

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
ST ANNE'S FULSHAW CHURCH OF ENGLAND PRIMARY SCHOOL
HELD AT THE SCHOOL ON 4TH OF NOVEMBER 2013**

Governors Present:	Nicola Cathery	Chair
	Clare Daniel	Headteacher
	Penny Bowker	
	Julian Bowker	
	Karen Dickinson	
	Rev Magdalen Smith	(until item 5)
	Daniel Baker	
	James Bradley	
	Claire Carter	
	Natalie Lloyd	
	Wendy Clark	
	Penny Thomas	
	Alan Wilson	(except item 4)
Also in attendance:	Haf Barlow	Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The outgoing Chair chaired the meeting for items 1 – 3

The meeting was preceded by a presentation from the Headteacher on the school's academic performance in the academic year 2012-2013.

The Headteacher outlined the end of year data for EYFS, KS1 and KS2 pupils.

EYFS – Governors were informed that the number of children achieving a good level of development was 70% as opposed to a national figure of 52%. Proportion of pupils achieving early learning goals in all areas were above national average. The Headteacher confirmed that although there were some children with SEN they were, overall, an able cohort.

The Headteacher reported to Governors that she had extended the assessment of attainment on entry until after half term for current Reception to ensure that the levels were correct as the group were presenting as below average in all areas and the school wanted to be sure that the assessments were secure. The Headteacher reported that there were a number of anomalies with reported pre-school attainment and what the attainment on entry assessments was. It was reported that at present there were no children working securely at their age.

KS1 – The Headteacher reported that the results in KS1 were weaker this year than last year. 40% of children had SEN and a number of those children had only been moved on to the SEN register following PLASC day.

KS2 – It was reported to Governors that attainment for this cohort was very high with 100% of children attaining level 4 in maths and science and 33% of children attaining a level 6 in maths as opposed to the national average of 3%. No pupils attained a level 6 in reading but this is in line with national average. 13% attained a level 6 in writing. The Headteacher confirmed that there were lots of sig + in RAISE online.

Question: Will be entering any children for level 6 next year?

Response: The window for registration opens in February 2013; we will assess the children then to see whether we believe they would be capable of attaining a level 6.

The Headteacher reported that some groups had significant value added. One child went from level 1 to level 5 and the children on FSM and SEN children also made good progress. The Governing Body thanked the staff and the Headteacher for all their hard work over the last academic year.

Report by Reverend Magdalen Smith.

The Reverend Magdalen Smith outlined to Governors the actions that had been undertaken since the SIAMS Inspection in March 2013.

Although the inspection process had been unsatisfactory in a number of ways the inspection had recognised the strengths of the school. These included:

- Strong relationships between the clergy and parents;
- Caring for the children;
- That the school is embedded in the community;
- The impact of collective worship was considered balanced and positive.

The report had identified the need for a physical focal point for collective worship and it was reported to Governors that a mosaic artist would visit school to create this focal point.

Rev Magdalen Smith and the Headteacher had attended Bollington Cross Primary School to review a school which had achieved an outstanding judgement in its SIAMS inspection. A number of new ideas had been observed and would be adopted by the school. This included the ways in which Bollington Cross pupils and staff evaluated the impact of worship and were actively involved in planning and themes. The curriculum at Bollington Cross was linked with Christian values.

Question: Will embedding the new practice require a lot more work for the staff?

Response: Not really. I think it is about getting a formula into place. The lead assembly on Monday will be when the children are able to have the greatest impact.

Governors were informed that three areas of practice from Bollington Cross would be adapted by the school. Reverend Magdalen Smith confirmed that

she would work with the children on writing a liturgy so that it can be used for the school assemblies.

A further meeting had been arranged with Jane Brooks following the inspection and she had been impressed that the school had taken steps to address the issues raised in the SIAMS inspection. Governors were informed that the Headteacher and Reverend Smith may make an annual visit to an outstanding controlled school in order to share ideas.

In terms of our next inspection we are now in the 5 year cycle and are unlikely to be inspected before.

1. APOLOGIES AND ADDITIONAL AOB

The following apologies were received: Hilary Shepherd.

The Governing Body agreed that the apologies for absence received from Hilary Shepherd 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.

Annual declarations were completed by the governors present. Governors were reminded to return their completed annual declarations to the school.

3. ELECTION OF CHAIR AND VICE CHAIR

ELECTION OF CHAIR

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

A nomination was received in favour of Nicola Cathery and this was duly seconded. There were no other nominations.

It was agreed that Mrs Nicola Cathery be appointed to the position of Chair of Governors for one year or until the date of the autumn term meeting 2014, whichever is later.

The new Chair chaired the meeting from this point.

ELECTION OF VICE CHAIR

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

A nomination was received in favour of Claire Carter and this was duly seconded. There were no other nominations.

It was agreed that Claire Carter be appointed to the position of Vice-Chair of Governors for one year or until the date of the autumn term meeting 2014, whichever is later.

4. MEMBERSHIP

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

The Governing Body currently has 2 Community Governor Vacancies.

Governors were informed that two candidates had expressed an interest in the posts.

Governors agreed to appoint Mr Alan Wilson as a community governor.

Mr Alan Wilson entered the meeting.

After some discussion, Governors agreed that the second person who had expressed an interest should be appointed as community governor, with the proviso that the Rev Magdalen Smith confirms the willingness of the candidate.

ACTION: MS

5. PART ONE MINUTES

The part one minutes of the meeting held on 21st of May 2013 were confirmed as a correct record, and signed by the Chair.

The following matters arising were discussed:

Item 7 – The Chair confirmed that she had spoken to the Church about using the building and this had been agreed in principle

Rev Magdalen Smith left the meeting

Item 9 – Headteacher's Report. Following on from the last meeting the Vice Chair had prepared a report on the need and value Headteacher's Report and the findings of the report were outlined to Governors. Whilst there was no statutory requirement to write a report it was for Governors to consider and decide what information and in what format the Headteacher's report should take. Governors discussed whether this should be part of a more general consideration of governance, including self-evaluation and a skills audit. Governors agreed in principal to undertaking further work on the strategic role of the Governing Body.

Item 10 – The Headteacher reported that she had reviewed the Year 4 maths assessments. Governors were informed that it had become clear that children had not completed enough of the curriculum to be able to be assessed. The Headteacher reported that the school was now using APP tracking which was an ongoing assessment rather than a one off test.

6. CHAIR'S ACTIONS

The Chair reported that since the last full governing body meeting she had signed the CFTB contract. Governors discussed the impact of the increased workload for the Headteacher and ways of ensuring that the role did not become too onerous.

8. COMMITTEES AND NOMINATED GOVERNORS

The structure of the committees and their terms of reference were approved by the Governing Body.

<u>Aims and Curriculum</u> Clare Daniel Penny Thomas Daniel Baker Natalie Lloyd (Chair) Penny Bowker Alan Wilson (Clerk)	<u>Premises</u> Clare Daniel Daniel Baker James Bradley (Chair) Nicky Cathery (Clerk)
<u>Finance</u> Clare Daniel Wendy Clark Hilary Shepherd Julian Bowler (Chair) Claire Carter (Clerk)	<u>Personnel</u> Clare Daniel Wendy Clark Julian Bowker Rev Magdalen Smith (Chair) Claire Carter Penny Bowker (Clerk)

Governors' areas of responsibility were confirmed as:

Art – Rev Magdalen Smith
Citizenship – Magdalen Smith
Geography – Hillary Shepherd
History – Daniel Baker
ICT – Natalie Lloyd
Literacy – Daniel Baker
Music – Claire Carter
Numeracy – Julian Bowker
PE – James Bradley
RE – Nicky Cathery
Science – Alan Wilson
Cared for Children – Nicky Cathery
Exclusions – Nicky Cathery
Gifted and Talented – Nicky Cathery
Health and Sex Education – Nicky Cathery
Early Years – Penny Bowker
School Council – Penny Bowker

Child Protection – Julian Bowker
Health and Safety – James Bradley
Safer Recruitment – Daniel Baker

The membership list would be circulated to all Governors.

ACTION: CC

The importance of link governors visiting the school was emphasised to Governors. A SWOT form should be completed following each visit. A copy of a blank SWOT form for use would be circulated to Governors.

ACTION:NC

It was agreed that the Headteacher's performance management panel would consist of Nicola Cathery, Rev Magdalen Smith and Julian Bowker. The panel will meet with the School Improvement Partner, Mark Mullin on the 11th of December 2013.

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

The following committee minutes were received:-
Aims and Curriculum Committee Meeting 24/9/13
Personnel Committee 24/9/13
Premises Committee Meeting 26/9/13
Finance Committee Meeting 27/9/13

Aims and Curriculum Committee Meeting

Governors commended the "Big Ideas Day" and felt that it would help the children develop good skills whilst marking the distinctiveness of St Anne's as a school.

Finance Committee

Governors were informed that since the committee meeting a redundancy payment to a member of staff had been made on the advice of the local authority.

The purpose of the Imprest account was explained.

The Headteacher reported that she was still awaiting the outcome of the application for additional funding for exceptional circumstances. She had resubmitted the application on the 9th of October and would continue to press the local authority for a decision on the application.

Governors were informed that the school had started the statutory assessment process for a pupil.

Governors were informed that initially the school was expecting £8000 of sports funding and an additional amount of £5 per head. It had now become apparent that this was not the case. The school would be awarded £8055 which would be paid in two instalments.

Question: What is the sports funding going to be spent on?

Response: We have earmarked £1500 for Macclesfield School Sports Partnership. We also need to replace new and missing equipment. Additional money will be used to support Sports Week.

Governors were informed that the Headteacher would report on the use and impact of the sports funding at the end of the academic year.

Personnel Committee

Question: How many applications have we had for reception in 2014?

Response: We have 25 applications, 9 first choice and 14 second choice applications. A number of other visits by parents have also been arranged.

Question: Do we use advertising?

Response: We advertise in parish magazine but nowhere else. A number of years ago it was agreed with other Wilmslow Schools what advertising should be undertaken.

Governors agreed that Wilmslow.co.uk was very good at publishing stories but the Wilmslow express less so. The Headteacher reported that they hadn't been able to use a photograph in the Wilmslow Express for the new reception class as they hadn't been able to gain consent for the use of the photograph from all parents.

Question: Our SATs results were very good. Are we planning to celebrate this with a letter to parents?

Response: Yes, the best time to do it will be when the league tables come out.

Premises Committee

The Headteacher confirmed that a roofing quote had been received but the work had not yet been commissioned. Governors were also informed that the work needed on the roof may increase as the school experienced a leak through the roof last week.

Governors were informed that a spring clean our school day had been arranged for the 8th of February 2014.

10. TO AGREE ANY ALTERNATIVE ARRANGEMENTS FOR GOVERNORS TO PARTICIPATE IN OR VOTE AT MEETINGS

Governors agreed that further consideration would be given to this matter in the spring term.

11. FINANCIAL MATTERS

- Arrangements for the annual completion of the SFVS were agreed. The SFVS would be reviewed by the Headteacher and Bursar. Governors

were informed that the school would be undergoing an audit, purchased through the local authority. It was confirmed that the statement of internal control would be reviewed following the audit and brought to the spring term full governing body meeting.

- A copy of the annual Unofficial School Funds accounts and the audit certificate were received and approved.

Question: There seems to be a substantial amount of money in the unofficial school fund. Are we holding money unnecessarily?

Response: £3350 will be coming out to support the budget. It does dip during the year but a lot of it will depend on the money coming in. I wouldn't be happier with it being much lower than it already is.

- The appointment of Alastair King as the auditor of the annual accounts for the current year was confirmed.
- Information was received on the use and impact of the pupil premium
A report had been circulated to governors prior to the meeting. Governors were informed that the focus of the pupil premium money continued to be on the group of children who are in receipt of FSM and also on the SEN register.

Question: Do any other schools have similar issues with the FSM and SEN cross over?

Response: Only Dean Oaks has a similar profile to us. We have maintained good links with the Children's Centre and also have a contact in the CHECS service.

12. HEADTEACHER'S REPORT – PART ONE

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

- Staffing
- Class Arrangements
- Be Healthy
- Stay Safe
- Enjoy and Achieve
 - EYFS
 - KS1
 - KS2
- School Visits and Trips
- Extra-Curricular Activities
- Training and Development
- Special Educational Needs
- Pupils and Risk
- Cared for Children
- Make a Positive Contribution
- Links with the Community
- Links with the Church

- Collective Worship
- PTA
- Achieve Economic Wellbeing
 - Attendance
 - Free School Meals

13. MATTERS ARISING FROM THE HEADTEACHER'S REPORT

The following issues arising from the Headteacher's report were discussed: Governors thanked Linsey for all her hard work in helping the school to achieve its gold award kite mark in sports.

Attendance

Question: Has there been an increase in leave of absence since parents were made aware of the new rules?

Response: It is too early to say yet. I think one of our new families will be an attendance concern. We will continue to keep a close eye on attendance. So far this term I have authorised an additional day for a hospital appointment in London and absence for a family funeral.

The Headteacher reported that levels of sickness remained the same but an outbreak of impetigo had caused concern because parents had not informed school or kept their children away from school for the required period.

Question: Are you planning on resending the revised letter in the New Year to remind parents before they book holidays?

Response: Yes I will.

ACTION: CD

Governors discussed the Home School Agreement. The Headteacher confirmed that the overwhelming feedback from parents had been positive. A few areas of the agreement needed updating.

ACTION: CD

The Headteacher informed Governors that a private area on the website where documents could be uploaded was currently being developed.

14. SCHOOL IMPROVEMENT INFORMATION

It was reported that Mark Mullin the SIP would visit the school on the 11th of December 2013.

15. SATS KS2 TARGETS

The recommended targets for current year 5 pupils were discussed. It was noted that the setting of these was no longer statutory.

The following targets were outlined to the Governing Body:

Reading 81% level 4 and 76% level 5.

Writing 81% level 4 and 71% level 5.

Maths 86% level 4 and 46% level 5.

Question: What about science?

Response: It is now teacher assessment only. It doesn't appear in RAISE online. There are likely to be further changes to statutory assessments in the future.

16. DIRECTOR'S REPORT

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

1. Governance and Liaison update
2. Cheshire East Raising Achievement Strategy
3. Changes to the Ofsted Inspection Guidance
4. The Inspection of Local Authority Arrangements for supporting School Improvement
5. Monitoring and Intervention Team Update
6. Funding Reform – 2014/5 budgets – DfE changes and consultation
7. Attendance Guidance – what's new for September 2013?
8. Fair Access Protocols
9. School Exclusions
10. Virtual School for Cared for Children
11. New code of practice on the use of surveillance cameras

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

17. GOVERNOR DEVELOPMENT

Governors discussed holding a strategy meeting/development day to discuss self-evaluation and the Headteacher's Report. Governors agreed to meet on the 11th of January 2014.

It was also reported to Governors that Claire Carter had attended finance training and Nicola Cathery had attended exclusions training. Governors were encouraged to use Modern Governor for further training. Details of modern governor would be sent to Alan Wilson.

ACTION: KD

Governors were asked to consider whether they would be prepared to mentor a new governor. Clare Carter will take on the role of training liaison officer.

18. SCHOOL POLICIES

The following policies were approved by the Governing Body:
Pay and Performance Management

Governors noted approval at committee level of the following document:
The Prospectus.

19. PLANNED RESIDENTIAL VISITS

There were no residential visits requiring approval.

20. ANY OTHER BUSINESS

School Council – Governors were informed that the School Council was hoping to participate in a Guardian Newspaper competition.

The Headteacher thanked Karen Dickinson for all her hard work as Chair of the Governing Body.

The Headteacher reported that the school was now registered as a heart start school. Training would be given in CPR and resuscitation. It was also reported to Governors that the school had been given a defibrillator. The Headteacher felt that it was important that the defibrillator would be for community use. A box to keep the defibrillator would need to be purchased so that it could be kept outside school. The cost of the box would be £950 + VAT. The Headteacher reported that requests would be made to local business and other school for donations towards the cost of the box.

Governor’s school lunches – Governors were asked to email Penny Bowker if they wished to attend a school lunch.

ACTION ALL

21. MEETINGS

It was confirmed that the next full Governing Body meeting would be held at the school on 4th of February 2014 at 6pm

----- Chair

----- Dated