

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD AT THE SCHOOL
ON 17TH OCTOBER 2017**

Governors Present:	Anne Baker	(AB) (part)
	Daniel Baker	(DB)
	Claire Carter	Chair (CC)
	Nicola Cathery	(NC)
	Wendy Clark	(WC)
	Clare Daniel	Head Teacher (CD)
	Katie Davis	(KD)
	Natalie Lloyd	(NL)
	Maxine Drabble	(MD)
Also in attendance:	Daniel Gilchrist	Observer (DG)
	Leanne Little	Clerk to the governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting started at 18:06.

1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS

DG was welcomed to the meeting.

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

- Jonathon Vose

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

- Governor emails.

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.

Governors will ensure the completion of annual declarations is attended to and returned to WC.
ACTION.

It was confirmed that WC will be responsible for updating the register of business interests on the school website; and Get Information About Schools.

3. ELECTION OF CHAIR

A nomination for CC was received at the previous FGB meeting. No further nominations were received at the meeting and CC was elected as Chair for a one year term of office.

4. MEMBERSHIP

The governors gave to the Ex-officio Foundation Governor vacancy. The process has begun to appoint an officiating minister in the parish, but this was unlikely to be complete before Easter 2018. It was agreed that CD should liaise with Reverend Sandi Fisher, who is currently officiating, and invite her to attend future FGB meetings. **ACTION.**

CD confirmed that she has liaised with the church and all worship plans at the school have been confirmed.

There were no terms of office due to expire before the next meeting.

WC confirmed that all criminal record checks for governors were in order.

The board did not wish to appoint any associate members.

5. PART ONE MINUTES AND MATTERS ARISING

The Part One minutes of the meeting held on 23rd May 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 autumn term 2017 action log).

6. CHAIR'S ACTION

Under **the Chair's Power to Act** on behalf of the body of governors since the last full governing body meeting, CC confirmed that she had met with Chris Penn, new Diocesan Director of Education. Discussion would take place during part two.

7. COMMITTEES & NOMINATED GOVERNORS

a) The membership of committees for the 2017/2018 academic year was confirmed during the committee meetings and was available to view via Dropbox.

b) The chair for each of the committees for 2017/2018 school year was appointed by the committee and approved as follows:

Personnel, Pay & Performance (PPP)	–	Daniel Baker
Aims and Achievements (A&)	–	Natalie Lloyd
Resources	–	Claire Carter

c) The board reviewed the list of functions to be delegated to committees and individuals by the governing body and it was agreed that there should be no change from the previous academic year.

d) The constitution and terms of reference (ToR) for each of the governing body standing committees were available to view on Dropbox prior to the meeting. Following their review by each committee, the ToR were **approved** by the FGB.

e) The ToR for the Pay Appeals, Staff Discipline and Pupil Discipline committees were to be agreed electronically following the circulation of model ToR by the clerk. **ACTION.** Membership of the committees was discussed and confirmed as follows:

Pupil Discipline	-	NC
Staff Discipline	-	CC, DB and MD

Staff Appeals - JV, AB and DB

CC confirmed that the membership spreadsheet on Dropbox would be updated accordingly.
ACTION.

e) Following discussion, DB, AB and CC were appointed as the panel of governors to carry out the Head Teacher's Performance Review in 2017/2018. The options for the appointment of an External Adviser remain under exploration by the PPP committee and outcomes will be reported to the FGB as soon as they are available. **ACTION.**

8. GOVERNORS' CODE OF PRACTICE/GOVERNORS CHARTER

The National Governors' Association (NGA) Model Code of Practice and the Cheshire East (CE) Governors Charter were reviewed and agreed by the FGB.

All governors present at the meeting signed the code and charter for retention at the school. JV to provide signed copies to the school as soon as possible. **ACTION.**

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

The minutes of all committee meetings were made available to the FGB prior to the meeting via Dropbox and the following points were noted:

Resources Committee: 28th September 2017

CC and CD thanked all governors for their contribution in assisting the school to achieve a balanced budget for 2016/17 in challenging circumstances.

Pupil number for this year was estimated at 133. There has been a lot of movement since the start of term with 7 new pupils starting, providing almost £40K extra funding. Years 2 and 3 are over PAN and it is likely that this will also be the case in Reception.

There may be some change in Special Educational Needs (SEN) funding. However, should a decrease occur, the school budget forecast remains healthy.

Q. There appears to be low breakfast club numbers? Are there any pupils not getting a proper breakfast at home?

A. It tends to be pupils who arrive late at school who may not have had breakfast. The school will provide tea and toast in these cases. The Resources committee will closely monitor the breakfast club. Whilst there are low numbers at present, it is an attractive provision for prospective parents. A lot of "new families" have been shown around school this term and each have enquired about breakfast and after school clubs (ASC).

The premises "Wish List" has been updated by JV, with some items already being addressed. Prioritising is key which will result in a wait for some items.

The school has been selected for an audit to be conducted 21st November 2017.

PPP Committee: 5th October 2017

Governors are keen to ensure that new staff members are supported as best as they can be and to monitor their workload.

The SENCo role is a necessary position and at present there is no alternative but for CD to continue. However, this cannot be a permanent resolution and the teaching staff members are committed to supporting CD with extra work.

AA Committee: 26th September 2017

The spelling results were discussed and it was pleasing to see that each year group had improved in performance between September 2016 and July 2017. The school development plan (SDP) had a focus on spelling and the evidence of success was encouraging.

Staff members are knowledgeable of pupil abilities and an adaptive teaching style has been adopted.

SATs results will be discussed later in the meeting.

There were no reports from committees or recommendations requiring the approval of the FGB.

All reports from governors with special responsibilities had been uploaded onto Dropbox prior to the meeting. KD confirmed that she will conduct a monitoring visit for Art during the summer term. **ACTION.** NL will conduct an Early Years visit later in the school year to allow time for new members of staff to embed.

CD provided confirmation of the school's purchase of the Human Resources (HR), Clerking and Governance Training and Development buy-backs from the Local Authority (LA).

The Pupil Premium (PP) grant expenditure 2016-17: Report to Governors was made available for governors via Dropbox prior to the meeting. It was noted that the income from PP is reducing at a rapid rate.

Q. Has the school chased up those families who may be eligible?

A. Yes we have contacted as many as we can and reminded them of the January 2018 deadline to apply. We are also focussing upon those pupils in Reception, years 1 and 2 as it is not just a case of being eligible for Free School Meals (FSM) which are provided to all children at present.

It was noted that the performance of children who are in receipt of PP alone is of an average standard and those children who have SEN in addition to PP are performing quite well in terms of expected standards. Issues arise when there are further issues such as those children that are looked after and those with a Common Assessment Framework (CAF). As a result, PPG is increasingly used to fund social and emotional 1:1 and small group support for pupils. There are differing layers of needs for the children which can have a significant impact upon performance. The attendance of PP children is generally good.

CD provided an overview of the "value added" from Key Stage (KS) 1 to KS2, which highlighted that there could be significant "swings" in results for pupils in a low cohort. It is also an issue when pupils come into the school mid year with inflated scores.

The report has been included within the school website.

The purchase of annual contracts has been reviewed and will be done on an annual basis. The majority of contracts are with Cheshire East School Services (ChESS) and have been renewed accordingly.

A copy of the annual accounts of the Unofficial School Fund and the audit certificate were circulated to the board and WC was thanked by all for her contribution.

CD highlighted that the substantial contribution made by the Women's Institution to the school is very much appreciated.

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

The HTR was circulated to the FGB via Dropbox prior to the meeting and governors confirmed that they had reviewed the document. Questions were invited and the following points were raised:

Q. Is the transience of pupils particular to the school or is it a wider issue in the area?

A. It is a general issue across Wilmslow. The town is very desirable and is a very popular location for commuters. As such, there is a high proportion of rental properties and therefore turnover of residents is significant. St Anne's Fulshaw is the only school in the area with an admission that is not a multiple of 30. There is more flexibility and sometimes pupils come and go due to employment contracts of their parents.

Q to CD. Who contributes to the monitoring of subjects?

A from CD. It is mostly Penny and myself at present. Subject leaders should also contribute to monitoring but a reallocation due to new members of staff has meant that new leads have been assigned.

Q. Do Ofsted conduct "drop in" chats with staff?

A. Ofsted come into the school assuming that it is already good and will have already received data. They will talk to staff and conduct book looks. Tracking of pupils will also be investigated.

CD noted that the change in strategy to conduct book looks in Easter has been useful and more manageable for staff.

Q. How often are book looks conducted?

A. Once every half term but it depends on the cohort and if there are particular challenges.

11. SCHOOL STRATEGIC DEVELOPMENT PLAN (SSDP)

Governors reviewed the progress on the SSDP that was available via Dropbox and the following points were noted:

Governors agreed that the new green coloured document was more user friendly. It was highlighted that the SDP is an organic document where governors as well as the Senior Leadership Team (SLT) could contribute.

It was agreed that all committees review and discuss the pertaining SSDP components at each meeting report back to the FGB. **ACTION.**

The four key areas within the SSDP are on the school website and displayed prominently within the school.

12. SCHOOL PERFORMANCE

The SATs results of KS1 and KS2 were included within the HTR (item 10)

The smallest cohort at present is Reception, with 75% of pupils demonstrating a good level of development (GLD). An explanation was provided for those that did not achieve a GLD within the HTR.

Year 1 phonics results were disappointing in terms of previous years and national average. However, it is a particularly challenging cohort with 35% of pupils having SEN. CD is confident that those who did not pass this year will do so in year 2.

The general overview is that pupils are achieving the expected standard or are just below. However, there has been considerable improvement with the proportion of children at greater depth (GD) and it is anticipated to increase in writing due to a change in assessment.

CD commended the teachers for their moderation and range of evidence.

Q. What are the reasons for Maths results being lower than the national average?

A. There are no standout reasons. Some former level 3 children did not quite obtain their expected score and there were a few “careless” mistakes with accuracy. As such, we have reviewed the teaching of shape and measurement and Penny is going to monitor the Maths work undertaken with Michelle. The pupils performed well with reasoning, however the arithmetic section is very difficult which is why we put it at the end of the paper so as not to emotionally offset the pupils.

Q. Why is the ability of children coming into the school being over optimistically assessed?

A. There are different reasons depending upon the school and staff. St Anne’s Fulshaw have now started to introduce Cognitive Ability Tests (CATs) to obtain a more accurate assessment and this has been commended on its accuracy by a secondary school.

Due to the changes in assessment and guidance from Ofsted and the Department for Education (DfE), CD noted that targets at this present time would be difficult to set and should be reviewed at a later point.

The attendance for 2016/17 was 97.33% and the FGB agreed to set a target of 97% for 2017/18.

13. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER

The latest report from the external adviser was available for governors to review via Dropbox.

The overall view of the school was pleasing, with a good outcome following a safeguarding file audit and a request for CD to do a case study for year 6 .

14. DIRECTOR’S REPORT (DR)

The DR was circulated to the FGB prior to the meeting and the following points and actions were noted:

Item 1 – NC has received and reviewed the updated statutory guidance for exclusions. Clerk highlighted that, ideally, at least two governors should attend exclusions training every three years.

Item 4 – Analyse School Performance (ASP) to be delivered by the LA and governors will attend where possible. **ACTION.**

Item 8 – Governor should satisfy themselves that there is efficient support and professional development in place for Newly Qualified Teachers (NQTs), including safeguarding and health and safety (H&S) training. The support for NQTs was discussed at the PPP committee meeting on 5th October 2017.

Item 17 – Governors are asked to note the legislative changes to the Local Children’s Safeguarding Board and to contribute to the consultation on working together.

Governors discussed safeguarding and the following actions were agreed:

All to undertake the ChESS safeguarding training for governors. **ACTION.**

All governors to review and sign the Child Protection Policy. **ACTION.**

Item 19 – The General Data Protection Regulation (GDPR) rules for data protection will apply from 28th May 2018 and governors should review the data protection policy to ensure that it is compliant with the new legislation. The clerk will ascertain the position with the delivery of GDPR training. **ACTION.**

Item 21 – The school were early users of the Emotionally Healthy Schools Programme and have already started a group to support pupils. The school do all they can to assist transition into school and onto secondary education and CD commended the staff members on their contribution.

15. GOVERNOR MONITORING, TRAINING & DEVELOPMENT

CC provided a verbal report on the update training record of governors. The ChESS governor training programme for autumn 2017 has been circulated and CC encouraged governors to attend as many courses as possible.

CC has attended the safeguarding training session and will forward the information material to NC. **ACTION.**

AB left the meeting.

It was agreed that all governors should complete the PREVENT training online and provide the certificate to WC. **ACTION.**

Governor monitoring visit reports were discussed during item 9.

16. SCHOOL POLICIES

The pay policy for teachers was uploaded onto Dropbox for governors to review. The policy includes minor changes to the staffing structure and following confirmation that it is based upon the CE model, the FGB **approved** the policy.

The FGB agreed that the approval of pay policy for non-teaching staff members should be deferred to the spring term meeting. **ACTION.**

The behaviour and anti-bullying policy was reviewed by governors at the PPP committee on 5th October 2017 and the following actions were agreed by the FGB:

CD to rearrange the order of the policy so that the section on bullying is before exclusions and highlight the role of the bystander. **ACTION.**

CD to explore options for older children to conduct further work with younger children on bullying to increase understanding and aid prevention. **ACTION.**

CD confirmed that whilst there are some behavioural issues at the school, there is a clear definition of what constitutes bullying and no incidents have been reported so far this term.

The policy is to be reviewed every three years or as required.

Following review by governors, the child protection and safeguarding policy was **approved**.

17. PLANNED RESIDENTIAL VISITS

The planned residential trips for years 2 and 3 to Tattenhall Outdoor Education Centre and years 5 and 6 to CMC Pensarn were discussed. CD confirmed that the school has historically conducted successful trips to both sites and risk assessments are to be undertaken. The FGB **approved** the trips subject to satisfactory risks assessments.

18. CONFIRM TERM DATES FOR 2018-2019

The term dates for the next school year, including 5 INSET days, were aligned with Wilmslow High and approved as follows:

Term starts: Teachers - Monday 3rd September 2018
Pupils - Wednesday 5th September 2018

	Date of closing	Date of re-opening
Autumn Half Term 2018	Friday 26th October 2018	Tuesday 6th November 2018
Christmas 2018/19	Friday 21st December 2018	Monday 7th January 2019
Spring Half Term 2019	Friday 15th February 2019	Monday 25th February 2019
Easter 2019	Thursday 4th April 2019	Tuesday 23rd April 2019
May Day 2019	Friday 3rd May 2019	Tuesday 7th May 2019
Summer Half Term 2019	Friday 24th May 2019	Tuesday 4th June 2019
Summer 2019		

INSET days when staff only attend school:

Monday 3rd September 2018

Tuesday 4th September 2018

Monday 5th November 2018

Friday 5th April 2019

Monday 3rd June 2019

(Good Friday is Friday 19th April 2019 and Easter Monday is Monday 22nd April 2019)

19. MEETINGS

The dates and times of the remaining FGB meetings to be held during the academic year 2017-2018 were confirmed as follows:

- Wednesday 7th February 2018 at 18:00
- Wednesday 23rd May 2018 at 18:00

20. ANY OTHER BUSINESS

Governor emails

CC highlighted the need for governors to have their own, secure email address to ensure that the highest level of confidentiality is withheld as much as possible. CD will liaise with ICT to create governor email addresses at the school. **ACTION.** Should governor email addresses become active, CD will include the address for NC within the safeguarding policy. **ACTION.**

It was confirmed that WC and CD are the named data protection officers at the school.

21. IMPACT OF THIS MEETING

The FGB helped to move the school forward in this meeting through the core strategic functions defined by the DfE as follows:

Ensure clarity of vision, ethos and strategic direction

- Review of the progress of the SSDP.
- Ensuring that worship is continued within the school whilst awaiting the appointment of a minister.
- Review of policies.

Hold the Head Teacher to account for the educational performance of the school

- Challenging the content within the HTR.
- Employing an external adviser.

Oversee the financial performance of the school, ensuring value for money

- Ensuring that a balanced budget was achieved in 2016/17.
- Resources committee scrutinising the budget and monitoring income and expenditure.

The meeting move to part two at 20:05.

_____ Signed

Dated _____