

**MINUTES OF A MEETING OF THE BOARD OF GOVERNORS OF  
GORSEY BANK PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 10<sup>TH</sup> JULY 2018, 6.15pm**

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

**PART ONE – NON-CONFIDENTIAL BUSINESS**

		<b>Action</b>
	<b>GOVERNOR TRAINING</b>	
	<p><b>GDPR for Governors</b></p> <p>Governors viewed a training video on GDPR which had been produced specifically for school by the DfE.</p> <p>Governors were also provided with a Quick-read guide to GDPR from The Key.</p> <p>LW informed governors that the Trust had brought in the services of a DPO from Stockport Council and there was Trust-wide training on GDPR planned. The school had also completed detailed spreadsheets of their data ecosystem which had since been passed, via the Trust Compliance Officer, to the DPO.</p> <p><b>Q: Have Privacy Notices been done yet?</b></p> <p><b>A:</b> This is the next thing we need to do. Some key staff have had basic training and for example, we have revised our paperwork to ensure stakeholders are given the option to opt in, rather than opt out.</p> <p><b>Q: Have you considered the impact Subject Access Requests (SARs) could have?</b></p> <p><b>A:</b> We could have received SARs prior to the new regulations anyway but we tend to get Freedom of Information Requests (FOIs) rather than SARs. Parents have always been able to request to see anything we hold about their child so the impact remains the same.</p>	

	<p><b>Q: What timings are you aiming for getting GDPR compliant?</b></p> <p><b>A:</b> The Trust is working with the DPO to devise a timed plan.</p> <p><b>Q: The spreadsheets sound quite complex. Is there any scope to simplify them going forward?</b></p> <p><b>A:</b> The information within the spreadsheets has already been streamlined but this would come under the role of the DPO to review.</p> <p>Governors agreed to receive an update on plans/progress from the DPO at the next meeting.</p>	LW – DPO update Clerk – Agenda item
<b>1</b>	<b>GOVERNANCE</b>	
<b>1.1</b>	<p><b>APOLOGIES</b></p> <p>Apologies were received and accepted from Alex Metcalfe, Carl Windsor and Timothy Munro.</p>	
<b>1.2</b>	<p><b>AOB ITEMS</b></p> <p>None.</p>	
<b>1.3</b>	<p><b>CONFLICT OF INTEREST</b></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>	
<b>1.4</b>	<p><b>REGISTER OF PECUNIARY INTERESTS</b></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
<b>1.5</b>	<p><b>GOVERNOR CODE OF CONDUCT</b></p> <p>Governors should ensure that they had read the Code of Conduct on TTG and to tick the box within My Profile/Edit to confirm this.</p>	All Govs – Agree to CoC on TTG
<b>1.6</b>	<p><b>MEMBERSHIP</b></p> <p>The following changes to the local governing board were noted:</p> <ul style="list-style-type: none"> <li>• Estelle Goodwin resigned as a Co-opted Governor wef 09.07.18</li> <li>• Tim Munro resigned as a Co-opted Governor wef 01.09.18</li> <li>• Sally Steadman resigned as a Co-opted Governor wef 01.09.18</li> </ul> <p>Governors joined CS in thanking EG for all valuable contribution to the board and the school over the years. LW noted her attention to details had been invaluable.</p> <p>Governors also thanked SS for all of her hard work and dedication to the role throughout the many years she had been on the governing board and acknowledged her impact had been immense.</p> <p>CS notified governors that TM had decided to stand down due to increased work pressures. JM and LW will seek a replacement governor from Wilmslow High School and TM has already raised this matter with the High School head.</p>	JM/LW to contact WHS Head to discuss replacement for TM

	<p><b>Q: Would any replacement be appointed by the Trust or the LGB?</b></p> <p><b>A:</b> The board have always been keen to have a representative from the High School. They would be appointed by the LGB as a co-opted governor.</p> <p>CS also informed governors that the Trust would be employing its own Clerk from September. Therefore, Becky Claire, would clerk their next meeting. Governors thanked LC for her work over the last academic year.</p>	
1.7	<p><b>APPOINTMENT TO ROLES</b></p> <ul style="list-style-type: none"> <li><u>Appoint a Co-opted Governor:</u> Julie Lawson was appointed as a new Co-opted Governor wef 09.07.18.</li> </ul> <p>Governors discussed options in regards to replacing SS. Governors noted that NM had expressed an interest in joining the board after attending the last meeting as an observer.</p> <p><b>Q: Is he a parent? How many parents are currently represented on the board?</b></p> <p><b>A:</b> We have two elected parent governors, AM and SM but we also have four co-opted governors who are also parents of pupils at the school.</p> <p>LW noted that the school were keen to appoint a representative of faith, not necessarily Christian and were pursuing potential leads.</p> <p>Governors agreed that this was a positive development as the board should look to extend its diversity to better reflect the pupil population.</p> <p><b>Q: Don't the NGA recommend governors only serve a maximum of two terms?</b></p> <p><b>A:</b> Yes, but realistically that can be quite difficult. A balance mix of experience and new governors seems to be a more effective approach.</p> <p>Governors agreed to review the vacant Co-opted governor post at the Autumn 1 meeting.</p> <p>Clerk to inform CBB of term dates so she can amend TTG.</p> <ul style="list-style-type: none"> <li><u>Appoint a Chair of the LGB:</u> CS was appointed as Chair of the LGB for the Autumn term. The succession plan is that the Vice Chair (JL) will become the Chair from January 2019 and CS will then become Vice Chair.</li> <li><u>Appoint a Vice Chair of the LGB:</u></li> </ul>	<p>Clerk – Agenda item</p> <p>Clerk – CBB term dates</p>

	<p>JL was appointed as Vice Chair of the LGB for the Autumn term.</p> <ul style="list-style-type: none"> <li>Agree membership of the HTPM Review Committee:</li> </ul> <p>CS noted that he continued to have regular 1:1 reviews with LW. From September the HTPM would be with JM.</p> <p>LW and the Chair were appointed as the members of the HTPM review Committee.</p>	
<b>1.8</b>	<p><b>SCHEME OF DELEGATION</b></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>	
<b>1.9</b>	<p><b>MINUTES OF PREVIOUS MEETING</b></p> <p>The minutes of the previous meeting dated 10.07.18 were reviewed and confirmed as a correct record. An electronic version is to be signed and retained on TTG.</p> <p>The actions from the previous meeting were reviewed and updated accordingly:</p> <ul style="list-style-type: none"> <li>Ofsted Crib Sheet – it was recommended that this be a pre-meeting training topic during the next academic year.</li> <li>Role for AM – CS confirmed that AM had agreed to be the link Governor for School Performance Data.</li> <li>Governor Induction Process – CBB to contact AM to clarify feedback and follow-up actions.</li> </ul>	<p>LW – Ofsted training?</p> <p>CBB to contact AM re induction process feedback</p>
<b>1.10</b>	<p><b>LGB OBJECTIVES</b></p> <p>Copies of the LGB Action Plan 2017-18 (RAG Rated) and the LGB Action Plan 2018-19 had been uploaded to TTG prior to the meeting.</p> <p>Governors noted their contents and CS invited governors to inform him of any suggestions governors had for the next academic year.</p> <p><b>Q: Have you re-allocated Link Governor roles yet?</b></p> <p><b>A:</b> Not yet, that will be done shortly.</p>	
<b>1.11</b>	<p><b>CE DIRECTOR'S REPORT</b></p> <p>A copy of the Director's Report had been uploaded to TTG prior to the meeting.</p> <p>CS referred governors to articles on Headteacher Appraisal, Safeguarding and Governor board documents.</p> <p><b>Q:</b> Is the school taking part in Make the Mile?</p> <p><b>A:</b> We aren't taking part in that particular campaign because as a school we already commit to providing pupils with two hours of P.E. per</p>	

	<p>week. We have a strong culture around staying active at the school.</p> <p><b>Q: Are you adopting the ‘Signs of Safety’ strategy?</b></p> <p><b>A:</b> Yes.</p>	
2	<p><b>MAT/LAURUS TRUST</b></p> <p>The latest Laurus Trust report had been uploaded to TTG prior to the meeting.</p> <p>LW notified governors that Gorseley Bank had opted out of the consortium for catering as the school was happy with the provision it already had.</p> <p><b>Q: Will you review this again at some point?</b></p> <p><b>A:</b> We are hoping that the recent review will enable us to make some gains with the current provider and thereby improve the quality of provision going forward. We will however continue to monitor the consortium providers.</p> <p><b>Q: Are most of your policies provided by the Trust? Are they available on the school website?</b></p> <p><b>A:</b> Many of our policies are written by the Trust. We have had input in most primary ones. Only the statutory policies are on our website but there is also a link from our website to the Trust site where you can view the other policies. We have a trust policy and a school specific policy for Safeguarding.</p> <p><b>Q: Do you have details of the Local Offer on the school website?</b></p> <p><b>A:</b> Yes, there is a link to the Local Offer on our SEND page.</p>	
3	<p><b>FINANCE</b></p> <p>An update on the 2017-18 Budget had been uploaded on to TTG prior to the meeting.</p> <p>Governors asked LW to pass on their thanks for the recent budgetary information.</p> <p><b>Q: We seem to be losing money every year. What are we doing about this?</b></p> <p><b>A:</b> The main drain on our budget is pensions and NJC contributions. The Trust are looking at strategies to address this.</p> <p><b>Q: Are we doing enough to increase revenue though?</b></p> <p><b>A:</b> We have things like the holiday club and field hire which bring in some extra money but we are not a business and any revenue from these earning streams are really small in the context of the whole budget. We are bidding to become an English Hub and Phonics Screening Centre which will also provide additional revenue if successful.</p> <p>LW explained that the Trust’s Chief Finance Officer was familiar with the school’s budget figures and government funding per pupil was a</p>	

	<p>real issue for all schools.</p> <p>Governors suggested the board have a deep-dive review of the school's proposed plans in regards to future finance. It was also noted that the 3-Year Budget Forecast would be useful for governors to see ahead of any review.</p>	
<b>4</b>	<b>PERFORMANCE &amp; ACCOUNTABILITY</b>	
<b>4.1</b>	<p><b>GORSEY EVALUATION DOCUMENT (GED)</b></p> <p>The latest copy of the GED had been uploaded to TTG prior to the meeting.</p> <p>Governors noted the contents of the document and acknowledged that details on pupil performance would be discussed under Agenda item 4.3.</p> <p>JM/LW to arrange to go through the GED with JL separately.</p>	LW – GED with JL
<b>4.2</b>	<p><b>SDP</b></p> <p>The SDP for 2018-19 had been uploaded to TTG prior to the meeting.</p> <p><b>Q: One of your core aim to establish Gorsey as the lead primary in the Trust and is the only aim that doesn't focus on pupil outcomes. Can you explain it a bit more?</b></p> <p><b>A:</b> We have kept the core aims the same as last year as we believe there is still scope for further progression. Under that particular aim we are really looking at working with our different stakeholders to develop good practice and set the tone for us to be as pioneering as possible.</p>	
<b>4.3</b>	<p><b>PUPIL OUTCOMES</b></p> <p>Three documents were distributed to governors during the meeting, these were:</p> <ul style="list-style-type: none"> <li>• EYFS/KS1 Statutory Assessment Results 2018</li> <li>• KS2 Statutory Assessment Results 2018</li> <li>• 2018 Context for KS2 Results</li> </ul> <p>The following key points were made:</p> <ul style="list-style-type: none"> <li>• EYFS – moderation was very positive</li> <li>• KS1 – the school were extremely pleased the results and in particular the fact that boys and girls writing had come out fairly equal.</li> <li>• The school had been selected for moderation in writing.</li> <li>• KS2 – the results were excellent and even better than the school had predicted in their KPIs.</li> <li>• The Context document detailed the strategies the school had used to deliver the KS2 SATs results this year. E.g. smaller groups and sitting exams within pupil's own classrooms.</li> <li>• Progress measures provided were only an estimate at the</li> </ul>	

	<p>moment, calculated based on formula from previous years.</p> <ul style="list-style-type: none"> <li>• High attainment in KS1 has affected progress in recent years and this has taken time to work its way through.</li> <li>• In writing pupils can only be awarded a Scaled Score of 93, 103 or 113. This means if they haven't quite reached 113, they would drop down to 103. This should be considered when reviewing the progress measure.</li> <li>• The school had had external moderation at every stage and following the tests and every judgement staff had made turned out to be correct. This was an amazing fete.</li> </ul> <p>Governors congratulated the school on such outstanding results and thanked the SLT for ensuring the pupils had been cared for and kept relaxed throughout the whole experience. It was down to staff's hard work and 'no-pressure' attitude that had helped to produce such positive outcomes.</p> <p>Governors applauded RT for all of the work he had done leading the team and planning the logistical arrangements.</p> <p>Thanks were also noted to CH whose administration of the SATs process had been exemplary.</p> <p>LW asked governors to consider offering to support and monitor the school during the SATs examinations. Although this was not currently statutory, it was STA recommended good practice. This could be a governor coming in to oversee the opening of examinations papers.</p>	<p>Governors to consider further prior to 2019 SATs</p>
<b>5</b>	<b>CHALLENGE</b>	
<b>5.1</b>	<p><b>LINK GOVERNOR REPORTS</b></p> <ul style="list-style-type: none"> <li>• Safeguarding (SS) – complete – needs uploading onto TTG.</li> <li>• SEND (CSt) – complete and on TTG.</li> <li>• SEND Annual Report to Parents (CSt) –complete, just needs the end of year attainment and progress figures adding.</li> <li>• English (EG) – not yet carried out. EG agreed to complete in the autumn term.</li> <li>• Pupil Premium (CSt) – report to be completed by Autumn 2 meeting.</li> <li>• PE/Sport Premium (SM) – report to be completed by Autumn 2 meeting.</li> <li>• Music and Art &amp; Design (CBB) – report to be completed by Autumn 2 meeting.</li> </ul> <p>It was agreed that JL would now become the Safeguarding Link Governor. JL to consider carrying out one scheduled Safeguarding visit and one more 'on spec' visit, along with checking the Single Central Record termly.</p>	<p>EG/CSt/SM/ CBB – Autumn ROVs</p>
<b>5.2</b>	<b>ACTIONS FROM POLICY REVIEWS</b>	

	No actions from policy reviews were required this term.	
<b>5.3</b>	<p><b>POLICY REVIEWS</b></p> <ul style="list-style-type: none"> <li>• Health &amp; Safety (CSt) - report to be completed by Autumn 2 meeting.</li> <li>• Teaching &amp; Learning – this policy was now with the Trust.</li> <li>• Performance Management - this policy was now with the Trust.</li> <li>• Reasonable Use Agreement (CW) – CS to contact CW for a progress update.</li> </ul> <p>EG informed governors that she had added a question within the ROV in relation to relevant policies, so they would be covered by the Link Governor visit.</p>	<p>CSt – H&amp;S Policy</p> <p>CS – CW re Policy Review</p>
<b>6</b>	<b>SAFEGUARDING</b>	
<b>6.1</b>	<p><b>PUPIL NUMBERS AND ATTENDANCE</b></p> <p>A document entitled ‘School Characteristics June 2018’ had been uploaded to TTG prior to the meeting.</p> <p>Governors reviewed the contents of the document and noted that attendance was strong.</p>	
<b>6.2</b>	<p><b>SAFEGUARDING/BEHAVIOUR</b></p> <p>A Behaviour and Safety update document was issued prior to the meeting. Governors noted the contents of the update.</p>	
<b>6.3</b>	<p><b>EXCLUSIONS</b></p> <p>None this term.</p>	
<b>6.4</b>	<p><b>HEALTH &amp; SAFETY</b></p> <p>The latest Health &amp; Safety Update had been uploaded to TTG prior to the meeting.</p> <p><u>Risk Register</u> – agenda item for Autumn 2 LGB meeting.</p>	<p>LW – GB Risk Register</p> <p>Clerk – Agenda item</p>
<b>6.5</b>	<p><b>EDUCATIONAL VISITS</b></p> <p>LW informed governors that the Year 6 residential visit be at the same location as this year but the length of the visit had been shortened. Duration had been an issue for some pupils/parents this year. The reduced time did not impact that much on the number of activities the children will get to partake in.</p> <p><b>Q: Has uptake increased for this year?</b></p> <p><b>A:</b> We don’t have confirmed numbers yet.</p>	
<b>6.6</b>	<p><b>GORSEY BANK RISK REGISTER</b></p> <p>Please see agenda item 6.4.</p>	
<b>7</b>	<b>DEVELOPMENT GOVERNOR REPORT</b>	
<b>7.1</b>	<b>TRAINING UPDATE</b>	



	<p>CBB reminded governors to record any relevant research, learning or training on TTG.</p> <p>High level feedback from the Self Evaluation survey included:</p> <ul style="list-style-type: none"> <li>• Governors agreed strongly that the board had a clear vision and strategic priorities.</li> <li>• Governors felt that they kept their skills up to date.</li> <li>• Governors believed they lacked some understanding of their role and responsibilities.</li> <li>• Governors felt they did not connect enough with Pupil Voice.</li> </ul> <p>CBB to come back with training proposals at the next LGB meeting.</p>	<p>CBB – Training Proposals</p> <p>Clerk – Agenda item</p>
<b>8</b>	<b>STAKEHOLDERS AND COMMUNITY</b>	
	No update.	
<b>9</b>	<b>AOB</b>	
	None.	
<b>10</b>	<b>NEXT MEETINGS</b>	
	<p>The date of the next LGB was confirmed as Tuesday 2<sup>nd</sup> October 2018.</p> <p>Further LGB Meetings would be:</p> <p>Autumn 2 – 04/12/18</p> <p>Spring – 12/03/19</p> <p>Summer 1 – 21/05/19</p> <p>Summer 2 – 09/07/18</p>	
<b>11</b>	<b>IMPACT OF THIS MEETING</b>	
	<ul style="list-style-type: none"> <li>• Governors had considered the school’s GDPR compliance and requested a progress update from the DPO at their next meeting.</li> <li>• Governors had reviewed the Budget for 2017-18 and requested leaders provide more detailed proposals for additional revenue at future meetings.</li> <li>• Governors had reviewed the KS1 and KS2 SATs results and congratulated the school on their hard work in gaining an excellent set of results.</li> </ul>	

**The meeting moved to Part 2.**

..... Chair

..... Dated