



# Black Firs Primary School

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## LOCAL GOVERNING BODY MEETING

At 4.30pm on Thursday, 20<sup>th</sup> April 2017

**Present:** David Whitewright (DW), Martin Casserley (MC), Lee Stone (LS), Toby Hassall (TH), Andrew Brown (AB), Paul Horrocks (PH), Roland Domleo (RD), Rachel Cam (RC), David Wood (DWO), Alex Thompson (Clerk)

**Observers:** Daphne Wright (DWr), Damien Calnon (DC)

**Cmat:** David Hermit (DH), Richard Hinckley (RH), Rich Benson (RB), Linda Morley (LM)

| Item | Notes  | Actions                             |
|------|--|-------------------------------------|
| 1.   | <p><b>Apologies &amp; Additional AOB Items</b></p> <p>As Chair, DW welcomed everyone to the meeting. There were no apologies and no additional items for AOB.</p> <p>DWO asked for clarification regarding the attendance of LM (Cmat Clerk). LM clarified that she is not minuting the meeting, except for the business case agenda item under Part 2.</p>  |                                     |
| 2.   | <p><b>Declaration of Pecuniary Interest</b></p> <p>There were no declarations of pecuniary interest in addition to those already declared on the annual declaration form.</p>  |                                     |
| 3.   | <p><b>Membership</b></p> <p>TH term of office as staff governor is due to expire in June, prior to the next LGB meeting. The clerk confirmed that there were no additional nominations and that staff had voted for TH to be re-elected. TH confirmed he would like to re-stand again for a term of 4 years. He was nominated by RD and this was seconded by DWO. Governors voted unanimously in favour of this re-election. The clerk agreed to request approval from the Board.</p> <p>DW raised concerns regarding the Board's decision not to approve the re-election of 3 BFS governors. It transpired that this was due to the number of staff/parent governors being greater than appointed governors. DW pointed out that both CHS and Castle Primary have more staff/parent governors than appointed governors. DH responded that Chair's action was taken during the Ofsted inspection yesterday, following the resignation of the non-teaching staff governor (DL), to approve the re-appointment of one parent governor (PH). Cmat are in the process of rebalancing the 3 school governing bodies which is being conducted in conjunction with the recently formed Governance &amp; Search Committee.</p> <p>DH commented further that 'the Board cannot appoint governors who are in conflict with Cmat'. AB responded that BFS are pleased that steps have been taken to ensure there is the correct presence of parent governors on the LGB. PH reiterated comments from an earlier discussion, BFS does not have an issue with Cmat, nor are the governors in conflict with Cmat. In response to the comment from</p> | <p>AT to request Board approval</p> |

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|          | <p>RH that the situation could've been resolved earlier if they had been informed, the clerk (AT) responded that she had communicated with both LM &amp; DH on several occasions over the past few weeks to highlight the issue but no solution was offered until yesterday. AT asked for clarification whether the Headteacher is a staff governor. It was confirmed that MC is an ex-officio; therefore, by virtue of his Headteacher role he is a governor with voting rights.</p> <p>DW requested clarification as to why the BFS governance review was cancelled. MC informed the LGB that he received a telephone call from Ruth Agnew on morning Tuesday 28<sup>th</sup> March, 36hrs prior to the planned review, informing him of its cancellation. DH responded that Directors had made the decision to cancel due to the school's request to leave Cmat. No reason was offered as to why such late notice.</p> <p>AB raised an issue regarding unauthorised funds being removed from BFS account and concern that this may breach financial procedures. DH responded that the matter is confidential and asked that it be discussed as a Part 2 agenda item and without staff present.</p> <p><i>(RH left the meeting at 6.10pm)</i></p> | All for information |
| 4.       | <p><b>Part 1 Minutes of the Previous Meeting &amp; Any Matters Arising</b></p> <p>Matters arising:</p> <ul style="list-style-type: none"> <li>• Clerk to include DWo on attendance list.</li> <li>• Item 8 – DH commented that the delay in providing the information had been due to completion the year end accounts. The Finance Director had confirmed October would be late via email prior to the LGB meeting. It was commented that no monthly accounts had been received since July making budget monitoring challenging. AB acknowledged that governors had received monthly accounts since November 2016.</li> </ul> <p>With the exception of the amendment to the attendance list the minutes were agreed as a true and accurate record.</p>   | AT to action        |
| 5&6.     | <p><b>Cmat Update &amp; BFS Business Plan</b></p> <p>See Part 2 minutes.</p>  |                     |
| 7.       | <p><b>Chair's Action</b></p> <p>None.</p>   |                     |
| 8.       | <p><b>Committees &amp; Nominated Governors</b></p> <p>None. Nominated governors postponed to summer meeting.</p>  |                     |
| 9.       | <p><b>Part 1 Reports from Committees</b></p> <p>MC confirmed that all committees have met and copies of minutes &amp; reports have been circulated and are available on SharePoint. There were no matters arising.</p>  |                     |
| 10 & 11. | <p><b>Headteacher's Report and Any Matters Arising</b></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"> <li>• Update on staffing structure (see Head's report for detail). Recruitment and retention of midday assistants and cleaners is proving difficult. <b>Challenge: Why is this and is there something we can do to rectify the situation? Also, was this not raised when we discussed joining Cmat?</b> MC responded that the issue is with the limited number of hours on offer and the rate of pay. DH commented that CHS has the same issue.</li> <li>• Staff absence: The absence level for non-teaching staff is high and has become an issue. Staff</li> </ul>   |                     |

have been supporting during lunchtimes and with cleaning their own classrooms but this is not sustainable. Both roles have been re-advertised and the situation is being monitored.

- Student absence target has slipped due to a sickness bug in school prior to Easter. **Challenge: Was this related to a specific year group?** MC responded that it was an issue across the whole of the school. **Challenge: Have you received many holiday requests in term-time?** MC: No current issues; Easter falling a week earlier this year has relieved some of the financial pressure for parents. **Challenge: Any persistent absenteeism?** MC commented that 3 children have been absent regularly but they are aware of the reasons (1 for religious observance and 2 with exceptional circumstances). Most children are keen to be in school.
- **Challenge: DH asked for confirmation that BFS are following their admissions policy.** MC confirmed this and explained that most years are currently over PAN and therefore can legitimately refuse an in-year admission application.
- **Challenge: How many children are in receipt of Free School Meal, FSM, funding?** MC updated governors on the rule change with regards to FSM, the impact of which has meant that it is harder to qualify and therefore only 3 children are now in receipt of this funding. A large number of families now fall in to the category of 'just about managing' (JAMs) and school is encouraging parents to contact them if they are struggling financially.

*(RD left meeting at 6.30pm)*

- Two parents' evenings have taken place this term. Both were well attended however it has been noted that a proportion (25%) of parent still haven't logged in to the new Earwig system. MC commented that coincidentally this is the percentage of parents who commented on the Ofsted parents' survey that they weren't aware of the child's current attainment.
- HMI mock inspection report shared. TH provided feedback from staff who had commented that the mock inspection had been a positive experience and something that would be welcomed annually. Governors supported this.
- Governors asked about the KiVa anti-bullying program. MC reported that there have been 2 incidents since September which have been through the formal process. The KiVa program received positive feedback from the Ofsted inspector, who also mentioned that children had fed back positively stating that bullying in the school is rare and any incidents are dealt with quickly. Governors suggested KiVa should be a standing agenda item. Clerk to action this. MC to request termly reports from Pete Woods including any staff support required.
- CIF bids for the extension and hall refenestration – both bids were unsuccessful. No other funding streams available at present. AT to invite Mark Bayley from CE to attend one of the summer term committee meetings to discuss school improvement and possible funding. DH commented that many CE schools are full and are facing similar issues but despite lobbying with the local authority there has been no response to date.
- School website needs replacing. MC has spoken to 5 companies and has received quotes from 3 of them, all of which are similar in cost. A decision will be made in the summer term. AB offered to support with this. DH asked that MC involves the CFO in the discussion regarding the contract as the CEO will need to sign the contract.

MC to arrange annual mock inspection

AT to include KiVa on agenda & MC to provide termly update

AT to contact MB

MC to contact AB & involve CFO re contract

## 12. School Improvement Information

SIP priorities and the SDP are linked. Governors agreed to postpone the discussion to the next meeting.

Recommendations from the Ofsted inspection:

1. Focus on writing for the more able students across school (in particular extended writing)
2. RE – Children have a good knowledge of culture, citizenship and British Value. However, with

All for information

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|------------|--|--|
|            | regards to religion, recently only Christianity has been taught. Need to incorporate other religions.  |  |
| <b>13.</b> | <p><b>Performance Data</b><br/>Updated information on the website was shared. Governors asked for the format of the Standards Information to be amended to provide more explanation to enable parents to interpret the information correctly. MC to action.</p> <p>Governors suggested a review schedule is created which details all policies and review dates. MC &amp; AT to discuss/action and involve Adam Millington (ICT Co-ordinator).</p>                                   | <p><b>MC to amend data format on the website</b></p> <p><b>AT to create schedule</b></p> |
| <b>14.</b> | <p><b>Director's Report</b><br/>DW emails information to governors on a weekly basis. Recent information has included details of the Summer Conference and the summer training schedule.</p>   |  |
| <b>15.</b> | <p><b>Governor Development</b><br/>PH has attended a Best Practice Network training session on 'Forming or Joining a MAT'.</p>   |  |
| <b>16.</b> | <p><b>School Policies</b></p> <ul style="list-style-type: none"> <li>• School Exclusion Policy was shared. It will be reviewed in the autumn term. <b>Challenge: Are all policies not CmaT-wide?</b> MC responded that there are joint statutory policies but it was agreed that there will also be several school delegated policies.</li> <li>• All policy review dates have been amended. To be discussed further at the Curriculum &amp; Personnel Committee meeting.</li> </ul> |  |
| <b>17.</b> | <p><b>Planned Educational Visits</b><br/>The following visits are planned this term:<br/>Y1 – Chester Zoo<br/>Y2 – Tatton (one night residential)<br/>Y3 &amp; Y4 – Liverpool Museum (2 visits)<br/>Y5 – Kayaking</p> <p>TH is the EVC Co-ordinator and he confirmed risk assessments have been completed for all visits and the information has been entered on the CE Evolve system. Governors supported all visits.</p>   |  |
| <b>18.</b> | <p><b>Any Other Business</b><br/>Provisional dates for 2017/18 LGB &amp; Committee meetings were circulated prior to the meeting. There were no changes requested and therefore these dates are now confirmed.</p>   | <b>All: For information</b>  |
|            | <p><b>Date &amp; Time of Next Meeting:</b><br/>Date: 29<sup>th</sup> June 2017<br/>Time: 4.30pm<br/>Venue: Staff Room</p>  | <b>All: Please note</b>  |

(Meeting ended at 7.45pm)

Approved & Signed by: \_\_\_\_\_

Date: \_\_\_\_\_