

**MINUTES OF A MEETING OF THE GOVERNING BODY OF ST ANNE'S FULSHAW CE  
PRIMARY SCHOOL HELD AT THE SCHOOL ON 11<sup>th</sup> OCTOBER 2016**

**Governors Present:** Anne Baker  
Daniel Baker  
Claire Carter Chair  
Nicola Cathery  
Wendy Clark  
Clare Daniel Headteacher  
Natalie Lloyd  
Jonathan Vose (part)

**Also in attendance:** Su Garbutt Clerk to the Governors

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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*The Headteacher presented a results, standards and achievement headline data at the beginning of the meeting which is recorded under item 13 of these minutes.*

**1. APOLOGIES AND AOB**

The Governing Body agreed that the apologies for absence received from Mrs Katie Davies be accepted.

Mr Vose had informed the Chair that he would be attending the meeting but would be late.

It was noted no apologies had been received from Mr Alan Wilson or Rev Laura Rhodes.

**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. ELECTION OF CHAIR**

Governors agreed that the term of office for the Chair of Governors would be one year.

The following nomination was received at the meeting: Claire Carter

Following a vote Claire Carter was elected as Chair of Governors for a period of one year.

**4. MEMBERSHIP**

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

Mr Wilson had resigned as a Co-opted governor as of this meeting

Rev Laura Rhodes had been appointed as Ex-officio Foundation Governor

Mrs Wendy Clarke had been appointed as Staff Governor

Governors agreed to co-opt Mr Jonathan Vose as a Co-opted Governor to fill the vacancy created by Mr Wilson's resignation.

The Governing Body currently has the following vacancy:  
One LA governor

The Chair reported she had met with Ms Maxine Drabble who was interested in the LA governor post. The LA panel would be meeting on 17<sup>th</sup> October and it was envisaged that they would agree the appointment of Ms Drabble.

## **5. PART ONE MINUTES**

The part one minutes of the meeting held on 24<sup>th</sup> May 2016 and the extra-ordinary meeting on 11<sup>th</sup> July 2016 were confirmed as a correct record and signed by the Chair.

The clerk noted that the action sheet for the summer term had not been made available for governors. Governors asked that action sheets be produced by the clerk for each FGB meeting and sent within appropriate timescales. **ACTION: CLERK**

## **6. CHAIR'S ACTIONS**

There was nothing to report.

## **7. COMMITTEES AND NOMINATED GOVERNORS**

- a) Membership of committees for the 2016/2017 academic year has been circulated. Governors agreed that Mr Vose would sit on the Resources committee, Ms Drabble would sit on the Resources committee and Reverend Rhodes would be asked to sit on the Pay Appeals and Staff Disciplinary committees.
- b) Chairs to standing committees would be appointed by individual committees.
- c) Link governors roles would remain the same. Mr Vose would link with PE, Ms Drabble would link with IT and Mrs Carter would link with Science.
- d) The terms of reference for each of the Governing Body standing committees as circulated were approved at each committee. Governors ratified these terms of reference.
- e) The terms of reference for the Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee and Staff Appeals Committee were approved.
- f) The following governors were appointed to carry out the Headteacher's Performance Management: Claire Carter, Nicola Cathery Anne Baker. The external adviser was agreed as Fiona Burke-Jackson. All members of this panel had completed the LA training.

***Mr Vose joined the meeting.***

## **8. GOVERNORS CODE OF PRACTICE/GOVERNORS CHARTER**

The school had its own charter which the Chair had reviewed in line with the new NGA code of practice. There were a couple of changes required which the Chair would email to the Headteacher. **ACTION: CC/CD**

Once the document had been updated it would be circulated to all governors who would be asked to sign it and return a copy to the school. **ACTION: ALL GOVERNORS**

## **9. PART ONE REPORTS FROM COMMITTEES**

a) The following Committee minutes were received by the Governing Body:

Aims & Achievement Committee 26<sup>th</sup> September 2016  
Personnel, Pay and Performance Committee 2<sup>nd</sup> October 2016  
Resources Committee 3<sup>rd</sup> October 2016

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

### **Resources**

The Chair reported that the new build was near completion and that the Building Inspector would be visiting on 13<sup>th</sup> October to sign off the project. Governors wished to thank all those involved in driving the project forward.

An official opening ceremony would take place during the afternoon of 11<sup>th</sup> November 2016. Mrs Cathery was asked to publicise this event in the parish magazine. **ACTION: NC**

Governors were informed that the budget carry forward was £2,190 which was the lowest it had been for some time. The Board had previously taken the decision to invest in staff as the children needed the additional input. The 3 year plan figures look worrying in Years 2 and 3 but governors were reminded that the figures in all but the current year were too variable to be accurate.

There would be a need to review staffing in January, but the school was hoping for further funding from the LA due to budget constraints and the higher than average level of additional needs pupils at the school. **ACTION: PPP COMMITTEE**

### **Personnel, Pay and Performance**

Governors were reminded that they should meet with their subject lead as teachers were asked to produce an evaluative document on their subject as part of their professional development. These documents were only available in hard copy and so governors were asked to get these from the Headteacher. **ACTION: ALL GOVERNORS**

Governors were encouraged to have an email exchange regarding their subject if they were unable to meet with the subject lead face to face.

The appraisal of teaching staff had been discussed at the committee and outcomes reviewed and new targets set.

The committee had discussed the class split issues which had arisen at the end of the previous term. These would be added to the Aims and Achievement Committee agenda for the spring term. **ACTION: AA COMMITTEE CHAIR**

### **Aims and Achievement Committee**

The committee had robustly reviewed the data. This had been the main focus of the meeting.

b) There were no other reports from committees for discussion

c) There were no recommendations from committees requiring approval

- d) Mrs Baker had met with Mrs Chapman to discuss maths.  
Mrs Lloyd had visited to school to discuss Early Years and SEN  
Mrs Lloyd had reviewed the PPG report.  
Mrs Davis had met with the school council

Reports from these visits were available in the Governor Dropbox.

The following visits had been scheduled:

Mrs Cathery would be visiting school to discuss Safeguarding  
Mrs Cathery would be visiting school to discuss RE  
Mr Vose would be visiting school to meet with the Eco Club

## 10. FINANCIAL MATTERS

- a) The SFVS was due to be submitted to the LA by the end of March 2017. Governors agreed to ask Ms Drabble to be included in the completion of the document subject to her appointment to the Board. **ACTION: CC/DB/MD**
- b) The Unofficial School Funds accounts and audit certificate were shared and accepted by the Governing Board.
- c) Governors agreed to re-appoint Mr Alistair King as the annual accounts auditor for the 2016/17 academic year.
- d) The Chair of Governors had visited school to review pupil premium. The report for the website required anonymization and would be uploaded when ready. **ACTION: CD**

## 11. HEADTEACHER'S REPORT AND MATTERS ARISING

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

- Outcomes for pupils – current achievement data
- Quality of teaching, learning and assessment
  - Staff changes
  - Monitoring outcomes
  - Assessment
  - Training and development
- Personal development, behaviour and welfare
  - Behaviour concerns and transience
  - Vulnerable pupils
  - Multi-agency meetings
  - Racist incidents
  - Exclusions
  - Attendance
- Effectiveness of leadership and management
  - Subject leadership
  - Curriculum enrichment

**Question: Why is the SENCO role being reduced to 1 day a week?**

*Response: (CD) This was due to a reduction in the number of children this academic year. There continued to be lots of school focus plans which need converting to Education Health Care Plans. The school had more higher-end children this year, but less overall SEN pupils.*

**Question: Regarding attendance, have we noticed any change in the number of pupils going on holiday in term time since the Isle of Wight ruling?**

*Response: (CD) No, we usually get a flurry of requests from Reception parents this term as they don't think when booking holidays that their child will be in school. We will continue to authorise absence in exceptional circumstances.*

A governor commented that they felt the school had been very clear and fair with authorising absence. A lot of local schools had a blanket ban on holidays in term time no matter what the circumstances.

Governors were pleased to note that attendance had been at 97% for the past few years compared to a national average of 95.4%.

### Stakeholder Surveys

Governors were informed that a parent survey would be conducted in January 2017. The staff survey was conducted bi-annually and had been done last year. All survey results were in the governor drop box if governors wished to review them.

#### **Question: How had you found stress levels for pupils around SATS**

*Response: (CD) We don't make a big deal out of SATS. I talk to the pupils at the beginning of the first test. The templates we were given to report back results to parents and pupils had caused some upset as they were worded very badly and make bleak reading for anyone who had not made expected standards. For this coming year we will have some school templates available in case the government issued ones were the same as last year.*

*In terms of actually sitting the SATS we had identified children who may become stressed or overwhelmed during the tests and had put measures in place, such as having an adult sitting with them, or being seated near the exit in case they needed to go out for a breather.*

*Having children playing outside between the tests had worked well and pupils could let off steam.*

*All those who we applied for extra time for had been accepted and this had made a difference for some pupils.*

## **12. SCHOOL IMPROVEMENT INFORMATION**

Mrs Burke-Jackson had visited the school and her report was available in the Governor dropbox.

The school was not a targeted school anymore and had moved to the universal classification.

### Academies

The Chair reported that since the extraordinary meeting held in July, she and the Headteacher had met with other local school who were interested in forming a MAT at the local high school.

#### **Question: Is it still the same local schools interested?**

*Response: (CC) Only those who are still interested attended the meeting as well as one other local school who had already converted. It was a difficult meeting which had been rather railroaded by the academy but we did get some good advice from the external advisor. Since the meeting the local academy had withdrawn, and the next meeting will be more of a surgery with the external advisor to try and produce a draft scheme of delegation and MAT structure.*

*Response: (CD) There are issues still regarding the church element and three schools have resourced provisions which would need to be looked into.*

**Question: In terms of this meeting, is there anything additional we need to discuss?**

*Response: (CC) We do need to decide on what are the “red lines”, the non-negotiables. All of the schools seemed to be very clear on keeping their individuality and not becoming a corporate entity. The key principals we had previously agreed on are still on the table to be discussed at the next MAT meeting.*

### **13. SCHOOL PERFORMANCE**

Governors were reminded that the year on year data booklet was available in the governors' dropbox for them to access.

The summary document was presented to governors and reviewed. The document included national figures and Cheshire East averages. The RAG (red, amber, green) rating was related to the Cheshire East figures.

Governors noted that the school was classed as “Universal” in terms of the Level of Support and Intervention from the local authority. The cohorts at the school were small with varying proportions of additional needs pupils. As such, each child stands for a large percentage compared to other schools that it was difficult to establish trends or compare with other schools.

67% had attained a good level of development (GLD) in EYFS. This was compared to a national figure of 69%.

Two children from the cohort of 20 had been dis-applied from the Year 1 phonics tests which meant that the maximum figure achieved could be 90%.

70% had attained the required level and this was showing as Red in the RAG rating. The national figure for the combined at the end of Year 2 was 91% compared to a school figure of 89%.

6 children had been rescreened this year and of these either there was no previous data for them, or they had arrived from the private sector. Two had not achieved the 32 pass mark, but had achieved 31.

#### Key Stage 1

Reading remained a strength of the school and writing was on a par with national averages. Maths percentages were closing on the national averages and the LA figure. A significant proportion of pupils in KS1 had exceeded the age related expectations in reading and maths. 12% had exceeded the expected level in writing.

The tests for KS1 produced a scale score and the Headteacher reported that the reading results were as teachers had predicted. Maths scores seemed not to reflect where teachers felt the children were as only 2 pupils did not achieve 100 plus. Teachers were looking at those who had done better than expected to see what strategies had been used to ensure that the knowledge was embedded.

**Question: Do parents understand scale scores?**

*Response: (CD) A letter with information around scale scores was sent out to parents which went through assessments for all years. No parents had come and asked for clarification or further information. In KS2 if a child had scored 100 plus then they have met the expected standard. The 110 plus figure (as higher standard) had not been released when this information was shared with parents. The average scale score for the pupils was 103 in reading and 102 in maths and EGPS.*

## Key Stage 2

Governors were reminded that the reading, maths and EGPS were all tests whereas the writing was teacher assessed.

Reading results had been in line with national figures which was a major achievement for the cohort.

Five children had not met the expected standard for writing.

Maths results had really reflected the focussed work done in the school.

The combined score for KS2 reading, writing and maths of 53% was in line with national figures although significantly below the 2015 figure of 70%. This was reflecting the change in curriculum and tests.

Governors were very pleased with the results and felt there had been no surprises in the outcomes.

**Question: Why are we at amber for the KS2 combined figure if we are at the national figure?**

*Response: (CD) This is probably due to the drop from 70% to 53%. There are lots of amber schools this year. We can compare with other local schools when the RAISE Online figures are published. The data is usually released in October but we have no date at present.*

Governors were informed that the progress results had been minus but that the school met the current floor standard.

**Question: Is there a boy/girl split?**

*Response: (CD) Yes, but there are big gender splits across all the cohorts. The school is very boy heavy and has been for a number of years. However, the new reception intake is girl heavy.*

Governors thanked Mrs Daniel for her presentation and asked her to pass on their thanks to all teachers. **ACTION: CD**

- b) Governors were reminded that there was a small cohort for next year and two children would be dis-applied. This would give a maximum achievement of 84%.
- c) **Question: Is the trend of having pupils who are dis-applied likely to continue?**  
*Response: (CD) Possibly. There are 19 pupils in the cohort and of these 5 are transient and 3 have additional needs. The year group had achieved 75% writing and maths at KS1.*

## **14. ATTENDANCE TARGETS**

Governors agreed the attendance target of 97% for the 2016/17 academic year.

## **15. DIRECTOR'S REPORT**

The Director's Report for the autumn term 2016 contained the following matters:

- Item 1 – Governance Liaison update
- Item 2 – NGA Resource packs
- Item 3 – National Database of Governors
- Item 4 – A Competency Framework for Governors
- Item 5 – tootoot

- Item 6 – School Teachers’ Review Body
- Item 7 – Ofsted Framework Changes
- Item 8 – Assessment of Writing
- Item 9 – Early Analysis of School Performance across Cheshire East 2015/16
- Item 10 – Overview of the work of the Education and Skills Board in promoting partnership working
- Item 11 – School Improvement – Levels of Support and Intervention (LOSI) 2016/17
- Item 12 – The opening of the Crewe Engineering University Technical College
- Item 13 – Changes to Children Missing Education (CME) Regulations
- Item 14 – Penalty notices for unauthorised leave of absences
- Item 15 – Updated Keeping Children Safe in Education Guidance
- Item 16 – Virtual School Report
- Item 17 – Primary School Flu Immunisation Programme
- Item 18 – Occupational Health Service Provision
- Item 19 – Model HR policies and procedures
- Item 20 – Rewards Centre
- Item 21 – Automatic Enrolment – reminder for academies
- Item 22 – School Financial Value Standards (SFVS)
- Item 23 – Unofficial School Fund Audit
- Item 24 – Admission arrangements for September 2018 and subsequent years
- Item 25 – Out of cohort
- Item 26 – 30 hour free childcare entitlement and tax free childcare
- Item 27 – Terrorism bomb threats

The Chair commented that she liked the precis which had been sent with the report.

The following points were discussed:

NGA resource pack: The Chair stated that this contained a glossary which may be useful for new governors.

Edubase: the data was currently being gathered and would be uploaded by the school when complete. **ACTION: CD**

Ofsted Framework Changes: Governors were asked to ensure they read and understood the schools Ofsted document which the Chair had updated. It could be found in the governor dropbox in the governor training folder and was called Effectiveness of Leadership and Management. **ACTION: ALL GOVERNORS**

Terrorism bomb threats: The Headteacher would update the critical incident plan to include reference to bomb threats. **ACTION: CD**

**Question: Is there anywhere safe in the school pupils could muster if necessary?**

*Response: (CD) We would try and get everyone into the school hall against the farthest wall as it is furthest away from the glass. There is no where free from all windows in the school.*

Governors discussed doing a bomb threat drill but felt that it may be a bit scary for the children. Governors requested the Resources Committee to discuss this further. **ACTION: RESOURCES COMMITTEE CHAIR**

## **16. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT**

Mrs Cathery and Mrs Baker had attended Headteacher’s Performance Management Panel training in July 2016.

Mrs Cathery had attended Kicksi training in September 2016.

The following courses were highlighted to governors as useful for someone to attend:

Academy Funding: 10 <sup>th</sup> November 2016	CC would attend
Being Inspection Ready: 23 <sup>rd</sup> November 2016	CC/NC would attend
Academy Governance: 28 <sup>th</sup> November 2016	

Modern Governor was hosting a live seminar on 20<sup>th</sup> October regarding academy conversion and all governors were encouraged to register and watch. **ACTION: ALL GOVERNORS**

## 17. SCHOOL POLICIES

### Safeguarding

The Headteacher informed the meeting that the school had received the new model policy from the SCiES team which would be used to personalise the school's policy. The Headteacher would send the updated policy to all governors for agreement. **ACTION: CD**

### Pay Policy

The Pay Policy had been reviewed and agreed at the PPP Committee.

Governors ratified this approval.

## 18. PLANNED RESIDENTIAL VISITS

The Governing Body was informed about the following planned residential visit:

Year 5/6 trip to Malham Tarn in May

The Governing Body was satisfied that appropriate risk assessments will be carried out and approved the visit.

**Question: Have we had any parent feedback regarding the timing of the visit as it is the week before SATS?**

*Response: (CD) No, we haven't received any parent comments.*

**Question: Is it a new place?**

*Response: (CD) Yes, this one provides fewer water sports but more climbing and orienteering type activities.*

**Question: How long are the pupils away for?**

*Response: (CD) 3 days and 2 nights*

**Question: And when are the children back?**

*Response: (CD) On the Thursday. The SATS start the following Monday.*

A few Governors expressed concern regarding the timing of the visit being so close to SATS and asked that this should be reviewed for the next academic year. However governors were aware that as long as parents were happy with the timing of the visit then as it was an operational matter that the final decision should remain with the school.

**19. TERM DATES FOR 2017-18**

Governors had reviewed the spreadsheet online regarding the proposed term dates for 2017/18.

Due to some schools having a 2 week break at Whit some weren't due to finish for summer until August Heads had suggested moving some days to the end of the Christmas term to allow a summer break up date of 24<sup>th</sup> July. However this did mean the children would be in school until Friday 22<sup>nd</sup> December to compensate for this change.

The proposed dates were in line with the Wilmslow High and other cluster school dates.

Governors agreed with the recommended dates for the 2017/18 academic year. The Headteacher would upload these to the school website. **ACTION: CD**

The Board was informed that the 2018/19 dates had not yet been released by Cheshire East.

**20. ANY OTHER BUSINESS**

There was no additional business.

**21. MEETINGS**

Governors agreed the dates for the meetings of the full Governing Body for the next academic year as follows.

Spring term: Wednesday 15<sup>th</sup> February 2017 at 6:00 pm  
Summer term: Tuesday 23<sup>rd</sup> May 2017 at 6:00 pm

----- Chair

----- Date