

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

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|----------------------------|----------------------|------------------------------------|
| Governors Present: | Anne Baker | (AB) |
| | Daniel Baker | Vice Chair (DB) |
| | Claire Carter | Chair (CC) |
| | Wendy Clark | (WC) |
| | Clare Daniel | Head Teacher (CD) |
| | Maxine Drabble | (MD) |
| | Natalie Lloyd | (NL) |
| | Richard Matthews | Co-opted governor from item 4 (RM) |
| | Revd Caroline Throup | (RevdCT) (part) |
| | Jonathon Vose | (JV) |
| Also in attendance: | Leanne Little | Clerk to the governors |

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting started at 18:05.

1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS

The following apologies were received and accepted by the board:

- Early departure of Revd CT

There was no other Part One business governors wished to be considered at the end of the meeting.

In the interests of governor development for the role of vice chair, DB chaired the meeting from this point.

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.

All governors will ensure the completion of annual declarations and provide to WC at the end of the meeting. **ACTION.**

WC will update the register of business interests on the school website; and CC will updated Get Information About Schools (GIAS) **ACTION.**

Chair Dated _____

3. ELECTION OF CHAIR

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

The clerk asked for nominations at the meeting and the following was received:

- Claire Carter.

CC confirmed that she would stand for a term of office for one year.

CC left the meeting.

The board discussed the nomination and following a unanimous vote, CC was elected as Chair for one year term of office.

CC re-joined the meeting and was informed of the outcome.

DB continued to chair the meeting.

4. MEMBERSHIP

The following changes to the membership of the board of governors were reported:

- Rev CT appointed as Ex-officio governor from 3rd September 2018.

Revd CT was welcomed to the FGB.

The board considered current vacancies in accordance with the constitution:

- 2 Co-opted Governors

CC confirmed that RM had expressed an interest in becoming a co-opted governor and was subsequently invited to the meeting.

CC provided a “pen portrait” of RM as follows:

- RM has a child who was enrolled at the school two years ago.
- RM relocated to the area in 2012 and has played an active part in school life, including involvement with the Parent Teachers Association (PTA).
- His employment background consists of managing and resourcing team, including human resources and performance management.

Q. What is your motivation for becoming a governor at this school?

A. My career is people related and it is a passion of mine to become more involved with the community at St Anne’s Fulshaw and making a difference,

It was highlighted by CC that the skills and experience of RM would be useful during the MAT process.

RM left the meeting.

The board discussed the vacancy and following a unanimous vote, RM was appointed as a co-opted governor for a four year term of office.

_____ Chair Dated _____

RM re-joined the meeting and was informed of the outcome.

RM was welcomed to the FGB and will ensure that a DBS check is in place through the school within 21 days **ACTION**.

Revd CT and RM will complete a “pen portrait” for the school website **ACTION** and will be assigned school email addresses **ACTION**.

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

CC highlighted that, following the departure of Nicola Cathery, she has taken on the link for safeguarding. However, this is an interim arrangement and will be reassigned at the next FGB meeting, along with the other link governor roles **ACTION**.

Governors were encouraged to attend safeguarding training where feasible and it was suggested that RM would benefit from safer recruitment training.

5. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the summer term board of governors meeting on 23rd May 2018 were agreed as an accurate record, signed by CC and provided to WC for retention at the school.

The action list from the last FGB meeting was reviewed and updated accordingly (reference autumn term 2018 action log, appendix 1).

There were no further matters arising from the minutes.

6. CHAIR’S ACTION

CC provided a verbal report on decisions taken **under the Chair’s Power to Act** on behalf of the board of governors since the last full governing body meeting:

CC has attended meetings in respect of the MAT.

Further information and discussion is recorded within the part two minutes.

7. COMMITTEES & NOMINATED GOVERNORS

The membership of committees for the 2018/2019 academic year

The membership for the sub committees were confirmed as follows:

Personnel, Pay and Performance (PPP)

Daniel Baker , Claire Carter, Wendy Clark and Clare Daniel

Resources

Claire Carter, Maxine Drabble, Wendy Clark, Jonathan Vose and Clare Daniel .

_____Chair Dated _____

Aims and Achievement (AA)

Natalie Lloyd, Anne Baker, Maxine Drabble and Clare Daniel

Governors agreed that, due to skill set, RM should be appointed to the PPP committee. Revd CT will be assigned at the next meeting **ACTION**.

Chair for each of the committees for 2018/2019 school year.

The chairs of the committees were agreed as follows:

PPP – Daniel Baker

AA – Natalie Lloyd

Resources – Claire Carter

The list of functions to be delegated to committees and individuals by the governing board will be assigned at the next meeting **ACTION**.

Terms of reference for each of the standing committees (following their review by each committee)

The ToR were reviewed by each committee and will be uploaded to Dropbox for electronic approval by the FGB **ACTION**.

Constitution and terms of reference for the statutory panels

The Cheshire East (CE) model ToR for the following committee were **approved**, subject to the necessary edits to make particular reference to the school:

- Pupil Discipline Committee
- Staff Disciplinary/Dismissal Committee
- Staff Appeals Committee (*Terms of Reference for the current appeals committee should already include pay appeals; if not, these need to be added to the terms of reference*).

The constitution for the above committees will be agreed when or if circumstances arise that necessitate a meeting.

The PPP committee has the determination of pay within its ToR.

Head Teacher's Performance Review in 2018/2019 and appointment of an External Advisor

CC, AB and DB were appointed to form the panel of governors.

Following a successful visit on 1st October 2018, Steve Williams was appointed as the External Advisor for 2018/19.

8. GOVERNORS' CODE OF PRACTICE/GOVERNORS CHARTER

All governors will review and agree the NGA code of practice and the CE governors, sign copies and provide to WC at the school **ACTION**.

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

_____ Chair Dated _____

The minutes for the PPP meeting held on 10th October 2018 and Resources meeting held on 18th September 2018 were reviewed by governors prior to the meeting.

A verbal report of the AA meeting held on 9th October 2018 was provided by NL:

- The School Self Evaluation Form (SEF) will be updated later this term.
- The performance of students was discussed and this will be detailed during item 11.
- No significant changes were made to the school prospectus.

Due to CD being unable to attend the Resources committee meeting on 18th September 2018, there are a few actions pending that will be addressed at the spring term 2019 meeting. CC confirmed that the outcome of the School Financial Value Standard (SFVS) was satisfactory and a meeting to ensure completion and submission of the SFVS 2018/19 before 31st March 2019 will be scheduled at the next FGB meeting (11th February 2019) **ACTION.**

CD confirmed that the CE model pay policy has now been published and, following the advice from the external advisor, governors should review the policy, ensuring that the Head's role as external school improvement partner and continued professional development were noted, including how any payments were split between the school and Head.

Revd CT left the meeting.

Reports from governors with special responsibilities, including any recommendations requiring the approval of the board of governors

The report from AB (subject liaison governor for mathematics) was circulated and reviewed by governors prior to the meeting. AB commended the enthusiasm of Jacky Chapman and governors were encouraged that improvements were becoming evident.

Confirmation of school's purchase of HR/Finance/Clerking/Governance Training and Development buy-backs from the LA.

CD confirmed that, in addition to the statutory clerking package, the school has purchased human resources, legal and financial services from CE.

10. FINANCIAL MATTERS

Purchase of annual contracts

The FGB agreed to delegate the review and recommendation for the purchase of annual contracts to the resources committee **ACTION.**

CD highlighted that, in the present climate of academisation, the school endeavours to avoid purchasing long term contracts.

Annual accounts of the Unofficial School Fund and the audit certificate; to confirm the auditor of the Unofficial School Fund for the forthcoming year

WC tabled the school fund accounts for the year to 31st August 2018 and highlighted that there late receipts which will be transferred to the budget account for 2018/19.

The board commended the work of WC and expressed their appreciation.

WC confirmed that the auditor (H. A. King) should be available to audit the accounts for 2018/19. If not, the FGB will be notified immediately **ACTION**.

Budget v Actuals for the current year 2018-19 and to update on progress against the 3 year budget plan

The budget papers were circulated and reviewed by governors prior to the meeting.

CC confirmed that there has been a change in forecast for pupil numbers 2019/20 and there is likely to be an increase of pupil premium (PP) students

Q. What is the maximum number of pupils the school can accommodate?
A. 133.

Q. Are there some families entitled to PP who have not applied?
A. Quite possibly. The school will continue to raise awareness and encourage parents to apply.

Q. What is the reason for the decrease in pupil numbers in year xxxxx from 19 to 16?
A. There are a number of reasons. One family moved house and did not inform CE. A number of families have been shown around the school and there are a set of twins coming into year 2 after half term.

The projected carry forward for year one is approximately £7K, with years two and three projected to have a deficit. However, this has been the financial trend for the school due to the amount of variables in funding that cannot be confirmed at this point.

The SFVS completion arrangements were discussed during item 9.

11. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

The Head Teacher report (HT) was circulated for governor review prior to the meeting and issues discussed:

- The Early Years Foundation Stage (EYFS) was moderated early in the academic year.
- The school has a greater proportion of children exceeding their early learning goals.
- Out of the six children who did not achieve their early learning goal, there are at least two who may be on the SEN register.
- Governors commended the teachers and students for the phonics results in year 1.
- The school is focussing as much as it able to towards pupils within year 3 to raise progress levels.
- Governors were encouraged with the results from KS2 and whilst progress measures have improved, further work is to be done to raise levels of writing.
- There have been 7 pupils who have left the school due to relocation.
- The attendance rate of 95.8% is above the national average but lower than previous years. This was mainly due to the severity of the influenza virus.

- The curriculum arrangements for the second half of the summer term were very successful and provided a purposeful end to the school year. The 50th anniversary of the moon landing will be the end of year project for 2018/19.

Q. Has there been an improvement in punctuality?

A. Yes. Those who are persistently late continue to be monitored and the school is proactive in highlighting the detriment to pupil learning due to late arrivals.

12. SCHOOL DEVELOPMENT PLAN (SDP)

The SDP was reviewed at the INSET day at the beginning of the school year with updated priorities incorporated.

It was agreed that review and progress of the SDP should be a rolling item for all sub-committee meetings **ACTION.**

13. SCHOOL PERFORMANCE

The SATs results of KS1 and KS2 were tabled at the meeting and discussed during item 11.

The attendance target for 2018/19 was agreed at 97%.

14. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER

CD confirmed that there has yet to be a SIP visit this academic year.

15. DIRECTOR'S REPORT

The Autumn 2018 Director's Report and precis was circulated to all governors prior to the Full Governing Board meeting.

The clerk provided an overview of the report and sub committees will include a standard item to note actions taken and report back to the FGB **ACTION.**

16. GOVERNOR MONITORING, TRAINING & DEVELOPMENT

CC provided a verbal report:

- The Governors Conference held on 5th October 2018 was useful and the speaker from Ofsted highlighted the importance of a broad and varied curriculum to engage a range of pupils.
- Christine Quinn from the Regional Schools Commission provided an insightful presentation on MATs.
- Exercise conducted by one speaker will be shared with the FGB to identify what the school offers to develop children in a variety of areas, not limited to academia.

RM and Rev CT are to enrol on governor induction training **ACTION.**

CC and CD are to attend training on safer recruitment in January 2019.

17. SCHOOL POLICIES

Further to the discussion during item 9 and the recent publication of the CE models, the following policies will be edited and uploaded to Dropbox for electronic approval this term **ACTION:**

- Pay policy for teachers
- Pay policy for non-teaching staff members

18. PLANNED RESIDENTIAL VISITS

The forthcoming visits scheduled are:

- Years 5 and 6 – Trip to Malham Tarn, North Yorkshire.
- Year 2 and 3 – Trip to Rock n River, Lancashire.

Letters have gone out to parents for years 5 and 6.

19. MEETINGS

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

- Monday 11th February 2019 at 18:00.
- Tuesday 21st May 2019 at 18:00.

20. ANY OTHER BUSINESS

There was no further business.

AB left the meeting.

The meeting moved to part two 19:44.

Appendix 1**ACTION SHEET FROM MEETING OF THE GOVERNING BODY OF ST ANNE'S FULSHAW
CE PRIMARY ON 23RD OCTOBER 2018****PART ONE – NON-CONFIDENTIAL BUSINESS****Actions carried forward from the meeting 7th February 2018****7. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING**

Conduct a worship survey for staff, parents and governors. **CD**

23.5.18 – Due to the outcome of the Ofsted inspection and SIAMS, governors agreed to conduct the survey January 2019.

23.10.18 – Action ongoing

Actions carried forward from the meeting 23rd May 2018**7. PART ONE REPORTS FROM COMMITTEES**

Explore the possibility of the school hosting further meetings with the PCSO for the school community. **CD**

23.10.18 – The PCSO provided a presentation on bonfire night safety last week and the school will continue to retain links. **ACTION COMPLETE**

23rd October 2018**2. CONFLICT OF INTEREST**

All governors to ensure the completion of annual declarations and provide to WC by 26.10.18. **FGB**

CD to update the school website and GIAS with details of new governors. **CD**

4. MEMBERSHIP

RM and Rev CT to apply for a DBS check through the school by 9.11.18. **RM & Rev CT**

RM and Rev CT to complete a "pen portrait" and provide to CD for the school website autumn term 2018. **RM & Rev CT**

CD to ensure that RM and Rev CT have a school email address. **CD.**

Link governors to be confirmed at the next FGB meeting. **CLERK.**

Chair Dated _____

5. PART ONE MINUTES AND MATTERS ARISING

Governors to arrange a meeting for a Dropbox workshop with CC this term. **FGB.**

7. COMMITTEES & NOMINATED GOVERNORS

Rev CT to be assigned to a sub-committee at the next FGB meeting. **CLERK**

The ToR for all sub-committees to be uploaded to Dropbox for electronic approval by the FGB by 9.11.2018. **COMMITTEES/FGB**

The model CE ToR for statutory panels to be adopted for the school. **WC.**

8. GOVERNORS' CODE OF PRACTICE/GOVERNORS CHARTER

All governors to review the NGA Code of conduct and CE governors' charter, sign and return to WC for retention at the school. **FGB.**

10. FINANCIAL MATTERS

The agreement of the SFVS completion arrangements to be discussed at the next meeting. **CLERK**

Following delegation by the FGB, the Resources committee to review the purchase of annual contracts at the next meeting. **RESOURCES COMMITTEE**

12. SCHOOL DEVELOPMENT PLAN (SDP)

All sub-committees to review the SDP at meetings and consider the impact of actions/decisions. **ALL COMMITTEES.**

15. DIRECTOR'S REPORT

All sub-committees to review the DR at meetings and note actions taken. **ALL COMMITTEES.**

16. GOVERNOR MONITORING, TRAINING & DEVELOPMENT

RM and Rev CT to enrol on governor induction training with CE. **RM & Rev CT**

17. SCHOOL POLICIES

Following an upload by CD, all governors to review and electronically approve the following policies by 9.11.2018 **FGB:**

- Pay policy for teachers
- Pay policy for non-teaching staff members

