

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
ST ANNE'S FULSHAW CHURCH OF ENGLAND PRIMARY SCHOOL
HELD AT THE SCHOOL ON 12TH OF FEBRUARY 2013**

Governors Present: Karen Dickinson Chair
Clare Daniel Headteacher
Daniel Baker
Penny Bowker
James Bradley
Claire Carter
Nicola Cathery
Wendy Clark
Natalie Lloyd
Rev Magdalen Smith
June Powell
Penny Thomas

Also in attendance: Mrs Haf Barlow Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting was preceded by Mrs L Thomas giving her annual SEN update to the full Governing Body.

1. APOLOGIES AND ADDITIONAL AOB

The Governing Body **agreed** that the apologies for absence received from Hillary Shepherd and Julian Bowker be accepted.

2. CONFLICT OF INTEREST

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.

Mrs June Powell left the meeting

3. MEMBERSHIP

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

Mr Michael Bisaro's term of office had expired on the 14th of October 2012.

Megan Mullholland had resigned.

A warm welcome was extended to Claire Carter the newly elected parent governor.

The Governing Body has two vacancies for community governors. The Chair nominated Mrs June Powell as a community governor. This was duly seconded and Mrs June Powell was appointed as a community governor with immediate effect.

The Chair thanked Mr Julian Bowker formally for all his hard work as the previous Chair of the Governing Body.

Mrs June Powell returned to the meeting

4. PART ONE MINUTES

The part one minutes of the meeting held on 16th of October 2012 (subject to the following amendment – That the list of Governors present should include Daniel Baker) were confirmed as a correct record, and signed by the Chair.

5. MATTERS ARISING FROM THE PART ONE MINUTES

There were no matters arising.

6. CHAIR'S ACTIONS

The Chair reported that she had signed an amended contract with CfBT on behalf of the governors to allow for Ms Daniel to carry out an increase in inspection days for 2012-13.

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

The following committee minutes were received by the Governing Body:

- a) Premises Committee 16/1/13
- b) Aims and Curriculum Committee 15/1/13
- c) Personnel Committee 15/1/13
- d) Finance Committee 16/1/13

The following issues relating to the minutes were discussed:

- a) Premises Committee – It was reported by the Chair that the windows and skylights were to be repaired on the 16th of February 2013. A new phone system had been installed in school.

Question: Did we have to use a preferred supplier for the phone system?

Reply: No, but we did have to ensure best value. We normally contact other schools to see if they have any recommendations and we always get several quotes. We were very impressed with the company that installed the new phone system.

b) Aims and Curriculum Committee – Review of Ofsted Inspection. Governors stated that they were very proud of the staff and the children during the recent Ofsted Inspection. The Headteacher reported that she had made a complaint to Ofsted regarding the conduct of the Inspector and also on procedural matters. She had had a response from Ofsted but this was unsatisfactory. The Headteacher has made a category two complaint and has asked for evidence and has made a freedom of information request.

Question: How many stages of Complaint are there?

Response: There are three. If we fail to get a satisfactory response from Ofsted we can request an independent review.

The Committee had reviewed the following policies:-

- Behaviour
- Community Cohesion
- ESafety
- Home School Agreement

Question: Do Parents get sent the home school agreement every year?

Response: No in the past it has been signed as the child started in school. The Committee has now agreed that the Home School Agreement should be sent to parents every year as a reminder.

SEF – Raise Online data will be available from the 19th of February 2013. A new SEF will be produced after half term.

SSDP – The Headteacher will bring the SSDP to the next Full Governing Body Meeting

AOB – The Headteacher reported that the School is now ready for the SIAMS inspection and that the format had now changed. The School would now receive 3 days notice.

c) Personnel – The Headteacher reported that the number of children on the roll currently stood at 128. The School has a capacity of 133. Changes to the Local Authority admissions policy are unknown at present but there are likely to be changes to admissions locally.

The committee reviewed the following policies:-

- Complaints
- Equal Opportunities
- Safeguarding

d) It was confirmed that the Headteacher and Chair of the Committee had met with the Budget Officer and a further meeting had been organised. The indicative budget received initially had now been revised. The Headteacher informed the meeting that the Schools Forum were currently meeting to approve budgets she had had sight of the proposed budget and at present there was a £68,000 reduction in the budget. The changes to the funding formula, deprivation funding and SEN funding had had a significant impact on the School's budget

Question: What is the likely impact of the revised budget?

Response: We don't fully know yet. We are in consultation with the Local Authority at the moment as we have been informed that there may be a contingency fund available for one or two schools who are most severely affected.

Question: What would happen to our funding if we were an academy?

Response: The funding formula is the same so there is unlikely to be any difference.

The Headteacher confirmed that all IPF funding will stop on the 31st of March 2013 and that contracts for support staff would terminate due to the wording of the contracts they would then be reemployed under new contracts. The Headteacher stated that they may have to look at redundancies but as yet they could not be sure.

The Governors discussed what action might be taken and **agreed** to write to local councillors and the local mp. Parents would also be encouraged to write as well. It was **agreed** that the Headteacher would confirm once the budget had been received: Action CD

SFVS – This was confirmed by the Local Authority as acceptable

- The approval of the budget was deferred
- The approval of the staffing structure was deferred

8. HEADTEACHER'S REPORT – PART ONE

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

- Staffing
- Class Arrangements
- Be Healthy – Mental Health and Self Esteem / Confidence
- Stay Safe
- Enjoy and Achieve
- School Visits and Trips
- Extra Curricular Activities
- Training and Development
- Special Educational Needs
- Make a positive Contribution
 - Links with the Community
 - Links with the Church
 - Collective Worship
 - PTA
- Achieve Economic Wellbeing

9. MATTERS ARISING FROM THE HEADTEACHER'S REPORT

- a) There had been a significant amount of positive press coverage thanks to Nicky Cathery.
- b) Safeguarding - The Headteacher reported that she and Penny Thomas have undertaken intermediate safeguarding training.
- c) School Trips – The Headteacher was asked if it was possible to start payment plans for school trips in September. The Headteacher confirmed that it was and she was happy to put this into place. ACTION:CD

Question: How many trips are subsidised by the school because of non payment?

Response: All the trips at the moment and there is amount in the budget set aside for non payment. In light of the possible reduction in budget it may no longer be possible to justify subsidising all trips and some may have to be cancelled if not enough people pay.

A Governor reminded the School of the availability of funds from the Lindow Trust for financial support.

- d) The Headteacher reported that attendance at the School, despite a significant amount of illness before Christmas was still high.

10. STRATEGIC DEVELOPMENT PLAN

The Headteacher agreed to highlight completed items on the SSDP and send it to Governors following half term.

11. SCHOOL IMPROVEMENT PARTNER VISIT

A verbal report was received from Rev Magdalen Smith on behalf of the Headteacher Performance Management Panel. In discussion with the external advisor Mark Mullin the HTPM assess the objectives from last year and agreed that the Headteacher had met all the targets.

The HTPM had set the Headteacher's objectives for the forthcoming year.

Governors reported that the Headteacher was excellent and that they valued and appreciated her hard work and commitment to the school.

12. RESPONSE TO SECTION 5 INSPECTION 28/19.11.12

This had been dealt with under section 7b.

13. ADMISSION ARRANGEMENTS

The Headteacher confirmed that primary school places were allocated by April. The school had a PAN of 19. The School was currently over PAN in Reception, Year 4 and at PAN in Year 5.

14. DIRECTOR'S REPORT

The Director's Report for the Summer Term 2013 contained the following matters:

1. Introduction from the Strategic Director
2. Governance Update
3. School Improvement and Support Update
4. Colleges able to offer full-time 14-16 provision from September 2013
5. Finance Update
6. Safeguarding Update: The Disclosure and Barring Scheme
7. HR Policies Reminder
8. ChESS – Cheshire East Support for Schools
9. Determining Admission Arrangements for 2014

The Clerk highlighted to Governors a number of issues, and Governors noted the report.

15. GOVERNOR DEVELOPMENT

The Training Liaison Governor reported that:-

Mr Daniel Baker had agreed to undertake the Safer Recruitment Training online.
Mrs Penny Thomson had attended the Chair's Leadership Programme.
Mrs Nicola Cathery had attended training on cared for children.

All Governors were reminded to complete a feedback form after attending training.

16. THE ROLE OF GOVERNORS

Being a Critical Friend – The Chair stated the importance of challenge in the role of governor. It was agreed that whilst there must be open, honest and robust lines of communication it was also important for the Governing Body to say thank you to staff where appropriate.

Meeting with Link Staff – The Ofsted Inspection had highlighted the importance of link governors and all Governors were reminded to make contact with their link teacher for their specialism. ACTION: ALL

Managing Parents– The Chair stated that it was important that Governors should be clear in their role and that Governors were not there to deal with individual parents problems. The School maintained an open door policy for parents to voice their individual issues.

The role of the committee chair and clerk - This had been reviewed

17. SCHOOL POLICIES

The Governing Body **agreed to ratify** the Safeguarding and Behaviour policies approved by the committees.

18. PLANNED RESIDENTIAL VISITS

The Governing Body was informed about the planned residential visits to

Llandudno: Year 2 and Year 3 residential visit for 2 days

Beeston OEC: Year 4 for 2 days

Shropshire: Year 5 and Year 6 for 4 days

The Governing Body was satisfied that appropriate risk assessments would be carried out, and approved the visits.

19. MEETINGS

It was confirmed that the next full Governing Body meeting would be held at the School on the 21st of May 2013 at 6.00pm.

20. ANY OTHER BUSINESS

No other business was discussed.

----- Chair

----- Dated