



DRAFT MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
MEETING OF FRODSHAM WEAVER VALE PRIMARY SCHOOL
HELD ON THE 7TH MARCH 2019

Name	Category of Governor	Designated Role	End of term
Peter Van Geffen		Headteacher	
Colin Whelan	Co-opted	Chair of Governors	22 nd November 2018
Ian Bleasdale	Co-opted		22 nd November 2018
Ken McLarney	Co-opted		22 nd November 2018
Chris Fennel	Co-opted		15 th November 2021
Jacky Frodsham	Co-opted		8 th March 2022
Christine Owen	Co-opted		22 nd November 2018
Sally Baker	Co-opted (Staff)		2 nd March 2019
Steph Cawte	Parent		14 th June 2022
Rebecca Goldsmith	Parent		14 th June 2022
Julie Griffiths	Co-opted		14 th June 2022
Jane Smith	Co-opted		13 th June 2021
Ruth Curtis	Staff Governor		
<u>Other Invitees:</u>			
Julie O'Shea		Clerk to Governors	

MEMBERSHIP OF THE BOARD

Standard items

1. APOLOGIES

Apologies were received from Mrs J Griffiths and Mrs J Frodsham and accepted by the board.

Governors should be aware that the School Governance Regulations provide that any Governor who, without the consent of the Governing Board of the school, has failed to attend the meetings of the



Governing Board for a continuous period of six months shall, on the expiry of that period, be disqualified from continuing to hold office as a Governor of the school. For the purposes of these Regulations attendance at Committee meetings do not apply.

Governors may decide to accept, note or not accept any absence by a Governor.

2. DECLARATION OF PECUNIARY INTEREST

It is a Statutory requirement that Governors declare, and the school publishes, any potential pecuniary interest or conflict of interest between an individual Governor and the Governing Board as a whole.

Governors will be asked to declare any conflict or pecuniary interest they have in relation to the business to be conducted at the meeting on 7th March 2019, or if there is any change to their annual declaration completed at the Autumn term Full Governing Board meeting.

Mr C Fennel declared that he has a relation through marriage who works at the school.

3. MEMBERSHIP/CONSTITUTION

To receive any changes to the Governing Board since the last meeting.

It was noted that Sally Baker's term of office as a Co-opted Staff Governor ends on the 2nd March 2019.

The Chair asked if Ms Baker prepared to stand for election for the role of Co-opted Staff Governor again, she agreed that she would. Ms S Baker was nominated as a co-opted Staff Governor.

Ms S Baker left the room.

RESOLVED: Ms S Baker was duly elected as a co-opted Staff Governor for a term of 4 years

School items and reports

4. MINUTES OF LAST MEETING

The Non-Confidential minutes of the Autumn term Full Governing Body Meeting held on 13th November were agreed as a true and accurate record of the meeting and duly signed by the Chair.

5. MATTERS ARISING

To discuss matters arising which will not be covered elsewhere during the meeting.



ACTION LIST FROM THE MEETING HELD ON THE 13TH NOVEMBER 2018

Item	Name	Action/Task	Deadline	Outcome
3.	Chair	to contact KA regarding the training records.	ASAP	Ongoing
3.	Head Teacher and Chair	to invite potential candidates for the role of LA Governor to the next full governing Board meeting.	Prior to the next FGB	Ongoing - Chair and Head Teacher are working on this. <i>ACTION: Head Teacher to approach Helsby High School with a view to filling the ongoing vacancy for a LA Governor</i>
7.	Chair	to identify any outstanding strategic roles and allocate.	ASAP	The Chair has emailed Governors about their strategic roles and will follow up pre - Easter to review job descriptors
7.	All Governors	to review attendance of meetings and roles into committees.	Ongoing	Performance descriptors have taken place. The Chair thanked Governors for their huge commitment by-excellent attendance, ensuring that papers are read prior to meetings and involvement in school life.



7.	Head Teacher	to instruct the purchase of a locked cupboard for mobile phone storage.	ASAP	Pending
10.	Head Teacher	will look at whether it is good practice for a Governor to deliver training to staff.	ASAP	Completed – it is ok as long unless it isn't a statutory requirement such as Safeguarding.
11.	All Governors	any feedback on the SDDP send to the Head Teacher by the 30/11/18.	30/11/18	Completed
12.	Head Teacher	to check that the new IT equipment has been added to the asset register.	ASAP	Completed 19/11/18
13.	Clerk	to check due diligence in the regularity of review of policies.	ASAP	If the guidance is followed in relation to statutory policies and the school has a policy review cycle that is adhered to due diligence is in action
14.	Head Teacher	to provide comparisons school v national data for the disadvantaged pupils	ASAP	Completed
14.	Head Teacher	to investigate how to measure the impact in MFL and enrichment.	ASAP	Ongoing

The following matters arising from the previous minutes were discussed;

- Benchmarking – to look at outstanding school with similar characteristics.

ACTION: All Governors to benchmark review one similar outstanding school, it could be through using a variety of media and methods including reading, video, visits etc.

- Committees – Governors briefly discussed the structure and it was agreed it is working well.
There is still an EYFS Governor deputy to the lead to consider but it isn't a priority.



- The Pupil Premium Governor and staff lead have met this term.
- Sport Premium Funding, the Head teacher and lead have met and agreed an action plan, the Head has met with staff, and the SPF lead will continue to update.

Q. Do we think that considering the new OFSTED framework from September, that we need a separate session to familiarize us with it?

A. Yes, we could look at the away day, or a session with Lesley Else.

ACTION: The Head Teacher to check Lesley Else's availability on the 4/7/19 to deliver a session to governors on the new OFSTED framework.

ACTION: all Governors to confirm and sign to say that they have read KSiE September 2018 by the 15/3/19

6. REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

- The Curriculum overview had been circulated prior to the meeting.
- The Resource Provision Review will be discussed in the Confidential part of the meeting.

7. FINANCE ITEMS

- To discuss any Financial items requiring Full Governing Board approval. The Head Teacher raised the subject of the school acquiring a mini bus, this had been raised at the Spring term Finance and Staffing meeting. Governors had requested that the Head Teacher complete a costing review so that further discussion could take place at this meeting. The Head Teacher explained that the school was unable to take part in some events and the costs of transportation to the events and activities pupils participated in have a significant impact on the school's budget. Current costs for transport to residentials, swimming, museums are in the region of £7,000 PA.

The proposal is to purchase a 17-seater 59 plate minibus, this would be partly funded through the additional funding from the Government for 'the little things' the school received £6,545 pre-Christmas.

The positive key factors are;

- flexibility in completing ad hoc trips and visits.
- The ability to attend sporting events organised by Helsby High school which are now being held at Ellesmere Port and currently can't access.
- It would be beneficial with transportation to the High School for the planned transition visits that are offered especially to Pupil premium children.



- We would be the only school in the area to have one and could raise the school's profile within the local community.

Governors discussed the logistics of how the purchase of a minibus could work for the school. We would look to split the classes as it is a 17-seater, we would consider leasing advertising panels at £300 per panel per year as an income stream.

All staff had been emailed to ask whether they would consider completing the Midas test training to drive the minibus, there had been 7 definite responses. Discussion took place around the requirements for insurance and driving license categories, the Head Teacher had considered the options in detail and had been assured that this could be covered through the one policy.

Governors discussed other areas of need for the school that may require funding. It was agreed that that funding sources would be explored for other areas.

Potential sources could be;

The National lottery for the Sensory room funds they have grants of up to 10K

The Marsh Fund – looking at an August application

Redrow Homes, Steve Morgan has a fund

INEOS – local so may be supportive

ACTION: SC agreed to investigate potential funding streams that the school could apply for additional funding.

- It was agreed that the update on the School Budget be moved to the Confidential part of the meeting.
It should be noted that the school has a debt of £5,000 owed by parents for trips, residential visits, nursery and school lunches.

Q. Where do we stand if people don't contribute to the costs of visits etc. can you leave a child behind?

A. No, you can't it's discriminatory.

Trips have been cancelled due to the lack of contributions.

Q. With lunch debt can we offer no lunch?

A. No, we do cut back to the minimum.

Governors discussed the basic bread and butter offering, Edsential will not provide a sandwich. We will look at alternative lunch providers as we near



the end of the 3-year contract, Edsential charge £2,500 to negotiate the contract alone.

- The School Financial Value Standard (SFVS) to be submitted to the LA by 31 March 2019 and the Manual of Internal Procedures, this has been circulated to Governors for review
- To review and agree the Service Level Agreements (SLA) for 2019/20
- The School Asset Register had been discussed at committee level; all the new IT equipment has been registered.
- The auditing of unofficial school's funds is about to take place. There is currently £8,219.83 in the school fund, £1,500 of that is from the PTA and an additional £850 for the Resource provision leaving £5780.

Governor comment: It is an idea to use as much of the unofficial school fund as possible to fund the mini bus, as we can look at other funding sources for the other projects.

Q. Will all who have expressed interest have to attend the Midas training?

A. Yes.

Q. Insurance, will that cover other users if we hire the mini bus out?

A. It will need to be investigated further.

Governors were asked if there were any objections to the purchase of a school mini bus being progressed.

RESOLVED: that the Head teacher progresses with the purchase of a school mini bus.

8. REPORTS

- The Head teacher's Report, which includes the reporting or recording of any racial incidents was circulated to Governors prior to the meeting. The Head Teacher asked if there were any questions?
The key point discussed were as follows;
Attendance – last month had been poor at 95.4%
Attendance in Resource Provision has been impacted by one child on a reduced timetable who is currently transitioning to another setting.
GRT Attendance is currently at 90%, the Head Teacher had discussed this with a local school and the Head had said that they would be over the moon with 90% GRT attendance.
Behaviour – Since the 1st January there have been 41 behaviour incidents logged on CPOMS for 15 individual children.
There have been two incidents of racial behaviour and these have been dealt with in line with school policy – the safeguarding Governor had challenged the Head teacher on one of these.



Staff Structure - A Letter has been sent to the parents of the children in the Resource Provision on the 1/3/19 informing them that the Lead will be leaving at the end of the Spring term. Since then all parents have received a letter informing them. Further detail on a replacement will be covered in the Confidential part of the meeting.

Governors had received a detailed staffing structure for all areas of the school including the Resource Provision and Nursery.

A detailed breakdown of cohort numbers, gender split etc was provided.

Mobility – there is an appeal pending for one child if the appeal is upheld that will take the number in that class to 36, this will be discussed in more detail in the Confidential part of the meeting.

There are currently 108 pupils on roll.

Admissions – There are 20 applications for a place in Reception class in September 2019, 16 of these are 1st choice, 2, 2nd choice and 2, 3rd choice.

Q. How many of these attend our nursery?

A. 13 of the 16, and the only other nursery child is going to another school due to the location.

Q. We have 16 1st choices, can we exceed PAN and go to 16?

A. PAN is only relevant in reception, we reduced the PAN to account for classes of 30, if we are over that we would need to increase staffing, as KS1 and EYFS is restricted to 30.

Staff CPD – An extensive list of staff CPD since September was provided.

Schools Sports Partnership – the school has continued to take part in these events where possible, the events have been moved to Ellesmere Port and there have been some date clashes.

Curriculum – The following curriculum activities have taken place since the last Head teachers report to Governors;

Anti-bullying week

School Parliament

Whole School House Group Art Days – London, New York, Paris and Tokyo – the artwork in the school foyer was brought to Governors attention.

Other school activities

There have been a wide and varied range of activities that pupils have participated in, the school offer a wide range of enrichment for the pupils

An action from the Teaching and Learning committee meeting was Individual Curriculum Area reports which will follow from the leads.

The Head Teachers report shared an overview for Governors of the School Development Plan priorities. The Head



teacher commented that OFSTED are likely to review and ask questions about it.

ACTION: Governors to feed back any comments on the by the 18/4/19 School Development Plan Priorities Overview

- The school's ASIA Head Teacher Catriona Stewart had visited the school on the 22/11/18 and her report had been circulated to all Governors prior to the meeting, her points were noted, there were no questions.
- There were no Safeguarding Reports to receive, the Safeguarding Governor had met with the Head Teacher.
- The school has undertaken ECERS visits in Nursery and Reception. This process rates the environmental factors, it is scored out of 7. Governors were provided with copies of both the Nursery and EYFS reports prior to the meeting. Nursery scored a 5 overall and EYFS 4. We are a red school for EYFS. The visit had been discussed at the Spring term Teaching and Learning committee meeting.
- Health and Safety Governors Report, this had been circulated prior to the meeting. Key points including the ongoing maintenance and school environment developments were:

Inspections from CwaC Health and Safety and The Fire Safety Officer both went well and were impressed with our approach to these matters.

An Invacuation or Lockdown procedure has been written and will be tested soon.

All compliance checks are in place.
- The Head Teacher took Governors through the new school website, it is through School Spider, but the Head Teacher had input what was required. Governor were given a guided tour; the focus will now be to start uploading further curriculum information.

Q. Does it have that we are judged 'Good' by OFSTED on the website?

A. No, not on the first page, it can be added.

- To receive an update on items that Governors should be aware of in relation to the Strategic Director's Spring Term Report

9. SCHOOL VISIONS/VALUES/SSDP INCLUDING PRIORITIES AND FOCUS



The SDP overview had been covered in the Head Teachers Report. The Head Teacher asked were there any questions?

There were none.

Q. We used to have our values assigned to a half term, is it worth looking at reinstating this?

A. We need to reinstate this, What are our core rules? The children had challenged the Head Teacher to name the five rules/values in order.

ACTION: The Head Teacher to review and increase the use of the values around the school.

10. POLICY REVIEW

The SEND Policy has been reviewed due to staff changes from the beginning of the Summer Term.

The Positive Handling Policy has been reviewed as Staff were trained in positive handling by Donna Davies on the inset day. Positive handling is good practice and covers the legal aspects.

Q. How much did the training cost?

A. £70, for 18 members of staff, it is valid for 3 years through Team Teach.

Q. On the CPD list it says who is trained, would it be better if it was who isn't, Identifying the ones that aren't?

A. Yes, we can do that, but we will still need to hold a record of who has completed the training.

The Head Teacher informed Governors that middays needed to complete basic Safeguarding and that the basic principles of Team Teach could be covered.

RESOLVED: the following policies were agreed.

Safeguarding Policy

Safe Handling Policy

11. GOVERNOR TRAINING AND VISITS

Governor visits to school take place regularly and are reported back at committee meetings and through reports there were none to report at this meeting that haven't been covered elsewhere. There had been no training



attended so far this term., the Chair will address the Governor training record with KA and JG.

ACTION: the Chair to follow up on the Governor training document being forwarded from KA to JG

12. PLANNED RESIDENTIAL VISITS

The following are planned residential visits;

Mania

Beardsley/Kingswood – We would need to budget for this if it is to go ahead

Q. Is it worth considering what we offer in Year 6 and not do an overnight?

A. We could consider the options, Pettypool is a possibility.

13. CORRESPONDENCE TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

The Chair reported that there had been no **URGENT** action taken on behalf of the Governing Board since the last meeting.

14. DATE AND TIME OF NEXT MEETING

The next FGB Meeting on 20th June 2019 at 6pm.

15. GOVERNOR IMPACT

To consider how the Governors decisions have influenced School improvement during the last term. This should include evidence of the three core functions below;

- *Ensuring clarity of vision, ethos and strategic direction*
- *Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff*
- *Overseeing the financial performance of the organisation and making sure its money is well spent*

Governors have impacted the school in the following ways during the previous term;

- The continued actions and challenges documented in the minutes of all the meetings (the Chair is compiling a single document of these)
- The review of the Resource Provision
- The addition of a new middle leader covering literacy
- The impact of the pastoral and inclusion lead



- Attendance is still positive and moving forward.
- Regular meetings with the Head Teacher

Governor discussed the likelihood of an OFSTED inspection, the Head gave a brief overview of the structure of the new framework.

ACTION: The Head Teacher to email a link to the current live OFSTED consultation document on the new framework.

ACTION: The Chair to consider the documentation of Governor impacts.

ACTION: The Chair to action training for Governors on Office 365

16. AOB

The school will celebrate its 50th Anniversary in the Summer term, this would be focussed through the Summer Fair. It needs to be considered what will be required to facilitate this.

Q. Is it worth asking Gary Barlow to support this? also Daniel Craig is 50 this year and from Frodsham.

A. We need to be clear about what we want, and we can look to the PSA and the Pastoral lead to support this. If we don't get enough support in organising and helping, then we would look not to do this.

A meeting was proposed for the PSA, Staff and Governors to attend on Wednesday 27th march time TBC.

The following Governors expressed interest in being involved;

SC, K McL and CW.

ACTION: SB to review the school calendar and suggest possible dates for the Summer Fair that fit in with the schedule.

There being no further Non confidential Business this part of the meeting closed.

Signed _____ Date _____