

**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD OF
NETHER ALDERLEY PRIMARY SCHOOL HELD AT THE SCHOOL ON
14TH NOVEMBER 2019**

Members Present: John Brooks Chair
Richard Craven Headteacher
Sue Cleary
Gemma Scotchford
Christian Gilham
Claire Moores
Nina Mowforth
Sophie Harrison-Moody
Rachel Gilmour
Rachel Carney
Jon Hale
Claire Moores
Ceri Johns

Also in attendance: Charlotte Quigley Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

John Brooks took the meeting

1. **ANY OTHER BUSINESS**
None reported

2. **ABSENCE**
 - 2.1. No Absence

3. **PECUNIARY/CONFLICT OF INTEREST**
 - 3.1. 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. Ceri Johns, recently appointed co-opted governor and Gemma Scotchford new staff governor.

 - 4.2. The governing board has the following vacancies:
One parent governor

It was reported that Nina Mowforth would change to a co-opted governor to give an additional parent governor vacancy.

ACTION: headteacher to arrange the election.



It was noted that vacancies due to end in the current academic year have been asked if they would continue their term.
Special projects committee convened with a view to engaging with the agenda on the school's growing roll and its future.

5. PART ONE MINUTES

- 5.1. The part one minutes of the meeting held on 27th June 2019 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

It was noted that there have not been any decisions taken on behalf of the governing board since the last full governing board meeting.

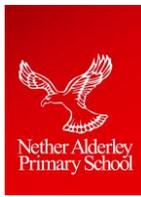
7. LEADERSHIP AND MANAGEMENT

- 7.1. The CEO's report had not been produced at the time of the meeting. Governors' Conference feedback was circulated, it was noted whether there should be a separate meeting for primary and secondary schools. The meeting was found helpful by the governors and received positive feedback.

It was noted that there are new CPD opportunities for governors coming up, dates to be released in the next 2 weeks, there is a governor already booked on the ofsted course.

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

- **Pupil numbers**
 - Number on roll
 - Leavers destinations
 - Starters origins
- **Attendance**
 - Attendance (current and trend)
 - Persistent absence
 - Staff Absence
- **Exclusions**
 - None
- **School Improvement Priorities**
 - None
- **Pupil Outcomes – trend and current year**
 - EYFS



- Phonics
- End of KS1
- End of KS2

7.3. HEADTEACHER'S REPORT

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

- Attendance was below target last year of 96.6%, currently running ahead in the current year.
- Persistent absence currently at 6%.
- Staff Absence data may not be fully accurate as for part of the previous year it was not always recorded.

Question: How does staff absence compare with the previous year?

Response: Admin was the greatest absence last year - much improved now.

The headteacher commented on the data outcomes for each pupil group.

EYFS: A higher Good Level of Development was achieved; improvements in Writing need to be sustained.

End of KS1: Attainment improved again, main focus is for more pupils to achieve greater depth in Writing

End of KS2: Challenge is for more pupils to achieve greater depth in Writing.

The headteacher commented on achievement and progress in Writing at the end of KS2, indicating that all pupils made the expected level of progress.

7.4. REPORTS FROM COMMITTEES

Minutes have been previously circulated.

Curriculum committee:

Question: What are the knowledge Organisers

Answer: The topics studies are narrowed down to specific key knowledge.

Staffing committee:

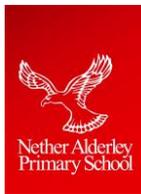
Current staffing plan was looked at.

Question: Do we still have an advert for a mid-day assistant?

Answer: Waiting until we have discussed the finance to see if we are able to afford

Finance and premises committee:

It was noted that the financial position is not as good as previously thought. It was stated that the overspend from the previous year was significantly higher than had been envisaged. Finance meetings with The Fallibroome Trust used to be held regularly but these had not been happening for some time. There was concern raised that there was



something incorrect with how the financial information is being put together.

It was agreed that more work needs to be done to generate other sources of income from PTA and The Friends of Nether Alderley. A draft proposed letter was circulated that had been produced to ask parents for a one-off payment to help get out of the hole. It was agreed that this will be put on hold as some parents may feel upset by being asked for funds and may be a little premature and heavy handed until all the information was known.

Question: Is the audit something that happens every year?

Answer: Yes the accounts are audited every year

It was suggested that voluntary contributions could be made by parents via ParentPay this could also be done to link it to a specific item ie, iPads.

7.5. PARENT SURVEY

Feedback from the parent survey was circulated.

Question: Is there anything we can do about the 0845 number

Answer: A reminder will be put on the newsletter

7.6. POLICY OVERVIEW

Updated policies were circulated. Additional policies should be coming from the Trust.

- Critical Incidents Plan
- Health and Safety Policy

7.7 RISK ASSESSMENT FOR RESIDENTIAL

It was confirmed which trips had been booked and a pre-visit was to be booked in.

7.8. HEALTH & SAFETY

It was discussed that the service is bought in from Cheshire East council. The main area of concern is the school fence, to be discussed with the MAT.

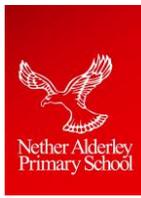
Question: What type of fence?

Answer: Chain link fence.

Question: What is wrong with the existing fence, could a contractor repair

Answer: Poor state of repair, needs replacing. Planning issue possibly for putting up a fence that is not like for like but changing the exterior of the site only temporary.

No other major items on Health and Safety.



8. TERM DATES

The draft term dates for 2020-21 were circulated and signed off

9. COMPLAINTS

9.1. It was noted that there have been no formal complaints.

10. MEETINGS

The dates and times for the full governing board meetings for 2019-20 are agreed.

Spring term: Thursday 5th March 2020 at 6:30pm

Summer term: Thursday 9th July 2020 at 6:30pm

----- Chair

----- Dated