

PRIESTNALL SCHOOL GOVERNING BOARD MINUTES**SPRING TERM 2017**

Date: 20th March 2017
 Time: 5:30pm
 Venue: The School

GOVERNORS PRESENT

Dr D Smith (Chairperson), Mr J Clegg (Headteacher), Cllr C Foster, Ms L Crompton, Mr A Patel, Mrs D Smith, Mr K Ward, Mr A Morrison, Mr M Young, Mrs S Mansfield, Mrs M Joule, Mr K Thompson, Mr G Morewood and Mrs H Fern.

IN ATTENDANCE

Mr T Clarey Associate Member (Deputy Headteacher)
 Mr R Jones Associate Member (Deputy Headteacher)
 Ms P Thomas School Business Manager
 Mrs D Wood Governor Support Officer

Q = Question from a governor1. **WELCOME AND APOLOGIES FOR ABSENCE**

The meeting convened at 5:35pm.

Governors were welcomed to the meeting. Apologies for absence were received from Miss D Cameron and Mr P Page and accepted by the governing board.

2. **DECLARATION OF BUSINESS INTERESTS**

Governors were asked to declare any personal, business or financial interest in any agenda items; no declarations were made.

Governors were reminded that they should declare any interest which arose during the meeting.

3. **BUSINESS**a) **Previous Governing Board Minutes**

RESOLVED – that the minutes of the meeting held on 28th November 2016, copies circulated previously, be approved and signed by the Chairperson and authorised for publication.

b) **Matters Arising from Previous Governing Board Minutes**

- The Chair confirmed that all governors have completed and returned their skills audit and that the information will be used to inform any future governor appointments.
- Governors were advised that the Chair is currently seeking advice from the local authority to see if the parent governor appointment can be suspended to allow for a review of the governing board. **ACTION**
- The School Business Manager reported that she had not received signed and complete business declaration forms from all governors and that she would contact those governors whose forms are outstanding. **ACTION**

- The Chair informed governors that he has now taken over the responsibility of updating the Governing Board section of the school's website and that it now complies with statutory regulations.
- Governors heard that a Pay Committee meeting has been held, and that the committee reviewed the recommendations made by the SLT and Headteacher.
- The School Business Manager agreed to present the Scheme of Delegation Form at the next Resources Committee meeting. **ACTION**
- The Chair recommended that the Review of Governance meeting report be reviewed by all governors ahead of an agenda item at the next Governing Board meeting. **ACTION**
- The Chair confirmed that DBS checks were in place for all governors.

There were no further matters arising.

c) Action Points from Previous Governing Board Minutes

The actions raised at the autumn term meeting were duly reviewed as follows:

MINUTE POINT	ACTION REQUIRED	ACTION FOR	UPDATE AS OF 20.03.17
1	Send a letter of thanks to Mr L Jones on behalf of the governing board.	Chair	Completed
3b	Complete and sign the Business Interest Forms and return them to the Headteacher for retention in school.	All governors	Discussed above
4k	Governor photo's to be added to the website.	Chair	Completed
6a	Report to governors on the STEPS Programme	Mr G Morewood	Governors were advised that a further STEPS Programme meeting would be taking place tomorrow and then a report would be given to governors. ACTION

Governors highlighted that Mr L Jones would need to be removed from the school's website.

Q - Governors asked if Mr P Govey received thanks for his term of office as a Governor.
The chair confirmed that he did.

d) Committee Minutes

It was resolved that the minutes of the following meetings:

Curriculum & Standards Committee	-	21 st November 2016 30 th January 2017
Resources Committee	-	14 th November 2016 6 th February 2017

copies circulated previously, be approved and signed by the Chairperson and authorised for publication.

e) Matters Arising from Previous Committee Meetings

• Resources Committee

Mr M Young reported that the standard agenda items were discussed before Christmas, with a further meeting held in February and a meeting held last week.

Cllr C Foster referred to questions raised regarding the recreation centre. He advised that a statement is expected from the council soon.

The following policies were recommended by the Resources Committee:

Anti Bullying

Behaviour and Awards

Data Protection

Safety

Safeguarding Children

Governors APPROVED the above policies.

• Curriculum and Standards

In the absence of Mr P Page, Mrs S Mansfield reported to governors.

Mrs S Mansfield advised that the standard agenda items were discussed. Mrs S Mansfield highlighted the requirement for more governors to join the Curriculum and Standards committee.

Governors were invited to attend both committee meetings.

Mrs D Smith had expressed an interest in moving to the Resources Committee. Dr D Smith agreed to move to the Curriculum and Standards Committee to support the change. The School Business Manager expressed concerns that there are a number of documents which need to be signed by the Chairperson at the Resources Committee. Dr D Smith stated that he visits the school weekly and that any documents can be signed during these visits.

The following policies were recommended by the Curriculum and Standards Committee:

Literacy across the Curriculum Policy

Assessment Policy

Governors APPROVED the above policies.

Governors were advised that copies of all policies are available at the school for governors to review.

Mr Clarey highlighted that his job title is incorrect in the minutes as he is a Deputy Headteacher.

There were no further matters arising.

4. RESOURCES

a) Budget Update

The School Business Manager circulated copies of the 2016/17 budget to governors.

Governors were advised that the School Business Manager reported a £30,000 deficit at the Resources Committee meeting on Monday, however this has since changed due to further investigations into each line. The revised budget was presented to governors to be agreed.

The revised budget presented a £10,000 surplus, governors agreed that this was positive to see.

Q – Governors enquired about the changes which have been made to the budget since the Resources Committee meeting. The School Business Manager advised that a member of staff has requested to reduce their hours to part time, and that changes have been made to lunchtime duty, supply and hospitality.

Q – The Chair asked the School Business Manager to confirm that the budget is surplus due to the reserves being brought forward from next year’s budget. The School Business Manager confirmed that this was correct and that she is now looking closely at next year’s costs to put a plan in place.

Governors agreed that it was an excellent position for the school to be in. The Chair expressed concerns that the local authority may claw back some of the reserves to support the schools with deficit budgets. The School Business Manager reassured governors that there are no reserves for the local authority to access.

Q – Governors asked if the School Business Manager is aware of any schools requesting a deficit budget. The School Business Manager confirmed that there are.

Cllr Foster advised governors that many primary schools in the local authority have substantial reserves in their budgets, and that anything above 5%-8% is investigated however it is sometimes saved for building works.

Governors proceeded to discuss the 18/19 budget and the considerations which need to be made for the challenges ahead.

Q - Governors enquired about the timescale the School Business Manager is working towards to address the challenges the school will face with future budgets. The School Business Manager replied that if staff reductions are necessary from September 2018, then the consultation with members of staff needs to start by the end of this calendar year.

The meeting proceeded to discuss the 16/17 budget, with the School Business Manager advising that members of staff have been very supportive and have saved surplus amounts where possible.

b) Approval of the Budget 2017/18

Governors APPROVED the 2017/18 budget.

c) Approval of School Fund Audit / Audit Arrangements

The arrangements would remain unchanged.

d) To Consider and Approve any Changes to the Buyback of L.A. Services

The School Business Manager reported that notice has been given to change the Security buyback from Solutions SK and that this will bring a saving of £1,600. This decision was agreed by the Resources Committee.

Governors were informed that since the Resources Committee meeting, the School Finance Officer has visited the school and asked if the school would continue to buyback their service from the Local Authority. The School Business Manager advised that she used to work in Schools Finance and would therefore be able to provide the service for the school as part of her role. The School Business Manager highlighted that if the school goes into a deficit budget next year then they would have to buyback the service. The School Business Manager reported that the saving would be £2,500 this year.

Q – Governors asked if the buyback includes payroll. The School Business Manager advised that this is a separate buyback service.

Governors AGREED that notice be given to the Schools Finance buyback service.

Governors heard that all other buyback services remain unchanged.

e) Scheme of Delegation Form 2017/18

This was delegated to the Resources Committee.

5. HEADTEACHER'S TERMLY REPORT

a) Questions and Discussion

The Headteacher's Report had been circulated to the governors prior to the meeting. The Headteacher apologised for the late despatch of the report. The Headteacher highlighted the following and questions were invited:

- The attendance figure for the second half term was reported as below the 95% target, however the overall attendance for the term was 95.2%.
- The Headteacher reported that staff attendance continues to be high, and this is testament to the dedication of all members of staff. Governors agreed that this was very positive and highlighted that the long term data is excellent.
- **Q – Governors referred to the attendance data for Year 9 females and asked if there is any reason why this is low in comparison.** The Headteacher replied that there are no specific reasons and reassured Governors that Ms Joanna Windsor is in charge and keeps a close eye on the attendance. He added that any issues would have been followed up and appropriate support would be in place.
- Governors noted that some of the attendance figures are below the 95% target.
- Governors referred to the high number of exclusions reported. The Headteacher explained that some of the days are for one student who the school were trying to find an alternative placement for to avoid a permanent exclusion. Governors heard that legally the school has to extend the exclusion during negotiations. The Headteacher reported that the case went to a Pupil Discipline Committee and the student is now in an alternative provision full time. Governors discussed how the school has to balance the moral responsibility they have and the financial cost implications, with some institutions deciding to permanently exclude students due to the costs.
- The Headteacher reported that a number of the exclusions are due to students refusing to follow instructions and that the school always tries the internal provision before excluding students.
- Governors were advised that the school had 4 in-year admissions and that the students have complex needs. Cllr Foster discussed concerns shared in the Stockport area regarding children moving in from outside agencies and the challenges faced by schools when trying to meet their needs.
- **Q – Governors asked if any of the students have been excluded before, as this information was missing from the report.** The Headteacher advised that he will add this information.

ACTION

- **Q – Governors referred to the dates on the exclusions report, which were 31st October to December which means that September and October were missing.** The Headteacher agreed to bring the missing exclusion information to the next meeting and send this to governors via email. **ACTION**
- **Q – Governors commented on the high number of exclusions and stated that the reasons seem to be more serious. Governors asked if the increase is predicted to continue.** The Headteacher advised that it is still the minority of students that are excluded as there are a number of repeat offenders. He added that the school is working hard to prevent the situations happening by creating a positive environment in school to encourage students to make the right choices.
- Governors proceeded to discuss the lack of places available in external provisions in the local authority, which results in students remaining in mainstream schools where they continue to reoffend.
- Governors commented on the time and effort of members of staff and the pastoral team at the school to manage the students and keep them at the school.
- **Q - Governors asked if the data includes permanent exclusions.** The Headteacher replied that there haven't been any permanent exclusions.
- The Headteacher highlighted the Curriculum and Examinations section, stating that the Year 9 options evening data is being processed. He added that the options are in line with predictions and therefore there should not be any issues with staffing.
- Governors noted that the Year 8 transition reviews for EHCPs have taken place and there are very positive pathways moving forward.
- The Headteacher reported that there are a range of Year 11 intervention programmes in place, including support to ensure that students finish controlled assessments. The focus is now on directing students to revision sessions.
- Governors heard that Elevate came into the school and hosted a session with Year 11 students and members of staff to share revision strategies. This was well received by all those present.
- The Headteacher read aloud the staffing changes and these were noted.
- Governors noted the student numbers and how the school continues to be oversubscribed.
- **Q – Governors enquired about the furthest distance away from the school that students have been accepted.** The Headteacher replied that he is unable to share this information. He advised that there was a significant number of families living within the catchment area who were not allocated a place. He added that usually 10% of students also apply for a place at an independent school.
- **Q – Governors asked if the Headteacher has an idea of the number of appeals.** The Headteacher replied that he does not know this information yet. The Chair advised governors about the change to the appeals procedure. Governors heard that Stage 1 of the process will be held with all parents present and then individual appeals will be held from there. This will shorten the appeals process.
- **Q – Governors enquired about the schools PAN.** The Headteacher replied that this is 256 pupils after the review.
- **Q – Governors enquired about the Ebacc and whether any further guidance would be published about the qualification as parents have been asking questions.** Mr T Clarey replied that the school provides a broad and balanced curriculum as requested by the Government, and the Ebacc is included in this. Governors were informed that the Government continues to promote the Ebacc.
- Governors were referred to the updated School Development Plan. The Headteacher advised that all elements of the plan have been completed or are nearly completed. The appraisal of non-teaching staff was the only area amber/red but plans are in place. Governors heard that all elements of the plan are on track to be completed satisfactory.
- The Headteacher referred governors to point 8c in the plan, regarding TAC meetings. Governors were advised that the services are working in a more co-ordinated way with regular meetings to discuss specific cases.

The Headteacher was thanked for his report and there not being any further questions it was RESOLVED that the Headteacher's report be received.

6. STANDING ITEMS

a) Governor Questions

There were no further questions.

b) School Development Plan (SDP) Update

Governors were referred to the relevant sections within the Headteacher's report and noted that the school was working towards meeting the objectives set.

c) Appraisal Update

Governors were referred to the relevant section of the Headteacher's report and advised that the process was on-going.

d) Report on Racist, Bullying or Homophobic Incidents (Autumn Term)

The Headteacher reported that there had not been any racist incidents in school during the autumn term.

The Clerk provided a nil return form, which was completed and signed by the Headteacher and Chairperson; the Clerk then undertook to return the form to the appropriate section within Services to People.

The Headteacher reported that there had not been any incidents of bullying or homophobic behaviour during the autumn term.

e) Report on Physical Incidents (Autumn Term)

The Headteacher reported that there had been no incidents during the autumn term where the use of physical intervention procedures had been necessary.

f) Young Carers Update

The Headteacher reported that there are currently 10 young carers identified at the school, ranging from Year 7 to Year 11. The school was working with Mr Pete Doherty, Local Authority Officer, however he has now left the post and therefore the school is using its own resources.

Q – Governors enquired about the support the school provides. The Headteacher advised that Mr Pete Doherty used to provide a drop in session once a week for young carers to attend to discuss any issues, now the school pastoral system oversees this.

Q – Governors asked if Mr P Doherty is being replaced. The Headteacher confirmed that the school has been informed that he will be replaced.

Cllr Foster stated that there are other external resources that young carers can access.

Governors acknowledged that there may be more unregistered carers in the school.

7. GOVERNOR DEVELOPMENT

Governors noted that this was discussed at length during the special meeting held, and that any ideas governors may have should be shared with the Chair.

Mr K Thompson confirmed that he has visited the Science Department and that he has been holding members of staff to account.

a) Training Feedback

Governors were encouraged to attend training courses made available by Governor Services. The Development Governor was advised that the following courses had been attended:

Mrs L Crompton - Development Governor Training

b) Governor Conference

It was noted that this year's conference took place at Marple Hall School on Saturday 11th March 2017.

Mr K Thompson and Mrs L Crompton attended the Governor Conference and provided an overview of the workshops.

Mr K Thompson offered to circulate copies of the PowerPoint presentations, the clerk agreed to find out if these were available electronically to be uploaded on GovernorHub. **ACTION**

8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

a) Schools' Finance Update

- Guidance upon the completion of the SFVS was noted. The School Business Manager confirmed that the completed SFVS has been submitted to the L.A.
- Governors were updated upon the key drivers informing the school budget 2017/18.

b) Capacity Issues in Stockport Schools

- Governors noted the guidance.
- The Headteacher referred governors to page 11 and highlighted that the PAN projections are already incorrect.
- Governors stated that the information suggests that an increasing number of students from the local community will be unable to attend the school due to the admissions policy.

c) Safeguarding

- Governors noted the guidance.

d) Early Years Update

- Governors noted the guidance.

e) Governance Issues

- The Headteacher confirmed that DBS checks were in place for all governors.
- The Headteacher confirmed that the required governor information had been uploaded to the Edubase website.
- Governors were advised that there is currently a vacancy on the Schools Forum. Applications were welcomed

9. DATESa) Full Governing Board

Summer Term - Monday 3rd July 2017 at 5:30pm

Q – A Governor asked why the autumn term Governing Board Meeting is in November rather than earlier in the term. The Chair replied that this allows for things to settle down at the school.

b) Committee Meetings

Resources Committee - Monday 8th May 2017

Curriculum and Standards Committee - Monday 24th April 2017

10. ANY OTHER BUSINESSa) End of Terms of Office

The meeting was informed that there were no governor's terms of office due to end on 31st March 2017.

b) Consideration of Vacancies

This item was discussed earlier in the meeting.

c) Residential Trips

Governors discussed the requirement for all residential trips to be approved by the Governing Board.

Cllr Foster clarified that this should be a standing item with basic information presented for all residential trips, including; where, when and the number of pupils attending.

Governors requested clarification on the value added by the Governing Board approving all residential trips. **ACTION**

It was agreed that a list of all planned residential trips be presented at the next Governing Board meeting. **ACTION**

d) Congratulations

Mr K Thompson wished to congratulate the PE Department Years 9 and 10 for reaching the Lancashire Rugby Cup Final. Governors agreed that this was a great achievement and a result of a lot of hard work by Mr Preston and Mr Bailey.

With no further business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 7:05pm.

PRIESTNALL SCHOOL**SPRING TERM 2017 GOVERNING BOARD MINUTES****MEETING ACTION POINTS**

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
3.b	Governors were advised that the chair is currently seeking advice from the local authority to see if the parent governor appointment can be suspended to allow for a review of the governing board.	The Chair	Post Meeting
3. b	The School Business Manager to contact those governors whose Business Declaration forms are outstanding.	The School Business Manager	Post meeting
3.b	The School Business Manager agreed to present the Scheme of Delegation Form at the next Resources Committee meeting.	The School Business Manager	Resources Committee Meeting
3.b	The Chair recommended that the Review of Governance report be reviewed by all governors ahead of an agenda item at the next Governing Board meeting.	All Governors	Summer Term Meeting
3.c	6a. Governors were advised that a further STEPS Programme meeting would be taking place tomorrow and then a report would be given to governors.	Mr G Morewood	Summer Term Meeting
5. a	The Headteacher to add details of students previous exclusions in his report.	The Headteacher	Summer Term Meeting
5.a	The Headteacher agreed to bring the missing exclusion information to the next meeting and send this to governors via email.	The Headteacher	Summer Term Meeting
7.b	The clerk agreed to find out if the presentations from the Governor Conference were available electronically to be uploaded on GovernorHub.	The Clerk	Post meeting
10.c	Governors requested clarification on the value added by the Governing Board approving all residential trips.	The Chair/ Clerk	Post meeting
10.c	It was agreed that a list of all planned residential trips be presented at the next Governing Board meeting.	The Headteacher	Summer Term Meeting