

**MINUTES OF A MEETING OF THE GOVERNING BODY OF  
ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD AT THE SCHOOL  
ON 11<sup>TH</sup> FEBRUARY 2020**

<b>Governors Present:</b>	Anne Baker	(AB)-left at 7:45 pm
	Daniel Baker	Vice Chair (DB)
	Claire Carter	Chair (CC)
	Wendy Clark	(WC)
	Clare Daniel	Head Teacher (CD)
	Maxine Drabble	(MD)-arrived at 6:15 pm
	Natalie Lloyd	(NL)
	Richard Matthews	(RM)
	Vicky Wilson	(VW)
<b>Also in attendance:</b>	Sue Pomeroy	Clerk to the governors

**PART ONE – NON-CONFIDENTIAL BUSINESS**

Opening Presentation:  
Annual SEN Report to Governors

CD presented the annual SEN report to governors and highlighted the following points:

- The school has experienced an increase in the number of children with SEND in the academic year 2019-20 to 35.6 % of the pupil population.
- The profile of children with SEND in school is different to that of both the national and local profile as the school has equal numbers of children with communication and language difficulties and social, emotional and mental health issues. It is unclear whether the school is skilled at identifying children with mental health issues (reflected in its flagship status) or whether it is attracting more children with such difficulties.
- The SEN review carried out by Cheshire East was very positive and is available on SharePoint for governors to view.

*MD arrived at 6:15 pm.*

**Key Developments**

CD outlined developments in SEND within Cheshire East.

- The 2018 Cheshire East inspection revealed issues in the local authority around the timeliness and quality of EHC Plans and the lack of an effective ASD pathway.
- Since the 2018 inspection, a new Interim Head of Service has been appointed (Laura Rogerson) to replace Ian Donegani who was new to post when the last inspection took place.
- CD has been working with the new locality manager, Matt Lowe.
- Over 100 needs assessment requests are submitted to Cheshire East each month.

**Q. Has there been an increase in referrals?**

R. The issue has been that the authority has not had sufficient staff to manage the referrals. Timelines have been missed and the quality of the plans has been poor.

**Q. What are the statutory timescales?**

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Chair      Dated \_\_\_\_\_

R. If a needs assessment request is agreed at panel then it should be completed within 20 weeks.

### Key Activities

- CD attends the EP cluster meetings, CEAT meetings and provides support for parents at meetings with the LA and other agencies.
- Cheshire East is considering alternative models to allocate pupil funding and at educational psychologist provision to schools. CD is on the reference group considering this.
- Transition meetings for pupils moving into Year 7 are held. The SENCO from the high school visits to discuss any children requiring SEN support. This meeting will be held on 28<sup>th</sup> February at school.

### **Q. How many children is the school expecting to admit in September 2020?**

R. The school has received 12 first choice applications and is expecting to admit 19 children.

### **Q. Does the school have any information about potential SEND needs of the September 2020 intake?**

R. The children are admitted from a variety of providers and the school will receive information on whether the new children have had any SEN input.

## **1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS**

Governors **agreed** that the apologies received from Jonathan Vose and Revd. Caroline Throup be accepted. 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. MEMBERSHIP**

- There were no changes to receive to the board of governors.
- There are currently no vacancies on the board of governors.
- Governors noted that the following terms of office are due to expire before the next meeting:
 

Anne Baker	17.04.20	Foundation Governor
Daniel Baker	17.05.20	Parent Governor(Danny Baker has sent his resignation to the chair effective at the end of this meeting)

CC presented cards and gifts to Anne Baker and Daniel Baker to thank them for their service as governors at the school.

CC will speak to Revd. CT and to the PCC regarding the vacancy for a Foundation governor and governors were asked to identify any potential candidates from the local community.

The school will hold an election for a Parent Governor once the Foundation governor position is confirmed. **ACTION**

- It was confirmed that all criminal records checks for governors have been completed. CC informed governors that there had been a delay in completing Revd. CT's checks but they are now in place.

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Chair      Dated \_\_\_\_\_

#### 4. PART ONE MINUTES AND MATTERS ARISING

- a) The part one minutes of the autumn term board of governors meeting on 19<sup>th</sup> November, 2019 were agreed as an accurate record, signed by the chair and retained by the school.

The action list from the previous FGB meeting was reviewed and updated accordingly. There were no further matters arising from the minutes.

#### 5. CHAIR'S ACTION

CC informed governors that she and CD attended a budget meeting with Jacky Forster, Steve Reading from Schools Finance and Katie Dean from HR. The budget was analysed in great detail and the officials from Cheshire East gained a much better understanding of the school's situation and acknowledged that the school is well-run. Following this meeting the budget forecast has improved considerably and the school is now in a positive situation. The response from the LA following this meeting stated 'As part of the review, the Council does have the options of issuing a finance notice of concern to limit spend or removing the delegated budget from the school. At the end of the meeting we concluded that in this situation neither of those options was necessary at this stage.'

CC confirmed that no further action had been taken on behalf of the governing board since the previous FGB meeting on 19.11.20.

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

The minutes from the following committees were circulated prior to the meeting:

AA Committee	21.01.20
PPP Committee	23.01.20
Resources Committee	24.01.20

Governors discussed the following items from the minutes:

##### AA Committee

The committee discussed the results from the worship survey. There was an improved response from parents but the school believes that this could be further improved in the future. Governors reported that Revd CT interpreted the comments received differently to the way in which they were understood by staff. Revd CT would like governors to gain a deeper understanding of worship in a church school. CD pointed out that the school is a voluntary controlled school and that there is no expectation that staff should hold strong personal religious views. Parents do not choose the school simply because it is a church school.

The AA committee will consider the wording of the questions on the worship survey and seek advice from the Diocese. MD stated that using "survey monkey" to administer the survey had worked well and holding it close to Christmas had resulted in a good response.

The Committee discussed strengths of the school such as teamwork, attendance at cluster meetings and highlighted challenges for the school such as the high level of children with social and emotional needs.

It was further noted that a support teaching assistant has had to be deployed in a different area of the school and that this has had an impact on delivering early intervention programmes.

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Chair      Dated \_\_\_\_\_

Governors recognised that children in the Reception class usually make good progress from their starting points and the proportion that exceed expected standard is high. Parental support for reading is an issue with this cohort, as some children could make greater progress if they read more regularly at home.

**Q. How can school emphasise the importance of reading at home to parents?**

R. Some parents lead very busy lives and reading with their children is not a priority. A considerable number of children in the reception class have siblings in school and perhaps do not spend as much time reading with the younger children.

Governors discussed how to give a balanced message to parents about the importance of reading at home with their children.

**Q. Could older siblings help by reading at home with younger ones?**

R. This sometimes does happen and can have some benefits but children are unlikely to experience the same level of questioning as if they read with an adult.

PPP Committee

- The committee recommended the pay policy for approval by the FGB.
- DB is the current chair of the committee and RM will take over once DB's term of office as a governor expires in May 2020.

Resources Committee

The Resources Committee will liaise with other schools when renewing contracts to see whether better deals can be achieved. MIFP reviewed for approval. Statement of Internal Control to be approved by FGB and signed

**7. FINANCIAL MATTERS**

- a) Following a thorough review of the budget, the position for 2019-20 has improved; the school was predicting a potential deficit of £13,000 but is now expecting a carry forward of around £19,000.
- b) Year 3 of the budget plan is showing a deficit but the school has found that in the past that this has not materialised. The school will continue to be prudent in managing its resources.
- c) It was confirmed that the SFVS will be completed by the Resources Committee on 20<sup>th</sup> March, 2020 and approved via email by the FGB prior to submission on 31<sup>st</sup> March, 2020.
- d) CD informed governors that the school fund audit certificate needs to be added to the MIFP. Governors also discussed the Terms of Reference for the Resources Committee and those contained in the MIFP to review which should be adopted. . CC will contact governors via email regarding amending the ToR's for the Resources Committee. **ACTION**  
CD asked governors to consider the limit to which the headteacher is authorised to make spending decisions as it has not been updated recently and the costs of items has increased significantly. Governors **agreed** that an amount of £5,000 is appropriate.
- e) Financial benchmarking has been carried out and was discussed in the budget meeting held with Cheshire East. The school had to widen the parameters to find similar schools to compare against and was in-line with financial indicators.

**8. 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:

- Changes in Statutory Tests and Assessments

\_\_\_\_\_ Chair Dated \_\_\_\_\_

- Quality of Teaching, Learning and Assessment
- Personal Development, Behaviour and Welfare
- Effectiveness of Leadership and Management

Governors noted the report and discussed the following points:

**Q. Should the school be doing more work on reviewing the curriculum in light of changes to the OFSTED framework? Other schools appear to be devoting a considerable amount of time to this.**

R. The school is confident that its ethos, values and progression are all evident in the curriculum and regular reviews are scheduled. A full curriculum review in the summer term will be undertaken as per SSDP as the 3-year curriculum programme will have been completed twice at this point.

**Q. Is it more difficult for a small school to deliver a broad and balanced curriculum and to ensure that staff has the depth of knowledge to lead a subject?**

R. Subject leadership has always been important in schools and it presents challenges to a small school where staff may work part-time and are also required to lead on more than one subject. However, the school has a three-year cycle in place which is reviewed regularly. Enrichment activities are planned for the children and regular monitoring is carried out through data tracking, book scrutiny, pupil voice activities and classroom displays. The children know why they are studying a particular topic.

**Q. Pupil mobility appears to be high in this academic year. Is the school expecting that this will continue?**

R. Mobility is high this year. The school still has places available across the school so could potentially admit more children. This has to be modelled throughout the school to assess the impact on future years if a place is requested and the school is already at or over PAN. The school has been informed that a Year 3 child will leave at the end of February to move to another area.

**Q. Is mobility high across other schools in the local area?**

R. The school does not have this information.

CD informed governors that in the past, the school would be at the point of receiving money from the growth fund, however the criteria for accessing this resource have changed recently.

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

Governors received an update on the SSDP which was circulated prior to the meeting:

### Leadership and Management

- Subject leader roles have changed.
- Staff received training in Insight and a refresher session is planned prior to the spring term assessments.
- INSET is planned on 03.04.20 to enable subject leaders to gather information on standards in their areas.
- A second review of the Pathways pilot for Visyon took place on 10.02.20. CD has provided training to other schools and is sharing good practice within the cluster.

**Q. Will the school continue with the Pathways materials once the pilot ends?**

R. Yes, the school intends to embed the materials and develop its obvious links to the SEN Toolkit.

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Chair      Dated \_\_\_\_\_

*AB left the meeting at 7:45 pm.*

### Quality of Education

- The school has been considering the teaching of writing for the lowest ability children in Key Stage 1.
- Precision teaching and direct teaching sessions are timetabled into each day. This assists with memory issues.
- There is an emphasis on increasing the quality of the children's work.
- Assessment is against P Scales/PIVATS to provide meaningful assessment information and to show progress.

### Personal Development

The school has delivered a range of programmes to support the emotional and mental health of its pupils. Some of these were whole class initiatives and some were individual interventions.

### **Q. How is the school able to measure the impact of these interventions?**

R. Anecdotal evidence is gathered from the children, alongside two screening tools: Strengths and Difficulties Questionnaires (SDQ) and Student Resilience Surveys (SRS). Assessments via SDQs and SRSs are completed by pupils, staff and parents to measure progress.

## **10. STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2019-2020**

- a) The school will retain the current committee structure and continue to use SharePoint to circulate governor documents.
- b) It was confirmed that the school will buy back the services of the clerk from Cheshire East for 2020-21. CC will discuss ways of working more strategically with the clerk to get the best from the service.
- c) This item was deferred.

## **11. CONFIRM TERM DATES AND HOLIDAYS FOR NEXT ACADEMIC YEAR 2020-21**

It was confirmed that the term dates for 2020-21 have been set and published on the school website. INSET days have also been set.

Governors **approved** the dates.

## **12. DIRECTOR'S REPORT**

Director's Spring Term 2020 Report

The report contained the following items:

1. School Governance and Liaison Update
2. Important Ofsted Inspection Updates and Ongoing Consultation
3. Training and Development Opportunities for Maintained Schools – MSIP Programmes
4. Relationships & Sex Education (RSE) including Health Education –requirements for Schools
5. Admissions and Transport
6. Assessment for Newly Qualified Teachers
7. Cheshire East Information, Advice and Support Service (CEIAS)
8. OFSTED Action on 'Stuck' Schools
9. Parentkind UK Survey Results

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Chair      Dated \_\_\_\_\_

- 10. Underachievement and Physical Activity
- 11. How Schools are Using Data
- 12. Programme for International Student Assessment (PISA) 2018: National Report for England
- 13. Senior Clerks Advice to Boards – School Website Compliance
- 14. Senior Clerks Advice to Boards – Changes to SFVS 2019-20

CC highlighted item 8 to governors and commented on the importance of governors keeping up to date with training to enable them to work effectively.

Completion of the SFVS is in progress and will be reviewed by the Resources Committee and FGB before being submitted.

The school is involved in the MSIP Programmes.

### **13. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT**

- a) CC provided a verbal report to governors:  
VW is booked on governor induction training.
- b) CC circulated the NGA skills audit and requested that governors complete it by the end of February 2020. **ACTION**
- c) There were no governor monitoring reports to receive.

### **14. SCHOOL POLICIES**

Governors approved the following policies:

- Pay Policy for Teaching Staff
- Pay Policy for Support Staff

### **15. NOMINATIONS FOR VICE CHAIR**

MD was nominated for the position of Vice Chair in the election to be held at the summer term FGB meeting.

### **16. MEETINGS**

The next meeting of the FGB was confirmed as:

Tuesday 2<sup>nd</sup> June, 2020 at 6:00 pm

Chairs of committees were asked to arrange committee meetings via email.

### **17. 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*

Appendix 1**ACTION SHEET FROM MEETING OF THE GOVERNING BODY OF ST ANNE'S FULSHAW  
CE PRIMARY ON 20<sup>TH</sup> MARCH 2019**

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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**Actions carried forward from the meeting 7<sup>th</sup> 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

**20.03.19**-Action ongoing

**COMPLETE**

**Actions carried forward from the meeting 23<sup>rd</sup> October 2018****5. PART ONE MINUTES AND MATTERS ARISING**

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

**20<sup>th</sup> March 2019**

**2. CONFLICT OF INTEREST**

New governor VW to ensure the completion of the annual declaration and provide to Wendy Clark.  
**VW COMPLETE**

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Chair Dated \_\_\_\_\_



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

#### **4. MEMBERSHIP**

VW to apply for a DBS check and Section 128 check through the school by 10.04.19. **VW COMPLETE**

VW to complete a "pen portrait" and provide to CD for the school website -summer term 2019. **VW COMPLETE**

CD to ensure that VW has a school email address. **CD COMPLETE**

#### **5. CHAIR'S ACTION**

Clerk to add an item to the summer term FGB agenda –"Academy Update." **CLERK COMPLETE**

#### **15. MEETINGS**

Clerk to liaise with the school to set FGB meeting dates for the academic year 2019-2020. **CLERK COMPLETE**

#### **16. GOVERNOR MONITORING, TRAINING & DEVELOPMENT**

VW to enrol on governor induction training. **VW COMPLETE**