



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD  
OF WESTMINSTER NURSERY SCHOOL, CREWE  
ON MONDAY 25<sup>th</sup> NOVEMBER 2024**

**Governors Present:**

|                 |      |             |
|-----------------|------|-------------|
| Emma Connor     | (EC) | Headteacher |
| Donna Reed      | (DR) | Chair       |
| Liz Austin      | (LA) |             |
| Neil Smith      | (NS) |             |
| Leanne Jennings | (LJ) |             |
| Steve Hogben    | (SH) |             |
| Jill Chadwick   | (JC) |             |
| Graham Chadwick | (GC) |             |
| Linda Buchanan  | (LB) |             |

**Others in attendance:**

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| Maria Wilson | Clerk to the Governors |
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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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The meeting commenced at 4pm with a presentation entitled Getting to Know Westminster Nursery School Through Learning Walks.

| ITEM |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|      | <p><b>PRESENTATION</b></p> <p><b>Action: EC to send the Clerk a copy of the Getting to Know Westminster Through Learning Walks - done</b></p> <p><u>Presentation Discussion</u></p> <ul style="list-style-type: none"><li>• Rationale for Link Governor visits – regularly once per term.</li><li>• Each Governor has their chosen curriculum area to focus on.</li><li>• Why complete Link Governor visits? To fulfil the three core functions of governance. Core function 2 is key to the visits. All Governors were involved in the review of the school's ethos in September 2024.</li><li>• The Learning Walk needs to be defined. Purposes for Learning Walks were listed.</li><li>• Responsibilities were shared. It is important for members of staff to meet the Governors and for the Governors to meet the members of staff.</li><li>• Benefits for members of staff and the Governors were listed.</li><li>• Activities to complete on a Learning Walk were listed.</li><li>• There needs to be a clear focus for the meeting. (It was acknowledged that this can change on the day). The focus needs to be clear, pre-arranged and linked to either the School Development Plan or to develop Governor understanding. Questions should be open-ended.</li><li>• The Learning Walk needs to be arranged before the FGB. Keep a record of the visit to share verbally or in writing at the FGB.</li></ul> |

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|           | <ul style="list-style-type: none"> <li>A Learning Walk can be classed as training. The reports should be sent to GC for the training log. A copy of the report needs to be uploaded to Governor Hub. A Learning Walk tab needs to be created. A paper trail is needed for Ofsted.</li> </ul> <p><b>Action: NS to create a folder on Governor Hub for Governors to lodge their Learning Walk Reports - done</b></p> <ul style="list-style-type: none"> <li>It was noted that Governors need to see both classes. One could be seen in the morning and one in the afternoon. The Caterpillars and Butterflies are different classes. Events can be visited, such as Stay and Play where the relationship between children, parents and teachers are working together. The visit does not have to be in a classroom. It was noted that there is limited time in class to talk with teachers. Teachers are knowledgeable and want to talk to people about their school.</li> </ul> |
| <b>1.</b> | <p><b>APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS</b></p> <p>The meeting was in full attendance.</p> <p>There was one item of additional business to discuss: The school newsletter.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>2.</b> | <p><b>CONFLICT OF INTEREST</b></p> <p>There were no conflicts of interest declared with the business of the meeting.</p> <p>Governors confirmed all declarations and their acceptance of the code of conduct had been completed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>3.</b> | <p><b>ELECTION OF CHAIR</b></p> <p>The Clerk advised the meeting that no nominations for the post had been received in advance of the meeting.</p> <p>Mrs Reed was nominated from the meeting. Mrs Reed accepted the nomination. Governors <b>appointed</b> Mrs Reed as Chair of Governors for the term of one year until the Autumn 2025 FGB meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>4.</b> | <p><b>ELECTION OF VICE-CHAIR</b></p> <p>The Clerk advised the meeting that one nomination for the post had been received in advance of the meeting: Mrs Austin.</p> <p>Mrs Austin was nominated from the meeting. She accepted the nomination. Mrs Austin was <b>appointed</b> Vice-Chair of Governors for the term of one year until the Autumn 2025 FGB meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>5.</b> | <p><b>MEMBERSHIP</b></p> <p>a) Jill Chadwick was welcomed to the Board as a Co-opted Governor for the term of four years from 15.07.24.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|    | <p>Su Garbutt would be appointed to the Governing Board as a Co-opted Governor from the Spring Term 2025.</p> <p>b) There is one Parent Governor vacancy on the Board. An election was held but there was no interest shown. A new election process will be launched in January to try to attract the parent of a new starter.</p> <p><b>Action: EC to complete a Parent Governor election in January 2025</b></p> <p>c) No terms of office are due to expire before the Spring 2025 FGB.</p> <p>d) <b>Action: NS to update Getting Information About Schools (GIAS) and the school website</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6. | <p><b>PART ONE MINUTES AND MATTERS ARISING</b></p> <p>a) The Part One minutes of the meeting held on 15<sup>th</sup> July 2024 and their attendant action log had been shared with Governors in advance. Appendix A 15.07.24 was also circulated with the minutes.</p> <p>The minutes were <b>approved</b> by Governors as a correct record of the discussion held.</p> <p>b) The action list from the Summer 2024 FGB meeting was reviewed and the following noted:</p> <ul style="list-style-type: none"> <li>• Su Garbutt volunteered to become a Governor.</li> <li>• The Parent Governor election would be repeated in the Spring Term 2025.</li> <li>• The school had been victim to an act of vandalism.</li> <li>• There had been a review of the pay scales. It was noted that the change of government had caused a delay on the budget announcement. The trade unions had then disagreed with the pay proposals.</li> </ul> <p>The teaching assistant pay agreement is to be backdated to April 2024.<br/>The Cheshire East Model Pay Policy has been received in school today. The document now needs to be personalised.</p> <p><b>Governor question: Is the Pay Policy changed?</b><br/><i>Response: The Pay Policy is personalised to reflect the school. No major changes can be made because the Policy is approved by the trade unions.</i></p> <ul style="list-style-type: none"> <li>• DR had spoken to Su Garbutt about the Director's Report and its lack of reference to nursery provision.</li> </ul> <p>All other actions had been completed.</p> |
| 7. | <p><b>CHAIR'S ACTION AND CORRESPONDENCE</b></p> <p>No actions had been taken on behalf of the Board under the Chair's Power to Act.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 8. | <p><b>COMMITTEES AND NOMINATED GOVERNORS</b></p> <p>All documents associated with this agenda item: List of individual Governors' names and their functions were uploaded to Governor Hub today in a document entitled <i>TOR 2024.25</i>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|     | <p>a) Governors reviewed and <b>approved</b> the list of functions delegated to the committees and individuals: SEND Governor, Safeguarding Governor, Child Protection and Cared for Child Governor, E-safety Governor, Training Governor, Staff Wellbeing Governor and Headteacher Performance Management Governors.</p> <p>b) Governors <b>adopted</b> the constitution and terms of reference of each committee as approved in the Autumn 2024 committee meetings.</p> <p>c) Governors <b>approved</b> the constitution and terms of reference for the Pay Committee, Headteacher's Performance Management Panel, Complaints Committee, Pupil Exclusions Committee, Staff Grievance Committee and Appeals Committee.</p> <p><b>Action: NS to check and amend the date of agreement on the terms of reference documents</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 9.  | <p><b>GOVERNORS' CODE OF PRACTICE</b></p> <p>The Governor Code of Practice was <b>approved</b> at the July 2024 FGB.</p> <p><b>Action: Clerk to check that all Governors have completed their approval of the annual Code of Conduct on Governor Hub</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 10. | <p><b>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</b></p> <p>a) Governors <b>acknowledged</b> receipt of the Autumn Term 2024 committee minutes circulated via Governor Hub prior to the meeting.</p> <p><u>Premises Committee (07.10.2024)</u><br/>Governors were advised that:</p> <ul style="list-style-type: none"> <li>• The playground work has been completed. There are still snags to be rectified. The company will return.</li> <li>• There was further vandalism over the summer holiday.</li> <li>• Decorating has taken place.</li> <li>• Health &amp; safety procedures have been reviewed and daily risk assessments written.</li> <li>• A premises walk round has taken place.</li> </ul> <p><b>Governor question: Is the roof under discussion?</b><br/><i>Response: Currently the roof is good.</i><br/>Discussion of the roof had been carried forward. The roof work was to stop accessibility and repair damage due to vandalism. The relevant work had been done.</p> <p>Regarding the vandalism it was noted that the perimeter fencing is high. Police were informed.<br/>There is insufficient funding to purchase investigative cameras.<br/>The perpetrators were photographed but identified themselves to the police.<br/>It was noted that this is typical of behaviour in the area.</p> <p><b>Action: Governors and Clerk to refer to the Premises Committee as the Premises and Engagement Committee</b></p> |

**Governor question: The agenda and minutes refer to Premises, and now we are discussing Premises and Engagement, is this a recent change?**

*Response: No, the change was made a while ago.*

**Governor question: Will there be stakeholder engagement training?**

*Response: Part of the Governor Development Plan is for all Governors to complete the Stakeholder Engagement training by the end of this term.*

LJ was curious to investigate around the break-in in the summer and to develop engagement.

EC advised Governors that the school has good local neighbours who phone the police.

Discussion revolved around the need to development engagement to ensure the future of the school. Engagement, especially, from people who could support the school financially.

Engagement needs to be celebrated and recorded.

The school offer to the community goes over and above that available from 9am to 3pm.

**Governor question: Is engagement mentioned in the school newsletter?**

*Response: It is.*

#### Curriculum Committee (22.10.2024)

Governors were advised that:

- Data was reviewed. 2-year-old pupils are working to develop their self-help, sharing and taking turns. 3-year-old pupils are developing their fine motor skills and writing in line with the School Development Plan target.
- Capacity in certain areas was discussed.
- SEND, SEND identification and grouping were discussed.
- EAL (English as an Additional Language) numbers are high – 64%. This is not as high as before but with the proviso that, after Christmas, numbers will increase. The Autumn Term always has the lowest figures.
- The school has secured the support of an Educational Psychologist. It is important for them to visit the school and see the pupils in situ.

#### Chairs Committee (22.10.2024)

Minutes were taken at this meeting but are not shared with Governors on Governor Hub, because of their nature.

Governors were informed that:

- Staffing was discussed.
- Safeguarding was discussed.
- The SDP was discussed.
- A Governor Development Plan is in place.
- The post-Ofsted action plan was discussed.
- There was an agreement to complete an annual staff survey.
- Appraisal of members of staff was discussed.

- The Headteacher's performance management was discussed.

b) **Action: Clerk to remove the 'Any recommendations requiring the approval of the FGB' item from the FGB agenda**

c) SEND Link Governor Report (copy shared in advance)

- The school's management of SEND is very rigorous.
- A learning walk was completed where concerns regarding capacity were raised. Governors were informed that, because the class teacher is on maternity leave, EC is picking up much of the SEND work. She is not only involved in identifying pupil need but also completing the relevant documentation.  
EC has agreed to liaise with DR if she is struggling with workload.
- It is increasingly difficult to secure an education health care plan (EHCP) for a pupil both locally and nationally.  
Cheshire East is at crisis point because of the cost of funding EHCPs. EHCPs will be difficult to secure until the current funding situation is resolved.

**Governor question: How are children identified?**

*Response: Westminster Nursery has 10 children on the SEND register who are on individual plans. There is one child in receipt of top-up-funding. School has had to gather more evidence to apply for further support for the child.*

The school does need more members of staff.

**Governor question: Does the school pay for the Educational Psychologist?**

*Response: No, the person makes a half-termly visit.*

**Governor question: Is this additional support?**

*Response: It is a reciprocal arrangement. Westminster Nursery supported the person through their training. The arrangement is very flexible.*

Governors were informed that one element of the Cheshire East SEND Plan is to train 5 Educational Psychologists.

EC informed Governors that on 26.11.2024 she is at a meeting between Headteachers and the new Cheshire East Director of Service. The meeting will discuss SEND.

LB advised Governors that she is completing Sensory Difficulty Awareness Training through her work. She will share any relevant documents with Governors.

It was noted that:

- The sensory room has made such a difference to the school.

Safeguarding Link Governor Report

DR shared the following information with Governors:

- She completes half-termly meetings with the Headteacher.
- The single central record was discussed during the last meeting.

- General safeguarding training had been undertaken by members of staff, delivered by the Headteacher. (The slides had been shared with Governors in Governor Hub.)
- Two members of staff have completed/updated their Basic Awareness training.
- The Designated Safeguarding Lead (DSL) and the Deputy DSL have completed their enhanced PREVENT training online.
- There are a total of nine pupils with safeguarding concerns. One pupil was added last week.
- Most of the pupils have a safeguarding concern related to domestic violence.
- EC sends weekly safeguarding reports to DR and the DDSL.
- Safeguarding is an item on all Chair's Committee and FGB agendas.
- A realisation that, as Safeguarding Link Governor, DR should undertake safeguarding training annually. The last time she completed safeguarding training was July 2024. DR will repeat the training in Spring 2025.

**Governor question: Does the school use PRIME?**

*Response: PRIME is used to report accidents in school.*

**Governor question: Does the school use CPOMS (Child Protection Online Management System)?**

*Response: It doesn't. CPOMS was discussed two years ago, and the cost was too much at that time.*

**Governor question: How much does it cost?**

*Response: It is over £1k.*

**Governor question: Is that all? Does the school have a set of priorities or a wish-list which could be taken out to potential sponsors?**

*Response: A sensory room and improving the outdoor area were more of a priority in the preceding years.*

**Action: Governors to send a list of known local businesses/individuals who could become sponsors of the school to EC**

CPOMS was explained to Governors.

Governors expressed the view that using CPOMS would be preferable to completing the work manually. They wished to pursue its use and costs.

**Action: EC to give serious consideration to the purchase of CPOMS - done**

**Governor question: Is it right that PREVENT training should be completed every four years?**

*Response: The Safeguarding Children in Educational Settings (SCiES) team recommends completing PREVENT training annually. Governors only need to complete the Awareness module.*

The Clerk also advised Governors that it is best practice for them to complete annual safeguarding training.

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|            | <b>Action: Governors to complete safeguarding and PREVENT training annually</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>11.</b> | <p><b>FINANCIAL MATTERS</b></p> <p>a) The Finance Report 04.11.24 was shared with Governors in advance. The revised budget is healthy. Money had been able to be set aside for future staffing costs and their implications. The 2023-2024 SFVS (School Financial Value Standard) had been given a Good Assurance. The highest rating possible. Purchase limits were set between £500 and £1500. A third signatory was agreed for cheques.</p> <p>b) There is £16,816 in the Unofficial School Fund account. This money has accumulated from snack payments and fees paid into school. The money is spent paying for breakages and the payment of additional hours. The money is periodically transferred to the main school budget.</p> <p>c) The auditor for the Unofficial School Fund account for 2024-2025 will continue to be Pat Le Grice. After item h) it was noted that the Unofficial School Fund Audit certificate is on Governor Hub</p> <p>d) Progress against the three-year budget formed part of the finance papers for the FGB. The school monitors its income v expenditure termly. In Y1 (2024-2025) the school is in the black. Currently in Y2 the school is in deficit. However, there are plans in motion to reduce the Y2 deficit. In Y3 there is an even greater deficit. Governors were advised not to worry about Y3 as much of the government funding has not been released yet. Governors were advised that in-year adjustments will put the school into a healthier financial position as we forecast pupil numbers conservatively.</p> <p>e) JC and NS will complete the SFVS prior to the 31<sup>st</sup> March 2024 submission date.</p> <p><b>f) Action: LA to review the Asset Register</b></p> <p>g) JC will review the Manual of Internal Financial Procedures in the Summer Term 2025. The MIFP will need to be updated for the completion of the SFVS.</p> |
| <b>12.</b> | <p><b>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING</b></p> <p>The following documents were shared with Governors in advance:</p> <ul style="list-style-type: none"> <li>• <i>Headteacher's Report Autumn Term 2024</i></li> <li>• <i>The Post-Ofsted Action Plan October 2024</i></li> <li>• <i>The Westminster SDP 2024-2025 Oct RAG</i></li> <li>• <i>The Westminster Nursery School Context and SEF 2024-2025</i></li> </ul> <p>EC guided Governors through the information. Governors noted that the Report was very good.</p> <ul style="list-style-type: none"> <li>• Mrs Clark has achieved her SENDCo qualification. Mrs Clark is starting her maternity leave on Friday 29<sup>th</sup> November 2025. Laura Merrick, an L3 teaching assistant (TA) will cover in Caterpillars. Mrs Smith works Monday and Tuesday in Caterpillars and Wednesday, Thursday and Friday in Butterflies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

EC's teaching commitment has reduced by one morning to accommodate the SENDCo role.

- Staff training has been completed.
- Pupil and staff wellbeing is good. Morale is good.
- The school has some challenging pupils.
- The number of pupils on roll has dropped from 63 in September 2023 to 55 in September 2024.

There is a projected increase in pupils in January 2025.

It was acknowledged that there is currently a low-birth rate.

- NS is working hard helping pupils to qualify for funding.
- Toddle Time in November 2024 was very popular.
- SEND and Safeguarding Link Governors have visited the school.
- Attendance amongst the 2-year-olds has dipped due to seasonal coughs and bugs.
- There are only 4 pupils accessing 30-hours provision per week. This number will increase in January 2025.

**Governor question: Is extra cover needed at lunchtime?**

*Response: Yes, two members of staff are needed for each session.*

EC continued:

- EAL numbers are slightly lower. However, more than 65% of the school population is EAL.
- There has been a dramatic increase in the number of Pupil Premium children in Early Years, from 3 in September to 11 now.
- Wider engagement has been good this term.
- Westminster Nursery has hosted the local Nursery cluster meetings.
- EC attends School's Forum and has participated in a SEND Funding Working Party for the Local Authority.
- Fundraising, especially for Children in Need, has been good. The school supported the St Paul's Pantry with food collection and has accessed a food parcel for a family too.
- Information about the fire drill is for Governors' information.

Funding rates were queried by a Governor. EC explained that in the DfE documentation they were higher. The Governor asked if this was a supplementary grant. ED explained that Cheshire East have not yet had confirmation of the Maintained Nursery supplementary grant and were waiting for information.

- The school has provided placements for two Manchester Metropolitan Speech and Language students for a week.
- There are also two students attending the school through Safer Opportunities.

**Governor question: As the only state Nursery provision in Cheshire East, could the local MP be invited in to attend the playground opening and to discuss funding?**

It was **agreed** that he could be invited to cut the ribbon in the playground.

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|     | <p>EC responded that she had attended a Headteacher Conference in London, where they were told that there would be a spending review in Spring 2025.</p> <p>Reference was made to the Director's Report Item 2.2, the Early Years Funding Review. If Mr Naismith, MP, was invited to the school, he might know about local sources of funding which could be accessed. The importance of discussing the additional costs of addressing vandalism with Mr Naismith was raised. Mr Naismith had been a Governor at the school and knew the school well. This had been discussed in Chair's Committee, alongside writing to the Education Minister, who seemed to think nursery education was important.</p> <p>EC added:</p> <ul style="list-style-type: none"> <li>The post-Ofsted action plan had been written as an immediate response to our inspection. In Chair's Committee it was discussed whether this would be a four-year plan or shorter. Elements of the plan have been developed and there is nothing more the school can do. It is therefore moving forward with new priorities.</li> </ul> <p><b>Governor question: Have the actions been embedded?</b><br/> <i>Response: One action is being monitored. The curriculum development has been completed. One action has not been achieved fully– the strategy to fulfil the teaching team. The school is looking to progress skills amongst the teaching team. Some training has been completed. There is more training to do. Examples given were writing and the development of fine motor skills. This action has been fed back into the SDP.</i></p> <ul style="list-style-type: none"> <li>The SDP is RAG-rated. Anything categorised green is completed; amber has been started but not completed and red has not been started. It was noted that the school still has two terms to complete outstanding targets.</li> <li>The SEF (Self-Evaluation Form) has been updated. The school is still graded Good. EC is confident in her judgements. The Ofsted strands continue to be used.</li> </ul> |
| 13. | <p><b>SCHOOL IMPROVEMENT PARTNER</b></p> <p>There was no report to receive as the School Improvement Partner is not scheduled to visit until 6<sup>th</sup> December 2024.</p> <p>The School Improvement Partner for 2024-2025 is Tim Nelson.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 14. | <p><b>DIRECTOR'S REPORT</b></p> <p>The Autumn Term Director's Report had been circulated at the start of the term and relevant items discussed in committees as appropriate.</p> <p>It was noted that not many items referred to Nursery provision. The Clerk suggested that the weekly School Bulletin might contain more relevant information for the provision.</p> <p><b>Action: Governors to look for relevant items in the School Bulletin</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|     | <p>Item 2.2 was discussed.</p> <p>EC attends Schools' Forum meetings so understands the funding situation for the school.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 15. | <p><b>GOVERNOR DEVELOPMENT &amp; TRAINING</b></p> <p>The following documents were shared in advance:</p> <ul style="list-style-type: none"> <li>• <i>The Governance Development Plan 2024 5</i></li> <li>• <i>Westminster Nursery School Governor Training Records Nov 2024 v3</i></li> </ul> <p>The following discussion took place:</p> <p>a) The Governance Development Plan had been RAG-rated:</p> <ul style="list-style-type: none"> <li>• Stakeholder knowledge - green</li> <li>• All training (stakeholders) – amber</li> <li>• Annual schedule – green</li> <li>• Outcomes are evidenced – green</li> <li>• FGB attendance – green</li> <li>• Outcomes addressed with specific actions to inform development plans – green</li> <li>• Increased visibility of governors at school events – green</li> </ul> <p>Two dates were shared with Governors – Stay and Play Tuesday 10<sup>th</sup> December morning and afternoon and Tuesday 17<sup>th</sup> December – Christmas performance. Anyone wishing to attend the Christmas performance needs to let NS know. <b>Action.</b></p> <p>Understanding school strategic priorities had also been RAG-rated:</p> <ul style="list-style-type: none"> <li>• Governor input to the SDP - green</li> <li>• SDP published for Governors to read – green</li> <li>• Sections addressed within committee minutes – green</li> <li>• HT Report to termly FGB meetings – green</li> <li>• All Governors Early Years training – red</li> </ul> <p><b>Action: DR/GC to flag up training for Governors</b></p> <p>It was noted that the version 3 document on Governor Hub was now redundant.</p> <p>b) According to the training records:</p> <ul style="list-style-type: none"> <li>• Five of the nine Governors have completed the stakeholder training. Governors not having completed the training advised the meeting that they aim to have it finished by the end of term.</li> <li>• Three Governors have not completed the safeguarding training. (Unless they have done it but not notified GC.)</li> <li>• Two Governors have not completed the PREVENT training. (Unless they have done it but not notified GC.)</li> </ul> <p>There was discussion of the frequency and timing of completing statutory training. It was <b>agreed</b> that it would be completed annually in the Autumn Term.</p> |

**Governor question: What is our deadline for this year?**

**Action: Governors to complete their PREVENT and Safeguarding training by the end of the Spring Term 2025**

**Action: Governors to complete their PREVENT and Safeguarding training in Autumn Term from 2025 moving forward**

It was **agreed** that a training record would be posted on Governor Hub three weeks prior to an FGB for review. Governors would then notify GC of any updates to be made. The final training record would be shared on Governor Hub two weeks prior to a meeting.

- c) No independent (i.e. not agreed as part of the Governor training schedule) training was listed by individual Governors.

Feedback was given from the Stakeholder training:

- Governors need to listen to members of staff and pupils.
- Consult.
- Inform members of staff of any decisions made.
- Keep the school vision front and centre during visits.

One Governor enjoyed the training, finding it very thought-provoking. The course encouraged them to visit more and to keep a record of their visit(s).

**Governor question: Did Governors find that there were some things they knew but some they did not recognise?**

*Response: Yes. Governors added that they are more involved than they had anticipated.*

- d) It was **agreed** that Learning Walks and the presentations at the start of meetings should be added to the school's training record.

The following Learning Walks were discussed:

- LA apologised that her walk had not happened yet due to postponing at the school's request.
- SH had uploaded his report to Governor Hub today. He looked at the outside environment. The aim was to examine the impact of the improvements on children's development. He spoke with two members of staff, the Headteacher and NS. Impressions of the outside environment were positive. Suggestions were made. The segregation of areas was applauded. One suggestion was to engage more widely, the example used was the Cheshire Wildlife Trust. A further meeting will be held when the weather is better.
- Jill Chadwick visited in the morning. She was delighted in Butterflies, where children listened and were attentive. Their division into two groups was very well organised. All pupils sat and listened. They were very animated. The Blue Group made suggestions and used hand signs. There are two groups for home-time. Pupils sing and enjoy other activities.

LB left the meeting at 6.05pm.

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|     | <p><b>Governor question: Are you available on Monday 9<sup>th</sup> December in the morning to join a meeting?</b><br/> <b>Response:</b> I am (LB).</p> <p>JC continued:</p> <ul style="list-style-type: none"> <li>• The behaviour and approach to learning witnessed was embedded. It was not a one-off.</li> <li>• Pupil voice was collected.</li> <li>• EC's concern that the children would not sit for long enough was unfounded. The children were very impressive. What was seen was routine.</li> </ul> <p>LJ had visited the Caterpillar Room to observe equality and diversity. She noted:</p> <ul style="list-style-type: none"> <li>• There was a feeling of belonging even where children had 1: 1 teaching. Staff were very engaging and had a bond with the whole group. No one was excluded.</li> </ul> <p>Recently children in the group are more confident and they understand more. There were no signs of anxiety. Engagement was total. Children were playing together and sharing. There was a circle of engagement and friendship. Chalking was done.</p> <p>In the Butterfly Room the children were involved in snack-time. This was a routine class task looking at what they were learning now and what would come next. There was an enthusiasm amongst members of staff and children.</p> <ul style="list-style-type: none"> <li>• GC will complete his visit this week.</li> <li>• DR had visited a gross motor skills lesson with KIXX's football. This was a 35-minute lesson outside. The children focused for about 35 minutes. The last 10 minutes of the session was focused on the SEND children. Their work revolved around balls and bubbles. The lesson was totally inclusive. Children clearly followed instructions. The company used was excellent value for money.</li> </ul> |
| 16. | <p><b>SCHOOL POLICIES</b></p> <p>The following policies were listed for approval:</p> <ul style="list-style-type: none"> <li>• Safeguarding and Child Protection Policy and Procedures</li> <li>• Pay Policy for Teachers</li> </ul> <p>The following <b>statutory</b> policy had been reviewed in committees and was <b>approved</b> by the FGB:</p> <ul style="list-style-type: none"> <li>• Safeguarding and Child Protection.</li> </ul> <p>The Pay Policy cannot be approved as it has only just been received by Cheshire East.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 17. | <p><b>INSET DATES FOR 2025/26</b></p> <p>Governors <b>approved</b> the 2025-2026 term dates.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|     | <p>Governors <b>approved</b> the scheduling of the INSET days in September 2025, February 2026 and June 2026.</p> <p><b>Governor question: Are the dates on the school website?</b><br/> <i>Response: They are.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 18. | <p><b>MEETINGS</b></p> <p>Governors <b>agreed</b> the date for the Spring Term 2025 meeting as:<br/> <b>Monday 3<sup>rd</sup> March 2025 at 4pm.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 19. | <p><b>ANY OTHER BUSINESS</b></p> <p>Engagement was discussed again.</p> <p><b>Governor question: Is the school newsletter only published in English?</b><br/> <i>Response: It is.</i><br/> <i>The school tried to use the Google translate tool, but the translation was wrong.</i></p> <p>The Governor noted that it would probably get more parents on board with the school if they could read the newsletter.</p> <p><b>Governor question: Do we want to include a small section in the newsletter from Governors?</b><br/> <i>Response: This is already done in the summer term.</i><br/> The Governor responded that maybe something less formal could be included, perhaps an observation from one of the learning walks.</p> <p><b>Action: EC to consider using parents to support the translating of the newsletter into other languages</b></p> <p><b>Action: EC/DR to include a short Governor section to the newsletter</b></p> |

The meeting moved to Part Two.

The meeting closed at 6.28pm.