



**MINUTES OF THE MEETING  
OF THE FULL GOVERNING BODY OF  
HERMITAGE PRIMARY SCHOOL**

Monday 27 February 2017 at 5.00pm

Papers	Part One Items	Lead	Mins
<b>1</b>	<b>Welcome and Apologies for Absence</b>	<b>JCC</b>	<b>2</b>
<b>Director</b>	<b>Present</b>		
	<b>Reason for absence</b>		
Helen Bailey	/		
Julie Columbine-Corlett (Chair)	/		
Basil Gaynor	/		
Caroline Kenny	/		
Harry Korkou	/		
Brian Donlon	A		
Helen Parkinson Sykes	A		
Helen Ross (Headteacher)	/		
Helen Safill	/		
<b>In Attendance</b>			
Adam Sproston (Deputy Headteacher)	/		
Carole Owen (Clerk)	/		
<b>The meeting met its quorum.</b>			

**Resolved**

**To accept the apologies.**

JCC welcomed HK and BG to the meeting. They both to introduce themselves and outline their skills, experience and reasons for becoming a Governor at HPS.

<b>2</b>	<b>Declaration of Personal or Pecuniary Interest</b>	<b>CO</b>	<b>2</b>
<b>There were no declarations of personal interest.</b>			
<b>3</b>	<b>Governing Body matters including;</b>	<b>LV</b>	<b>10</b>
<b>Docs A</b>			
<b>1. Election of Chair &amp; Vice-Chair</b>			
To appoint			
<b>2. Membership Update</b>			

**Resolved**

**To agree the appointment of Basil Gaynor and Harry Korkou as parent Governors with effect from 27 February 2017 to 26 February 2021.**

**3. Committee membership**

To agree

BD HPS HS HR HK

Finance

1

HPS/FGB/270217

Signed & Dated

Chair of Governors



**MINUTES OF THE MEETING  
OF THE FULL GOVERNING BODY OF  
HERMITAGE PRIMARY SCHOOL**

Monday 27 February 2017 at 5.00pm

HB JCC BD BG CK HK HPS HK

Teaching & Learning

BD + Co-opted Governor  
3 Governors as required

Headteacher Performance Management  
Disciplinary, Appeals, Exclusions, Complaints etc.

**4. Link Governors**

To agree

Area	Staff lead	Link governor
SEN	Adam Sproston	Caroline Kenny
Safeguarding	Helen Ross Ann Vernon	Basil Gaynor
SDP Priority – Maths	Kathryn Davies	Brian Donlon
SDP Priority – Grammar	Jill Cox	Julie Columbine Corlett
SDP Priority – Global Learning	Elizabeth Whittingham Kathy Wilson	Caroline Kenny
SDP Priority – Wellbeing	Adam Sproston	Harry Korkou
SDP Priority – Assessment	Helen Bailey	Helen Saffill
SDP Priority – Middle leaders	Adam Sproston	Helen Parkinson-Sykes
Pupil Premium	Adam Sproston	Helen Saffill
Health and Safety	Helen Ross	Julie Columbine Corlett
Governor Training	Liz Chadwick	Helen Parkinson-Sykes

JCC encourage all governors to review the above from the ToR and check if they felt they were appropriately placed in light of their own skills.

**Action**

**Respond to JCC and HR regarding roles**

**ASAP All**

**5. Governor visits**

To agree

14/3	HK
8/3	HS
20/3	CK
ask HR	JCC

**6. Governor Skills Audit**

To complete

**7. Governor Training Audit**

To note

Induction Training for new Governors: to be organised  
Safeguarding: to be organised



**MINUTES OF THE MEETING  
OF THE FULL GOVERNING BODY OF  
HERMITAGE PRIMARY SCHOOL**  
Monday 27 February 2017 at 5.00pm

**Action**

**Source Training as above**

**ASAP HPS/JCC**

**8. Governance Handbook**

**9. Governor Competency Framework**

To receive and discuss

Governors received both DfE publications above and noted the contents.

**Resolved**

To agree Governing Body matters listed above.

<b>4</b>	<b>Minutes of the Last Meeting</b>	<b>JCC</b>	<b>5</b>
----------	------------------------------------	------------	----------

Doc 1. To agree the minutes of the meeting held on 19 December 2016

**B**  
The minutes of the last meeting were agreed as a true record subject to the addition of Marguerite Murphy in item 6 and signed by the Chair.

<b>5</b>	<b>Matters Arising other than on today's agenda</b>	<b>JCC</b>	<b>10</b>
----------	---	------------	-----------

To note any matters arising and actions required since the last meeting

**Action**

**Circulate dates for learning walks for link Governors**

<b>Who</b>	<b>Status</b>
<b>HR</b>	<b>3.5</b>

**January HR**

**Health & Safety Policy update**

<b>HR</b>	<b>0</b>
-----------	----------

*HR reported that the school had commissioned a H&S review and policy from Ellis Witham, an external provider. The policy provided is being checked and a further meeting is to be held with them to ensure that the policy reflects current practice. This will be returned to FGB upon completion. HR & LC have completed an action plan following which a site visit will be undertaken to complete spot checks.*

**CK: when will the policy expire?**

*HR: probably in 3 years at the end of our agreement with them.*

**JCC: how will this be cascaded to staff?**

*HR: an executive summary will be provided with specific subject training for staff.*

**HK: will there be risk assessments completed?**

*HR: we have these already but review them annually.*

**HK: will Governors have an input?**

*HR: JCC and then it will be circulated to all Governors before final approval.*

**Amend all approved policies prior to publication**

<b>HR</b>	<b>✓</b>
-----------	----------



**MINUTES OF THE MEETING  
OF THE FULL GOVERNING BODY OF  
HERMITAGE PRIMARY SCHOOL**

Monday 27 February 2017 at 5.00pm

**6 Headteacher Update** **HR 15**

1. To receive a verbal update

HR highlighted developments since the last meeting:

- A new child with behavioural issues has been admitted and receiving
- First Aid training has been undertaken by Midday assistant
- A new first aid recording system has been implemented
- Safeguarding training: a weekly update is given to staff in addition to annual training. Governors received the Safeguarding Appendix from the Policy outlining the specific interventions
- NSPCC whistle blowing advice line and safeguarding referral have been issued to staff.

Forthcoming events:

- Fairtrade breakfast 1/3
- World Book day 8/3
- Coding club starting this week
- Robot Workshop this week for 15 children
- Science Week 13/3: BG to make a presentation to children.

**JCC queried the current attendance figure.**

HR: the picture has improved since the last meeting. The precise figures will be provided at the next meeting.

**Resolved**

**To receive the Headteacher's report and note the contents**

**7 Self-Evaluation Summary**

Doc C

1. **To agree judgements**

HR provided an updated and summarised version of the full SES for agreement. She highlighted the areas where the school had changed its judgement. She explained the actions and their impact since the last review of the school's position. She also updated Governors on actions undertaken in relation to areas for improvement at the last inspection.

**The Connecting Classrooms bid has been successful and will enable a link to an international school to be made.**

**JCC: how are judgements verified?**

HR: some internal discussion, external Teaching & Learning review and SIP visits.

Governors queried some of the individual grades and were satisfied at the judgements were accurate.

**JCC asked if there were any specific actions required.**

HR: most areas just require embedding or further evidence to move them from good to outstanding.



**MINUTES OF THE MEETING  
OF THE FULL GOVERNING BODY OF  
HERMITAGE PRIMARY SCHOOL**

Monday 27 February 2017 at 5.00pm

**JCC asked for clarification regarding monitoring the actions required in the areas for further development.**

HR explained the links between the Inspection dashboard, the SES and SDP. These are regularly monitored through lesson observations, learning walks and adjusted as required.

**HK: suggested that cross referencing with numbers to SDP should be inserted.**

**BG: what is the target completion date?**

HR: there is a monitoring schedule for the year and this will be checked for relevance. The end of year will be the final monitoring review.

**Resolved**

**To agree the self-evaluation judgements**

<b>8</b>	<b>School Development Plan</b>	<b>HR</b>	<b>20</b>
----------	--------------------------------	-----------	-----------

**1. To monitor**

Governors queried the implementation and impact of the actions supporting the plan. HR highlighted:

- Explicit teaching grammar is being undertaken in addition to identification through core texts. Assessment of this is being reviewed. STA have just published some standardised tests which may be selected for use.
- Maths: joint planning with TAs is being undertaken on a weekly basis. Reasoning skills including children’s ability to write in a mathematical way is a focus. Governors requested further information regarding the implementation of this. They noted the maths board in the hall.
- Global Awareness: days and training are continuing. See Connecting Classrooms above.
- Assessment: this is being used for Reading, Writing and Maths and is being further embedded.
- Well-being: AS reported that he had been working with Cathy Wilson on new RE(Cheshire East SACRE compliant) and PSHCE schemes (Jigsaw). School Council continues to be active. Staff and Parent Councils have been established.

**HK commented that there had been little emphasis on physical activity and links to childhood obesity.**

AS responded by outlining the use of the Sports Premium.

- Middle leadership: additional time has been given to Middle Leaders for planning and development purposes as well as a whole school area. Increasing the coverage of the curriculum is a focus and includes cross curricular links.

**Resolved**

**To note the implementation of the School Development Plan**

<b>9</b>	<b>Safeguarding (Statutory)</b>	<b>HR</b>	<b>10</b>
----------	---------------------------------	-----------	-----------

**1. To note any concerns**

There are 4 open cases are in school: 1 complex and 3 targeted. There are no children requiring specialist support



**MINUTES OF THE MEETING  
OF THE FULL GOVERNING BODY OF  
HERMITAGE PRIMARY SCHOOL**

Monday 27 February 2017 at 5.00pm

**BG: how are these categorised?**

HR: it would depend on the case. She cited examples of escalation or triggers which led to the differing levels of support being accessed for children. She reported that there were no Children in Need

**Resolved**

**To note the Safeguarding actions.**

**Any Other Business**

**JCC**

**5**

**Date and time of next meeting: Tues 21 March 2017**

**Finance & Premises at 4pm followed by FGB at 5pm**

**The meeting closed at 6.25pm**