

# Bridgemere CE Primary School

## FGB meeting 23rd May 2019 - 6pm - PART 1 MINUTES

Present: Sarah Willington (SW), Sam Foyle (SF), Richard Lewis (RL), Bev Dolman (EHT), Caroline Middleton (CM), Emma Fradley (EF) John Forshaw (JF), Stephen Knott (SK), Liz Ford (LF), Jan Morgan (JM), Daisy Slater (DS)

1	<b>OPENING PRAYER AND WELCOME</b>  LF led the governing board in Prayer
2	<b>APOLOGIES</b>  Apologies had been received from Rachel Griffiths, and these were accepted.
3	<b>DECLARATION OF INTERESTS</b>  Daisy Slater was introduced as the new Staff Governor, replacing Sarah Willington whilst on maternity leave. She duly completed a declaration of interest form.  BD and LF declared an interest in RLLAT
4	<b>MINUTES OF THE PREVIOUS MEETING</b>  The minutes of the meeting held in March were approved as an accurate record, and signed by the chair
5	<b>MATTERS ARISING</b>  There were no matters arising that were not covered on the agenda.
6	<b>DECLARATION OF AOB</b> <ul style="list-style-type: none"><li>• Academy conversation quotes</li><li>• Whiteboard quotes</li><li>• Public Sector equality duty</li><li>• Conferences</li></ul>
7	<b>COMMITTEE MINUTES</b>  No committee meetings had taken place since the last board meeting.

Chair Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**GOVERNANCE UPDATE**Constitution & Terms of Reference

The Constitution and Terms of Reference for the new Academy Committee had been loaded to the portal, and governors were asked for comments. The new Academy Committee comes in to force when the school joins RLLAT.

BD felt that 5 foundations members would be more suitable, and will take this up with the Diocese, otherwise as it stands all governors will need to be foundation.

**Action: BD to take to Chris Penn**

Once governors are happy, the Chair has been asked to sign the Academy Papers, however as LF is also on RLLAT, she asked if governors were happy for her to sign. Whilst governors were happy for her to sign, to avoid a conflict, the Vice Chair will sign the Academy papers.

**Action: VC to countersign the Academy Papers for RLLAT.**

LF stated that the board will need to appoint members to link roles as per the terms of reference and that these people would also sit on the relevant committee at RLLAT. LF asked that governors consider their preferences. BD reported that there are no TOR for the committees yet, but she ran through the roles and what they covered.

A discussion took place and the following were agreed:

Pupil Premium - SF  
Safeguarding and H&S JM  
SEN - EF  
Vice Chair - SK  
Pay committee - SK  
PE - JF

Academy Conversion Quotes

*Q: When is conversion likely to take place?*

*R: This is still being considered and worked through, and they are still working to a conversation date of the 1st September. Matters such as Land are considered as part of the conversion process. Cheshire East own the field, Lady Delves Broughton leases the play area.*

*Q: The School used a lottery grant to build play equipment on the field - was set up for school and community use or just the school?*

*R: BD felt that there was nothing in the contract that needs to make open to community use, but this will all be reviewed in the conversion process.*

BD confirmed that quotes had been received from Poole Alcock (Nantwich based) , and J Marshall (Altrincham based). A 3rd had been approached but had not quoted.

Governors considered the 2 quotes that had been received . Costs were very similar and they provide the same service.

*Q: Does the Diocese have a preference?*

*R: No, and they will have their own that will be a part of the process*

*Q: if they are the same service, which is the cheapest?*

*R: Poole Alcock is the cheapest and well known*

*Q: Who funds to conversation costs?*

*R: There is a grant from the DfE to convert which covers the cost.*

**Outcome: All approved to the appointment of Poole Alcock**

**Action: CM to write to Lady Delves Broughton**

Code of conduct

The code of conduct for members of the new Academy Committee and RLLAT had been added to the portal, for governors to read. It covers the Nolan Principles, and expectations of being a governor. LF asked if members were happy to sign.

*Q: Is this new?*

*R: BD confirmed that the school has never had a code of conduct.*

LF asked Governors to review the document , and requested that governors sign it at the next meeting

**Outcome: Governors will review and sign at the next meeting.**

<p>9</p>	<p><b>SPRING DATA</b></p> <p>BD presented governors with a data summary. New governors found it difficult to understand and asked BD / CM to run through the data and explain. It was important for governors to understand the data, so that they can challenge effectively.</p> <p>CM ran through the data for each year group and explained that this was in-house data, and was the teachers own assessment of whether children are working towards, got it or working at Greater Depth. It is used to target provision.</p> <p><i>Q: How do you know that the teachers assessments are right?</i>  <i>R: The data has been validated by an external person who agreed with the judgements, and in one case she accelerated the judgement</i></p> <p><i>Q: Who pulls the data together?</i>  <i>R: The HOS produces the data for the school, and this is pulled together across the trust by BD, who then reviews and sends a list of questions to the HOS to answer. There is now more challenge of the data.</i></p> <p>BD then takes a summary of the 3 schools to the trust?</p> <p><i>Q: BD asked governors if they wanted to see Acton and Calveley as comparators?</i>  <i>R: Governors felt that it was good to either compare to others or to show trends over time.</i></p> <p>CM explained that data for Y1 and 2 needed to be validated, and needs to be looked at as currently it seems too high.</p> <p>BD explained that phonics screening had been undertaken and the school was applying for funding to improve consistency. Phonics will be a big focus going forward and will be on the SDP.</p> <p>A discussion took place on the presentation of data for small cohorts, where there is a large change in % if one child does not achieve.</p> <p><i>Q: Is there a way of equalising the data nationally?</i>  <i>R: BD explained that there isn't.</i></p> <p>Governors recognised the vast improvements during the academic year and asked that the staff and pupils are congratulated</p>
<p>10</p>	<p><b>EYFS CURRICULUM</b></p> <p>The EYFS curriculum policy had been placed on the portal and governors has reviewed it. BD ran through the policy and explained that it was based on the Ofsted framework and detailed the Intent, implementation and impact of the curriculum.</p> <p><i>Q: Will this be the trust policy?</i>  <i>R: Yes</i></p> <p><b>Outcome: All governors approved the new policy.</b></p>

11	<p><b>HEADTEACHER REPORT</b></p> <p>This will be due at the July meeting</p>
12	<p><b>FINANCE</b></p> <p><u>PE Tender</u>  BD had brought this item for information only, as the decision had already been made to go out to tender. Due to the patchy service from the current provider, the school is re-tendering and she had approached 7 companies approached. Companies can either quote for 1,2 or 3 schools as a package. This will be considered in early June.</p> <p><i>Q: Is it still 2 terms only and not delivered in the winter term?</i>  <i>R: Yes, but if cheaper it could be delivered across the year</i></p> <p>RLLAT Directors will shortlist the tenders and interview - and commission from September</p> <p><u>Boiler update</u>  BD reported that the new Boiler was in situ, and that as part of the bid for funding, the school had to agree to pick up 10% of the cost</p>
13	<p><b>WEBSITE</b></p> <p>BD reported that she had updated the website, which addresses the concerns raised by governors at the last meeting. However, she had not updated the governance section as this is due to change up on conversion.</p> <p><i>Q: Who is responsible for the website?</i>  <i>R: CM will look in to this - it could be the HOS in each school</i></p> <p><b>Action: CM to look at website responsibilities</b></p>

<p><b>14</b></p>	<p><b>SCHOOL BADGE</b></p> <p>Further to discussions at the last meeting, BD brought designs for the new logo, which governors discussed and reviewed.</p> <p>All governors preferred the blue circle design, however suggested changes such as the style of the church needed changing and made more in keeping with Doddington Church. There were also suggestions about a tractor.</p> <p>BD will take back to the designer and share via email.</p> <p>Q: When is this being introduced? R: From September</p> <p>Governors were keen to give parents as much notice of the change as many will be thinking of buying new uniform. CM was asked to add to the newsletter that was going out the next day, however BD confirmed that the first year of the change, both logos will be accepted. Then from September 2020 just the new logo</p> <p><b>Action: CM to add to newsletter</b></p>
<p><b>15</b></p>	<p><b>SCHOOL CATEGORISATION LETTER</b></p> <p>BD shared the letter that Cheshire East had sent and that it still feels that the school is in a category. She confirmed that there have been improvement but that the school is still flagged</p> <p>BD reported that SFVS had been signed off at the last meeting, and as an audit, Cheshire East pick some to audit. They had chosen Bridgemere, however, BD said that the school's conversion to an academy had halted this.</p>
<p><b>16</b></p>	<p><b>GOVERNOR TRAINING</b> <b>To record and discuss any governor training</b></p> <p>The 3 new governors had completed the induction modules, and EF reported that she had also undertaken the prevent and bullying . SK and EF are also booked on to the finance training.</p>

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**AOB**

Whiteboards

BD explained that the Whiteboards needed replacing, they had not been working for some time and were holding back progress. DS had trialled a board from the Clever Touch company. She explained that it brought her practice up to date and children were really engaged - even those that may not usually. It's a giant tablet, and was most productive in maths, as you can split the board to teach mixed year groups

*Q: Did it free up your time?*

*R: yes - it freed up quite a lot of time, and made her teaching easier*

*Q: What is the cost?*

*R: There are 2 versions, V and Vplus, but staff feel that the V series is adequate. They need to buy 4 and the cost would be £8352 in total. FOBs had indicated that they may fund 2 of them.*

*Q: Are there other suppliers?*

*R: There are other suppliers of whiteboards, but staff felt that this is by far the best they have encountered.*

*Q: Do they provide warranties and will they keep them up to date?*

*R: Yes they do provide after care service. However if the school has more than one, teaching will not be compromised if one of them fails.*

**Outcome: Governors agreed to purchase 4 (3 fixed and 1 mobile with stand, and wished to thank FOBs for their support.**

Public Sector Equality duty

BD - this needs updating annually, and reviews how the school meets the equality duty. BD will bring to the next meeting to the next meeting for approval, and will need approving annually.

*Q: Does the school have a policy matrix?*

*R: BD has created one to help with review. There are certain policies that will be whole trust, and then school specific policies.*

**Action: BD to bring policy matrix and Equality policy to the next meeting**

Conferences

LF alerted governors to the Cheshire East Governance Conference being held in October, and to a transition conference at Crewe Alex.

The clerk alerted governors to free termly sessions that were starting in South Cheshire called Governance insights

Chair Approved: \_\_\_\_\_ Date: \_\_\_\_\_