




<b>MINUTES</b>	
<b>OF THE FGB MEETING OF THE ACORNS PRIMARY AND NURSERY SCHOOL AND WHITLEY VILLAGE FEDERATED SCHOOL</b>	
<b>Date</b>	<b>Thursday 17<sup>th</sup> November 2016</b>
<b>Venue</b>	<b>Acorns School 6pm</b>

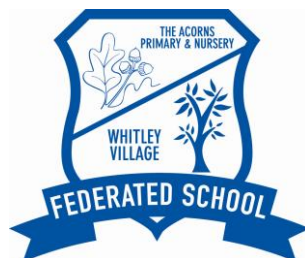
<b>Governors:</b>	Di Buckley (DB) Mandy Hatton (MH) Lizzie Langton (LL) Hannah Mansfield (HM) Jo Paylor (JP) Chrystal Rees (CR)	Chair of FGB Associate Member Parent Governor Head Teacher Staff Governor Parent Governor
<b>Apologies:</b>	Susie Harding (SH) Martin Nield (ML)	Co-Opted Governor Co-opted Governor (and Vice Chair)
<b>Absent:</b>	Matthew Fullager (MF)	Co-opted Governor
<b>In attendance:</b>	Elaine Dobinson-Evans Kim Cairns (KC) Emma Morgan Lloyd (EML)	Clerk Deputy Head Staff (Teacher)

The meeting met its quorum

<b>AGENDA ITEM 1</b>	<b>WELCOME AND APOLOGIES</b>			Chair
 Attendance at Governors' Meeting	<p>The Chair welcomed all to the meeting and thanked everybody for attending. Apologies were received from Martin Nield and Susie Harding.</p> <p>HM explained that Hilary Berry (HB) intended to join the meeting as an observer with a view to joining the governing body, but had unfortunately had to send apologies. She explained that Hilary is the Chair of the Cheshire Primary Heads Association (a separate independent agency), she facilitates Head Space, a programme for new Head teachers that is connected with well-being and mentoring. She also chairs the Fair Access Protocol meeting (The Fair Access Protocol is about managed moves of pupils to other schools).</p> <p>All governors were happy to agree that HB should join the governing body: DB formally proposed that HP should join the governing body, this was seconded by HM and unanimously agreed.</p>			
<b>Decision:</b>	Resolved: <ul style="list-style-type: none"> <li>- to accept the apologies of the above named governors.</li> <li>- that HB would join the governing body as a Co-opted Governor.</li> </ul>			
<b>Actions:</b>	HM to pass the papers from today's meeting to HB to sign.	HM	Asap	
	HM to pass papers from today's meeting to MF to sign.	MH	Asap	

Minutes of FGB meeting of The Acorns Primary and Nursery School & Whitley Village Federated School

17<sup>th</sup> November 2016



	LL to pass the papers from today's meeting to SH to sign. Clerk to pass the papers from today's meeting to MN to sign.	LL Clerk	Asap Asap
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<b>2</b>	<b>ANY OTHER BUSINESS</b>		
<b>Discussion:</b>	There were no declarations of other business.		


<b>3</b>	<b>HOUSE KEEPING FOR FIRST MEETING OF ACADEMIC YEAR</b>	Clerk	
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<b>Discussion:</b>	<b>Terms of Reference for Governing Body &amp; Committee structure</b> CC and HM have been working on a Terms of Reference for the FGB - this will be put onto the website. The terms of reference for the committees will remain the same. HM advised that there are also Core values, a Purpose and Success Criteria on the website.		
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<b>Action:</b>	Put up to date ToRs onto website	HM	Asap
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<b>Discussion:</b>	<b>Constitution of Governing Body</b> Governors reviewed the constitution which is now as follows: 2 Parent governors (LL and CR) 1 Staff governor (JP) 6 Co-opted Governors (EML, MN, SH, MF, HB, DB) 1 LA governor (MH) Plus the Head teacher (HM)		
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<b>Action:</b>	Add HB to governor information on website.	HM	Asap
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<b>Discussion:</b>	<b>Code of Conduct/Practice</b> – governors signed the attached paper.		
 Code of Conduct 2016-17 new versior			

<b>Discussion:</b>	<b>Declaration of Pecuniary Interest - each governor to complete form</b> – governors signed the attached paper.		
 REGISTER OF PECUNIARY INTERES			

<b>Action:</b>	Update website	HM	Asap
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<b>Discussion:</b>	<b>Confirmation of Eligibility</b> – governors signed the attached paper.		
 Confirmation_of_Eli gibility_Form.doc			

<b>Discussion:</b>	<b>Confirm governor information</b> that needs to be published on the website. Details of Governors who have resigned in the past year must be included with reason for leaving: HM conformed that this is in hand.		
 Governors 2016-2017 v2.doc			

<b>Action:</b>	Update attached page for website	HM	Asap
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<b>Discussion:</b>	<b>Details for Edubase:</b> This has been completed by the School Business Manager
<b>Discussion:</b>	<b>Details for Clerk:</b> Governors provided contact details for the Clerk's records


<b>4</b>	<b>ELECTION OF CHAIR AND VICE CHAIR (STATUTORY)</b>	Clerk
<b>Discussion:</b>	MN had previously agreed to remain as Vice-Chair should the other governors wish. It was noted that that the term for the Chair and Vice-Chair is 2 years with each ending at alternate years, i.e. that DB has 1 year remaining of her term as Chair and that MN will commence a new term of 2 years.	
<b>Decision:</b>	Resolved: that DB is the Chair of the governing body and MN the Vice-Chair.	

<b>5</b>	<b>APPOINTMENT OF GOVERNING BODY CLERK</b>	Chair
<b>Decision:</b>	Resolved: to appoint Elaine Dobinson-Evans of Second2None School Support as Clerk to the governing body.	

<b>6</b>	<b>COMMITTEES</b>	Chair
<b>Discussion:</b>	The following committee memberships were agreed. It was decided not to have Vice-Chairs of committees. MN had indicated prior to the meeting that he is happy to remain on the same committees.	
<b>Committees:</b>	<ul style="list-style-type: none"> <li>• <b>Performance &amp; Pay</b> (Pay Committee meet once/yr) DB, MN, MH (Chair), HM, HB</li> <li>• <b>Pay Appeals Committee</b></li> <li>• the people not on the Performance Committee who are available (must be non-staff).</li> <li>• <b>School Improvement</b> Chair HB, DB, CR, EML, MF, JP, HM, (EML and JP to attend alternate meetings as no more than one third staff is permissible at meetings).</li> <li>• <b>Finance, Personnel &amp; Premises</b> SH (Chair), LL, MN, MH, HM</li> <li>• <b>HT Performance Management</b> DB, SH and Sarah Bentley (SIP consultant)</li> </ul> <p>It was agreed that Panel and Appeals Chairs would be agreed if/when required.</p> <ul style="list-style-type: none"> <li>• <b>Pupil Discipline &amp; Exclusion panel</b> CR, MN, MH</li> <li>• <b>Pupil Discipline &amp; Exclusion appeal panel</b> DB, SH, HB (whoever is available at the time and non-staff)</li> </ul> <p><b>Q: MH asked HM whether there would be a problem should HM have asked HB for advice?</b> HM advised that this would not happen.</p>	



	<ul style="list-style-type: none"> <li>• <b>Staff Discipline &amp; Dismissal panel</b> As P,D &amp; E panel above</li> <li>• <b>Staff Discipline &amp; Dismissal appeal panel</b> As P,D &amp; E appeal panel above</li> </ul>		
<b>Action:</b>	Check that HB is happy with the roles she has been allotted in her absence (see also Link for PE below)	HM	Asap
<b>Link Governors:</b>	<ul style="list-style-type: none"> <li>• Early Years <b>LL</b> (LL noted that she would appreciate some training)</li> <li>• Safeguarding <b>MN</b></li> <li>• Pupil Premium <b>MH</b></li> <li>• SEND <b>CR</b></li> <li>• Maths <b>CR</b></li> <li>• H&amp;S <b>MN</b></li> </ul>	<ul style="list-style-type: none"> <li>• PE <b>HB</b></li> <li>• SMSC/British Values <b>MF</b></li> <li>• English <b>DB</b></li> <li>• Governor Training <b>This will be managed by the SBM</b></li> </ul>	
<b>Action:</b>	Organise training where required (LL and MH)	HM	As available

<b>7</b>	<b>MINUTES OF LAST MEETING (7<sup>th</sup> July, 2016)</b>	Chair
<b>Discussion:</b>	 <p>Minutes of FGB 7th July 2016.docx</p> <p>Governors had reviewed the minutes prior to the meeting. The Chair signed the minutes.</p>	
<b>Decision:</b>	Resolved: to accept the minutes as a true and accurate record.	

<b>8</b>	<b>MATTERS ARISING FROM LAST MEETING</b>	Chair
<p><b>Complete Channel Training.</b> Please find link attached:  <a href="http://course.ncalt.com/Channel_General_Awareness/01/index.html">http://course.ncalt.com/Channel_General_Awareness/01/index.html</a></p> <p>LI and MH have completed this. DB does not need to do it because she has completed Prevent training at the school where she works. It was noted that the only governors outstanding are CR, MF and HB. Action CR and MF to complete next time in School.</p> <p><b>Ensure all DBSs are in place.</b> The only outstanding DBS's are CR and MF. Action: HM to check whether DBS expire.</p> <p><b>Make recommendation re CWAC Living Wage based on JG findings.</b>  it was discussed that CWAC pay the local living wage but that School does not. This issue is on hold whilst CWAC review the problem regarding disparity between the top of 3 and the bottom of a 4 where the differential is inappropriate.</p>		

<b>9</b>	<b>HEADTEACHER'S REPORT</b>	Head
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## Discussion:



November 2016  
Head report to Govs

HM invited questions about the report which had been circulated for governors to read prior to the meeting.

**Q: LL asked about how much exclusions impact on HM's time?** HM advised that they are quite time consuming but it is the behaviour leading up to the exclusion that is very time-consuming. She explained that KC and she spend a lot of time in discussion with the ASIA, SIP and DB/SH. She advised that she had been considered having a second SLT person to troubleshoot behaviour as well as supporting evidence gathering and helping to prepare statements, etc., however the person she had identified is not available. She advised that as it is not a permanent position it is hard to recruit. **Q: MH asked whether there might be somebody from another local school who could assist?** KC and HM advised that they need somebody full-time to intervene and work with families. They explained that they have the experience and strategies but not the time: there are some members of staff in School who have the capability but not the capacity. Note: the role is probably only needed until the end of this academic year because it is only whilst School is RI that KC and NH do not have the capacity.

KC noted that it also affects Whitley because SLT do not feel that they can leave colleagues on their own at The Acorns with no members of SLT present.

HM advised that Nicky Hearne has the capacity and the right background, and would like to do this role, however her whilst her Assistant Headship relates to behaviour and inclusion, she also is responsible for data and pupil progress (monitoring) and the management of TAs.

**LL expressed concern that the governing body do not wish to get to the stage at the end of the year where there are disappointing results because the matter was not addressed at this point. Q: MH asked whether it would be possible to have another teacher so that others are freed up?** There was discussion about the fact that all teaching is going well at present and that it is good for pupils to have the same teacher. Governors also discussed whether this School is the right to place for these pupils. HM advised that it is the right school for some but not for others, however a detailed and complex process must be followed before changes can be made.

JP felt that School is at the peak of behaviour issues at present. **Q: MH asked whether there is financial support for pupils with issues?** HM advised that some already have extra funding.

HM noted that problems with behaviour have led to a member of staff being absent due to being hospitalised.

**Q: CR asked whether this has been discussed with Nicky Hearne?** HM advised that this is the case and reiterated that she is the right person for the role. CR stated that she would be prepared to come in and support Nicky Hearne more regularly - Governors expressed their appreciation for her commitment.



	<p>Governors requested that HM report back to the governing body by January with recommendations regarding the staffing structure to address this issue. (It was noted that the Finance Committee have already approved budget for a secondment for this financial year.)</p> <p>It was agreed that data would be discussed at the next SIC.</p> <p><b>Q: MH asked whether there has been any improvement with attendance?</b> HM advised that it is too soon to confirm a pattern. <b>Q:DB asked where is attendance now?</b> HM advised that it is good, although there are issues with pupils who are persistently absent – she explained that there is one very ill child, and another with 30% attendance: the pupil is still on the roll at The Acorns but has been out of School for 20 days. HM advised that the pupil has been recorded as Missing in Education and advised that she has a meeting with the Fair Access Protocol to enable her move into another suitable school (the pupil will be placed in another school by the following Monday). There is one other pupil (a child in need) whose attendance is at 52%: HM advised that she attends meetings with social services.</p>		
<b>Actions:</b>	<p>Report back to the governing body by January with recommendations regarding the staffing structure to address the issue of managing behaviour.</p> <p>Add notes for context re Attendance to Head Teachers report in future.</p>	<p>HM</p> <p>HM</p>	<p>End Dec.</p> <p>Next report.</p>

<b>10</b>	<b>BEHAVIOUR AND SAFETY OF PUPILS (SAFEGUARDING)</b>	Head
<b>Discussion:</b>	<p>Changes were made to the guidance from 5 September 2016. The updated policy was sent to governors prior to the meeting. HM advised that all staff have signed to say that they have seen the Keeping Children Safe in Education document. The Safeguarding Policy has been updated. DB advised that she had read this: it is essentially the CWAC policy which has been updated with regard to terminology relating to the Federation, some grammar and typing errors.</p>	
<b>Decision:</b>	Resolved: to approve both policies	

<b>11</b>	<b>COMMITTEE REPORTS</b>	Committee Chairs
<b>Discussion:</b> The School Development Plan was sent to governors under separate cover. Copies are available on file.	<p><b>School Improvement Committee</b></p> <p>It is noted that the SIC was cancelled because of the work ongoing with John Jones (advising about the structure of the governing body). The next meeting is in January.</p> <p><b>Q: KC requested clarification as to what was required on the agenda, to give sufficient time for preparation?</b> HM advised that the focus of the January meeting must be on the data from last year (RAISE data is now available) plus data from the Autumn term. HM advised that there is a breakdown of Year 2 and Year 6</p>	





	<p>data in the SEF. It was agreed that the focus should be on the comparison with National attainment data.</p> <p>It was noted that targets are in the School Development Plan: HM advised that yellow highlights identify targets that have not yet been completed. It was noted that the SDP was emailed to all governors the week prior to the meeting. This will be the case before every FGB meeting: DB requested that governors email questions prior to FGB so that they can be answered at the meeting. Resolved: to rectify the SDP.</p> <p>HM noted that the Associate School Improvement Adviser (ASIA) was happy with the SDP for The Acorns. He also advised that Leadership and Management should be a 2/3 (Good/RI). HM advised that there is a review on 17 January which he will attend.</p> <p><b>Pupil premium statement</b> DB advised that she had reviewed the statement. It is on the Internet.</p> <p><b>PE statement</b> As per above.</p>								
<b>Decision:</b>	<p>Resolved:</p> <ul style="list-style-type: none"> <li>• to ratify the 2016/17 School Development Plan</li> <li>• to ratify the 2015/16 Pupil Premium Statement</li> <li>• to ratify the 2015/16 P.E. and Sports Premium Funding statement</li> </ul>								
<b>Discussion:</b>	<p><b>Finance, Personnel &amp; Premises Committee</b></p> <p>LL presented a summary from the Finance, Personnel &amp; Premises Committee: Both Schools within the Federation are increasingly being effectively financially managed; the Senior Management Team have a firm grip on the cost of delivery of the School Development plans and associated scenarios. The Finance Committee have ratified:</p> <ul style="list-style-type: none"> <li>• the Period 6 Monitoring Report;</li> <li>• all Budget Changes;</li> <li>• the affordability of the School Development Plan; and</li> <li>• that the SBM will continue to complete the SVFS Self-Assessment on behalf of the GB using the outcomes of the Finance Committee meetings.</li> </ul> <p><b><u>Current financial year outturn:</u></b></p> <table> <tr> <td>The Acorns</td> <td>£309,449 (£321,811)</td> </tr> <tr> <td>Whitley</td> <td>£44,037 (£63,585)</td> </tr> </table> <p><b><u>3 Year Picture (As Is)</u></b></p> <table> <tr> <td>The Acorns</td> <td>(£98,958) by 2019/2020</td> </tr> <tr> <td>Whitley</td> <td>(£72,731) by 2019/2020</td> </tr> </table> <p>A review of staffing, services and contracts has occurred across both Schools and this has led to a targeted</p> <p><b><u>3 Year Picture (Post Cost Savings)</u></b></p>	The Acorns	£309,449 (£321,811)	Whitley	£44,037 (£63,585)	The Acorns	(£98,958) by 2019/2020	Whitley	(£72,731) by 2019/2020
The Acorns	£309,449 (£321,811)								
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	<p>The Acorns (£7,043) by 2019/2020  Whitley (£14,023) by 2019/2020  A further scenario was laid out by The School Business Manager which assumed Whitley could maintain an annual intake of 12 rather than the budgeted 8 in addition to the cost savings plan. This would generate a 3 year outturn of £24,489.</p> <p><b><u>DFC Funding</u></b>  Uncommitted DFC funding is £16,653 (Acorns) and £6,041 (Whitley) and Wal is in the process of pulling together a capital expenditure plan.</p> <p><b><u>School Fund</u></b>  The balance of the School Fund is £21,018 (Acorns, pre Swimming Coach settlement £10,205) and £16,551 (Whitley).  On the basis of the budget scenario provided by the School Business Manager it has been agreed that £4,000 of the Whitley School Fund will be invested in Marketing. Prior to this, c£3k has been spent on Marketing for Whitley and the intake for 2017/18 is looking healthier than usual. A further £4,000 will be used to provide the Pupils with exceptional school experiences.</p> <p><b><u>Pupil Premium</u></b>  The Acorns PPG received £196,680, total PPG forecast expenditure £202,134 = Overspend £5504  Whitley PPG received £5860, total PPG forecast expenditure £7,849 = Overspend £1898  A comprehensive report has been presented which identifies the PPG project, date, cost and desired objective. The Impact of this expenditure will be presented at the next FGB meeting.</p> <p>The Finance Committee are happy to recommend acceptance of all the financial data and financial position of the Federation to the FGB.</p> <p>It was noted that WA has a plan in place for devolved capital funding.</p>
<b>Decision:</b>	Resolved: <ul style="list-style-type: none"> <li>• to ratify Period 6 Budget Monitoring Report</li> <li>• to ratify Budget Changes (if any)</li> <li>• to ratify the affordability of the School Development Plan</li> </ul>
<b>Discussion:</b>	<p><b>Performance Management:</b>  DB advised that the Performance and Pay Committee had met: all pay recommendations were approved. She noted that there were no applications for upper pay scale (as anticipated). It was noted that all staff have received their pay summaries, although there was some confusion about 1% not being included in summaries (a CWAC issue). It was not clear whether this had been completely addressed.</p>



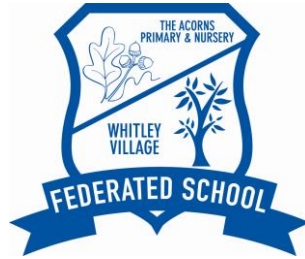


	DB advised that Head teacher's performance management has been completed. The LA Pay Policy was sent to governors prior to the meeting, with a request for comment by certain date.		
<b>Decision:</b>	Resolved: to ratify the LA Pay Policy 2016.		
<b>Action:</b>	Follow up re 1% included or not in pay summaries.	HM	Tomorrow


<b>12</b>	<b>POLICIES – FOR REVIEW AND APPROVAL</b>		
<b>Discussion:</b> Policies were sent to governors under separate cover – hard copies are available on file.	<ul style="list-style-type: none"> <li>The Safeguarding Policy was approved.</li> <li><b>Accessibility Policy: Q: DB asked whether consideration has been given as to how this policy will be implemented at Whitley as wheelchair access is required to the playground?</b> KC noted that there will also need to be compliance with the fire regulations.</li> <li><b>Capability Policy:</b> DB advised that she had read the policy which was clear.</li> <li><b>Grievance, Disciplinary and Code of Conduct</b></li> <li><b>Governors' Allowances Policy:</b> It was noted that this is an LA policy.</li> </ul> <p><b>Q: LL asked whether governors are still allowed to use after-school club for the children whilst they are on governing body business?</b> HM confirmed that this is the case.</p>		
<b>Decision:</b>	Resolved: To ratify the above policies.		
<b>Action:</b>	Add wheelchair access to the playground to the school development plan for Whitley.	HM	asap

<b>13</b>	<b>GOVERNING BODY REGULAR HOUSEKEEPING</b>		All
<b>Discussion:</b>	<p><b>Training completed:</b> The following governors had attended Safeguarding training: LL, MH, CR, and MN. All governors attended the John Jones program relating to Governor Development. LL has completed Channel training.</p> <p><b>Training required:</b> CR to complete Prevent training. MH requested some training about pupil premium. It was discussed that governors might find it useful to be involved with the Primary Writing Project: it was noted that all governors receive the staff meetings rota and that meetings are marked on this.</p>		
<b>Action:</b>	Talk to CC about a suitable course for MH.	HM	asap

<b>14</b>	<b>AOB</b>		
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<b>Discussion:</b>	There was no other business.

<b>15</b>	<b>DATE OF NEXT MEETING</b>
<b>Discussion:</b>  CALENDAR 2016-17.xlsx	Approve 2016/17 Schedule of meetings

*KC left the meeting*

Part 2 Confidential Minutes are under separate cover.