

**MINUTES OF THE STRATEGIC LEADERSHIP AND MANAGEMENT COMMITTEE MEETING OF
EXCALIBUR PRIMARY SCHOOL**

WEDNESDAY 24th MAY 2017 – 5:00PM

PRESENT:

Nikki Ratcliffe	NR	Chair
Lise Houldsworth	LH	Headteacher
Jonathon Riley	JR	
Sarah Sproston	SSp	
Juliet Tomkinson	JT	

Clerk: Yvonne Hilditch YH

Item	TOPIC / PURPOSE
1	APOLOGIES FOR ABSENCE Apologies were received and accepted from David Townson (work commitments).
2	DECLARATION OF INTEREST There were no declarations of personal or business interest in relation to any item on the agenda.
3	REVIEW THE MINUTES OF THE PREVIOUS MEETING The minutes of the meeting held on 15 th February 2017 were confirmed as a correct record, approved and signed by the chair.
4	MATTERS ARISING FROM THE MINUTES Matters arising from the minutes of previous meetings have been dealt with as follows: <ul style="list-style-type: none"> • The new standard for teachers' professional development will be the new gold standard. LH is to look into how this will be achieved in Excalibur (LH). LH has checked and no information has been fed through school and it will come through HR. • Inventory of all its ICT equipment is to be completed and presented at the Summer term committee meeting (YH). This is in the process of being completed and will be presented in the autumn term. • Nuala Hadden (Cheshire East Council HR) is to be asked for log on details to the new Occupational Health PAM software in the meeting with her on Thursday 16th February 2017(YH). The log on information had been received and used. • Those governors wishing to respond to the National Funding Formula Consultation should do so by 22nd March 2017 (all). This was done. • Those governors wishing to respond to the Higher Needs Formula Funding Consultation should do so by 22nd March 2017 (all). This was done • SFVS return actions: <ul style="list-style-type: none"> • SFVS training for all governors (YH). Training completed by SSP and NR in Spring term. • The new Senior Leadership team will complete a financial skills matrix in the Spring term 2016/17 that will be presented to the Strategic Leadership and Management Committee (YH). These were presented to the meeting and discussed. • The new administrative assistant will need to complete and financial skills matrix once her probation period is complete in March 2017 (YH). This was presented to the committee and discussed.

- The business continuity plan needs to be tested after implemented. This will be completed for the Summer term meeting (YH). This has been tested and is adequate.

Has the school got the correct financial knowledge moving forward in light of any changes that may happen?

YH – The school staff have the ability to set up the new financial systems and procedures when the new financial software is chosen and purchased. The staff will be able to ensure that all financial controls are in place and that external auditors will be satisfied with the systems and controls in place. This has been done by the office staff in school before in other jobs that they have undertaken. The School Business Manager is a qualified accountant.

- Governors have enquired when CHESSE payments are due for academies and if this would affect the school's cash flows. YH is to investigate for the Summer term meeting (YH). They are due on 1st September and 1st April each year.
- DfE's 'School Buying Strategy believe that schools should create a school buying strategy (YH). The governors view after reviewing the document that this was not applicable to the school at the moment.
- The Spring term HR newsletter needs to be reviewed in the Summer term meeting when available (YH). This is still not available on the Cheshire East Intranet site.
- The New skills audits that match the new competency framework are to be sent to all governors this term for completion so that the summary can be reviewed in the Summer term meeting (YH). The summary document will be sent to FGB on 5th July 2017.
- The name of the governor who has not completed the paperwork for the DBS will be passed to the chair (YH). This has been sent.
- Check to be completed that all governor is included on edubase and information on any missing is to be passed to the chair (YH). All information is complete and up to date.
- Feedback on Finance training on 22nd November 2016 (SSp) Feedback to FGB on 5th July 2017
- Feedback on SFVS training on 16th January 2017 (NR/SSp) Feedback to FGB on 5th July 2017

Action points:

- **Inventory of all its ICT equipment is to be completed and presented at the Summer term committee meeting (YH)**
- **Nuala Hadden (Cheshire East Council HR) is to be asked for log on details to the new Occupational Health PAM software in the meeting with her on Thursday 16th February 2017(YH)**
- **The Spring term HR newsletter needs to be reviewed (YH)**

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SCHOOL DEVELOPMENT PLAN PRIORITIES FOR 2016/17 - Review the SSDP objectives for the Strategic Leadership and Management Committee and British Values in relation to Outcomes for Pupils and Leadership and Management.

EFFECTIVE LEADERSHIP AND MANAGEMENT

Priority 7 – Leadership Capacity

- The school has reviewed the budget and are able to keep the teacher staffing structure in 2017/18 the same as in 2016/17. This will enable the deputy to have time in the afternoon to complete her deputy tasks.
- LH is now receiving coaching through Cheshire East Council HR department.
- LH/JT attended a coaching café for all the staff who had received coaching training. LH

	<p>and JT need to talk to staff again about how coaching will benefit them.</p> <ul style="list-style-type: none"> • LH and JT are booked to attend 'Outstanding from inspectors eyes' on 9th June 2017. • There will be a School Improvement Partner handover day on 21st June 2017. The new SIP is Sandy La Porta, a Headteacher in Middlewich and an Ofsted inspector. Governors are invited to come and chat with the new SIP at lunchtime on this day. <p>Priority 8 – Converting School Status</p> <ul style="list-style-type: none"> • This is to be discussed under item 9. <p>Other Strengths</p> <ul style="list-style-type: none"> • Six members of staff had completed and returned their staff questionnaires. Most staff agree or strongly agree with the questions asked, with a few responding with no opinion. The school strengths that were identified were: working together, staff work as team, a happy place to be, SLT listen and respond quickly to meet the needs of staffing and resources and children love the school, feeling cared for and wanting to learn. The issues that should be addressed in the next year were development of Philosophy for Children in the classroom, Read, write inc groups and Teaching Assistant support in the classroom. There are no actions moving forward. <p>Are there any actions brought forward from the previous year's questionnaire? LH - No actions were brought forward from last year's questionnaire.</p> <p>Other Weaknesses</p> <ul style="list-style-type: none"> • The termly presentations from subject leaders at the start of governing board meetings have not happened this year. The governors need to decide at the full governing board meeting how they want to move forward. <p>Action points:</p> <ul style="list-style-type: none"> • FGB to decide what they want to do about the subject leader presentations (FGB)
6	<p>REVIEW THE SCHOOL DEVELOPMENT PLAN FOR 2017/18</p> <ul style="list-style-type: none"> • The SSDP for 2017/18 will be presented and discussed at the Full Governing Board meeting on 5th July 2017.
7	<p>SCHOOL FINANCES</p> <ol style="list-style-type: none"> 1. Ensure financial deadlines have been met since 15th February 2017. <ul style="list-style-type: none"> • The School Spring Census's deadline was 26th January 2017 was reviewed and approved by LH on 24th January 2017 and was uploaded into the Collect portal on 26th January 2017. 2. Review the Budget and 3 year forecast prepared by the school's CEC finance officer <ul style="list-style-type: none"> • The papers were reviewed and the governors had a query on page 15 on the number of FTE teachers and why it increased from 8 in Sept 16 to 9 in September 17 and back to 8 in September 18. YH will ask the fiancé office and feedback at the next meeting. • The budget and forecast were agreed and the carry forwards for each year are forecast to be 2016/17 £62,342, 2017/18 £38,610 and in 2018/19 £-1,649. 3. Review and Approve the LMS virement report from the Autumn Term meeting The school business manager, YH, presented this terms virement report. It showed all virements from the Spring term meeting to this Summer term meeting totalling a £8,575 increase in the amount to be carried forward to 2018/19 from £38,610 budgeted in the Spring term to £47,185 budgeted in the Summer term. The virements included and explained:- <u>Brought forward from 2016/17</u>

- A £3,127 increase in the amount brought forward from 2016/17

Income

- A £3,960 increase in formula funding from Cheshire East due to overestimate by Cheshire East on Forever seven calculation.
- A £2,196 increase in Insurance Income due to staff sickness in 2016/17.
- A £5,812 increase in sale of meals income based on the final 2015/16 figure.
- A £680 increase in sale of food and drink income based on the final 2015/16 figure.

Expenditure

- A £811 decrease in staff salaries and expenses due to actual April salaries being built into the forecast.
- A £10,000 decrease in tenants maintenance costs to bring back down in line with annual spending of £21,000.
- A £1,165 decrease in the electricity budget due to reforecast of future costs based on spend in 2015/16.
- A £1,000 decrease in the water and sewerage budget due to reforecast of future costs based on spend in 2015/16.
- A £200 decrease in cleaning contract due to reforecast based on spend in 2015/16.
- A £2,100 increase in the schools meal budget based on the actual figures for 2015/16
- A £1,090 increase in school partnership agreements to agree with the contracts signed for in CHESS.
- A £9,342 decrease in capital income as earmarked funds were drawn down in 2015/16.

4. Review the budget and 3 year forecast document prepared by the school

The school business manager presented the revised Spring term budget and 3 year forecast to the committee prepared by herself.

- YH indicated the carried forward figures at the end of each year would show as 2016/17 surplus £65,468, 2017/18 surplus £47,184 and 2018/19 deficit £47,146. The forecast included a £20,000 reduction in funding in 2018/19 due to the resultant findings in the National Formula Funding Consultation and the retention of an extra teacher.
- YH indicated that the pupil numbers for the next 3 years are based on no children leaving the school and 30 children being admitted in September 2017 and 2018 which looks likely due to the applications showing on the School Admissions Module (SAM).
- YH indicated that pupil premium numbers and funding based on the October 2017 and 2018 census are based on the registered free school meal pupils at Excalibur at the moment. This reduces from 20 to 17 pupils in October 2016 reducing funding in 2017/18 from £26,400 to £22,400 and 17 to 11 pupils in October 2017 reducing funding in 2018/19 from £22,400 to £14,520. This is not built into the Cheshire East forecast.
- YH indicated that forecasted staff FTE's and hours will remain the same except the support staff that will reduce from 154 hours per week to 123 hours per week due to a temporary contract ending on 31st August 2017.
- YH indicated that the DF Capital carry forward at the end of 2016/17 would be £9,982, this will then be spent on the ICT infrastructure at the start of 2017/18 and therefore the predicted carry forward in 2017/18 will be £6,466 and 2018/19 £12,854 but this will depend on the DF Capital funding provided by Cheshire East Council.

5. Review the LMS accounts to 30th April 2017

The school business manager presented the revised accounts to 30th April 2017 which included a revised budget and 3 year forecast to the committee. The actual to 30th April 2017 was £814,231 with commitments of £-14,278 and indicated the surplus carried forward at the end of the year would be £47,184.

6. Plan the School Fund Audit 2015/16

The school fund audit took place on 10th May 2015 and the report will be presented to the next committee meeting.

7. Review the School Fund Income and Expenditure Account to 30th April 2017

YH presented the School Fund accounts to 30th April 2017. The school fund had a balance of £12,614 and petty cash of £15. This was made up of £9,174 held in the holding account ready for transfer into the LMS accounts or external charities and £4,811 that is held on behalf of Friends of Excalibur. Friends of Excalibur are committed to spend £1,106 and the the committee and the school will decide how the rest of this money will be spent.

8. Review the Friends of Excalibur Accounts to 30th April 2017

YH presented the Friends of Excalibur Accounts to 30th April 2017. They have a balance of £4,811 being held in the school bank account and £50 held in the Britannia Building Society totalling £4,861. They have raised £406 so far this year. Friends of Excalibur have committed to £1,106 worth of expenditure.

Action points:

- **School Fund audit report 2015/16 to be presented to the Autumn term committee meeting (YH)**

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SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

1. Review the reports on all tenders and quotations between £10,000 and £25,000 since 15th February 2017 to be approved by this committee

None but the committee were informed that the school's photocopier operating lease contract would be coming to an end in May 2017 and that the school business manager would be obtaining at least three quotes for the new contract which would then be presented to the committee.

2. Review and items that are within £10,000 and £50,000 for approval by this committee.

None

3. Review the Schools' Audit Programme 2016/17 audit findings

The report from Cheshire East Council on imprest and purchase card review was reviewed by the committee. Their findings were:

- Independent periodic checks are not undertaken on imprest accounts. At Excalibur the imprest account is reconciled on a monthly basis and the reconciliation is signed by the head teacher. Also all imprest claims are signed by the head teacher and supporting documents are presented with the claim.
- A review of imprest shows that payments were made to individuals. The school is now processing all general expense payments to individuals through the payroll system.
- Imprest accounts have been used to pay regular supplier. The school sets up regular suppliers using the TM147 form and makes payments through quick invoicing.
- Imprest accounts are used to make payments that could have been made using purchase cards. The school staff all have purchase cards and use them to make approved purchases.

- Receipts are not consistently retained. At school all receipts are kept at the back of the imprest claim or the purchase card statement and retained in the school filing system for 7 years.
- Imprest accounts have been used to purchase items that are not considered legitimate. At school all expenditure has to be approved by the headteacher and school business manager who ensures that all expenditure is legitimate.
- Employee undertaking forms have not been retained for purchase cardholders. At school these are all retained in the school office.
- Cardholder and school limits are not set out in the school's manual of financial procedures. At school the limits are set out in the manual.
- Purchase cards are used to purchase items that are not for educational attainment. All purchase card purchases at school checked by the school business manager on a weekly basis to supporting documentation and reviewed by the headteacher on a monthly basis. Only approved expenditure will be accepted.
- Individual card limits are not reviewed. The school deems the limits to be appropriate and the governors review on an annual basis when they approve the manual of internal procedures.
- Purchase cards are not always held securely. In school all purchase cards are held by the individual.
- Purchase cards are used to pay regular suppliers. The school sets up regular suppliers using the TM147 form and makes payments through quick invoicing.
- Card transaction limits are circumvented by splitting payments. This has been done a couple of times in school when items are needed quickly.

The report from Cheshire East Council on performance related pay was reviewed by the committee. Their findings were:

- Pay and appraisal policies have not been evidenced and annually reviewed. At school these updated on an annual basis, reviewed by the Strategic Leadership and Management Committee and approved by the full governing board in the Autumn term. This is evidenced in the minutes of the meetings.
- Pay policies do not consistently set out pay scales and individual pay points for teachers. The proforma pay policy from Cheshire East Council is used to draft the pay policy each year and this states the pay scales of all teaching staff clearly.
- In year performance reviews are not consistently undertaken. In school the initial performance review is undertaken before half term in the Autumn term and a summary is reported to governors and evidenced in the minutes. The performance reviews are then undertaken through the year and the document is annotated with these discussions.
- Staff and appraisers to not consistently sign and date appraisals. In school the appraisal is initially signed and dated and then signed and dated each time a review discussion takes place.
- Appraisal outcomes are not consistently recorded. In school the outcomes from the initial appraisal goals set are reviewed in the Autumn term the next year and are used in the performance related pay decision.
- Pay awards are not clearly recorded in governor records. In the Autumn term a summary of pay awards according to staff performance is presented to governors and is recorded in the minutes.

4. Review the listing of school contracts 2016/17

The listing of school contracts was presented. The school business manager explained that it was split into the schools main contractors with contract dates and value together with contract details. There is then an area where details of all insurance cover is shown to ensure that the school has adequate cover, an area for ICT contracts and area detailing

	<p>the school's licences. The members of the committee reviewed and discussed the contract listing.</p> <p>5. Review the contracts signed up through CHESS and the savings/value for money made</p> <ul style="list-style-type: none"> • The CHESS contracts were reviewed and the same as the previous years except for: <ul style="list-style-type: none"> - Education Library Service was not paid for as is was deemed not to be value for money. This is a saving of £2,895 and this budget would be added to text books so that stocks of specific subject books can be purchased and kept. - Governance and Liaison Service not purchased as provided by the school business manager. This is a saving of £2,283. - Contents and ICT insurance could not be purchased and will have to be purchased externally by the school from 1st September 2017. - Financial management support not purchased as provided by the school business manager and this is a saving of £3,370. <p>6. Review how the school has achieved best value since 15th February 2017</p> <ul style="list-style-type: none"> • Items not purchased through CHESS above and not added back into the budget in another place £5,643
9	<p>HUMAN RESOURCES</p> <p>1. Review the Education Summer HR newsletter</p> <p>This was not available on the HR website as of 24th May 2017. This will be presented in the Autumn term meeting.</p> <p>Action points:</p> <ul style="list-style-type: none"> • The Summer term HR newsletter needs to be reviewed in the Autumn term meeting when available (YH)
11	<p>REVIEW THE ATTENDANCE PERCENTAGES AND PROCEDURES IN SCHOOL</p> <ul style="list-style-type: none"> • The attendance procedures remain the same as in the Spring Term. • YH presented the attendance report to 24th May 2017. The whole school attendance was at 96.7% (target 96.5%) (2015/16 96.92%). No fixed penalty notices have been issued as CEC have informed us not to issue any at the moment as per the Summer term 2016 directors report. <p>What is the number of unauthorised absences ?</p> <p>YH – The school has 336 unauthorised absences out of a possible 55,030 absences (0.6%) compared 1,506 authorised absences out of a possible 55,030 absences (2.7%)</p> <p>Are we monitoring 5 days absence and fining?</p> <p>We are monitoring the attendance of pupils with attendance under 90% and any unauthorised attendance for the half term and the previous consecutive half term on a two weekly basis. We are not issuing fines as Cheshire East Council has not informed us to do so yet.</p>
12	<p>ADMISSIONS</p> <ul style="list-style-type: none"> • Review the Admission Application forms for 2016/17 <p>YH presented a report on the applications for admission so far received in 2016/17. The school has received 15 applications with 5 being offered places at Excalibur and 10 not being offer places. All applicants were responded to within 5 school days, except for 1 which was responded to within 8 working days as the school was awaiting confirmation of the address given. All places not offered were due to no spaces being available in the relevant cohort.</p>

	<ul style="list-style-type: none"> • Appeals since 12th February 2017 The school has received 4 appeals for places at the school since 12th February 2017: <ul style="list-style-type: none"> - Appeal received on 24th April 2017 for a year 2 place. This is an infant class size appeal with 30 children currently in the class. The appeal was due to be heard today, 24th May 2017, but was withdrawn on 22nd May 2017. - Appeal received on 24th April 2017 for a year 5 place. There are currently 32 children in the class. The appeal was due to be heard today, 24th May 2017, but was withdrawn on 22nd May 2017. - Appeal received on 28th April 2017 for a year 1 place. This appeal is an infant class size appeal with 30 children currently in the class and was heard today, 24th May 2017, at 10.00am. The outcome will be reported to committee in the Autumn term. - Appeal received on 17th May 2017 for a Reception place. The appeal will be heard on 26th June 2017.
13	<p>REVIEW THE ITEMS FROM THE DIRECTOR OF CHILDREN'S SERVICES REPORT TO SCHOOL GOVERNING BODIES SPRING TERM 2017 FOR THIS COMMITTEE</p> <p>YH presented the report informing the governors of the following items of importance for this committee:-</p> <p>Item 1 – School Governance and Liaison Update</p> <ul style="list-style-type: none"> • Information was presented on the Cheshire East Governors' Conference on Friday 10th March 2017. This has been sent to all governors in the weekly bulletin to schools. • Summer Term Training Programme for Governors. This was sent to all governors at the start of the term for them to review and attend courses as required. • There was a reminder to the Chairs of Governors that they should be using their chairs account and if there is a problem they need to contact IT technical support. • New recruitment guide on www.inspiringgovernance.org to use when recruiting new governors. <p>Guide to help governors to recruit and retain governors. Building a successful team is about achieving balance and diversity of skills and experiences and then invest in the development of people.</p> <p>Evaluating: skills, composition and current practice</p> <ol style="list-style-type: none"> 1. Looking at current skills using a skills audit for all governors that fits with the new DfE competency framework January 2017. This will show the skills that the board has and the skills that are lacking. 2. Evaluate the boards composition, is it fit for purpose, does the number of governors meet the governing boards requirements. Questions: <ul style="list-style-type: none"> - Is the board the right size? - Do you have good debates covering the relevant issues and angles? - Do you have enough people to carry out the boards duties? - Do you have the right committee structure and are the same people on all the committees? 3. Evaluate the boards current practice. Many boards use the 20 key questions for governing boards to review the work of the board. 4. Evaluate who is needed. All governors should have the relevant skills and experiences to add to the work of the board. The three core functions are: <ul style="list-style-type: none"> - Ensure clarity of vision, ethos and strategic direction - Holding the executive leader to account for educational performance - Oversee financial performance <p>Also must adopt 7 principles of public life.</p> 5. Evaluate balance and diversity. They should reflect the ethnicity and diversity

of the population at large.

Tips to get more participation from under-represented groups:

- Use appropriate language and images in adverts
 - Remember that people want experiences that are interesting and challenging that can make a difference to others
 - Highlight the skills of young professionals can contribute
 - Emphasise out of pocket expenses will be reimbursed
 - Recruit through specialist centres
 - Work with established community groups and volunteer networks.
6. Evaluate exit interviews. Exit interviews of governors can transfer knowledge and experience and enable the board to reflect on how they work.

Recruiting: attracting good candidates

1. Set up a panel and advertise locally for co-opted governors and use organisation i.e. Inspiring Governance / Academy Ambassadors / Do-it
2. For parent governors use model election packs and ensure it includes disqualifications information.

Appointing: interviewing and references

1. The panel should shortlist potential co-opted governors, interview and obtain references before presenting to the board. A list of interview questions is in the report.

Inducting: training and support

1. Importance that this continues to widen skills and retain governors
- How to grow new leaders on your governing board. There is a new National Coordinators of Governor Services (NCOGS) document – Succession Breeds Success. Document is about ensuring that the governing body has continuity of leadership and avoid crisis in leadership through effective succession planning.

How to do succession planning:

- attract and retain good governors
- spot leadership talent early
- support and develop leadership skills
- create opportunities to practise leadership
- coaching and mentoring
- develop a governing body team
- delegate fairly

The document gives actions and strategies for each of the above so as to meet the expectations of the school.

- Clerking Competency Framework published by the DfE in January 2017 and presented to this committee in its Spring term meeting together with the completed clerk competency grid. The committee reviewed the clerks job description and decided that it did not need to be reviewed.
- Changes to the Maintained School Regulations – from September 2017

It includes:

1. Removal of elected parent governors or staff governors
2. Disqualification of elected parent or staff governors who have been removed from office
3. Amendment of the School Governance (Federations) (England) Regulations 2012

The explanatory note explains the changes.

- Consultation on the Consultation on Primary Assessment and the Rochford Review – new public consultation and the aim is to establish “a stable, trusted assessment system that support all children to fulfil their potential, whatever their background”. This includes consideration of the best starting point to measure pupils, ensure the assessment system is proportionate and how to improve end of key stage assessments. There is another consultation on the Rochdale Review – focus on future statutory assessment arrangements for pupils working below the standard.

The review recognises that the age related expectations are not appropriate for a proportion of pupils working below the standard of the national tests, SEND pupils, and it is important to schools to demonstrate attainment and progress of these pupils. Schools should have an inclusive system accounting for as many pupils as possible.

The reviews recommendations:

1. The removal of the statutory requirement to assess pupils using p scales
2. Pre key stage standards for pupils working below the national curriculum tests are made permanent and extended to include all pupils engaged in subject specific learning
3. Schools assess pupils’ development in 4 areas outlined in SEND code of practice.
4. A statutory duty to assess pupils not engaged in subject-specific learning against following 7 aspects: responsiveness, curiosity, discovery, anticipation, persistence, initiation and investigation.
5. Schools to have their own approach to assessing the 7 aspects above
6. Initial Teacher Training and continued development should reflect the need for teachers to have a greater understanding of assessing pupils working below the standard of the national tests.
7. Good practice in schools should be shared.
8. Schools should work collaboratively to develop an understanding of good practice.
9. There should be no requirement to submit this assessment data to the DfE.
10. More work should be done on supporting schools in assessing pupils with EAL.

The consultations end on 22nd June 2017.

- Nominating governors for national honours. There is advice available in the document.
 - Supreme Court ruling on term-time holiday and fixed penalty notices. Cheshire East Council is reviewing the Code of Conduct and it will issued to schools as soon as possible along with advice.
1. Disability Inequality report – looks at six core areas one being education. It records the following facts:
 - 20% of SEND pupils achieve 5 A* to C GCSE compared with 64.2% of non-disabled
 - SEND pupils accounted for half of permanent exclusions and fixed period exclusions
 - Bullying against SEND pupils is higher than those without
 Governors should look at HT reports to ensure SEND pupils are receiving the support that they need and are receiving all the opportunities available to pupils without SEND. The achievement gap between SEND and other pupils should be narrowing.
- Independent review on behaviour management in schools “Creating a culture – How schools can optimise behaviour”. It made the following recommendations:
 - design a culture which is supportive of good conduct
 - create a vision of school culture which is commonly understood
 - make behaviour a whole school focus
 - develop social norms which encourage good behaviour
 - communicate the culture and promote its values
 - share good practice with other schools

The NGA has produced a set of questions for governing boards "Behaviour in School" which the governors decided need to be asked of the school on a governor visit and reported back to the next committee and on a school blog.

- Clerk top tips:
 - Be aware of support organisation NGA, Cheshire East Governance Liaison Service, Modern Governor, Inspiring Governance....
 - Don't leave succession planning to the last minute
 - Everyone should know their school, SSDP, SEF....
 - The chair's should try agenda setting meetings to prepare for the year
 - The chairs' should ensure that agendas focus on strategic matters
 - All governors should ensure that paperwork is sent to the clerk in good time to be sent out for all meetings
 - Everyone should read documentation so that they are prepared for meetings
 - The chair and HT should proof read all minutes and approve as soon as possible so that they can be distributed to all governors
 - Everyone should be involved in future planning
 - Everyone have an understanding of the role of the clerk to governors
- 2. Changes to Critical Incident first response numbers. These new numbers have been distributed to staff and changed on the school notice boards and emergency packs.

Item 2 - September 2017 Applications for Reception and Year 7 Transfer

- There are tables for the number of applications received compared to 2016/17

Item 3 - Schools' Catering - Business Improvement Review

- Cheshire East Council are introducing 'Procurement of Electronic Kitchen Management System' into their kitchens across Cheshire East. It is cloud based system and they are trialling it in 10 schools.
- It is advised that governors should promote UIFSM offer to parents with better supervision at lunchtimes to improve social and life skills. It is deemed that the school has sufficient supervision at playtime with two lunchtime assistants in the dinner hall, three lunchtime assistants outside on the playground and on the field, one lunchtime assistant in the mobile play area, one welfare assistant on the playground monitoring the use of the play equipment and the play leaders, a member of the SLT monitoring the dinner hall and a member of the SLT monitoring the whole outside area.
- It is advised that the governors should promote breakfast clubs and uptake to improve outcomes for children. The governors made the decision that the school did not have the money or staffing to start a breakfast club on site at the moment.

Item 4 - Asbestos Management in Schools 2017/18

- All schools built before 2000 must comply with Regulation 4 of the Control of Asbestos regulations. During 2017/18 we must purchase an asbestos management survey that meets HSG264. Schools converting to Academy in 2017/18 will have to do this and will no longer need to complete a "Duty Holder conversion"
- Governors are to ensure that the school take up CHESS HUB 2017/18 option for Asbestos Management. YH confirmed that the school has purchased this under CHESS.

Item 5 - Home to School Travel Survey - 24/4 - 31/5/2017

- CEC are conducting surveys with schools to ensure that it is complying with its statutory duties under Education Act 1996.
- Governors should note the deadline of 31/5/2017
- Governors should promote completion of the survey with parents and carers. This has been sent out on a school newsletter.

Item 6 - Schools' Audit Programme 2016/17


- Summary of Audit findings around performance related pay. These have been reviewed by the committee

	<p>Item 7 - IR35 tax changes for Agency Workers and Contractors from 6th April 2017.</p> <ul style="list-style-type: none"> • School is now responsible for determining whether work carried out by agency workers and contractors fall with IR35 legislation. If they are performing 'a job' as a 'disguised employee' they should pay income tax and NI under the schools payroll system. HMRC has issued a tool to assist in making the assessments and these should be completed by the school and a hard copy should be printed, signed and retained. If it is later decided that a role was incorrectly classified it will be the school that will have to pay the underpaid tax and NI, together with any penalties. • Governors should review their contractors and ensure that they are all within IR35 or if it is not clear, ensure that an assessment is completed. The governors reviewed the listing and the SBM is to complete IR35 assessments on those contractors. <p>Item 8 - Model HR Policies and Procedures</p> <ul style="list-style-type: none"> • The following policies have been updated: <ul style="list-style-type: none"> - Equality and diversity in Employment – the school has updated in December 2016 - Revised Disciplinary Procedure – the schools has updated in December 2016 - Revised Redundancy Policy – the school has updated in December 2016 - Pension Discretions Policy – the school has updated in December 2016 <p>Item 9 – Apprenticeship Levy</p> <ul style="list-style-type: none"> • This is a levy on employers and CEC's bill is about £770,00 pa. The council then receives this into its Apprenticeship Service digital account each month to fund English apprenticeship training and assessment. Schools who contribute can access the funding through the development team. The school does not contribute as a foundation school. <p>Action points:</p> <ul style="list-style-type: none"> • Governors should look at HT reports to ensure SEND pupils are receiving the support that they need and are receiving all the opportunities available to pupils without SEND. The achievement gap between SEND and other pupils should be narrowing (All) • The NGA has produced a set of questions for governing boards "Behaviour in School" which the governors decided need to be asked of the school on a governor visit and reported back to the next committee and on a school blog. (SSp)
14	<p>REVIEW THE POLICY LISTING DELEGATED TO THIS COMMITTEE</p> <p>The policy listing was reviewed and all due policies have been reviewed and presented to the committee.</p> <p>The following policies were reviewed and approved to be taken to the Full governors meeting on 5th July 2017. The policy will be uploaded onto the governor section of the website ready for the Full Governors meeting:</p> <ul style="list-style-type: none"> • Dignity at Work policy • Grievance Policy
15	<p>DISCUSS ANY SAFEGUARDING ISSUES</p> <ul style="list-style-type: none"> • LH informed the governors that the information from ECAPH and Cheshire East Council on the Manchester terrorist attacks on 22nd May had been passed to all staff and included in the relevant risk assessments within the school.
16	<p>TRAINING</p> <p>None</p>
17	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • LH thanked the governors for their help during SATS week. The governors fed back that it

	<p>was an eye opener and that they did not realise the strict procedures that were in place in school.</p> <ul style="list-style-type: none">• LH informed the governors that the new starter meeting was on 15th June 20017 at 6pm and SSp agreed to speak at the meeting.
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Part one of the meeting concluded at 7.30pm

The meeting was declared closed to parents, staff, the public & press

Minutes agreed and signed as a true record by  (chair)

Date 12/7/2017