



**MINUTES OF
FOR THE FGB MEETING OF THE ACORNS PRIMARY AND
NURSERY SCHOOL AND WHITLEY VILLAGE FEDERATED
SCHOOL**

Date	Thursday 17th March 2016 at 6pm
Venue	Whitley Village School

Present:	Di Buckley (DB) Nicola Downey (ND) Jane Gerrard (JG) (part) Susie Harding (SH) Mandy Hatton (MH) Lizzie Langton (LL) Emma Morgan Lloyd (EML) Martin Nield (ML) Jo Paylor (JP) Amanda Powell (AP) Gareth Powell (GP) Chrystal Rees (CR) Angela Tolan (AT)	Chair of FGB Staff Governor Staff Governor Co-Opted Governor Associate Member Parent Governor Staff Governor Co-opted Governor (and Vice Chair) Staff Governor Head Teacher Co-opted Governor Parent Governor Parent Governor
Apologies:	Matthew Fullager (MF)	Co-opted Governor
Absence:	None	
In attendance:	Elaine Dobinson-Evans	Clerk

The meeting met its quorum

AGENDA ITEM 1	INTRODUCTIONS & APOLOGIES FOR ABSENCE	
Discussion:	The Chair welcomed all to the meeting. Apologies were received from Matthew Fullager.	
Decision:	RESOLVED: to accept the apologies of the above named governor.	

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY INTEREST	
Discussion:	There were no declarations of personal or pecuniary interest.	

AGENDA ITEM 3	DECLARATION OF ANY OTHER BUSINESS	
Discussion:	MN suggested that time be allocated to discuss the announcements made by the government also to talk about the living wage.	

AGENDA ITEM 4	MINUTES OF THE LAST MEETING (19th November, 2015) n.b. Part 1 and Part 2 minutes are attached: click on icon	
Discussion:	Governors had reviewed the minutes prior to the meeting. The Chair signed the minutes.	
 FINAL MINUTES OF FGB 19 November 2015		
Decision:	RESOLVED: To accept the minutes as a true and accurate record.	

AGENDA ITEM 5		MATTERS ARISING from last minutes
		Further Actions Required
Clerk to collate meeting attendance data at the end of the year and send to website co-ordinator. <i>There is a meeting scheduled to put all minutes onto the School website.</i>		<i>End of year.</i>
Ensure that MF signs all of the forms from the last FGB meeting (code of conduct, etc.). MF sent apologies for the FGB due to his work schedule, although it was noted that he visits School regularly regarding Safeguarding matters.		Action: DB to email MF.
Write to parents at Whitley regarding the appointment of MH as a parent governor (ensure that other parents are given the chance to apply should they wish). <i>This action was completed.</i>		Action: Clerk to follow up.
Update attached list.		
Update governors' skills audit.		Action: JG to send audit to AT for her to email to all governors.
Arrange tours of both Schools for new members and for new members to attend training courses. Send RoVs to HM to file.		Action: AH and LL to arrange with AT. Action: HM to recirculate RoV template.
JG to lead a weekly briefing at Whitley from next Monday. <i>These are going well.</i>		
Attend CWAC forum regarding extensions to Schools in the area. <i>Governors agreed that there was nothing further to discuss at present.</i>		
Ensure that all staff are aware of the Gifts and Hospitality Policy. <i>This action has been completed.</i> Feed back to governors regarding progress of working party who are working on Strategic Plan. <i>SH advised that the strategic working party had not been able to meet however in the light of the news from the government there is now more to consider. It was agreed that DB, SH and JG would meet in the next half term with a view to a review in the summertime. GP encouraged governors to be proactive and suggested that governors should look at strategic plans for the Federation. SH noted the need to be fully informed. AP noted that it would be interesting to obtain feedback from the Weaverham cluster.</i>		Action: DB, SH and JG would meet in the next half term with a view to a review in the summertime.
As a result of the staff questionnaire visit Whitley. <i>This action is ongoing – DB and SH have visited.</i>		
Send copies of RAISE data handouts electronically. <i>This action is completed.</i>		
GP: Working group meeting to be arranged. <i>This action was completed.</i>		
Add JG as Safeguarding governor link <i>This action has been completed.</i>		
Clerk to send dates to MH and LL by email. <i>These are attached to the agenda and minutes of this meeting.</i>		

AOB	OTHER BUSINESS
Discussion:	Governors discussed several matters concerning the announcement made the day previously by the government. These covered: <ul style="list-style-type: none"> The need for a proactive strategic plan for the Federation.

	<ul style="list-style-type: none"> • The need to be aware of other MATs as possible threats. • The need to be fully informed including understanding more about different types of academies. • The need to be ready/prepared for what will be in the future – this to be reflected in the SEF and other documents. • It was agreed that the most important thing is to put the children first. • It was appreciated that this will be unsettling for staff. • It was noted that there is no longer any financial incentive for academies. • MN advised that it is necessary to have a plan in place by 2020. • It was noted that Mark Parkinson from the LA has said that he would give support to Schools looking at how to become an academy. • Governors discussed who would be able to give objective advice. Harry Ziman might be a suitable person to ask. • Governors recognised that a coasting or underachieving School could be forced to join an academy rather than to choose which academy. • There was concern that if summer results are not good, then School could be forced to join an Academy Trust that they would not choose. Governors discussed the fact that the Acorns data for Year 6 will not be good, however JP noted that there has been good HMI feedback and that improvement has been shown. • It was felt that timing is an important factor. 		
Action:	Email governors about another meeting to discuss this further following the publication of the White Paper.	DB	Asap after Easter

AGENDA ITEM 8 This item was brought forward in the agenda.	SUMMARY COMMITTEE REPORTS	Chairs of Committees & Head teacher
Discussion:	<ul style="list-style-type: none"> • Finance, Premises & Personnel Committee  <p>Minutes FINANCE Mtg 11th March 201</p> <p>SH advised that budgets are being managed effectively: savings have been made to mitigate overspend where necessary. Investment has been reflected in pupil progress although there are still issues with Years 5&6 but these are not budgetary issues - they are connected with curriculum and achievement. SH advised that the financial position in three years' time is difficult. Costs are unsustainably high: not because of income but because of costs, resulting in a £300,000 per year overspend. SH advised that actions are being identified to address this, including JG looking at other funding streams. SH noted that strategic plans are in place but that there will need to be serious consideration regarding what and where budget is spent in the future</p> <p>Pupil Premium/PE spend: SH proposed a plan whereby the whole budget for each of the above would be allocated for the year and monitored regularly with the associated impact. With this in mind the Finance committee have asked for a 12 month forward plan which amounts to £211,000 for next year (SH had the plan which had been emailed by HM): SH proposed that this be signed off for the year then managed by SLT with variances to be checked termly, at each Finance Committee</p>	

	<p>meeting (if this is not going to plan, then it would be bought back to Finance Committee).</p> <p>Q: GP asked whether there is a limit? SH advised that there was not as it is a plan that maps out expenditure through the year. She advised that this would help with regard to decisions being made in a timely fashion and also, as the plan spans the year, there should not be a requirement at the year end to allocate any leftover budget.</p> <p>Q: DB asked whether it will be SLT, not just one person, who manages the budget and has responsibility? AP and SH assured her that it would be SLT as a whole.</p> <p>SH proposed the same for the PE Grant, again to be overseen by SLT and variances to be reported on a termly basis to the Finance Committee.</p>			
Decision:	RESOLVED: Governors agreed both proposals.			
Discussion:	SH advised that the SFVS has been completed for both Schools and that the MIPF and best value statement were accepted by the Finance Committee			
Decision:	RESOLVED: The FGB received the decision of the Finance Committee.			
Discussion:	Scheme of financial delegation: governors discussed whether the limit for the Finance Committee to sign should be raised from £5,000-£15,000 and for the Head Teacher to sign from £3,000 to £7,500.			
Decision:	RESOLVED: Governors agreed the proposed changes to the Scheme of Financial Delegation.			
Discussion:	<p>The following items were also discussed:</p> <p>sliding doors/partition wall SH advised that Wayne Atkins had been given approval to proceed with a service (£500 per visit).</p> <p>1. There was also an additional list submitted by JG to the Finance Committee – please see Part 2 minutes for list.</p> <p>Review of the Nursery: it was noted that it is too early to say what is possible. Several ideas are being gathered.</p>			
Action:	<table border="1"> <tr> <td>1. Review further proposals via email</td> <td>Finance Committee</td> <td>2 weeks</td> </tr> </table>	1. Review further proposals via email	Finance Committee	2 weeks
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Discussion:	Governing Body Minutes: Governors discussed that all minutes should be sent to all governors (i.e. from other committee meetings. The only exception being Part 2 minutes with sensitive personnel information that should not be circulated. GP proposed that all Part 1 governing body minutes should be on the website with Part 2 minutes going onto the part of the website which is only accessible to governors.			
Decision:	RESOLVED: Governors agreed the proposal.			
Discussion:	<p>JG left the meeting.</p> <ul style="list-style-type: none"> Performance Committee <p> Minutes PERF MANAGEMENT Mtg</p> <p>DB will write to outgoing governors to thank them for their work. (JG will ensure that outgoing governors' badges are returned: it was also noted that new badges for new governors have been ordered).</p> <p>Evaluation of Training: A CPD training evaluation sheet has been sent out by HM. Governors were asked to fill this in if any training is completed (AT to resend the template to all governors).</p> <p>Safeguarding: it was noted that LL and MH have not yet completed Safeguarding training. SH also needs to do this. It was suggested that this could be tied in with a visit to The Acorns. It was noted that this training could also be</p>			

	<p>offered to governors of nearby schools. Channel training: it was agreed that all governors should do the training and print off the certificates to pass to HM. http://course.ncalt.com/Channel_General_Awareness/01/index.html DBS checks: All governors now need to have a current DBS check. JG has asked governors to check their emails as she will make contact with all to ensure that this is in place (especially new governors).</p> <ul style="list-style-type: none"> • School Improvement Committee  <p>MINUTES SIC Mtg 9th Feb 2016.docx</p> <p>DB chaired the School Improvement Committee meeting in ATs absence. Governors had reviewed the minutes prior to the meeting, no issues were raised and no actions on the FGB were raised.</p>		
Decision:	RESOLVED: That for future meetings, governors will receive the minutes of the subcommittees based on the fact that they will have been pre-circulated and reviewed beforehand, with time for discussion of those items needing to be raised with all governors.		
Actions:  <p>CPD Evaluation proforma.docx</p>	Resend the training evaluation template to all governors. (see attached) Organise Safeguarding Training for MH, LL and SH. Complete Channel Training. Ensure all DBSs are in place	AT AT ALL JG	Asap Asap Asap asap

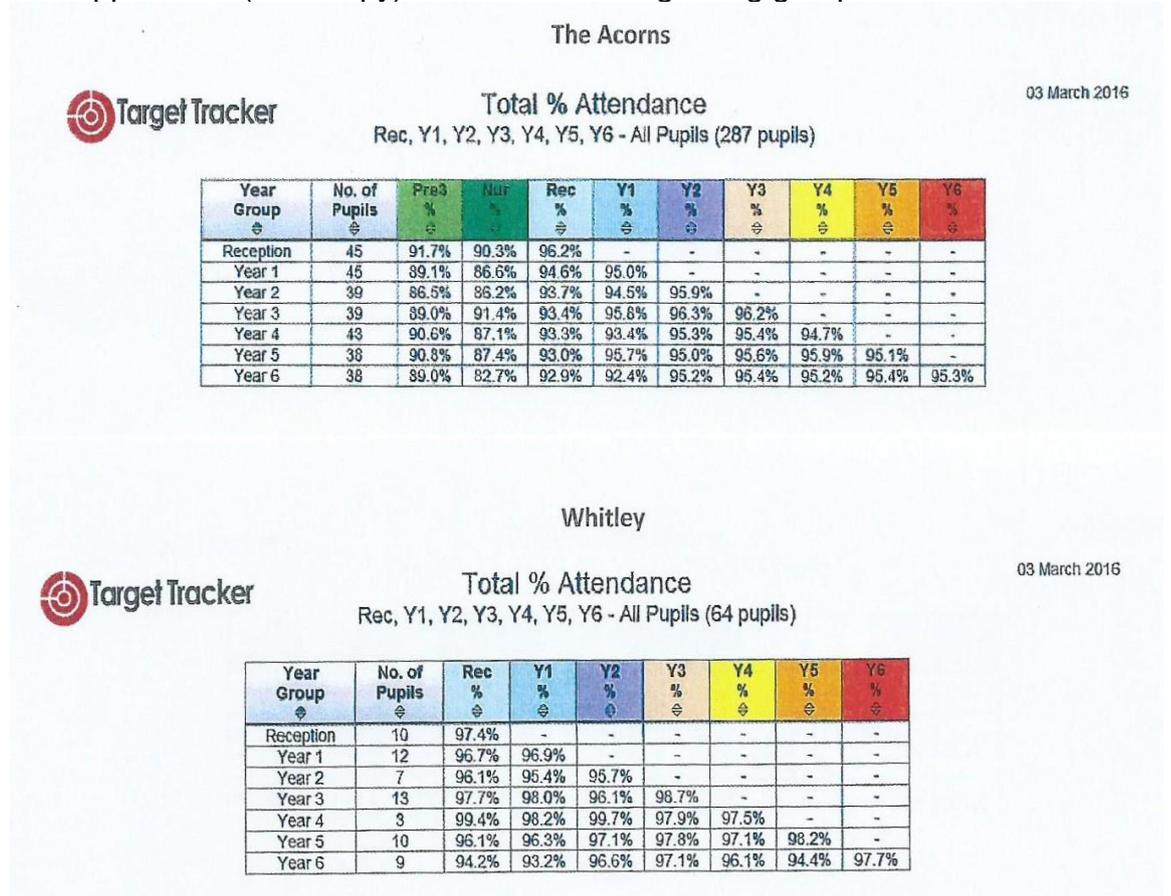
AGENDA ITEM 6 SUMMARY HEADTEACHER'S REPORT	
Discussion:  <p>Spring Term Report.doc</p> <p>Above is report minus appendices. Hard copies are on file.</p>	<p>SEF and SSDP for Whitley Village:</p>   <p>SEF March 2016.doc SSDP Mar 16.docx</p> <p>SEF and SSDP for The Acorns:</p>   <p>SEF 7th March 2016.doc SSDP March 2016.docx</p> <p>All governors had reviewed the Head's report prior to the meeting together with SEF and development plans that have been updated.</p> <p>AP noted the following:</p> <p>The Acorns: 3 children have joined the School from Whitby Heath, Little Sutton C of E and William Stockton. 11 children have left the school, 4 have moved out of the area, 3 have moved to Riveracre (2 families) the family with 2 children could not get their child into Heathfield playgroup and could not manage bringing the children to two different settings. Two have also left to join Sutton Green;</p> <p>Whitley: 2 children have left since our last Governors meeting, 1 child has moved to Antrobus and 1 child to Delamere Academy because the family live near there.</p> <p>Admissions for next year: 8 pupils have chosen Whitley as their first choice, 54 have chosen The Acorns. AP noted that there were also 10 pupils who had put Whitley as their second choice although MN advised that approximately 95% of</p>

pupils get their first choice.

Primary Writing Project: AP advised that School are delighted to be on the primary writing project.

Inset Dates: AP advised that an inset date had to be changed to accommodate the Writing Project. CR expressed surprise that this meant a two day week (because of attendance issues) - AP advised that this is in line with Cheshire West dates.

Attendance: AP advised that attendance at The Acorns had increased – please see Appendix 6 (hard copy) for more detail regarding groups.



SEFs:

Whitley:

Q: SH asked whether Whitley is continuing to make progress against the SIP report recommendations? AP noted that Sarah Bentley had been positive but that work was needed in Years 2&3 - this is being addressed. There has also been a visit from the LA. A further report is due shortly. **Q: DB asked whether standards of marking had improved since the last report?** AP advised that the LA had graded 2 and 1. It was agreed that that there was nothing in the SIP reports to indicate any problem at Whitley. It was noted that there will be pupil progress meetings in the next two weeks which will be reported to the SIC.

Q: SH referred to good indoor practice at EYFS at Whitley and asked whether this is being replicated outdoors? GP advised that this was the case and that Sarah Bentley had been pleased and made positive comments.

Q: SH referred to actions from the teaching and learning link to MER (Maths, English and Reading) plans? GP advised that these are being updated weekly.

Q: SH asked about the recommendation of sharing of best practice between both Schools? DB advised that this is in action and mentioned

working walls as per Sarah Bentley's report. GP added that learning walks are taking place regularly in both Schools. EML added that there are staff meetings scheduled for next term to be replicated in both Schools to ensure continuity and consistency across the two Schools.

Q: SH asked whether the role of the governing body is explicit in the SDP? DB advised that she had met with HM to discuss this. GP reminded all of the importance of adding governors' input in reports, especially Link Governors. EML also noted the importance of RoVs. EML advised that she has included CR in her action plans. (HMI had advised that a Governors' Action Plan is not needed.)

Q: SH asked about SEF: given that Whitley is graded as a 2 and The Acorns as a 3, SH asked whether School is where it needs to be to avoid the RI category for The Acorns? AP advised that it is not possible to move away from a 3 until there is a change in data: pupils have so much to catch up. She noted that it is important to have aspirational targets for the pupils but that's the whole country is unsure with regard to assessment. **Q: SH asked whether the grades are realistic?** EML advised that the data is real on target tracker and aspirational in the SDP. **Q: SH noted that School's aspirations are below the national average and asked whether School is prepared?** EML advised that pupils are making progress. She noted that HMI report said that pupils are making rapid progress. It was agreed that achievement data will not be good enough to achieve Good, but that a triangulation of evidence of books showing progress over time, Good lesson observations, drop ins, etc., and data showing that progress is being made could lead to Good.

AP advised that it would be better to contact Jo Olson immediately rather than wait if data is poor in the summer.

SH expressed concern that a grade 3 could lead to forced academy status. AP noted that it is important to maintain good minutes of subcommittee meeting as these show that School is being held to account by the governing body. EML noted that all external advisor reports are also written up and evidence that School is following up on actions.

AGENDA ITEM 7	BEHAVIOUR AND SAFETY OF PUPILS (SAFEGUARDING)	AP
<p>Discussion:</p>	<p>Please see HT report attached to Item 6 for more detail.</p> <p>AP advised that there had been no serious incidents. She advised that School has just admitted a Year 2 pupil from another School where relations had broken down between School and parents so they had decided to move. The pupil had been subject to a fixed term exclusion from the previous school. She advised that the child has settled in well after the first week.</p> <p>Governors discussed the impact on other pupils of such a move, with regard to performance and progress.</p> <p>Governors were pleased to hear that there had been several supportive comments from parents on some local community websites.</p> <p>Safeguarding training has been given to the on-site playgroup staff – this was well received.</p> <p>AP advised that she had attended the local Safeguarding network last week there had been a very interesting presentation. All staff at The Acorns have had their Safeguarding training updated.</p> <p>Mrs Warner and Mrs Ramsey had attended Domestic abuse training. (It was suggested that they might present to the School Improvement Committee about what they do and the link to Safeguarding training.)</p>	

Action:	Ask Mrs Warner and Mrs Ramsey to present at SIC.	HM	asap
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AGENDA ITEM 9	PUPIL PREMIUM & PE GRANT		
Discussion:	<p>See earlier notes under Finance Committee. It was noted that Sarah Bentley is carrying out a pupil premium review next week at The Acorns. (SH noted that HMI can spend four days a pupil premium review.) See also note ² in Item 11 below. AP advised that of 118 pupils at before and after School club 57% are pupil premium (this justifies the use of the pupil premium budget in this area).</p>		

AGENDA ITEM 10	SCHOOL WEBSITE UPDATE	HM	
Discussion:	<p>GP advised that Whitley are using the website and that staff have all received training. He advised that The Acorns training is planned in the summer. He noted that Lesley is the driver but that a member of staff is needed to look at the curriculum aspect. GP advised that both sites are legal and was pleased to note that it is appearing higher in Google listings. It was noted that the class blogs make interesting reading. DB advised that she plans to write a blog (this to be shared with other chairs). GP asked whether governors were making use of the app on their 'phones – they confirmed that they were.</p>		
Action:	Blog	DB	asap

AGENDA ITEM 11	GOVERNING BODY VISITS/REPORTS ATTENDED SINCE LAST MEETING		
Discussion:	<p>It was noted that Matthew Fullager had been into School but that a RoV is required. It was suggested that in future HM could give an overview of RoVs that have been received. Q: EML asked what HM does with the RoVs? GP suggested that they could go onto the staff section of the website, however it was agreed that governors preferred to email. CR advised that she had attended a SEN coffee morning which had gone very well at Whitley. Governors discussed the fact that it is disappointing and frustrating when parents do not attend information events.</p> <p>² GP informed governors about a project to investigate the links between SEN, PE, pupil premium, and speech and language from the point of view of academic improvement, attendance and behaviour. SH noted that this fits in well with the requirement to look at impact of expenditure.</p> <p>CR and NH are to meet again after the Easter holidays.</p>		

AGENDA ITEM 12	GOVERNOR TRAINING ATTENDED SINCE LAST MEETING/ GOVERNOR TRAINING REQUIRED		
Discussion:	<p>Governor training attended since last meeting:</p> <ul style="list-style-type: none"> • AT attended a pupil premium course on 26 January. • SH attended pre-OFSTED training on 2 March. • AT and MF attended 'Securing Systematic Monitoring and Improving Governors' Role in Monitoring School Performance' Training on 3 March. • AT and MF attended in-School Safeguarding training. 		

	<ul style="list-style-type: none"> MH and LL have governor induction training planned for 31 March. AT advised that Sports grant information had been emailed to NP and that she has a meeting with Sarah planned to cover Pupil Premium information. AP reminded governors to ensure that the notes from training are kept and circulated. She also reminded governors that they need to let HM know if they have completed any training. <p>Link governors list (agreed at last FGB): The list of link governors has been slightly amended: MH will be responsible for RE (subject leader Lorraine at Whitley and Julie Unsworth at The Acorns):</p>	
	<ul style="list-style-type: none"> Early Years LL Safeguarding Anna Johnson + JG Pupil Premium AT MFL AT SEND CR Maths CR Finance SH & JG H&S MN Science & DT DB 	<ul style="list-style-type: none"> PE GP Humanities GP Arts GP Computing GP PSCHE MF RE MH English DB Governor Training AT Federation Governors SH & DB

AGENDA ITEM 13	POLICY REVIEW	Chair
Discussion:	It was noted that HM is in the process of reviewing the overall list of policies. AP advised that the complaints policy needs to be updated next term. AP stated that the LA are putting together maps of support to cover how governors might work together, code of conduct etc. - these also cover the relationship between head teachers and governing bodies.	

AGENDA ITEM 14	ANY OTHER BUSINESS		
Discussion:	<p>Living wage: MN explained that the living wage applies to people aged over 25. The national living wage of £7.20 starts next week. CWAC wish to set a living wage of £8.25 (comparable to London) but School do not have to implement this: the national living wage is mandatory, but the CWAC living wage is not. It was discussed that this would affect TAs and midday supervisors: the average effect on an average primary School would be in the region of £5-10,000. Q: DB asked when the consultation period ended? It was noted that this is in the next few days and that JG has been actioned to look at impact. It was agreed that this should be put onto the agenda of the next Finance Committee. MN noted that if nearby schools implement the CWAC living wage then it could have an effect on School. It was also noted that disadvantaged pupils at School would benefit if their parents were paid the living wage.</p>		
Action:	Make recommendation re CWAC Living Wage based on JG findings.	Finance Committee	Next Meeting

AGENDA ITEM 15	DATE OF NEXT MEETINGS
Discussion:  2015 weekly calendar.xlsx	7th July 6PM Acorns

