

St Anne's Fulshaw CE Primary School

MINUTES OF A MEETING OF THE GOVERNING BOARD OF ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD AT THE SCHOOL ON 1ST NOVEMBER 2022



Governors Present:	Claire Carter	Chair (CC)
	Clare Daniel	Headteacher (CD)
	Wendy Clark	(WC)
	Maxine Drabble	(MD)
	Angela Fitton	(AF)
	Natalie Lloyd	(NL)
	Richard Matthews	(RM) (via MS Teams)
	Matt Williamson	(MW)

Also in attendance: Diane Murdoch Clerk to the governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting commenced at 6:04pm.

1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS

All governors were in attendance.

AOB: Bibles for Year 5 Pupils, Ofsted Folder and School Fund Audit.

2. CONFLICT OF INTEREST

There were no conflicts of interest to be declared.

3. ELECTIONS OF CHAIR AND VICE CHAIR

- CC was nominated, accepted the nomination, and duly elected as Chair for a one-year term of office.
- MD was nominated, accepted the nomination, and duly elected as Vice Chair for a one-year term of office.

4. DATA REVIEW

CD spoke to the Data report which had been circulated to governors prior to the meeting and reviewed in depth by the AA (Aims and Achievements) committee. This had been the first full year of formal assessments and reporting following the pandemic. The following assessments had been completed: Reception Baseline Assessments, Year 1 Phonics screenings, Year 2 Phonics catch-up, Year 2 SATS and Year 6 SATS. The school had also participated in the Year 4 multiplication tables tests.

Nine pupils had been assessed at the end of Reception and of these, two pupils had joined during the year (one with no English and one with some needs). GLD was 67%. Governors noted that each pupil accounted for 11%. Given this 67% was broadly in line with national average.

The Phonics progress data was very good. Eight pupils had joined the Year 1 cohort during the year, and some had English as an additional language. One EHCP pupil was working below Reception level. The Phonics outcome had been good given the needs of the cohort. Seven Year

2 pupils had taken Phonics screening this year and four of these pupils had joined during the year. 57% had achieved the expected standard. Those pupils who had not achieved this would continue to receive targeted support.

Governors noted that Maths was a consistent strength across the school. Parents had been happy to support pupils with Maths at home during the pandemic.

KS1 Reading was 63% against national average of 67%, KS1 Maths was 75% against national average of 68% and KS1 Writing was 44% against national average of 58%. The dip in Writing was due to the impact of Covid as it was more challenging to teach Writing via remote learning. Pupils had not regained their stamina for writing.

The Year 6 cohort included three EHCP pupils and six SEND pupils. A great deal of recovery work had been delivered during the year and this was reflected in the outcomes. Progress measures were excellent with 3.6 for Reading, 2.3 for Writing and 2.9 for Maths. These results were significantly above national average and amongst the highest in Cheshire East.

Governors **agreed** the results were excellent and conveyed their thanks to staff.

5. MEMBERSHIP

- a) Governors noted the resignation of Vicky Wilson as Parent Governor with effect from 17th October 2022. Governors confirmed the appointment of Angela Fitton as Foundation (DBE appointed) Governor with effect from 16th August 2022. The appointments of Maxine Drabble and Matt Williamson as Co-opted Governors (with effect from 1st September 2022) had been approved via email and were ratified by Governors. All new appointments were for a four-year term of office.
- b) There were vacancies for one Co-opted Governor, one Parent Governor and one Foundation Governor. The Chair had received an expression of interest in becoming a Co-opted Governor via Inspiring Governance and would follow this up. Governors were advised that the new vicar had not yet been appointed. Once appointed the vicar would take up the Foundation Governor vacancy.
- c) It was confirmed that DBS and Section 128 checks had been completed for all new governors within 21 days of their taking office.

6. PART ONE MINUTES AND MATTERS ARISING

The minutes of the previous meeting on 14th June 2022 were **agreed** as an accurate record and signed by the Chair for retention by the school. The action log was reviewed and updated.

7. CHAIR'S ACTION

There had been no actions taken under the Chair's Power to Act.

8. COMMITTEE AND NOMINATED GOVERNORS

- a) The membership of committees for 2022-23 was confirmed as:
 - AA Committee: CC (Chair), CD, AF, NL, MW (Clerk)
 - PPP Committee: RM (Chair), MD, CD, CC (Clerk)
 - Resources Committee: CC (Chair), WC, CD, MD (Clerk)
- b) NL was confirmed as SEND Link Governor and CC as Safeguarding Link Governor.
- c) It was confirmed that the constitution and terms of reference for the committees had been reviewed and approved by each committee.

- d) Governors agreed to adopt the Cheshire East (CE) model terms of reference for the Pay Committee, Headteacher's Performance Management Panel (HTPMP), Complaints Committee, Pupil Exclusions Committee, Staff Grievance Committee and Appeals Committee.

The HTPMP was confirmed as RM (Chair), CC and AF, with Kerry Forrester as the external adviser. The Panel would meet on 10th November 2022 at 9:30am via MS Teams.

9. GOVERNORS CODE OF CONDUCT

Governors agreed to adopt the NGA model Code of Conduct.

ACTION: All Governors to confirm agreement to the Code of Conduct via Governor Hub.

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

- a) All committee minutes had been made available via SharePoint prior to the meeting.

AA Committee: The committee had reviewed data. Governors noted that the Assessment and Curriculum policies were due for review and would be circulated via Governor Hub for approval.

ACTION: All governors to review policies via Governor Hub for ratification at the next AA meeting (Clerk to create Policy folder on Governor Hub).

- b) Monitoring visits had been undertaken by the following link governors:

- Mental Health
- Early Years
- Safeguarding
- Science
- PE

Link visit reports had been circulated via SharePoint.

CC advised that Democracy Day had been successful. The Year 5 pupils had taken over the school and met with the Chair. Pupils had advised that teachers were very helpful and thoughtful, that they enjoyed Science and that the school was very keen on reading.

- c) It was agreed that AF would undertake a Maths Link visit and MW a Geography Link visit before the end of the autumn term 2022. MD was confirmed as Literacy Link Governor and CC as RE Link Governor. Literacy and RE link visits would be completed before the spring 2023 FGB meeting.

ACTION: AF (Maths) and MW (Geography) to undertake link visits by the end of the autumn term 2022. MD (Literacy) and CC (RE) to undertake link visits prior to the spring 2023 FGB meeting.

11. FINANCIAL MATTERS

- a) It was confirmed that the 2022/23 budget was a deficit budget and the school had submitted a failure to set a balanced budget form to CE by the end of June 2022.
- b&c) Governors were advised that the deficit had increased from -£108K to -£131K due to pay rises. It was noted that the amount of the deficit met the total value of the missing EHCPs. There was a huge backlog at CE and the SEND department were slow in granting required EHCPs. It was **agreed** that there were no more savings that could be made and ideally the school required more staff to meet the needs of pupils.

Q: Why is income projected to drop over the 3 years?

A: There are lots of unknowns in the budget such as the value of grants and the number of EHCP or SEND pupils. The budget only deals with known quantities. Year 3 usually looks to be in deficit due to these unknown factors.

Q: How are building projects funded?

A: Some are funded by grants and some through DFC (Devolved Formula Capital) funding.

d&e) The Pupil Premium and Recovery Premium statements would be finalised and published by 31st December 2022.

f) Governors were advised that the 2021-22 SFVS submission had received 'Good' assurance. The Resources committee would complete and submit this year's SFVS by 31st March 2023.

g) The Manual of Internal Financial Procedures had been reviewed at the summer term 2022 FGB meeting.

12. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

The Headteacher's Report had been circulated to governors for review prior to the meeting. CD spoke to the report and highlighted the following:

- During 2021-22 the Recovery Funding and School-Led Tutoring Grant had been combined to support 16 pupils across the school with SEND, dyslexia or identified gaps in learning where their progress had been slowed as a result of the pandemic. In 2022-23 this funding would be used to plug gaps for identified pupils in Years 1 and 2, all of whom were on the SEND register. The overall progress of pupils as a result of the interventions was positive in all areas.
- Staff had completed a vast array of training. CD has attended half-termly CEAT meetings and should have attended half-termly meetings with the Educational Psychologist (Ed Psych) however there had been no meetings since March 2022.

Q: Is there an Ed Psych in place?

A: There is a new principal Ed Psych, and the school has been allocated a student Ed Psych and were promised two meetings last half-term, however these did not happen. There had been mention in the recent Director's Report of the fantastic new Ed Psych provision, but the school had not been able to have a meeting with their Ed Psych. There was a desperate need for these meetings to take place in order to meet the needs of pupils.

- Pupils had been able to take part in a variety of activities including Harvest service and a whole school visit to the Blue Planet Aquarium. It was challenging to balance offering trips and activities to pupils with the needs of families who may struggle to pay for them. The PTA had subsidised some trips to support families. The school had received free tickets to Chester Zoo and this trip would take place after Christmas 2022. The only cost involved would be the coach. There would be a whole school cinema trip to The Rex towards Easter 2023 at a cost of £1K which included hire of the entire premises and a snack and drink for pupils. The school choir would be performing at a variety of community events during the lead up to Christmas.

Q: Can governors come to the school events?

A: All the dates were on the school website and governors were welcome to turn up and attend.

- Seven new pupils had joined the school since the start of the academic year, and none had left. There were fourteen Pupil Premium pupils.
- There had been no exclusions since the last FGB meeting. One pupil was attending Alternative Provision whilst they awaited a place at a specialist provider.

Q: Is the school still paying the transport costs for this pupil?

A: Yes, at a cost of £250 per day. The EHCP for the pupil was approved on 9th September 2022 and CE should have taken over the transport costs on that date, however the school was still being charged. Negotiations were ongoing with the CE Keyworker to recoup these costs.

- Attendance was good and had been 95.3% last year. There was a minority of pupils with low attendance (below 90%), however it was early in the year. The school register officially closed at 9:00am and there were three families who continued to arrive just in time.

Q: Are any parents late to pick up pupils?

A: There are a couple of pupils who are regularly collected late. Under the Uncollected Child Policy, if pupils are not collected after a specified time, then families are charged for After School Club.

Q: How are staff feeling?

A: There is a bit of tension as Ofsted is expected at any moment. Staff are very busy and feeling tired. Attendance is good, although the school had been affected by a D&V bug and flu. The After School and Breakfast Club staff had caught Covid and staff had covered these provisions which meant they had long days. The school now has a full complement of lunchtime staff. One pupil needed to be supervised at lunchtime and this need was being met by CD which meant that she had very little downtime during the day.

13. PARENT AND STAFF SURVEY

The parent survey was completed in June 2022 and results were published on the school website. A staff wellbeing survey was carried out by the Mental Health lead and reference to this was included in the Mental Health & Wellbeing Link Governor report.

14. SCHOOL IMPROVEMENT PARTNER (SIP)

The school did not have a SIP for learning support, however the Headteacher accessed regular informal support networks.

15. DIRECTOR'S REPORT

The autumn term 2022 Director's Report had been circulated to governors prior to the meeting. Governors noted the article on School Development Plans.

16. GOVERNOR DEVELOPMENT AND TRAINING

a&b) Governors had attended a variety of courses and were recording attendance via Governor Hub. Governors noted the requirement to complete Prevent and Safeguarding training.
ACTION: All governors to complete Prevent and Safeguarding training.

17. SCHOOL POLICIES

Governors **approved** the Handwriting Policy and the Child Protection Policy and Procedures. Governors noted that the updated CE Pay Policy and Pay Policy for Support Staff were awaited.
ACTION: CD to circulate Pay Policy and Pay Policy for Support Staff for approval once available.

18. TERM DATES

Governors confirmed the 2023/24 term dates which were based on the CE dates and had been published on the school website.

19. PLANNED RESIDENTIAL VISITS

The Year 5 and 6 trip to Ghyll Head in the Lake District had now been booked for April 2023 and the Year 5 teacher would visit the venue to complete the risk assessment as this was a new venue for the school. This trip would be outdoor and adventure based.

Q: What would the trip cost?

A: It was £210 for two nights. Parents had started paying instalments from September 2022.

Q: What happens to those pupils who can't or don't go?

A: Some parents don't give consent. As long as consent is given the school do not wish pupils to miss out on the experience. Parents are encouraged to speak with staff if they are struggling to meet the cost and some parents continue to make payments after the trip.

The Year 2 and 3 trip to the Anderton Centre was booked. This was for one night.

20. MEETINGS

The date of the next FGB meeting was confirmed as Wednesday 1st March 2023 at 6pm in school. It was noted that not all governors were available on Tuesdays and therefore the scheduled summer term meeting on Tuesday 20th June 2023 should be changed if possible.

ACTION: Clerk to liaise with governors regarding a change of meeting date for the summer term 2023 FGB meeting.

21. ANY OTHER BUSINESS

Bibles for Year 5 Pupils: Historically, the Church had funded the provision of a picture bible to all Year 5 pupils at Easter. Governors were advised that bibles had not been given out in 2020 or 2021 as it was considered too expensive to provide them. In 2022, the Year 5 pupils had received a slim Church of England pamphlet instead.

Q: How much did the bibles cost?

A: The price was minimal. This year there were 24 pupils in Year 5. The St Anne's congregation were happy to fund this every year.

ACTION: MD and AF to check if provision of bibles to Year 5 pupils can be re-started.

Ofsted Folder (SharePoint): Governors noted that an Ofsted folder was being populated with useful information for the Ofsted visit, including the ISDR (Inspection Data Summary Report).

School Fund Audit: The auditor had not been well, and the audit had been delayed to the spring 2023 meeting. Governors noted the need to source a new auditor.

ACTION: Clerk to add receipt of School Fund Audit to spring FGB agenda. Governors to source a new auditor for the school fund.

22. IMPACT STATEMENT

Governors had reviewed the latest school assessment data and noted the positive impact of interventions on the outcomes for pupils. The budget had been examined and no additional cost savings could be identified. Link monitoring reports for the academic year to date were received and the focus of the next link visits was agreed.

The meeting moved to Part Two at 8:01pm.

..... Chair

.....Dated