



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

Date	Thursday 13th July 2017
Venue	Acorns Primary and Nursery School 6pm

Governors Present:	Hannah Mansfield Di Buckley (Chair of Governors) Hilary Berry Mandy Hatton Lizzie Langton Chrystal Rees Jess Haigh Emma Morgan-Lloyd Kevin Unsworth	Headteacher Co-opted Governor Co-opted Governor LA Governor Parent Governor Parent Governor Staff Governor Co-opted Governor Co-opted Governor
Apologies:	Martin Nield Graeme Morrison	Co-opted Governor Co-opted Governor
In Attendance:	Rachel Caley	Clerk to Governors

AGENDA ITEM 1	INTRODUCTIONS & APOLOGIES FOR ABSENCE
	<p>Introductions were made by all Governors to Mr Kevin Unsworth. Mr Unsworth's appointment as Co-opted Governor was agreed by the FGB.</p> <p>Apologies were received from Mr Martin Nield and Mr Graeme Morrison.</p>
RESOLVED:	That the appointment of Mr Unsworth as Co-opted Governor be agreed.
RESOLVED:	That the apologies from Mr Nield and Mr Morrison be accepted.

AGENDA ITEM 2	DECLARATION OF PERSONAL AND PECUNIARY INTEREST
	<p>Mr Unsworth declared that his wife teaches at the Acorns Primary and Nursery School.</p> <p>Mrs Berry declared that she is:</p> <ul style="list-style-type: none"> • Trustee at Overall Academies Ltd • Trustee at Overall Community Enterprise Ltd • LA Governor at The Grange School, Winsford • Chair of CWAPH • Chair of the Fair Access Protocol meetings

RESOLVED:	That the declarations of personal and pecuniary interest be noted.
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AGENDA ITEM 3	DECLARATION OF ANY OTHER BUSINESS
	No other business was declared.

AGENDA ITEM 4	MINUTES OF THE LAST MEETING (16TH MARCH 2017)
	The minutes of the previous FGB meeting held on 16 th March 2017 had been distributed to Governors prior to the meeting and were agreed as a true record and signed by the Chair of Governors.
RESOLVED:	That the minutes of the previous meeting held on 16 th March 2017 be agreed as a true record and signed by the Chair.

AGENDA ITEM 5	MATTERS ARISING
	All matters arising from the FGB held on 16 th March 2017 had been completed.

AGENDA ITEM 6	SUMMARY COMMITTEE REPORTS
	<p>Finance, Premises and Personnel Committee The Chair of the Committee gave an overview of the meeting.</p> <p>Acorns 2016/17: £285,000 surplus 2017/18: £204,000 surplus 2018/19: £28,000 surplus 2019/20: £169,000 deficit</p> <p>Whitley 2016/17: £52,000 surplus 2017/18: £30,000 surplus 2018/19: £85 surplus 2019/20: £44,000 deficit</p> <p>The reduction in the surplus was predominantly due to funding cuts. The surplus communicated to the Governors going forward took account of the staffing changes and new means of generating income were being considered.</p> <p>DFC Acorns DFC stood at £16,758 of which £1,484 must be spent by August 2017. The £1,484 had been committed towards CCTV upgrades and boiler repairs. The September allocation to the DFC was expected to be around £7,600.</p> <p>Whitley DFC stood at £9,682 of which £1,044 must be spent by August 2017. The £1,044 had been committed towards renewal of parts of the playground. The September allocation to the DFC was expected to be around £4,600.</p>

<p><i>Question:</i></p> <p><i>Answer:</i></p> <p><i>Question:</i></p> <p><i>Answer:</i></p> <p><i>Question:</i></p> <p><i>Answer:</i></p>	<p>School Fund</p> <p>Acorns School Fund stood at £23,083. The Chair of the Committee detailed that around £11,000 is committed to swimming transport and Laura Rose, CWaC Finance Officer, is progressing resolution of this issue.</p> <p>The Whitley School Fund stood at £15,580, with part of the funds being committed to marketing.</p> <p><i>Assuming a 5-year period, are all schools in CWaC in the same boat?</i></p> <p><i>Yes, most expect a deficit by at least 3rd year. We are better off than others. We (HT) need particularly to focus on getting the staffing budget down at Acorns.</i></p> <p><i>Is the National Funding Formula definitely going ahead?</i></p> <p><i>I've (HB) not heard yet, but there are other funding cuts that are impacting on the budget regardless of the National Funding Formula. We are looking at a real time cut to the budget of around 8-10%.</i></p> <p><i>Is there still an 8% clawback limit?</i></p> <p><i>No, not anymore.</i></p> <p>School Improvement Committee</p> <p>The Chair of the Committee gave an overview of the meeting. The meeting had been very positive. Governors had challenged staff to see where standards were at Acorns prior to the imminent Ofsted visit and where progress was at Whitley following their Ofsted visit. Whitley continues to improve post-Ofsted.</p> <p>A presentation had been given to the committee detailing the effectiveness of the TAs in the Acorns school.</p> <p>The School Improvement Partner's Report had been detailed to the committee. The SIP had included the statement in the report "You can do no more", and was supporting the potential to cross the next grade boundary to Good.</p> <p>The Headteacher had discussed her focus on attendance which she is hoping would soon have an impact on the attendance data.</p> <p>Policies were reviewed.</p> <p>Performance Management Committee</p> <p>The Chair of the Committee outlined the process followed at the meeting. Anonymised appraisals had been distributed to the committee for the members to review and challenge in order to decide as to whether or not to agree with the Headteacher's recommendations. The committee were to meet again in October to review the Pay Policy and the next cycle of Performance Management.</p>
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AGENDA ITEM 7	SUMMARY HEADTEACHER'S REPORT
<p><i>Question:</i></p>	<p>The Headteacher's Report was issued to Governors prior to the meeting and Governors were given the opportunity to ask any specific questions.</p> <p><i>The report states that you are expecting 9 new pupils at Whitley, I'd heard one had dropped out, is that included in the report?</i></p>

Answer:	Yes, he was the 10 th , however we do potentially have one pupil starting in Year 2 and one Pupil starting in Year 3 next year who are moving into the village.
Observation:	Looking at your attendance data, there has been a huge increase in your reception attendance data.
Answer:	Yes, since May I (HT) have been tackling attendance in nursery and from September will be tackling the 2-year-olds also. I have written a report on attendance which highlights the benefits to the 2 and 3-year-old children of being in school, even though at that age it is not statutory.
Observation:	It would be good to have something social on site, such as dropping in for a coffee, to bring the parents in and improve attendance.
Answer:	In theory it would, but we need to tackle the culture. Things are working, but as I (HT) have only started managing the attendance strategically in the summer, which is the worst time to do it, the impact is not seen immediately. Hopefully progress will be seen next year.
Question:	Just looking at the Whitley figures because of the Cheshire Show. Could you consider either making this a school trip or an INSET day?
Answer:	We could consider that, but at Whitley attendance is good. Also, it depends on what the focus of the INSET is and the dates for next year have been set already.
Question:	The drop in Year 5, is that where the persistent absence problem is?
Answer:	Yes, we have one child with an 8% attendance level and another child whose attendance level was 42%, which we have now pulled up to more than 60%, but the two are still having a massive impact on the data.
Question:	Does there come a point where they can be excluded from the attendance data?
Answer:	No.
Question:	With the persistent absentees does it tend to be long periods of absence or just odd days?
Answer:	With the persistent absentees, there are some identifiable trends.
Observation:	I hear the family liaison officers do great work in getting the children into school.
Answer:	Yes, they do.
	The Headteacher reported that there had been no exclusions or homophobic or racist incidents at Whitley.
	At Acorns, since the last FGB, one racist incident had been reported, no reports of homophobic behaviour and 2 exclusions.
Question:	Do we record incidents of bullying of a special needs nature?
Answer:	Yes, we (HT) record all forms of bullying, but there is not a requirement to report this to the LA.
Question:	Would you like me (HT) to include them in the Headteachers Report going forward?
Answer:	Yes, it could maybe then linked into values lessons.
	The Headteacher gave a staffing update to the Governors and the staffing structure for 2017-18 was also confirmed for both schools. <ul style="list-style-type: none"> • One TA was due to leave on 31 August 2017, following her return from maternity leave. • One Teacher was returning from maternity leave in July on a reduced contract of 2 days per week. • One teacher returned from maternity leave in June, but is now off sick. She is leaving on August 31st.

- Mr Painter had been appointed Assistant Headteacher with his role to commence in September.
- Mrs Cain has begun a 1 year project TLR position to oversee the opening of the 2-year-old room.
- A 2-Year-Old Room Lead Practitioner has been appointed from September.
- 1 TA has handed in notice to retire at Christmas.
- 3 agency TAs have left the team.
- 2 Level 5 TAs have been promoted to Level 6 from September, to provide PPA cover where it would have been provided by the Teacher leaving in August.

An overview of the building work was given to Governors, which was also detailed in the report.

Question:

Answer:

Why has roof work come to a halt at Whitley?

There are 30 bats nesting in the roof. If there are not too many then specialist tiles can be used, but because of the greater numbers, the work will have to take place next summer to encourage the bats to nest elsewhere in the meantime. The parts of the roof that need repairing are being repaired and the roof is safe. We are still getting the boilers and this will have a positive impact on the fuel costs.

Governors noted that the engagement with social media had been positive at both schools and a useful tool for communicating events such as school trips. Feedback from parents was that they appreciated being kept up to date when their child was attending a residential.

Question:

Answer:

Did we have a reply from the Chronicle?

I did speak to someone. The article was factual. The reason for us wanting to expand was factual. The use of the word critical in the headline was emotive and the article did sound very negative. The information had gone into public minutes, but unfortunately the contact at the LA who would immediately update us was on holiday and so the press obtained the detail from the open minutes before we had been informed. Four of the six staff from Heathfield are being TUPE'd over and 2 are retiring.

The Staff had attended an invaluable well-being INSET day giving staff from both schools the opportunity to spend time together outside the school environment.

The Chair was to issue a letter to Mrs Harding and Mr Fullager to thank them for their involvement in the Governing Body over the years.

The Head reported the support for Maths at Acorns had been disappointing this term due to the way the LA supports schools. This has shifted from direct support towards Teaching schools providing support through SLE's. Unfortunately many of the allocated SLE's were also Year 6 teachers. This issue has now been addressed. Kelsall Teaching Alliance and Ignite will be providing support going forward.

Question:

Answer:

In maths are we looking at Maths mastery?

Yes, we've implemented a mastery to the curriculum. We had allocated someone and unfortunately their HT pulled them because their own schools results had been disappointing.

<p>Question: Answer: Question: Answer: Question: Answer:</p>	<p>The Headteacher noted that the LA allocate school to school support (Meadow and Childer Thornton) and the Teaching Alliance hold the support, however as soon as a school moves out of RI the support drops.</p> <p><i>So, these SLE's are taking time out of their own teaching roles to do this?</i> Yes, and then backfilled. <i>What is the SLE's experience?</i> They have specialist knowledge. Hopefully in the future we may have our own SLE's, but right now the progress of our own schools is priority. <i>Do Whitley benefit from this too?</i> Yes, indirectly.</p> <p>A Governor noted the incredible achievement of both schools in exceeding national floor standard. The School Improvement Committee would cover the Summer Term results. One child had joined the school and had subsequently left. They were to be removed from the data and this would lead to a positive change to the results.</p> <p>The Headteacher noted that Acorns had achieved the fourth largest increase in combined measure in CWaC. The Governors acknowledged the efforts of the staff and the challenges faced by them in achieving such an aspirational outcome.</p>
ACTION:	Headteacher to include reports of incidents of bullying of a SEND nature in future HT Reports. Headteacher
ACTION:	Chair to issue letters of thanks to Mr Fullager and Mrs Harding. Chair

AGENDA ITEM 8	APPROVAL OF 2017/18 BUDGET & CLOSEDOWN OF THE 2016/17 BUDGET
	The approval of the 2017/18 budget and closedown of the 2016/17 budget had been approved at the Finance, Premises and Personnel Committee.
RESOLVED:	That the Committee's approval of the 2017/18 budget and closedown of the 2016/17 budget be accepted.

AGENDA ITEM 9	BEHAVIOUR AND SAFETY OF PUPILS (SAFEGUARDING)
	Safeguarding training was to be delivered to all staff and Governors on 20 th September 2017, 3:30 – 6:30pm.
	Mrs Langton was to attend the INSET day on 4 th September 2017, 1-4pm to receive the Safeguarding training.

AGENDA ITEM 10	GOVERNING BODY VISITS/REPORTS ATTENDED SINCE LAST MEETING
	Feedback on Governors Forum to be carried forward to next FGB, due to Mr Nield not being in attendance.
	Mrs Rees had supported the TA Level 6 interviews and was attending this week to assist Ms Hearne.

	Mrs Langton had attended weekly stay and learn sessions at Whitley. The Chair continued to meet with the Headteacher at least once a fortnight.
ACTION:	Mr Nield to update on Governors Forum at next FGB.

AGENDA ITEM 11	GOVERNOR TRAINING ATTENDED SINCE LAST MEETING/ GOVERNOR TRAINING REQUIRED
	Mr Morrison currently undertaking new Governor training on line.

AGENDA ITEM 12	POLICY REVIEW
	The policy review schedule was up to date and as such there were no policies which required review.

AGENDA ITEM 13	ANY OTHER BUSINESS
	No other business was declared.

AGENDA ITEM 14	DATE AND TIME OF NEXT MEETING
	7 December 2017 at Whitley – 6pm

Signed Date