

Bridgemere CE Primary School

FGB meeting 14th March 2019 - 6pm - PART 1MINUTES

Present: Emily Verow, Sarah Willington, Sam Foyle, Rachel Griffiths, Richard Lewis, Bev Dolman (EHT), Caroline Middleton (CM), Emma Fradley (EF) John Forshaw (JF), Stephen Knott (SK)

	ITEM
1	OPENING PRAYER AND WELCOME LF led the governing board in Prayer.
2	APOLOGIES Apologies had been received from Jan Morgan, which the Governors considered and accepted.
3	DECLARATION OF INTERESTS LF and BD declared that they are involved in RLLAT
4	MINUTES OF THE PREVIOUS MEETING The notes of the ERG held in September had been circulated and governors approved them as an accurate record. The minutes of the meeting on the 29th November were confirmed as an accurate approved, subject to clerical changes.
5	MATTERS ARISING <ul style="list-style-type: none">• Website compliance: BD updated governors that she had undertaken the Website compliancy check, and confirmed that there were a few items that she is in the process of updating including:<ul style="list-style-type: none">• EYFS curriculum - new curriculum being created and will be brought to the next meeting• 17/18 combined figure for Reading, Writing Maths isn't on the web - will be updated• SEN policy needs updating on web - will be updated• equality compliance missing statement - will be added.• Governing Board structure - following approval of the agenda item further down the agenda, the new structure will be added• Need TOR for learning and achievement committee adding to the website <p>Q: A governor asked if the Accessibility policy was on the website R: BD confirmed that it was.</p>

	ITEM
6	<p>MEMBERSHIP CHANGES AND GOVERNANCE</p> <p>EV welcomed 3 new governors. All governors welcomed them to the Board:</p> <p>Emma Fradley John Forshaw Stephen Knott</p> <p>EV also reported that resignations had also been received from K Percival and P Whitehead.</p> <p>RG advised that she will be leaving the board, however she agreed to stay for the rest of the academic year to aid transition.</p> <p>SW will also be replaced on the new Academy Committee due to her maternity leave - she will be replaced Daisy Slater.</p> <p>EV advised the board that as they have known for some time, she will not be moving to the trust and therefore this would be her last meeting. This therefore left a gap for the position of chair and vice chair - due to KP leaving.</p> <p>Nominations for Chair were requested and LF was nominated and seconded for the position of chair.</p> <p>Governors all voted in favour of LF taking the Chair.</p> <p>Outcome: LF was duly voted in as Chair, however the appointment of VC will be deferred to the next meeting.</p>
7	<p>DECLARATION OF AOB</p> <ul style="list-style-type: none"> • School Badge • Safeguarding
8	<p>COMMITTEE MINUTES</p> <p><u>Resources committee Update</u></p> <p>LF explained that she had met with the school bursar and had completed the SFVS, which had been loaded to governor hub.</p> <p>Outcome: All governors approved the SFVS.</p> <p><u>Teaching and Learning committee - update</u></p> <p>EV had chaired the meeting and reported that the meeting and conversations had included the SDP, priorities for T&L , and data. This was reported in the minutes, and is included in the HT report further down the agenda.</p> <p>Outcome: The verbal report was noted by Governors</p>

	ITEM
9	<p data-bbox="196 163 671 197">MAT AND GOVERNANCE UPDATE</p> <p data-bbox="196 241 1501 394">BD reported that she had found out today that the HT Board had met and approved the academy order for Bridgemere to join RLLAT. There is much to do before the school converts such as TUPE staff, setting up a lease for the school building and other legal aspects, but that the trust are working to a go-live date of the 1st September.</p> <p data-bbox="196 443 1501 510">To aid the smooth transition, RLLAT are moving to the new Governance Structure for the summer term, and operate in shadow form.</p> <p data-bbox="196 560 1501 627">BD presented a copy of the structure to governors, which had been created alongside governors from Bridgemere. This included details of the membership of:</p> <ul data-bbox="196 676 1038 792" style="list-style-type: none">• Members Board• Trust Board• Academy Committees - each AC has a Scheme of Delegation <p data-bbox="196 842 1501 994">BD presented a diagram that clarified the communication links, and how academy committees would be involved. She explained that there would be committees established that would include representatives from each of the Academy Committees, and the trust. Committees included:</p> <ul data-bbox="196 1043 643 1227" style="list-style-type: none">• Curriculum and standards• Safeguarding• Finance• Pay• EHT Performance Management <p data-bbox="196 1276 1501 1344">There will also be a Training and Development Director, and it was suggested that RL take this role as he moves to the trust.</p> <p data-bbox="196 1393 1378 1426">Outcome: All governors were happy to approve the structure and the move to the trust</p> <p data-bbox="196 1476 1501 1509">BD confirmed that Laura Leather will attend the first meeting of the new Academy Committees</p>

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10	<p data-bbox="196 163 327 197">POLICIES</p> <p data-bbox="196 241 424 275">Lockdown Policy</p> <p data-bbox="196 320 1477 477">BD introduced the policy and the requirement to have a lockdown policy. She advised the governors that an audit had been undertaken by Cheshire Constabulary which has recommended improvement, including shield for glass for EYFS, and improving entry to the car park.</p> <p data-bbox="196 521 1477 633">The 2 way shield for the glass would cost £270 and is being ordered. The school is looking into mechanisms to stop people entering the carpark, and are looking at intercom and buzzer systems, however they are quite costly.</p> <p data-bbox="196 678 1374 712">New Sirens will be fitted to the school, as you are not able to use the existing Fire Alarm.</p> <p data-bbox="196 757 1453 824">BD explained that then the siren goes off, the school follows the C.L.O.S.E procedure, which is commanded by senior staff.</p> <p data-bbox="196 880 563 913">Q: Have you executed this?</p> <p data-bbox="196 925 818 958">R: We have used the siren at Calveley to test it.</p> <p data-bbox="196 1003 1501 1115">Because of the small children and so not to scare or trouble them, the emphasis has been on it's a process for keeping safe, and use the scenario that there is a cow on the carpark. BD confirmed that she will be speaking to parents to reassure them.</p> <p data-bbox="196 1160 687 1193">The policy will be reviewed annually.</p> <p data-bbox="196 1238 1289 1305">Q: How will new staff / children be inducted and told about the lock down policy? BD said that this would be part of the induction process.</p> <p data-bbox="196 1361 679 1395">Q: Where is the school's safe place?</p> <p data-bbox="196 1406 754 1440">R: BD stated that it was Brine Leas School.</p> <p data-bbox="196 1485 667 1518">JF apologised and left the meeting</p>

	ITEM
11	<p data-bbox="193 159 533 192">HEADTEACHER REPORT</p> <p data-bbox="193 241 1410 275">The HT report was loaded to the portal in advance, and BD took questions from governors.</p> <p data-bbox="193 324 1434 432">Q: In light of the comments and results of the staff wellbeing survey, a governor asked about workload and specifically whether staff have noticed that the new systems have made a difference?</p> <p data-bbox="193 443 1481 595">R: BD reported that new processes such as Singapore Maths had made a big change, and led to a huge reduction in workload. There have been changes to marking, which was reviewed and trialled in the autumn term, however teachers said they wanted to mark everyday, so it reverted back but with streamlined codes and symbols.</p> <p data-bbox="193 640 1374 674">Shared planning is taking time to embed and they are trying to build into staff meetings.</p> <p data-bbox="193 719 1497 792">SW explained that the survey came out at a time of change for staff and this led to the comments. The survey has since been repeated, and is a much better reflection.</p> <p data-bbox="193 837 1497 945">Governors congratulated CM on passing her test which means she can now drive the school mini bus driving . BD reported that all HOS can now drive the bus - which is making transporting children much easier.</p> <p data-bbox="193 996 1203 1030">Q: A Governor asked about Data - and in particular year 6 looking healthier</p> <p data-bbox="193 1041 1437 1149">R: BD reported that the new teacher had settled in, and that teaching was strong. There is a projection of 77% in writing - this means that 3 children are possibly going to miss the grade, therefore additional booster sessions are taking place.</p> <p data-bbox="193 1200 842 1234">Q: What is transition with secondary school like?</p> <p data-bbox="193 1245 1493 1319">R: all governors commented that there is a programme of transition which is well embedded and utilised.</p> <p data-bbox="193 1357 927 1391">Outcome: All Governors thanks BD for the EHT report</p>

	ITEM
12	<p>FINANCE</p> <p>LF ran the board through the 3 year budget for the school. She reported that the carry forward is currently showing £11k higher than expected, however there are adjustments to make such as the Diocese are due to bill the school.</p> <p>BD reported that the LA had made a mistake on the teacher salaries, by inputting the wrong details. This is despite the school telling them. They have amended, however have since come back saying that they have missed other items.</p> <p>Q: A governor asked if this was a service that the school bought in to? R: BD confirmed that it is, and that she has contacted them about the poor service.</p> <p>LF reported that in January, the school was closed due to boiler breaking down. The Diocese had provided a generator - so that the school could reopen. The school has received a quote for its replacement and it would cost £21k.</p> <p>Governors discussed the cost of this and found that it included the cost of the replacement boiler and the hire of the temporary generator. BD reported that the school has applied to the Diocese for a grant to cover all but 10% of the cost.</p> <p>Electricity costs were also up by 28% - and this will affect the overall figure</p> <p>Outcome: All Governors approved for 3 year budget forecast</p> <p>Q: Is this 3 year plan for the trust? R: No this is just the school, there is one for the trust, which when the school joins it will be a part of.</p> <p>Q Obviously budgets are quite fluid, how often so you alter the budget? R: The budget is reviewed frequently, and reported to the Resources Committee.</p> <p>Action: New Governors to contact Stacey in the office to understand the budget</p>
13	<p>GOVERNOR TRAINING, CHESHIRE EAST DIRECTOR'S REPORT AND CHESTER DIOCESE NEWSLETTER</p> <p>The Board discussed the report and noted its contents, including the new Ofsted Framework and the item on mental health and wellbeing.</p> <p>Q: Do we know about pupil numbers for the next academic year? R: We have 8 into reception from September. This has been a low birth rate year. The final list is confirmed in April. The school has been through a period of instability, with challenges and challenging families - things are settling down now, but the school is being hit hard by the new houses. Nantwich heads have been discussing the impact of the Kingsley Field school.</p>

	ITEM
14	<p data-bbox="196 163 384 232">AOB School badge</p> <p data-bbox="196 282 1485 351">BD raised a suggestion that the current logo of the school is reviewed. The current logo doesn't really represent the school. Whilst it is supposed to be a bridge it is just an arch.</p> <p data-bbox="196 400 1474 515">She was seeking Board approval to call out for design work that brought the things that the school represents together in one badge / sheild. It could it include a church, bridge, farm, and in keeping with local history a wildlife park.</p> <p data-bbox="196 564 863 593">Outcome: All Governors supported the redesign.</p> <p data-bbox="196 642 1278 672">Q: Is the intention of the trust to align the logos and colours of all of the schools?</p> <p data-bbox="196 683 564 712">R: No all are very distinctive</p> <p data-bbox="196 761 379 790">Safeguarding</p> <p data-bbox="196 840 1083 869">LF reported on her safeguarding visit and has completed link form</p> <p data-bbox="196 918 1453 1032">A discussion took place on the use of CPOMS as a child protection online monitoring system which has a behaviour chronology database. The school is aware of other systems such as My Concern, which is used in EV's school. She offered a best practice visit.</p> <p data-bbox="196 1081 1307 1111">Outcome: All governors approved staff to research the best system for the school.</p>