

**MINUTES OF A MEETING OF THE GOVERNING BODY OF  
ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD REMOTELY  
ON 24<sup>TH</sup> JUNE 2020**

<b>Governors Present:</b>	Claire Carter	Chair (CC)
	Clare Daniel	Head Teacher (CD)-left at 7:00 pm
	Wendy Clark	(WC)
	Maxine Drabble	(MD)
	Natalie Lloyd	(NL)
	Richard Matthews	(RM)
	Vicky Wilson	(VW)
	Jonathon Vose	(JV)
<b>Also in attendance:</b>	Sue Pomeroy	Clerk to the governors

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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

Revd. Caroline Throup attempted to join the remote meeting but was unable to do so.

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. ELECTION OF VICE CHAIR**

Maxine Drabble was nominated at the previous meeting for the position of Vice-Chair of Governors. Following a vote, Maxine Drabble was duly elected and appointed as Vice Chair for a period of one year or until the summer term 2021 meeting of the full board of governors.

**4. COVID-19 INFORMATION/IMPACT**

Governors agreed that this item would be covered under agenda item 10; headteacher's report.

**5. CHAIR'S ACTION AND CORRESPONDENCE**

The Chair confirmed that no action had been taken on behalf of the board of governors since the last meeting.

The Chair updated governors on correspondence regarding the proposed academy conversion and the proposal to form "The Collaborative Educational Trust of Wilmslow (TCET):

- One of the schools involved still wants to continue with the proposal to form TCET.

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- One school is holding an extraordinary meeting to decide whether to convert to an academy or remain as a maintained school.
- Another of the schools is not able to move forward on the proposal at the moment.

The school had previously decided to halt the academy conversion process and the Chair will inform the other schools involved that its position remains unchanged. It is expected that discussions will continue into 2020-21. The wider re-opening of school in September 2020 is now the main priority for the school.

**Q. Will parents be informed if all the schools involved in the proposal to form TCET decide to halt the discussions?**

R. Yes, in the interests of transparency, the school will update parents.

**6. MEMBERSHIP**

- a) Wendy Clark was re-elected as staff governor for four years with effect from 18.06.20.
- b) There are currently two vacancies on the governing board:  
 Parent governor x 1  
 Foundation governor x 1  
 MD will follow up with Revd. CT on the recruitment of a Foundation governor **ACTION**  
 The school will hold an election for a parent governor in the autumn term 2020 **ACTION**
- c) Governors noted that the following terms of office are due to expire before the next meeting:  
 Jonathon Vose 11.10.20 Co-opted governor  
 JV indicated that he is willing to serve another term of office as a co-opted governor.  
 Governors **agreed** to re-appoint JV as a co-opted governor for a period of four years with effect from 12.10.20.
- d) CD will update governor details on GIAS.
- e) There are no associate members appointed to the board of governors.

**7. PART ONE MINUTES AND MATTERS ARISING**

- a) The part one minutes of the spring term board of governors meeting on 11<sup>th</sup> February 2020 were agreed as an accurate record. The Chair will sign a copy of the minutes and provide to the school for retention.
- b) The part one minutes of the extraordinary board of governors meeting on 21<sup>st</sup> May 2020 were agreed as an accurate record. The Chair will sign a copy of the minutes and provide to the school for retention.

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

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

- a) Minutes were received prior to the meeting from the following committees:  
 Resources Committee 04.06.20  
 AA Committee 09.06.20  
 PPP Committee 10.06.20

Governors received an update from the Resources Committee:

- The Resources Committee reviewed the budget for 2020-21.
  - The school has not received the expected SEND funding related to EHCP's and this has had an adverse effect on the budget.
  - The carry forward at the end of 2019-20 stands at £12,912. The projected budget shortfall in 2020-21 is predicted to be £73,791 resulting in a carry forward of -£60,879 at the end of 2020-21.
  - The headteacher and Chair of Governors attended a meeting with the Director of Education and the Principal Finance Officer at Cheshire East in the spring term 2020 to discuss the budget situation and were advised to continue to submit requests for ECHP's and maintain staffing levels. The Covid-19 pandemic has meant that it has been difficult to follow up with the SEND team at Cheshire East regarding funding.
- b) There were no other reports to receive from committees.
- c) There were no recommendations requiring the approval of the board of governors.
- d) There were no reports to receive from governors.

## 9. FINANCIAL MATTERS

### From the previous agenda:

- a) The chair informed governors that the SFVS submission was not mandatory in 2020 due to the Covid-19 situation and therefore the school had not submitted a return. The school will commence work on the 2021 SFVS submission in the autumn term 2020.

### Items to approve:

- a) The clerk noted that governors are unable to approve a deficit budget and asked whether a recovery plan has been produced. The headteacher stated the school will submit the budget to Cheshire East by 30.06.20 with a covering email explaining the deficit and requesting a further meeting. **ACTION**
- b) The staffing structure is unchanged from 2019-20. Governors **approved** the staffing structure.
- c) The Statement of Internal Financial Control was covered at the last meeting.
- d) Annual contracts were not discussed at this meeting.
- e) The school has purchased the usual services via ChESS. The enhanced SCiES package was purchased.

### Items to review:

- a) Budget year-end figures were discussed under agenda item 8.
- b) Budget monitoring figures were discussed under agenda item 8.
- c) The School Asset Register was not discussed at this meeting.

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

The headteacher's report was circulated prior to the meeting and contained the following items:

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

The headteacher highlighted the following matters from her report:

- The report covers how the curriculum was delivered during the lockdown period.
- The school was expecting to introduce the new Reception baseline assessment in September 2020. There has been little guidance from the DfE on its implementation and administration.

**Q. Has the school received any feedback from parents on the home learning?**

R. There has been a range of responses and the school has worked hard to be the best it can be under the circumstances. Many parents feel that the work provided has been at the correct level and is manageable for working parents. Zoom calls have helped to maintain motivation. A few parents have commented that private schools have provided live Zoom lessons. The school acknowledges that not all children are able to access suitable technology and the school has followed an inclusive approach to the activities provided.

**Q. Is the school aware of any families who do not have access to suitable technology?**

R. The school has ensured that all the activities could be printed and completed on paper. Staff have delivered resources to some families and have asked parents to contact the school if they are experiencing difficulties with accessing online activities.

- The staff will work hard to get children back on track once the school is able to re-open to all pupils.
- The basic message to parents has been to complete Maths and English work and to spend time enjoying outdoor activities. Mental health and well-being are especially important at this time.
- A good percentage of families have engaged with the home learning.
- All schools have developed their own approach to home learning.

## **11. ATTENDANCE**

The children of key workers have attended school regularly during the period of national school closures.

**Q. Is there a correlation between children who are generally poor attenders and those who have not engaged with school during the Covid-19 crisis?**

R. Most families have engaged well, and the school has followed up with those who have not.

## **12. PUPIL PREMIUM GRANT**

A Pupil Premium (PP) report was circulated to governors prior to the meeting.

**Q. Is the school expecting an increase in the number of children eligible for PP funding in 2020-21.**

R. The school does not yet have this information; the funding often comes in at a later stage.

**Q. Does the school expect that the number of families in need will increase due to the Covid-19 situation?**

R. The school is aware of some families who require support and will signpost and support families to apply for Free School Meals, where appropriate.

## **13. SPORTS GRANT**

The headteacher provided an update on the Sports Grant:

- A portion of the grant for 2019-20 remains unspent as funds were allocated to events which were subsequently cancelled due to Covid-19.

- The school does not know whether the DfE will clawback any unspent funds from the Sports Grant. Governors **agreed** to allocate the unspent funds to playground improvements if the school does not receive confirmation of any clawback. This will avoid the funds being lost.
- It is unclear whether the DfE will provide the Sports Grant in 2020-21

**Q. Can the work on the playground be carried out over the 2020 summer holiday period?**

R. Yes, the contractor has put measures in place to meet the social distancing requirements.

#### **14. GOVERNANCE STATEMENT**

The annual governance statement is usually prepared in time for the Starting School Evening. It is planned to hold this meeting virtually this year and it was agreed that the Chair will prepare a statement for this meeting on 06.07.20. **ACTION**

**Q. Are there many siblings in the new Reception starters for 2020?**

R. There are 17 children due to be admitted to the Reception class in September 2020 and 11 of them have siblings in school.

#### **15. DIRECTOR'S REPORT**

The Director's summer term 2020 report was circulated prior to the meeting and contained the following items:

1. School Governance and Liaison Update
2. Data Collection: Maintained Schools and Academy Trusts
3. Governing in Challenging Circumstances
4. Monitoring During the Coronavirus
5. Completion of the NQT Induction Year in the Context of Covid-19:Contingency Arrangements
6. NGA and OFSTED Joint Research Project on the Impact of CV19 on Governance
7. Child Protection and Safeguarding Policy COVID-19 Addendum
8. Compulsory "Relationships" (primary) and "Relationships and Sex"(secondary) Education
9. Schools Audit Programme 2019-20-Summary of Findings
- 10.Updated Education HR Policies
- 11.Update on Covid 19 Funding Guidance

The clerk highlighted a number of items and governors noted the following points:

- Governors will move to using Teams to host virtual meetings in the autumn term 2020.
- Modern Governor online training is available.
- The headteacher and Chair regularly meet to discuss Safeguarding issues.
- An extraordinary meeting of the full governing board was held to review risk assessments for the wider re-opening of school.
- Headteacher and staff well-being is a focus in school.
- The implementation of the RSE policy has been deferred.

#### **16. SCHOOL POLICIES**

It was noted that addendums to the Behaviour, First Aid and Safeguarding policies were approved at committee level.

Governors **approved** the Health and Safety Policy.

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**17. NOMINATIONS FOR CHAIR**

Claire Carter was nominated for the position of chair in the election to be held in the autumn term 2020.

**18. CONFIRM TERM DATES AND HOLIDAYS FOR NEXT ACADEMIC YEAR 2021-22**

The dates will be set in line with Cheshire East guidelines and to align with the high school.

**19. MEETINGS**

The Chair will circulate dates for the three full governing board meetings for 2020-21. **ACTION**

**20. 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*