**Beechwood Primary School**

Leadership and Management Committee Meeting

Held remotely on Monday 17th October 2022, at 4pm

**PART ONE MINUTES**

***Present:***  Mrs J Stubbs (JS) Committee Chair

Mrs S Harper (SH) Headteacher

Mr J Cargill (JDC)

Mrs D Reed (DR)

Mrs J Chadwick (JC)

Mr G Chadwick (GC)

***In Attendance***: Mrs H Sarson (HS) School Business Manager

Mrs H Cummings (HC) Clerk to Governors

1. **APOLOGIES FOR ABSENCE AND AOB**

No apologies were received as all committee members were present.

There were 3 further items of part 1 business to consider:

* School Improvement Partner
* Terms of Reference and Annual Planner
* Best4Business correspondence

1. **DECLARATION OF INTERESTS**

Governors were notified of the following interests:

* Mr Cargill is a member of the Governing Board of Sandbach Boys School
* Mrs Reed is Chair of Governors at Westminster Nursery School
* Mrs Sarson is related to the Caretaker.
* Mrs Stubbs is employed by Cheshire East Council.
* Mrs Sarson is related to the school fund Auditor.

1. **MINUTES AND MATTERS ARISING**

The minutes of the meeting held on 13th June 2022 were agreed as a true record and would be signed by the Chair when next in school.

The action log was reviewed, and the following matters arising were noted:

* JC had met with HS in July to review actions identified during completion of the SFVS. All actions had either been completed or were ongoing.
* A number of governors still needed to complete the board self-review questionnaire on Survey Monkey.

**ACTION: SH to resend link and give governors a deadline for completion.**

* SH would check whether governors had completed the GDPR training with the National College, and would post the link on GovernorHub.

**ACTION: SH to post link for GDPR Training**

1. **FINANCE**
2. **Budget Update – report from Budget Review meeting 27/9/22**

Governors had reviewed the 3-year budget plan on GovernorHub. HS noted that the predicted carry-forward for 2022/23 currently exceeded the 8% limit, but this would be monitored, and provision made to reduce the carry-forward as necessary.

60 pupils had been admitted to Reception in September, with a further 32 pupils admitted across all year groups during the first week of term. The budget forecast was based upon an intake of 45 in future years, in line with the PAN, but it was hoped that actual numbers would exceed this. Governors heard that the nursery was full, with 22 children on the waiting list for a place in the 2yr old provision. This had recently been expanded from 8 places to 12.

**Governor question**: Were pupil numbers what you expected?

Response: The Reception intake was as expected, but in-year admissions are difficult to predict. Fortunately, children joining so early in the term will be included in the census for next year’s budget.

HS drew governors’ attention to the document on GH explaining the apparent anomalies is the staffing costs. Variances on the main staffing codes had been identified at the finance meeting and a thorough review by HS had revealed 8 positions coded incorrectly. HS had contacted Employee Services to try to rectify the situation. The document also detailed how an apparent overspend on staffing was offset by various other funding streams.

**Governor question**: The 2022 School Teachers’ Pay and Conditions Document recommends an increase for teachers of approximately 5% - is this included in the budget figures?

Response: No, we were waiting for confirmation of the figure, and also for the pay increase for support staff.

**Governor question**: Would it be possible to model a ‘what if’ scenario, including the anticipated rises?

Response: Yes, but we will wait until we have information about the support staff increase.

Governors wished to note their concern that potential budget cuts being discussed by the media might put pressure on the number of TAs in schools. The Headteacher agreed that TAs were a vital part of the work of the school.

Governors noted that the minutes from the Budget review meeting on 27/9 had not been uploaded to GovernorHub.

**ACTION: Clerk to upload minutes immediately following the meeting.**

1. **Premises Plan**

Governors had reviewed the premises plan and noted the projects which had been completed as planned. Improvements had been made to the Forest School area, and the fencing was in progress to complete the project.

**Governor question**: Will Forest Schools continue through the winter?

Response: Yes, unless the weather is really severe. It is now running every day, with KS1 children doing a session every week, and KS2 approximately once every 3 weeks.

The flooring of the disabled toilet needed to be completed, but this would be done at the same time as the kitchen area.

**Governor question**: Are there any plans for a shaded area in the nursery outdoor area?

Response: We have a quote for £27K for sails, so we will do it gradually when we have the funds.

**Governor question:** Are the plans for the hall extension complete?

Response: Almost, we are just waiting for a report from the structural engineer.

1. **Annual contract renewals/changes**

Governors heard that the contract for grounds maintenance had been given to AS Landscapes. Although slightly more expensive than the previous contractor, they were doing additional work and to a higher standard.

**Governor question**: Is there a Service Level Agreement in place as part of the contract?

Response: Yes.

1. **School Fund Balance**

The audited account and certificate would be brought to the FGB in November.

1. **Manual of Internal Financial Procedures (MIFP)**

The MIFP had been updated and governors had reviewed the document on GovernorHub. The committee agreed the document for FGB approval.

1. **Outstanding actions from audit or SFVS**

JC and HS had met in July as agreed, and JC confirmed that all actions were complete or ongoing.

1. **HEADTEACHER’S REPORT**

**Staffing Update**

Governors reviewed the staffing update contained within the Headteacher’s report on GH. It was noted that a nursery TA had moved into the 2yr old room as places had increased from 8 to 12.

Staffing update continued in Part 2.

**Staff Wellbeing**

Following a survey of staff conducted in the summer term, the SLT had implemented a range of measures to support staff wellbeing, as well as being flexible and responding to individual needs. Wellbeing remained a very high priority and SH explained that it would feature in the performance management of all staff.

**Monitoring Triangulation**

SH explained the purpose of a new monitoring spreadsheet for each member of staff, which aimed to ensure consistency of monitoring and create a more accurate picture of the quality of teaching. The spreadsheet would be used to collate SLT observations, including those around SEN provision, and any other relevant information. This could then be used to identify any common threads that could be addressed through training.

**Governor question**: Is the monitoring disruptive to lessons or are pupils used to having visitors in lessons?

Response: The children are very used to visitors and lessons carry on as normal without any disruption. We can also monitor through Showbie, without going into the classroom.

**Coaching**

Governors heard that the new coaching system was in its fifth week and a staff survey showed that most staff were finding it beneficial. The first 3 weeks had focused exclusively on positive feedback, and staff had then gone on to discuss personal development priorities with their coaches.

**Performance Management**

The Headteacher’s report detailed the nature of the targets which would be set for all staff, including a target for teaching staff around leadership behaviours and middle leadership subject areas.

**Governor question**: How will you measure this target?

Response: It will depend on the stage of development for each subject. The target may be around staff confidence, or it could be more specific. It will be different for each subject.

**Staff Training**

The report detailed staff training undertaken during the first half of the autumn term but did not include National College training. Governors heard that the Apple specialist who had visited to support the implementation of Showbie, had focused on additional apps as the school was already making full use of Showbie.

Additional First Aid training would be required as the course advertised on the schools’ bulletin had turned out to apply only to post-puberty pupils.

**Staff Survey**

Governors noted the overwhelmingly positive results of the staff survey conducted at the beginning of the year. SH confirmed that SLT would be looking closely at whether the needs of individual students were met, to see if there was an underlying problem or whether it was a matter of staff perception.

**School-Led Tutoring**

Governors heard that 10 groups of 3-5 pupils would be receiving additional tutoring this term. It was felt that there needed to be an emphasis on Writing, so the Headteacher was leading this area.

1. **COVID UPDATE**

The Headteacher reported a big spike in the number of Covid cases, noting that 5 staff had been absent w/c 3rd October, and 3 the following week. Whilst there was no official requirement to isolate, staff were still asked to stay at home to minimise further spread.

**Governor question**: How long are staff isolating for?

Response: Three days while they are most contagious. After that they can return if they feel well enough.

Governors noted that the school had run out of tests, so it was an imperfect system, but it was hoped it would prevent a return to the levels of absence seen in the spring term.

1. **SAFEGUARDING**

The number of cases was included in the Headteacher’s report and governors noted the reduction in EHA (Early Help Assessment) and CIN (Child in Need) cases, but an increase in CP (Child Protection) cases.

1. **SCHOOL DEVELOPMENT PLAN (SDP)**

Governors reviewed the Leadership and Management part of the SDP on GH and noted the following priorities for 2022/23:

**Key Priority 5 – Middle Leader Development**

Further develop middle leaders to effectively champion, monitor and drive all curriculum subject areas

**Additional Priority– Additional School Funding**

Ensure that additional funding is spent efficiently to maximise outcomes for pupils in greatest need

1. **GOVERNOR VISIT REPORTS**

JS had visited as Safeguarding governor and had met with Sam Hart and the student Safeguarding Council. Members of the council were new in post but took their role very seriously. They spoke about the school as a community and the need to support different groups of pupils, for example those with EAL. They also saw it as part of their role to be aware of staff wellbeing. JS planned to schedule another visit after Christmas.

JDC had visited to look at the implementation of Showbie, had attended a PTA meeting and had also met with SH and HS to monitor the ongoing issues around Best4Business.

The school Ambassadors had elected a Head Boy and a Head Girl, with 2 deputies for each, and JDC would arrange a date to meet with them.

1. **GOVERNOR DEVELOPMENT & TRAINING**

The results of the board self-review would be considered at the FGB after more replies had been received.

Governors were reminded of the need to complete Prevent training, and were also directed to safeguarding training specifically for governors as recommended in the latest version of Keeping Children Safe in Education.

The Clerk noted that Cheshire East would be running training for governors at the end of November, looking at online safety.

JDC reminded governors to check the training spreadsheet on GovernorHub and inform him of any updates.

1. **GDPR**

No GDPR breaches were reported.

**ACTION: All governors were reminded to complete online GDPR training through the National College.**

1. **Director’s Report Autumn 2022**

The report had been circulated on GH earlier in the term and the clerk highlighted the following items of most relevance to the committee:

* Item 3.1 New Uniform Guidance.
* Item 3.3 Schools Funding Formula 2023/24
* Item 3.4 Safer Recruitment

1. **Policies**

The following policies had been reviewed on GH and were **approved** in full:

Statutory Policies:

* Accessibility plan
* Appraisal and Capability
* Charging & Remissions
* Looked After Children
* Safeguarding & Child Protection
* Supporting Children with medical needs

Non-Statutory

* Staff induction handbook and code of conduct
* Safer Recruitment
* Expectations & Discipline

It was noted that the model pay policy had not yet been issued by Cheshire East, so the policy would be reviewed by the Pay committee and ratified by the FGB.

**ACTION: Clerk to update policy schedule.**

**ACTION: Clerk to add the following to the FGB agenda for approval:**

* **Looked after children**
* **Safeguarding**
* **Supporting children with medical needs**

1. **AOB**

School Improvement Partner (SIP)

Ian Coulson was recommended as the new SIP and approved by the committee subject to ratification by the FGB.

**ACTION: Add to FGB agenda**

Committee Terms of Reference and Annual Planner for 2022/23

Both documents had been circulated on GovernorHub ahead of the meeting and were agreed for recommendation to the FGB.

Best4Business Correspondence

JDC noted that all correspondence around Best4Business would be shared in a folder on GovernorHub. Most recently, an email had been received from Paul Goodwin, Head of Finance and Deputy CFO for Cheshire East, requesting further details on the late or non-payment of suppliers.

1. **Date and Time of next meeting.**

The date of the next meeting was confirmed as Monday 6th March 2023, at 4.30pm

**Part 2 minutes were recorded at this meeting.**

The meeting closed at 5.45pm.

**Signed Date:**

***(Chair of the Leadership and Management Committee***)

***Minutes by H Cummings***

***(18/10/22)***