**MINUTES OF A MEETING OF THE LEADERSHIP AND MANAGEMENT COMMITTEE OF WRENBURY COMMUNITY PRIMARY SCHOOL**

**HELD AT THE SCHOOL ON 18 NOVEMBER 2015**

**Governors Present:** John Robinson Chair

Bessa Cador Headteacher

Rachel Bulkeley

Jenny Davies

Claire Huntingdon

**Also in attendance:** Su Garbutt Clerk to the Governors

Andrea Sanders Observer

**PART ONE – NON-CONFIDENTIAL BUSINESS**

**Governors noted apologies from Ed Forshaw and Debbie Rowlands.**

**There were no declarations of interest.**

1. **ELECTION OF CHAIR**

Mr Robinson had been elected at the summer term FGB for a period on one year until the Autumn term 2016 committee meeting

1. **AGREEMENT OF TERMS OF REFERENCE**

Governors agreed the term of reference for 015/16.

1. **SHARING VISION AND AIMS**

A joint meeting attended by staff and governors had put together a Vision Statement which had been circulated to governors prior to the meeting.

Governors were pleased to recommend this to the full governing board for adoption. **ACTION: CLERK**

1. **SCHOOL DEVELOPMENT PLAN**

The School Development Plan had been circulated to governors prior to the meeting. The committee reviewed the finance section. Governors agreed with the recommendations and timetable within the development plan.

***Question: In terms of the plan, is there anything new or needing committee approval?***

*Response: (BC) No, there is nothing new in the plan at this point.*

The Chair of Governors and Chair of Committee would continue to monitor school development plan with the relevant part of the plans being reviewed at appropriate committees.

1. **SCHOOL SELF EVALUATION**

Governors had received the self evaluation prior to the meeting. The committee concentrated on the priorities for future development outlined in the document.

The Headteacher reminded governors that the British Values is a governor responsibility, not just the Headteacher.

***Question: What is the school doing for British values in school?***

*Response: (BC/CH) There are displays throughout the school; the school is looking at important dates in history; during the elections the school was learning about Guy Fawkes and democracy; armistice day had been marked at the school.*

The Headteacher informed the committee that the school council had not been elected this year. This was after an assembly the Headteacher had given around the message that everyone is important. After this, one pupil had approached Mrs Cador and said that by electing school council members that was making them more important than everyone else.

Governors felt that it was important to have a student council or class representatives to help with pupil voice. **Governors requested a report for the next meeting as to how pupil voice was being achieved at the school. ACTION: BC/CH**

**Governors requested that a pupil survey be completed and a report brought to the next meeting. ACTION: BC/CH**

A lot of the British values work was around the culture and ethos of the school which is difficult to evidence, so it was suggested that it would be useful if a governor could come into school and do a learning walk around British Values. **Governors asked the Headteacher to discuss this possibility with Jo Greenhough and Sarah Duncalf. ACTION: BC**

Governors discussed the traveller population and how the school can incorporate the work done with them at Elton School. Rachel Bulkeley stated she worked with Elton school and would pass a contact to the Headteacher. **ACTION: RB**

It was suggested that a link could be established with the Irish dancing club run at the community centre and the Headteacher would explore this. **ACTION: BC**

***Question: Can you explain about governors asking questions of pupils they don’t know?***

*Response: (BC) This is about getting the children ready to answer questions from people they don’t know. The pupils are used to being asked questions by their teacher, but not really by anyone else. We are trying to get the children comfortable with talking about what they are doing.*

Governors agreed that at the full governing board meeting dates for governor visits would be agreed. The monitoring form would be circulated by the clerk with the FGB papers each term so that governors had a copy. **ACTION: CLERK**

Governors were reminded to do the Channel online training around extremism and radicalisation. The Chair would recirculate the link to governors. **ACTION: JD**

Governors discussed the EYFS provision and Mrs Huntingdon reported that the teachers had started putting together more challenging activities which the children can choose to do.

***Question: Are these both indoor and outdoor activities?***

*Response: (CH) No, only indoor at the moment but we will be looking at outdoor challenges.*

Mrs Huntingdon informed the committee that she was linking writing in EYFS to the experiences of the children. The cohort had entered the school well below the national expectations but she was starting to see a few pupils accessing phonics and applying this in their writing.

The Chair of Governors reported that at the Quality of Teaching committee governors had discussed the liaison between the nursery and the school.

***Question: Are we able to have regular reviews with the nursery?***

*Response: (BC) We will suggest it at the meeting tomorrow with the committee which we have been invited to.*

It was felt that there was a lack of communication between the nursery staff and the nursery committee and that this needed to be addressed if possible. 19 out of the 20 pupils in reception had come from the nursery, and the one pupil who did not come from the nursery was the top performing pupil in the cohort.

Raising expectations and standards – the Headteacher reported she would add in specific outcomes from Raiseonline data headlines and action points to this section of the document. Governors requested commentary for each point if appropriate. **ACTION: BC**

CPD – the new English/Maths curriculum will be assessed in June and staff were receiving training. The NEP was offering training which staff were attending.

TAs had been taking children out of class to do short interventions. The Headteacher reported that she had not felt this was cost effective and therefore TAs were being redeployed across all classes.

A governor commented that the school committed as much money as possible to staffing so it was important to know that they were being used in the best way.

The school had appointed a new SIP, Liam Tripper who would be visiting the school this term and would meet with the Headteacher and governors. The Headtacher had reviewed the data and put aspects of this in the school development plan.

1. **STAFFING STRUCTURE**

See part 2 minutes.

1. **PERFORMANCE MANAGEMENT**

Performance management had been completed and reported to the Pay Committee.

1. **PAY POLICY UPDATE**

The pay policy had been updated and agreed at the pay committee. This would be ratified at the FGB. **ACTION: CLERK**

1. **FINANCE**

A meeting had taken place with the LA budget officer. Unfortunately there had been a number of anomalies in the budget this time around journals and virements and it had been difficult to drill down the final figures.

The Chair of Finance asked the Headteacher to arrange another meeting with the LA to ensure the figures were now clear and the anomalies had all be cleared up. **ACTION: BC**

Governors asked the Headteacher to meet with the budget officer to familiarise herself with the processes and procedures around the budget and receive training if required. **ACTION: BC**

Budget

The Chair of Committee informed governors that the school was expecting a carry forward of £31,024 for 2015/16.

The 2016/17 budget was showing an in year deficit of £-33,999 so with the carry forward from 2015/16 this would leave a deficit of £-2,907. The 2017/18 budget would then trigger a deficit budget.

Governors were informed that the school had applied for a rural schools grant of £20,000. Governors were disappointed to note that the LA had only given schools one week to complete and submit the application and thanked the school staff for being able to get the application back in such a short space of time.

The Headteacher informed governors that the Schools Forum was looking at reducing the lump sum from £130,000 to £100,000. This had not yet been confirmed and the Headteacher would inform governors as soon as she had any further information.

***Question: Have we heard anything further about the sports grant?***

*Response: (BC) We get £8,000 sports grant and then received an extra £4,000. Mrs Rowlands needed to journal across the £4,000 but the LA rejected this journal. Mrs Rowlands then journaled across £4,000 from other codes but then the LA accepted the £4,000 originally journaled across.*

***Question: Have they put this back?***

*Response: (BC) We are down by £4,000 and I need to speak to the LA about this.* ***ACTION: BC***

1. **RESULT OF FINANCIAL AUDIT**

See item 11.

1. **SFVS**

The SFVS needs to be completed and submitted to the LA by the end of December 2015.

Governors were informed that during a recent financial audit the auditor had looked for the evidence around the two new questions on the SFVS which relate to pay. He had been very pleased with the evidence the school could provide, but the Headteacher stated that the level of detail required was rigorous.

She therefore recommended that governors start reviewing the SFVS document as soon as convenient. **ACTION: JD/JR/BC/DR**

1. **REVIEW OF MANUAL OF INTERNAL FINANCIAL PROCEDURES**

Items from the manual had not been available for the meeting so would be approved at the FGB. **ACTION: DR/CLERK**

1. **DEBT WRITE OFF**

There were no debts for discussion.

1. **WRITE OFF DISPOSAL**

The Headteacher informed governors that 10 computers needed to be written off. There was no monetary value in the computers.

**Governors agreed the disposal. ACTION: BC**

1. **REVIEW OF BENCHMARKING RESULTS**

Benchmarking documents were not available for the meeting. However, governors felt it was important that they should be looking at benchmarking regularly at each meeting.

The Headteacher would attend training to be able to produce the benchmarking documents. **ACTION: BC**

1. **GOVERNOR DECISION PLANNER 2015/16**

The decision planner would be sent to the Chair of Governors to review prior to the FGB. **ACTION: CLERK**

1. **PARENT SURVEY RESULTS**

Governors had received the results prior to the meeting.

The Headteacher drew governors attention to the bullying result as there were only 26 positive response out of the 40 returns to the statement “This school deals effectively with bullying”. However governors should note that 11 returns had stated “don’t know” because they had not had any experience of any bullying at the school which was regarded as a positive outcome.

The anti-bullying policy had been updated following training attended by the Headteacher. This would be sent to all parents after approval at the FGB. **ACTION: BC**

More meetings with parents had been scheduled following the survey results. Mrs Rowlands and the Headteacher had devised a whole school calendar, one for staff and one for parents and these had been circulated.

Governors noted that the school website had been updated and a governor stated that the weekly updates on Facebook were useful but she would like to see parents respond to the updates.

Overall governors were very pleased with the survey results.

1. **IMPACT STATEMENT**

Governors felt the impact of the meeting was:

* Confirmation of the school budget and financial position
* Looking at the school development plan and SEF
* Reviewing staffing and putting strategies in place to review school staffing
* Seeking confirmation from the school budget officer that the budget is now aligned
* Discussion had taken place around completing and submitting the SFVS
* The link with the pre-school had been discussed

Governors and the Headteacher wished to thank Mrs Davies for her invaluable expertise and support. The Headteacher stated that she was very grateful for the constant encouragement and the time which Mrs Davies had given up to the school.

There were no items of any other business for discussion.

**The meeting closed at 7.45 pm.**

--------------------------------- Chair

--------------------------------- Dated