**Minutes for the Spring Term 2017**

**The Governing Board of Chesnut Lodge School**

**Minutes of the Full Governing Board Meeting held at the school on Tuesday 31 January 2017 at 13:00**

**Members of the Governing Board:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Category of Governor | date of end of tenure | Designated Role |
| Liz Hindley | Co-opted | 4 May2019 | Chair of Governors |
| Gordon Wright | Co-opted | 4 May2019 | Vice Chair |
| Leanne Brownlow | Co-opted | 4 May2019 | RESIGNED |
| Hazel Landon | Co-opted | 4 May2019 | Apologies Received |
| VACANCY | Co-opted |  |  |
| Heather Austin | Staff | Ex-officio | Headteacher |
| Elizabeth Hughes | Staff | 10 October 2020 |  |
| Sr Ann Marie Gammack | LA | 26 October 2019 |  |
| Lynne Johnson | Parent | 12 May 2017 |  |
| Tracy Lawlor | Parent | 15 November 2019 |  |
| Jodie Schofield | Parent | 6 March 2018 | Apologies Received |
| Karina Timson | Parent | 15 November 2019 | Apologies Received |
| Bernard Keogh |  |  | Clerk of Governors |

Prior to the start of the meeting, there was presentation to some of the governors by Aimee McNamee (HBC -Lead for Specialist Teaching, Advice and Autism) on the Nurturing School Programme.

**APOLOGIES**

The Clerk checked the number of Governors present (7) to ensure that the meeting was quorate.

**9. RESOLVED**: that

a) the apologies for absence received from Hazel Landon, Jodie Schofield and Karina Timson be accepted.

b) the following absences with no apologies received be noted – Sr. Ann Marie Gammack

**CONFLICT OF INTEREST**

Governors were asked to declare any potential conflict of interest with the business to be discussed during the meeting and there were none declared.

**MEMBERSHIP**

The following changes to the membership of the governing body were reported:

1. The end of term of office on 31 October 2016 of Mrs Lynn Keeling as a Staff Governor was noted.
2. To report the Election on 11 November 2016 of Mrs Elizabeth Hughes as a Staff Governor for a four-year term of office was noted
3. The two vacancies for Co-opted Governors was noted and it was reported that the Chair and Vice chair are actively canvassing for new governors, the Chair has approached Inspiring Governors organisation for nominations to fill the vacancies.

The Chair read the following letter received from Leanne Brownlow:

*I want to take on this opportunity to confirm my resignation from the board of governors. This has been a difficult decision for me but my health is just not improving. I am listed for surgery which could be anytime now.   
I just wanted to thank the governing board for a fantastic working partnership and a wonderful experience. I feel it was the best decision to step back so that you can all move forward with no hold ups.   
I would like to thank Heather for welcoming me into the school and hopefully when I am healthy and fighting fit that I can come and support the school in other areas such as reading in class or anything else I can assist with.   
I want to wish you all the best and thank you once again   
  
Leanne Brownlow*

1. To report the resignation as of 31 January 2017 of Leanne Brownlow and the Governing Board to consider nominations to fill the vacancy.
2. **L Hindley** has taken on the role of Children in Care and Child Protection Governor in the absence of Sr. Ann Marie Gammack.
3. It was noted that all governors have now completed their DBS checks and have received their certificates. This has been recorded on the school’s Single Central Register.

**PART ONE MINUTES**

**10. RESOLVED:** That the Part One minutes of the meeting held on 11 October 2016 be confirmed as a correct record and signed by the Chair.

**MATTERS ARISING FROM THE PART ONE MINUTES**

There were no matters arising from the Part One minutes

**PART ONE REPORTS FROM COMMITTEES**

The Governing Board received the following Part One reports from Committees:

Premises Committee – 20 January 2017.

**GW** (Chair) reported on the meeting minutes and highlighted the following

* A site visit and tour were completed.
* Awaiting confirmation that the insurance claim will cover the work identified from the flood damage (June 2016).
* Priorities have been identified for the £6K spend remaining and this was reported to the meeting.

Personnel Committee – 23 January 2017.

**HA** reported on the content of the meeting and highlighted the following:

The Wellbeing Policy has been reviewed and was recommended for adoption.

A staffing update review has been held.

Professional Development reviews have been completed.

Pupil number in the school were reported.

The pupil capacity numbers for the school have not yet been confirmed by the LA.

**Q – How many children are on the school roll now?**

**A – 76 which includes mainstream pupils.**

It was agreed to try to obtain clarity on the maximum pupil number that **LH** will write to Anita Parkinson to obtain an answer.

*ACTION:* ***LH*** *will write to Anita Parkinson to obtain an answer* *on the question of the maximum pupil number for the school.*

**11. RESOLVED**: that the part one minutes from committees be received with thanks.

**HEADTEACHER’S REPORT, (including Safeguarding, Pupil Premium and Sports Premium Reports).**

The Headteacher’s report had previously been circulated and covered the following items.

The context in which the school works.

**Effectiveness of Leadership and Management (SDP Objective)**

* The SEF ; Whole School planning review for Primary and Secondary phases.
* Work Scrutiny.
* Links with Outstanding schools and empowering staff to lead on new initiatives (including assessment)
* Staff Induction (Mrs A Butchard):
* Triangulation.
* Courses and Training attended by staff.
* Student Placements (Liz Hughes)
* Class Governors

**Teaching, Learning and Assessment**

* Curriculum Reports – (Anticipated long-term impact and time scale/progress over the autumn term and next steps for each subject).

1. English (Mrs G Jones)
2. Maths (Mrs V Gerrard)
3. Science (Mrs Louise Caldwell)
4. PSHE (Personal, Social and Health Education) - (Mrs A Butchard)
5. RE (Miss J Cavadino)
6. Real PE (Miss K Shelley)
7. Move Programme (Miss K Shelley)
8. The Arts (Mrs C Ball):

* Outreach work - Home visits report (Liz Hughes)
* Learning outside the classroom (LOTC)
* Moderation
* Safeguarding: (Mrs A Butchard) - SEE additional safeguarding report to Governors (completed in Dec 16 – Part 2)
* Attendance and punctuality
* Pupil voice: role of our school ambassadors

**Outcomes for Learners**

* Interventions
* Pupil progress
* Accreditation
* Assessment without levels
* Partnership – engagement with parents and carers
* School Asset Management – future jobs

Meeting Dates and Diary dates for events.

As governors had read through the report HA asked if there were any questions or comments from Governors on the report:

**Q – What is Real PE?**

**A – HA explained the philosophy behind the skills that Real PE encompasses other than the physical skills.**

**Q –Why are the school using the Lancashire RE Syllabus?**

**A – This was recommended by HBC and the content of the programme was felt to be most suitable.**

**GW** commented on the Work Scrutiny item and the message contained in the issue with the spelling mistakes that were relayed to the meeting.

**Q – Do we need more information/details on the “I Can” measures?**

**A – HA commented that there is not much more to add to that already noted and gave a brief explanation of the programme and it’s use.**

**Q – Do the school compare the different accreditations to measure progress?**

**A – To some degree – HA explained how the system works and how progress is measured. An example of an element is Science was requested by a governor and HA demonstrated an example to inform governors.**

**Q – What is happening with Moderation as the meeting has been cancelled?**

**A – HA commented internal moderation has continued as planned and external moderation meetings for maths are booked in for this term.**

Governors thanked the Headteacher for the report.

**12. RESOLVED**: that the part one report be accepted with thanks.

**SCHOOL DEVELOPMENT PLAN**

The SEF contains the update to the elements of the School Development Plan and Governors were all sent the current SEF to read through. They were asked to pick out three elements which they felt the school were doing really well, and try to provide evidence in these areas from their own observations through their involvement with the school.

**LH** advised of the need to demonstrate governors knowledge of the SEF and be able to recall examples of how the school is performing against the criteria of the SEF/SDP.

Examples of the governance commitment to the school were quoted and governors then gave examples of their responses to some of the questions that may be asked of them. Examples of the questions that OfSTED inspectors may ask were distributed to the meeting and a blank pro-forma to write down responses.

The SDP will be reviewed at each termly GB meeting.

**REPORTING AND RECORDING OF INCIDENTS**

There were none reported.

It was noted that the register of incidents has been reviewed.

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**POLICES**

The Headteacher advised that the following policies had been reviewed and approved in committees.

Behaviour for Learning (BfL) Policy Special Educational Needs (SEN) Policy

Health and Safety Policy Pay Policy

Staff Wellbeing Policy Review of Local Offer

**DIRECTOR’S REPORT -**  Governors noted the following items in the report:

|  |  |
| --- | --- |
| 2.1 | LADO/Child Protection   * Ensure timely response to any complaints * Ensure school staff are aware of the criteria for LADO * Ensure your school are aware of their requirement to share reports prior to conference and consider how as a school this can be monitored. |
| 2.2 | Schools National Funding Formula   * Consider the schools national funding formula – Government consultation stage 2 * Consider the high needs national funding formula and other reforms – Government response and new proposals for consultation – stage 2 * Respond to both consultations by 22nd March 2017. |
| 2.3 | Early Years National Funding Formula   * Note the changes to Early Years Funding from April 2017/2018 * For schools with early years provision respond to the consultation by 5.00pm on Wednesday, 18th January 2017 |
| 2.4 | Enhanced Provision Procedure   * Note the proposed changes to enhanced provision; and * Respond to the consultation by Wednesday, 18th January 2017 |
| 2.5 | Nurturing Schools   * Consider establishing nurture group within their schools; * Consideration joining the Halton Nurture Network to learn more about the approach nurture and advantages of nurturing schools. |
| 2.6 | Stress Management Policy   * Governing Body to adopt the reviewed policy; * Ensure that everyone including Governors, managers and teachers are aware of their responsibilities in the management of stress; and * Ensure that an annual Team Stress Risk Assessment is carried out and that any arising actions are completed. |
| 2.7 | September Guarantee   * That the above item be noted * That Secondary Schools continue to work with the Local Authority 14-19 Programme Team and engage with NEET prevention strategies to ensure young people have a suitable offer of learning upon leaving secondary school |
| 2.8 | Governor’s responsibility for Religious Education   * Use to support dialogue with school leaders and teachers |
| 2.9 | Hearing Impaired Resource Base at Westfield Community Primary School   * Note the decision to cease admissions to Westfield Hearing Impaired Resource Base |
| 2.10 | Halton’s Local Offer  As part of the SEND Local Area Ofsted Inspection you may be called upon to participate if requested, Ofsted will check the Local Offer arrangements on the Local Authority website and possibly your school website for your school’s SEND Information Report. Governors are required to:   * submit your Annual Review urgently if not already submitted to [tracy.ryan@halton.gov.uk](mailto:tracy.ryan@halton.gov.uk); * regularly review/update your content: * publish your school’s SEND offer on your school website; and contact [tracy.ryan@halton.gov.uk](mailto:tracy.ryan@halton.gov.uk) for a copy of the template or any other advice/support/guidance regarding the Local Offer |

**13. RESOLVED**: that the report be received and the actions noted.

**SIP REPORT.**

The SIP visited the school on 10 November 2016 and the following highlights of the report was read to the meeting by HA.

* Elements of the safeguarding provision were noted to be “exemplary”.
* Staff training updates were noted.
* The Single Central Record is updated termly.
* Policies have been updated to include the recent guidelines.
* The Pupil Safeguarding Policy was written by pupils serving on the school council.
* The Pupil Premium statement has been reviewed and uploaded to the website.
* Data is well presented.
* Pupil numbers and attendance were noted.
* SEF and SDP were noted to be of meaningful and well presented, having impact on school improvement.
* Performance Management reviews have been completed.
* It was noted that the Leadership and Management and Governance were strong.
* Training benefits school improvement and supports the school ethos of continual succession – examples were shared.
* The Learning Walk identified recent improvements.

**FINANCE**

The budget spend is on track at the moment and it was noted that future funding cuts are expected and the next year’s budget will be very tight.

Governors **agreed** the report.

**School Financial Value Standard (SFVS)**

The SFVS is to be reviewed by HA and TL for submission to the LA.

**GOVERNOR TRAINING & VISITS**

The following training and visits were reported by Governors.

Lynne Johnson - Safeguarding Training

- Class visit.

- Nurturing Training

- Domestic Violence Training

Elizabeth Hughes - Governor Induction

Liz Hindley - Chairs Briefing

- Chairs Conference

- Class Visits

- School Assemblies visits

- School Nativity Play

Heather Austin - Chairs Conference

* Chairs Briefing.
* SFVS Training

Tracy Lawlor - E Learning

* OfSTED
* SEN School

**CORRESPONDENCE TO THE CHAIR OF GOVERNORS/CHAIR’S ACTION**

The Chair had received a letter of resignation from Leanne Brownlow which was read to the meeting under the Membership item on Page 2

**DATE AND TIME OF NEXT MEETING**

The next Governing Board meetings will be heldas follows

Tuesday 14th March 2017 @ 5.30pm in Primary 1

Tuesday 2nd May 2017 @ 1;00pm – Summer term meeting

Tuesday 20th June 2017 @ 5.30pm in Primary 2

Sub Committee Meetings:

Premises - Friday 20th January 2017 and Friday 19th May 2017

Personnel: Monday 23rd January 2017 and Monday 24th April 2017

Finance: Tuesday 7th February 2017 and Tuesday 23rd May 2017

Teaching and Learning: Tuesday 7th March 2017 and Tuesday 4th July 2017

**GOVERNOR IMPACT.**

The fact that the school has received a number of awards over the past 3 years, including ‘Enhanced Healthy School’ Expert Centre for the Global Learning Programme and currently looking at the Nurturing School  - Shows a commitment to set aspirational and challenging learning targets for both students and staff.

All students leaving Chesnut Lodge move on to post 16 provision, demonstrating its commitment to instilling the desire for lifelong learning. – This statement is evidence of the effectiveness of setting the challenging aspirational learning standards and the high level of staff support.

Page 4-5 of the SEF talks about the GB challenging and driving the school forward, playing a key role in driving the strategic development of the school and support implementation. – evidence of this commitment is through the willingness to have extra GB meetings (twice termly), the involvement in sub committees and willingness to participate in away-days to work on strategic actions such as the Governor Mark. The adoption of class governor posts and involvement with the PSA.

**Liz Hindley**

Chair of Governors

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of Chesnut Lodge School

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2017

Prepared by Bernard Keogh

Clerk to the Governors

**ACTIONS FROM THE GB MEETING OF 31 JANUARY 2017**

*ACTION:* ***LH*** *will write to Anita Parkinson to obtain an answer* *on the question of the maximum pupil number for the school.*

*ACTION:* ***LH and TL*** *to review and submit SFVS document to the LA.*