

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD AT THE SCHOOL
ON 21ST MAY 2019**

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	(RM) (via telephone, part)
	Jonathan Vose	(JV) (part)
	Vicky Wilson	(VW)
Also in attendance:	Leanne Little	Clerk to the governors

PART ONE – NON-CONFIDENTIAL BUSINESS

CD provided a short presentation on the Annual Special Educational Needs (SEN) Report to Governors, the slides of which were tabled at the meeting.

The following points were highlighted:

- *An Educational Health Care Plan (EHCP) is in place for a year 3 pupil to fund an additional 15 hours as the school funds the first 12 hours.*
- *The additional funding and staffing costs for this pupil have been included within the school budget for 2019/20 following a meeting with the Financial Management of Schools Officer (FMSO) at Cheshire East (CE).*

Q. What could be the reason as to why there is a higher than average percentage of SEN pupils at the school?

A. We have had some pupils come from other schools. St. Anne's Fulshaw has a good reputation for SEN provision and therefore attracts families whose children have SEN.

Q. How many children with SEN are coming into class 1 September 2019?

A. Two that we know of at present.

School Development Plan (SSDP)

- *The teaching of SEND pupils will be reviewed so that the class is organised and structured to ensure that the most appropriate person is delivering a tailored curriculum.*
- *The school is focusing on ensuring that the delivery of interventions and support is high quality and managed effectively and efficiently, so that SEND pupils make the progress of which they are capable.*

1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS

Chair Dated _____

There were no apologies received at the time of the meeting. Rev Caroline Throup was absent without apology.

RM was present via speaker phone.

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

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.

3. ELECTION OF VICE CHAIR (VC)

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

The chair invited nominations and the following were received:

- Maxine Drabble

MD left the meeting.

Governors discussed the nomination and following a unanimous vote, MD was elected as VC for a one year term of office.

MD returned to the meeting and was informed of the outcome.

4. MEMBERSHIP

There no changes to the membership of the board of governors and no current vacancies in accordance with the constitution. There were no terms of office due to expire before the autumn term 2019.

5. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the spring term board of governors meeting on 20th March 2019 were agreed as an accurate record, signed by CC and provided to CD for retention at the school.

The action list from the last FGB meeting was reviewed and updated according (appendix 1).

The clerk will liaise with CC and CD over the distribution and storage of documents due to the change from Dropbox to Sharepoint **ACTION.**

6. CHAIR'S ACTION AND CORRESPONDENCE

The chair confirmed that no decisions had been 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.

Chair Dated _____

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

The minutes of the following committee meetings were circulated and reviewed by governors prior to the FGB meeting:

- Aims & Achievement – 30.04.19
- Personnel, Pay & Performance – 02.05.19
- Resources - - 10.05.19

An overview of the meetings were provided and the following actions were agreed:

Where feasible, link governors will arrange a meeting with subject leaders **ACTION**.

The Resources Committee will review the findings of the LA finance audit and the Manual of Internal Financial Procedures (MoIFP). The MoIFP will be approved by the FGB autumn 2019 **ACTION**.

The benchmarking exercise has been completed. Governors noted that it is challenging to find similar schools, despite widening the parameters. However, the data received would indicate that the school is middle to low in expenditure and therefore demonstrating good value.

Q. In terms of the Critical Incident Plan, should the Diocese be contacted sooner?

A. We are a voluntary controlled (VC) school and not voluntary aided (VA) and Chris Penn at the Diocese would be contacted in respect of community and pastoral incidents.

The Resources Committee will review the outcome of the school's SFVS submission at the autumn term 2019 meeting, if it has been received **ACTION**.

Budget for the financial year 2019-20

Following review by the Resources Committee, the budget was circulated to the FGB for review prior to the meeting. The updates from the draft budget were highlighted:

- SEN funding and staffing costs have been updated which has created a deficit of approximately £13K.
- The pupil numbers are changing and there are two appeals pending for intake September 2019.

Whilst it was noted that the deficit in the school budget remains, the position is improving with the potential for additional funding. The FGB **agreed** that the school submit a three-year plan with the "Notification of failure to set a balanced budget" return, the latter of which will be signed by Chair of Governors (COG) and Head Teacher (HT). The FGB are aware that this could potentially lead to a budget meeting with the local authority, however Cheshire East are working with the school closely and spending continues to be assessed.

Staffing structure 2019-20

Following review at the summer term 2019 at the Resources and PPP meetings, there are to be no changes to the staffing structure for the next academic year and all pay increases have been included within the budget 2019-20.

The Manual of Internal Financial Procedures

_____ Chair Dated _____

The Resources Committee will review the new CE model MoIFP autumn 2019 for FGB approval autumn 2019 **ACTION.**

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

The HTR was received and reviewed by governors prior to the meeting.

The following points were highlighted:

- The school has been selected for moderation in writing in Year 6 – 17th June 2019.
- The pupils conduct over the SATs exam period was calm and the board commended the pupils on their approach.
- The residential trip for Years 5 and 6 was a success and enjoyed by all those that attended.
- The fundraising of the PTA was congratulated by the board as it has generated a substantial enough contribution for the large play equipment to be installed 24th June 2019.
- The ECO committee are hoping to run a project to build a play house this summer term.
- The Active Across Ages initiative has been well received by pupils and the residents that are visited.

Q. What are the requirements on the school towards the national SEN award?

A. There are 10 contact days over a year and the course needs to be completed before the end of the following academic year.

- The PPP committee will review the Complaints Policy at their meeting autumn 2019 and will revert to FGB for approval **ACTION.**

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

CD tabled the SDP/SEF summer term update and provided an overview of the impact of the SDP 2018/19. Further points were highlighted:

- The INSET session repurposed in April as goodwill to staff. There will be a focus on subject leadership as well as an evaluation of leadership roles, responsibilities and practices across the school.
- "Can You See Me" book used in classes to open up conversations and discussions to support pupils 'emotional and mental wellbeing.

JV left the meeting.

10. ATTENDANCE

The attendance of staff and pupils was included within the HTR and there was no further discussion.

11. HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW (PMR)

The board discussed external support for the Headteacher's PMR process and agreed to reappoint Steve Williams following recommendation from the Diocese and review at the PPP committee meeting. DB will contact SW to check availability and arrange a date for the PMR, ideally for 30th September 2019 **ACTION.**

Chair Dated _____

12. GOVERNANCE STATEMENT

CC will update the annual Governance statement to be published to parents and on the school website and circulate for electronic approval before the end of the summer term 2019 **ACTION.**

13. DIRECTOR'S REPORT (DR)

The Director of Children's Services Report to School Governing Boards, Summer Term 2019 and precis were circulated to the FGB prior to the meeting.

The FGB has addressed the report as follows:

- All governors will review the changes to the DfE Governance Handbook before autumn 2019 **ACTION.**
- The Complaints Policy will be reviewed autumn 2019.
- VW was appointed as the Brexit link governor at the meeting.
- The Resources Committee are reviewing the outcome of the SFVS submission
- The Free School Meals criteria will be clarified at the new starter evening this term and parents will be encouraged to apply if they qualify for income related FSM.

Q. In regards to item 7, what does splitting Wilmslow into two areas actually mean?

A. There are pockets of housing developments across Wilmslow, with Wilmslow High School being impacted in terms of the volume of admissions. We believe that a free school application has been made for the Handforth Garden Village area.

14. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

CC provided a verbal report and it was confirmed that VW and RH have completed the first induction module for governors

The following actions were agreed:

- MD will enrol on the next available HTPMR governor training session **ACTION.**
- MD to contact Revd Throup re: arranging meetings with the school **ACTION.**
- CD will enquire as to the length of time a password requires changing for governor emails and update the chair's school email address **ACTION.**

The school has repurchased the ChESS governor training package 2019/20 and all governors were encouraged to attend as often as possible to strengthen and broaden skills and experience.

15. SCHOOL POLICIES

The Health and Safety Policy was reviewed by the Resources committee on 10.05.19 and circulated to the FGB prior to the meeting.

There were no significant reforms to be attended to and the board **approved** the policy.

CD confirmed that the next H&S inspection at the school is 22nd July 2019.

Chair Dated _____

16. NOMINATIONS FOR CHAIR

The following nominations for the election of chair at the autumn term 2019 meeting were received:

- Claire Carter.

It was highlighted that further nominations may also be taken at the next meeting.

17. MEETINGS

The dates and times of the three full board of governors meetings to be held during the academic year 2019-20 were agreed as follows:

- Tuesday 22nd October 2019 at 18:00
- Tuesday 11th February 2020 at 18:00
- Tuesday 2nd June 2020 at 18:00

The committee meetings for autumn 2019 were also agreed as follows:

- AA to be held Tuesday 24th September 2019 at 15:30
- Resources to held Friday 4th October 2019 at 09:00
- PPP to be held Thursday 3rd October 2019 at 09:00

18. ACADEMY UPDATE

The update from HT and Chair was provided during part two.

19. ANY OTHER BUSINESS

There was no other business.

The meeting moved to part two 19:55.