

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD AT THE SCHOOL
ON 23RD MAY 2017**

Governors Present:	Anne Baker	(AB)
	Daniel Baker	(DB)
	Claire Carter	Chair (CC)
	Nicola Cathery	(NC)
	Wendy Clark	(WC)
	Clare Daniel	Head Teacher (CD)
	Natalie Lloyd	(NL)
	Revd Laura Rhodes	(Revd LR)
	Jonathan Vose	(JV)
Maxine Drabble	(MD)	
Also in attendance:	Revd Paul Smith	(Revd PS)
	Leanne Little	Clerk to the governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting commenced at 18:02 and was opened with prayers by Revd PS.

1. APOLOGIES AND AOB ITEMS

The following apologies were received and accepted by the full governing body (FGB):

- Katie Davis

Governors were asked if they wished to notify CC of any other part one business and the following item was agreed:

- Risk assessments for school trips.

2. CONFLICT OF INTEREST

Governors were asked to declare any potential pecuniary interest and/or conflict of interest with the business to be discussed during the meeting.

Governors declared that they had no conflict or pecuniary interest.

3. ELECTION OF VICE CHAIR

Prior to the meeting, a nomination was received for DB for the role of vice chair. There were no further nominations received at the meeting.

Following a unanimous vote by the FGB, DB was elected as vice chair for a term of one year.

4. MEMBERSHIP

It was confirmed that Revd LR will be leaving the parish on 30th June 2017 and will therefore cease to be the ex-officio governor from this date. Revd PS will be the incumbent and fulfil this vacancy.

There were no current vacancies in accordance with the constitution and no terms of office due to expire before the next meeting.

The FGB confirmed that arrangements were in place to apply for criminal record checks for all new governors appointed/elected on or after 1st April within 21 days of their taking office and that all checks were complete.

The FGB confirmed that they did not wish to appoint any associate members.

5. PART ONE MINUTES AND MATTERS ARISING

The Part One minutes of the meeting held on 15th February 2017 were confirmed as a correct record, signed by CC and retained at the school.

Matters arising from the Part One minutes were discussed and the action log was updated accordingly (reference summer term 2017 action log).

6. CHAIR'S ACTION

CC reported that no decisions had been taken on behalf of the FGB since the last meeting.

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

The following minutes were made available to view in Dropbox:

- Personnel, Pay and Performance (PPP) Committee meeting held on 5th May 2017.
- Aims and Achievements (AA) Committee meeting held on 2nd May 2017.
- Resources Committee meeting held on 19th May 2017.

Brief overviews of the meetings were provided by the chairs of the committees (CoC) and the following points were noted:

AA Committee

The FGB agreed that NC should become a member of the AA committee, as opposed to being chair of the PPP committee. DB was appointed by the FGB as the new chair of the PPP committee and will replace NC on the panel to carry out the Head Teacher's Performance Management (HTPM) review. CC and AB will remain on the panel. NC will provide a handover to DB and will attend the next PPP committee meeting to assist in this process. **ACTION.**

KD provided documents relating to bullying that are used in high schools and recommendations were made to update the policy at St Anne's Fulshaw. The policy will be reviewed and should be ready for approval at the next committee meeting in the autumn term 2017. **ACTION.**

Following discussion, there will be a few modifications to the Home School Agreement and an explanation letter will be sent to parents on the last day of term (26th May 2017) in respect the year 2/5 class split. Confirmation of the class structures will be sent out with reports on 10th June 2017. The FGB agreed that the explanation letter should also be highlighted on social media. **ACTION.**

Q. Are there likely to be many complaints from parents in respect of the class split?

A. Parents are fully aware of the class split at the point of applying for a place at the school. There are differing perspectives from parents and the school will look at moving a child if there are severe and justifiable concerns. In the last 13 years, only 2 children have been moved into a different class. Academically, the children perform well and succeed.

CC confirmed that she will contact Chris Hopkins to ascertain who the Police Community Support Officer (PCSO) is for the school. **ACTION.** Once confirmed, a drugs awareness workshop will be arranged at the school for parents and pupils, preferably spring 2018. **ACTION.**

Q. Will the drugs awareness workshop be for year 6 pupils only?

A. It was delivered to year 6 pupils only last year and it would be prudent to continue, but bring it forward to spring rather than summer if possible.

PPP Committee

It was noted that staff subject leads and liaison with governors was effective and monitoring handbooks were very useful. CC will conduct a review of the subject lead governors. NL expressed an interest in becoming the physical education subject lead.

The services Fiona Burke-Jackson will be employed for the HTPM review for one year. As this will be the third review for Ms Burke-Jackson, an alternative will be required for the following year.

Resources Committee

CC confirmed that the School Financial Value Standard (SFVS) was completed by governors and submitted before the deadline. No feedback has been received to date.

Following discussion, it was agreed to include an additional section within the critical incident plan which can be viewed in Dropbox. CD will update the contact details for the first response team. **ACTION.** It was also agreed that at the next fire drill, a further bomb threat evacuation to the playing field will be tested.

Update on the completion of the safeguarding 'Section 157/175 Audit' by the Designated Safeguarding Lead (DSL) and the HT/Principal and the associated action plan.

This was discussed during item 13.

The Budget for the Financial Year 2017-18

The budget was discussed at the Resources committee meeting on 19th May 2017 and the overall projected deficit for the revised budget now stands at £24,429 for 2017/18. This has seen a total of £29,943 in cost reductions from the initial budget forecast. CC and CD met with Jacky Forster (JF) at Cheshire East (CE) Council and a potential deficit budget was discussed. JF acknowledged the requirement for the current Teaching Assistant (TA) provision based upon the profile of pupils and acknowledged that the school has certainly demonstrated a willingness to address and reduce the potential deficit. At this point however a potential deficit still exists.

The clerk highlighted item 16 within the summer term Director's Report (DR) (Failure to set a Balanced Budget) and the FGB confirmed that were aware of the revised process. The process to review additional funding support should continue and the school will work closely with CE. CD

confirmed that, despite numerous attempts, she has failed to receive a response from Ian Donegani (ID), Head of Services for Special Educational Needs and Disabilities (SEND), CE Council. The FGB agreed that JF should be informed of this situation. **ACTION.**

A governor expressed concern that, whilst the deficit has been reduced, it remains a significant amount and is forecast to increase dramatically over the next three years. CC confirmed that the budget had been scrutinised in detail and savings made wherever possible. The school will continue to rigorously monitor the budget and there are a number of uncertainties in terms of future funding. The school is pursuing exceptional funding to seek out a long term solution. CC highlighted that this is not the first time that the school has forecast a deficit and whilst the figures are very concerning, school funding and budgeting is continually changing.

The FGB confirmed that they were not complacent and the budget will be discussed in detail at all meetings of the Resources Committee.

Q to CD: Are you optimistic that the deficit gap will close?

*A. The prevalence of SEN within the school is recognised by the local authority (LA) and the school is currently meeting the needs of the town, with neighbouring schools having exceptionally low proportions of SEND pupils in each group. There is currently a proportion of 33% SEN pupils at the school which is more than double the national average. The school is very proactive and successful in applying for additional funding and we are to submit applications for Educational Health Care Plans (EHCPs). If successful, the applications will reduce the deficit by almost half. The forthcoming General Election has seen political parties recognise the school funding crisis within their manifestos, which may impact the National Funding Formula (NFF) proposals. In addition, the deficit has not taken pupil premium (PP) funding or additional funding for looked after children into account, therefore actual funding is going to be dramatically different from the forecast. However, this is not yet confirmed, so the forecast is based on the information that we do have at present. The school has not had a deficit budget at **year end** for the last 13 years. The staffing structure will be discussed in detail later in the meeting and we have made significant savings whilst retaining staff to ensure that children are put first and the school remains attractive to parents. Redundancies can also be extremely costly, thus not always a viable option in terms of reducing the deficit.*

CD will keep the FGB informed of any further developments with ID and the budget. **ACTION.**

The FGB was appreciative of the work undertaken by those involved in improving the budget, particularly in view of the challenges that the school faces. With the exception of one governor, the governing body **agreed** to follow the process for schools setting a deficit budget for the financial year 2017-18.

Following the meeting, the clerk provided the CE “Deficit Budget – Revised Process (from May 2017)” flowchart to CC and CD via email on 8th June 2017 and confirmed that the deadline for the submission of the notification of failure to set a balanced budget return is 30th June 2017.

The Staffing Structure for 2017-18

Prior to the meeting, the proposed staffing structure was available for governors to view via Dropbox.

CD confirmed that savings had been made through the restructure and that interviews with newly qualified teachers (NQTs) had commenced for the one teaching vacancy. Further discussion on this matter is detailed within the part two minutes.

Q. Do we need to employ agency teaching staff?

A. No, the planning, preparation and assessment (PPA) time will be 30 minutes each day for EY and KS1 staff, and we are able to arrange cover with existing members of staff.

CD confirmed that advice had been sought from CE Human Resources to ensure that the school was compliant in terms of structure and pay and will keep the FGB informed of the new NQT appointment. **ACTION.**

The FGB **approved** the staffing structure.

Purchase of annual contracts

The Resources committee have reviewed the annual contracts and agreed to purchase the Cheshire East School Services (ChESS) for another year. This will be completed by the end of May 2017.

8. PART ONE HEADTEACHER'S REPORT (HTR) AND MATTERS ARISING

Prior to the meeting, the HTR was available for governors to view via Dropbox.

Governors discussed the issues raised and the following points were noted:

CD will be the Special Educational Needs Co-ordinator (SENCO) following the departure of Ms Marshall. Although this will increase the workload of CD, it is the most prudent approach due to the level of vulnerable pupils at the school. CD is experienced and already has significant knowledge due to being the designated safeguard lead at the school. In addition, this will provide savings to the school.

Q to CD. What are the strategies for improving writing in year 5?

A. The number of pupils predicted to reach the expected level will increase by the end of the year. It is a complex cohort and year 5 is measured against both year 5 and 6 objectives so it is challenging. However, improvements are evident and therefore I am not deeply concerned.

Assemblies are to alternate between the morning and afternoon on Fridays to allow a fortnightly discussion period for TAs. This will increase morale and assist with information sharing/gathering in order to improve teaching.

Q. Although it is a small number, what is being done to address the low attendance of pupils?

A. There has been no external intervention to date. One pupil will increase attendance to over 90% by the end of the summer term. Another pupil has been extremely poorly and another child in reception has entered midway into the year. All families receive letters and phone calls and a weekly monitoring system is implemented. Unfortunately, there were a number of unauthorised absences within Year 2 and 3 and the parents have been contacted. All parents are engaging with the school at present.

Q. What is being done to tackle lateness?

A. A child is officially late if they arrive after 9:20am and will be recorded on the register as such. However, even if a child is not officially late, disruption to the class will still occur if they do not arrive on time.

The FGB agreed that a reminder about punctuality should be included within the next school flyer. **ACTION.**

Year 2 are to be moderated from 7th June 2017 and a meeting with the moderators is to be held at Cranage Hall on 24th May 2017. CD or Penny Thomas (PT) will be involved in the moderation on reading, writing and mathematics along with Linsey Jackson (LJ).

9. SCHOOL STRATEGIC DEVELOPMENT PLAN (SSDP)

Prior to the meeting, the SSDP was available for governors to view via Dropbox and progress was reviewed.

Q. Has there been an improvement in behaviour in terms of the expectations?

A. Yes. We have had challenging behaviour in previous terms, hence why it became a focus within the SSDP. This has improved significantly, with pupils being calmer, more polite and using their manners a lot more. We will continue to consistently monitor and review behaviour to build on these improvements.

10. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER

Fiona Burke-Jackson visited the school on Wednesday 17th May 2017 and CD will provide the full report to governors once it has been received. **ACTION.**

The arrangements for external school improvement support and advice for 2017 -18, support for the Headteacher's Performance Management Review process (The Education (School Teachers Appraisal) (England) Regulations 2012) and the appointment of an adviser were discussed during item 7.

11. SELF EVALUATION

Prior to the meeting, the school self evaluation document was available for governors to view via Dropbox.

Governors reviewed the evaluation and attention was drawn to pupil stability which has begun to increase from a low 58.7%. However, this figure does not reflect the turnover of pupils who arrive and leave within very short periods of time, which places additional demands on resources for limited periods of time. This is not reflected in the progress or attainment figures within RaiseOnline.

12. GOVERNANCE STATEMENT

The FGB agreed to approve the annual governance statement electronically, following distribution by CC. Once agreed, the statement will be published to parents and uploaded onto the school website. **ACTION.**

Governors agreed that the approved annual governance statement should also be featured within the St Anne's Parish magazine. **ACTION.**

13. DIRECTOR'S REPORT (DR)

Prior to the meeting, the DR and precis was circulated to FGB by the clerk for review and action where necessary.

The FGB discussed the DR and the following points and actions were noted:

Item 11 – Local Safeguarding Children Board (LSCB) Safeguarding (Section 157/175) Audit

CD confirmed that the audit is always live and can be updated throughout the year, but she had been experiencing technical difficulties. CD has alerted CE and the audit will be updated as soon as the IT issues have been rectified. **ACTION.** It was highlighted that all schools will be expected to have information up to date by 11th July 2017 and CD will inform the FGB when the audit has been completed. **ACTION.**

DBS checks for new members of staff are completed as part of the appointment process. Two recently appointed members of staff will attend safeguarding training in June. Whole school basic safeguarding training will take place in September 2017.

Item 4 – Asbestos Management in Schools 2017/18 (maintained schools only)

CD will liaise with the contractors to ascertain compliance with Regulation 4 (Duty to Manage) of the Control of Asbestos Regulations. **ACTION.** The school will consider the option provided by the ChESS HUB 2017/18 for Asbestos Management Survey. **ACTION.**

Item 1.14 – Important changes to critical incident first response contact numbers

This was discussed during item 7.

Item 15 – School trips in light of the London terrorist attacks

Following the attacks in London and Manchester, the FGB agreed that it was vital for governors to familiarise themselves with the school's education visit programme and ensure appropriate risk assessments have been carried out. JV and CD will arrange a meeting to demonstrate the risk assessment, information required and the levels that require approval. It was agreed that an item should be included within the agenda for the next Resources committee meeting to discuss the meeting with CD and JV, the role of the governor with a special responsibility for safeguarding. **ACTION.**

Governors agreed that the meeting with JV and CD should be conducted after half term and as much in advance as possible as the planned school trip to London on 3rd July 2017. DB confirmed that he would also like to attend the meeting.

CD confirmed that the required adult to pupil ratio for the trip is 1:15, but the school has increased this to 1:4 for the London trip, including 1:1 support for one pupil. The school ensures that any residential visit is with the highest quality provider and the safety of children remains the priority at all times.

Item 16 – Failure to set a Balanced Budget

This was discussed during item 7.

14. GOVERNOR DEVELOPMENT

The Training Liaison Governor, CC, confirmed that the governor training folder had been updated within Dropbox. The FGB agreed to review the folder and attend courses where feasible. **ACTION.**

Safeguarding training is to be held in the morning of the staff and governor INSET day on 4th September 2017, with a strategy meeting in the afternoon. The FGB was encouraged to attend both sessions where possible. **ACTION.**

15. SCHOOL POLICIES

Prior to the meeting, the Health and Safety policy was available for governors to view via Dropbox.

There were no comments or amendments and the body **approved** the policy.

16. PLANNED RESIDENTIAL VISITS

The FGB approved forthcoming year 2 and 3 residential visit on Tattenhall 20th to 21st July 2017, subject to satisfactory risk assessments being carried out.

17. NOMINATIONS FOR CHAIR

The following nomination was received for the election of Chair at the autumn term 2017 FGB meeting:

- Claire Carter

The clerk confirmed that nominations may also be taken at the next meeting.

18. CONFIRM TERM DATES FOR 2018-2019

In view of the ongoing consultation with CE, the FGB agreed that term dates should be agreed electronically for the next school year, including 5 INSET days. **ACTION.**

19. MEETINGS

Governors will liaise with the clerk and electronically confirm the dates and times of the three full governing body meetings to be held during the academic year 2017-2018. **ACTION.**

20. ANY OTHER BUSINESS

This was discussed during item 13.

The meeting moved to part two at 19:47hrs.

_____Chair

Dated _____