

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
ST ANNE'S FULSHAW CHURCH OF ENGLAND PRIMARY SCHOOL
HELD AT THE SCHOOL ON 19TH MAY 2015**

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

Also in attendance:	Penny Bowker	Associate
	Joe Carter	Clerk to the Governors
	Penny Thomas	Deputy Head

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting started at 6PM.

Presentation on Philosophy for Children, Penny Thomas

Penny Thomas confirmed that philosophy was introduced to the children at St Anne's Fulshaw last year. Penny Thomas shared a story with the Governors with the aim to demonstrate "thinking about thinking". She summarised three areas that philosophy contributed to the school:

- Opportunities for children to work in their year groups.
- Opportunities for children and staff to address any serious issues.
- Opportunities to foster a depth of thinking within the classroom which will lead to increased learning.

Penny Thomas confirmed that everyone taking part in the lessons is treated as equal and only one person is encouraged to speak at a time. Everyone gets the opportunity to speak, however the children are encouraged to listen to each other and wait for their turn

The children get the opportunity to discuss many subjects; the stimulus could be a book or a film. The children are led to think silently, write questions and sort their questions. The teacher then moderates what to discuss; however it is the children who vote (via a secret ballot) which question is to be selected. The children then discuss the questions and reflect on the responses given.

The aim is to welcome different views and provide an acceptance of the level of thinking within the year group. The process encourages children to be "becausers".

Penny Thomas shared some of the topics that had been covered in class:

- Mrs Bradley had discussed whether a toaster makes a good pet with the Reception children. The children thought this was great fun and enjoyed thinking about the pros and cons of having a toaster as a pet.
- Mrs Dale, Year 1 discussed "Which is best . . . A wild rabbit (whose threat was a fox) or a tame rabbit for two years before being made into a pie?"

- Mrs Thomas, Year 3 discussed “Do you have to go to school to learn?”

Other topics covered were:

- “Is love all you need?”
- “Would you prefer to see Daddy perform at the school concert or for yourself to be sat on by a hippopotamus?”

The sessions take place on the first Friday of every month and are a key part of the children’s day.

Penny Thomas concluded that children are starting to make clever connections and that they are starting to check their thoughts; the vast majority of children are enjoying the exercises.

The Head advised that she is planning to run a big question day (off site) at the end of this term.

Question: Have you used the approach where conflicts have arisen?

Response: We promote the ethos that you must listen first, and then when you get your chance to speak, you will be listened to. The approach is embedded in conflict resolution.

Penny Thomas left the meeting.

1. APOLOGIES AND ADDITIONAL AOB

The following apologies were received:

- Catherine Guy.

Governors agreed that the apologies for absence received be accepted.

AOB

There were no AOB items raised.

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 asked the Governing Body to appoint a parent who is a planning consultant as an Associate Governor. The term of office to be throughout the period of the build and for a period afterwards. The Chair confirmed that this does not affect the quoracy of a governing body or committee meetings. The plan would be to invite the parent to join the Resources Committee and attend the full governing body meeting if required.

The Governing Body agreed that the Chair could invite the parent to join the Governing Body as an Associate Member

Action: Chair to invite a parent onto the Resources Committee as an Associate for the period of the build and for a period afterwards.

4. PART ONE MINUTES

The part one minutes of the meeting held on 17th March 2015 were confirmed as a correct record and signed by the Chair.

The Action Log was reviewed and updated (see summer term 2015 Action Log).

5. MATTERS ARISING

There were no matters arising from the previous minutes.

6. CHAIR'S ACTIONS

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

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

The following committee minutes were received:

Aims and Achievements Committee, 28th April 2015

The minutes were taken as read.

Matters Arising from the Minutes:

Question: Is school going to have a Gifted and Talented Policy?

Response: The Committee had engaged in a lengthy discussion and had decided that school will not have a policy at this time. School felt that they look for all children to have opportunities to enhance their talents and skills. The Head confirmed that she is the lead for the provision for the most able.

Question: If a parent feels that their gifted and talented child is not registered, what is schools response?

Response: The ethos of school is to support all children whatever their ability. The policy is possibly out of date as there is no longer a requirement for school to have a formal register. The advantage of being a small school is that we can share out opportunities. All pupils are encouraged and good provision is made in whatever areas their specific talents and skills lay. School can still have meetings about provision for the more able, but do not require a policy to do this.

The Governor responsible for more able pupils stated that those more able are making great progress.

The Head confirmed that she authorises absences for competitions or training for those at an elite level in a specific area.

Action: At the next full governing body meeting all the data will be presented on an excel tracking sheet (Head).

Resources Committee, 30th April 2015

The minutes were taken as read.

2015/2016 budget - The Chair confirmed that the committee is planning to meet with the LA Finance Officer and once that meeting has taken place she will distribute the output via Dropbox. The chair confirmed that the budget is as expected.

New School Build - The Chair confirmed that the main focus of the Resource Committee at present is the proposed build. The architect has issued the structural drawings and the proposed build will be added to Dropbox.

Question: When will we share the build with parents?

Response: The Head advised that once school have secured the planning permission a display will be available in the playground for parents to view and governors will be available to discuss the project.

The current plan is to start the build during the summer holidays, although this will be dependant on receiving planning approval. Jonathan Vose (acting as planning consultant for the new build) has spoken to the planning officer in charge and has confirmed that no issues have been raised to date. School did have a preferred builder, who is now fully booked during the summer 2015 holidays. His next availability is February 2016. A parent is investigating other builders.

Structural drawings are now available so the hope is that costs can be more accurate. The aim is to get planning approved by no later than the end of June 2015.

The committee has decided that if school need to build during term time, appropriate steps will be taken to secure the safety of the pupils and the site.

Question: Assuming the build goes ahead, does the budget include maintenance for the new build?

Response: The committee has discussed what additional costs will be incurred. The building insurance will be a minor increase and a small increase in the heating cost. The cost for painting and general maintenance will be added to the budget.

Question: Is the architect Project Managing the build?

Response: The architect's current proposal includes the review of tenders, some inspections and their role as professional advisers until completion of the project. The Resources Committee will project manage the build.

Question: What is the timescale for the build?

Response: From the start to completion is approximately six to eight weeks with the plan to build during the summer holidays (six weeks) and fit out for two weeks whilst school is operational.

Personnel, Pay and Performance Committee, 13th May 2015

The Chair apologised for the late entrance of the committee papers to Dropbox as this was unavoidable as the committee was very close to the FGB and summarised the following points.

A letter will be issued to parents shortly to announce the class structures from September 2015.

There were fourteen applicants for the Class 2 teacher vacancy, four of whom were interviewed. Miss Lyndsey Page was appointed; she has been a student teacher at the school and it was felt her application most closely met the person specification. Her attributes and experience are what is required for the role.

Miss Linsey Jackson has been appointed as SENCO, to replace Liz Thomas. A transition programme will be put in place over the coming weeks and Miss Linsey Jackson will be completing further training for the national SENCO qualification.

The Governing Body were very pleased with the SENCO solution as they have been concerned that the ever increasing amount of Safeguarding work was putting a strain on the senior management before adding the also increasing work of the SENCO role.

Reports from governors with special responsibilities:

Learning Walk

The purpose of learning walks is to provide an opportunity for members of the governor body to visit the school, observe it in its daily operation and gather information and evidence informally about how children learn and how adults facilitate this process. Governors visit each class with a clear focus for 5 to 10 minutes and feed back their observations to the full governing body.

Katie Davis, Governor met with Mrs Penny Thomas to conduct a learning walk for Geography on 12th May 2015. A number of observations were made including:

- Large displays outside Class 1 on Peru which were made during global week.
- Weather charts from Class 2, including pictograms to record the weather.
- Class 4's review of different maps of Wilmslow.

Reflections included:

- Last years SWOT analysis for geography identified global week as a strength. Funding for trips was identified as a threat; however school are planning and delivering imaginative local trips to support the children's geography learning and on 20th May 2015 the children are walking to the local library at no cost.

The governor concluded that the "Learning Walk" was helpful as a quick assessment of what is happening within a certain subject, linking to last year and the curriculum.

A learning walk for art is planned for June 2015.

8. FINANCIAL MATTERS

Financial Issues

The SENCO has advised the Head to apply for additional funding (See item 12, Meeting with the Borough SENCO).

Question: What are the timescales for the approval of the funding?

Response: School are waiting to hear whether the funding will be approved. This will be decided by a moderation panel. The LA is aware that the request is vital to continue high quality provision for SEN pupils.

School Financial Value Standard (SFVS)

The standard consists of 23 questions which governing bodies should formally discuss annually with the head teacher and senior staff. In previous years the governing body have reviewed after a first draft. This year the Finance Committee have commenced the review and started to answer the questions. The report will be available on Dropbox for all governors to review and the chair of governors will sign the completed form. The Finance Committee are aiming to have the form completed and signed off for submission by 31st August 2015.

Action: Chair to notify all governors when the SFVS form is ready for their review.

Arrangements for the purchase of services to school (i.e. ChESS).

The Resources Committee have delegated the decision to the Head Teacher, Clare Daniel and Wendy Clark and this will be completed by 20th May 2015.

9. HEADTEACHER'S REPORT – PART ONE

Part one of the Headteacher's Report for the period from 18th March to the 19th May 2015 was presented to the Governing Body. The report included updates on:

- Achievement (including Looked After Children)
- Teaching
 - Staff changes
 - Monitoring
 - Training and development
- Behaviour and Safety
 - Behaviour concerns
 - Vulnerable pupils
 - Multi-agency meetings
 - Racist incidents
 - Attendance
- Leadership and Management
 - Church links
 - Curriculum
 - Other events

Achievement - The Head reminded the governors of the DfE focus on “closing the gap” and wanted to commend progress within the reception class, especially cared for child data.

The Head met with staff from the Children's Centre to discuss areas where the centre could provide support for the early starters. They have requested to use St Anne's Fulshaw as a pilot project for eight weeks. The project will primarily support children who are starting school in September 2015 with an identified need. The aim of the project is to boost the social and emotional development of the children.

Attendance - The Chair discussed with governors improving persistent absence statistics and referred to the DfE change to the threshold for persistent absence. At April 2015 the DfE defines persistent absentees as “school-age pupils missing more than 15% of sessions in a school year” but from September 2015 the threshold will be set at 10%. School attendance policies can set their own additional thresholds.

The Head's report confirmed that St Anne's Fulshaw's attendance from 1st September 2014 to 8th May 2015 remained well above average despite some nasty bugs and chicken pox which had severely impacted the attendance of the Reception class. The school is monitoring three pupils with attendance lower than 90% during 2015 and the parents with children's attendance between 90-95% have been written to. The Head confirmed that the vast majority of these absences had been authorised.

The school has seen a slight improvement in lateness/punctuality as school have been explicit with parents in regards the fines that can be issued. This information has been published on the school website/Friday flyers and newsletters.

Staff – An advert for a TA post that is currently covered by an agency worker will be placed on 20th May 2015 with the aim to commence the interview process in early June, with an immediate start. For continuity, it is preferable that the school employs their own staff rather than using supply staff.

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

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

11. SCHOOL STRATEGIC DEVELOPMENT PLAN (SSDP)

The Head confirmed that this document had been issued on Dropbox; all governors confirmed that they had read the updated document.

There were no questions or issues on the SSDP.

Governors discussed monitoring arrangements; previously the focus had been on levels of progress. Now governors are focusing on how the school is assessing children's progress and attainment against age related expectations.

There is a Parent Tab on the school web site which provides information on "Assessing without levels" and how school are managing this.

12. MEETING WITH THE BOROUGH SENCO

Jude Nash, the Borough SENCO has visited St Anne's Fulshaw. Ms Nash commended the work done by the school in supporting children on the SEND register and had useful recommendations to make, e.g. she suggested the school increase the amount of funding it had applied for from £40,000 to close to £100,000 to provide further TA support and a HLTA position.

Ms Nash reviewed the SEND register and agreed that all pupils had been appropriately identified; however she recommended moving more pupils across from 'initial school support' onto school focus plans to reflect their level of need.

Currently there are 31 children on the SEND register, with an additional 20 children receiving initial support.

All children were moved onto the new code before the autumn census. 25.6% are at the higher end of SEND support (46% if include initial support children). School will need additional staff support for Reception in September 2015 as at least 25% of the new cohort have additional identified needs. Jude Nash agreed with the headteacher that the school was desperately in need of nurture provision for some of the most vulnerable pupils and has advised the school to include the cost of a full time HLTA within their application.

Question: Should this be started lower down the school?

Response: Penny Naden has trained as a counsellor, and is overwhelmed with work load. Children respond well to her approach and are able to request sessions with her during the day.

External support for Headteacher's Performance Management Review

The governors discussed the appointment of a new external adviser to support the Headteachers Performance Review panel.

Action: Nicky Cathery to speak to Andy Kent for recommendations on an adviser to support the Headteacher's Performance Management Review.

13. SELF EVALUATION

The school self evaluation document 2014-2015, 17th May 2015 was confirmed as read by the governors. The following questions were raised:

Question: Has there been an improvement in writing?

Response: Yes there has been an improvement and it is expected that the KS1 results should be very strong this year.

Question: Why are there gaps in the data for Y4 & Y5 for writing and Y1 & Y5 for maths (Appendix H)?

Response: The Head had not saved the data in the file, she will re-enter.

14. GOVERNANCE STATEMENT

The Governance Statement is a non-statutory document. The Chair has submitted a draft Governance Statement for 2015 for governor's review and comments onto Dropbox. There is a section in the report with reference to "Future plans for the governors". The Chair welcomed comments on this section in particular. It was agreed that a section on "Community Engagement" would be added.

The plan will be to email the Governance Statement to parents with the Friday flyer towards the end of the summer term.

Question: If a governor has started after the 2014-2015 school academic year and therefore missed for example the first meeting, will the governor attendance data within the report reflect attendance of 100%?

Response: Yes, attendance will be judged on the number of meetings attended that a governor can attend once appointed into the role.

Action: All governors to review the DRAFT Governance Statement and feedback comments to the Chair by the end of May 2015.

15. DIRECTOR OF CHILDREN'S SERVICES REPORT

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

- Director's Introduction
- 1. Governance and Liaison Update
- 2. Holiday and Term Dates
- 3. The Annual Education Report 2013-2014
- 4. Cheshire East Learners
- 5. Using Pupil Premium Reviews to support and monitor outcomes for learners
- 6. Keeping Children Safe in Education
- 7. Disqualification under the Childcare Act 2006
- 8. School Exclusions and Supporting Children with Challenging Behaviour
- 9. Finance Update – Deficit Budget Applications and SFVS

The Clerk summarised the report and highlighted to Governors areas where they may need to take action.

The Governing Body agreed that they would prefer to continue using "body" rather than "board" at this time.

The Head confirmed that she had reviewed and actioned the questions and completed the recommendations for Item 7. Disqualification under the Childcare Act 2006.

The Cared for Children and Exclusions Governor, Nicky Cathery confirmed that she had read the exclusions report as referenced on page 20.

Action: The Chair to ensure that all relevant information has been added to the school web site as referred to in Item 1, by the end of the summer term 2015.

Action: The Head and Chair to review the joint organisation revised document in regards a code of conduct for “What governing boards should expect from school leaders and what school leaders should expect from governing boards”. To decide if this is relevant and useful for St Anne’s Fulshaw, by the end of the summer term 2015.

Action: The Clerk to email the link for the film footage “summary of all events and achievement of learners from pre-school to post 16 students” when the link is available. All governors to then watch the short film.

Action: Natalie Lloyd to ensure school has high quality and effective monitoring arrangements for pupil premium learners and to consider how much governors are directly involved in both monitoring and the use of additional expenditure.

Action: The safeguarding Governor, Catherine Guy to ensure that school policies and guidance reflect the changes in respect to Item 6. Keeping Children Safe in Education.

Action: All governors to read the one minute guide for schools on violence and extremism (through link on page 17).

Action: The Clerk to check how often Exclusions training should be taken for the Exclusions Governor. Note: Nicky Cathery thinks she last sat the training two years ago.

16. GOVERNOR DEVELOPMENT

The Chair and the Head attended and successfully completed a “Safer Recruitment” course.

Catherine Guy attended a “Role of the governing body in monitoring the quality of Teaching and Learning”. Her feedback was that the course was not suitable for a new governor.

The Chair spoke to Su Turner, Centre for Public Scrutiny and explained some of the difficulties that school (Head, Staff and Governors) are facing. She understood that there are immediate strategic priorities that take precedence over the governance project; it was agreed that for the time being the school will not actively engage in the project. Mrs Turner called Anne Gadsden, Monitoring and Intervention Manager to support the school’s application for additional funding. Further development work will be considered in the next academic year (2015-2016).

Action: All governors need to ensure that their training has been updated in the training folder.

17. SCHOOL POLICIES

The Health and Safety Policy requires the approval of the Governing Body. There is a draft policy on Dropbox which the Health and Safety Governor will review and update where necessary. The policy will then be ratified by the full governing body at the autumn term 2015 full governing body meeting.

Action: Alan Wilson to read and update where appropriate the Health and Safety Policy and report back to the Chair of the Resources Committee.

18. NOMINATIONS FOR VICE CHAIR

Daniel Baker nominated himself for election as Vice Chair. The appointment of Vice Chair will be voted and agreed on at the autumn term 2015 full governing body meeting.

Governors thanked Mr Baker for his nomination.

19. TERM DATES FOR 2015-2016

The 2015-2016 school term dates and the INSET days are published on the school web site and are agreed as follows:

- School re-opens to Teachers Tuesday 1st September 2015
- School re-opens to Pupils Wednesday 2nd September 2015
- Autumn Half Term (closing date) Thursday 22nd October 2015
- Autumn Half Term (re-open date) Monday 2nd November 2015
- Christmas (closing date) Friday 18th December 2015
- Christmas (re-open date) Tuesday 5th January 2016
- Spring Half Term (closing date) Friday 12th February 2016
- Spring Half Term (re-open date) Monday 22nd February 2016
- Easter (closing date) Wednesday 23rd March 2016
- Easter (re-open date) Monday 11th April 2016
- May Day (closing date) Friday 29th April 2016
- May Day (re-open day) Tuesday 3rd May 2016
- Summer Half Term (closing date) Thursday 26th May 2016
- Summer Half Term (re-open date) Monday 6th June 2016
- Summer (closing date) Wednesday 20th July 2016

INSET days (for staff ONLY):

- Tuesday 1st September 2015
- Friday 23rd October 2015
- Monday 4th January 2016
- Thursday 24th March 2016
- Friday 27th May 2016

20. MEETINGS

The 2015-2016 full Governing Body meetings will be held at the School at 6pm on the following dates:

- Tuesday 20th October 2015
- Tuesday 9th February 2016
- Tuesday 24th May 2016

21. ANY OTHER BUSINESS

There were no AOB items raised. The following questions were raised:

Question: Can documents be submitted into Dropbox earlier than they currently do, for review prior to the meeting?

Response: The Chair confirmed that the Committees work very hard in detail and that the minutes are turned around as quickly as possible. The Chair thanked all governors for their support in this.

Question: Would it be possible to increase the time between committee meetings and the FGB meetings?

Response: The next school academic year will be more balanced in regards times between meetings as the terms are more evenly spread. This year has seen some short terms.

Part 1 finished at 8pm

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