

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD AT THE SCHOOL ON
15TH FEBRUARY 2017**

Governors Present:	Anne Baker	(AB)
	Daniel Baker	(DB)
	Claire Carter	Chair (CC)
	Nicola Cathery	(NC)
	Wendy Clark	(WC)
	Katie Davis	(KD)
	Clare Daniel	Headteacher (CD)
	Natalie Lloyd	(NL)
	Revd Laura Rhodes	(Revd LR)
	Jonathan Vose	(JV)
Also in attendance:	Clair Marshall	(CM) (until item 1)
	Leanne Little	Clerk to the governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting started at 18:03hrs.

CM delivered the SENCO report to the board and questions were invited;

Q. Is it likely that SEN pupils who have made progress and receive less support could regress and require additional support?

A. No, it is unlikely. The pupils are monitored and the gap between SEN pupils and their peers has been narrowed.

Q. Is the percentage of SEN children high due to early identification?

A. Early identification and intervention are highly important in terms of SEN pupils. The school is very proactive in this regard. Occasionally, children coming from other schools have not been identified as requiring additional support, but the school thinks otherwise and this will impact on figures.

*CM will forward the presentation slides electronically to the clerk and full governing board (FGB). **ACTION.***

1. APOLOGIES AND AOB ITEMS

All governors were in attendance.

The following items were to be considered at the end of the meeting:

- Discussion on the government's national fairer funding (NFF) proposals.
- Residential trips.

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 FGB welcome MD to the meeting and approved her appointment as Local Authority governor with a four year term of office. MD signed a declaration of interest and governor's charter for retention at the school.

4. PART ONE MINUTES AND MATTERS ARISING

The Part One minutes of the meeting held on 11th October 2016 were confirmed as a correct record, signed by the chair and held at the school.

Matters arising from the Part One minutes were discussed and the action log was updated (reference spring term 2017 action log). The following points were noted:

- The multi-academy trust (MAT) questionnaire exercise undertaken with Navigate lacked clarity and did not provide a solid foundation upon which to build a partnership. The school will remain with the programme at this present time, but are mindful of its value to the school community.
- The meeting with Navigate did not hold sufficient discussions to resolve the uncertainty about the school's present situation. This could be attended to via the formation of a shadow trust based upon the advice and guidance from Navigate.
- In order to remain transparent, it was suggested at the meeting that tours of schools are undertaken.

Q. Have we sought approval from the Diocese with regards to forming a shadow trust?

A. Geoff Turnbull at Chester Diocese is in agreement that the school should continue with a shadow trust. However, permission will be required should the trust become "formalised".

Q. How long will the shadow trust be in place?

A. As long as is needed to make sure it is the right choice. An important task is setting up the scheme of delegation to confirm the person or people that would be referred to should an issue arise. There are also staffing considerations which can be very time consuming. Flexibility has its advantages and disadvantages. We need to have as much clarity as possible as once a decision has been made with regards to joining a MAT, it is extremely difficult to reverse. Transparency is key.

CC and CD will attend the next meeting with Navigate and other organisations that is to be held next month. **ACTION.**

5. CHAIR'S ACTION

CC reported that no decisions had been taken on behalf of the FGB since the last meeting.

CC confirmed that the documents and reports from the Cheshire East (CE) workshop on NFF were available to view in Dropbox and this will be discussed in further detail during item 17. CC and CD are scheduled to meet with Jacky Forster, Director of Education at CE, on 13th March 2017 to discuss the present deficit in the school's budget and the impact of proposed funding cuts. Gary Pickford, CE Human Resources will be visiting the school the week before.

6. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

The following minutes were made available to view in Dropbox:

- Personnel, Pay and Performance (PPP) Committee meeting held on 16th January 2017.
- Aims and Achievements (AA) Committee meeting held on 24th January 2017.
- Resources Committee meeting held on 23rd January 2016.

Brief overviews of the meetings were provided by the chairs of the committees (CoC) and the following points were noted:

AA Committee

Q. The data for the gifted and talented pupils did not seem as positive as what would be expected. Why is this?

A. The changes in the national curriculum have increased the challenge on pupils. There were pupils who had significant elements of "greater depth" but this assessment framework is not 'best fit' as in previous years. Pupils must have ALL elements to meet the different grade criteria. Turbulence with children coming into the year group over time caused significant issues as a number of the new arrivals were particularly volatile and had complex needs. Pupils' progress is also judged on the journey between KS1 and KS2, and a number of our new arrivals were on roll elsewhere in Year 2. The school is confident that this year, some pupils in Year 6 will achieve "greater depth" and recognises the importance of stretching those that are more able in all year groups.

CD confirmed that, following moderation meetings with staff, judgements about pupil performance were correct, which is reassuring.

PPP Committee

CD confirmed that a temporary caretaker is currently in place, however this should be rectified with a permanent appointment after half term, subject to checks. The new appointment lives locally and has a good foundation of training. CD commended the work of retired caretaker, Bill Herbert, who has made a valuable contribution to the school.

The vacancy for a school cook remains unfulfilled. The offer for the position following interviews was rejected by the successful applicant due to family commitments. A

temporary cook is in place and the position will be re-advertised. As the catering is outsourced, it is the responsibility of CE to fulfil the vacancy.

The members of the committee agreed that the next PPP Committee meeting should be held at the school on Friday 5th May 2017 at 9:00am.

Resources Committee

The draft budget for the financial year 2017/18 is of concern due to the projected deficit. There is very little to carry forward and no further feasible cuts. The FGB agreed to discuss this matter in further detail during Part Two.

CC confirmed that all records of visits (RoV) to the school by governors were available to view in Dropbox. A validated copy of the RAISEOnline summary has been received and will be uploaded. The monitoring document used during the meeting with the science subject leader was found to be very useful in terms of providing best examples and evidence. A pro-forma of this document will eventually be in place for all subjects.

The FGB agreed that the staffing structure for 2017-18 should be discussed during Part Two.

The curriculum plans for the school remain in accordance with the national curriculum.

7. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

Prior to the meeting, the Headteacher's Report was made available to the FGB via Dropbox and contained the following:

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

Governors confirmed that they had read the report and CD invited questions.

Q. Do we know how many children entering Reception previously attended Nursey Lane pre-school?

A. Approximately half of the intake. There can be a variance in the quality of provision provided in pre-schools and this is reflected in attainment on entry of the children. Discrepancies in assessment can and do occur.

Q. Have other schools experienced these "gaps"?

A. There is a common theme of under developed motor skills which is not just within CE. Early years providers who are focusing upon writing can sometimes miss the importance of early mark making so a child may be able to write their name, for example, but is restricted in other areas. Social and emotional skills are also significantly under developed.

The attendance of pupils is improving and CD confirmed that an authorised absence had been granted to one child due to exceptional circumstances. Staff had been to collect one pupil for whom attendance was an issue and following this intervention they had not missed any further days.

8. SELF EVALUATION FORM (SEF)

Prior to the meeting, the SEF was made available for governors to view via Dropbox. Updates to the SEF were discussed by the FGB and the following points were noted:

- The AA Committee agreed that the feedback provision within the parent survey should be amended to omit individual comments. The length of time required for CD to respond to all of these was inordinate and general headlines and percentages were deemed sufficient.
- One area that was raised by parents was the understanding of the expectations for their child. CD confirmed that age related expectations are available for parents on the school website.
- Parents' Evening discussions focus upon the existing success of the children and what needs to be done to improve, as opposed to a presentation of data to assist understanding of assessment without levels.
- Parental engagement is vital and the school will proactively encourage and promote where possible.
- Teaching staff hold separate review meetings for SEN pupils.
- Questions were raised in the survey as to the definition of bullying. The school is proud of statistics regarding bullying, however questions could possibly be worded a little differently to "tease out" potential causes for concern. The survey is based upon questions used during an inspection by Ofsted.
- CC highlighted item 8 within the Director's report, Bully-Free Cheshire East and that it may be a useful tool. CD will investigate the potential of incorporating elements appropriately within the school community. **ACTION.**
- Governors were advised to review the document "Possible questions asked to governors during an Ofsted inspection" that had been uploaded into Dropbox. It was agreed that it would be a good exercise for governors to prepare responses. **ACTION.**
- CD will update the reference to Astra Zeneca to Bio Hub in the SEF. **ACTION.**

9. SCHOOL STRATEGIC DEVELOPMENT PLAN (SSDP)

Prior to the meeting, the SSDP was made available for governors to view via Dropbox. Progress against the SSDP was discussed by the FGB and the following points were noted:

Q. Has the school begun to send text messages or postcards home in recognition of pupils' achievement?

A. Not started as yet. However, the school will send emails when a child has done well. It is important to acknowledge achievement.

- The assessment and moderation of writing continues to improve with a session in January 2017 being highlighted as particularly successful.
- Moderation training has been delivered to the leads in that area and CD clarified that being able to spell "most words" does not suggest being able to spell 90% of words. There is no level of 90%. This had been raised with and acknowledged as a legitimate concern by the LA lead for moderation, Mike Harris. This would be addressed with the lead moderators.
- The school have moved away from the use of target cards.
- A book buddy system is to be implemented with Year 6 pupils hosting a lunchtime club to increase their sense of responsibility and increase the focus on books.
- ~~Behaviour Policy - The school does not wish to purchase training from Unicef.~~
- Pupils will be chosen by CD to join the Ethos Group after half term. There will be broad spectrum of pupils representing the older classes.

Commented [C1]: I don't know what this refers to. We didn't mention Unicef at the meeting.

10. STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS

The FGB noted that school governance is experiencing a period of change with an increased focus upon the skills required for effectiveness. The importance of regular, relevant training and specialisation was highlighted, which will be discussed further in item 14.

11. CLERKING ARRANGEMENTS FOR 2017-2018

Subject to finances, the board intend to continue with the existing clerking arrangements for 2017/18. CC and CD will contact CE to confirm arrangements, once in a position to do so. **ACTION.**

12. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER/LEADERSHIP PARTNER VISIT

CD confirmed that a visit from Fiona Burke-Jackson was rescheduled, with a new date to be confirmed in the summer term.

CD will attend the DSL training in the summer term 2017. **ACTION.**

13. DIRECTOR'S REPORT

Prior to the meeting, the spring term 2017 Director's report (DR) and precis were circulated to the full board and made available in Dropbox.

The board discussed the report and the following points were noted:

- Item 1: CD will be speaking at the annual governors' conference on 10th March 2017 about how the school has improved the emotional and physical wellbeing of challenging pupils. The clerk will make enquiries with regards to tickets for governors. **ACTION.** *Following the FGB meeting, Linsey Jackson and two Sports Ambassadors spoke at the conference as the school had been chosen by CE as an example of best practice in relation to the impact of physical activity on emotional health and wellbeing.*
- Item 1: CD will engage parents in the consultation process for the NFF proposals before the end of term to meet the deadline of 22nd March 2017. **ACTION.**
- Item 1: Edubase is up to date with all governor details.
- Item 5: CC and CD will have a discussion with regards to the use of smart watches within school. **ACTION.**
- Item 13: The clerk will circulate further information to the FGB with regards to the apprenticeship levy. **ACTION.**

Commented [LL2]: During the meeting, I recorded that Clare would be speaking at the conference. This was subsequently referenced in the agenda that was circulated by the School Governance Team on 23.2.2017 (attached to my email). Therefore, I have included an update which I trust is satisfactory.

14. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT

The governor specialisations document was tabled at the meeting and CC highlighted that the information available in Dropbox to assist governors to prepare to become "inspection ready".

The last Ofsted inspection was in 2012, thus there is an increased likelihood for an inspection in the near future.

CC will update the log to include RAISEOnline training. **ACTION.**

All governors will read the recently uploaded Dropbox documents for academy funding. **ACTION.**

15. SCHOOL POLICIES

The Safeguarding Policy was circulated to and agreed by governors in the autumn term. It was formally approved at this meeting and will now be made available on the website.

16. MEETINGS

The FGB meeting will be held at the school on **Tuesday 23rd May 2017 at 6:00pm.**

17. ANY OTHER BUSINESS

Discussion on the government's national fairer funding (NFF) proposals

The FGB discussed a “plan of action” with regards to the NFF proposals. The initial proposals are unfavourable and will have a significant impact on the school whose finances will potentially be in deficit by March 2018. It was noted that “mirrored responses” will only count as one and it was vital to engage parents and MPs in addition to governors.

*Q. How much does the school stand to lose under the new proposals?
A. CE is modelling it at the moment. The borough as a whole has historically been under funded and we would be 150th out of 150 authorities for the amount of funding awarded should the proposals go through.*

Due to the negative impact on CE, a meeting has been arranged with headteachers and George Osborne on Friday 24th February and CD will be attending. **ACTION.**

Residential trips

A residential trip for Years 2 and 3 to Tattenhall outdoor centre on 20th- 21st July has been arranged. This has been scheduled for later in the school year due to the young age of children within those cohorts.

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

The meeting moved to Part Two at 19:50hrs.

_____Chair

Dated_____