recommended the local charity 'Wilmslow Wells for Africa' as a possible organisation that brings local and global together.</p> <p>The next SDP focus was agreed as 'To ensure leaders at all levels have a positive impact on pupil achievement'. JM to present.</p>	<p>JM – provide SDP focus at next LGB</p>
<p>3.3</p>	<p>PUPIL OUTCOMES</p> <p>Two documents had been uploaded to TTG prior to the meeting. These were the Key Attainment and Progress Foci and the Maths Development Summary 2017-18 (March Update).</p> <p>JM also presented the end of KS2 pupil progress data on the IWB. JM to upload this KPI data to TTG following the meeting.</p> <p>JM explained to governors:</p> <ul style="list-style-type: none"> The figures highlighted in amber were the percentage of pupils the school were confident would meet the expected standard. Those highlighted in green showed the percentage that would definitely be above the expected standard. The expected standard was much broader in the new primary curriculum. The current Year 5 pupils would be the last cohort to have transitioned from the old national curriculum. <p>Q: Do you compare your data to the national average?</p> <p>A: Yes, we do and these comparisons can be found in the GED. Our pupils achieve above national average in their SATs.</p> <ul style="list-style-type: none"> If we achieve the numbers reaching expected standard we have forecast we would be extremely pleased, but it still may not guarantee progress will be as good as we want them to be because our KS1 results have been so high for the last 5 years. <p>Q: Some other schools may be working their pupils extremely</p>	<p>JM – upload KPIs to TTG</p>

	<p>hard and putting lots of pressure on them to ensure good SATs results. Can you reassure us that this isn't the case here?</p> <p>A: Absolutely, we have made a conscious decision to ensure our pupils continue to have access to a broad, creative curriculum, not just a diet of Maths and English. Our pupils are highly industrious and keen to learn and they have embraced any additional help such as the early morning maths sessions. We have put on these extra sessions to give the children the best possible chance to do well.</p> <p>EW noted that the school had tried to balance learning for life with keeping progress on track. Other schools who had gained better SATs results had often narrowed their curriculum and employed additional teachers in Year 6.</p>	
4	CHALLENGE	
4.1	<p>LINK GOVERNOR REPORTS</p> <ul style="list-style-type: none"> Phonics – Done - JM to review before EG uploads to TTG Geography/History & Languages – CS had completed – JM to upload to TTG Governors to check on the Link Governor Reporting schedule if they are required to carry out a ROV in the summer term and ensure they are completed in advance of Summer 2 meeting on 10.07.18. 	<p>EG – upload Phonics ROV to TTG</p> <p>JM – Upload ROVs to TTG</p> <p>All Govs – complete Summer ROVs</p>
4.2	<p>ACTIONS FROM POLICY REVIEWS</p> <p>No actions from policy reviews were required this term.</p>	
4.3	<p>ALLOCATE POLICY REVIEWS</p> <ul style="list-style-type: none"> Confidentiality Policy – AM to complete English as an Additional Language (EAL) – CSt Supporting Pupils with Medical Conditions – CSt Capability Policy – on hold due to a new policy currently being adopted by GB. Schedule for review in 12 months. EG to amend schedule. 	<p>AM – Confidentiality Policy Cst – Policy Reviews</p> <p>EG – amend Policy Schedule</p>
5	FINANCE	
	<p>The In-Year Budget and Three Year Plan had been uploaded to TTG prior to the meeting. DB noted the following:</p> <ul style="list-style-type: none"> DB was new in role as Trust Primary Finance Officer but had two children at the school and was a qualified Chartered Accountant. The 2016-17 accounts had been signed off and the carry forward surplus figure had been confirmed. The In-Year deficit forecast was £18K less than previous expectations. This upside to the budget was due to various factors as noted in the overview summary. 	

- The budget was now being re-forecast on a regular basis and no significant surprises had arisen.

Governors noted that overall the figures looked quite good and acknowledged that having DB in role would ensure that the school monitors the budget closely.

- The Three Year Plan included the confirmed school allocation for 2018-19.

- The 2019-20 school allocation had been forecast on a 1% increase in funding. This is conservative and the potential upside could be as much as £54K. With the introduction of National Fairer Funding (NFF) the budget beyond 2020 is difficult to predict.

- The forecasts to do not have contributions from the PTA factored in.

- The school were looking at various sources of additional income, including running an Easter holiday club; reviewing the pricing structure of Kids GB; offering school to school support; introducing the SCITT programme and applying to be a teaching school.

Q: When are you expecting to start generating income from MUGA?

A: There are still ongoing issues with the drainage of the field to be resolved, but in terms of the budget we will not be expecting MUGA to provide a significant stream of income.

Governors noted that the planning restrictions on installing floodlighting would limit its potential to be hired out.

Q: What are the main charitable donations?

A: Andrew Law, who is the Trust Sponsor, has contributed to this income along with the annual £2K donation from the School Food Company and a PTA contribution towards ongoing commitments and subscriptions such as MyMaths.

Q: What comes under Other Government Grants?

A: Lots of smaller strands of government funding including things like Pupil Premium and SEN funding.

Q: Why have you included a spend of £30K per year on IT?

A: This was originally £38K but following review we have managed to bring that down by £8K. The school has a rolling programme in place to update and upgrade IT equipment and this is reviewed every year in line with the budget. For example, we would like an Interactive Whiteboard (IWB) in every classroom but they cost around £3K each so they will be installed on a gradual room by room basis.

Q: Do we still need to see a phased budget?

A: The last financial information you saw from the Laurus Trust probably had an annual figure on it. The Trust do not do monthly

	<p>accruals so it would be difficult for them to provide a phased budget. DB is now doing a rolling forecast and reviewing the 12-month commitment column on an ongoing basis so we are confident that our budget is accurate.</p> <p>Governors thanked DB for providing a clear and concise summary of the financial figures and agreed that that having DB in role would ensure governors were well informed on financial matters moving forward.</p> <p>DB left the meeting (7.00pm).</p>	
6	SAFEGUARDING	
6.1	<p>PUPIL NUMBERS AND ATTENDANCE</p> <p>A document entitled 'School Characteristics March 2018' was uploaded to TTG prior to the meeting. No significant changes were noted.</p> <p>LW informed governors that Reception admission numbers for September 2018 included 35 siblings out of the PAN of 60. There had been some children living within the catchment area that had not been offered a place. This may result in some appeals.</p> <p>LW to amend the date on the document (2016-17 should be 2017-18).</p>	LW – amend date on School Characteristics
6.2	<p>SAFEGUARDING/BEHAVIOUR</p> <p>A Behaviour and Safety update document was issued prior to the meeting. No Safeguarding/Behaviour issues were noted during the meeting.</p> <p>EW clarified that the date written in the 'Operation Encompass' section was correct as the school were analysing the impact of the initiative since its launch.</p>	
6.3	<p>EXCLUSIONS</p> <p>None this term.</p>	
6.4	<p>HEALTH & SAFETY</p> <p>The latest Health & Safety Update had been uploaded to TTG prior to the meeting.</p> <p>LW informed governors that the school was currently reviewing the Laurus Trust Risk Register. Governors agreed that the school should have its own individual risk register and that this needed progressing as soon as possible. EW to ensure completion for review/approval at the next LGB meeting on 22.05.18.</p> <p>Q: What should be in the risk register?</p> <p>A: It includes anything that may pose a risk to the school closing, such as adverse weather, security issues, the death of a pupil, etc.</p> <p>Q: Was there any update on the roof issue?</p> <p>A: The school had responded to the Freedom of Information (FOI) request but had not received any further communications since before</p>	<p>LW – GB Risk Register</p> <p>Clerk – Agenda item</p>

	<p>Christmas.</p> <p>Q: Do teachers really need ladder training?</p> <p>A: This was one of the very few recommendations from the audit and relates to when staff are putting up displays, for example.</p>	
6.5	<p>EDUCATIONAL VISITS</p> <p>Two residential educational visits, one for Year 4s in March and one for Year 3s in May were approved by governors.</p>	
6.6	<p>GORSEY BANK RISK REGISTER</p> <p>Please see agenda item 6.4.</p>	
7	<p>DEVELOPMENT GOVERNOR REPORT</p>	
7.1	<p>TRAINING UPDATE</p> <p>CBB had reviewed the training overview report on TTG and requested governors record any relevant training on the system. This may not necessarily be a specific governor training session - governors could also add the pre-meeting sessions to their records if they so wished.</p> <p>Clerk to email the Spring/Summer CE Training Booklet to all governors.</p> <p>AM confirmed he was booked on to the Governor induction modules.</p> <p>Q: Is there a certain requirement for governor training?</p> <p>A: The LGB expect new governors to complete the Governor induction modules. You can include anything you do that would expand your understanding of governance and help you contribute further to the governing board. For any governor to be allowed to sit on a recruitment panel they must have completed Safer Recruitment Training.</p> <p>Governors discussed how the impact of their training could be demonstrated through the challenge/questions they ask during meetings.</p> <p>CBB would review and update the GB Governor induction programme and present a revised version to the LGB at the next meeting.</p>	<p>All Govs – record training on TTG</p> <p>Clerk – email training programme</p> <p>CBB – update new governor programme</p>
8	<p>STAKEHOLDERS AND COMMUNITY</p> <p>It was noted that SM had received positive comments about the new governor’s page on the website. The aim was to post a summary following each LGB meeting.</p>	
9	<p>AOB</p> <p>None.</p>	
10	<p>NEXT MEETINGS</p> <p>The date of the next LGB was confirmed as Tuesday 22nd May 2018.</p> <p>The dates for the remainder of the academic year are:</p> <ul style="list-style-type: none"> 10 July 2018 	

11	IMPACT OF THIS MEETING	
	<ul style="list-style-type: none"> • Governors had received clarity on the schools' financial position. • Governors had extended their understanding of how the schools was addressing the SDP core aim 'to empower pupils to value the global and local communities to which they belong.' • Governors noted the 'deep dive' approach to aspects of the SDP and/or T&L was much more productive and useful than light-touching lots of topics. 	

The meeting moved to Part 2.

..... Chair

..... Dated