

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD AT THE SCHOOL
ON 7TH FEBRUARY 2018**

Governors Present:	Anne Baker	(AB)
	Daniel Baker	(DB) (to item 17)
	Claire Carter	Chair (CC)
	Nicola Cathery	(NC)
	Wendy Clark	(WC)
	Clare Daniel	Head Teacher (CD)
	Katie Davis	(KD)
	Maxine Drabble	(MD)
	Jonathan Vose	(JV)

Also in attendance: Leanne Little Clerk to the governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting started at 18:06.

Presentation from the SENCO (HT) – SEN Toolkit

Prior to the meeting, the Special Educational Needs (SEN) report to governors was uploaded into Dropbox. CD provided a presentation and the following points were noted:

- Whilst there has been a reduction in the percentage of pupils on the SEN register for 2017-18, these are pupils who have a high level of need. All pupils are on a school focus plan and four pupils are currently in the middle of having needs assessment paperwork submitted to the SEND panel.
- There is an increasing number of pupils with Social Emotional and Mental Health (SEMH) needs as their primary need.
- The SEN and Disabilities (SEND) toolkit has now replaced the graduated response paperwork in Cheshire East. It was launched in November 2017. The needs assessment process should be more streamlined and there will be a transition process where both sets of paperwork will be accepted by panel.
- The SEN file audit that was conducted in November 2017 was a substantial undertaking and could not have been completed without the help of the teaching assistants and Natalie Lloyd, SEND governor. The filing system has been redesigned and now cross references with safeguarding records.

1. APOLOGIES AND AOB ITEMS

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

- Natalie Lloyd

The following items of other part one business were agreed to be considered:

- General Data Protection Regulation (GDPR) during item 4.

2. CONFLICT OF INTEREST

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

3. MEMBERSHIP

There were no changes to the membership of the governing board.

Governors gave consideration to the current ex-officio foundation governor. It was noted by MD that the application is being processed with the Diocese. CD confirmed that Revd Sandi Fisher had been asked if she would like to attend the FGB meetings but this was unfeasible due to her demanding workload.

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

4. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the autumn term full governing board meeting held on 17th October 2017 were agreed as an accurate record, signed by the chair and held at the school.

There were no matters arising from the part one minutes that required discussion.

The action log was reviewed and updated accordingly (reference autumn term 2017 action log). The clerk will ascertain the correct point of contact with regards to GDPR at Cheshire East (CE).
ACTION.

5. CHAIR'S ACTION

CC confirmed that a decision was taken on behalf of the FGB to replace a boiler plate at the cost of £4.5K to avoid closure of the school.

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

All minutes of committee meetings held during the spring term were uploaded onto Dropbox prior to the meeting. Governors confirmed that they had reviewed the minutes and the following points were noted:

Resources committee – 2nd February 2018

- Following an audit by Cheshire East (CE), it was noted that the actions that had been undertaken were also required to be minuted at committee meetings.
- The audit team had sent the LA model MIFP to the school and a working group would work with WC to transfer the information over into the new format before the next FGB meeting.

- It was noted at the CE Budget meeting and subsequent communications had highlighted errors by the CE Finance team that were a cause for concern.
- The school are still awaiting confirmation of the exact budget and will review the purchase of the Cheshire East finance service.

Q. What is the feedback from the children in respect of the peace garden?

A. They are very happy. The peace garden is attractive and the children really enjoy playing there. There has been no negative feedback at all.

- It was noted that Breakfast Club numbers and returns have been poor, with the school “breaking even” 2 months out of the last 18. The After School Club has an improved income, but numbers are still low and are now not enough to subsidise the Breakfast Club.
- Governors agreed that a price increase would be implemented (£1 for each) and that feedback could be sought as to how attendance could be improved.
- Governors questioned as to how the school can make the Breakfast Club more attractive and it was suggested that a short survey should be sent to all parents.
- Flu has had a significant impact on the attendance of staff and pupils this half term.

Personnel Pay and Performance (PPP) Committee Minutes – 2nd February 2018

- The committee are continuing to explore options for the appointment of an external advisor. CD will make further enquiries with other head teachers and CC will liaise with those that are attending the Multi Academy Trust meeting on 8th February 2018. **ACTION.**
- Governors will consider the timings of meetings. **ACTION.**

Aims and Achievements (AA) Committee - 30th January 2018

- The majority of policies had only minor operational changes.
- The exceptional efforts and work of staff were reflected in the outcomes of the recent OFSTED and SIAMS inspections.
- CC presented flowers on behalf of the FGB to CC and WC. There was also a card for Revd Sandi Fisher and chocolates for the staff members at the school.

There were no other reports from committees and no recommendations requiring the approval of the governing board.

There were no reports from governors with special responsibilities.

7. PART ONE HEADTEACHER’S REPORT (HTR) AND MATTERS ARISING

The HTR was uploaded onto Dropbox for review by governors prior to the meeting and the following points were noted:

- Following its OFSTED inspection, the school has returned to being classified as a universal school with CE. The LA is awaiting an LA SEND inspection and strongly suspects that the school will be involved with that.
- There was a high level of response from parents and pupils following the OFSTED survey and governors agreed that the school’s parent and pupils survey should be conducted 2018/19. The worship survey for staff, parents and governors will still go ahead this academic year. **ACTION.**

8. FINANCIAL MATTERS

The draft annual budget for 2018/19 was tabled at the meeting. The FGB were unable to fully consider and approve the budget until the figures had been finalised by CE.

Governors received a verbal report of the recent Financial Audit. The action plan is being addressed and a proportion of issues raised have been resolved.

Following delegation by the FGB, CC confirmed that the SFVS is under consideration and a meeting will be arranged with JV, CD and MD to finalise and submit by the end of March.

ACTION.

9. STRATEGIC DEVELOPMENT PLAN (SDP)

The SDP was reviewed and CD confirmed that the format was successful during the recent Ofsted inspection.

The FGB were satisfied with the progress.

10. STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS

The FGB discussed the arrangements that need to be in place to support the board and assist it in exercising its functions expediently and confidently, so that it can stay focused on its core functions. The FGB will continue to review the services offered by CE and will purchase as appropriate.

11. CLERKING ARRANGEMENTS FOR 2018-2019

The FGB agreed to the appointment of a clerk to the governors for the next school year.

12. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER/LEADERSHIP PARTNER VISIT

Details of the Ofsted and SIAMS inspections were within the HTR and discussed during items 6 and 7.

Fiona Burke-Jackson, Monitoring and Interventions Officer (SEN) at CE is due to visit the school this term.

13. DIRECTOR'S REPORT

The Directors Report was circulated to the FGB prior to the meeting and contained the following items:

1. School Governance and Liaison update
2. Ofsted update to Short Inspections from January 2018
3. Newly Qualified Teachers
4. Consultation on revising Qualified Teacher Status and Teacher Career Progression
5. Special Educational Needs and Disability (SEND) update
6. 2018/19 Schools' Funding Formula
7. Careers Guidance and Access for Education and Training Providers
8. Staffing updates
9. The Apprenticeship Levy – six months in

10. Determination of Local Authority Admission Arrangements and Coordination scheme 2019-2020
11. Processing In-Year Applications
12. Changes to The Admission Code for children previously in care outside of England
13. Reporting Violence and Aggression on PRIME
14. Missing Child Guidance
- 15 Cheshire East Children's Safeguarding Board
16. Schools' Audit Programme 2017/18

The Resources committee will consider an item to discuss the apprenticeship levy at the next meeting. **ACTION.**

14. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT

CC provided a verbal report of governor training and development. It was noted that the minuting of procedural documents should be tightened at committee meetings.

The findings from the recent benchmarking exercise were tabled at the meeting. The difficulty in comparing results to a "like for like" school due to the unique profile of St Anne's Fulshaw was highlighted but the school's expenditure appeared proportionate and prudent.

The Resources Committee will conduct a financial benchmarking exercise in 2018/19.

Governors reported the training undertaken and CC has updated the matrix accordingly.

The clerk highlighted the requirements for the FGB in terms of exclusions training and NC confirmed that she had undertaken this within the last three years. Following the meeting, it was confirmed that WHS is organising bespoke exclusions training with the LA exclusions officer for the cluster in the summer term.

15. SCHOOL POLICIES

The review and approval of the pay policy for non-teaching staff was deferred until the summer term FGB meeting. **ACTION.**

16. MEETINGS

The date and time of the next FGB meeting was confirmed as Wednesday 23rd May 2018 at 18:00.

The dates for the FGB meetings 2018/19 will be discussed at the summer term meeting.

17. ANY OTHER BUSINESS

Platinum School Games Award – December 2017

St Anne's Fulshaw is one of only 104 schools to receive this award and governors congratulated the school on this achievement.

DB left the meeting.

Waste management contract

Following a review by WC, a recommendation was made that the school appoint a new company, B&M Waste Services, for waste management resulting in a saving of £1300.

Q. Does B&M Waste Services offer the same level of service?

A. Yes and they are carbon neutral.

The FGB approved the change in contract and the Resources committee will review this contract along with others on an annual basis.

TCET MAT

Following the meeting, while the detail of the public consultation would be discussed in part two of the meeting, governors wished that it be noted as a matter of public record that a vote was held as to whether to continue to further proceed with the application to secure the academy order and all governors voted in favour. This is subject to approval from the Diocese to proceed.

The meeting moved to part two at 19:25.

_____Chair

Dated_____