

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF  
ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD VIA MS TEAMS  
ON 2<sup>ND</sup> DECEMBER 2020**

<b>Governors Present:</b>	Claire Carter	Chair (CC)
	Clare Daniel	Head Teacher (CD)
	Wendy Clark	(WC)
	Maxine Drabble	(MD)
	Natalie Lloyd	(NL)
	Richard Matthews	(RM)
	Revd. Caroline Throup	(CT)
	Vicky Wilson	(VW)

**Also in attendance:** Diane Murdoch Clerk to the governors

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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*The meeting commenced at 6:04pm.*

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

All governors were in attendance. There were no additional items of business.

**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.

Annual declarations had been completed by a majority of governors and returned to the school. There was one declaration outstanding.

**Action: Governors to complete annual declarations.**

It was confirmed that the school updated the register of business interests on the school website and Get Information About Schools.

**3. ELECTION OF CHAIR**

The following nomination had been received by the Clerk prior to the meeting: Claire Carter.

CC accepted the nomination and was duly elected as Chair for a term of one year to the autumn term 2021 FGB meeting.

Governors were advised that CC had served a number of years as Chair of the governing board and did not intend to stand for election in autumn 2021.

#### 4. MEMBERSHIP

- a) Governors approved and confirmed the following:
- Appointment of Claire Carter as LA Governor with effect from 2<sup>nd</sup> December 2020 for a term of four years.
  - Appointment of Maxine Drabble as Foundation Governor with effect from 2<sup>nd</sup> December 2020 for a term of four years.
  - Election of Vicky Wilson and Richard Matthews as Parent Governors with effect from 20<sup>th</sup> November 2020 for a term of four years.
  - Resignation of Jonathan Vose from the governing board with effect from 8<sup>th</sup> October 2020.
- b) There were three vacancies for Co-opted governors. Governors were advised that other local schools had recently recruited new governors and had received expressions of interest from potential candidates who would now be advised of the governor vacancies at St Anne's Fulshaw.  
**Action: CC to follow up expressions of interest from prospective governors.**
- c) There were no terms of office due to expire before the next meeting.
- d) The school office applied for DBS and Section 128 checks for all new governors within 21 days of their taking office.
- e) There were no associate members to be appointed.

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

The part one minutes of the summer term board of governors meeting on 24<sup>th</sup> June 2020 were agreed as an accurate record and 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

Governors noted that the Chair had written to the TCET group of schools and the RSC (Regional Schools Commission) on behalf of the governing board, advising that the school had placed their involvement in TCET on hold for 2020/21 and would review their position in September 2021.

**Action: Clerk to place review of TCET on autumn 2021 FGB agenda.**

#### 7. COMMITTEES & NOMINATED GOVERNORS

a&b) The committees and chairs for the 2020/21 academic year were confirmed as:

**Resources Committee:** Vicky Wilson (Chair), Claire Carter, Wendy Clark, Clare Daniel and Maxine Drabble.

**Aims and Achievements Committee (AA):** Natalie Lloyd (Chair), Clare Daniel, Maxine Drabble and Revd Caroline Throup.

**Personal, Pay and Performance Committee (PPP):** Richard Matthews (Chair), Claire Carter, Wendy Clark and Clare Daniel.

- c) Governors with special responsibility were confirmed as:
- |                  |               |
|------------------|---------------|
| SEND:            | Natalie Lloyd |
| Safeguarding:    | Claire Carter |
| Health & Safety: | TBC           |
- d) Governors approved the terms of reference for each of the standing committees which had been reviewed by the committees.
- e) Governors agreed to adopt the Local Authority (LA) model terms of reference for each of the following ad-hoc committees:
- Pupil Discipline Committee
  - Staff Disciplinary/Dismissal Committee
  - Staff Appeals Committee
  - Pay Committee
- f) The Headteacher's Performance Management Review Panel (HTPMR) was confirmed as RM (Chair), MD and CC. It was confirmed that RM and MD had completed HTPMR training. The HTPMR would take place on 14<sup>th</sup> December 2020 with the support of an External Adviser.

## **8. GOVERNORS' CODE OF PRACTICE/GOVERNORS CHARTER**

The code of conduct had been reviewed and agreed by governors via SharePoint.

## **9. HEADTEACHERS REPORT INCORPORATING FULL SCHOOL OPENING AND ASSOCIATED UPDATES**

It was confirmed that the risk assessment for the full opening of school in September 2020 was reviewed and approved by the governing board.

The Headteachers report had been received by governors for review prior to the meeting. CD spoke to the report and highlighted the following:

- There had been increased staff absences due to Covid-19.
- Some pupils had de-registered from the school and moved to home-schooling.
- Attendance had been similar to previous years with most pupils at over 95% and many with 100% attendance.

### **Q: Is there anything governors can do to support staff and what is the contingency plan if more staff have to isolate?**

A: If the school could not be staffed safely, consideration would need to be given to partial closure of bubbles or closing bubbles on a rota basis. Staff were working across lunchtime, Breakfast Club and After-School Club to cover for staff absences to ensure the safety and wellbeing of pupils. Currently there was no caretaker in place and staff were covering this role too.

- The recovery curriculum was in place and the school had carried out assessments to identify gaps in learning. Catch-up strategies had been put in place.
- Safeguarding work with vulnerable pupils had continued.

- Staff had undertaken a wide range of CPD courses. Courses were running online, and staff found it easier to access training this way.

**Governor Comment:** All staff had worked very hard for the benefit of the school and pupils, providing a collegiate response to the challenges posed by Covid-19. The Headteacher had been a calming and supportive influence during a difficult time.

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

Minutes from the standing committees had been circulated to governors via SharePoint. The chairs of the committees spoke to the minutes and provided the following updates:

### **Resources Committee – 20<sup>th</sup> November 2020**

The school had claimed for additional Covid-19 related expenditure of £600 for additional cleaning equipment and £3K for the installation of extra sinks. There was a new short-term Covid Workforce Fund to help with supply cover expenses for the period from 1<sup>st</sup> November 2020 to the end of the autumn 2020 term, and the school would consider claiming for additional costs incurred due to teacher absences.

The success of the budget was dependent upon receipt of the SEND funding which had been delayed. The LA was addressing the backlog of applications, but it was unclear when funding would be received. In the meantime the school was providing additional support and staff for pupils awaiting EHCPs.

The Manual of Internal Financial Procedures (MIFP) had been reviewed and approved.

The Pay policy had been reviewed and approved.

### **PPP committee – 26<sup>th</sup> November 2020**

The staffing structure had been reviewed. Part of the Catch-Up Premium would be used to fund an additional teaching assistant (TA) to March 2021. Consideration had been given to the work/life balance of staff given the additional hours staff had worked to ensure the school was Covid-safe.

The committee had reviewed and approved the Recruitment Policy, Data Policy and Disciplinary Policy.

### **AA Committee – 17<sup>th</sup> November 2020**

The committee had focused upon pupil wellbeing and the gaps in learning. The school had put support in place to bridge gaps, particularly with phonics in Year 1. A TA had been allocated additional hours to provide catch-up support. Baseline assessments had been completed and pupils were already making progress.

Staff were undertaking CPD online and had completed a wide range of courses including Reading and Writing. It was noted that the Headteacher was recording online assemblies for pupils to watch in class and these were positively received by staff and pupils.

The committee had reviewed and approved the Safeguarding Policy (with Covid-19 addendum) and the Remote Learning Policy.

There were no other reports or recommendations to receive.

## **11. FINANCIAL MATTERS**

### **Unofficial School Fund**

The annual accounts and audit certificate (dated 9<sup>th</sup> November 2020) of the Unofficial School Fund had been received by governors via SharePoint. The auditor for 2020-21 was confirmed as Alistair King.

### **Budget v Actuals for 2020-21**

The budget had been reviewed virtually with the LA Budget Officer. The expected SEND funding had been included in the budget which now showed a deficit of -£2,181. The school had 11 pupils waiting for EHCP's (nearly 10% of total pupils). Once the SEND funding was received and if the school was reimbursed for the £3,600 of Covid-19 related expenditure, then the budget would be expected to balance.

### **3-Year Budget Plan**

The budget was very tight and cost savings would be required. The Headteacher and school office worked hard to maintain the budget.

### **SFVS Completion Arrangements**

The deadline for submission would be 31<sup>st</sup> March 2020. This would be completed by the Resources committee and all governors would review it.

**Action: CD to enquire about the expected format of the SFVS. Resources committee to arrange for completion.**

### **MIFP**

This was covered under item 10.

## **12. SCHOOL DEVELOPMENT PLAN (SDP)**

Governors were advised that the school had been focussing upon academic and wellbeing recovery of pupils. A Wellbeing Recovery Programme had been introduced in recognition of the impact of the pandemic on pupils. Resilience and wellbeing were promoted for whole school community with staff providing support to anxious pupils and parents. Isolating pupils were supported to access remote learning.

Subject leadership work was continuing for the development of staff skills and all staff meetings had a curriculum focus. Gaps in education were being identified and strategies put in place to address them. 'Insights' was proving to be a great resource to assist with the assessment of gaps in learning. Staff were accessing Reading, Writing and Phonics training funded by the Maintained School Improvement Partnership (MSIP) and Maths training provided by the Cheshire Leadership & Teaching Alliance (CLTA). One member of staff would receive Emotional Literacy Support Assistant (ELSA) training funded by the Virtual School.

## **13. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER**

A School Improvement Partner had not been appointed.

**14. DIRECTOR’S REPORT**

The Director’s Report and Precis for the autumn term 2020 report was circulated prior to the meeting. The Clerk highlighted the need to continue to undertake monitoring visits, either by phone, email or online. New model Education HR policies were now available.

Governors were advised that new regulations regarding items to be published on school websites had been produced by the DfE and noted that the use and impact of the Catch-Up Premium would need to be included.

**15. GOVERNOR MONITORING, TRAINING & DEVELOPMENT**

RM had completed HTPMR training and MD had completed Vice Chair training. Governors noted that the online training was very good and well attended. NL had completed courses on Modern Governor and advised that the range of subjects was wide, and courses were good quality.

A Safeguarding monitoring report dated 20<sup>th</sup> July 2020 had been circulated via SharePoint.

**16. SCHOOL POLICIES**

School policies had been reviewed and approved by the committees. Governors approved the Virtual Meeting Protocol.

**17. MEETINGS**

The dates for the remaining full governing board meetings for 2020-21 were confirmed as:

- 11<sup>th</sup> February 2021 at 6:00pm
- 25<sup>th</sup> May 2021 at 6:00pm

**18. ANY OTHER BUSINESS**

There were no additional items of business.

*The meeting moved to Part Two at 7:26pm.*

.....Chair

.....Dated