

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

**WEDNESDAY 1<sup>st</sup> JULY 2015 – 5:30PM**

PRESENT:

Simon Cotterill	SC	Acting Head Teacher
Vicky Alsop	VA	Chair
Yvonne Hilditch	YH	
Nikki Ratcliffe	NR	
Jonathon Riley	JR	
Juliet Tomkinson	JT	
David Townson	DT	

Item	TOPIC / PURPOSE	Action
1	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from Samantha Allen and Gill Burgess.	
2	<b>DECLARATION OF INTEREST</b> No pecuniary interests were declared.	
3	<b>REVIEW THE MINUTES OF THE PREVIOUS MEETING</b> The minutes of the meeting held on 25 <sup>th</sup> March 2015 were confirmed as a correct record and signed.	
4	<b>MATTERS ARISING FROM THE MINUTES</b> <ol style="list-style-type: none"> <li>The skills matrix of the Clerical Assistant needs to be completed. The clerical assistant was given a skills matrix but felt that she did not have knowledge in any of the areas. This will not be chased as she is leaving on 31/8/2015.</li> <li>The SLT need to complete a skills matrix. The summary of the SLT's completed skills matrix was presented by YH. It was deemed that there was enough highly competent and competent coverage of all areas within school but that the governors need to ensure that this is completed on an annual basis to ensure that the lower scores of developing and not yet developed are moving from one year to the next.</li> </ol>	
5	<p><b>SCHOOL DEVELOPMENT PLAN PRIOTITIES FOR 2014/15</b> – Review the SSDP objectives for the Strategic Leadership and Management Committee and SMSC (spiritual, moral, social, cultural) promotion in school.</p> <p>SC presented his SWOT analysis of the Quality of Teaching action plans and Leadership and Management action plans to the committee, the items on the SWOT in bold are the items that have been update and/or moved.</p> <p><b>Quality of Teaching</b></p> <p><b>Priority 1 - Increase the percentage of pupils exceeding expected progress in Maths, Reading and Writing</b></p> <ol style="list-style-type: none"> <li>The Good to Outstanding lead learners group has focused on spelling and increasing attainment across KS2. Its success has led to the group extending this to KS1.</li> <li>JT and Jayne Ling have taken part in the KS1 and KS2 moderation this Summer.</li> </ol>	

This continues to support the moderation of our own pupils writing and to quality assure our judgements but also to bring new good practice seen in other schools into our school.

- c. Peer to Peer lesson support continues into the Summer term with the focus on Bespoke Learning and ensuring challenge for all. The idea is to develop what the children need in each class by setting challenging but achievable learning for all pupils.

**How is this set up within school?** SC – The teachers are given their peer and the SLT provide the focus for the term. The teachers then observe each other teach and then provide support on how teaching can be improved and how.

- d. ACT Maths moderation has taken place. Excalibur provided guidance to the staff in the trust on how our school moderates maths. The staff felt that it was successful in developing their assessment skills further in maths and it was identified that maths was stronger in some year groups than others.
- e. There has been a sharing of good practice with Wheelock school in July 2015. Two KS1 teachers have visited KS1 practitioners in writing at Wheelock to learn about good practice in writing.
- f. In 2015/16 with the introduction of Assessment without Levels the children will have Core Skills listing in the front of their maths and reading books to enable them to assess their own learning – self assessment. The teachers will also set challenges for the children during their marking called core skills challenges. This will create reflective and resilient learners.

#### **Priority 2 - Pupil Premium**

- g. The governors review the pupil premium progress and achievement as part of this committee to ensure that the school is closing the gap.

#### ***Leadership and Management***

##### **Priority 7 – Strengthen Governor Effectiveness**

- a. The governor skills audit was completed by most governors and a summary produced by YH is to be presented to this committee under training needs.
- b. A number of governors attended the parents evenings on 19<sup>th</sup> and 24<sup>th</sup> March. SC thanked the governors for their attendance and explained that the staff felt supported. It was good for parents to see the staff and governors working together as a team.
- c. A number of governors attended all the SATS tests in May 2015 to ensure that the rigorous procedures that the governors are informed of are in place.
- d. Governors have been attending school for events and to visit their cohort throughout the spring and summer term. They have been completing reports that will be presented at the Full Governors meeting and have completed blogs that are live on the school website.
- e. Governors have continued to have presentations at the start of their full governors meeting throughout the year with an Assessment without levels presentation organised for the Summer term meeting

##### **Priority 8 – Succession Planning**

- a. Good to Outstanding group has been extended to include lead learners in 2014/15 and has led to developing leadership capabilities in the staff involved and has the Year 2 teacher the ability to see the whole school picture and the ability to see how staff can be developed.
- b. The Senior Leadership Team has distributed the Performance Management of all



staff between its members so that it is not all completed by the Head Teacher. This has been successful in spreading whole school responsibility and forms part of the schools succession planning.

- c. The Senior Leadership Team have completed Resilience Training that was very successful and will be delivered through the SLT to other members of staff.
- d. The Senior Leadership Team have completed Performance Management training ready for Performance Management in 2015/16. This will result in a change to our Performance Management practices in school to make sure that it is more rigorous and supportive and also puts more responsibility on performance management on the staff member.
- h. Lise Houldsworth's secondment to support another school in the Local Authority has led to the development of SC as a head teacher and JT as a deputy head.
- i. The recent SIP visit focused on developing the less experienced teachers in school and it confirmed that the judgements that the school had made on those teachers was accurate. This has led to the school focusing in 2016/17 on the development of outstanding practitioners within school.

#### ***Other Strengths***

- a. The LA completed a monitoring visit during this years KS2 SATS. It was a thorough monitoring visit with the LA staying from the start of the sitting when the papers were opened to the end when the papers were sealed ready for collection. They said that our procedures were rigorous with a strong documentation trail. The LA were pleased that there was a governor present at all the exam sessions.
- b. A Topic Book staff session has taken place where the staff shared models of good practice which will result in higher quality topic books that will evidence our progress in the new curriculum but this will take time over the next academic year.
- c. The schools Local Authority bid for the Kitchen refurbishment of £25,000 with 50% match funding has been successful.  
**Does the school thank its ability to bid successfully for money as a strength?** SC – The school uses the expertise of different staff to put together bids and this is why we have been successful over the last few years.
- d. There has been a sharing of good practice with Wheelock school in June and July 2015. YH has visited admin team at Wheelock to support them in their attendance systems and reporting to the head teacher.

#### ***Other Opportunities***

- a. The school has been allocated a Schools Direct teacher trainee who will join the staff in September 2015. The trainee has been allocated to a KS2 class and will be mentored by the teacher in that class.  
**How are the trainees registered for training?** SC – They are registered as students through MMU.  
**Do we have the same student for the whole year?** SC – They spend two and a half terms with the school but they spend the second half of the Spring term at another school in KS1.
- b. Assessment without level within school is now starting to be developed. The school has formulated a new AFL format in line with the New Curriculum 2014 using age related expectations instead of levels. A baseline assessment is to take place before the end of the term in readiness for Autumn 2015. This is a big change for all the staff. SC will be giving a presentation to the Full Governors on

	<p>8<sup>th</sup> July.</p> <p><b>Other Threats</b></p> <p>a. The local authority and school has still not resolved who is liable for the historical debt of £43,000. The school has found evidence in its accounts that it has provided to the legal department that it is not liable for the debt.</p>	
6	<p><b>SCHOOL DEVELOPMENT PLAN PRIOTITIES FOR 2015/16</b> – To discuss the areas for development for this committee and how the committee is to monitor progress.</p> <p><b>Achievement of pupils</b></p> <ul style="list-style-type: none"> <li>• Priority 1 – Writing in KS1 - To increase the percentage of children making better than expected progress in Writing in KS1 <ul style="list-style-type: none"> <li>○ Monitoring is in place for September so that the school can start to use in September, the school has set demanding targets</li> <li>○ Progress of English training has been completed by all staff in the Summer term so that there is impact straight away in September.</li> </ul> </li> <li>• Priority 2 – Pupil Premium - To continue to close the gap between pupils entitled to pupil premium and those who are not. <ul style="list-style-type: none"> <li>○ The pupil premium action plan may change before September due to the Summer term assessment data.</li> </ul> </li> </ul> <p><b>Can we see the impact of Nurture on progress?</b> SC – yes the teachers see the effect of the Nurture provision in the classroom straight away and the continual completion of the Boxall profile shows progress of the pupils. YH – sometimes the effect of the Nurture provision is not immediate and can take years to help the pupils.</p> <p><b>Is the £37,000 the pupil premium income? Do we as a school subsidise the income?</b> YH – The £37,000 is the income for 2015/16 and yes the school will subsidise this if necessary.</p> <p><b>Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Priority 7 – Early Years Provision <p><b>What provider has the school chosen as the EYFS baseline software provider?</b> YH – The school has chosen Early Excellence and the Reception teacher has attended training in the software and the school has their passwords.</p> </li> <li>• Priority 8 – Subject Leader impact on Non-core subjects <ul style="list-style-type: none"> <li>○ The subject leaders have already attended a staff meeting on subject leader requirements in June 2015. The subject leader roles are to be reviewed and to become a focus for the 2015/16 SSDP.</li> </ul> </li> </ul> <p>The governors reviewed the new development plan.</p> <p>The governors will monitor progress of the 2015/16 SSDP through the school website, the SWOT analysis provided by the head teacher in the committee meetings and through school visits.</p>	
7	<p><b>SCHOOL FINANCES</b></p> <p><b>1. Ensure financial deadlines have been met since 25<sup>th</sup> March 2015.</b></p> <p>a. The deadlines since 25<sup>th</sup> March 2015 are</p> <p>i. The Summer census was completed on 21<sup>st</sup> May 2015 and uploaded to the COLLECT website by the deadline of 22<sup>nd</sup> May 2015. The UIFSM numbers collected on this return will inform the monies paid to the</p>	



school by the DfE from September 2015 and the first allocation into the 2015/16 budget in June 2015.

- ii. The Summer term finance meeting with the local authority took place on 19<sup>th</sup> June 2015. The 3 year forecast was emailed to School Finance 1<sup>st</sup> July 2015, the deadline was 3<sup>rd</sup> July, as requested.

## **2. Review and Approve the LMS virement report from the Summer Term finance meeting**

- a. YH presented the virement report produced by the Cheshire East Finance Department included in the revised Summer term budget to the governors. She indicated that the virement column on pages 3 to 5. This included:-

- a £11,500 decrease in teaching staff salaries due to the pension provision of £42,000 being made in total in 2014/15 and therefore the provision of £13,000 is no longer needed in 2015/16.
- a £9,800 increase in supply staff costs due to the secondment of the head teacher to another school and the Year 5 cover costs from April to July being paid through supply teachers.
- a £5,400 increase in admin salaries due to the appointment of a new Clerical Assistant for 32.5 hours instead of 15 hours.
- a £3,000 increase in Cleaning contract costs due to the school paying a cleaning firm to cover the cleaners hours in holiday periods and also a retention so that they will cover the cleaners absence now that she has a school contract.
- a £5,000 increase in Curriculum Furniture due to the refurbishment of the mobile classroom.
- a £18,000 increase in the school meals contract due to the change in the school contact where the school pays for all meals at £2.10 and banks the money received for school meals itself.
- A £2,000 increase in educational visit due to the year 4 children attending a residential visit for the first time this year.
- a £4,800 increase in specific grant income due to a new forecast income for UIFSM from the Summer census.
- a £7,500 increase in Insurance income due to the long term sickness of a member of the teaching staff.
- an £18,000 increase in other income due to the income generated from the secondment of the head teacher from April to July 2015.
- an £19,500 increase in the income from the sale of meals due to the change in the type of contract with Cheshire East Catering where the school bank the dinner money collected to this code.
- an extra £2,000 income from educational visits due to the year 4 children going on a residential visit for the first time.

## **3. Review the budget and 3 year forecast document prepared by the school finance officer from the Summer Term finance meeting**

YH presented the revised Summer term budget and 3 year forecast to the committee, the 2015/16 budget and the 3 year forecast. YH indicated the surplus carried forward at the end of each year would show as 2015/16 £52,270, 2016/17 £32,715 and 2017/18 £8,565.

## **4. Review the LMS accounts to 31<sup>st</sup> May 2014**

YH did not present the May 2015 Management accounts to the committee as the accounts produced by the finance officer were more up to date than the school management accounts.

	<p><b>5. Review the School Fund, including Friends of Excalibur, annual audit certificate to 31<sup>st</sup> March 2015</b> YH had informed the Local Authorities Finance Department that the accounts were ready for audit but to date this had not been completed.</p> <p><b>6. Review the School Fund Income and Expenditure Account to 31<sup>st</sup> May 2015</b> YH presented the School Fund accounts to 31<sup>st</sup> May 2015. The school fund had a balance of £5,226 and petty cash of -£150. This was made up of -£93 held in the holding account ready for transfer into the LMS accounts or external charities and £5,320 that is held on behalf of Friends of Excalibur.</p> <p><b>7. Review the Friends of Excalibur Accounts to 31<sup>st</sup> May 2015</b> YH presented the Friends of Excalibur Accounts to 31<sup>st</sup> May 2015. They have a balance of £, £5,745 being held in the school bank account and £50 held in the Britannia Building Society. They have raised £6,800 this year so far. Friends of Excalibur have committed £2,551 to the school to fund the art project £1,500, Life Education van £850 and Wet play equipment £150. The governors would like to thank FOE.</p>	
8	<p><b>SCHOOLS FINANCIAL VALUE STANDARD</b></p> <p><b>1. Assessment of the schools 2014/15 SFVS submission</b> YH presented the assessment of the schools 2014/15 SFVS submission dated 31<sup>st</sup> March 2015. The outcome of the assessment was Good Assurance, the top grade. The school has been notified that the next submission will be by 31<sup>st</sup> December 2015 and so will need to be approved at the Autumn term Full Governors meeting.</p> <p><b>2. Review the reports on all tenders and quotations between £5,000 and £50,000 since 25<sup>th</sup> March 2015</b> The school has received three quotes for the refurbishment work on the school Kitchen. They were as follows:  a. Triborne Catering Services - £49,910  b. Two Tree Designs - £61,023  c. R Briggs - £59,701</p> <p><b>3. Review and items that are within £10,000 and £50,000 for approval by this committee.</b> YH recommended that the quote from Triborne Catering services be accepted as it is the cheapest and it is the company recommended by Cheshire East Catering the contractor for school meals as they have completed work in their kitchens before. This decision was accepted by the committee.</p> <p><b>4. Review the listing of school contracts 2014/15</b> The listing of school contracts was not presented as it was presented at the previous meeting but the listing of purchases from CHESS was presented and agreed.</p> <p><b>5. Review the skills analysis of the School Business Manager and the rest of the SLT</b> The SLT need to complete a skills matrix. The summary of the SLT's completed skills matrix was presented by YH. It was deemed that there was enough highly competent and competent coverage of all areas within school but that the governors need to ensure that this is completed on an annual basis to ensure that the lower scores of developing and not yet developed are moving from one year to the next.</p>	
11	<p><b>REVIEW THE MONITORING INFORMATION</b></p> <p><b>1. Review the learning and teaching judgements for 2014/15</b> SC informed the governors that teaching and learning is being continually</p>	



assessed and he presented an overview of Learning and Teaching in Maths and English. This report shows the amalgamation of information gathered from a book scrutiny at the end of the Spring term by Lise Houldsworth and lesson observations by SC/JT in the Summer term. The report shows that there has been an movement in both Maths and English towards outstanding Maths from 17% Autumn term to 62% Spring term to 67% in the Summer term and English 14% Autumn term to 64% Spring term to 56% in the Summer term. The picture is strong but the school wants to make it better through the Peer to Peer and new Assessment without Levels.

## 2. Summer Term Data

SC presented the Summer Term Attainment, Progress and all the cohort stories from EYFS to Year 6.

a. Tracking on the cohort stories attainment report is based on age related expectations with +1 meaning 4 months above age related expectation on the attainment charts and 3 .0 meaning 12 months progress on the progress charts. The brackets show movement in the level of attainment from the previous year the green areas were where movement is positive, red areas is where movement is negative. Areas discussed were:-

- Year 6 shows a good picture when compared to EYFS data and KS1 data. Maths EYFS -4% below Local Authority, KS1 +0.9 APS above National and KS2 +4.1 ARE. Reading EYFS in line with Local Authority, KS1 -0.1 below national and KS2 +4.1 ARE. Writing EYFS -35% below Local Authority, KS1 -0.3 APS below National and KS2 +3.3 ARE.
- Year 5 Reading shows -0.1 movement on ARE but these are a high attaining group which is difficult to maintain at +4.1 ARE and there are 2 children who are struggling with reading in this group.
- Year 4 reading has moved from +3.8 ARE to +3.5 ARE which is due to this high attainment is difficult to maintain.
- Year 4 writing was noted as moving from a negative 0.4 ARE to a positive 0.9 ARE with outstanding movement of +1.3. This is where team teacher intervention was put in during the second half of the year
- Year 3 writing is -0.1 movement of ARE from +0.6 in 2014 to +0.5 in 2015. Writing remains a focus in the SSDP for 2015/16, teachers are attending writing training in the Summer term and the school is changing the school timetable to support writing.

**Is this a problem with the delivery of Read Write Inc?** SC – No the RWI does what it should and delivers phonics, and starts to develop reading. We as a school need to develop writing at the same time and this is in the SSDP for 2015/16.

b. The report on the percentage of children at ARE and above for each year group for Maths, Reading and Writing was reviewed. In most year groups the percentage is above 75% with Year 6 all above 87% except writing in year 3 and year 1 which are 73.3% and writing in year 4 at 62.1%. This is being addressed in the SSDP 2015/16 and Reading and Maths booster sessions will be introduced for the year 5 pupils once they enter year 6 in the Autumn term.

**How does this compare to National averages?** SC – The floor target is set at 85% for 2016. This means that 82% of children will be expected to achieve ARE or above at the end of year 6. There is another measure where 85% has not been achieved and the DfE will look at the rate of progress.

c. The EYFS outcomes for 2015 report was reviewed. The percentages in all areas are well above Local Authority and National and in all areas they are higher than the 2014 results. As the pupils come into school with skills that

	<p>are typical for their age the progress in EYFS is outstanding.</p> <p>d. Initial KS1 Assessment 2015 was reviewed. The writing shows an increase from 86.7% to 94% on pupils achieving a level 2b and above, an increase from 16.7% to 19% of pupils achieving a level 3 and an increase in APS from 15.7 to 16 where raiseonline average is 15.1, The reading shows an increase from 90% to 100% of pupils achieving a level 2b and above, an increase from 40% to 42% of pupils achieving a level 3 and an increase in APS from 17.4 to 17.8 where raiseonline average is 16.5, The maths shows an increase from 90% to 100% of pupils achieving a level 2b and above, but a reduction 50% to 32% of pupils achieving a level 3 and an increase in APS from 16.9 to 17 where raiseonline average is 16.2.</p> <p>e. The KS2 results are not yet available as the test results are not due until 7<sup>th</sup> July.</p> <p>f. Progress reports were reviewed. Maths progress across the year groups show good or outstanding progress except year 5 that shows expected progress. This is to be reviewed in the Autumn term by governors to ensure progress is good or outstanding. Writing progress is good or outstanding in most year groups except year 3 where it requires improvement and year 5 where it is expected. The writing issues are being addressed by writing training being delivered to all teachers in the Summer term and the 2015/16 SSDP. Reading progress is good or outstanding in 3 year groups but only expected in year 2 and year 4 and requires improvement in year 5. It can be seen from the percentage of pupils at or above age related attainment is high in these year groups year 2 80.6%, year 4 89.7% and year 5 84.1%.</p> <p>g. Pupil premium progress data was reviewed. A distinction has been made in the report where pupil premium pupils are also on the SEN register. There are 4 areas where pupil premium pupils progress is not as good as other pupils progress, maths in year 4 and reading and writing in year 3. The TA support has been targeted towards reading and writing in year 4 and maths in year 3 and SC indicated that this would be reviewed next year.</p>	
11	<p><b>REVIEW THE ATTENDANCE PROCEDURES IN SCHOOL</b></p> <ol style="list-style-type: none"> <li>1. The attendance procedures remain the same as in the Spring term.</li> <li>2. YH presented the attendance report to 26<sup>th</sup> June 2015. The whole school attendance is at 96.7%.</li> <li>3. The committee discussed the change in the individual pupil persistent absentee percentage from 85% to 90% in September 2015. It was agreed that YH would present the head teacher with a weekly report of all pupils with attendance below 92% whereas this year the report was for all pupils under 90%.</li> </ol>	
12	<p><b>REVIEW THE ITEMS FROM THE DIRECTOR OF CHILDREN'S SERVICES REPORT TO SCHOOL GOVERNING BODIES SUMMER TERM 2015 FOR THIS COMMITTEE</b></p> <p><b>Item 1 – Governance and Liaison update</b></p> <p>YH presented the item informing the governors of the following items of importance for this committee:-</p> <ul style="list-style-type: none"> <li>• Governors: transparency, flexibility – new guidance and regulations. The governing body should publish on their website: <ul style="list-style-type: none"> <li>○ Governor names</li> <li>○ Category of governor</li> <li>○ The appointing body</li> <li>○ Term of office</li> <li>○ Committee Membership</li> </ul> </li> </ul>	



- Positions of responsibility held
- A register of governor interests which details business interests, details of other educational establishments they govern, details of relationships between governors and staff

Failure to comply could lead to the suspension or removal of the governing body. YH assured all the governors that the governing body met these requirements except the term of office and she assured the governors that this would be added to the website.

- The revised Model Complaints policy – this has been updated to take account of the revised DfE guidance and has been used to create the school's new Complaints Policy that is being reviewed by this committee for approval at the Full Governors meeting on 8<sup>th</sup> July 2015.
- School Category changes – If an agenda includes consideration of school category to academy status then a copy of the agenda and written notification should be given to the Local Authority 7 days before the meeting.
- SLA online and ChESS Governance and Liaison Services – The revised 2015/16 clerking and governor development, support and training packages are available to purchase online via ChESS. This has been purchased by the school.
- Summer Term Training Programme – this has been included on the school website with notification emailed to all governors.
- ChESS Hub is an online training hub for selling services to schools throughout Cheshire East. In the future it will be used for communication with schools.
- Code of Conduct between school leaders and governors – the schools code of conduct agreed in the last full governor meeting has been signed by all governors and published on the school website.
- Modern Governor – all governors know how to register and the training available on this site.

#### **Item 2 – Holiday and Term Dates**

YH presented this item and informed the governors that from September 2015 the setting of schools holiday dates becomes the responsibility of each governing body. The head teachers will discuss holiday dates for 2016/17 at the ACT head teachers meeting and the agreed ACT dates will be presented for approval by the governors at the Full Governors meeting on 8<sup>th</sup> July 2015.

#### **Item 6 – Keep Children Safe in Education**

YH presented this item and informed the governor of the new legislation that can be found on the DfE website under “Keeping Children Safe in Education” March 2015.

- Allegations of abuse against a member of staff. These allegations now need to be taken to the head teacher only.
- Vetting and Barring Checks. These will need to be completed for all people in school if they engage in regulated activity (there is a listing of what this includes)
- Checks on Volunteers. Volunteers can have Enhanced checks but not barred list checks if they have unsupervised access to pupils.
- DBS Update service. If a person registers under this scheme then the DBS becomes portable from one employer to the next as long as they are registered at the point that the check is received.
- Transfer of Child Protection Files. The files must be securely transferred and

	<p>confirmation of receipt should be obtained. The school transfers these files in sealed envelopes by hand by the head teacher or school business manager. The school ensures that they receive a signature when the file is transferred.</p> <ul style="list-style-type: none"> <li>• Individual staff may make a direct referral to social services.</li> <li>• One minute guide to Violence and Extremism. This has been uploaded to the governor section of the school website and the governors have been informed by email.</li> </ul> <p><b>Item 7 – Disqualification under the Childcare Act 2006</b> YH presented this item and the recommended question asked.</p> <ul style="list-style-type: none"> <li>• <b>Have you taken action to ensure that you are not knowingly employing a person who is disqualified under the 2009 regulations?</b> YH – All staff have completed the Local Authorities form and the results have been listed on the schools Single Central Record.</li> <li>• <b>Have relevant staff been made aware of this requirement?</b> YH – Lise Houldsworth informed all staff of the requirement and all staff received a letter detailing why the form had to be completed.</li> <li>• <b>Is your school compliant with this statutory guidance?</b> YH – yes. All staff have completed the forms even those returning from long term sick leave and maternity leave and those that are newly appointed.</li> </ul> <p><b>Item 9 – Finance Update</b> YH presented this item.</p> <ul style="list-style-type: none"> <li>• 2015/16 Deficit Budget Application – this is not applicable as the school does not have a deficit budget.</li> <li>• SFVS – all schools in the local authority have completed their 2014/15 returns.</li> </ul>	
13	<p><b>REVIEW THE POLICY LISTING DELEGATED TO THIS COMMITTEE</b> The policy listing was reviewed and all due policies have been reviewed and presented to the committee. The following policies;</p> <ul style="list-style-type: none"> <li>• Complaints Policy</li> <li>• Attendance Policy</li> <li>• Safeguarding Policy Framework for Children and Young People</li> <li>• Parental Leave and Leave for Cared for Dependants Policy</li> <li>• Staff Attendance Management Policy</li> <li>• Manual of Internal Financial Procedures</li> </ul> <p>were reviewed and approved to take to the Full governors meeting on 8<sup>th</sup> July 2015. These policies will be uploaded onto the governor section of the website ready for the Full Governors meeting.</p>	
14	<p><b>DISCUSS ANY SAFEGUARDING ISSUES</b> Whole school basic safeguarding training took place on April 20<sup>th</sup>, 3.30 – 5.30pm, for all school staff, Cheshire East Catering staff in school and some governors if they are available.</p>	
15	<p><b>REVIEW THE TRAINING NEEDS OF COMMITTEE MEMBERS</b> YH presented the summary of the Governor Skills Audit for 2015/16. This was reviewed by the committee and as it had not been completed by 4 governors it was decided that these governors be given the chance to complete the skills audit and a new summary</p>	JR/NR/ GB/VA



	would be presented at the Autumn term meeting.	
11	<b>ANY OTHER BUSINESS</b> None	

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 *V. Alsop* ..... (chair)

Date *8/7/15* .....