

Haslingfield School
Meeting of the Governing Body
Tuesday 1st May 2018 at 6.30pm

Present: - Cheryl Farrell (CF) Chair, Rebecca Gilbert (RG), Sandra Lee (SL), Graeme McLeod HT, Paula Durrant (PD), Jenny Reavell (JNR)

In attendance: Clare Kendle, Clerk, Nicola Pearce (NP)

No.	Item	Time
1.	<p>Apologies and approval absences Apologies were received and accepted from Gregory Horobin (GH), Janet Reinemann (JR) and Victoria Petty(VP).</p>	
2	<p>Conflict of interest that may arise during the meeting Governors were reminded of the need to declare a conflict of interest, pecuniary or other, relating to items on the agenda. There were none</p>	
3	<p>Notice of any other business There were none.</p>	
4	<p>Minutes of 16th January 2018 to consider any matters arising from those minutes The minutes had previously been circulated and were agreed as a true and accurate account of the meeting and duly signed by the Chair.</p>	
6	<p>Headteacher's report The report was circulated at the meeting with a verbal update: There were 3 PPDP evidence report provided prior to the meeting – boys/girls, pupil premium and more-able children. Boys & Girls Governors were able to see the difference in data between girls and boys, the trends were identified, strengths and areas for improvement. The gap is marginal and in line with the national data as expected. The school has been very successful with the current year 6, one strand specifically developed this year has been preparing the children for tests and support in the tests, for example reader/writers tailored to the individual children's needs. The cohort is on track to be over the target expected. Areas for development in specific years were also highlighted, the need to continue closing the gap. As is the case for small schools, each pupil is a larger % than bigger schools. More able Each cohort were discussed, the school is looking for accelerated progress and an explanation of the expectations required from Ofsted (sufficient and accelerated progress) were given again. The school is working towards meeting the 'accelerated' progress for those more-able children in the school. If interventions are needed, then these are put in place. Specific year groups were given as examples and highlighted for governors to be able to see how the school is working to improve further. Data was given to help governors understand the current picture and the quality first teaching with interventions included in the examples. The challenging cohorts within the school were identified, the changes in the identifying the more-able for which it is a change from last year when there was not sufficient evidence to be able to identify those more-able last year.</p>	

	<p>Pupil Premium The cohorts analysed were able to see the positive position of the school with the children identified as PP with the closing of the gap.</p> <p>In general, the school was able to show a very positive picture with the evidence to support this in all three reports.</p> <p>The Head updated the governors with the SDP, the PPDP was made available to governors with all the required areas highlighted and explained further. The governors will review this at the end of the year so that there is the evidence to show their monitoring and the effectiveness of the governing body.</p> <p>Q. P2.It states there is a questionnaire given to the children at easter regarding progress, is that the pupil survey? A. This is a way to identifying the more-able children and was a class based questionnaire.</p> <p>The marking, and the progress was seen by governors within a recent governor visit and was updated for governors who were not present at the time.</p> <p>The HT's main report covered pupil numbers, the school is currently applying for its international school award and an explanation of the corresponding actions were explained to governors. Examples were given of the good practice in the school. The Arts mark award progress was given to governors, with a precee of the meeting which was very successful. The feedback regarding the choir who had recently taken part in an event and had reached the final stages. An update on the school clubs which are offered as part of the extended care offered currently. There will be some extended opportunities for disadvantaged pupils to access after school clubs moving forwards. The clubs have recently been reviewed with a greater visibility, this is something that will continue to be developed. A termly club newsletter will be established for the school community and extending the website.</p> <p>A data meeting will take place, where several sites will be considered. The sites that the school buys into already will be discussed at this time, how Target tracker is used most effectively also.</p> <p>Building improvements are taking place over half term, the school is having some minor improvements to convert an already existing space into a group room. This will be essential when the seven class structure is in place as a space will be needed to work with children.</p> <p>Self-evaluation – monitoring analysis and audits. This will take place by the next meeting.</p> <p>Staffing update was given, a child with an EHCP will be expected and so therefore the school is working to provide the support necessary ready for when the child starts. The school is very positive about the range of children that it is able to educate, the diverse range is always good for all children & staff in the school.</p>	<p>Head/Link Gov</p>
<p>7</p>	<p>School Staffing for 2018/19</p> <p>The finances were covered in the resources meeting. There has been an appointment of one teacher, with two further vacancies as already advertised. The school is planning to work towards a seven class structure, this will be dependent upon appointments. The school was able to explain the alternative arrangements that would work for the school should the situation change.</p>	

8	<p>School Budget</p> <p>The budget was discussed by governors on the 28th March 2018. The budget was proposed to the full governing body by the Resources committee.</p> <p>There is a new budgeting system the school is using, the carry forward and the flexing of the budget has been made easier by the new system. The senior accountant came into the school to meet and was able to make a few tweaks that NP was unable to do and these</p> <p>The budget was unanimously approved.</p> <p>It was noted that NP has put in a considerable extra effort with the embedding of the new system and the governors extended their thanks.</p>	
9	<p>School Development Plan</p> <p>Please see the HT report.</p>	
10	<p>GDPR Update – General Data Protection Regulations</p> <p>The policy has been provided prior to the meeting, the governors were updated as to the current picture. An action plan was detailed with the view of seeking county involvement as the DPO and further updates will come to the governing body.</p> <p>A link governor would be considered – Interim CF</p> <p>The governing body proposed to use the data protection policy and were all in agreement, it was ratified and signed at the meeting by the Chair.</p>	
11	<p>CCS Catering Update</p> <p>The contract has been withdrawn for the county council catering company. The school is currently looking for a different company to be able to cater for the school.</p> <p>A specification has been put together so that the school is in a positive position when seeking a replacement. The service will be kept the same when looking at starting the contract.</p> <p>An explanation was made for governors regarding the TUPE process. The procurement process was discussed so that governors were clear on the current picture.</p> <p>An investigation has started into looking into linking with other schools to potentially make the contract more attractive.</p> <p>The school is looking for a contract to go live on the 1st September 2018, with tenders being received in May half term. These could be reviewed after half term.</p> <p>Q. Will there likely to be a financial implication for the school? A. The school is trying to make an efficiency's but it is likely the contract will cost the same as previously.</p> <p>Cleaning The school is currently investigating whether to take the cleaning in house or whether to buy into a contract from another provider. Governors asked if the school wished to have any further support on the matter as they were happy to help if appropriate.</p>	
12	<p>Policy Update</p> <p>Schedule of financial delegation – this matter has been dealt with in the committees.</p>	
13	<p>Safeguarding Update & Health and Safety</p> <p>An update will come to the next meeting. An external safeguarding audit has taken place</p>	

	<p>and an update given to the governing body. A governing body safeguarding audit will take place by the end of the year.</p>	
14	<p>Governor update</p> <p>Membership AC has tabled her resignation as of immediate effect, this was discussed and accepted. 2x staff - 2x foundation – RG, JR 2x parents – CF, GH will be 2 gaps as of the sept 18 3x co-opted – (AC), JNR, SL 1x LA - PD</p> <p>There will an election in the second half term. There is prospective governors interest and a skills audit is currently taking place within the governing body.</p> <p>CF undertook a governor visit on book scrutiny, an update was given to governors. A report has been written and submitted.</p> <p>SL undertook a visit on writing, an update was given which included pupil voice showing they understood the areas being questioned on in regards to their writing. A report has been written and submitted.</p> <p>An interim of the HT appraisal took place and was reported to the governing body.</p> <p>Halton village asked for an update of the annual meeting, this was given.</p>	
15	<p>Chair's action</p> <p>To report any urgent action taken by the Chair (Vice Chair) in accordance with the provisions of Paragraph 8 of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013</p> <p>There were none.</p>	
16	<p>Training and Events</p> <p>PD is booked to go on termly briefing, strategic performance data training.</p> <p>Governors need to be considering the succession plan for Chair of FGB, Chair of two committees.</p> <p>There will be a data meeting and a standards meeting will provide a date where governors will be together to discuss this matter on the 14th May 2018.</p>	
17	<p>Any Other Business</p> <p>There were none.</p>	
18	<p>Date(s) of future meeting(s).</p> <p>Standards committee – 15.5.18 at 6pm, Resources committee – TBC FGB – Tuesday 2nd October @ 6.30pm</p> <p>Close :- 8.30pm</p>	