

**MINUTES OF A MEETING OF THE GOVERNING BODY OF**  
**ST ANNE'S FULSHAW CHURCH OF ENGLAND PRIMARY SCHOOL**  
**HELD AT THE SCHOOL ON 17<sup>th</sup> MARCH 2015**

<b>Governors Present:</b>	Claire Carter	Chair
	Clare Daniel	Headteacher
	Anne Baker	
	Daniel Baker	
	Nicola Cathery	
	Wendy Clark	
	Katie Davis	
	Catherine Guy	
	Natalie Lloyd	
	Rev.Paul Smith	
	Alan Wilson	

<b>Also in attendance:</b>	Joe Carter	Clerk to the Governors
	Liz Thomas	SENCO

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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***The meeting started at 6PM.***

**Presentation on SEN**

The revised SEND code of practice has come into force and St Anne's are making good progress in meeting their statutory requirements.

The SENCO has reviewed the two school SEND registers:

- The first is a fluid register which covers initial support provided (which includes children with a recognised need).
- The second register is for children requiring additional focused SEND support, who have a more complex need.

All children on the second register identified with SEND have a school focused plan. It is the responsibility of staff to write the plan in conjunction with pupils and parents, and to ensure that regular meetings take place with parents. Upper KS2 staff have the greatest workload as this is where the majority of pupils with an SFP are currently placed. The SENCO will endeavour to support the staff where she can. The plans are reviewed with parents every term.

**Action:** Liz Thomas will check that the first SFP is separate to the following two meetings (which could take place at parents evening).

The challenge for school is managing the many and varied needs and behaviours of pupils which can lead to pressure on the staff. The SENCO highlighted the strength of leadership within the school, including great team work, problem solving, and energetic and enthusiastic staff.

The school's access to outside agency support is diminishing term by term with waiting lists up to three years for CAMHS assessments. There is currently no access to a cluster educational psychologist (EP) as the role is vacant. The Head advised that school cannot further children towards an assessment for an EHCP without EP support or input. This has been costed at £800 per day to buy in private EP services. The school does not have the funds to buy in this service currently.

The SENTA meetings are held on the first Friday of every month during the Good News Assembly slot. The meetings are productive, share good practice; allow discussions on concerns with prompt action.

The SENCO has the skills and qualifications to carry out specific assessments on children and shares her knowledge with as many staff members as possible so they can carry out standardised assessments and interpret the results.

The Head advised that the school has great links with the Cheshire East Autism team.

In February 2015, one pupil has been attending the Primary Education Reintegration Service and one has been educated and staffed with 1:1 support away from their peers. A third pupil is attending school part time while a suitable transition programme into secondary education is established.

The Chair thanked Liz Thomas and the staff for their continued perseverance.

***Liz Thomas left the meeting.***

## **1. APOLOGIES AND ADDITIONAL AOB**

The following apologies were received:

- Penny Bowker, Associate Member.

Governors agreed that the apologies for absence received be accepted.

## **AOB**

The following AOB was raised:

- Term Dates.

## **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.

### **3. MEMBERSHIP**

There were no changes received to the membership of the Governing Body.

The Governing Body currently has no vacancies.

The Chair welcomed Rev. Paul Smith, an Ex-Officio Foundation Governor.

There are no terms of office due to expire, although the Governors should be aware of succession planning for the Vice Chair, whose term of office expires at the Autumn 2015 term meeting.

Katie Davis agreed to take the vacancy on the Personnel, Pay and Performance Committee. This was approved by the Governing Body.

### **4. PART ONE MINUTES**

The part one minutes of the meeting held on 21<sup>st</sup> October 2014 were confirmed as a correct record, and signed by the Chair.

### **5. MATTERS ARISING**

The following matters arising were discussed:

#### Application for Reception places

The school have received almost 70 applicants including 25 first choice for places; the school already knows of four pupils who would require additional support on entry to school to manage behavioural and learning needs. The school will start planning for this in the summer 2015 term. There is one application from a family which includes triplets. The Head is not yet aware whether these pupils would need to be admitted under the multiple birth rule.

**Question:** Is the application and allocation of places finalised?

**Response:** The allocation of Reception places will be confirmed on the 16<sup>th</sup> April 2015. All Year 6 children have been offered places at WHS, except for one pupil who is appealing. One pupil is moving into the private sector for Year 7.

### **6. CHAIR'S ACTIONS**

The Chair reported since the last full governing body meeting that she had taken no action.

### **7. COMMITTEES AND NOMINATED GOVERNORS**

The list of functions delegated to committees and individuals was reviewed by the Governing Body and agreed.

There have been some changes to the following Terms of Reference which were approved by the Governing Body:

- Personnel, Pay and Performance
- Resources
- Aims and Achievements

The adoption of the constitution and terms of reference for each GB standing committee was agreed.

The constitution and terms of reference for the Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee and Staff Appeals Committee were reviewed and approved.

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

The following committee minutes were received:

### Aims and Achievements Committee, 3<sup>rd</sup> February 2015

**Question:** Have school been awarded the additional funding from the LA?

**Response:** An application was made to the formula funding working group who makes the decision. They have a new protocol which asks schools to involve the Borough SENCO in reviewing the information in the application before they will consider it. This protocol was introduced after the application was made and the Head is now waiting for the Borough SENCO to confirm a meeting before resubmitting the application.

The Chair raised the planned curriculum evening to support parents with helping their child to develop their writing skills, which will take place in the summer 2015 term.

### Resources Committee, 16<sup>th</sup> March 2015

Need to change a date – (Section 4b) FRA – this was done in November 2014.

The Governors would like to thank the building team.

The budget has been agreed for next year and staffing assumptions have been made.

The Statement of Internal Control was agreed and signed at the committee meeting.

**Question:** Does school have sufficient funding for Teaching Assistants?

**Response:** School can provide funding for the current level of TAs for the next financial year (which includes the planned leaver – 15 hours). Redundancy pay would be difficult to manage (see Part Two).

### Personnel, Pay and Performance Committee, 11<sup>th</sup> March 2015

**Question:** Can you explain the wording in Item 14, AOB around the school trip?

**Response:** There are a large number of vulnerable children attending the trip and school decided that it was not appropriate to share confidential information about those pupils with other parents accompanying the residential. Therefore the decision was made that it would not be appropriate for parents to attend that trip.

The Committee has decided to move the Performance Management of the Headteacher to September 2015. Governors need to attend the strategic planning morning on 1<sup>st</sup> September 2015, 9:00 – 12:00, which will inform this process.

### St Anne's Fulshaw New Build Update

There are two aspects of the new build:

- 1) Design and Permissions (planning, building regulations). Initial discussions with planners indicate that there should be no issues.
- 2) Professional Advisors. This is a donated service to school and assurance that financial contributions for the build have been promised.

**Question:** Will this go back to the Resources Committee for approval?

**Response:** If planning permission is granted, the school anticipates that the construction will take place during the summer 2015 holidays. The group aims to have the plans ready for review by the end of March 2015 and then review at the next Resources Committee.

There are two issues for the Governing Body to consider:

- The build is legal.
- The build does not leave school with a liability.

**Question:** Are you signing off as PTA or as governors?

**Response:** There is a Build Committee which comprises PTA members, including governors and parent donors. The planning permission would last for three years. There is one single large financial donor. If this person withdrew their financial support then the project would be delayed but not dismissed.

Key milestones include submission of planning and procurement of contractor. School has put the project out to provisional tender and will get a final price once the design is finalised.

The cost estimate is around £35k which includes 10% contingency.

The tender process has been based on an outline design with three contractors.

**Question:** Are the costs similar?

**Response:** No, quite different due to the different structures suggested; some brick, some wooden. There is a planning stipulation that the appearance of the new build should match the existing school building.

**Question:** Who is the Architect? Why does the planning group prefer that contractor?

**Response:** The designers were procured by the school. The building contractor was suggested by a member of the planning group. School have issued a competency questionnaire to the builder. The builder is local and the cost was better than the other tenders received. Also, recommendations from parents of the school were positive. There is no formal contract in place at this stage.

**Reports from governors with special responsibilities:**

**Literacy**

The governor with responsibility for English regularly works with weaker readers in Y1 and Y2, and noted that they have gained in confidence due to the hard work and support of staff. The governor recommends that all governors come into school to support pupils; in particular the school could benefit from male role models. Parents and grandparents should be encouraged to do more reading with the children.

Lunch time interventions in writing and reading for Class 2 and 3 pupils take place daily which are resulting in significant gains in learning for targeted pupils.

*Note: The Clerk added the following comment after the meeting. The role of the governors is strategic not operational; if governors are available to support the day to day learning within school they should do this in the role of a volunteer helper, which is a different role to that of a governor and with prior arrangement with the Head.*

### Safeguarding

The governor with responsibility for safeguarding met with the Head and reviewed the school's work. There have been two racist incidents in December 2014 which the school has dealt with appropriately.

The governor thanked the Head for all her work on this.

**Question:** Are staff trained and supported?

**Response:** The staff are trained and some governors took the training course at the beginning of September 2014. The Head has met to discuss how the LA can improve support to the school. Kathryn Hill from the SCiEs Team meets regularly with the Head to review and support the school's work. This team offer positive advice and practical support which is much appreciated.

### Music

Last term a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis was completed.

- S – Lots of music in school and the choir is expanding.
- O – Channel 4's (Don't stop the music), would be good to have more visitors. School arranged a trip to see "Ten Pieces".
- W – There is limited instrumental learning available at KS1 for free. The new national curriculum is less detailed than previous showing that music is less of a focus. The school has limited space for lessons and storage.
- T – Risk of Music Teacher leaving. Cost of music lessons.

It was noted that school has paid for the Wider Opps music tuition for many years. This costs approximately £3,500 per year and enables Year 4 and 5 pupils to learn the clarinet, trumpet or trombone for two years. The instruments are now owned by the school.

The current music teachers are superb.

### Draft Budget

The Resources Committee had been through this at length. The Governing Body approved the draft budget.

### Staffing Structures

See Part Two.

### Curriculum Plans

Curriculum plans are published on the school's website termly. The curriculum plans were approved.

**Question:** What is the plan in regards the history curriculum?

**Response:** Staff have reviewed what the children have already learnt and ensure that depth and breadth is offered through cross-curriculum themes and approaches.

The Governing Body would like to thank the staff for all their work on the curriculum plans and the assessment without levels evening. The Head said that parents who had attended the evening also passed on their thanks.

## **9. HEADTEACHER'S REPORT – PART ONE**

Part one of the Headteacher's Report was presented, items noted:

- The report shows the variety in cohorts. Year 6 has the largest split with four levels (from two to six) across twenty children. Only half of the group of children in Year 6 started with the school and there are a high number of children with SEND. There are three groups in the Year 6; more able pupils who are already attaining high standards, a middle group and a group who are currently off the pace.
- There are a number of challenging pupils in KS2 and their provision has been very flexible to enable them to remain in school or on roll.
- The school's plan for assessing without levels was implemented in September and is proving to be very successful.
- The average and more able children in Year 4 are doing well; however SEND pupils are making slower progress as many pupils have processing and memory issues. To continue making progress with these children the staff have to work really hard and current demands on staffing have been particularly challenging

**Question:** What does code T mean on the Year 6 sats?

**Response:** T = a pupil is working at the level of the tests but did not take them because of medical or mental health / anxiety issues.

## **10. MATTERS ARISING FROM THE HEADTEACHER'S REPORT – PART ONE**

There were no matters arising from the Headteacher's Report.

## **11. BRITISH VALUES/COMMUNITY LIAISON**

Staff conducted a brief brainstorming session on how the school is actively promoting British values and produced a first draft document which includes the four key areas. A 'Community Links' document has also been produced. The Head advised that in this inspection framework, inspectors are required to report on how schools actively promote British values.

There will be a 'Cultural Event' involving the whole school in April 2015. School Council members from all the cluster schools met at WHS and considered the town's mono-cultural context. The children will investigate where the school population comes from, cultural differences, the link with our community (ethnic diversity of our MPs and the General Election), the rights of the child and their place in society. The school want the children to focus on their responsibility within the community.

It was noted that children will require different levels of support to learn successfully.

The children will hold an election and then get to run the school for the day. The pupils will lay out their manifesto and take questions from others in order to influence them how to 'vote'.

## **12. SCHOOL STRATEGIC DEVELOPMENT PLAN (SSDP)**

The code on the plan is green / completed, yellow / ongoing, blue / outstanding.

The focus areas for the SSDP in 2015-2016 will be established during the planning morning on 1<sup>st</sup> September 2015.

## **13. SCHOOL IMPROVEMENT INFORMATION**

School does not have a School Improvement Partner although the Head is a School Improvement Partner for other schools.

Kathryn Hill from the SCiEs Team provided basic safeguarding training for all staff and some governors at the start of the school year during the INSET day.

A multiagency meeting will take place on 23rd March 2015. Kathryn Hill is of the opinion that the school's high performance masks the level of need of pupils at the school. Therefore the meeting will raise awareness with key stakeholders in the LA and social care and health.

**Question:** What are the expected outcomes of the meeting?

**Response:** The aim is to secure funding to support the children, as currently the children do not have access to sufficient support needed to progress well.

The Governors would like to thank Kathryn Hill (SCiEs Team) for her support.

## **14. DIRECTOR'S REPORT**

The Director's Report for the Spring Term 2015 contained the following matters:

- Director's Introduction
- 1. Governance and Liaison Update
- 2. Summary of what Maintained Schools must publish on line
- 3. Ofsted annual report for the North West
- 4. Ofsted alerts
- 5. March – School Celebration Month
- 6. PE and School Sport Premium
- 7. Child Sexual Exploitation
- 8. Keeping Children Safe in Education – DfE Statutory Guidance
- 9. Preventing and Tackling Bullying
- 10. Virtual School for Cared Children
- 11. Finance Update – 2015-2016 DSG Settlement, Notice of Concern
- 12. 2014-2015 Schools Capital Funding Update
- 13. Schools Admissions 2016-2017



- 14. Report from Effective Pre-School Primary and Secondary Education Project

The Clerk summarised the report and highlighted to Governors areas where they may need to take action. The following points were discussed:

- The SEND Policy is not on the school web site yet as it has been approved at tonight's meeting.

**Question:** How does the school snow closure effect the 190 days that the school should open?

**Response:** The LA assumption is that days lost due to snow closure should be made up. If there are no staff in the building the school is technically closed. If school cannot safely accommodate children, but skeleton staff are in the building this counts as an open day.

**Action:** Head to confirm school closures and the impact on the school calendar.

## 15. GOVERNOR DEVELOPMENT

The Chair and a governor (Alan Wilson) arrived for a "Preparing for Ofsted course", but the course leader did not arrive. Andy Kent arrived from the LA to apologise.

**Action:** Clerk to check when the "Preparing for Ofsted" course will be re-scheduled.

**Question:** Is there a log of training and development, including e-Learning? Would you include other work related training, for example safeguarding training delivered by the Diocese?

**Response:** There is a form in the drop box to complete which should include e-Learning. Any relevant training should be included.

### Christian Governor Training

There is a course available which is two full days at Liverpool Hope University. The course is for governors of Church of England Schools, on 28<sup>th</sup> March and 16<sup>th</sup> May (must do both days).

The Chair and a governor (Daniel Baker) attended a "Financial Efficiencies" course. The main point to note was that school should look to connect with other schools, to share knowledge and procurement if possible.

**Action:** Clerk to investigate a Head Teacher Performance Review course for the school.

The Governors thanked the Head for the governors' monitoring course.

**Action:** Governors to review the document from the Chair which suggests when each subject could be monitored, and provide feedback.

***Anne Baker left the meeting.***

## 16. SCHOOL POLICIES

A range of policies were reviewed and accepted, as detailed in the committee minutes.

- Behavior Policy – the policy includes expectations of staff and children. The governors agreed that the expectations of parents' and visitors' behavior should be added to the policy. This will be reviewed at the summer term FGB meeting.

**Action:** Add the expectations of parents/visitors to the schools Behavior Policy for review at the summer term 2015 FGB meeting.

**Question:** Will School publish the updated Behavior Policy on the web site?

**Response:** Head to explore how to flag up new or amended policies on the school website.

***Rev Paul Smith left the meeting.***

**Action:** Andy Kent has asked that the school review the Draft Model Complaints Policy once it is issued. The Chair and Katie Davis will review the document and agree any actions in advance of the summer term 2015 meeting.

## **17. PLANNED RESIDENTIAL VISITS**

The following residential trips were approved by the Governing Body:

- Conway for Year 2 and Year 3.
- PGL Boreatton Park for Year 5 and Year 6.

**Question:** Will there be parent helpers for Y2 & 3?

**Response:** No, the residential will be staffed by school employees.

**Question:** How are visits risk assessed?

**Response:** School uses the Evolve (on-line package) to record their applications for trips and visits. When risk assessing an activity, a number of things are considered including the journey and medical needs of individual pupils. Each activity is risk assessed and if affiliated to a professional body, professionals' or organisations' liabilities are checked. In addition some children have their own risk assessment. Any trip which involves a residential or water also requires LA approval. School submits the necessary information to the LA, and further questions are returned to school, the school responds and the LA then approve (where appropriate). As PGL are a large organisation with the appropriate professional quality marks, they provide their own risk assessments to the school.

**Question:** Are there any issues with the PGL trip as all staff attending are women?

**Response:** There is no requirement to send male staff, however the majority of PGL staff are male.

## **18. MEETINGS**

It was confirmed that the next full Governing Body meeting would be held at the School on 19<sup>th</sup> May 2015 at 6pm.

**19. ANY OTHER BUSINESS**

The following item was discussed:

Term dates

Andy Kent, School Liaison and Governance Manager, is displeased with Cheshire schools with regard to changes made to term dates in 2016. Church schools were not happy that the children were in school during Holy Week.

Most primary schools have changed their Easter 2016 holiday dates to be in line with their cluster secondary schools and to avoid being in school during Holy Week.

The LA perceives there to be a potential issue regarding a legal challenge as schools' ability to change term dates is not yet statute.

*Note: The Clerk added the following comment after the meeting. Consultation on dates took place some time ago and was agreed; the LA is not going back to consultation again. However, if schools do not follow the LA term dates at Easter 2016 the LA does not intend exercising its powers to enforce compliance with the LA term dates.*

**Part 1 finished at 8:15 pm**

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Chair

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