

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
ST ANNE'S FULSHAW CE PRIMARY SCHOOL
HELD AT THE SCHOOL ON 9TH FEBRUARY 2016**

Governors Present: Anne Baker
Daniel Baker
Claire Carter Chair
Nicola Cathery
Wendy Clark
Clare Daniel Headteacher
Katie Davis
Natalie Lloyd
Alan Wilson

Also in attendance: Jonathan Vose Associate Governor
Ian Gatie Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

Before the meeting started, Linsey Jackson (SENCo) gave a presentation on the development of special educational needs provision in the school.

- *There are two registers: Initial support and SEN support, both reviewed termly.*
- *There are a number of challenges facing the school, notably that of funding for SEN pupils.*
- *The termly meeting for SENCos is beneficial.*
- *A number of referrals have been made to the speech and language therapy service , but there is a six month wait for appointments.*
- *Teaching staff are accountable for writing their own school focus plan targets.*
- *The course for the national SENCo award has been started.*
- *The paperwork for the conversion of a statement to an Education Health and Care Plan (EHCP) has been completed. A decision is awaited (there is a statutory 14 weeks deadline).*
- *The school has funded the referrals of two pupils to a private educational psychologist as well as purchasing new resources. Four more educational psychologist sessions are planned.*
- *The SENCo is closely monitoring the interventions to assess their effectiveness. She will be including middle and high achieving pupils in interventions, depending on their level and type of need.*

The headteacher commented that the overall percentage of SEN in the school has reduced from 46% to 36% due to the success of interventions introduced.

*The Chair thanked the SENCo for her successful start to the position.
Linsey Jackson left the meeting.*

1. APOLOGIES AND AOB

The Governing Body agreed that the apologies for absence received from Rev Paul Smith be accepted.

The following AOB items were agreed:

- Diocesan surgery on academy status.
- Wilmslow Chairs' Cluster
- Surveys

2. CONFLICT OF INTEREST

Governors were asked to declare any potential pecuniary interest and/or conflict of interest with the business to be discussed during the meeting.

Governors declared that they had no conflict or pecuniary interest.

3. MEMBERSHIP

The following changes to the membership of the Governing Body since the last meeting were reported:

- Catherine Guy has resigned as LA Governor.
- Nicola Cathery has resigned as foundation governor.
- Anne Baker has resigned as a co-opted governor and been appointed as foundation governor.

ACTION: To confirm whether Anne Baker's appointment as foundation governor is by the PCC or Diocese.

The clerk is to confirm the process to nominate Nicola Cathery as LA governor.

It was noted that there will be a vacancy for a co-opted governor, which the Chair will consider.

The following terms of office due to expire before the next full governing body meeting were noted:

Daniel Baker – parent governor – 17th May 2016

Wendy Clark – staff governor – 17th June 2016

Parents and staff will be advised of the respective vacancies and the relevant election processes instigated.

4. PART ONE MINUTES

The part one minutes of the meeting held on 20th October 2015 were confirmed as a correct record and signed by the Chair.

5. MATTERS ARISING FROM PART ONE MINUTES

The Chair commented that the children had enjoyed the Race for Life and had raised the outstanding amount of £2500.

The Chair reminded governors of the need to plan for the commemoration of the 140 year anniversary in November.

6. CHAIR'S ACTIONS

There was nothing to report.

7. PART ONE REPORTS FROM COMMITTEES

The following Committee minutes were received by the Governing Body:

Personnel, Pay and Performance Committee 15.01.16

Aims & Achievement Committee 19.01.16

Resources Committee 29.1.16

The following issues relating to the minutes and reports were discussed:

Aims & Achievement

A governor reported on some e-safety training supplied by Childnet and suggested that it could be of relevance to the school.

ACTION: Nicola Cathery to provide details to headteacher.

This opened a discussion on e-safety and whether the younger pupils should receive a more appropriate message for their age. The headteacher reported that there is currently a whole-school curriculum theme on e-safety as it was known that some pupils had made inappropriate, albeit naïve, use of social media. There have been a number of initiatives to reinforce the safety messages. In order to support parents in the future, it was suggested that the headteacher should forewarn parents that e-safety topics are to be shared with pupils.

ACTION: Headteacher to arrange notice to parents prior to next sessions.

Personnel, Pay and Performance

The Chair reported that the committee had been considering the governor link roles, as a number of governors found it difficult to arrange visits to school. A template will be devised that will enable teachers and governors to, as a minimum, communicate by email. The intention is to publish it by the end of this term and there will be a focus on the core subjects.

ACTION: Headteacher to create template.

The headteacher confirmed that the Whistleblowing Policy was now signposted on the school's website.

Resources

The Chair reported that the draft budget for 2016-17 had been reviewed. It was noted that the funding had been supplemented by £22k from the Authority's exceptional fund. The headteacher commented that there had been unacceptable

delays since the application was made and that she is in negotiation with the Authority for further funding.

The Chair commented that it is anticipated that there will be a positive carry forward from 2015-16 and that these funds had been allocated.

The Chair reported that the anticipated start date for the new build had been put back. A letter of intent has been signed with a start date of 4th July 2016 and completion before the start of the autumn term. The Chair, Alan Wilson, Jonathan Vose and the headteacher will meet to progress the activities.

Governors **approved** the draft budget for the financial year 2016-17.

It was noted that the staffing structure will be considered at the summer meeting.

The headteacher reported that, due to having mixed-age classes, the curriculum plans were delivered over two- or three-year periods and as such were at different stages. All the plans are posted on the school website. It was suggested that this could be signposted to parents.

ACTION: Headteacher to inform parents of the opportunity to see the curriculum plans.

The following reports (published on Dropbox) from governors with special responsibility were received by the Governing Body:

Literacy
Religious Education (RE)

The literacy link governor commented that there are challenges in finding quiet spaces in school as well as the volume of government initiatives.

The RE link governor indicated that there could be changes that would require RE to become part of the national curriculum and that would have an impact on the school's delivery of RE. The headteacher reported that there had recently been a staff meeting that focused on RE.

8. HEADTEACHER'S REPORT – PART ONE

Part one of the Headteacher's Report contained the following matters:

- Outcomes for pupils – current achievement data
- Quality of teaching, learning and assessment
- Personal development, behaviour and welfare
- Effectiveness of leadership and management

9. MATTERS ARISING FROM THE HEADTEACHER'S REPORT

The following issues arising from the Headteacher's report were discussed:

The Chair commented that the new format was good.

A governor was concerned that progress in Year 3/4 was slower than expected. The headteacher explained that the Y3 cohort had only started the new national curriculum this academic year and that the number of statements relating to age related expectations were particularly high for these two year groups. The headteacher is not concerned at this stage, commenting that new tracking data is due shortly. It was noted that Reception pupils had made good progress.

A governor asked about the expected achievement of the Y6 pupils as, by the end of Year 5, 87% had made expected progress in maths, which was lower than in reading and writing. The headteacher reported that of the 15 pupils in Y6, only 4 had started at the school in Reception and that the majority of new arrivals into the cohort had significant levels of need or vulnerability. In a small cohort, each pupil is represented by a proportionally large percentage (7%). Given the distribution of support staff in Year 5 and 6, and the progress made so far this year, the headteacher is confident that the outcomes for pupils will be good.

A governor questioned whether all vulnerable pupils are included in a data category. The headteacher responded that there are a few pupils who are classed as vulnerable that are not in one of the data categories. The staff are aware of those pupils and the reasons for the vulnerability and as such they are monitored discreetly.

A governor asked if the attendance by looked after children (LAC) was lower than average. The headteacher commented that attendance by LAC and pupils eligible for PPG (pupil premium) was in fact good. Overall attendance is good and following the recent register scrutiny the school will now request proof of illness from one family when this is given as the reason for absence.

The Chair commented that the school provides a wide range of extracurricular activities and invited the headteacher to describe an approach taken by another school. The headteacher described the '11 by 11' initiative, whereby the school guarantees that their pupils will have had experience of specific activities by the time they are 11 years old. The headteacher suggested that there is an opportunity to ask the parents and pupils what activities they would like the school to be providing. Following that, a 'guarantee book/passport' could be produced for every pupil to record their 11 experiences.

10. SCHOOL STRATEGIC DEVELOPMENT PLAN (SSDP)

The SSDP had been circulated to governors.

It was noted that while there are still some completed activities to be updated on the SSDP following the FGB meeting tonight, progress towards achieving identified outcomes was currently good.

The Chair commented that the subject link role activity had improved and that the proposed templates should help further.

The Chair has loaded the training log onto Dropbox.

Governors agreed that there had been good progress demonstrated in the SSDP.

11. EXTERNAL SCHOOL IMPROVEMENT SUPPORT

The headteacher reported that there have been three monitoring visits to the school, two by the Authority and one by the Diocese. All reports are loaded on Dropbox.

The headteacher commented that the Diocesan review was a very positive experience and that Jane Brooke agreed with the school's self-evaluation, judging all areas to be at least good with much that is outstanding.

A governor asked the headteacher to explain the comment in the report relating to the pupils' understanding of Christianity in a national context. The headteacher responded that the school had identified pupils' understanding of Christianity as a multi-cultural, international religion as a weakness and so had incorporated lots of opportunities for pupils to explore this during Global Week. Jane's comment referred to their awareness of Anglican tradition in the Church of England within a national framework.

The headteacher indicated that the Authority SIP (School Improvement Partner) visits will continue as the school is classed as 'targeted'. This was as a result of the school not meeting the median progress measures in writing and maths in 2015. She commented that standards at the end of KS2 in 2015 were broadly average and that the Inspection Dashboard data set currently identifies no weaknesses. The continuation of the 'targeted' category will be dependent on this year's KS2 SATs results. The chair enquired as to the impact of the meetings with our SIP. This will be considered further at the next FGB.

12. DIRECTOR'S REPORT

The Director's Report for the Spring Term 2016 contained the following matters:

1. Governance and Liaison update
2. Annual HMI Report; Implications for Cheshire East
3. Education Welfare Service and Academy charges
4. Newly Qualified Teachers
5. Cheshire East Information, Support and Advice Service (CEIAS)
6. Student Safeguarding Groups
7. Hate Crime
8. Domestic Abuse Developments
9. School Trips in Light of Paris Terror Attacks
10. Fair Access Protocol
11. Pupil Premium for Children Adopted From Care
12. Model Education HR policies for Schools and Academies

The following points were discussed:

Item 5: A governor asked if the school distributes the CEIAS newsletters. The headteacher replied that they are sent to those parents who may most need the support of the service.

Item 6: The headteacher reported that a working party of pupils will take part in a child-focused safeguarding audit with the headteacher in March.

13. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT

The following link roles were confirmed.

Natalie Lloyd	Early years
Paul Smith	ICT
Katie Davis	School Council
Nicola Cathery	Safeguarding

The following attendances at training courses were noted.

Ofsted preparation	All governors
Handling complaints	Claire Carter, Daniel Baker
E-safety)
Exclusions)Nicola Cathery
Safeguarding (L1))
Cared for Children)
Prevent	Katie Davis

The Chair asked all governors to complete the Prevent training.

ACTION: All governors to access the online 'Prevent' training module.

The headteacher reported that she had loaded a document on Dropbox relating to the effectiveness of leadership and management – governance. This details a number of questions for governors. The Chair asked all governors to contribute to the questions and post their comments.

ACTION: All governors to access and respond.

14. SCHOOL POLICIES

The following policies were presented to the Governing Body and **approved**:

Health and Safety Policy
Safeguarding Policy

15. PLANNED RESIDENTIAL VISITS

It was noted that dates and venue for the summer term residential for Year 2/3 have still to be finalised. The plan is for a one night visit at a Cheshire OEC (Burwardsley, Beeston or Tattenhall are all being considered).

16. MEETINGS

Governors agreed that the next full Governing Body meeting will be held on 24th May 2016 at 6:00pm at the School.

17. ANY OTHER BUSINESS

The following additional matters were raised and discussed:

- The Chair reported that she will be attending a meeting, on 1st March, with the headteacher at the Church House to explore issues around the academy conversion process. The session will be an individual appointment for the school and it is intended that the options for conversion will be discussed. The Chair will report findings at the summer term meeting.
- The Chair announced that a new group made up of the Chairs of governing bodies in the Wilmslow cluster will be meeting in March.
- Recent surveys reviewed.
 - Parents – Governors agreed that overall the views expressed were very supportive. The few negative comments have been dealt with by the headteacher's summary feedback.
 - Staff – A governor asked for an explanation of the comments about consistent management of behaviour. The headteacher responded that there are a significant number of children who have individual behaviour plans and specific needs, therefore some staff felt it was difficult to agree that the behaviour policy was able to be applied consistently across the whole school.
 - Worship – Also featured appreciative comments.

A governor asked if there would be any changes to collective worship following an analysis of the surveys. The headteacher replied that it would be worth exploring ways in which the local community could support the school, and that she would consider reviewing the range of hymns and songs sung by the children.

Anne Baker left the meeting.

----- Chair ----- Dated