



**Minutes of the Meeting of the
FULL GOVERNING BODY
of Hermitage Primary School**

Date:	Wednesday 4 th July, at 4.00pm	
Venue:	Hermitage Primary School	
Present:	Brian Donlon BD Chair Basil Gaynor BG Caroline Kenny CK Harry Korkou HK Helen Bailey HB Helen Ross HR Helen Saffill HS Rebecca Mallon RM	Headteacher
Absent:	None	
In attendance:	Adam Sproston AS Louisa Smith LS John Addison	Deputy Headteacher Clerk

The meeting met its quorum.

Decisions, actions and areas of challenge during discussions indicated in bold text.

Agenda item 1	APOLOGIES FOR ABSENCE
Discussion:	There were no apologies.
Agenda item 2	DECLARATION OF PERSONAL & PECUNIARY INTEREST
Discussion:	HR is a Director of Holmes Chapel Community Partnership
Agenda item 3	DECLARATION OF ANY OTHER BUSINESS
Discussion:	None declared.
Agenda item 4	MINUTES OF THE LAST MEETING OF THE FULL GOVERNING BODY HELD ON 9th May 2018
Decision:	<ul style="list-style-type: none"> i. The minutes of the last meeting of the Full Governing Body held on 9th May 2018 Were approved as a correct record. ii. In accepting the minutes, HR recommended that in dealing with Pupil Outcomes, data specific to year groups should be included in Part 2
Agenda item 5	MATTERS ARISING
Discussion:	There were no matters arising.

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Signed by: B. Donlon (Chair) Date: 10/10/18

Agenda item 6	MINUTES OF THE LAST MEETING OF THE FINANCE AND PREMISES COMMITTEE HELD ON 27th June 2018.
Decision:	That the minutes of the meeting of the Finance and Premises Committee held on 27 th June 2018 be noted for information
Agenda item 7	SCHOOL DEVELOPMENT PLAN
Discussion:	<p>Staff Update The Governing Body received the following updates from staff:-</p> <ul style="list-style-type: none"> • Maths Kathryn Davies up-dated the meeting advising that the focus had been to embed initiatives into the curriculum, such as the use of concrete resources and using calculation guidance. Training had been undertaken for TAs as to how apparatus was used and would want to monitor sessions to gauge impact. Kathryn had also observed Shanghai System of teaching as part of a networking opportunity. HB asked what Shanghai Maths did and was advised that it involved whole class teaching with lower achievers being improved by the higher attainers. • Literacy Helen Bailey and Gill Cox outlined initiatives aimed at raising progress in reading and writing. They stressed the need to monitor and observe and ensure all initiatives were embedded. BG asked about target dates for when initiatives were to be embedded and was advised that it was an ongoing process but staff were happy that there was now a consistency of teaching across the whole School. • Global Learning Elizabeth Whittingham outlined work done by the pupils involving the wider community. Efforts were being made to make children aware of what they were doing in this context and that they were aware of the impact of the media. • Wellbeing – Staff Helen Ross advised of the impact of behaviour training, the feedback received from the Staff Council. Marking and feedback had been reviewed to free up time. A Staff Survey would be undertaken to ensure that staff feedback was reflected and that staff were involved in any changes. • Wellbeing – Pupils Adam Sprotson advised that emphasis was placed on Pupil Voice as well as getting feedback from the School Council. Emphasis was on healthy living and exercise. A Pupil Survey would be carried out with cluster schools around support for emotional wellbeing. Other initiatives included Get Fit Keep Fit Week, whilst the PSE Policy would be reviewed. The School Nurse had given a talk to Yrs 5 & 6 on growing up. BG asked about the survey and whether it was whole school. HR advised that it was for KS2 across the cluster and the results would stay with Headteachers.

	<ul style="list-style-type: none"> • Leading Innovation The following initiatives had been carried out across the year groups, Viz:- Reception – Flip Learning with parents around phonics – feedback had been very useful. Year 1 – Active Learning. Year 2 – Owing to teacher absence it had not been possible to undertake any initiatives. Year 3 – Flip Learning in Maths. Year 4 – Active Learning but pupils also given some brain break time. Year 5 – Work on Memory – had been very successful Year 6 – Flip Learning around Maths The next step was to give time for staff to develop and continue building on what had been learned. HR thanked staff for all their efforts. <p>Governor Visits BD advised that he had undertaken a Health & Safety Visit and was confident that all aspects had been covered.</p>
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Agenda item 8	FINANCE
Discussion:	<p><u>Budget 2017/18</u> BD advised that the School's 2017/18 Budget had been considered in detail by the Finance & Premises Committee at its meeting on 27th June 2018. The School finances were sound and a small surplus would be used to fund a number of projects.</p> <p>HR outlined how the Pupil Premium monies would be utilised between staffing and a number of support initiatives whilst the Sports Premium monies would be spent on a Multi-Use Games Area (MUGA) and the refurbishment of the School Climbing Wall.</p> <p><u>Budget 2018/19</u> A revised budget which had been updated following an appointment to the teaching staff had been discussed by the Finance & Premises Committee. The budget had been prepared utilising the National Funding Formula model as moderated by Cheshire East Council.</p> <p>For 2018/19 income was anticipated at £1,144,745 against anticipated expenditure of £1,143,921 giving an in year surplus of £825.</p>
Decision:	That the Budget 2018/19 be approved.
Discussion:	<p><u>3 Year Budget Forecast</u> Governors were advised that the DFE required schools to submit a 3 Year Budget Forecast. Current projections for the School showed an anticipated deficit in 2020/21. This was the result of a number of SEN children leaving the School and taking funding with them whilst the School's staffing structure would remain in place. The 2020/21 budget had been prepared utilising the unmoderated National Funding Formula.</p>
Decision:	That the 3 Year Budget Forecast be approved.

Agenda item 9	HEADTEACHERS REPORT		
Discussion:	<p>The Headteacher submitted her Summer Term Report.</p> <p>HR commented that attendance was down owing to parents taking their children out of school for holidays.</p> <p>RM asked if this impacted on learning. HR confirmed this as pupils missed blocks of work which had an impact on assessments.</p>		
Action:	What:	Who:	When:
	That a reminder letter be sent to parents about the impact on learning of taking their children out of school for holidays during the term time	HR	ASAP
Discussion:	<p>Information was also detailed on:-</p> <ul style="list-style-type: none"> • Exclusions; • Behaviour; • SEN; • First Aid; • Health and Safety; • Safeguarding; and • Staffing Structure and Update. <p>Governors commented that the Parent Council continued to do a lot of good work with the School, whilst BD paid tribute to the work done by the PTFA. RM undertook to feedback on this.</p>		
Decision:	That the Headteachers Summer Term Report be noted.		
Agenda item 10	TEACHING AND LEARNING		
Discussion:	<p><u>Assessment Data</u> HR advised that data had been actioned and presented in the Spring Term data and as such there was little to update at this meeting, however, the system would be used going forward.</p>		
Decision:	That the report be noted.		
Discussion:	<p><u>Monitoring Updates</u> HR advised that these were contained in the report for the information of Governors.</p>		
Decision:	That the report be noted.		
Agenda item 11	POLICIES		
Discussion;	<p>The Governors considered the following policies, viz:-</p> <ul style="list-style-type: none"> • Behaviour Police; and • SRE Policy. <p>The Governors had no questions and were satisfied that the Policies were fit for purpose.</p>		
Decision:	That the Behaviour Policy and the SRE Policy be formally adopted.		
Agenda item 12	DATES OF THE NEXT ACADEMIC YEAR		
Discussion:	Governors were advised that the dates of the next academic year were on the School's website.		

Agenda item 13	GOVERNORS
Discussion:	BD advised that this was Caroline Kenny's and Helen Bailey's last meeting as Governors
Decision:	That the thanks and appreciation of the Governors be expressed to Caroline and Helen for all their work.
Agenda item 14	DATES OF FUTURE MEETINGS
Decision:	10 October 2018 28 November 2018 7 February 2019 8 May 2019 3 July 2019