

**MINUTES OF A MEETING OF THE GOVERNING BODY OF  
ST ANNE'S FULSHAW CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD AT THE SCHOOL ON TUESDAY 16<sup>TH</sup> OCTOBER 2012 AT 6PM**

**Governors Present:** Mr Daniel Baker  
Mrs P Bowker  
Mr J Bowker  
Mr J Bradley  
Mrs W Clark  
Ms C Daniel (Headteacher)  
Mrs K Dickinson (Chair)  
Mrs N Lloyd  
Mrs M Mulholland  
Rev M Smith  
Mrs P Thomas  
Mrs H Shepherd

**Also in attendance:** Mrs Maxine Peak – Clerk to the Governors

---

**PART ONE – NON CONFIDENTIAL BUSINESS**

---

The meeting was preceded by a presentation by Ms Clare Daniel regarding End of Year Attainment.

**1. APOLOGIES & ADDITIONAL AOB ITEMS**

Apologies were received and accepted from Mr M Bisaro.

**2. CONFLICT OF INTEREST**

Governors were asked to declare any potential pecuniary interest or conflict of interest with the business to be discussed during the meeting tonight. No potential conflict was declared.

**3. ELECTION OF CHAIR**

- Nominations for the position of Chair were taken from Governors; Mrs Karen Dickinson was nominated.
- Mrs Dickinson accepted the nomination.

**Agreed:** to appoint Mrs Dickinson as Chair for a one year term of office, to the date of the Autumn Term Meeting 2013. Mr Bowker was thanked by Governors and the Headteacher for the excellent work he had undertaken in his role as Chair.

**4. ELECTION OF VICE CHAIR**

- Nominations for the position of Vice Chair were taken from Governors; Mrs Natalie Lloyd was nominated.
- Mrs Lloyd accepted the nomination.

**Agreed:** to appoint Mrs Lloyd as Vice Chair for a one year term of office, to the date of the Autumn Term Meeting 2013.

## **5. MEMBERSHIP**

To receive any changes to the membership of the Governing Body.

To give consideration to any current vacancies in accordance with the Constitution: 1 parent governor and 2 community governors.

Parent Governor – Mr Bisaro’s term of office ended on 14/10/12.

**ACTION:** Chair

Chair to approach Michael Bisaro to establish whether Mr Bisaro wishes to stand for election again.

Community Governors - Mrs Foster resigned with effect from 21/10/12.

- Mrs Megan Mulholland was appointed as a Community Governor effective 22/10/12
- Mrs Penny Bowker was re-elected as Community Governor with effect from 22/10/12.

## **6. PART ONE MINUTES**

The Part One Minutes held on the 29<sup>th</sup> May 2012 were confirmed as a correct record and signed by the Chair.

The Clerk informed the Chair that School Governance will only be storing an electronic copy of Minutes from now on and therefore the only signed paper copies of Minutes will be the ones kept at the school.

## **7. MATTERS ARISING**

There were no matters arising from the Part One Minutes.

## **8. CHAIR’S ACTION**

Julian Bowker had signed the contract with CfBT enabling the Headteacher to carry out school inspections on behalf of the school.

## **9. COMMITTEES & NOMINATED GOVERNORS**

- To review the membership of Committees - the Chair will email all Governors with a list of the membership of each committee.  
**ACTION: CHAIR**
- the future times of each meeting are to be decided at the next Committee meetings.
- Headteacher’s Performance Management Panel – Rev Magdalen Smith, Mr Julian Bowker and Mrs Megan Mulholland were appointed to the panel. The next meeting is 13<sup>th</sup> December 2012 at 1pm.

- Chair to circulate special responsibilities for all governors after the meeting.

The Terms of reference for all committees were approved and agreed by the full Governing Body.

A Governor commented that the feedback from children on Governors visiting the school was that they appreciated and enjoyed the opportunity to put their views to Governors.

## **10. PART ONE REPORTS FROM COMMITTEES, AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**

The following Part One committee minutes had been circulated to the Governing Body and were summarised by the respective Chairs:-

- Minutes of Aims and Curriculum Meeting – 11<sup>th</sup> September 2012
- Minutes of the Personnel Sub-Committee – 2<sup>nd</sup> October 2012
- Minutes of the Premises Sub-Committee – 3<sup>rd</sup> October 2012
- Minutes of the Finance Sub-Committee – 10<sup>th</sup> October 2012

The following items arising from the minutes were discussed:

### Premises Sub-Committee

***Governor question: Is there a set budget for repairs?***

Yes there is, this is covered by the Tenants Maintenance.

### Finance Sub-Committee

The Budget Report was distributed to Governors.

***Governor question: Are these figures from April to March?***

It was confirmed they are.

***Governor question: Is there a six month update?***

They are updated every three months.

***Governor question: Do you still have Plasc day and when is it?***

Yes we do and it is now in October. This enables the LA to get the budget figures out before Christmas.

The Headteacher also answered a question about projected spend for ICT. In order to prevent sensitive information about pupils being stored and transported on memory sticks, the school is installing towers in each classroom and purchasing a system called Log Me In which will mean that staff can work from home and access the school's server, therefore negating the need to transport information about pupils between school and home. The predicted spend is up to £2,500.

The Committee is confident that the budget figures for 2012-13 are accurate. Funding Formula changes from April 2013 will affect the budget allocated to

the school. The Finance Team are aiming to release 2013-14 budgets to schools before Christmas.

## **11. HEADTEACHER'S REPORT**

The Headteacher's Report dated 30<sup>th</sup> May to 16<sup>th</sup> October had been circulated to Governors.

## **12. MATTERS ARISING FROM THE HEADTEACHER'S REPORT**

- It was confirmed that there are 132 children on roll.
- 19 / 20 pupils who are entitled to FSM are accessing out of school hours learning opportunities and clubs.
- A very large number of pupils access out of school hours learning opportunities every week.
- The school has been awarded the School Games Silver Kitemark.
- The school is taking advice from Aitchison's grounds maintenance contractors in respect of the tree; the crown is dying and the tree may need to be pruned.
- The school is making an application for capital funding to extend and redevelop the area around Class 5, and also for a playground lodge which would be used for interventions and withdrawal provision for SEN pupils.

## **13. DIRECTORS REPORT**

The Directors Report contained the following matters:

1. Governance and Liaison Update
2. School Complaints Policy: New Cheshire East Model procedure
3. Governing Bodies and the New Ofsted Inspection Framework
4. Review of School Balances
5. Schools Funding Reform
6. School Improvement – Self improvement and Self Sustaining schools
7. ChESS – Cheshire East Support for Schools online system
8. Health and Safety: Curriculum advice and support
9. Disclosure and Barring Changes – A summary
10. Virtual School for Cared for Children
11. Carbon Management in Schools
12. Raising the Participation Age (RPA)
13. HR Update – Review of Terms and Conditions for Support Staff
14. Community and Voluntary Controlled Schools Admission Arrangements for 2014
15. Update on Admissions Process and Key Dates
16. Published Admission Numbers (PANs) – September 2014 Admission Arrangements
17. Exclusions
18. The Love Music Trust
19. School Engagement with CAF and Lead Professional Processes
20. 2011-12 Examination Summary
21. Children Missing Education (CME)

22. Update re Cheshire East Council's Code of Conduct on Penalty Notices and the Education Welfare Service's Best Practice Guide
23. Advice and Guidance for Schools when outsourcing services
24. Schools Equality Webpage
25. Cheshire East Health and Well Being Board

There were no matters arising from the report.

#### **14. SSDP**

The Governors have received the draft SSDP. Two further action plans will be added for the capital funding bid and EYFS.

#### **15. KS2 SATS TARGETS FOR 2014**

Targets of 90% L4 English, 85% L4 Maths and 85% combined L4 English and Maths, 100% 2 levels progress English and Maths were set.

The Targets were approved by the Governors.

***Governor question: Are these targets roughly what we achieved previously?***

Each cohort is set challenging targets which reflect their prior attainment and aspirations against national performance.

#### **16. REVIEW PERFORMANCE DATA**

Raiseonline data is not yet available. The performance of pupils will be discussed in detail at the spring term Aims and Curriculum Committee Meeting.

#### **17. GOVERNOR DEVELOPMENT**

- The Chair is to access Modern Governor and report back.
- Governors are to complete the training form distributed by the Chair in order that a record of training and training requirements be kept up to date.
- Training Liaison Governor to circulate log in instructions for Modern Governor.

**ACTION: CHAIR**

**ACTION: Training Liaison Governor**

***Governor question: Did the New Governor Training help make sense of the role?***

A new governor replied that it did, it was very helpful information and also helped with the use of acronyms.

#### **18. UNOFFICIAL SCHOOL FUNDS**

This report was circulated to Governors which has been audited by the Accountant.

***Governor question: How does the school fund fluctuate during the school year?***

It varies; it can go up or down to nearly nil because we pay out of it and it can take a while for the money to be paid back in from CfBT and ECM.

**19. SCHOOL POLICIES**

All Policies, including the Complaints Policy, were reviewed and accepted at the individual Committee meetings.

**20. PLANNED RESIDENTIAL VISITS**

Planned residential visits were discussed and will be approved by Governors when staff have decided the venues.

**21. ANY OTHER BUSINESS**

**Pupil Premium**

The Headteacher presented a report to governors about the use of Pupil Premium in the school.

**24. MEETINGS**

To confirm that the next full Governing Body meeting will be held on Tuesday 12<sup>th</sup> February 2013 at 6pm.

**The meeting closed at 8.40pm**

----- Chair

----- Dated