

# HERMITAGE PRIMARY SCHOOL

## MINUTES OF THE SPRING TERM MEETING OF THE GOVERNING BODY HELD ON 14<sup>TH</sup> MARCH 2013

### **Present:**

Mrs. J. Birch (JB)  
Mrs. A. Chambers (AC)  
Mr. P. Cresswell (PC)  
Mr. D. Janes (DJ)  
Mrs. H. Jarrold (HVJ)  
Rev. H. Kirk (HK)  
Mr. M. Oliver (MO)  
Miss. E. Whittingham (EW)  
Mr. C Pritchard (CP)  
Miss K Wilson (KW)

### **In attendance:**

Mrs. E. Chadwick (LC) – Clerk to Governors

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### **MINUTES PART ONE NON-CONFIDENTIAL BUSINESS**

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#### **1. APOLOGIES FOR ABSENCE & NOTIFICATION OF ADDITIONAL ITEMS OF BUSINESS**

The following items of additional business were notified:

- Staff surveys
- Parking
- Training Report

#### **2. APOLOGIES**

The following apologies were received:

Mr. R. Dutton (RD)

#### **3. CONFLICT OF INTEREST**

Governors were asked to declare and actual or potential conflict of interest in the business to be considered during the meeting.

No such declaration was made.

#### **4. MEMBERSHIP**

Governors received the resignation of Glenn Hurst and place on record their thanks and appreciation of her contribution over the past 12 months.

#### **5. MINUTES – PART ONE**

The minutes (part one) of the meeting held on 7<sup>th</sup> November 2012 were confirmed as a correct record and signed by the chair.

#### **6. MATTERS ARISING**

There were no matters arising.

#### **7. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**

##### Leadership & Management

Nothing to report

##### Workplace & Environment

Nothing to report

##### Teaching & Learning

Nothing to report

##### Finance

To be covered under other agenda items

##### EIP Links

MO reported that the Governor's Forum Partnership will meet ½ termly from now on and all Governors are welcome to attend. These meetings will be a forum to share ideas and good practice. MO will forward information by email when it is available.

##### Class Links

Governors were encouraged to utilise these links as they are extremely valuable and help Governors to gain an understanding of children's progress and the challenges faced by teachers. It was recognised that where these links work, they work very well.

#### **8. PART ONE HEATEACHER'S REPORT**

Governors noted the commitment to training, particularly in literacy. HVJ thanked Governors for the opportunity to undertake this training by making finances available.

HVJ also thanked the PTA for the fundraising which has enabled the purchase of 4 interactive whiteboards.

EW thanked Mr Dow for running the football teams – without his commitment we would be unable to facilitate this.

HVJ thanked HK for attending the Year 6 residential visit to Min-Y-Don which took place in March 2013.

## **9. A PROPOSAL TO CONSIDER ACADEMY CONVERSION**

### Background

Consideration about Academy conversion was initially driven by discussions surrounding the new housing estates that are being built in Holmes Chapel and this has now developed into asking questions about some of the current frustrations and restraints that we are experiencing with the Local Authority. This has led to considering the benefits that academy conversion could bring.

DJ explained that conversion is a long process with a lot of due diligence around it. Based on feedback from schools that have recently converted it is felt that there is sufficient reason to start to consider this option more formally. The first part of this process requires Governor approval. A working party has been formed (DJ, AC, MO, PC and HVJ) and has put together a presentation which was shown to Governors at the meeting (attached to these minutes).

### Drivers

Following the presentation, discussions took place surrounding the drivers for conversion. All Governors agreed that it has got to have a benefit for the children and also agreed that curricular freedom would be the main benefit to Hermitage. HVJ expressed frustrations with the current LA management systems which prevent us from operating efficiently, particularly in terms of financial planning which makes strategic planning almost impossible.

### Governor Questions

Specific questions from Governors at this stage included:

- Q. Are other schools within our cluster considering conversion?
- Q. Would there come a stage when the LA would not continue to support schools?
- Q. How long would the conversion process take?
- Q. Would we still provide the ASC Provision for the LA?
- Q. Continuity of support for SEN? Would there be any difference?
- Q. Would there be changes to Governor responsibility?
- Q. Are there 3 Governors who would be willing to be trustees?
- Q. Could Staff Governors be trustees?
- Q. What if a trustee resigns?
- Q. Are there terms and conditions for trustees?

It was agreed that it was good that questions are being asked and effort now needs to be put into finding the answers to inform the decision-making process. DJ explained that, at this stage, the only question that was being asked of the Governors is whether there is a mandate to start the review process. It was agreed that there was and that Governors were supportive of

this process. DJ asked if there were any concerns about starting the process of consultation. Governors felt that any reservations at this stage were due to a lack of knowledge.

### Next Steps

The working party are due to reconvene to start to answer the questions that have been asked. It was agreed that all Governors and Staff should be given the opportunity to join the working party.

Consultation will include meetings with staff (with representatives from schools that have already converted), a presentation to parents, a specific email address being created for parent queries, answering any questions that are received.

A communication to all staff and parents should now be put together outlining the scope of the discussions so far and explaining the decision to start the review process.

DJ explained that, once the decision had been made to convert, the process would take approximately 3 months.

## **10. “UNDERSTANDING THE DATA”**

### Raise Online

DJ provided a summary of the Raise Online data for Governors. This information will be circulated following the meeting. In summary:

- HVJ and KS1 staff are looking at progress and attainment in KS1 and the systems that we have currently got in place.
- KS2 pupils are making very good progress.

Raise Online to be added to the agenda for the next Teaching and Learning meeting.

### Ofsted Dashboard

DJ drew Governors attention to this tool and suggested that it may also be useful to draw this to the attention of parents. The dashboard tool does not provide a context and does not show that our data includes 31 SEN children across the school. It was agreed that it is important that parents understand the context of the data in order that they do not negatively compare our data with that of other schools. HVJ to send out this information after Easter.

## **11. SCHOOL BUDGET**

PC shared the 3 Year Budget Plan with Governors (attached to these minutes). Particular attention was drawn to the following points:

- Following close budget management and cost savings the projected carry forward from 2012/13 is £36,558

- The LA have made it clear that the 2014/15 and 2015/16 figures on the 3 Year Plan have no factual basis
- There is a clear reduction in our 2013/14 budget of circa £40K
- The figures for 2013/14 have changed dramatically over the last few months
- The positive carry forward is good news but there is still a lot of uncertainty surrounding future budgets and close budget management is needed

## **12. DIRECTOR OF CHILDREN AND FAMILIES' SPRING TERM REPORT**

Nothing to report.

## **13. GOVERNOR DEVELOPMENT**

The Self Evaluation Audit process is coming to a conclusion, however there is still 20% to complete. PC reported that he would possibly be in a position to feed back to Governors after Easter and to drive the development agenda of moving our Governor skill set forward.

## **14. SCHOOL POLICIES**

There were no policies for approval.

## **15. MEETINGS**

The date of the next full Governing Body meeting is Wednesday 19<sup>th</sup> June 2013 at 4.30pm.

## **16. ANY OTHER BUSINESS**

### Staff Survey

HVJ explained that a staff survey had not been undertaken for some time. Governors felt that it was a good idea to gather and understand the views of staff and asked HVJ to action this during the Summer Term. Governors also asked that questions regarding Governor Class/ Subject Links be included within the survey in order that improvements can be made if and where necessary.

### Parking

Traffic officers from Cheshire East have undertaken a parking survey and produced a provisional plan for dealing with the problems that are currently being experienced (parents parking over residents' drives, parking on pavements, parking on corners etc). The plan includes 2 taxi bays, the addition of double yellow lines to the other bay and the far roadside, and a bus stop outside the pedestrian gates. It was felt that there would be problems with the bus blocking the road if the bus stop was to be introduced. It was also agreed that it was unnecessary to put yellow lines into the bay as this was a useful parking area. Governors agreed that yellow lines on the

corners of the bays would help to stop parents parking on the pavements here. HVJ to feed this information back to the LA and to request that further plans are drawn up.

Training Report

PC circulated a training summary (attached) and requested that Governors inform him of any amendments as the LA does not seem to hold accurate records.

\_\_\_\_\_ Chair

\_\_\_\_\_ Date