

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

Date: 3rd July 2017
 Time: 5:30pm
 Venue: The School

GOVERNORS PRESENT

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

IN ATTENDANCE

Mr R Jones Associate Member (Deputy Headteacher)
 Ms P Thomas School Business Manager
 Mrs L Halliwell Governor Support Officer

Q = Question from a governor**1. WELCOME AND APOLOGIES FOR ABSENCE**

Governors were welcomed to the meeting. Apologies for absence were received from Mrs D Smith, Mr M Young, Mrs M Joule, Mr P Page, Mr G Morewood, Mr T Clarey 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 20th March 2017, copies circulated previously, be approved and signed by the Chairperson and authorised for publication.

b) Matters Arising from Previous Governing Board Minutes

- ***Q – A governor asked if there was an update from the LA on the recreation centre.***
 It was noted that a press statement was released in March 2017.

There were no further matters arising.

c) Action Points from Previous Governing Board Minutes

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

MINUTE POINT	ACTION REQUIRED	ACTION FOR	UPDATE AS OF 03.07.17
3.b	Governors were advised that the chair is currently seeking advice	Chair	The Chair advised that the vacancies can remain until a

	from the local authority to see if the parent governor appointment can be suspended to allow for a review of the governing board.		decision has been made on whether the GB will be reconstituting. Q – A governor asked when reconstitution will be discussed. The Chair advised that it will be added as an agenda item for the next FGB meeting. ACTION
3. b	The School Business Manager to contact those governors whose Business Declaration forms are outstanding.	School Business Manager	Completed
3.b	The School Business Manager agreed to present the Scheme of Delegation Form at the next Resources Committee meeting.	School Business Manager	Completed
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	To be discussed at the autumn term FGB meeting. ACTION
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	Deferred – ACTION
5. a	The Headteacher to add details of students previous exclusions in his report.	Head	Completed
5.a	The Headteacher agreed to bring the missing exclusion information to the next meeting and send this to governors via email.	Head	Completed
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	Completed
10.c	Governors requested clarification on the value added by the Governing Board approving all residential trips.	Chair / Clerk	The governing board agreed to delegate the approval of residential trips to the Chair.
10.c	It was agreed that a list of all planned residential trips be presented at the next Governing Board meeting.	Head	It was noted that details of the planned trips had been provided at the Resources Committee. Governors were invited into the school office should they wish to view the related risk assessments.

d) Committee Minutes

It was resolved that the minutes of the following meetings:

Curriculum & Standards Committee	-	6 th March 2017 24 th April 2017
Resources Committee	-	13 th March 2017 8 th May 2017

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

e) Matters Arising from Previous Committee MeetingsCurriculum & Standards Committee

- It was noted that the meeting on 6th March 2017 was sparsely attended.
- The meeting on 24th April 2017 included an update on the examination data and safeguarding was discussed at length.
- Governors were provided with a verbal update from the recent Curriculum & Standards Committee held on 19th June 2017. It was noted that the minutes will be presented for approval at the following full governing board meeting.
- Governors discussed the committee membership and the need to ensure an equal representation of governors between both committees. It was noted that the committee membership will be reviewed in the autumn term. Governors discussed the committee structure, timing of meetings and attendance issues. **Q – A governor asked if there needs to be two committee meetings per term.** The Chair asked governors to consider their preferred structure and advised that this will be reviewed in the autumn term. **Q – A governor asked if there are any governors who don't attend either committee.** The Chair wasn't aware of any governors unallocated to a committee.
- It was noted that the Curriculum & Standards Committee in the autumn term will focus on the GCSE outcomes and the meeting is open for all governors to attend.
- **Q – A governor asked if the Review of Governance Report was available on GovernorHub.** The Chair advised that the report had been emailed to all governors.
- The Headteacher advised that the Pay Policy and Appraisal Policy will need to be approved early in the autumn term. The Chair agreed to arrange an extra ordinary GB meeting to take place in September 2017 to approve the policies and also to discuss reconstitution and the committee structure. **ACTION**

Resources Committee

- Governors were informed of the work of the Leadership Team and SBM in managing the budget and cutting costs.
- **Q – A governor asked for an update on the football kits.** Mr A Morrison advised that the school now have football strips for the boys and girls teams. It was noted that discussions had taken place regarding the rugby kit and an agreement has been made in principal.
- Governors were updated on the discussions regarding income generation ideas for the school due to the budget constraints. Governors were referred to the Resources Committee minutes of 8th May 2017 for the suggested fundraising ideas. Governors discussed at length the proposal of setting up a separate charity to oversee the fundraising. **Q – A governor asked if the Headteacher will be advising parents of the budget position.** The Headteacher confirmed that a letter will be sent to parents before the end of term regarding the budget constraints and the impact this will have on the curriculum. **Q – A governor asked if the government are being advised that there isn't a sufficient budget to run the school.** The Headteacher advised that a letter has

been sent to the local MP and the Headteacher is also a member of two groups who have written to the Prime Minister. The governing board agreed in principle to the charity proposal and advised that a further feasibility meeting will need to take place to discuss the objectives and legal aspect of setting up a charity which should then be presented to the full governing board in the autumn term. **ACTION**

- A governor suggested obtaining parents views on income generation through Survey Monkey.
- **Q – A governor asked what increase the National Funding Formula will bring.** The SBM advised that the indicative figure is an increase of 0.9% / £30k. **Q – A governor asked how much is the new Apprenticeship Levy.** The SBM advised that it is approximately £21k.

There were no further matters arising.

f) Approval of Overnight Visits

The governing board had previously agreed to delegate the approval of residential trips to the Chair. It was agreed for the proposed trips to be presented to the Resources Committee on an annual basis. **Q – A governor asked why the information would be presented to the Resources Committee rather than the Curriculum & Standards Committee.** The Chair explained that this is because it is the Resources Committee's responsibility to ensure the trips are value for money.

g) Approval of Inset Days

Governors duly APPROVED the following INSET days for the academic year 2017-18:

- Monday 4th September 2017
- Friday 24th November 2017
- Monday 22nd January 2018
- Monday 23rd July 2018
- Tuesday 24th July 2018

It was noted that three of the above dates will be disaggregated to twilight sessions. The Chair requested to be advised if there is further training arranged on residential trip management.

h) Approval of Managing Stress Policy

The model Managing Stress Policy had been circulated to all governors prior to the meeting. Governors discussed the policy at length and governors were advised of the processes in place in school. **Q – A governor asked if there are any trade union safety reps.** The SBM advised that there are two. **Q – A governor asked if there is training available on good management practices.** The Headteacher advised there is training provided by the LA and regular information is provided in the staff bulletins. **Q – A governor asked if school provide staff with access to confidential counselling.** The SBM confirmed that they do.

The model Managing Stress Policy was duly APPROVED by the governing board.

i) Approval of School Food Policy

The model School Food Policy had been circulated to all governors prior to the meeting. The SBM advised that the policy has been provided and discussed with the Catering Manager who has confirmed that the school exceed the expectations detailed in the policy. It was noted that the school are currently working towards Food for Life Bronze Level.

The model School Food Policy, was duly APPROVED by the governing board.

j) Revised Model Consultation Procedure

The revised Model Consultation Procedure had been circulated to all governors prior to the meeting. It was agreed for the document to be personalised to the school and for approval to be delegated to the Curriculum & Standards Committee.

4. RESOURCESa) Budget Update

It was noted that the Resources Committee had considered and agreed to put forward the budget for governing board approval. The SBM advised that the budget reflects all staffing changes and although it shows an in-year deficit, there are enough resources to cover the deficit for the next two years. **Q – A governor asked how some schools save money by reducing school hours.** The SBM advised this may be the situation for academies who could employ their staff on a 0.9 contract however maintained schools are required to provide 190 days education per year.

b) Approval of the Budget 2017/18

The governing board approved the budget for 2017/18.

c) Approval of School Fund Audit / Audit Arrangements

The governing board approved the School Fund audit arrangements and noted there are no changes to the previous year.

d) Scheme of Delegation Form 2017/18

The Scheme of Delegation Form 2017/18 had been discussed and reviewed by the Resources Committee. No changes were recommended therefore the governing board approved the Scheme of Delegation Form 2017/18.

5. HEADTEACHER'S TERMLY REPORTa) Questions and Discussion

The Headteacher's Report had been circulated to the governors prior to the meeting. The Headteacher highlighted the following and questions were invited:

- **Q – A governor asked why there has been an increase in the number of exclusions.** The Headteacher explained that a number of the exclusions relate to three students who have accrued more serious and lengthy exclusions; one of which has moved to an alternative provision. Governors discussed a recent security breach.
- Governors noted that in order to balance the budget, there will be an impact in terms of the curriculum.
- **Q – A governor asked how many students will be joining the school in September 2017.** The Headteacher advised there are 241 leaving from Y11 and 266 joining in Y7 including appeals therefore there will be a net gain of 25 students bringing the total to 1281.
- Governors were referred to the staffing update detailed within the Headteacher's Report. The Headteacher informed governors of the work taking place in school in memory of Mrs Stamp.
- **Q – A governor asked if a replacement Headteacher's PA is being appointed.** The Headteacher advised that there will be internal re-organisation.
- Governors were referred to the summary of the School Development Plan. It was noted that all of the priority areas are now rated green or amber / green. The SLT will meet next week to do a formal review of the plan which will inform the plan for 2017/18.

- **Q – A governor asked if the ‘Show my Homework’ has been successful.** Mr R Jones advised that it has been very successful with staff, parents and students. Governors were provided with the statistics of numbers of students, staff and parents accessing the system and were advised that the school are above average for usage. The system providers would like feedback from the school on the successful implementation.
- A governor commented how beneficial the careers advice and taster days have been for Y10.

a) Team Around the School

Governors were briefed on the Stockport Family model of co-ordinating social care and education with other professional agencies to provide support to school. Governors were referred to item 8c of the School Development Plan for further details.

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 additional questions raised.

b) School Improvement Plan (SIP) / School Development Plan (SDP) Update

Governors were referred to the Headteacher’s Report for a School Development Plan update.

c) Appraisal Update

Mr R Jones advised that the teaching appraisal cycle is coming to an end and in September 2017. The staff will meet with their appraiser to review their objectives and set new objectives. It was noted that the Appraisal Policy is currently being reviewed and will be consulted upon and put forward to the full governing board for approval in the autumn term.

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

The Headteacher explained that there has been a change in how negative behaviour is identified and classified using additional categories in the SIMS system. As a result of the change in reporting, there has been an increase in incidents since January 2017.

The Headteacher reported that there had been sixteen incidents of bullying of which four were classed as homophobic and five were classed as racist behaviour. All incidents were dealt with using internal procedures however, one of the racist incidents had been reported to Services to People using the approved recording methods due to the seriousness of the incident (summer term).

The Clerk provided a Governors’ Monitoring 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.

Q – A governor asked how the school define bullying. The Headteacher explained if the victims own interpretation is that they feel bullied then the incident is classified as bullying. A governor suggested for the data to be reviewed by the Curriculum & Standards Committee after 12 months of the new reporting to identify any trends.

e) Report on Physical Incidents (Spring Term)

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

f) Young Carers Update

Governors were advised that there are ten young carers known to school. There is now a permanent Young Carers Link Worker in post and the school have taken part in Young Carers Week since the last meeting.

Q – A governor asked if there are any young carers due to join Y7 in September 2017. The Headteacher advised that the information isn't yet known.

g) Reviewed Policies / Policies for Ratification

The following policies had been considered and approved by the Curriculum & Standards Committee and recommended to the governing board:

- Literacy Policy

The following policies had been considered and approved by the Resources Committee and recommended to the governing board:

- Mobile Phone Policy
- Health & Safety Policy
- Self-Harm Policy
- Finance Manual

The policies were duly RATIFIED by the governing board.

7. GOVERNOR DEVELOPMENTa) Governance Reportb) Governing Board Development Planc) Induction Plan and Processd) Succession Planning

The above agenda items were deferred, to be discussed in the autumn term.

e) Training Feedback

The Development Governor requested for all governors to input any relevant training they have attended onto GovernorHub. **ACTION**

Governors were encouraged to attend training courses made available by Governor Services. **Q – A governor asked where the training dates are advertised.** The Clerk explained that the full programme of training is detailed in the training programme released in the autumn term and a reminder of the last remaining courses were detailed in the briefing paper. Governors were advised that the training places can be booked via Governor Hub.

f) Terms of Office for Chairperson/Vice Chairperson and End of Term Date

Governors duly AGREED a continuation of the current arrangements. Terms of office would remain at two years from the date of the autumn term meeting 2017; the Chair and Vice Chair would remain in office until the date of the autumn term meeting 2019.

g) Expressions of Interest for Chairperson/Vice Chairperson and Chairs of Committees

Governors were asked to consider the posts and forward their declarations of interest to the Clerk.

h) School Website

The Chair advised that he had updated the governance section of the school website. A governor highlighted a change required regarding the Code of Conduct being adopted. A governor provided feedback following recent training. They highlighted the requirement for a Pupil Premium Strategy to be published on the school website and agreed to forward the information to the Headteacher.

ACTION

8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITYa) Schools' Finance Update

- Governors noted the guidance.

b) Council Motion on Schools' Education Funding

- Governors noted the guidance.

c) Capacity Issues in Stockport Schools

- Governors noted the guidance.

d) Safeguarding

- Governors noted the recommendation to review staffing and employment procedures. The Headteacher confirmed that the school are compliant with guidance on safeguarding.

e) Health and Safety

- Governors noted the health and safety checklist detailed within the briefing paper. The SBM advised that a recent health and safety audit had taken place and the recommendations identified have been formulated into an action plan to the Resources Committee. Governors were advised of the areas not fully compliant. **Q – A governor asked if any issues had been highlighted in relation to cladding.** The SBM advised there is some wood cladding on the building however, Carillion have advised that they are not concerned due to the building being single storey.

f) School Sport, PE and Physical Activity

- Governors noted the guidance; not applicable to secondary schools.

g) Early Years

- Governors noted the guidance; not applicable to secondary schools.

h) Relationships and Sex Education

- Governors noted the guidance.

i) School Food Advice

- Governors noted the guidance, having agreed to adopt the model policy at item 3i.

j) SEND – Local Area Inspections

- Governors noted the guidance.

9. DATES

a) Full Governing Board 2017/18

- Autumn term 2017 - *Extra-Ordinary GB Meeting to be arranged for September 2017*
Monday 20th November 2017 at 5:30pm
- Spring term 2018 - Monday 19th March 2018 at 5:30pm
- Summer term 2018 - Monday 2nd July 2018 at 5:30pm

b) Committee Meetings

- Curriculum & Standards Committee - To be arranged
- Resources Committee - To be arranged

10. ANY OTHER BUSINESS

a) End of Terms of Office

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

b) Consideration of Vacancies

Governors noted the vacancies for one parent governor and three co-opted governors. It was agreed to discuss the reconstitution at an extra-ordinary GB meeting to be held in September 2017.

With no further business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 7:35pm.

PRIESTNALL SCHOOL
SUMMER TERM 2017 GOVERNING BOARD MINUTES
MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
3c	Review of Governance Report and 'Reconstitution' be added as an agenda item for the next FGB meeting.	Clerk / Chair	Autumn term FGB meeting.
3c	STEPS Programme report to be provided to governors.	Mr G Morewood	Post meeting
3e	Arrange an extra ordinary GB meeting to take place in September 2017 to approve the policies and also to discuss reconstitution and the committee structure.	Chair	Post meeting
3e	Feasibility meeting to take place to discuss the objectives and legal aspect of setting up a charity which should then be presented to the full governing board in the autumn term.	Resources Committee	Autumn term FGB meeting
7e	Input any relevant training attended onto GovernorHub.	All Governors	Post meeting
7h	Forward the Pupil Premium Strategy information to the Headteacher.	Headteacher	Post meeting