

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD AT THE SCHOOL
ON 19TH NOVEMBER 2019**

Governors Present: Anne Baker (AB) left at 7:45 pm
Daniel Baker (DB) Vice Chair
Claire Carter (CC) Chair
Wendy Clark (WC)
Clare Daniel (CD) Head Teacher
Richard Matthews (RM)
Revd Caroline Throup (Revd CT) left at 7:40 pm
Vicky Wilson (VW)

Also in attendance: Sue Pomeroy Clerk to the governors
Diane Murdoch Clerk (shadowing)

PART ONE – NON-CONFIDENTIAL BUSINESS

1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS

Governors agreed that the apologies received from Maxine Drabble, Natalie Lloyd and Jonathan Vose be accepted.

No items of any other business were tabled for discussion at 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.

All governors present at the meeting completed the annual declaration of interest form the annual and returned them to WC.

ACTION: MD, NL and JV to complete the annual declaration of interest form and return to WC.

It was confirmed that the school will update the register of business interests and update governor details on GIAS.

3. ELECTION OF CHAIR

The following nomination was received for the role of chair of governors at the summer term 2019 FGB meeting:

Claire Carter.

Claire Carter left the meeting to allow governors to discuss and vote on the nomination. Following a vote, Claire Carter was duly elected and appointed as chair of governors for a period of one year and until the autumn term 2020 FGB meeting.

CC chaired the meeting from this point.

4. PRESENTATION FROM HEADTEACHER

Governors received a presentation from CD:

Data

CD informed governors that the data reports are contained in appendices in the SEF which have been circulated to governors. The following issues were highlighted:

- The number of children in school with SEN/D had declined over recent years but has increased again and is now more than three times the national average.

Q. Is this due to new families joining the school?

R. Yes, many of the children who join the school present with additional needs. Some are identified in pre-school. The Year 5 and Early Years cohorts have a large concentration of children with SEN/D.

- In Reception, 71% achieved GLD and the national figure was 74%. There was a gender difference in attainment; all the girls achieved GLD whilst boys did not.
- In Year 1, 86% of children achieved EXP in phonics and this was above the national figure. All stable, non-SEN pupils achieved EXP and boys in this cohort performed better than girls. There have been some mobility issues in this year group.

Q. Is mobility an issue across all the Wilmslow schools?

R. The school's PAN of 19 means that the school may be full in every year group but can still admit pupils into a class as the infant class size limit is not reached. When new families move into the area they are often placed at the school if other local schools are full. The school received extra funding from the growth fund two years ago due to this issue.

- In Year 2, four children re-took the phonics test and one child (a girl) achieved the standard. Of the boys who re-took the test, two arrived at the school in November 2018 and have high needs. The remaining boy started in Reception at the school and has a significant level of SEN/D.

• Year 2 SAT's results:

Maths 74% EXP+

Reading 68% EXP+

Writing 47% EXP+

This cohort contained seven pupils on the SEN register and five of these have been with the school since Reception and were identified with SEN then. A further five pupils in this cohort did not start in Reception at the school. The stable, non-SEN pupils achieved EXP. The writing result is what was predicted by the school and represents the high level of need in this cohort.

- The school was pleased with the Year 6 results. This cohort was the most stable in school. Eight of the nineteen pupils were on the SEN register and all but one of the nineteen started in Reception at the school.

Reading 89.5% EXP 47% GD

Writing 78.9% EXP 11% GD

Maths 84.2% EXP 21% GD

Progress scores sit within the average band.

The school has received feedback from the High School that its assessments are accurate and align with assessments carried out at the High School.

- There is a high level of SEN in the current Year 2 cohort.

5. MEMBERSHIP

- a) There were no changes to receive to the membership of the governing board. There will be some changes following the spring term 2020 FGB meeting as AB's term of office as Foundation governor ends on 17.04.19 and DB's term of office as Parent governor ends on

17.05.19. The school is also hoping to convert to academy status in September 2020 and this could bring changes to the constitution of the governing board.

- b) There are currently no vacancies on the governing board.
- c) There are no terms of office due to expire before the next meeting.
- d) The necessary DBS checks have not been completed for Revd CT. The clerk reminded governor that these should be completed within 21 days of the appointment.
- e) There are no associate members on the governing board.

6. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the autumn term board of governors meeting on 21st May, 2019 were agreed as a correct record, signed by CC and retained by the school.

Governors reviewed the action log from the previous meeting and the following point was discussed:

School budget

It was reported in the Finance minutes from the summer term 2019 meeting that the school was expecting a deficit at the end of 2018-19 of around £13,000 and it was noted that the school would need to submit a “failed” budget to Cheshire East. The budget figures subsequently improved and it was not necessary to submit a “failed budget”. CC and CD have been requested to attend a meeting with Jacky Forster (Director of Education at Cheshire East) and are still awaiting a date for the meeting.

There were no further matters arising and it was confirmed that all actions have been met and closed as appropriate.

7. CHAIR’S ACTION

CC confirmed that no action had been taken on behalf of the governing board since the last FGB meeting on 21st May, 2019.

CC provided a part one update to governors on the academy conversion process:

Potential Trustees and Members of the Trust toured the six schools involved in forming the MAT.

Q. Was it a beneficial visit?

R. Yes, most of the six schools are aligned in their thinking and it was interesting to see some of the unique aspects of the schools. For example, Styal Primary School operates Forest School provision.

8. COMMITTEES AND NOMINATED GOVERNORS

CC circulated a document detailing governor committee membership and responsibilities prior to the meeting. She asked governors to consider whether changes need to be made in the spring term 2020 due to expected changes on the governing board.

a) The committees were confirmed as:

Resources Committee

Maxine Drabble

Claire Carter-Chair

Jonathan Vose

Wendy Clark

Clare Daniel

Aims and Achievements Committee

Anne Baker
Maxine Drabble
Revd Caroline Throup
Clare Daniel
Natalie Lloyd-Chair

Personnel, Pay and Performance Committee

Daniel Baker-Chair
Richard Matthews
Claire Carter
Wendy Clark
Clare Daniel

A governor has been allocated to clerk each committee and CC asked that governors consider sharing this responsibility within the committee. AB commented that it is difficult to contribute to the meeting whilst clerking. The clerk responded that some schools employ the services of the Cheshire East clerk to clerk their committees and this involves additional costs to the school.

- b) The chairs of each committee are noted above.
- c) Governors with special responsibility were confirmed as :

SEN/D	Natalie Lloyd
Safeguarding	Claire Carter
Health and Safety	Jonathan Vose
- d) The terms of reference were reviewed and approved at the committees.
- e) It was confirmed that the standard LA terms of reference are used for staff and pupil disciplinary committees.
- f) The governors appointed to carry out the headteacher's performance management were confirmed as:

Maxine Drabble
Richard Matthews
Claire Carter

CD commented that the view of the diocese is that a Foundation governor should sit on the panel.
The clerk advised that it is not best practice for both the chair and vice-chair to be on the panel.

9. GOVERNORS' CODE OF PRACTICE/GOVERNORS CHARTER

Governors discussed which model code of practice to adopt. CD will email the preferred version to governors for signing.

ACTION: CD to email code of practice to governors.

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

AA Committee	24.09.19
PPP Committee	03.10.19
Resources Committee	04.10.19

The minutes from the committee meetings were circulated via Sharepoint prior to the meeting. The following matters were highlighted to governors:

AA Committee

- The school is a flagship school for the emotionally healthy schools programme.

Q. Has there been much interest in the programme from other schools?

R. Other schools have expressed an interest but there was a disappointing attendance of only one HLTA at a network meeting organised by the school. A headteacher from another school is coming to visit in January 2020 to view the programme in action. Schools can access free training for a limited period and it would be beneficial if they took up the opportunity to do so before the funding ends.

Governor comment: the emotionally healthy schools work has a positive impact on the pupils when they transfer to high school. Pupils who have attended St Anne's are empowered to use services at the high school.

Different programmes are running throughout the school, appropriate for the different age ranges.

PPP Committee

- CD was not required to undertake SENCO training and this proved to be a significant cost saving for the school.
- The deputy headteacher has reduced her hours. This has also resulted in a cost saving to the school but has impacted on the headteacher's workload. Governors need to consider whether the current situation is sustainable as CD has a considerable workload from the role of SENCO.

Q. Should governors monitor the workload of the headteacher?

R. Yes, and this needs to be communicated to the MAT when discussing leadership capacity in the new organisation.

- Discussions will be held with the supply staff used regularly by the school but who are not on school contracts as CD would like to retain existing supply staff upon conversion to academy status.
- The school made staff aware of the new Keeping Children Safe in Education document and has updated the Safeguarding Policy. This document has also been circulated to all governors.

Resources Committee

- VW is reviewing the Lone Working Policy.
- Wrap Around Care costs were reviewed; the financial position of both Breakfast Club and After School Club have improved. The After School Club is now breaking even after a period of losing money. Wednesday and Thursday are particularly busy days at the After School Club.

11. FINANCIAL MATTERS

- The ChESS contracts have been renewed. No contracts will be negotiated beyond 31.08.20 as the school is in the process of academy conversion. A list of contracts has been sent to the Trust.
- The accounts of the Unofficial School Fund were circulated by WC who confirmed that they have been audited by H.A. King. A new auditor may be needed next year due to the ill health of the current auditor. Governors discussed whether a suitably qualified parent could provide this service.

ACTION: Clerk to check the requirements for the auditor of the Unofficial School Fund.

- The school is predicting a carry forward of around £3,000 at the end of the financial year 2019-20 and expects that the actual figure will be higher. A deficit of £53, 542 is predicted at the end of 2020-21 but it is difficult to make accurate budget forecasts due to a lack of information.
- The SFVS is now available in a new format. The school has asked for advice to improve its “satisfactory” rating for the SFVS submission. A team of governors will review the SFVS in March 2020 for approval at the spring term 2020 FGB meeting.
- The MOIFP has been reviewed by CC and CD. It will be approved at the spring term 2020 meeting.

12. PART ONE HEADTEACHER’S REPORT AND MATTERS ARISING

The Head Teacher’s report was circulated for governor review prior to the meeting and contained the following items:

- Outcomes for Pupils
- Quality of teaching, Learning and Assessment
- Training and Development
- Personal Development, Behaviour and Welfare
- Transience
- Vulnerable Pupils
- Multi Agency Meetings
- Exclusions
- Attendance
- SEN
- Effectiveness of Leadership and Management

The following points were highlighted to governors:

- The performance data for Reception is close to the National average.
- The data for Year 2 reflects the needs of the cohort.
- The school was very pleased with the Year 6 data.
- The percentage of pupils with SEN/D has increased from around 27% to 36%.
- Governors were asked to note the changes in subject leadership.

Governor comment: governor monitoring can be problematic for staff, especially in a small school.

- The school was pleased to achieve the platinum level of the Schools Sports Award.
- Attendance has increased; the school was adversely affected in the previous academic year by a flu bug.
- There are 47 pupils on the SEN register and almost half of these are also receiving emotional and mental health support.
- At First Concerns, there is an even balance of boys and girls, whilst boys account for all the pupils at the stages beyond First Concerns.
- The Science week was a great success; there was a good range of activities provided and good links with the staff at the high school and STEM ambassadors.

13. SCHOOL DEVELOPMENT PLAN (SDP)

The SDP was shared with governors prior to the meeting. The focus areas link to the new OFSTED framework. The school’s values and ethos are included in the document.

Governors **approved** the SDP. It will be discussed and developed further at the planned Strategy Day.

CD outlined the main priority areas for development:

Leadership and management

- There have been significant changes in subject leadership roles within school. The school is working to ensure that subject leaders have a good overview of the subject across the school.
- A new pupil tracking system, Insight, is in operation.
- The school is involved in successful locality leadership through the emotional healthy schools programme.

Quality of Education

- The school operates a three year rolling curriculum and has completed Year C. It is now a good time to carry out a curriculum review and ensure that the curriculum meets the needs of the children and the context of the school. Progression and curriculum coverage will be reviewed.
- The methodology for the teaching of Writing will also be reviewed to address the low attainment in this subject, although progress is good.

Behaviour and Attitudes

- This is not a priority area for the school.

Personal Development

- The school will monitor the impact of the emotional and mental health programmes which have been introduced into school.

CC commented that the SDP is well aligned with the new OFSTED priorities.

14. SCHOOL PERFORMANCE

This was covered under agenda item 4.

15. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER

- The SIP was confirmed as Steve Williams; there was no report to receive.
- A mid-term SIAMS review will take place in the spring term 2020 with Jane Brookes from the Diocese against the new SIAMS framework.

16. DIRECTOR'S REPORT AUTUMN TERM 2019

Director's Report autumn term 2019 Report contained the following items:

1. School Governance and Liaison Update
2. Schools' Funding Formula 2020/21
3. Free DfE Support for Maintained Schools: Financial Management
4. Framework for Ethical Decision making in Education
5. Recruitment
6. Professional Standards for School Business Leaders
7. Changes to Schools' Financial Value Standard 2019/20
8. Update on implications of Brexit for Schools – National advice
9. New Relationships and Health Education in Schools
10. Admissions
11. Assessment for Newly Qualified Teachers

- 12. School Teachers' Pay Award 2019
- 13. Salary overpayments
- 14. Keeping Children Safe in Education 2019
- 15. School Performance 2018-19

The report was circulated prior to the meeting. The clerk highlighted to governors a number of issues, and governors noted the report. The following points were discussed:

Item 1

- CC is a newly elected member of the Schools Forum.

Q. What is the Schools Forum?

R. The Schools Forum is a statutory body made up of schools and non-schools members. Local Authorities consult their Schools Forums annually in respect of budget issues.

- The model Complaints Policy will be reviewed by the PPP committee.

Item 4

The school will consider the Framework for Ethical Leadership in its meetings.

Item 8

VW has reviewed the guidance from the DfE on BREXIT and will continue to monitor the information available.

Revd. CT left the meeting at 7:40 pm.

Item 9

It was noted that much of the school's work aligns with the Relationships and Health Education guidance. The AA Committee will consider the document ready for implementation in September 2020.

17. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT

CC gave a verbal report to governors on training:

- RM is the new training liaison governor.
- VW and Revd CT are enrolled on the governor induction courses.
- MD has undertaken HTPM training.
- CC will update the training log.
- CC recommended that governors undertake safeguarding training, academy finance training and courses run by the Diocese.

18. SCHOOL POLICIES

- Governors **approved** the Child Protection and Safeguarding Policy (revised to reflect updated statutory safeguarding guidance). The Pay policy for non-teaching staff members will be approved at the spring term FGB meeting.

19. SAFEGUARDING

- The S175-157 audit was completed by the school **IN JULY**.
- CC and CD will carry out an annual safeguarding audit in December 2019.

20. PLANNED RESIDENTIAL VISITS

Governors **approved** the following residential visits, subject to appropriate risk assessments being carried out. CD explained that the risk assessments are completed closer to the time of the visits using the Evolve system.

- CMC Pensarn for Years 5 and 6 - 5th – 7th May 2020
- Rock and River for Years 2 and 3 – 3rd & 4th June 2020

21. MEETINGS

The remaining meetings of the FGB for 2019-20 were confirmed as:

Tuesday 11th February, 2020 at 6:00 pm

Tuesday 2nd June, 2020 at 6:00 pm

Chairs of committees were requested to arrange committee meetings for the spring term 2020.

22. ANY OTHER BUSINESS

There were no items of any other business tabled for discussion at the meeting.

The meeting moved to the part two agenda