

St Anne's Fulshaw CE Primary School

MINUTES OF A MEETING OF THE GOVERNING BOARD OF ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD IN SCHOOL ON 19TH JUNE 2023



Governors Present:	Claire Carter	Chair (CC)
	Clare Daniel	Headteacher (CD)
	Wendy Clark	(WC)
	Natalie Lloyd	(NL)
	Richard Matthews	(RM)
	Matt Williamson	(MW)
	Angela Fitton	(AF)
	Maxine Drabble	(MD)
	Sally Petrie	(SP)
	Eddie Roberts	(ER)-left at 7:07 pm

Also in attendance: Sue Pomeroy Clerk to the governors

PART ONE – NON-CONFIDENTIAL BUSINESS

PRESENTATION: CURRICULUM REVIEW POST-OFSTED

The Headteacher delivered a presentation on the curriculum and the school's response to the recent Ofsted visit. She shared relevant items from the school's website.

- The school had a good overview of curriculum development and had already planned work prior to the Ofsted inspection. There were no surprises from the inspection findings.
- The school is small, and teachers are responsible for more than one curriculum area, in addition to holding responsibility for aspects such as SEND and safeguarding.
- Ofsted had been impressed with the work of subject leaders in the areas which the school had previously prioritised. Other areas such as DT and History are still being developed.
- Post-Ofsted, the DT lead had been booked on a one-year development programme. This involves six sessions and links to literacy and writing.
- NL would take on the role of History subject leader. She had made a start on developing the History curriculum. Geography is taught in the first half term so this would allow time for work to be carried out prior to autumn 2.
- History is taught on a three-year rolling programme, and this makes it challenging to teach the subject chronologically. Other small schools had been consulted and they had shared that they identify themes such as battles, invasions and homes which run through all the topics. NL stated that she would ensure that there was clear progression of knowledge and skills through each topic.
- The Headteacher shared examples from the school website of the detailed curriculum plans in place for some subjects.
- The school will be on Year A of the curriculum cycle again in September 2023. There have been some changes since the school last taught Year A. The History curriculum plan would have greater detail added and be updated for 2023-24.
- There would be some changes in subject leadership in 2023-24 due to the retirement of the current Deputy Headteacher and NL increasing her hours.
- The requirements of the inspection framework were challenging for small schools with mixed age classes.

The Chair commented that the Ofsted report had been very positive and that it was wonderful to have received outstanding judgements in two areas. The headteacher informed governors that 137 comments had been made on Parent View and only four had been negative. The inspector had followed up on these.

1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS

The Chair opened the meeting and welcomed Eddie Roberts to the board in his first meeting as the Ex-Officio Foundation Governor. There were no apologies to receive: all governors were present at the meeting.

AOB: No items of AOB were tabled for discussion.

2. CONFLICT OF INTEREST

Governors were provided with the opportunity to declare any potential pecuniary interest or conflict of interest between an individual and the board of governors as a whole in connection with the business to be discussed during the meeting. None were declared.

3. SCHOOL DEVELOPMENT PLAN (SDP)

The Headteacher explained that the SDP had been updated for Ofsted and had been shared with governors.

Q. Is the school intending to update the SDP for 2023-24 at the INSET Day in September 2023?

R. This may have to take place on a separate evening as the INSET Days are already planned and there is no time for a SDP update.

4. MEMBERSHIP

- a) ER had been appointed as Ex-Officio Foundation governor on 23.04.23. He was requested to provide a pen portrait to be published on the school website. **ACTION**
- b) There was now one vacancy on the board for a Parent governor. It was hoped that a parent governor could be recruited from the parents of the new Reception intake in September 2023.
- c) It was confirmed that the necessary DBS and Section 128 checks had been carried out.
- d) It was confirmed that governor details were up to date on the school website and on GIAS.

5. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the full board of governors meeting on 13th March 2023 were **agreed** as an accurate record and signed by the Chair for retention by the school.

The action list from the previous FGB meeting was reviewed and all items were agreed as completed or ongoing. There were no matters arising from the minutes.

6. CHAIR'S ACTION AND CORRESPONDENCE

The Chair confirmed that no action had been taken on behalf of the governing board since the previous meeting in the spring term 2023.

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

- a) The summer term committee meetings would take place following the FGB. There were no minutes to receive at this meeting. The Chair would contact ER to discuss committee membership. **ACTION**
- b) The Chair informed governors that she had booked a safeguarding monitoring visit in the summer term 2023. AF had completed a monitoring visit for Maths and had produced a report. She informed governors that she had greatly enjoyed the visit and had been impressed with the children. The focus of the visit had been on mixed-age classes.

8. FINANCIAL/COMPLIANCE MATTERS

Approval:

- a) A meeting had taken place via Teams with the FMSO this morning and there were no papers available for this meeting. The school remains in a deficit budget situation, the reasons for which had previously been documented. A “failure to submit a balanced budget” form would be submitted to the Local Authority by 30th June 2023. The outturn from 2022-23 had been a deficit of around £107k. The Headteacher noted that there is a significant fall in the birth rate and that local schools are not full for September 2023 admissions. The school receives around £40k LCHI funding for children who do not achieve GLD in Early Years. However, the school admits some children from abroad who would fit into this category but there is no prior data for them and so this funding is not received.

Q. What is the in-year deficit position?

R. Upwards of £60k. It is not possible to provide exact figures until the budget papers are received from Cheshire East.

Q. Has there been any communication from Cheshire East regarding the deficit budget position?

R. No, not in recent years. The Headteacher and Chair had been called to a meeting several years ago to discuss the budget position with the Director of Education and Principal Accountant at Cheshire East.

- b) Governors approved the staffing structure which remained unchanged from 2022-23.
- c) There were no contracts to discuss at this meeting.
- d) The MIFP would be approved at the Resources Committee. Governors approved the Business Continuity Plan and Asset Register.

Review:

- a) The Headteacher confirmed that the Sports Grant would be spent by the end of the academic year. Governors discussed the impact of the spending and noted the following:
 - The children had participated in many sporting competitions.
 - Sports coaches had been into school throughout the year.
 - The children enjoy sports.
 - There is an inclusive culture within school.
- b) Use of Pupil Premium funding was detailed in the Headteacher’s report. The school had delivered 200 hours of tuition as part of the Recovery Programme.

Confirm:

- The Headteacher confirmed that the SFVS had been submitted by the deadline of 31st March 2023.
- The Headteacher confirmed that the S175 Safeguarding audit would be submitted by the deadline of 10th July 2023.

9. PART ONE HEADTEACHER’S REPORT AND MATTERS ARISING

The Headteacher’s Report had been circulated to governors prior to the meeting. The Headteacher highlighted the following matters from her report:

- Attendance-The school had undergone an audit prior to the Ofsted inspection. Overall attendance for 2022-23 from 05.09.22 to 09.06.23 is 94.3%. There had been a reduction in the number of children with attendance below 90% and the school expected this figure to reduce even further by the end of the summer term 2023.
- Assessments:
 - EYFS-still being finalised
 - Year 1-100% passed the phonics screening test
 - Year 2-as below

	Pre-Key Stage	WTS	EXS	GDS
Reading	12%	21%	54%	12%
Writing	12%	25%	58%	4%
Maths	8%	17%	54%	21%
	Has not met standard		Met standard	
Science	17%		83%	

- Year 2 Phonics screening-9 out of 11 children passed. The two who did not have only recently arrived in school from abroad.
- Year 4 Multiplication Tables Check – tests completed last week and the results would be available from 26.06.23
- Progress is evident for all children.

Q. How did the children cope with the Year 6 SATs?

R. The reading paper was very challenging in terms of the complexity of the language and the density of the text. The non-fiction text usually contains the key features of a non-fiction text such as bullet points, text boxes etc but this year it took the form of an interview.

ER left the meeting at 7:07 pm.

The Chair thanked the Headteacher for her report.

10. HEADTEACHER’S PERFORMANCE MANAGEMENT REVIEW (HTPMR)

Governors agreed to retain the services of the current adviser for the HTPM.

11. MARKETING

SP tabled a paper on ideas for marketing the school with the aim of increasing pupil numbers. Governors discussed the proposals and agreed that developing and upgrading the school website is a priority. The school is located on a quiet side road and the site and extensive grounds are not visible from the road. SP advised that a professional film containing drone footage would be a valuable addition to the website. Governors agreed to discuss these ideas for marketing the school further at the Resources Committee. **ACTION**

Q. How many children would be admitted into the reception class in September 2023?

R. Ten children. Five are siblings and five are new to the school. The school is expecting that more children would be admitted in other year groups in September, but the focus needs to be on increasing numbers coming into the school in the younger age groups.

12. GOVERNANCE STATEMENT

The Chair confirmed that the Governance Statement would be published at the end of the summer term 2023.

13. TERM DATES 2024-25

The Headteacher informed governors that the high school had not yet set their dates for 2024-25. The school would try to align its dates with the high school's once they are published. 2023-24 dates are on the school website.

14. DIRECTOR'S REPORT

The clerk highlighted the following items from the report:

1.1, 2.1, 2.3, 3.2

Governors noted the report.

15. GOVERNOR TRAINING AND DEVELOPMENT

There was no update to receive at this meeting. The Clerk would forward a governor attendance report. **ACTION**

16. SCHOOL POLICIES

The following policies were reviewed and approved by governors:

- Health and Safety Policy
- Critical Incident Policy

17. PLANNED RESIDENTIAL VISITS

Governors approved the following visits subject to the required risk assessments being carried out:

Year 5/6-Gilhead-3 days/2 nights

Y2/3-Anderton Centre-1 night

18. NOMINATIONS FOR CHAIR AND VICE CHAIR

Maxine Drabble was nominated for the position of Chair in the election to be held at the autumn term 2023 FGB meeting.

Claire Carter was nominated for the position of Vice Chair in the election to be held at the autumn term 2023 FGB meeting.

The Headteacher thanked Claire Carter for her support to the school in the role of Chair of Governors.

19. MEETINGS

The dates of the remaining FGB meetings to be held during 2023-24 were confirmed as:

Monday 27th November 2023

Monday 18th March 2024

Monday 17th June 2024

Meetings to be held at 6:00 pm in school.

20. ANY OTHER BUSINESS

No items of any other business were tabled for discussion.

21. IMPACT STATEMENT

- Governors received a curriculum update.
- Governors received an update on the SDP.
- Governors discussed ideas to market the school and increase pupil numbers to improve the school’s financial position.
- Governors reviewed the impact of the Sports funding and Pupil Premium Grant.

The meeting moved to the Part Two agenda.

.....Chair

.....Dated