

## St Anne's Fulshaw CE Primary School

### MINUTES OF A MEETING OF THE GOVERNING BOARD OF ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD VIA MS TEAMS ON 1<sup>ST</sup> MARCH 2022



<b>Governors Present:</b>	Claire Carter	Chair (CC)
	Clare Daniel	Headteacher (CD)
	Wendy Clark	(WC)
	Natalie Lloyd	(NL)
	Richard Matthews	(RM)
	Caroline Throup	(CT)
	Vicky Wilson	(VW)

<b>Also in attendance:</b>	Emma Jones	Observing
	Heather Tunstall	Clerk to the governors
	Sue Pomeroy	Clerk to the governors

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### PART ONE – NON-CONFIDENTIAL BUSINESS

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*The meeting commenced at 6:04pm.*

CT began the meeting with a moment of silent reflection, followed by a prayer for peace in Ukraine.

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

Apologies for absence from Jennie Prince (JP) were received and accepted by the board.

**AOB:** No items of AOB were tabled for discussion.

#### 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.

**Action: Governors to ensure completion of annual declarations via Governor Hub.**

#### 3. SEND UPDATE

The SEND report had been circulated to governors prior to the meeting and was shared on screen. CD gave a detailed overview; the key themes were as follows:

- The overall proportion of pupils on SEN register is down from 28.6% to 24.2% since February 2021.
- The percentage of pupils requiring SEN support, or with EHCP in place, is above national average and will increase further due to pupils awaiting EHCP needs assessments.
- A trend towards younger children being identified for Speech Language and Communication Needs (SLCN) and Social Emotional and Mental Health Needs (SEMH).
- A continued increase in more extreme and volatile SEMH behaviours in younger children.
- Significant change in pattern of referral instigation to Child and Adolescent Mental Health Services (CAMHS): 80% of current CAHMS referrals were parent instigated rather than school led.
- 11.7% of school population is under CAHMS or awaiting assessment
- CAHMS average waiting list is 30-36 months.

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- School demographic is 53.9% boys, 46.1% girls. Significant SEND gender imbalance 84% boys, 16% girls.
- SEND is typical of national levels for mainstream primary schools in all areas bar Moderate Learning Difficulties (MLD) and SEMH.
- There is a strong link between SEN and Pupil Premium (PP).
- Children with English as an additional language (EAL) are often misdiagnosed as SEN due to communication difficulties while fluency in English is developed.

**Q: Given the CAMHS waiting lists, is it likely that those reception children currently being monitored for SEN will not get support through an EHCP until Year 3?**

**A:** Yes, it can prove challenging to get assessments, particularly for younger children, as SEN is often attributed to simply being slower in development in comparison to peers.

**Q:** What is the impact on staff? Is there sufficient Teaching Assistant (TA) support for pupils with SEN?

**A:** Staff are under pressure, particularly if there are absences. Covid has impacted this. Safety of pupils and staff is the priority. Challenging incidents may require two members of staff or may require the full-time support of a TA for that day. This impacts pupils with Moderate Learning Difficulties (MLD) who do not get the support they require in the classroom. Employing three additional full time TAs would make it more comfortable to manage but there is no budget for this.

**Q: The Y4 teacher has seen consistently high levels of SEN over a number of years, is there an option for additional support for that class?**

**A:** The Y4 teacher is an experienced teacher with excellent classroom management skills and is used to working with challenging pupils. Additional support is needed for all classes.

**Q: Will the forthcoming SEN audit be positive for the school in terms of giving the evidence that SAF is “different” to other schools?**

**A:** It is hoped that the audit will show that SAF has a much higher than average proportion of SEN compared to the national picture and that there is a need for further SEN funding to allow the school to recruit TAs and increase the support available for our pupils with SEN.

**Governor Comment:** It would be useful to have a tracker to show the length of the process between identifying SEN and receiving SEN funds from the Local Authority. The school clearly needs to employ additional staff but the SEN funds are not coming through quickly enough, or at all.

**Action: CC/CD to produce SEN funding tracker.**

#### **4. MEMBERSHIP**

- a) There were three vacancies for Co-opted Governors following the resignation of Mahbub Zahman  
Emma Jones (observing) is a potential candidate for one vacancy.
- b) There was one term of office due to expire before the next meeting:  
Natalie Lloyd, Co-opted Governor, expiry 22<sup>nd</sup> May 2022. NL was nominated to be co-opted for a further 4 year term commencing on 23<sup>rd</sup> May 2022. NL accepted the nomination, which was **approved** by governors.

#### **5. PART ONE MINUTES AND MATTERS ARISING**

The part one minutes of the full board of governors meeting on 16<sup>th</sup> November 2021 were **agreed** as an accurate record and will be signed by the Chair for retention by the school.

**Action: CC to provide the signed part one minutes to the school.**

The action list from the previous FGB meeting was reviewed and all items were agreed as completed or ongoing. There were no matters arising from the minutes.

## 6. CHAIR'S ACTION AND CORRESPONDENCE

The Chair had attended a meeting of the Department of Education at the Diocese – to be discussed under Part 2.

## 7. COMMITTEES & NOMINATED GOVERNORS

- a) Governors received and **approved** the committee minutes for:
  - Resources Committee – 10<sup>th</sup> February 2022
  - PPP Committee – 15<sup>th</sup> February 2022There were no matters arising from either set of minutes.
- b) Governor link roles are to be defined. There were no link governor visit reports to receive.
- c) The Safeguarding audit (Section 175 return) will be completed in the summer term and will be received at the autumn term FGB 2022

## 8. FINANCIAL MATTERS

- a) Governors noted the deficit budget and that there had been no contact from CE following the school's submission of a failure to deliver a balanced budget notification in 2021.

### Q: What is the recovery plan to address the deficit?

A: The school has already cut expenditure as far as is feasible and safe. Recovering the deficit relies heavily on the receipt of additional SEN funding which has not been forthcoming.

- b) Governors noted that monitoring of the Covid-19 Catch Up Premium would be covered in the Headteacher's report.
- c) The benchmarking report was shared on screen. Governors noted that overall spend was low compared with similar schools. There were no major areas of concern.
- d) Governors noted that the staffing structure would be covered in the Headteacher's report.
- e) Governors **approved** that the 2021-22 SFVS would be sent via email. VW was thanked for her contribution to the completion of the 2020-21 SFVS for which a rating of "Good Assurance" was received.
- f) Governors agreed that the approval of the Business Continuity Plan would be carried forward to the summer term FGB as part of the MIFP approval.
- g) Governors agreed that the approval of the Asset Register would be carried forward to the summer term FGB as part of the MIFP approval.
- h) Governors **approved** the Scheme of Delegation.
- i) Governors agreed that the approval of the MIFP would be carried forward to the summer term FGB. CE had not yet made the required changes to processes relating to Best 4 Business. Governors noted that the Statement of Internal Control had been **completed**.

**Action: Clerk to add approval of MIFP to the summer FGB agenda, to include the Business Continuity Plan and Asset Register.**

## 9. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

- a) **The Headteacher's Report**, including the Covid-19 Update, had been circulated to governors prior to the meeting and was shared on screen.
  - Spend of Covid-19 Catch Up Premium targeted at increasing TA support for Y1 and Y2 pupils to address gaps in learning, and to fund support Y1 pupils with EAL or with significant SEND.

Impact: Y1 overall gains are above expected, Y2 gains are above expected in writing and spelling, Y1 and Y2 progress being as expected for maths. Year-end progress predicted to be in line with 2020-21.

- Covid Recovery Fund and School Led Tutoring Grant have been combined to fund support for 13 pupils from Y1-Y6 identified as having gaps in learning or with an identified SEND related to language, dyslexia, or Developmental Language Disorder (DLD). Overall progress is above expected for all subject areas.
- Phonics Screening for Y2 pupils took place in autumn 2021. This was for pupils who were not screened in Y1 due to Covid. 10/15 pupils met the expected standard. Of the 5 falling below the standard, two were in-year transfers, three had been identified and were receiving SEN support. One of the three will be referred for an EHCP needs assessment. The Y2 cohort have made an average gain of 9.8 points in spelling since September, 6% have made expected progress and 81% have made above expected progress.
- Phonics Screening will return to normal this year with Y1 pupils being tested in June 2022.
- All TAs attended De-Escalation Training in February which has helped to inform plans for individual children.
- Mrs Davies has commenced Senior Mental Health Lead (SMHL) Training and will complete Play Therapy Training alongside CD.
- Mental Health – parents increasingly referring pupils for private assessments due to lengthy CAMHS waiting lists. The My Happy Mind programme will be introduced in the summer term.

**Q: Are the private assessments recognised by CAMHS?**

**A:** Yes, CAMHS will accept non-NHS assessments, providing they are recognised by the National Institute for Health and Care Excellence (NICE). However, the LA's SEN team will not accept non-NHS diagnoses whether or not they have been accepted by CAMHS.

- Pupil numbers have increased since the autumn term FGB. Five pupils have left and four have joined.
- Vulnerable Children – CD continues to attend multiagency meetings to support pupils in care or at Child in Need (CIN) status.
- Behaviour – there have been two fixed term exclusions for assaults on staff. Governors noted that these were the first exclusions since October 2009 and that the behaviour was indicative of the high level of SEMH need within school.

**Q: How is unauthorised absence managed?**

**A:** By working with parents to address any barriers to attendance, and, if necessary, the CIN team or Social Workers would be involved.

**Governor Comment:** The level of staff collaboration, training undertaken and the continued commitment to CIN work is truly remarkable against the backdrop of the pressures of covid. Thank you.

**Q: Has remote learning been a success?**

**A:** There have been no instances of parents being unable to access the remote learning, or the system not working. Pupils will only engage in remote learning if feeling well enough to do so. The remote learning provision will continue until the end of the 2021-22 academic year.

**Q: Will the full Y6 cohort access SATS this year?**

**A:** Yes, all will access SATS, there are no plans for any pupils to be disapplied. It is anticipated that not all pupils will achieve the required standard and adaptations are being investigated to support these pupils. The Y4 multiplication check and the Y1 phonics screening will also take place in the summer term.

- Staff working collaboratively across subject leadership roles to share best practice, progress and attainment reviews with CD will take place before Easter.
- Planned INSET day on 18<sup>th</sup> February cancelled due to storms, will be rescheduled.
- EEF Metacognition training for Mrs Thomas and CD is continuing and will be introduced to staff via the summer term staff meetings.

- b) **The School Development Plan (SDP)** had been circulated to governors prior to the meeting and was shared on screen. Where possible the intent will be achieved through a combined approach across subjects. Focus is on the overall Quality of Education with targeted Covid Catch Up interventions. Progress will be evidenced and embedded across subjects, for example maths can be evidenced in science, English can be evidenced in history or RE.

## 10. SCHOOL EXTERNAL ADVISER

The school does not employ an external adviser, peer-on-peer support would be provided by a partner school for the 2022-23 HTPM cycle.

## 11. STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2022-2023

Governors **agreed** to continue to buy-back the CE Clerking service.

## 12. DIRECTOR'S REPORT

Governors noted the report.

**Action: CD to issue a parent and staff survey in the first week of the summer term and report findings to governors.**

## 13. GOVERNOR TRAINING AND DEVELOPMENT

- a) Two governors had attended courses this term with CE. CD will run in-house training for governors on 15<sup>th</sup> March on Insight.
- b) Governors would attend CE and in-house training sessions as applicable.

**Action: CC to arrange Insight training session for 15<sup>th</sup> March.**

**Action: Clerk to forward list of CE training courses to all governors.**

- c) Governors noted the facility to complete the Health Check via Governor Hub.

**Action: CC to ensure completion of Declarations and Training Records for all governors via Governor Hub.**

## 14. SCHOOL POLICIES

- a) Governors noted that the Equality Information and Objectives was reviewed every four years and was last **approved** in 2020-21.
- b) Governors **approved** the Pay Policy which had been reviewed by the PPP Committee.

## 15. PLANNED RESIDENTIAL VISITS

- Y2 & Y3 – Anderton Centre, Lancashire, 9<sup>th</sup> – 10<sup>th</sup> May.
- Y5 & Y6 – Malham, 25<sup>th</sup> – 27<sup>th</sup> April.

CD confirmed that risk assessments were in progress for both visits.

**16. MEETINGS**

The date of the remaining FGB meeting to be held during 2021-22 was confirmed as:

- Tuesday 14<sup>th</sup> June 2022

To be held at the school at 6:00pm, the Clerk would arrange a Teams meeting should it not be possible to meet in school.

**Action: Clerk to set up Teams meeting for the summer FGB.**

**17. ANY OTHER BUSINESS**

No other business was tabled for discussion.

Governors thanked EJ for joining the meeting.  
*EJ left the meeting.*

*The meeting moved to Part Two at 7:57pm.*

.....Chair

.....Dated