



Black Firs Primary School

Longdown Road, Congleton, Cheshire CW12 4QJ

Tel: 01260 272935

Fax: 01260 277285

Web site: <http://www.black-firs.co.uk>

email: mcasserley@black-firs.co.uk

office@black-firs.co.uk

pta@black-firs.co.uk

LOCAL GOVERNING BODY MEETING

At 4.30pm on Thursday, 17th November 2016

Present: David Whitewright (DW), Martin Casserley (MC), Daphne Wright (DWr), Toby Hassall (TH), Andrew Brown (AB), Dave Lupton (DL), Rachel Cam (RC), David Wood (DWo), Mike Warren (MW) (from 5-6pm), Alex Thompson (Clerk), David Hermitt (DH) (from 6.00pm)

Apologies: Paul Horrocks, Roland Domleo & Damien Calnon

Item	Notes	Actions
1.	Apologies & Additional AOB Items DW welcomed everyone to the meeting. Apologies for absence were noted and accepted by Governors. There were no additional AOB items raised.	
2.	Declaration of Pecuniary Interest Governors were asked to declare any pecuniary interest or conflict of interest in connection with the business to be discussed during the meeting. The following declarations were declared: <ul style="list-style-type: none"> MC & DW - Directors of Cmat MC - Director of CeCP 	
3.	Membership PH term of office is due to expire in March, prior to the next LGB meeting. Although PH was unable to attend the meeting he had agreed prior to the meeting (via email) to a further term of 4 years from March 2017. Governors would like to thank PH for his continued support for the school. DW informed governors that DC's membership is also due to expire in March. DC is currently a parent governor however he no longer has children at BFS. He has therefore expressed an interest in continuing on the LGB as an appointed governor. DW had been approached by Lee Stone regarding the current vacancy of an appointed member. Lee had contacted DW via email enclosing his cv and details regarding his suitability for the position. He is currently working as a solicitor and the LGB agreed that this skillset is currently missing from the LGB would be a valuable addition to BFS governing body. It was therefore agreed that approval would be sought from the Cmat Board for a start date with immediate effect. DW informed the group that he is resigning as a Cmat Board member as there needs to be a disconnect from the Board and the Directors if Cmat wish to become a sponsor. Governor challenge: What is the position with other Board members and Directors? One member is the Chair of CHS, a Director and a Board member; surely this is a conflict of	All: For information Alex: Email Cmat Clerk re request for approval

	<p>interest? Governors asked DW to seek clarification of this and stated that they would like reassurance that all schools are fairly represented, with no school having a majority representation. Governors also stated that any BFS taking on the role of the Board member would require a wider perspective of the role prior to considering taking up such a position. DW to seek clarification on both accounts.</p>	
4 & 5.	<p>Minutes of the Previous Meeting & Any Matters Arising All minutes of the previous LGB meeting held on 30th June were approved at the General Purpose Committee Meeting on 22nd September. There were no matters arising that aren't included in the agenda.</p>	
6.	<p>Chair's Action DW informed governors that he had agreed the quote for £112,000 for the artificial pitch with Realm. The quote was £5,000 more than the original quote, however this was for a far superior 'grass' and he is confident that the quality of the service from Realm warranted approval.</p>	
7.	<p>Committees & Nominated Governors DW confirmed that the Head Teacher's performance management review had taken place in July and there were no issues or items to be raised with the LGB from the review.</p> <p>MC confirmed there have been no complaints dealt with by the Complaints Committee this term.</p>	
8.	<p>Part One Reports from Committees & Governors with Special Responsibilities MC confirmed that all committees have met and copies of minutes & reports are available on SharePoint. Part One reports from all committees were all accepted.</p> <p>Matters Arising: Finance Committee – Governors approved funds being moved and accounts closed by March 2017. OSC to remain open for the time being as 3 parents are still paying in to this account as are Cheshire East. All parties have received requests for funds to be paid into the new account but this is yet to happen.</p> <p>DW agreed to raise query with Cmat CEO regarding which bank account the BFS reserves have been placed into – CHS or Cmat? Governors questioned why the October accounts had not yet been circulated. MC responded that he had only just received the September accounts this afternoon and is currently still following up on the budget coding issues from previous month.</p> <p>Governor challenge: Why is it that it is now 17th November and the October accounts are not available? The books should balance at the end of the month (or within a few days) and the accounts circulated. DW/MC agreed to raise this. Governors stated that at the last meeting, which was attended by Julia Lennard and David Hermitt, there was a commitment from Cmat that monthly accounts would be provided and they are concerned that on the 17th of the month BFS isn't aware of where the budget is up to at the end of the previous month. Governors agreed that there is an expectation that the service will improve from 1st January when the new Cmat Finance Director is in post.</p> <p>Curriculum & Personnel – MC informed governors that the Ofsted dashboard (data website) has now been shut down and he does not feel that the other DfE websites provide the detailed information required. Governors requested MC to upload a PDF file detailing the</p>	

	school results and a summary of the current RAISEonline.	
8 & 9.	<p>Headteacher's Report and Any Matters Arising</p> <p>MC presented his Headteacher's report to the governing body. From the report the following points were discussed:</p> <ul style="list-style-type: none"> • Update on staffing structure (see Head's report for detail) • Currently awaiting Secretary of State to sign documentation to authorise change in age range to 3-11 years. • Governors asked for reassurance that the funds generated from pre-school remain in the school bank account. MC confirmed that the income from pre-school sits within the school budget not Cmat. • School absence is currently 2.73%, which is less than the target. Governors were pleased to hear this. • Conway residential feedback was excellent. Fabulous experience yet again. • Current numbers: 293 in school; 326 including pre-school. • UFSM is currently 93%. • Cmat Review taking place on 13th February. Ann Pitt to re-visit and conduct the review. • Following the recent Ofsted inspection at Wybunbury, the staff delivered a briefing to all staff at BFS. Following the briefing MC now updating the school website including a curriculum statement which describes education as a journey. Governors suggested that it might be a good idea to ask Ann Pitt (HMI) to provide feedback on the website. • Policy documents are up-to-date. Governors suggested a review schedule is created which details all policies and review dates. MC to action. • MC shared attainment information. The ranking result has improved despite a slight dip in maths data. Governors supported MC sharing comparative data on the website. <p>MC has circulated the 'Keeping Children Safe' document that must be read by all staff and governors. He asked that governors read the document and email him confirmation that this has been done so that he can update the central record to reflect this.</p> <p>MC announced that school had been re-awarded the Green Eco Flag. Governors expressed their thanks to Adam Millington and Bev Webb for their hard work in gaining the award again.</p> <p>Governors discussed 2018/19 Holidays. MC informed governors that the only issue is Easter 2019, as it falls on 21st April. He provided a variety of options for the LGB to consider. Governors recommended that school finishes on 5th April and return on 25th April. Both 22nd & 23rd April will be INSET days.</p>	
10.	<p>School Improvement Information</p> <p>MC confirmed that this document is available on SharePoint.</p>	
11.	<p>Performance Data</p> <p>Already discussed earlier in the meeting. MC confirmed that all information is available on SharePoint.</p>	
12.	<p>Director's Report</p> <p>DW emails the link to all governors on a weekly basis. Alex to circulate information from Directors' Briefing via email.</p>	Alex: Circulate information
13.	<p>Governor Development</p> <p>No further update.</p>	

14.	School Policies Safeguarding Policy was approved.	
15.	Planned Educational Visits Theatre visit to see Christmas pantomime. Young Voices trip in February.	
16.	Any Other Business None. <i>MW left at 6.00pm</i> <i>DH arrived at 6.00pm</i>	
	Date & Time of Next Meeting: Date: 23 rd March 2017 Time: 4.30pm Venue: Staff Room	All: For information

Approved & Signed by: _____

Date: _____