

**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD OF
NETHER ALDERLEY PRIMARY SCHOOL HELD AT THE SCHOOL ON
15TH NOVEMBER 2018**

Members Present:

John Brooks	Chair
Rachel Carney	
Sue Cleary	
Richard Craven	Headteacher
Christian Gilham	
Sophie Harrison-Moody	
Rachel McAlonan	
Claire Moores	
Nina Mowforth	

Also in attendance: Ian Gatie Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

1. ANY OTHER BUSINESS

The following items were submitted for consideration:

Parking and road conditions
School uniform
Friends of Nether Alderley

2. ABSENCE

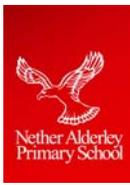
- 2.1. Apologies for absence were received from Andy Brady and Jon Hale.
- 2.2. Governors approved the apologies from Andy Brady and Jon Hale.

3. PECUNIARY/CONFLICT OF INTEREST

- 3.1. Governors present confirmed that the annual declaration had been completed.
- 3.2. No declaration was made by a governor of a conflict or pecuniary interest between an individual and the governing board as a whole, in connection with the business to be discussed at the meeting.

4. MEMBERSHIP

- 4.1. There have been no changes in the membership of the governing board since the last meeting.
- 4.2. The governing board has the following vacancies: two co-opted governor.



The Chair commented that two parents had expressed interest in joining the board. It was noted that Ofsted might have a concern if additional parents were elected to the board. As it is some time since a skills audit was completed, it was suggested that another should be carried out. The Headteacher commented that additional financial skills on the Board would be useful.

ACTION: The Chair will organise a skills audit and arrange to meet the prospective candidates during the autumn term.

- 4.3. It was noted that there are no terms of office due to expire before the next meeting.

5. PART ONE MINUTES

- 5.1. The part one minutes of the meeting held on 5th July 2018 were confirmed as a correct record and signed by the Chair.
- 5.2. There were no matters arising from the minutes.

6. CHAIR'S ACTION

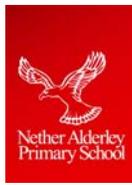
The Chair reported that there had not been any decisions taken on behalf of the governing board since the last full governing board meeting.

The Chair did report back on the continuing discussions with the Authority concerning the development of the school. 275 homes are being built locally, which will create 50-55 prospective pupils. Applications have already been received at the school from parents living in the first phase of houses completed.

Officers in the Education Department of the Authority have suggested that an additional classroom could be constructed, increasing the school from four to five classes. This would cost £1m. The Headteacher commented that this suggestion would be impractical in terms of class and curriculum organisation. The ideal solution would be to create a PAN (pupil admission number) of 30, necessitating three additional classrooms. However the site could not accommodate the increased size of the building. The option of using playground or playing field space for the expansion is not an option as those facilities would be lost. There is no opportunity to purchase adjacent land.

The headteacher reported that the lack of school places is a Wilmslow-wide problem. The school's ability to move to another site is limited as the Authority owns the current site. Governors discussed the possibility of a free school being opened in the area and the potential impact on the school. Another concern is that only about 20% of the current pupils live in 'catchment'. With the new homes being within the catchment zone, there would be less room for pupils residing outside the zone.

The Chair suggested that a group of governors should be involved in



monitoring developments.

ACTION: Chair to set up a working group during the autumn term to monitor developments affecting the school.

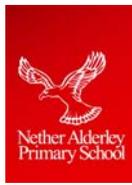
7. LEADERSHIP AND MANAGEMENT (L&M)

7.1. There was no discussion of the latest CEO's report.

7.2. The termly leadership report from the headteacher contained the following

- **Introduction and summary**
- **Current self-assessment**
- **School contextual information**
 - Pupil numbers and capacity
 - FSM and Ever6
 - SEN
 - EAL
 - Pupil premium
 - Pupil numbers by groups
- **Leadership, Management and Finance**
 - Update on child protection plan, DBS, GDPR and complaints
 - Finance summary
 - Financial benchmarking
 - School development plan update
 - Staff absence
 - Staff benchmarking data
 - Continuous professional development
- **Personal development, behaviour and welfare**
 - Attendance
 - Attendance benchmarking
 - Behaviour update
- **2018 outcomes for pupils - EYFS**
 - % pupils achieving GLD
 - Results by gender
 - 2019 targets
- **2018 outcomes for pupils – KS1**
 - Phonics screening results
 - End of KS1 results by subject
 - 2019 targets
- **2018 outcomes for pupils – KS2**
 - End of KS2 results – combined and by subject, compared to 2017
 - % at expected
 - % at greater depth
 - average test scores
 - progress scores
 - 2019 targets

7.3. The following issues arising from the headteacher's report were discussed:



- The headteacher commented that the report format was a standardised version required by the Trust and is time consuming to create.
- **QUESTION:** Why are the SEN figures for the school higher than national?
ANSWER: The headteacher commented that this could be due to the way the school defines SEN interventions. He gave the example of some pupils with summer birthdays who require high levels of support initially. Interventions are initiated for these children and as such are included on the SEN register. As they improve at learning they may well come off the register.
- As mentioned earlier in the meeting, admissions for September 2019 are likely to be oversubscribed.
- A GDPR breach has been logged, but has been resolved.
- The financial projections showed a negative position in the third year. The Chair commented that this is usually the case. He also pointed out that some capital outlay, for heating boiler controls, that would have previously have been made from the school's funds had been funded by the Trust.
- The expenditure per pupil is relatively high compared to the national average. The headteacher commented that the school uses teachers for PPA and supply, whereas some schools use TAs, at a lower cost. Governors recognised that the staffing costs at the school are relatively high but considered that the cost was necessary to retain the good staff.
- The SDP for 2018-19 covers four areas:
 - special educational needs – the new SENCo is studying for the qualification – more interventions have been introduced. The annual report for 2018-19 was circulated to governors.
 - safeguarding – staff training is up-to-date – a pupil 'safety squad' is being created
 - social emotional and mental health (SEMH) – staff training has been completed
 - achievement and standards – focus on literacy in KS1 with support from a specialist
- Staff absence is manageable.
- The staff benchmarking data shows that the average teacher salary is higher than national.
- Pupil attendance is good, being at 97.5% for the autumn term. The figure for persistent absence is improving.
QUESTION: What are the reasons for persistent absence?
ANSWER: The headteacher commented that these can include medical reasons but term time holidays were not significant.
- The outcomes in EYFS were 73% GLD, compared to 71% at national. The 2019 target is 87%.
- The end of KS1 results show that the school was below national average in all subjects. The headteacher commented that this was partly to do with that cohort. A relatively high proportion of the pupils had joined since Reception, but generally that cohort had not performed well at EYFS. The focus will now be on writing in KS1. The headteacher commented that the current Y2 is likely to perform better.



- The outcomes for the end of KS2 in 2018 were in line with previous years, at 80% for the combined subjects, compared to the national average of 64%. The headteacher commented that pupils in Y3 and Y4 are performing well, indicating a secure grounding in Y2.
- 7.4. The minutes of the finance committee held on 8th November 2018 were received and approved.
- 7.5. A discussion on financial matters took place in 7.3 above. The Chair highlighted that the committee had decided that the cost for adding graphics to the mini bus should be as low as possible. Governors agreed with this approach.

The Chair also reported that the committee had decided not to pay for staff absence insurance, saving £4.5k.

- 7.6. There were no recommendations requiring the approval of the governing board.

8. QUALITY OF TEACHING AND LEARNING

- 8.1. The minutes of the curriculum committee held on 8th November 2018 were received and approved. There was no further discussion as the data was included within the headteacher's report.
- 8.2. The report from the SIP (School Improvement Partner) was circulated to governors.

QUESTION: Is this process useful to the school?

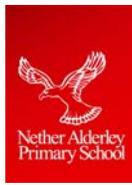
ANSWER: The headteacher responded that whilst it took time, as it was the first of the year, the visit was much more of a review of the current situation. Subsequent visits will be more focussed on assessing elements within the SDP.

The headteacher reported that there had been discussion with the SIP about how to create evidence that the school was offering a wide curriculum. Governors noted that this was a significant change in attitude by Ofsted. The headteacher welcomed the focus on other subjects and noted that the school has always offered a wide range of enrichment and extra-curricular opportunities. The challenge will be to be able to demonstrate the objectives for these clubs and the benefits accruing.

- 8.3. Reports from public tests were included in the headteacher's report (7.3).
- 8.4. Governors considered the end of KS2 targets for the current Y6 pupils. The headteacher explained that setting these targets was based upon the individual pupils at EYFS and KS1.

QUESTION: Is phonics included?

ANSWER: Yes it is within writing, although the test has not been in existence for a long period.



Governors approved the following targets for expected achievement at end of KS2 in 2019.

Combined: 80%

Reading: 87%

Writing: 87%

Maths: 80%

GP&S: 87%

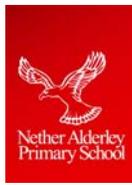
9. PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE

- 9.1. The SEMH (Social Emotional and Mental Health) action plan was considered. Training for the whole staff has been completed in the aspects of the plan. Group interventions have taken place to provide the children with the skills to recognise their feelings and to cope with them. Play therapy has been introduced for specific pupils.
- 9.2. The headteacher commented on some of the procedures involved, e.g. daily pupil feedback to teachers so that changes can be identified and acted upon.
- 9.3. The headteacher reported that a policy will be written on the basis of the draft action plan.

Governors agreed that in the current climate, particularly with social media, the school was following the correct strategy and approved the action plan.

10. DIRECTOR'S REPORT

- 10.1. The report by the Director of Children's Services for the autumn term contained the following items.
 - Governance and Liaison update
 - Admissions, transport and fair access
 - Working Together to Safeguard Children 2018
 - Keeping Children Safe in Education
 - Cheshire East Information, Advice and Support Service (CEIAS)
 - Virtual School update
 - Local Children's Safeguarding Board (LCSB)
 - Ofsted updates
 - Free School Meals and Universal Credit
 - School teachers' pay award 2018
 - Teacher's pay grant
 - School's funding 2019-20
 - Inspection of local authority children's services
- 10.2. The clerk had previously circulated a summary of the relevant items contained in the report and there was no further discussion.



11. SCHOOL POLICIES

The headteacher reported that there are a number of policies that have originated from the school and the Trust. Some of the latter have differences that make them inappropriate for a primary school. A discussion will be necessary to agree with the Trust which of the school's policies will be used.

The following policies were **approved** by governors, subject to any comments made by the end of November.

Safeguarding policy

12. ADMISSIONS

12.1. Governors agreed that there should be no change to the PAN or to the admissions policy.

13. SCHOOL TERM DATES

13.1. The term dates for 2019-20, previously circulated by the headteacher were **approved**.

14. RESIDENTIAL VISITS

14.1. A comment was made about the recent trip to Conway by class 4. The sailing activity has always been an enjoyable part of the trip. It has been suggested by the owners of the venue that in future, due to the costs, sailing might not be available. As this was a highlight of the trip and the other activities can be accessed at other venues, an alternative to Conway is to be researched.

14.2. The governing board was informed about the following planned residential visit:

Robinwood, Todmorden – Class 4 – 16th-18th September 2019

The Governing board was satisfied that appropriate risk assessments will be carried out and approved the visit.

15. COMPLAINTS

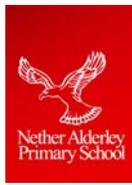
15.1. The headteacher reported, in his termly report, that there had been no complaints received by the school during the past academic year.

16. ANY OTHER BUSINESS

The following additional matters were raised and discussed:

Highways Department

A governor reported on a potentially risky situation that had occurred outside of school at the time pupils were arriving. A large number of Highways Department vehicles were parked along the road outside the school, which restricted the carriageway width and impeded cars entering the school. Governors were mindful of the need for road repairs to be effected but felt that where these are near a school, then



the work should ideally be scheduled after schools start. It was agreed that the Chair will write to a Cheshire East councillor to request that the planning process takes account of school times.

ACTION: Chair to write letter to the Authority.

Parking at school

A governor raised the related issue of parking at the school. It was acknowledged that the parking facilities in the confined area at the school is not ideal, but that there is at present no easy answer. The headteacher reported that the finance and premises committee has been considering installing additional signage to help the flow of cars.

It was suggested that there are certain times when parking congestion is more of a problem, such as for departures and returns for trips or sports events.

ACTION: Headteacher to consider risk assessment for occasions when parking problems are exacerbated.

School uniform

The headteacher reported that there have been discussions regarding PE kit and school uniform.

A sample of a new PE kit was shown, which governors approved.

One issue, expressed by some parents, about the current school uniform is that it is difficult for a group of pupils at an outside event to appear with a consistency of uniform. The feeling was expressed that the uniform should be distinctive. It was agreed that parents and pupils will be consulted about the current uniform policy and any potential changes to the uniform.

ACTION: Headteacher to arrange consultation.

Friends of Nether Alderley leaflet

The headteacher circulated a proof of a layout of a leaflet concerning fund raising. Some amendments were suggested, but governors agreed that it needs to be printed sooner rather than later. There was a discussion about whether the leaflet should just be distributed or promoted at a launch event. It was agreed that, whilst it is short notice, the Christmas Fair would be an ideal opportunity. The headteacher will arrange for a room to be made available, with a 'pledge tree' and examples of items purchased from 'Friends' funds. Governors were asked to be available to talk to visitors about the initiative.

ACTION: Headteacher to arrange a 'Friends' room at the Christmas Fair.



17. MEETINGS

Governors agreed that the next full governing board meeting will be held on Thursday 7th March 2019 at 6:30 pm at the School.

----- Chair

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