

**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 FEBRUARY 2014**

Governors Present:	Nicola Cathery	Chair
	Clare Daniel	Headteacher
	Penny Bowker	
	Julian Bowker	
	Daniel Baker	(from item 1)
	James Bradley	(to item 8)
	Claire Carter	
	Wendy Clark	
	Katie Davis	
	Natalie Lloyd	
	Penny Thomas	
	Alan Wilson	
Also in attendance:	Haf Barlow	Clerk to the Governors
	Liz Thomas	Observer (until item 1)

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting was preceded by a presentation from Liz Thomas, SEN Coordinator.

Information was provided to Governors on the Children and Families Bill and how the changes would impact on SEN provision at the school.

School Action and School Action Plus will be replaced by a single category of Additional SEN Support. The Headteacher indicated that children who received support would continue to be recorded in order for those children to be identifiable.

Governors were informed that one of the ways that school continued to meet those children's needs was through its use of teaching assistants.

Governors were informed that in October last term the school had made an emergency application for SEN funding. The funding had been granted and as a result of which 4 new TA's had been appointed. This is a one off payment approved by Schools Forum in account of the school's exceptional circumstances. The school may reapply should funding still be available in the autumn term 2014.

Question: How effective are the TA's here in helping children who need support?

Response: We do not employ any general TA's. All of the TA's employed at the school are specifically used to support children and groups of children with additional needs.

Question: On what contracts are the new TA's being employed?

Response: At present they are on temporary contracts. We cannot afford to sustain the current staffing if we lose that level of funding.

Governors were informed that regular monthly TA meetings were held to discuss children, strategies and interventions. A three hour training session had been provided for TA's at the beginning of term.

The use of TA's and interventions were outlined to Governors together with how the school measured the impact of the interventions.

Daniel Baker entered the meeting.

1. APOLOGIES AND ADDITIONAL AOB

The following apologies were received: Rev Magdalen Smith.

The Governing Body agreed that the apologies received 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.

3. MEMBERSHIP

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

The resignation of Karen Dickinson and Hilary Shepherd.

The election of Katie Davis as a parent governor. Governors were informed that her responsibilities would include geography and provision for gifted and talented pupils. KD has experience of data handling.

The Governing Body currently has one community governor vacancy and one local authority governor vacancy.

Governors discussed the possibility of recruiting from one of the other local churches for the community governor vacancy. It was agreed that approaches to other local churches would be made.

ACTION:NC

The Clerk would enquire with the local authority whether there were any prospective candidates registered with them.

ACTION: CLERK

CC informed Governors that she had registered the vacancy with SGOSS.

4. PART ONE MINUTES

The part one minutes of the meeting held on the 4th of November 2013 were confirmed as a correct record, and signed by the chair.

5. MATTERS ARISING

The following matters arising were discussed:

- Updated Home School Agreement. Governors were informed that this had now been completed.
- Letter to parents regarding holiday arrangements. The Headteacher reported that a letter had been sent to parents in the autumn term. A further newsletter reminding parents of the new regulations would be sent this week. It was reported that a number of requests for absence had been refused by the Headteacher.
- School lunch organised by Penny Bowker. Governors discussed the previous lunch and agreed that further informal visits would be arranged.

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:-

Aims and Curriculum 13/1/14

Personnel 13/1/14

Premises 16/1/14

Finance 21/1/14

Aims and Curriculum Committee

Homework policy

Governors discussed the issue of homework during the holidays. The Headteacher informed governors that the matter would be discussed during the next staff meeting. Governors felt that it was important that children should have a break from homework during the holidays.

Big Question Day

The Headteacher explained the idea behind the Big Question Day to Governors and the faith and nonfaith approaches that would be taken in developing pupils' thinking. Governors supported the initiative and felt that all children would benefit considerably. Governors also noted that this type of activity also offered significant benefits for the more able children.

Premises

The spring clean was discussed by Governors. Nine parents had agreed to help, as well as some members of staff.

Question: Has there been any further progress with the capital bid for the SEN Lodge?

Response: No, the deadline for the capital funding bid isn't until the 14th of February and we are unlikely to hear anything further until Easter.

Finance

Governors were informed that the meeting with the local authority budget officer would not take place until the 10th of February.

It was reported that at present 37% of the total budget currently remains.

Question: With regard to IT spend the benchmarking exercise suggested that our spending on IT was low, why is this?

Response: We have been using our DFC budget to purchase hardware rather than the IT budget and that is why our IT spending looks low. There is no longer any money in the DFC budget so further spend would be from the ICT replacement budget.

Question: Has the £1500 discrepancy in the exceptional budget received from Cheshire East been resolved?

Response: Not yet, we are still making enquiries.

The Headteacher reported that there has been no further information received on the SFVS. The report had been passed on to Helen Morley.

James Bradley left the meeting

8. HEADTEACHER'S REPORT – PART ONE

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

- Staffing
- Class Arrangements
- Parental Survey
- Enjoy and Achieve
 - School Visits and Trips
 - ExtraCurricular Activities
 - Training and Development
 - Special Educational Needs
 - Pupils at Risk
 - Cared for Children
- Making a Positive Contribution
 - Links with the Community
 - Links with the Church
 - Collective Worship
 - PTA
- Achieve Economic Wellbeing
 - Attendance
- Free School Meals

9. MATTERS ARISING FROM THE HEADTEACHER'S REPORT

The following issues arising from the Headteacher's report were discussed:

The Headteacher reported that an additional child would be joining the Reception class after the half term break.

Governors thanked all staff for their continued support with trips and events.

CC outlined the survey undertaken on the Headteacher's report. Half of all governors had so far responded. Based on current responses CC indicated that it was likely that the format of the Headteacher's Report would change, moving towards one based on the Ofsted Framework.

Question: When will you be able to summarise the findings of the survey?

Response: Responses must be in by the 14th of February so I should be able to do it early next half term.

10. SCHOOL STRATEGIC DEVELOPMENT PLAN (SSDP)

An update to the SSDP was shared with Governors via Dropbox. Governors commended the progress already made on the SSDP.

Governors discussed the following school priorities:

Behaviour and Respect

Governors were informed that there had been a re-emphasis on behaviour and respect in the school. As well as staff initiatives, manners had also been discussed at the School Council. Governors agreed the importance of teaching children to show respect and to reinforce that everyone is equal and should be treated with the same respect.

Community Day

The Headteacher reported that the school had discussed this activity for the summer term. It will involve the junior children undertaking activities in the community. It is hoped that the activity would give the children a sense of being part of a wider community.

Question: Are there certain parts of community that children currently disengage in, that could be encouraged?

Response: I'm not sure yet, until I have spoken to the children.

Teaching Review

The Headteacher reported that the school had developed a link with Nether Alderley to support middle leadership, as they also have a teacher in a similar situation. The schools had discussed the middle leaders taking a role on leading the curriculum for the implementation of the new national curriculum. The difficulties with mixed classes and curriculum provision as well as the removal of levels in the new national curriculum were also outlined to Governors. The Headteacher emphasised the importance of using middle leader skills to develop a curriculum plan.

Question: Do you have the capacity to do this?

Response: Yes but it will take up a considerable amount of time. This will be the focus of our school development plan from now until September.

Buddy System

The difficulties in adopting the buddy system were discussed.

Governors reiterated that the staff do an amazing job with limited space and resources and members of staff were thanked by the Governing Body for all their hard work.

11. SCHOOL IMPROVEMENT INFORMATION

The record of visit by the external adviser Mark Mullen had been shared with the Governors prior to the meeting

The following issues arising from the record of visit were discussed by governors:

Learning walks

Governors discussed the importance of learning walks undertaken by subject link governors. It was agreed that they should be part of the monitoring of each subject. Governors agreed that they needed to develop a clear understanding of the monitoring role.

Governors were also informed that new targets had been set by the external advisor for the Headteacher's performance in 2013-14.

12. ADMISSION ARRANGEMENTS

Governors were informed that there are no changes to the admission arrangements for those schools for whom Cheshire East is the admissions authority.

13. DIRECTOR'S REPORT

The Director's Report for the Spring Term 2014 contained the following matters:

1. Governance Liaison Update
2. DfE "Drive to improve standards of "school governance"
3. Governors and the Pupil Premium
4. Cheshire East Education Board
5. Fisher Family Trust – Governor Dashboard and KS1 Self Evaluation Booklet
6. Implications of the Children and Families Bill for Special Educational Needs
7. Introducing the National Curriculum and Assessment for 2014
8. Ofsted: Pupils missing out on education
9. Religious Education Update
10. 2014-2015 Capital Funding – Bid for Funding
11. Annual Report of the Office of the School Adjudicator
12. Determination of Admission Arrangements for September 2015
13. Schools Financial Value Standard
14. Local Enterprise Partnership Apprenticeship Event

15. Virtual School for Cared for Children
16. HR Policies and Procedures
17. Catering Service Update
18. Church Lawton Free School

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

14. GOVERNOR VISITS WITH SUBJECT LEADERS

It was reported that two governors had met with subject leaders.

CC outlined her SWOT analysis of music to Governors.

Strengths – Excellent Availability of music provision, choir and additional music lessons

Weakness – Boys reluctant to become involved

Opportunities – Music Trust, Big Sing

Question: What about the singing playgrounds initiative?

Response: We looked into it but it was very expensive and we were unable to afford it at this time.

Threats – Lack of funding, Parental concern about expense. CC informed Governors that a recorder club had been established that attracted 50% boys.

NC shared her SWOT analysis on RE and collective worship with Governors.

Strengths – That the curriculum is delivered by the class teachers and given a focus in the school. RE was taught in a creative way with cross curricular links.

Weakness – The use of artefacts were explained to Governors. These are currently limited in the school.

Opportunities – Potential for parents and grandparents to come in to school.

Governors discussed approaching local faith groups to come in to speak to the children.

Threats – Coach costs are prohibitive for trips, lack of training for staff, and citizenship is no longer on the national curriculum.

Governors also expressed concern for staff leading collective worship at the church and the additional burden this entailed. Staff and governors all appreciated the chance to attend church regularly but felt that steps should be taken to see if other members of the church community would be willing to lead collective worship.

ACTION: NC

15. GOVERNOR DEVELOPMENT

Governors received a report from the training liaison governor.

Governors thanked Mr Thomas for facilitating the strategy morning. The day had provided an opportunity for self-evaluation which had resulted in identifying areas of training required and a list of objectives for the governing body to focus on:

- How we measure our school aims

- Sense of social responsibility
- High Quality Education
- Active partnerships
- Respect for all
- Well disciplined
- Promote participation in activities
- Data analysis
- Accountability role of clerks and chairs
- Governor Forum
- Develop clear understanding of monitoring as a governor

Governors were informed that the Headteacher would run a training session on data.

The outcome of the skills audit was shared with the governors. The Governing Body scored highly on knowledge of the school, data analysis, parent knowledge, leadership and knowledge of the community.

Areas of weakness were legal knowledge, quality assurance, surveys and career development.

Governors were informed that most areas have at least two governors with moderate or extensive knowledge.

16. SCHOOL MOTTO

Governors discussed the adoption of a new school motto. The suggested motto was "Shine like Stars".

Governors agreed to adopt the new motto.

17. FINANCE

Governors approved the scheme of delegation, manual for internal financial procedures, statement of internal control and benchmarking.

It was reported that the current balance of the Unofficial School Fund was £12934.

18. SCHOOL POLICIES

The following policies were approved by the governing body:

- Cared for Children Policy
- Safeguarding Policy
- Admissions Policy
- AntiBullying Policy
- Attendance Policy
- Homework Policy
- Marking Policy
- Business Continuity Plan
- CCTV model of best practice.

19. PLANNED RESIDENTIAL VISIT

The governing body was informed about the planned residential visit to Yulgreave on the 14th of May 2014 for Year 2 and 3 children.

A residential visit for Year 5 and 6 pupils is also planned for the summer term but the booking has not yet been confirmed.

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

20. MEETINGS

It was confirmed that the next full Governing Body meeting would be held at the School on 20th of May 2014 at 6.00pm.

21. ANY OTHER BUSINESS

No other business was discussed.

----- Chair

----- Dated