



Black Firs Primary School

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GENERAL PURPOSES COMMITTEE MEETING

At 4.30pm on Thursday, 21ST January 2016

Present: David Whitewright (DW), Martin Casserley (MC), Daphne Wright (DWr), Rachel Cam (RC), Dave Lupton (DL), Mike Warren (MW), Alex Thompson (Clerk)

Apologies: Jen Harrison

Agenda	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. None were declared.	
4. OSC	Governors agreed to cover this item prior to minutes of previous meeting. Pre-School termly report: <ul style="list-style-type: none"> • Kirstie P has an interview in February for a 12-weeks assessment only QTS course. She now has to gain experience of KS1; Jo Mullins will be covering classes in FSU. • Becky Hosier (parent) has been recruited as a Modern Apprentice via South Cheshire College. Also have two students – One Option K and the other an NVQ via CHS. • The midday pre-school team are working well. Currently recruiting to cover for Christine for the month that she is off. • All staff have completed Channel training and epilepsy training. Bev is doing a SENCO/S&L course next week. • Current numbers: 7 new starters since January. Tuesday afternoon usually quiet therefore also doing a toddler group. 1 child has epilepsy and attends two mornings a week. Risk assessment (RA) has been completed by occupational therapist and physiotherapist. Only point to address from the RA was to paint the step red, which has now been completed. Child will start full-time in September. • H&S – Following the mock inspection it was recommended that a cover is purchased for the sandpit. Also need School-wide Safeguarding policy that includes all settings onsite. • Feedback from mock inspection – Outstanding practice. All children are engaged and learning. Recommended improvements for transition which 	



	<p>have been implemented.</p> <ul style="list-style-type: none"> • Growing number of children with S&L issues. Working with parents to upskill them. Recent parents evening well attended. Information packs were provided to parents. Activities are also provided weekly on the blog. All positively received by parents; excellent feedback. Due to the increasing number of children in Pre-school may spread parents evening over one afternoon and two evenings in future. <p>Out-of-School, OSC, termly report:</p> <ul style="list-style-type: none"> • 40-50 children attend each night and 35-45 attend breakfast club. This needs to be monitored as space may become an issues if numbers continue to increase. • Letter re holiday club over February half term going out next week • New staff member appointed who also supports ASC. • PTA has agreed to fund new games etc that are required due to wear and tear. • MC confirmed that now the shed has moved the fence or gate will be extended to create an enclosure. He will also liaise with the fire alarm company to request installation of a bell as there is currently no external sound for the fire alarm system. <p>Governor Challenge: If alarm goes off does it cover all buildings? MC confirmed that it does, however the provision of an external bell needs addressing.</p>	<p>MC/DL: Liaise with alarm company re installation of external bell</p>
<p>3. Previous Minutes & Matters Arising</p>	<p>Minutes accepted as true and accurate record.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • MC to contact David Hermitt re update on one single registration, rather than two, as this action needs to be completed by the CmaT. • The middays have all now received the pay increase agreed. Staff are working well and no current issues except providing cover for the one member of staff who is going to Australia on holiday, taking leave without pay. <p>Governor Challenge: How are we going to cover this? Would it be useful to advertise the temporary vacancy via ParentMail in the first instance? MC agreed to action this and also, if possible, have a bank of temporary staff for when a situation like this arises in the future.</p>	<p>MC: Contact DH re update on registration</p> <p>MC: Advertise temp vacancy via ParentMail</p>
<p>5. Pre-School and After-School Club Reports</p>	<p>MC has uploaded all data discussed onto SharePoint for all governors to view. Comparative data from a typical week in January 2015 and January 2016 was discussed. There has been a significant increase in numbers from 309 in 2015 to 368 in 2016; 16%. There is a good compliment of staff who are all working well. Haven't had to increase staff numbers to date as the figures still fall within the recommended staffing ratio.</p> <p>Similar report with pre-school. Numbers currently at 46. Reported 349 students on the census across the school with 289 in school, increasing to 290 by half term with a child starting in Y1. No current issues with space however need to re-think logistics for parents evening, Christmas performances etc as the school continues to grow.</p>	

	<p>Governor Challenge: Do we need to consider a decorating programme for the school?</p> <p>MC commented that there is no need at the moment as the only area identified was the hall and the plasterboard and MDF has recently been replaced. The only other issue is the doors but awaiting an outcome from the bid which would enable all doors to be replaced.</p> <p>MC stated that with the introduction of 30hrs free child-care from 2017 there would be more full-time children in Pre-school and wasn't sure how healthy this is for the children. He would rather children continued to attend on a sessional basis.</p> <p>Governor Challenge: Do we need to consider doing it differently? Do we stagger it when they start?</p> <p>MC confirmed that they do not have to offer 30 hours and that they could stipulate 15 hours. MC stated that funding is increasing again to £5.70 an hr, although Black Firs has not increased their prices for the past 6 years still £8.90 for a 3 hr session; £3.30 an hr. This has been deliberate so that non-working parents can afford to use Pre-school. DWr commented that at nursery the children are able to have an afternoon sleep but that we do not have the luxury of that facility.</p>	
<p>6. Policies</p>	<p>MC confirmed that the safeguarding policy has been realigned with CmaT. He has also written a separate Prevent Radicalisation policy based on the model policy, which references across other relevant policies. The policy also includes anyone hiring the School or using the School for events. There is also a form that external presenters complete if they are new or if the School has concerns.</p> <p>There was also a discussion during the mock inspection regarding freedom of speech, racism, radicalisation and the prevent agenda, due to the fact although Congleton doesn't have a large ethnic population this does not mean that there are no radicalisation and extremism issues or views.</p> <p>Governor Challenge: Did the mock inspection raise the issues of FGM?</p> <p>MC responded that there is an awareness of FGM in school and it is discussed regularly, however it is not captured in a specific policy. He also commented that the Equal Opportunities Policy is currently being amending as it needs to include Diversity. This policy will be presented for ratification at the LGB meeting.</p> <p>MC informed governors that the Pupil Premium statement has been updated and is now on the website. There is also an update to the sport funding statement on how the funding is being spent. All information is also on the SharePoint.</p> <p>Governor Challenge: Have there been any questions from parents regarding pupil premium?</p> <p>MC responded that several parents had asked what pupil premium was when it was first introduced however, there have been no questions recently. MC shared that all pupil premium children are tracked half-termly and although there are 22</p>	<p>MC: Present EO & D policy at LGB for ratification</p>

	<p>children on the 'Ever 6' list, only 9 children are currently in receipt of free school meals at present. 1 child is performing below their age related expectation but their lack of attainment is due to SEN.</p>	
<p>7. Health & Safety</p>	<p>MC shared that it is his intention to move the H&S co-ordinators role to DL. Sue Pullan, H&S Adviser conducted an audit recently and the feedback was positive. There were no recommended actions, only that audits need to be updated and a Vehicle Movement audit completed on the new carpark.</p> <p>The group discussed the possibility of purchasing a defibrillator. MW commented that the Red Cross may offer the school one free of charge. MW agreed to liaise with Andy Pear and update governors at the next meeting.</p> <p>MC confirmed that the gas inspection had been completed and that the PAT testing inspection was due in May.</p> <p>Governor Challenge: Do we need to include a movement audit /risk assessment?</p> <p>MC agreed that this should be completed as it has been noticed that parents are turning their car round in the carpark. The gate cannot be closed as it opens outward and that would leave cars in the middle of the road which is dangerous. MC also commented that a 'gritting plan' needs to be displayed outside and also included on the website. MC/DL to action this.</p>	<p>MW: Liaise with AP re defibrillator</p> <p>DL/MC: Display gritting policy outside & on website</p>
<p>8. Absence</p>	<p><u>Staff Attendance</u></p> <p>No issues at present. The only recent issue was that a midday had booked a hospital appointment during lunchtime. MC agreed they could attend the appointment however this was without pay.</p> <p><u>Debtors Report</u></p> <p>Invoices have recently been sent out. No major issues.</p> <p>Governor Challenge: If a debt it owing school should not be subsidising the child going on the residential to Conway.</p> <p>The group agreed this, although this is not currently an issue.</p> <p>MC gave an overview of the payments system explaining that invoices are issued upfront for pre-school and out of school club are invoiced termly. There was a discussion about invoicing half-termly but MC explained that this could eventually entail the need for a full-time member of staff just to complete the invoicing which wasn't the best use of resource/budget.</p> <p><u>Student Absence</u></p> <p>MC reported that student absence is regularly 97-98%, although Y1 is currently 96%.</p> <p>Governor Challenge: Has unauthorised absence grown?</p> <p>MC confirmed that it has risen slightly recently and that he has spoken to parents</p>	

	<p>to state that they need to prove when they apply for absence stating an 'exceptional circumstance'. A couple of families have booked a holiday either a week before half term or a fortnight after half term as it is cheaper. Neither requests have been authorised and MC has informed parents that where the absence is more than 10 sessions they may be contacted by the EWO.</p> <p>MC also commented that one child/family is notorious for having a Friday off in the past. This has improved recently but school are monitoring this. MC shared that school are concerned for the child and the impact of isolation/bonding etc when they are absent so much. This has been raised with parents.</p>	
<p>9. AOB</p>	<p>RC asked for an update on the all-weather pitch. MC shared that planning permission had been delayed slightly due to the tree survey, which has now been received. The pitch will be moved slightly so that there is no need to undercut the trees. They are hopeful that a decision regarding planning permission will be made in the next few days. MC agreed to update governors once decision received.</p> <p><i>(Meeting closed at 6.15pm)</i></p>	<p>MC: Circulate outcome of decision re planning permission</p>
<p>Date & Time of Next Meeting</p>	<p>The next General Purposes Committee Meeting is on:</p> <p>Date: 5th May 2016 Time: 4.30pm Venue: Staff Room</p>	<p>All: For information</p>