

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD AT THE SCHOOL
ON 23RD MAY 2018**

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

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting started at 18:04.

1. APOLOGIES AND AOB ITEMS

There were no apologies received by the board and no other items of part one business to consider.

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. ELECTION OF VICE CHAIR (VC)

There were no nominations received by the clerk prior to the meeting.

The following nomination was received at the meeting:

- Daniel Baker.

KD joined the meeting.

Following a unanimous vote, DB was elected as VC for a term of 1 year.

4. MEMBERSHIP

The following resignations were received at the meeting:

- KD term of office to expire 31st August 2018.
- NC term of office to expire 31st August 2018.

Both KD and NC were thanked for their commitment and contribution to the FGB. Potential candidates to fulfil the co-opted governor vacancies should be forwarded to CC. **ACTION.**

Governors gave consideration to the current ex-officio vacancy in accordance with the constitution and MD confirmed that Reverend Caroline Throup has been appointed from 2nd September 2018.

The term of office for NL, co-opted governor, expires 21st October 2018. NL confirmed that she would like to continue in the post and following a unanimous vote, NL was appointed as co-opted governor for a four year term of office.

CD confirmed that governor details will be updated on the national database of governors on Get Information About Schools (GIAS). **ACTION.**

5. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the spring term board of governors meeting on 7th February 2018 were agreed as an accurate record, signed by the chair and provided to WC for retention at the school.

The action list from the previous FGB meeting was reviewed and updated accordingly (reference summer term 2018 action log).

There no further matters arising from the part one minutes which will not be covered elsewhere in the meeting.

6. CHAIR'S ACTION AND CORRESPONDENCE

CC confirmed that no decisions were taken **under the Chair's Power to Act** on behalf of the board of governors and correspondence received since the last full governing body meeting.

CC has received correspondence from the Diocese which will be discussed further in part two.

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

The Resources, Personnel, Pay and Performance (PPP) and Aims and Achievement (AA) committee meeting minutes were circulated to the FGB prior to the meeting and discussed as follows:

Resources 11th May 2018

The committee confirmed that the service provided by the Cheshire East (CE) Finance Team was much improved and all paperwork is now in order. As such, the school will continue to purchase the service.

The committee estimate that there will be a carry forward of approximately £13K for 2018/19 which governors agreed was encouraging due to the financial challenges that the school has faced.

CD and WC have scrutinised expenditure to avoid reductions in staffing and the FGB thanked NL for her voluntary contribution to teaching at the school.

Q. Will the school receive the "special funding" like last year?

A. No. Following the outcome of the Local Authority (LA) Special Educational Needs and Disabilities (SEND) inspection, new inclusion managers have been employed who are responsible for support, training, etc for SEND Co-coordinators. However, the SEND Toolkit has assisted in “tightening” the process of applying for funding and due to the level of needs of some current and incoming pupils, the school anticipates that further funding will be allocated.

Although a deficit of £1750 remains within the wrap around care provision, the FGB agreed that, whilst there is a small deficit, it was important to continue with the provision in order to attract parents. The school will continue to work with parents to strengthen payments for wrap around care in 2018/19.

PPP 4th May 018

The committee highlighted that workload continues to be a challenge for all, particularly this year when many staff have taken on additional class cover as part of budgetary balancing measures. CD has had, in addition to SENCO work and class teaching time, Multi-Academy Trust (MAT) meetings and Diocese application tasks. It is hoped that the situation will improve once the Diocese has confirmed their decision.

Following a review of the induction policy, CC noted that a refresher session on using the Dropbox facility would be advantageous for governors.

AA 24th April 2018

There were no significant changes to report following the review of the policies.

CD reported that the Year 6 SATS were now complete and 8 applications for extra time were submitted and approved. The SATS went as well as could be expected, with pupils facing very challenging questions to be completed in a small amount of time. Governors agreed that it highlights the level of attainment expected of children. Pupils behaved well and persevered in the tests.

The class split arrangements are being considered. The letter informing parents about the rationale behind placing children will be sent this week.

The MAT presentation by CD and CC to the Diocesan Board of Education had been well received. CD is on the scheme of delegation working party. All school governing bodies were asked to review their terms of reference (ToR) to determine what should be retained at school level. It was noted that St Anne’s Fulshaw would need to keep control of all those policies which specifically reflect the Christian ethos of the school. CD confirmed that the religious curriculum at the school required sophisticated organisation. The new Agreed Syllabus incorporates the opportunity for schools to decide on ‘free units’ to deliver. It is organised over a three year rolling programme which will align with the main curriculum plans.

There were no other reports from committees or recommendations requiring the approval of the board of governors.

Report from link governor for SEND

NL met with CD on 4th May 2018 and the report was circulated to governors for review prior to the meeting.

The report commended the constant academic and pastoral support provided by CD and staff members towards pupils, and the work with third party agencies.

It was highlighted at the meeting that the school were considering reducing the movement of the Higher Level Teaching Assistant (HLTA) in Early Years (EY) into other year groups and CD confirmed that this is being monitored. Early identification and intervention is a key factor to improving the learning and performance of SEND pupils throughout their school life. CD drew governors' attention to the Strategic School Development Plan (SSDP) and how this ties in with SEND.

Report from the nominated governor for child protection/safeguarding

NC conducted a review in May 2018 and the report was available for governors to review prior to the meeting.

The school recognises the importance of recruiting additional midday assistants after half term and CD will explore the possibility of the school hosting further meetings with the PCSO for the school community. **ACTION.**

The budget for the financial year 2018-19

The 2018-19 budget papers were circulated to the FGB for review prior to the meeting.

Following scrutiny and recommendation by the Resources Committee, the FGB **approved** the budget.

The staffing structure for 2018-19

The staffing structure for 2018-19 will remain the same as 2017-18 and was circulated for governor review prior to the meeting.

CD confirmed that additional funding e.g. Education Health Care Plans (EHCPs) will be used to recruit as opposed to redistribute staff.

The FGB **approved** the structure.

Purchase of annual contracts

The Cheshire East services contracts will be reviewed 24th May 2018 and the school plans to retain the services purchased 2017-18. The FGB confirmed that it would like to continue with the statutory clerking package.

The Manual of Internal Financial Procedures (MIFP)

The MIFP was circulated to governors following the spring term FGB meeting. Subject to updates and formatting, the MIFP was **approved** by the FGB.

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

The HTR was circulated for review prior to the meeting and discusses as follows:

- The school was selected for formal moderation of EY by CE. The feedback was complimentary and concluding that the practitioner judgements are accurate. The school will note be moderated at KS1 or KS2 this year which is encouraging.

- 12 pupils have less than 90% attendance, with 3 starting late into the school year. Illness has also been high this academic year which has had an impact.
- The school is in its third round of Resilient Classrooms and Cool Connections which has assisted in supporting children with emotional needs. The pupils' evaluations have been positive.

*Q. Has there been feedback from the parents in relation to the Emotionally Healthy Schools project?
A. Not formally, more conversational. There has been no negative feedback and it has been generally well received.*

- Due to the increase in volume of children with emotional needs at the school, CD confirmed that the roles of TAs may require further review from spring 2019.
- CD will start a transition to alleviate the roles and responsibilities of the SENCo next academic year.

*Q. Are there any candidates to take on the roles and responsibilities and will there be training costs?
A. Miss Smith, who is a newly appointed teacher. She will require support and there will be training costs, but not in 2018/19.*

9. SCHOOL DEVELOPMENT PLAN(SDP)/SCHOOL SELF EVALUATION (SEF)

The updated SDP was circulated to governors for review on 21st May 2018.

Governors noted that a considerable amount of work has been undertaken this year to ensure that aims are met or close to being met.

Reading in Year 6 has seen significant improvement. Year 1 pupils demonstrate particular reading prowess.

The SEF was circulated to governors prior to the meeting and there were no further questions.

10. ATTENDANCE

The attendance of pupils was contained within the HTR.

Q. In respect of those pupils who are not going to meet the target, what is the next step for intervention?

A. The Education Welfare Officer (EWO) will be conducting a review of the register. There was a considerable amount of flu and a sickness bug after Christmas. Although attendance is lower than previous years, there are genuine reasons to account for this.

11. GENERAL DATA PROTECTION REGULATION (GDPR)

JV was appointed as the GDPR link governor and has attended training delivered by the information Commissioner's Officer (ICO) with CD. The Department for Education (DfE) has published guidance and CE have released an online training package for all schools.

CD, CC and JV are booked onto the CE GDPR course and CC will email the link to the online training package to the FGB. **ACTION.**

Q. How safe is the school's data?

A. All information is on a secured server. All access, even if you are off site, is password protected through the virtual network.

Governors agreed to be extra vigilant and promote the highest standards of safeguarding.

12. HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW (PMR)

The FGB are exploring options for an external advisor.

Following an approach to the Diocese, there have yet to be appropriate candidates and the FGB will consider approaching ECM again, who are used by various schools in the area. CD will also contact Andre Coleman and obtain a quote. **ACTION.**

Whilst the expenditure requires monitoring, governors agreed that the quality of an external advisor is a key factor in performance management.

13. GOVERNANCE STATEMENT

CC will complete a draft and circulate to FGB for electronic approval. **ACTION.**

14. DIRECTOR'S REPORT (DR)

The summer term 2018 DR and precis were circulated to the FGB prior to the meeting.

All governors are to review and note the guidance within item 13. **ACTION.**

CC and CD will ascertain the process with archiving documents in Dropbox. **ACTION.**

15. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

CC has recently undertaken exclusions training which was informative and governors were invited to review the training material.

GDPR training was discussed during item 11.

The morning of the INSET day on 3rd September 2018 will be focused on reviewing the year and formulating priorities for this year's SSDP. The afternoon will be the annual safeguarding refresher training for staff.

Governors will consider the new costing of the clerking package and purchase an appropriate package. **ACTION.**

16. SCHOOL POLICIES

There were no policies to review that required FGB approval.

17. NOMINATIONS FOR CHAIR

The following nominations for the election of chair at the autumn term 2018 meeting was received:

- Claire Carter.

18. MEETINGS

The dates and times of the three full board of governors meetings to be held at the school during the academic year 2018-2019 were confirmed as follows:

- Tuesday 23rd October 2018 at 18:00
- Monday 11th February 2019 at 18:00.
- Tuesday 21st May 2019 at 18:00.

19. ACADEMY UPDATE

CD and CC provided the following update on MAT discussions and application process:

- The school has submitted the application pack and presented to a committee from the Diocesan Board of Education, supported by 19 separate pieces of evidence.
- The presentation took place to the panel of 5 which included Chris Penn and Sue Noakes from the Diocese.
- The focus from the panel was about where the school is in the community.
- The decision letter from Chris Penn was tabled at the meeting asking for further information and clarification from the school. This was unexpected as the school provided a high volume of evidence within the application.
- The letter and requested information will be discussed at the MAT meeting on 22nd June 2018.

Further discussion is recorded under part two.

20. ANY OTHER BUSINESS

There was no other business to consider.

21. IMPACT STATEMENT

This will be addressed within the annual governance statement.

The meeting moved to part two at 19:50.

_____Chair

Dated_____