



**STAPELEY BROAD LANE CE PRIMARY SCHOOL
FULL GOVERNING BOARD MEETING
PART 1 MINUTES**

Date:	Monday 25th September 2023 at 6:30pm	
Venue:	School	
Present:	Roy Smith (RS) Jen Holden (HT) Matt Beeston (MB) Fiona Hartley (FH) Richard Morgan-Wynne (RMW) Gillian Tucker (GT) Hannah Hukins (HH) Jo O'Brien (JO) Niki Watson (NW) Sarah Ailsby (SA)	Co-Opted Governor (Chair) Head Teacher Staff Governor Co-Opted Governor Foundation Governor Foundation Governor Parent Governor Parent Governor Co-Opted Governor Staff Governor appointed by the Board in accordance with the Articles of Association
Apologies:	Cheryl Jackson (CJ) Sarah Renshaw (SR)	Clerk Parent Governor
Absence:		
In attendance:	Stephen McVicar (SM) Maria Wilson	School Business Manager Clerk to Governors

The Chair confirmed that the meeting was quorate.

AGENDA ITEM 1	WELCOME & APOLOGIES
Discussion:	The Clerk welcomed Governors to the meeting. Apologies were received and accepted from Sarah Renshaw. JO'B attended the meeting via Microsoft TEAMS.

AGENDA ITEM 2	ELECTION OF CHAIR OF GOVERNORS
Discussion:	Two nominations had been received for the post of Chair of Governors: Roy Smith and Sarah Renshaw. Roy Smith made a short statement outlining his expression of interest to remain as Chair. The Clerk read a short statement from Sarah Renshaw expressing her interest in becoming Chair. Roy Smith left the meeting whilst Governors held a short discussion. A ballot was held. Roy Smith was appointed Chair of Governors by a majority decision. He returned to the meeting, was offered the post, and accepted.

	RS chaired the meeting from this point.
Decision:	Governors agreed that RS's term of office should be for one year until the Autumn 2024 FGB1 meeting.

AGENDA ITEM 3	ELECTION OF VICE CHAIR OF GOVERNORS
Discussion:	<p>Two nominations had been received for the post of Vice-Chair of Governors: Richard Morgan-Wynne and Sarah Renshaw.</p> <p>Richard Morgan-Wynne advised the meeting that he wished to withdraw his nomination, stating that he has been a governor for twelve years and thinks that it is right to offer a fresh pair of eyes to the Board.</p> <p>RM-W was thanked for his hard work and dedication to the school.</p> <p>RS added that this was good for succession planning as it would facilitate the transition of SR to Chair in autumn 2024.</p>
Decision:	Sarah Renshaw was approved as Vice-Chair of Governors for the term of one year until the Autumn Term FGB 1 meeting.
Action:	Clerk to notify SR of the decision - done

AGENDA ITEM 4	CONFLICTS OF INTEREST RELATING TO THE MEETING (PECUNIARY OR OTHERWISE)
Discussion:	<p>One pecuniary interest was noted:</p> <ul style="list-style-type: none"> • RM-W's wife is employed at Stapeley Broad Lane Primary School. <p>No conflicts of interest were noted with the business of the meeting.</p>
Action:	<ul style="list-style-type: none"> • Clerk to enable Governors to update their pecuniary interests on Governor Hub • Governors to update their pecuniary interests on Governor Hub every year, even if there is no change

AGENDA ITEM 5	ANY OTHER BUSINESS (AOB)
Discussion:	<p>The following item of AOB was agreed:</p> <ul style="list-style-type: none"> • To discuss a change to the HT appraisal meeting date.

AGENDA ITEM 6	MEMBERSHIP
Discussion:	<p>RS welcomed Niki Watson as Co-Opted Governor with effect from today for a term of four years.</p> <p>RS shared a power point entitled <i>Constitution</i> with Governors. This document was based on discussion with RM-W.</p>

A proposal was made to increase the number of Staff Governors. One more Staff Governor would be appointed on the basis that the Board wanted two elected staff representatives in addition to the Headteacher and Deputy Headteacher. It was explained that this is permissible in the Articles of Association provided the proportion of Staff to other Governors was correct. 4 Staff Governors would require a total number of 12 Governors on the Board. There was a discussion of when a Board is too big to be effective.

A proposal was made to appoint Sarah Ailsby (Deputy Headteacher) to the Board. (Staff Governors can be elected or appointed. This appointment would be the latter.).

GT advised the meeting that she would not extend her term of office as Foundation Governor. Her term of office expires on 22.11.23. The Diocese is aware that a new Foundation Governor is needed.

RM-W stated that his term of office expires in 2024 and he would not extend his term.

Q - Has a conversation been held with the vicar?

R - Yes, the vicar does not have the capacity currently to sit on the Board.

Q - Is it the responsibility of the Diocese to find Foundation Governors?

R - The Diocese and the Governing Board need to look for suitable applicants. There is currently a shortage of Foundation Governor applicants.

There was discussion that the post could be left vacant.

Q - Can they belong to any parish?

R - They can belong to a neighbouring parish.

Discussion turned to the role of Parent Governor.

The Clerk advised that SR has suggested that she move from Parent Governor to Co-Opted Governor to enable a new cohort of parents to join the Board.

It was noted that JO'B will no longer be eligible as a Parent Governor when her term of office expires.

The proposal is that the Governing Board goes to a total number of 12:

- 2 Foundation Governors
- 4 Staff Governors
- 3 Parent Governors
- 3 Co-Opted Governors

Q - Can the Staff Governor be anyone?

R - Yes, it can be any member of staff.

Q - Is there any objection to appointing 4 Staff Governors?

There was no objection.

RS expressed the Board's thanks to GT for her years of support and guidance.

	<p>Q - Do Governors need to renew their DBS check? R - Yes, guidance suggests that this should be done every three years.</p> <p>It was confirmed that SMcV had completed Section 128 checks. This check was explained to Governors.</p>
Decision:	<ul style="list-style-type: none"> • Governors agreed to increase the size of the Board to 12 but not to appoint the fourth Staff Governor until the Foundation Governor replacement for GT had been secured. • Governors appointed Sarah Ailsby to the Governing Board for the term of four years or until such time as she leaves the school.
Action:	<ul style="list-style-type: none"> • Governors to ask at the local church for potential Foundation Governor applicants. • JH to lodge an advertisement in the local parish newsletter. • SMcV to process NW's DBS process. • SMcV to advise Governors how to sign up for a DBS update. • SMcV to send out a new DBS form for Governors to complete. • Governors to present their documents to SMcV at their earliest convenience. • RM-W and GT to find out if Foundation Governors can come from another parish (Information heard by Clerk on 27.9.23 in a meeting)

AGENDA ITEM 7	MINUTES FROM PREVIOUS MEETING
Discussion:	<p>The Part 1 minutes from the following meetings were accepted as a correct record:</p> <ul style="list-style-type: none"> • FGB 12.7.23 <p>The Chair will sign a copy electronically and provide to the school for retention.</p>
Decision:	Governors approved the minutes of the above meeting.
Action:	Chair to electronically sign a copy of the minutes and provide to the school for retention.

AGENDA ITEM 8	MATTERS ARISING
Discussion:	<p>Governors reviewed and updated the Action Log:</p> <p>The following outstanding actions were discussed and carried forward:</p> <ul style="list-style-type: none"> • Action Ref No. 27 – To circulate a new skills audit - SR • Action Ref No. 30 - To review Admissions Arrangements when a response has been received from the RSC (Regional Schools Commission) <p>There were no other actions outstanding.</p> <p>There was a discussion of the school's Admissions Arrangements. The document has been to consultation. A submission has been made to the RSC (Regional School's Commission) re the fast tracking of pupils at the Pre-School into SBL (Stapeley Broad Lane). A response is awaited. A review of the document will be needed on receipt of a response.</p>

AGENDA ITEM 9	COMMITTEES AND NOMINATED GOVERNORS
Discussion:	<p>A draft Committee Structure and list of Nominated Governors was shared in the agenda.</p> <p>There was a discussion of the Headteacher Performance Management Panel (HTPMP) and the Pay Committee which, the Clerk recommended, should not contain the same people in the event of a grievance.</p> <p>HTPMP – RS, FH + 1 Pay Committee – RM-W, SR + 1</p> <p>Q - What is the role of the Pay Committee? R - The Committee receives the pay recommendations from the Headteacher based on teacher appraisal. The Committee discusses and reviews the evidence for applications from teachers to progress from Main Scale 6 to the Upper Pay Scale. All other subject links remained the same. There is no Link Governor for the Arts.</p> <p>JH made the following staff link amendments:</p> <ul style="list-style-type: none"> • SENDCo – Matt Beeston • Maths – Kate Marr • English – Sarah Ailsby • Humanities – CW and Rachel Paynes • RE - Denise Allan with the school’s Early Career Teacher (ECT) shadowing the role • STEM (Science, Technology, Engineering and Maths) – Carrie Morris <p>The Link Governor Visit Schedule had been shared with Governors in advance. JH added that visits have been arranged to enable Governors to stay to staff meetings afterwards.</p>
Decision:	<ul style="list-style-type: none"> • Governors expressed an interest to remain in their current roles. • RM-W will remain Chair of the Finance Committee. • NW will replace Tim Marsden on the Finance Committee. The next meeting is Thursday 5th October at 8am. • NW was agreed as Maths Link Governor. • JO’B was agreed as the nominated Data Protection Link Governor. • HH was agreed as the Disadvantaged Pupil Link Governor comprising SEND, Pupil Premium and Looked after Children.
Action:	<ul style="list-style-type: none"> • Clerk to circulate the Finance and Audit Committee Terms of Reference documents for approval by the next meeting. • Clerk to add an item to the 16.10.23 agenda – To discuss membership of the Pay Committee and the HTPMP

AGENDA ITEM 10	GOVERNORS CODE OF CONDUCT
Action:	Clerk to check that the 2023 NGA Code of Conduct is on Governor Hub for Governors to read and acknowledge

AGENDA ITEM 11	MINUTES FROM THE FINANCE COMMITTEE
Discussion:	<p>Minutes from the 29.6.23 Finance Committee meeting had been shared with Governors in advance.</p> <p>RM-W advised the meeting that the Committee has concerns regarding the school's financial outcomes. The concerns focus on budget, staffing and the Nursery. He added that a more detailed view would be available for the 6.10.23 FGB meeting.</p> <p>The school's surplus has dropped from £150k in 2022 to £50k in 2023. The dip is mainly due to £150k being invested in the Nursery from the capital resources. This has left school resources very low.</p> <p>The school had to purchase a new boiler at a cost of £10k. This expenditure was totally unexpected.</p> <p>The Nursery is currently presenting a financial problem. Governors noted that the Nursery is producing an income but questioned at what point it will break-even financially.</p> <p>Other problems include a long-term sickness absence which has caused overspend on staffing costs.</p> <p>RM-W advised Governors that by January/February 2024 the school would have no reserves left. It has an option to apply to the ESFA (Education Skills and Funding Agency) for a loan. The ESFA would need the school to have an action plan in place and would send an inspector to monitor financial procedure. This process would give the ESFA a reason to move the school towards a MAT.</p> <p>It was noted that there was little Governor consultation over the Nursery. The cost of setting the Nursery up was significant. The current financial contribution of the Nursery is lower than expected.</p> <p>Staffing accounts for approximately 80% expenditure. Difficult decisions may need to be made. There are few areas where expenditure can be cut further.</p> <p>Q - Could we have an update on the Nursery? R - Currently there are 12 children in attendance. 9 are full-time and 3 are part-time. The break-even number is 15/16 children full-time. 14/15 children were committed in the summer, but some did not arrive. There are a possible 2 additional children in January 2024. The school is concerned about overestimating the potential of the Nursery, preferring to look at the worst-case scenario.</p> <p>SMcV explained how hard the Nursery staff have worked to create an attractive environment which will make the provision more appealing.</p>

AGENDA ITEM 12	REPORTS FROM THE FINANCE COMMITTEE
Discussion:	The Finance Committee meeting is scheduled for the 5 th October 2023. There was no report to receive.

AGENDA ITEM 13	GOVERNANCE REVIEW
Action:	Clerk to add Governance Review to the 16.10.23 meeting agenda to check that the discussion held in Item 6 complied with Q7 of the NGA document

AGENDA ITEM 14	GOVERNANCE STATEMENT
Action:	RS to write using the statement written in the audited accounts as a guideline

AGENDA ITEM 15	GOVERNOR TRAINING AND DEVELOPMENT
Discussion:	In the absence of SR, Training Link Governor, this item was deferred to the 16.10.23 meeting. The Clerk advised Governors to complete complaints and exclusions training. This training can be done on-line.
Decision:	<ul style="list-style-type: none"> • Complaints – SR recommended. • Exclusions – FH volunteered.
Action:	<ul style="list-style-type: none"> • Clerk to add an item to the 16.10.23 FGB agenda: Governor Training and Development. • NW to complete new Governor induction training. • Governors to consider attendance at the CE Governors' Conference on 20.10.23.

AGENDA ITEM 16	SCHOOL IMPROVEMENT PARTNER
Discussion:	<p>JH advised Governors that the SIP has booked visits on the:</p> <ul style="list-style-type: none"> • 9th November 2023 • 29th February 2024 • One further date is to be confirmed. <p>The focus of Susan Walters' visits is to enable the school to be Ofsted ready. She is working with Subject Lead teachers on the questions which Ofsted will ask them. She reviews the school website. Visits include a walk round school with JH.</p> <p>Q - Would she be prepared to do an Ofsted session with Governors? R - She would if Governors wanted this.</p> <p>Key focal points would be:</p> <ul style="list-style-type: none"> • Documentation in order.

	<ul style="list-style-type: none"> • Governors could triangulate what they are told in meetings with what they see when they visit the school. • Governors knew the school, its disadvantaged pupils, and its safeguarding issues. • Governors will need to understand the level of questioning for a subject deep dive. <p>Q - How does Susan Walters compare to the school's previous SIP? R - She is already holding the school to account. She is thorough and sees everything which is happening in the school. She provides support and guidance from her wealth of experience.</p> <p>Q - Is she uncovering things which had previously not been noted? R - She is.</p> <p>Q - Do members of staff meet her? R - Yes, they do. She speaks with the Headteacher regarding data and always walks round the school. MB explained that the SIP had completed a Maths Deep Dive. She was thorough and supportive. MB felt that it was beneficial to know what she has seen because it enabled him to make any changes needed.</p> <p>Q - Is the SIP helping the whole school? R - Yes, she is providing an insight into what the school needs to do to progress and to aspire to retaining its Ofsted rating of Outstanding.</p> <p>Q - When did the SIP change? R - It was late Autumn Term 2022.</p> <p>Q - Was it a good move? R - Yes. The SIP has guided JH to experts who can visit the school and offer advice. An example given was the provision of a communications expert to support the school as there is a concern that Ofsted will change the grading from Outstanding to Good.</p>
Action:	JH to ask Susan Walters to provide an Ofsted session for Governors.

AGENDA ITEM 17	DIRECTORS REPORT
Action:	Clerk to share the document prior to the 16.10.23 meeting.

AGENDA ITEM 19	POLICIES
Discussion:	<p>The following policies were circulated on Governor Hub prior to the meeting:</p> <p>Statutory</p> <ul style="list-style-type: none"> • Safeguarding • Behaviour • Data Protection <p>Non statutory:</p>

	<ul style="list-style-type: none"> • Teaching & Learning • Marking <p>Q - The Safeguarding Policy is based on the Cheshire East Model Policy, is this relevant to our school? R - Yes, it is.</p> <p>Q - Are staff at the school following the Policy? R - Yes, they are. The Policy is shared on INSET days. Staff have had to acknowledge reading the Policy and the KCSiE Policy. Scenarios are used in staff meetings to measure whether staff understand the Policy. Members of staff use CPOMS (Child Protection Online Management System). Members of staff know who the Designated and Deputy Designated Safeguard Leads are. Members of staff know the process to follow.</p> <p>Q - What is the most pressing concern evidenced by CPOMS? R - The incidence of low-level concerns is being monitored, as the school now has a full picture of incidents.</p> <p>There was discussion of enabling areas of CPOMS for Higher Level Teaching Assistants.</p> <p>Q - There is an emphasis in the KCSiE Policy on filtering and monitoring. Who does this? R - Concerns are reported to JH, SMcV, SA and Marco Cura.</p> <p>Q - How is school monitoring improvements in pupil behaviour since it has removed the traffic light system? R - The school continues to use its Steps 1-3 to report behaviour. Any behaviours scored 3 are recorded on CPOMS.</p>
Decisions:	Governors approved the policies listed above and the HR Policies when published.

AGENDA ITEM 19	MEETINGS
Discussion:	The date and time of the next meeting was confirmed as Monday 16 th October at 6:30pm. The date and time of the AGM/FGB was confirmed as Monday 4 th December at 6.30pm.

AGENDA ITEM 20	ANY OTHER BUSINESS
Discussion:	<p>The following items of AOB were discussed:</p> <ul style="list-style-type: none"> • The Head Teacher’s appraisal meeting was confirmed as Thursday 9th November. • Can we review our governance around spending decisions? <p>Q - Has the Scheme of Financial Delegation not been followed? R - The school needs to explore the combined cost of work completed/purchases made.</p>
Action:	<ul style="list-style-type: none"> • JH to confirm the time of the meeting on 9.11.23.

	<ul style="list-style-type: none"> • SMcV and RM-W to review costings.
--	---

AGENDA ITEM 21	IMPACT STATEMENT
Discussion:	<p>Governors helped to move the school forward in this meeting by:</p> <ul style="list-style-type: none"> • Reviewing and evaluating the structure of the Governing Board to ensure that succession planning was in place to develop and strengthen the Board as experienced Governors' terms of office expire. • Questioning the impact of the new SIP on school leadership and the Quality of education being delivered to pupils at the school. • Holding an honest conversation regarding the school's financial position to ensure that Governors understood the constraints under which the school is operating. • Looking at the impact which the use of CPOMS has had on behaviour management in school.

The meeting moved to part 2.
 SMcV, MB and SA left the meeting.

Chair.....

Date.....