

**MINUTES OF A MEETING OF THE GOVERNING BODY OF  
ST ANNE'S FULSHAW C OF E PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 20<sup>TH</sup> OCTOBER 2015**

<b>Governors Present:</b>	Claire Carter	Chair
	Clare Daniel	Headteacher
	Anne Baker	Left at Item 16
	Katie Davis	
	Natalie Lloyd	Left at Item 11
	Alan Wilson	
	Rev Paul Smith	
	Daniel Baker	
	Wendy Clark	

<b>Also in attendance:</b>	Tajinder Juss	Clerk to the Governors
	Penny Bowker	Associate Governor
	Jonathan Vose	Associate Governor
	Rev Laura Rhodes	Observer

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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The HT made a presentation on the data for 2014/15.

**EYFS**

63% of children achieved a good level of development (GLD). The national figure is 66%. There are 17 areas of learning across the Early Years and in all of those areas of learning every child made better than expected progress.

All of the children who did not achieve the GLD, if they were not already on the SEN register, now are. There are many interventions in place for them as they move into Year 1.

The HT reported that in the current Reception class (2015/16 cohort) has a high proportion of children with additional needs. The school is already providing interventions and support for these children.

**Year 1**

In the phonics screening in Year 1, 74% reached the expected standard. This cohort had particularly low attainment on entry to school. Those children who retook their phonics screening in Year 2 all met the expected standard.

**KS1**

Despite the high proportion of pupils with SEN in this cohort, there has been exceptional stability (for our school) with 100% of the pupils receiving three years of high quality education at the school. Every pupil achieved Level 2+ in Reading and Maths

In Writing, the proportion of pupils attaining Level 2+ was slightly below average, however attainment improved overall.

The proportion of pupils attaining Level 3 in reading, writing and maths was above average in all areas.

The average point score (APS) in reading and maths was significantly above average and in writing was broadly average. Overall the KS1 results were very good with no underperformance and pupils achieving at or above the national average.

## KS2

In Year 6 children's attainment was broadly average. Of the cohort of 20 children one child did not take the test. Of the 20 children, 5 were boys and 15 girls. The proportion of children achieving Level 4 was slightly below average. Six children missed the boundary level mark by one or two marks in maths.

**Governor Comment: *The results were better than expected given the profile of the cohort and their individual entry points. From the Ofsted Inspection Dashboard there were no weaknesses identified in the data set.***

The HT reported there were issues with the writing moderation and the LA has now confirmed that they will not be using the company again. Of the writing moderated schools in Wilmslow, all children assessed by their own school as attaining Level 6 were moderated down to Level 5.

The HT was thanked for the presentation.

		Actions
1	<p><b>APOLOGIES &amp; ADDITIONAL AOB ITEMS</b></p> <p>The Governing Body agreed that the apologies for absence received from Nicola Cathery and Catherine Guy be accepted.</p> <p>AOB was agreed as:</p> <ul style="list-style-type: none"> <li>• Kitchen</li> <li>• Prospectus</li> <li>• Anniversary Year for the School</li> <li>• Race for Life</li> </ul>	
2	<b>CONFLICT OF INTEREST</b>	

	<p>Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting. No potential conflict was declared.</p> <p>Annual declarations were completed by the governors present.</p> <p>Governors were reminded to return their completed annual declarations to the school.</p>	Nicola
<b>3</b>	<p><b>ELECTION OF VICE CHAIR</b></p> <p>Governors agreed that the term of office for the Vice Chair of Governors would be 1 year and until the autumn term 2016 FGB.</p> <p>The following nomination was received in advance of the meeting: Daniel Baker.</p> <p>Daniel accepted the nomination and was duly appointed as Vice Chair of Governors until the autumn term 2016 FGB.</p>	
<b>4</b>	<p><b>MEMBERSHIP</b></p> <p>The following changes to the membership of the Governing Body since the last meeting were reported:</p> <p>Catherine Guy, will be resigning from her position as LA governor following this FGB meeting.</p> <p>The FGB will approach SGOSS to recruit a replacement.</p> <p>Following this meeting Penny Bowker, an associate governor, will be stepping down from this role. The Chair presented Penny with a gift from the FGB thanking her for her dedication and hard work to the FGB.</p> <p>The FGB appointed Jonathan Vose as an associate governor for a term of one year to be reviewed annually with voting rights. Jonathan was appointed to the Resources Committee because of his experience and expertise in the area of building and planning.</p> <p>On behalf of the FGB the Chair presented Wendy Clark with a long term service award gift from the FGB.</p> <p>Rev Laura Rhodes attended the meeting as an observer.</p> <p>The Governing Body will have 1 LA governor vacancy.</p>	Chair
<b>5</b>	<p><b>PART ONE MINUTES AND MATTERS ARISING</b></p>	

	<p>The part one minutes of the meeting held on 19<sup>th</sup> May 2015 were confirmed as a correct record, and signed by the Chair.</p> <p>The action log was reviewed and updated.</p> <ul style="list-style-type: none"> <li>• Following the resignation of Catherine Guy a new safeguarding governor will need to be appointed.</li> <li>• Governors are in the process of completing the online PREVENT training.</li> <li>• Nicola Cathery is due to attend the LA Exclusion Training course in November 2015.</li> </ul>	<p>Chair</p> <p>ALL</p> <p>NC</p>
<b>6</b>	<p><b>CHAIR'S ACTION</b></p> <p>The Chair reported that she has completed a reference for the HT which was requested by Ofsted.</p>	
<b>7</b>	<p><b>COMMITTEES AND NOMINATED GOVERNORS</b></p> <p>a) Membership of committees for the 2015/2016 academic year has been circulated.</p> <p>b) Chairs to standing committees will remain as at present.</p> <p>c) The delegation planner has been reviewed.</p> <p>d) The terms of reference for each of the Governing Body standing committees as circulated were approved.</p> <p>e) The terms of reference for the Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee and Staff Appeals Committee were approved.</p> <p>f) The following governors were appointed to carry out the Headteacher's Performance Management: Claire Carter, Nicola Cathery and one vacant position. The external adviser was agreed as Fiona Burke-Jackson.</p>	
<b>8</b>	<p><b>GOVERNORS' CODE OF PRACTICE/GOVERNORS' CHARTER</b></p> <p>The FGB have in place a Governors' Charter which governors are aware of.</p> <p>The Chair will check the FGB Charter has been updated in response to the publication in August of the Statutory Guidance to the Constitution of the Governing Bodies of Maintained Schools, to include the commitment by the Governing Body to publish on the school website up to date governance arrangements, including details of each governor's appointment and any relevant business/pecuniary interests.</p>	<p>Chair</p>

9	<p><b>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</b></p> <p>The following committee minutes were received:-  Aims and Achievements Committee 22.9.15  Resources Committee 25.9.15  Personnel, Pay and Performance Committee 2.10.15</p> <p><u>Aims and Achievement Committee</u>  The committee Chair provided an overview of the meeting:</p> <ul style="list-style-type: none"> <li>• The data was reviewed and discussed.</li> <li>• The new marking system was reported as positive particularly for the younger children.</li> </ul> <p><u>Resources Committee</u>  The committee Chair provided the FGB with an update on the building project at the school:</p> <ul style="list-style-type: none"> <li>• Planning permission has been gained.</li> <li>• From approaching contractors to mobilise the project over the summer 2015 it was evident that the costs were too high and not within budget.</li> <li>• As a result a number of smaller local contractors have been approached and about 6 or 7 tenders received.</li> <li>• The school have now received a tender within budget.</li> <li>• The budget for the project is £49,000 including contingency.</li> <li>• The budget estimate is about £46,000.</li> <li>• The contractor is prepared to accept a fixed price for the work.</li> <li>• The work will begin when the contractor next has availability. It is hoped this will be about February 2016.</li> </ul> <p>There were no committee reports to receive.  There were no recommendations requiring approval.</p> <p>The following links from Governors with special responsibilities have been carried out:  RE  Art  SEN  Pupil Premium  Numeracy</p> <p>The following reports are due to be included in the dropbox:  RE  Art</p>	<p>NC  KD</p>
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	<p>SEN</p> <p>The following reports are available in the dropbox:  Pupil Premium  Pupil Premium report to governors  Numeracy</p> <p>The Numeracy Link Governor, Anne, noted from her visit the following points:</p> <ul style="list-style-type: none"> <li>• The importance of reading skills for maths.</li> <li>• The school has 42% of children with SEN.</li> <li>• Impact of the noise due to the open plan layout of the school.</li> </ul> <p><b><i>There was some discussion previously that subject leadership within the school might move to a faculty model rather than discrete subjects?</i></b></p> <p>This was discussed with staff. Staff felt strongly that they would like to continue with the subject specific role.</p> <p><b><i>Has the External Improvement Partner, Fiona, suggested that the school focuses on a few areas rather than a lot of subjects?</i></b></p> <p>There used to be a rolling program of curriculum development but this was not as effective. Perhaps a thematic approach would work to tie areas together. There is no reason that governors need to be allocated in subject areas, for example, there could be governors allocated to Humanities or the Sciences.</p> <p>Pupil Premium</p> <p>It was noted that all funds from pupil premium are used for staffing support and interventions. There are a lot of children with a high level of need at the school and the TA's (teaching assistant support) and interventions make a significant difference to outcomes for the children. The support available for the children is not just for learning and educational needs but also for the social and emotional aspect for vulnerable children. Of the 17 pupils who were entitled to support through the pupil premium grant in 2014-15, twelve were also on the SEN register.</p> <p><b><i>Who provides the social and emotional intervention?</i></b></p> <p>Penny Naden (Teaching Assistant) works with specific children. However, in this role Penny is then taken away from her class based role which is why the school have submitted a bid to the LA for funding for nurture provision. The social and emotional needs of children at the school are increasing.</p> <p><i>Natalie left at 7pm</i></p>	NL
10	<b>FINANCIAL MATTERS</b>	

	<p>Governors are in the process of reviewing the SFVS for submission in March 2016.</p> <p>A copy of the annual Unofficial School Funds accounts and the audit certificate were received and approved.</p> <p>The appointment of Alistair King as the auditor of the annual accounts for the current year was confirmed.</p>	
<b>11</b>	<p><b>HEADTEACHER'S REPORT AND MATTERS ARISING</b></p> <p>Part one of the Headteacher's report contained the following matters:</p> <ul style="list-style-type: none"> <li>• Outcomes for Pupils – Reported achievement data</li> <li>• Quality of Teaching, Learning and Assessment</li> <li>• Personal Development, Behaviour and Welfare</li> <li>• Effectiveness of Leadership and Management</li> </ul>	
<b>12</b>	<p><b>SCHOOL IMPROVEMENT INFORMATION</b></p> <p>The Chair confirmed that the school have been considered a targeted school this year. The reason for this may be related to the assistance the school requested on a number of occasions last year from the exceptional funding stream. The exceptional funding applications are subject to review by the LA. The Borough SENCO carried out a thorough review of the school procedures and suggested that the school request almost double the amount initially applied for. From the review, the Borough SENCO was surprised that the school had managed so well on the minimal funds, limited staffing and resources presently available to them.</p> <p>However, the Chair reported that the process for applications was not adhered to and changed midway through the application cycle, and consequently the funds were not made available by the LA. This placed the school in a very difficult position. The HT has since written to Mark Bayley, Corporate Manager for Standards and Learning, to raise the issue.</p> <p>The HT reported that following a meeting at the school in the autumn term, Mark Bayley will present the application on behalf of the school to the next SEN panel meeting in November 2015.</p>	
<b>13</b>	<p><b>ATTENDANCE TARGETS</b></p> <p>The attendance target will remain at 97% for 2015-16.</p>	
<b>14</b>	<p><b>TERM DATES</b></p> <p>The term dates for 2016/17 and 2017/18 have been set in line with the local cluster of schools. October half term week is not in line with the CEC term dates. The term dates were set by the cluster when the issue of term dates was under consultation by the DfE.</p>	

	<p>The FGB agreed that the term dates should be set in line with the cluster schools.</p> <p>The Clerk will find out more information if there is any subsequent implication for the term dates.</p>	Clerk
<b>15</b>	<p><b>RELIGIOUS DIRECTION OF THE SCHOOL</b></p> <p>The school is expecting a SIAMS inspection. The Chair noted that the previous SIAS inspection was not positive experience for the school. The school is voluntary controlled and although they have a link to the church the school is not in the same position as a voluntary aided school and would like to understand, with the upcoming SIAMS inspection, the direction the school should take in further developing its religious character.</p> <p>Rev Smith led discussions in the areas that have been identified for further development, such as developing children's sense of spirituality how this aligns with the school's Anglican foundation.</p> <p>Rev Smith noted that there are areas such as liturgy in significant services already in place at the school, and other areas require minor development. The areas of Christian content need to be distinctive and clearly identifiable within collective worship.</p> <p>Following a lengthy discussion the following developments were suggested:</p> <ul style="list-style-type: none"> <li>• Ethos Group to explore the children's sense of spirituality across the school</li> <li>• There will be a worship survey conducted in the autumn term 2015</li> </ul> <p>Rev Smith advised that a school such as St Anne's needs to maintain some kind of Christian ethos as well as serve the whole community which in itself is part of the Christian ethos.</p> <p><i>Anne left at 7.45pm</i></p>	<p>HT</p> <p>HT</p>
<b>16</b>	<p><b>DIRECTOR'S REPORT</b></p> <p>The Director's Report for the Autumn Term 2015 contained the following matters:</p> <p>Message from the Director of Children's Services</p> <ol style="list-style-type: none"> <li>1. Governance and Liaison Update</li> <li>2. Children (Pupils) Missing Out on Education</li> </ol>	

	<p>3. School's Level of Support and Intervention, School Improvement, Partnership and Advocacy</p> <p>4. Attendance Guidance, What's New for September 2015?</p> <p>5. Inspecting Safeguarding Under the New Ofsted Common Inspection Framework from 1st September 2015</p> <p>6. Extremism and Radicalisation Prevent Duty 1st July 2015</p> <p>7. Keeping Children Safe in Education UPDATE</p> <p>8. The Importance of Religious Education</p> <p>9. Virtual School for Cared for Children</p> <p>10. Implications for Schools on the Living Wage</p> <p>11. Model Education HR Policies for Schools and Academies</p> <p>12. Education HR Safer Recruitment Training</p> <p>13. Responsibility of Schools for Learning Outside the Classroom (school visits and overnight stays)</p> <p>14. Consultation on Admission Arrangements 2017/18</p> <p>15. Free Early Education for 2 Year Olds</p> <p>16. Cheshire East Internal Audit – 14/15 School Audit Programme Findings</p> <p>17. Finance update – Salary Overpayment Audit Report (Draft), Schools Financial Value Standard (SFVS)</p> <p>The Clerk highlighted to governors a number of issues, and governors noted the report. The following points were discussed:</p> <p>1.Bad Debt The HT will check if there is a bad debt figure stated in the Scheme of Delegation.</p> <p>2. Living Wage This has been included in the staffing costs in the current budget figures.</p>	HT
17	<p><b>GOVERNOR DEVELOPMENT</b></p> <p>The Training Liaison Governor reported that governor training is recorded and maintained in the dropbox. Governors complete a feedback form.</p> <p>There will be an information sharing session for governors to address the Ofsted School Inspection Handbook. The focus will be:</p> <ul style="list-style-type: none"> <li>• Role of Governors</li> <li>• Leadership and Management</li> </ul> <p>This session will be held on Thursday 12<sup>th</sup> November 2015 from 4 – 5pm.</p> <p>The Chair noted that the SSDP includes a development section for governors and encouraged governors to consider their own areas for development alongside this information.</p>	HT FGB  FGB
18	<p><b>SCHOOL POLICIES</b></p> <p>The following polices were approved by the governing body:</p>	

	<ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Safeguarding</li> <li>• Pay</li> </ul>	
<b>19</b>	<p><b>PLANNED RESIDENTIAL VISITS</b></p> <p>The governing body was informed about the planned residential visit to: Year 2/3 venue and date TBC Year 5/6 to Pensarn Harbour on 3<sup>rd</sup> to 5<sup>th</sup> May 2016</p> <p><b><i>The Year 6 trip is the week before SATs, is this a concern?</i></b> The trip has been booked and letters circulated to parents. This has helped alleviate the stress of SATS week in the past and for this cohort, the school believes that this will again be the case.</p> <p><b><i>Governor Comment: Parents can also make their own decision about whether their children attend the residential.</i></b></p> <p>The governing body received assurance that appropriate risk assessments would be carried out, and approved the visit.</p>	
<b>20</b>	<p><b>ANY OTHER BUSINESS</b></p> <p><u>Kitchen</u> The following details were confirmed:</p> <ul style="list-style-type: none"> <li>• The LA will carry out a full kitchen refurbishment.</li> <li>• The school contribution to costs is £2,300.</li> <li>• CBS will manage the build in consultation with the HT.</li> <li>• There may be a period of kitchen downtime and alternative arrangements will be made depending on the timing of the work which is anticipated to take place in Easter 2016.</li> </ul> <p><u>Prospectus</u> The school prospectus has been updated and was agreed by the FGB.</p> <p><u>Anniversary Year for the School</u> The Chair informed the governing board that 13<sup>th</sup> November 2016 is the 140<sup>th</sup> anniversary for the school and invited ideas / plans to celebrate the school's anniversary year.</p> <p><u>Race for Life</u> The school council have organised a Race for Life which will take place on Thursday 22<sup>nd</sup> October 2015. Governors were informed of the arrangements and assured that the risk assessment is completed.</p>	

<b>21</b>	<b>MEETINGS</b>  It was confirmed that the next full Governing Body meeting would be held at the school on 9 <sup>th</sup> February 2016 at 6:00pm.	
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The meeting ended at 8.25pm

.....Chair

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