

**MINUTES OF A MEETING OF THE GOVERNING BODY OF  
ST ANNE'S FULSHAW CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 20<sup>th</sup> OCTOBER 2011**

**Governors Present:** Mrs P Bowker  
Rev M Smith  
Mrs S Baulkwill  
Mr J Bowker (Chair)  
Mrs D Smith  
Mr J Bradley  
Mrs B Foster  
Mrs N Lloyd  
Ms C Daniel (Headteacher)  
Mrs W Clark

**Also in attendance:** Mrs S Lewington **Clerk to the Governors**

---

**PART ONE – NON-CONFIDENTIAL BUSINESS**

---

The meeting was preceded by a presentation by the Headteacher on the school's RAISEonline data. Current performance data for different groups was also shared with Governors.

The clerk chaired the meeting for items 1 – 3.

**1. APOLOGIES**

The Governing Body agreed that the apologies for absence received from Mrs K Dickinson, Mr M Bisaro, Mr J Blamey and Mrs P Thomas 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. ELECTION OF CHAIR**

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

The following nomination was received at the meeting: Mr J Bowker.  
Following a vote, Mr Bowker was elected as Chair of Governors and chaired the meeting from this point.

**4. ELECTION OF VICE CHAIR**

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

The following nomination was received at the meeting: Mrs K Dickinson.  
Following a vote, Mrs Dickinson was elected as Vice Chair of Governors.

## 5. MEMBERSHIP

A welcome was extended to Mrs Natalie Lloyd, who, with Mr James Bradley, had been elected as Parent Governor.

The Governing Body currently has the following vacancy:

- One Authority Governor

## 6. PART ONE MINUTES

The part one minutes of the meeting held on 23<sup>rd</sup> June 2011 were confirmed as a correct record, and signed by the Chair.

## 7. MATTERS ARISING FROM THE PART ONE MINUTES

There were no matters arising.

## 8. CHAIR'S ACTIONS

The Chair reported that a contract had been signed with CFBT to engage the headteacher's services as an Ofsted inspector.

## 9. COMMITTEES AND NOMINATED GOVERNORS

a) The membership of the Governing Body's committees was confirmed as:

|                 | <b>Aims &amp; Curriculum</b> | <b>Premises</b> | <b>Finance</b> | <b>Personnel</b> |
|-----------------|------------------------------|-----------------|----------------|------------------|
| Ms C Daniel     | Yes                          | Yes             | Yes            | Yes              |
| Mrs W Clark     |                              |                 | Yes            | Yes              |
| Mrs P Thomas    | Yes                          |                 |                |                  |
| Mrs S Baulkwill | Yes                          |                 |                |                  |
| Mr M Bisaro     |                              | Yes             |                |                  |
| Mr J Blamey     | Yes                          |                 |                |                  |
| Mr J Bowker     |                              |                 | Yes (Chair)    | Yes (Clerk)      |
| Mrs P Bowker    |                              | Yes             | Yes (Clerk)    |                  |
| Mr J Bradley    |                              | Yes (Chair)     |                |                  |
| Mrs K Dickinson |                              |                 | Yes            |                  |
| Mrs B Foster    |                              |                 |                | Yes (Chair)      |
| Mrs D Smith     |                              | Yes (Clerk)     |                |                  |
| Rev M Smith     | Yes (Chair)                  |                 |                | Yes              |
| Mrs N Lloyd     | Yes (Clerk)                  |                 |                |                  |

b) The terms of reference for each committee were approved.

c) The Headteacher's Performance Management Panel was agreed to be: Mr J Bowker and Rev M Smith.

d) Governors' areas of responsibility were confirmed as:

|                 | <b>Curriculum subject</b> | <b>Special responsibilities</b>         |
|-----------------|---------------------------|---|
| Mrs S Baulkwill | Art                       | Cared for Children, School Council      |
| Mr M Bisaro     | Citizenship / PSCHE       | Exclusions                              |
| Mr J Blamey     | DT                        | Gifted and Talented                     |
| Mr J Bowker     | History                   | Safeguarding                            |
| Mrs P Bowker    | PE                        | Early Years.<br>Health & Sex Educations |
| Mr J Bradley    | Geography & Science       | Health and Safety                       |
| Mrs K Dickinson | Numeracy                  | Training Liaison Governor               |
| Mrs B Foster    | Literacy                  | Child Protection                        |
| Mrs D Smith     | Music                     | Inclusion                               |
| Rev M Smith     | RE                        | Healthy Foods                           |
| Mrs N Lloyd     | ICT                       | SEN                                     |

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

The following Committee minutes were received by the Governing Body:

- Aims and curriculum: 20<sup>th</sup> September 2011
- Premises: 22<sup>nd</sup> September 2011
- Finance: 23<sup>rd</sup> September 2011
- Personnel: 19<sup>th</sup> September 2011

The following issues relating to the minutes were discussed:

### **Premises**

- a) Approval was given by the Governing Body for replacement chain link fencing to be installed, at a cost of approximately £20000.

### **Personnel:**

- b) Governors asked whether links had been established with the school in Spain.
- c) It was reported that the new midday supervisors had settled in well. Training is to be undertaken by all supervisory staff.

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

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

- Staffing
- Class arrangements
- Number on roll
- To be healthy and stay safe
- To enjoy and achieve

- School visits and trips
- Extracurricular activities
- Training and development
- Special Educational Needs
- Cared for children
- Attendance
- To make a positive contribution
- Links with the church
- Collective worship
- PTA
- To achieve economic well-being
- Attendance and FSM

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

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

- a) A report was given on changes to the requirements for safeguarding training. The headteacher confirmed that she undertook training at Level 3, and that the deputy head had completed Level 2 training.
- b) Governors asked about the eligibility criteria for FSM. The benefits to the pupils of the additional pupil premium funding given to the school were noted.
- c) Rev Smith extended her thanks to the school for their support of the Food Fund.
- d) Wilmslow Wells thanked the school for opening the garden on their behalf.
- e) CAMHS was clarified to be the Child and Adolescent Mental Health Service, and PEACH to stand for Parents for Early Intervention for Autism in Children.
- f) Thanks were extended to the headteacher for her report.

## **13. STRATEGIC SCHOOL DEVELOPMENT PLAN**

It was noted that the Strategic School Development Plan had been discussed by Governors. Strategic outcomes from the Governor's training day had been incorporated into the SSDP. The monitoring role of the Governing Body was flagged up. Governors approved the SSDP, subject to some technical amendments.

## **14. SCHOOL IMPROVEMENT PARTNER (SIP) RECORD OF VISIT**

- a) The record of visit by Phil Choi on 24<sup>th</sup> June 2011 was shared with Governors. The judgements for Leadership and Management were discussed. Governors asked about the reasons why some judgements were not "Outstanding" and clarification was given on the requirements for that grade. It was noted that although historical trends of attainment were judged "Good", progress was "Outstanding". Safeguarding was also stated to be robust.

## **15. TARGETS**

Governors noted that there was no longer a statutory requirement to set targets for the current Y5. Discussion about target setting will take place with the SIP.

## **16. DIRECTOR'S REPORT**

The Director's Report for the Autumn Term 2011 contained the following matters:

1. Governance and Liaison Update
2. Scheme for Financing Schools 2011/12 – 2012/13
3. Schools Financial Value Standard (SFVS)
4. Meeting with Finance and Shared Services – Secondary Schools and Primary Schools
5. A consultation on School Funding Reform: Proposals for a Fairer System
6. Schools Business Support Agreement 2011/12
7. Overview of School Examination Performance 2010/11
8. Behaviour and Discipline
9. Governors and Exclusions
10. Fair Access Protocol
11. Learning Outside the Classroom and Educational Schools Visits
12. Health and Safety in the Curriculum: Science, Art and Technology
13. Headteacher Performance Management
14. Schools Causing Concern and School Improvement
15. Information for Schools Employing Newly Qualified Teachers
16. Review of Terms and Conditions for Support Staff
17. Pre Employment Checks
18. SEN Review – Update
19. Health and Safety Team Advice to Schools
20. Audit of Governance of Childcare in Schools and other Local Authority Owned / Controlled Sites
21. Cheshire East Family Service
22. Code of Conduct on Fixed Penalty Notices
23. The Cheshire East Children and Young People's Trust
24. The Parent Partnership

The clerk highlighted to governors a number of issues, and governors noted the report. Several Governors are to attend the conference.

## **17. GOVERNOR DEVELOPMENT**

Induction training is to be offered to Mrs Lloyd. Rev Smith is to attend training on Handling School Complaints. A number of governors had attended safeguarding training at the school on 6<sup>th</sup> September. The Modern Governor e-learning units were commended. The value of ongoing Governor development and self evaluation was noted. Governors were requested to complete their training evaluation forms, and their records of visits to the school.

## **18. FINANCIAL MATTERS**

Governors were presented with a copy of the audit certificate for the Unofficial School Funds, and the accounts were received..

## **19. SCHOOL POLICIES**

The following policies were received by the Governing Body:

- Staff handbook for 2011/12
- Fairtrade

## **20. RESIDENTIAL VISITS**

The Governing Body was informed about the following planned residential visits for summer 2012: Tattenhall, York and Snowdon / Conway Centre

The Governing Body was satisfied that appropriate risk assessments would be carried out, and approved the visits. It was confirmed that no child would be precluded from participating in school visits because of cost.

## **21. MEETINGS**

It was confirmed that the next two full Governing Body meetings would be held at the School on:

- **Thursday 1<sup>st</sup> March 2012** at 6:00pm
- **Tuesday 29<sup>th</sup> May 2012** at 6:00pm

A meeting for to consider Governor Self Evaluation and SSDP planning is to be arranged for the summer term.

## **22. ANY OTHER BUSINESS**

There was no other business.

----- Chair

----- Dated