

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
ST ANNE'S FULSHAW CHURCH OF ENGLAND PRIMARY SCHOOL
HELD AT THE SCHOOL ON 21ST OCTOBER 2014**

Governors Present:	Claire Carter	Chair
	Clare Daniel	Headteacher
	Daniel Baker	
	Nicola Cathery	
	Katie Davis	
	Catherine Guy	
	Alan Wilson	

Also in attendance:	Haf Barlow	Clerk to the Governors
	Penny Bowker	Associate Member

PART ONE – NON-CONFIDENTIAL BUSINESS

Prior to the meeting the Headteacher gave a presentation to the governors on the school's data.

A performance data pack and the SEF had been circulated to governors prior to the meeting.

EYFS

The Headteacher outlined the cohort profile to governors. The cohort had low attainment on entry. Expectations for EYFS children in terms of progress and attainment were outlined. Many of the children had made twice as much progress as expected and this was as a result of the low starting point on entry. Boys performed better than girls as the cohort contained a number of low achieving girls. The school was in line with national averages in terms of achievement and higher than national on children exceeding all their learning goals. The Headteacher reported that every child who was not on track to achieve age related expectations or was not making expected progress had interventions in place.

KS1

100% of children achieved level 2 in reading and maths. Issues with writing had been identified for this specific cohort. The cohort profile and issues relating to stability were outlined.

The Headteacher explained that a number of parents raised concerns about the split classes but rates of progress indicated that often children made substantial progress as a result of increased confidence working with younger children.

KS2

Progress made as a cohort was above average with level 6s achieved in reading, writing and maths.

Focus would continue with the current year 5's and 6's and any child not making expected progress would receive intervention work. Progress was likely to be good for these cohorts but attainment was likely to be lower than in 2014.

The staff were congratulated on the results.

Question: Are we likely to see different families applying for places if we are at the top of the league tables?

Response: I'm not sure. It will be the stability in KS1 that is likely to have a significant impact on results.

The Clerk chaired the meeting until item 4

1. APOLOGIES AND ADDITIONAL AOB

The following apologies were received: Rev Paul Smith, Wendy Clark and Natalie Lloyd.

Governors agreed that the apologies for absence received be accepted.

AOB

Trip and Term Dates

Access to policies

2. CONFLICT OF INTEREST

Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.

No potential conflict was declared.

Annual declarations were completed by the governors present.

Governors were reminded to return their completed annual declarations to the school.

3. RECONSTITUTION AND MEMBERSHIP

It was agreed that the body should reconstitute in accordance with the draft instrument of government approved by the Local Authority. Governors agreed the membership of the Governing Body as follows:

- 1 Headteacher Governor (ex-officio) – Clare Daniel
- 1 Staff Governor – Wendy Clark
- 2 Parent Governors – Daniel Baker, Claire Carter
- 2 Foundation Governors (including 1 x ex-officio) – Nicola Cathery, Paul Smith (ex officio)

- 1 LA Governor – Catherine Guy
- 4 Co-opted Governors – Katie Davis, Anne Baker, Alan Wilson and Natalie Lloyd

The total number of governors will be 11.

The Governing Body currently has no vacancies.

4. ELECTION OF CHAIR

Governors agreed that the term of office for the Chair of Governors would be two years.

A nomination was received in favour of Claire Carter and this was duly seconded. There were no other nominations.

It was agreed that Claire Carter be appointed to the position of Chair of Governors for two years or until the date of the autumn term meeting 2016, whichever is later.

The new Chair chaired the meeting from this point.

ELECTION OF VICE CHAIR

Governors agreed that the term of office for the Vice-Chair of Governors would be one year.

A nomination was received in favour of Nicola Cathery and this was duly seconded. There were no other nominations.

It was agreed that Nicola Cathery be appointed to the position of Vice-Chair of Governors for one year or until the date of the autumn term meeting 2015, whichever is later.

5. PART ONE MINUTES

The part one minutes of the meeting held on 20th May 2014 were confirmed as a correct record, and signed by the chair.

The following matters arising were discussed:

Item 5 Church Visits – Further visits and three assemblies had been organised.

Item 7 De fib –The school had requested from the North West Ambulance Service the code for the de fib cupboard. This had been provided and was now displayed on the office wall. Heart start training was timetabled for the next half term and the training would be delivered on a rolling programme.

Item 13 – The results and outcomes of the staff survey had been shared with members of staff.

6. CHAIR'S ACTIONS

The chair reported since the last full governing body meeting she had signed the contract for the Headteacher to continue her work as an Ofsted inspector for the current academic year.

7. COMMITTEES AND NOMINATED GOVERNORS

- a) Membership of committees for the 2014/2015 academic year were agreed as:

<u>Resources Committee</u> Daniel Baker (Clerk) Claire Carter (Chair) Alan Wilson Wendy Clark Clare Daniel	<u>Aims and Achievements</u> Katie Davies Catherine Guy Natalie Lloyd (Chair) Anne Baker (Clerk) Clare Daniel
<u>Personnel, Pay and Performance</u> Clare Carter (Clerk) Nicky Cathery (Chair) Penny Bowker Wendy Clarke Clare Daniel <i>Vacancy</i>	<u>Pay Appeals</u> Catherine Guy Paul Smith Daniel Baker

The Chair outlined the need for another governor to join the Personnel, Pay and Performance Committee to ensure that the committee would be quorate when dealing with pay and performance matters.

- b) Governors agreed to defer the approval of the scheme of delegation.
ACTION: CLERK
- c) Governors agreed to defer the approval of the terms of reference for each of the Governing Body committees to the spring term meeting.
ACTION: CLERK
- d) The following governors were appointed to carry out the Headteacher's Performance Management:
Catherine Guy
Claire Carter
Nicky Cathery

Governors agreed that the Headteacher's Performance Management Panel would report its outcomes to the Personnel, Pay and Performance Committee.

- e) The External Advisor appointed to the HTPM panel is Mark Mullin.

- f) Prior to the meeting it was agreed that the following governors with special responsibilities should be appointed:

Art – Katie Davies	Citizenship (PSHE) – Paul Smith
Geography – Katie Davies	History – Daniel Baker
ICT - Natalie Lloyd	Literacy – Anne Baker
Music – Claire Carter	Numeracy – Anne Baker
PE – Vacancy	RE – Nicola Cathery
Science – Alan Wilson	

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

The following committee minutes were received:-

Personnel 24/9/14

Finance 25/9/14

Aims and Curriculum 7/10/14

Premises 8/10/14

Personnel

Question: Has Mrs Sizemore left the school, I can't see her on the staffing structure?

Response: No, she is still here I will amend the staffing structure. Staffing has not changed.

Question: Has there been any further progress on ascertaining the professional status of the teacher who qualified in Canada?

Response: This is currently being investigated by Gary Pickford from HR.

Question: Has there been any progress with the application for additional funding?

Response: In order to make the application we need to show a comparison between ourselves and other schools in the county. The data isn't available yet for us to make the comparison.

It was noted that no date for the next meeting had been set. Governors agreed to set a date at the end of the meeting.

Finance

Question: Have we received any further feedback on the possible clawback?

Response: Not yet. I have spoken to the LA and explained that school generated income should be exempt. If this was the case then clawback would not be applicable in our school. Karen Bowdler informed me that she would raise the issue with the Schools' Forum but there was nothing in the minutes from the last meeting. I have raised the issue with our representative on the Schools' Forum.

It was noted that the remaining sports funding premium had been spent.

Governors noted that it was indicated on the budget that the funding for pupil premium was incorrect and a clawback of £6500 would be applied. The clawback had not been taken to date. The Headteacher would contact the budget officer for further information.

ACTION: CD

Question: What was the outcome of PLASC day?

Response: There were a number of issues with children who had left school and then returned again. On PLASC day we had one child in care, on the following day two other children were taken into care. We will not receive the additional funding for these children in the current financial year. Our instability and the number of pupils that start school after PLASC day can impact us.

Governors were informed that a one minute guide to free schools meals had been sent to parents.

Question: Are we any further forward with the debt recovery?

Response: No, I will continue to put pressure on the family but we have consulted legal and it is likely that if we take the matter further it will cost more than the debt itself.

Question: Is the debt growing?

Response: No, it is from last year. We now insist on payment beforehand.

Aims and Curriculum

A focus of the committee had been assessing without levels.

Philosophy Friday would start after half term.

Science week was progressing and a number of trips and activities had been arranged. The PTA had made donations to science week including the cost of the coach for the whole school trip to the Science and Industry Museum.

The school had undertaken significant work on mapping the new curriculum and ensuring that the rolling programmes would allow all children to experience all the topics. A document outlining the curriculum had been published on the website. The document was a working document as some areas of the curriculum were developed depending upon the children's interests.

Question: Will there be levels for SATs?

Response: There will this year but we are still unsure about next year. We have been sent samples of the new KS1 spelling, punctuation and grammar test. We are using the EYFS approach of emerging, developing and exceeding age related expectations. All schools are using their own form of assessment and this could cause us problems. Some schools are already

poor at using the current assessments. It may be that what we think of as age expected is not the same in another school.

Question: Is the Wilmslow cluster of school going to agree on assessments?

Response: During the Inset days next week the leads for English and maths will meet. Brendon Norris the maths lead in the high school is also coming to work with us on transition and he will check our levels.

Premises

Governors were informed that because of unexpected repair expenses the budget for decorating the school had been halved. This would mean that only half the school could be decorated this year and the other half would be decorated in the following year.

The annual Health and Safety audit had taken place. No actions were required.

Question: Have we had any further incidents of people using the school grounds? Do we need to look at security further?

Response: We could look at higher fencing but the cost is likely to be substantial. Higher fences will not necessarily deter people from entering the school grounds. We have had a new CCTV system installed which is excellent.

The Headteacher would investigate whether the schools building insurance would cover issues with the drain.

ACTION: CD

The Chair outlined the school's current position on the proposal for a new building for a learning resource centre. The proposal was that it would encompass a new library and space for interventions. A project team had been established with membership including the Chair, Headteacher, and representatives of the PTA and parents. A site visit had been undertaken and a quote would be obtained. A number of parents had expressed their willingness to contribute financially towards the project.

Fire alarm testing would be carried out by a specialist company in the spring term.

The following reports from governors with special responsibilities were received:-

Katie Davies the link governor for Geography outlined her SWOT analysis for the subject. The main strength was considered to be global week which enriched the curriculum. A lack of specialist teaching and the need for further training resources were identified as a weakness. The Headteacher reported that the school would be working with the British Council on a global awareness project.

The Headteacher also indicated that the school may move away from individual subject to a more integrated faculty basis.

Penny Bowker the School Council link informed Governors that she continued to attend meetings. The children were supported by Penny Thomas in their work on the School Council.

A further pupil survey would be undertaken by the Headteacher.

Question: Has the dinner monitor scheme stopped now?

Response: Yes it has as we are now staffing our most vulnerable children over these periods of time. It might be something that we re-introduce in the future.

Catherine Guy the Safeguarding Governor had not met the safeguarding lead. An appointment would be arranged.

9. FINANCIAL MATTERS

Governors were informed that the SFVS had been submitted and the school had received the highest assurance. The submission of the next SFVS would be August 2015.

- A copy of the annual Unofficial School Funds accounts and the audit certificate were received and approved.
- The appointment of Alistair King as the auditor of the annual accounts for the current year was confirmed.

10. HEADTEACHER'S REPORT – PART ONE

Part one of the headteacher's report contained the following matters:

- Achievement
 - Special Educational Needs
 - Initial Support
 - School Focused Plan (SFP)
 - Education and Health Care Plan)
 - Pupils at Risk
 - Cared for Children
- Teaching
 - Staff Changes
 - Training and Development
- Behaviour and Safety
 - Attendance
- Leadership and Management
 - Church Links
 - Curriculum
 - Other Events

The following issues arising from the Headteacher's report were discussed:

SEN changes.

The new codes for SEN pupils were outlined to Governors. 45% of pupils at the school were receiving some form of support. Initial support referred to groups of children who were receiving 'catch up or booster' interventions. This list was very fluid as children often only required short periods of support.

The school currently had 3 cared for children. This had led to an unprecedented level of work for the Headteacher because of the number of child protection and inter-agency meetings she was required to attend.

Staff

Question: Will the school take on any students this year?

Response: Edge Hill has been unable to give us any assurances over the quality of students on placement. We have started working with the University of Chester and a student will arrive on placement next week. I am yet to decide whether we should take on another student on placement.

11. SCHOOL IMPROVEMENT INFORMATION

Governors were informed that at present the school could not afford the services of a SIP. Detailed notes on school standards would be taken at the Headteacher's Performance Management tomorrow.

12. ATTENDANCE TARGETS

The attendance target for the year was agreed as 97%.

Question: How does setting a target help us to improve?

Response: It doesn't, making children want to come to school and active involvement with parents is how we improve attendance. Our attendance is currently 98%.

Question: Are the "late" children the same families repeatedly?

Response: Yes they are. It is only a small number of families and it is marginal (5-10 minutes) but it is disruptive and the children are embarrassed.

Question: What do you do to support those families with this issue?

Response: We always speak to families and very often when we do this punctuality improves for a short time. We discuss with them strategies and rewards for the children and we do try to find out why they are persistently late. We have noticed an increase in grandparents dropping off and this might be a factor if they live further away.

Question: Have there been any further issues with regard to road safety?

Response: We are concerned about one child who is cycling to school at present and a parent has parked across a residents drive earlier this week.

Question: Can we ask police to monitor traffic

Response: Yes, we have a new Community Police Officer and he has already indicated that he was willing to come in.

A governor suggested relocating the member of staff at drop off to a different gate in order to monitor parking.

13. DIRECTOR'S REPORT

The Director's Report for the Autumn Term 2014 contained the following matters:

- Director's Introduction
- Governance and Liaison Update
- Provisional School Performance 2013-14
- National Curriculum and Assessment from September 2014
- Level of Support and Intervention Update
- Latest Ofsted Evidence on the Use of Pupil Premium Funding in Schools
- Evaluating the Work of the Education Board 2013-2014
- Finance Update - Schools Funding 2015-16, Schools Financial Value Standard (SFVS)
- Special Educational Needs Reforms: The Children and Families Act 2014
- Virtual School for Cared for Children
- Cheshire East Catering Service
- Cheshire East Internal Audit – 13/14 School Audit Programme Findings
- New Role: Promoting Effective Participation

The clerk highlighted to governors a number of issues, and governors noted the report.

Pupil Premium

A report on pupil premium had been shared with governors prior to the meeting. A less detailed report would be published on the website for parents.

SEN

The SEN Governor is Natalie Lloyd. The local offer was currently under review by the local authority. The new SEN policy is currently being drafted and would be available for approval in the spring term.

14. GOVERNOR DEVELOPMENT

No information was provided on this item.

15. SCHOOL POLICIES

The following policies were approved by the governing body:

Governors noted approval at committee level of the following policies:

EYFS policy

Performance Appraisal Policy

Prospectus
PSHE and Citizenship
New Staff Handbook
Safeguarding

16. ANY OTHER BUSINESS

Term Dates

The Headteacher reported that the cluster of Wilmslow schools had agreed to set the term dates 2015-2016 in line with the high school. There had been an issue with the Easter falling outside the holiday. The term dates would be published.

Access to Policies

Question: Do we have a definitive list of policies?

Response: There is a statutory list of policies and a review schedule for the policies.

Question: As our home school agreement asks parents to sign to confirm they will adhere to our policies do you think these should be accessible on our website?

Response: Policies which are required by the Schools Information Regulations are on the website. I have never received a request from parents to make any other policies available.

The governor explained that the issue had come to light when a recent newsletter referred to the food policy but the food policy wasn't published on the website and had not been provided to parents.

Governors agreed that all policies that might be relevant to parents would be published on the website.

ACTION: CD

17. MEETINGS

It was confirmed that the next full Governing Body meeting would be held at the School 17th of March 2015 at 6.00pm.

----- Chair

----- Dated