

**MINUTES OF A MEETING OF THE GOVERNING BODY OF  
ST ANNE'S FULSHAW CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 21<sup>ST</sup> OF MAY 2013**

**Governors Present:** Karen Dickinson      Chair  
Clare Daniel      Headteacher (from item 7)  
Penny Bowker  
Julian Bowker  
Nicola Cathery  
Hilary Shepherd  
Daniel Baker  
James Bradley  
Claire Carter  
Natalie Lloyd  
Wendy Clark  
Penny Thomas

**Also in attendance:** Haf Barlow      Clerk to the Governors

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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The meeting was preceded by presentation on phonics by Mrs P Thomas.

**1. APOLOGIES AND ADDITIONAL AOB**

Governors thanked Julian Bowker for all his hard work on the Governing Body.

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

The Governing Body were informed that the Headteacher sent her apologies, she would be late as she had been carrying out an inspection at another school.

The absence of June Powell with no apologies be noted.

**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.

**3. MEMBERSHIP**

There have been no changes in the membership of the Governing Body since the last meeting.

The Governing Body currently has one vacancy.

#### **4. PART ONE MINUTES**

The part one minutes of the meeting held on the 12<sup>th</sup> of February 2013 were confirmed as a correct record, and signed by the Chair.

#### **5. MATTERS ARISING FROM THE PART ONE MINUTES**

There were no matters arising from the Part 1 minutes.

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

The Chair reported that no action had been taken on behalf of the Governing Body since the last full governing body meeting.

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

The following committee minutes were received by the Governing Body:

- a) Aims and Curriculum Meeting 30/4/13
- b) Personnel Committee Meeting 2/5/13
- c) Premises Committee Meeting 9/5/13

The following issues relating to the minutes were discussed:

##### Aims and Curriculum Meeting

The Committee had discussed the recent SIAS Inspection. The School had achieved a "good" assessment in all areas. It was reported to the Governors that staff had felt flat and disgruntled after the inspection. Governors reiterated that the school and the children had very strong Christian values.

##### ***Question: How different was this inspection from the last one?***

*Response: The goalposts have changed. The criteria on which we were inspected last time raised issues that we had addressed. The new inspection is based on different criteria which we will now need to work on addressing.*

It was reported that the Headteacher and Rev Mags Smith would visit schools that were graded outstanding to explore what they are doing which is different to us.

It was reported to Governors that the new attendance policy had already impacted on punctuality and attendance. The use of the "Friday Flyer" to publish attendance has had a positive impact.

##### ***Question: At what time are children classed late?***

*Response: When the register is closed.*

**Question: Has the improved punctuality helped class teachers to start the day?**

*Response: Yes*

Governors also discussed the possible provision of a Breakfast Club. Governors were informed that there were not enough children at present to run a Breakfast Club but that numbers would be reassessed later this term. Some Governors were concerned that parents would look at the availability of a Breakfast Club before selecting a school and therefore the school could be losing out on pupils. Governors also raised the issue of where the Breakfast Club would be situated.

#### Personnel

Governors were informed that the number of children on the roll was not static and was continually changing.

Governors discussed the Headteacher's work / life balance and what could be done to assist. Governors were informed that Mrs Thomas had been checking reports before they went to the Headteacher for final comments. Governors agreed that all committee Chairs should ensure that the agendas were drafted before the committee meetings in order to assist the Headteacher. Governors were reminded that there was a protocol in place regarding the drafting of agenda and minutes and that this should be adhered to.

It was confirmed to Governors that the letter discussed under section 9 of the committee minutes had been sent out.

*The Headteacher entered the meeting.*

#### Premises

Governors were informed that the windows had been replaced and the contribution required from the school had been paid.

**Question: Is there any possibility of funding an area to run breakout sessions for SEN children.**

*Response: Not at present. The budget is limited as all capital bids have been declined.*

**Question: Would it be possible to use the Church for a break out session?**

*Response: We haven't tried. It was agreed that Nicky Cathery would approach the Church to discuss. ACTION: NC*

Governors were informed that the fence outside Classes 1 and 2 need to be repainted. The school will ask for parent volunteers to help, possibly over the summer holidays.

It was also reported that the Committee were looking at a new sign for the school to replace the visitor's entrance sign.

The Health and Safety policy had been reviewed by the Committee and the Health and Safety inspection would take place at the beginning of June.

### Budget

The Chair of the Finance Committee explained, in detail, the budget to the Governors. A surplus had been achieved this year thanks to the hard work of the Headteacher and Wendy Clark. It was confirmed to Governors that because of the changes to funding, the income for the school had dropped from £601,000 to £529,495 and the surplus would have to be used to cover the shortfall in funding. The budget had been examined in detail with the budget officer and a further meeting was arranged for Thursday 23<sup>rd</sup> of May. The Chair of the Committee confirmed that the budget was a conservative budget and all being well they would hope to come in under budget. The budget is the worst case scenario using the lowest reception numbers and the worst supplier costs. It was confirmed that the school had already managed to renegotiate some costs and the cost of insurance and waste disposal have come down. The budget plans for future years continue to show income significantly below that of 2012-2013 and that potentially there could be a long term deficit problem.

#### **Question: How long can you carry a deficit?**

*Response: If you are looking at setting a deficit budget you have apply to the Local Authority for permission by the 12<sup>th</sup> of July. Generally schools should aim to return to balance within a year but because of the significant changes in funding it is unlikely that all schools that are in deficit will be able to do this.*

#### **Question: Is this an attempt to shut small schools?**

*Response: There does seem to be increased pressure from the Government for the provision of large schools in preference to small schools.*

#### **Question: Can we get any income from the Church?**

*Response: The Diocese has no legal obligation to fund us and parish funds are also reducing. If we were an aided school the Diocese would take over the buildings and staff would be employed directly by the Diocese. The Diocese has made it known that they would encourage Church schools that are becoming academies to become aided schools first.*

#### **Question: Are the council going to be more lenient with budget carry forward this year?**

*Response: In previous years if you wished to carry forward more than 8% you had to apply to the LA. Last year this was not the case, it has been reintroduced this year. During the discussion about the budget it came to light that primary schools in Cheshire East are carrying forward 11 million pounds this year.*

The budget set has ensured that the school can retain all staff for this year and also allows for an additional 20 hours of TA support. The Headteacher reported that when the school were made aware of the serious shortfall in budget for 2013-2014 they immediately made cuts including cutting subject leader days. The Headteacher reported that they can't keep putting off staffing

cuts indefinitely and Governors will have review staffing and provision next year.

**Question: Do we have to consider more fund raising?**

*Response: It is difficult because this year we have asked parents to contribute a lot and it is how much more parents can be expected or willing to do.*

**Question: Do you have any idea about SEN coming into reception?**

*Response: No not at the moment, but 7 children who are on the SEN register will be leaving. Some years we have a large turnover which can lead to some issues with stability.*

**Governors agreed to approve the budget.**

Staffing Structure

It was confirmed that there were no planned changes to the staffing structure.

**Governors agreed to approve the staffing structure.**

## **8. HEADTEACHER'S REPORT – PART ONE**

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

- Staffing
- Class Arrangements
- Be Healthy
- Be Safe
- Enjoy and Achieve
  - School Visits and Trips
  - Extra Curricular Activities
  - Training and Development
  - Special Educational Needs
  - Pupils at Risk and the Pupil Premium
  - Cared for Children
- Make a Positive Contribution
  - Links with the Community
  - Links with the Church
  - Collective Worship
  - PTA
- Achieve Economic Well Being
  - Attendance
  - Free School Meals

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

The Headteacher confirmed that recent admission figures showed that 17 children have accepted a Reception place at the school. The LA are now back filling places and the Headteacher had informed the Local Authority that they could accommodate up to 22 children in reception. The School continues to work with Family Service Workers, CAMHS, Social Workers and ADHD nurses. Reception children have had their vision and hearing screening.

Following the SIAS inspection the Headteacher confirmed that she had met with Rev Magdalen Smith to discuss how to move forward. Two controlled schools who have obtained an outstanding grading have been identified and will be visited. In addition there will be a consultation with Jane Brooke, the diocesan consultant to discuss the inspection. This is part of the normal post inspection work.

#### RaiseOnline

The Headteacher explained to Governors the RaiseOnline data. She confirmed that the data had been expected and that it wasn't a surprise given the unusual cohort. A number of children had joined after Year 2 either with no assessments or assessments that the school questioned the validity of. The Headteacher also explained that there was a challenging Year 3 and Year 4 cohort mainly due to transience and high levels of SEN and free school meals pupils. Attendance was excellent and was monitored well by the school. The small cohorts meant that individual children were statistically significant and therefore caused the data to be very variable depending on the makeup of the cohort.

Governors were informed that the current Year 6 were two very disparate groups in terms of ability. This is evident in the predicted levels of pupils, with a very large proportion expected to achieve the higher levels.

***Question: When children come from another school how often do you think the data is inaccurate for that child?***

*Response: In one year we had 8 children join us after KS1. Three children had no data as they were from school abroad, we felt that the data was accurate for two children and the data was inaccurate in three cases. When children are assessed as a Level 3, this data is generally accurate. It is the borderline between level one and two that causes difficulties. Children who are actually Level 1 are often assessed as being Level 2 if the school knows that they are about to leave.*

Value added was explained was explained to Governors.

Governors discussed what format the Headteacher's Report should take in future. It was agreed that the Headteacher's Report should be reviewed.

**Action: CC, CD and KD**

## **10. STRATEGIC SCHOOL DEVELOPMENT PLAN**

An update of the SSDP had been sent to Governors for review. Governors were informed that many of the subject leader actions had not been completed because of budget cuts. Governors discussed whether in view of the possible implementation of the new national curriculum it would be better to wait. Governors were informed that although the new curriculum was set to be implemented in 2014 many professional bodies were objecting strongly to the curriculum. The school had always been strong in what allowing children to determine (subject to certain practicalities) what they wanted to learn about, investigate and explore. Whilst the school used standard work programmes

such as the Hamilton Trust for maths, these were added to by staff. Concern was expressed by Governors that the new National Curriculum may not allow for this.

Governors were invited to attend the inset day on Monday the 2<sup>nd</sup> of September 2013 to review the SSDP.

**Question: There seems to be an issue with maths in Year 4, what is school doing to address this?**

Response: The SSDP does highlight an issue with maths in Y4 and also in Year 6. Both groups have had substantial amounts of intervention and support including one to one and small group work. A number of children have difficulty with processing skills including dyscalculia and Irlen's Syndrome. We do try to ensure that our monitoring and assessing is on a child's ability in maths and not their reading ability. We can screen for Irlen's syndrome and dyslexia within school. We also have effective intervention in place and children are moved between classes so that they are working at the right level. Governors agreed to consider whether additional SEN resources could be made available to parents as part of the SSDP review. **ACTION: CD**

## **11. SCHOOL IMPROVEMENT PARTNER VISIT**

The Headteacher confirmed that as a result of the SIAMS inspection there would be no SIP visit this term. The next SIP visit will be carried out in the autumn term and will focus on a review of standards and the Headteacher's performance management.

## **12. SCHOOL SELF-EVALUATION**

The SSE had been circulated to Governors prior to the meeting for review. The Headteacher informed Governors that stability had dropped again with a number of children leaving and joining the school increasing. Much of the instability was due to the large rental market locally and the largest employer using two year contracts. The Headteacher also informed Governors that having a PAN of 19 was also significant as they had more flexibility in the numbers of children they could take.

## **13. DIRECTOR'S REPORT**

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

1. Introduction from the Strategic Director
2. Governance and Liaison Update
3. A guide to inter-agency working to safeguard and promote the welfare of children March 2013
4. Finance Update
5. Local Authority Arrangements for the Protection of Children: Outcome of Unannounced Ofsted Inspection
6. ChESS – Cheshire East Services for Schools

7. Cheshire East Consultation Service (ChECS)
8. Virtual School for Cared for Children
9. Determined Admission Arrangements for 2014
10. New arrangements for School Exclusions
11. Education Welfare Service - Update

The clerk highlighted to governors a number of issues, and governors noted the report.

#### **14. GOVERNOR DEVELOPMENT**

Mrs Claire Carter had attended the Governor Induction. Governors were reminded of the need to complete a training feedback form. The Clerk is to send a list of training to Governors and the new Governors' Handbook.

**ACTION: CLERK**

#### **15. SCHOOL POLICIES**

There were no policies that required approval by the Governing Body.

#### **16. PLANNED RESIDENTIAL VISITS**

The Governing Body were reminded about the planned residential visit to Beeston. It was approved in last meeting and risk assessments are currently being carried out.

#### **17. OFSTED SECTION 5**

The Headteacher reported that she had received a response to her initial complaint but had not escalated the complaint any further. The Headteacher stated that in her professional opinion escalating the complaint would take a significant amount of her time and would be unlikely to affect the judgment or the wording of the report.

**Governors agreed that this matter should not be pursued further.**

#### **18. FINANCIAL MATTERS**

The following financial matters were discussed:

- The SFVS had been submitted and the assessment outcome was satisfactory
- The buyback of services through CHESS had been reviewed and completed.
- Pupil premium had been discussed at the last meeting. The Headteacher confirmed that she would write a further report on the pupil premium.

#### **19. NOMINATIONS FOR CHAIR**

The current chair is resigning. The election of chair is to take place at the autumn term meeting in 2013. No nominations were received. Nominations can also be received at the next meeting.

**20. NOMINATIONS FOR VICE CHAIR**

The election of Vice Chair is to take place at the autumn term meeting in 2013. No nominations were received. Nominations can also be received at the next meeting.

**21. MEETINGS**

The date and time of full Governing Body meetings for 2013/14 be confirmed as:

Autumn term 2013: 15<sup>th</sup> of October 2013 at 6pm

Spring term 2014: 4<sup>th</sup> of February 2014 at 6pm

Summer term 2014: 20<sup>th</sup> May 2014 at 6pm

**22. ANY OTHER BUSINESS**

No other part one business was discussed.

----- Chair

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