

## St Anne's Fulshaw CE Primary School

### MINUTES OF A MEETING OF THE GOVERNING BOARD OF ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD IN SCHOOL ON 13<sup>TH</sup> MARCH 2023



<b>Governors Present:</b>	Claire Carter	Chair (CC)
	Clare Daniel	Headteacher (CD)
	Wendy Clark	(WC)
	Natalie Lloyd	(NL)
	Richard Matthews	(RM)
	Matt Williamson	(MW)
	Angela Fitton	(AF)
	Maxine Drabble	(MD)
	Sally Petrie	(SP) appointed at item 4
<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

There were no apologies were received: all governors were present at the meeting.

**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.

#### 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:

- There has been a slight increase in children with SEND from March 2022.
- The school is above national average for children on SEN support and below national average for children with an EHCP. Numbers of pupils with SEND are continuing to rise.
- The number of children with an EHCP in school had decreased because the school had two children with significant and complex needs who had moved to specialist provision, with a third also expected to do so.
- The school is expecting more EHCPs to be granted. These would be for cognition and learning so the children would remain at the school.
- Two of the seven Year One children are on SEN support plans.
- Speech and Language, and Social and emotional needs had increased in the younger children, largely due to the impact of the Covid-19 pandemic. This is particularly evident if the children had not attended Nursery provision.
- Around 50% of the children in Year 6 have a SEN support plan. This cohort had a high level of need as Reception children and new starters with SEND had joined this class.
- There is no national breakdown of SEND figures currently available.

- The waiting time for an appointment with Child and Adolescent Mental Health Services (CAHMS) had reduced to around 12-18 months. However, there is now a waiting list for treatment following the first appointment.
- 11.7% of children at the school are either under CAHMS or are awaiting an assessment. It was noted that the threshold to receive medication for ADHD is high, so it is not automatically prescribed with the diagnosis.

**Q. Why is medication given?**

R. Medication is given to calm the child, to help them stay focused and to concentrate. There is now a greater range of medication available which is more effective than it used to be.

**Q. Does the school attract a high number of children with ADHD and autism because it has a reputation for meeting their needs, or are all schools seeing an increase in the number of pupils with these conditions?**

R. Cheshire East has a higher number of children with these conditions which may be related to socio-economic reasons. However, the school does have a reputation for identifying needs early and pushing for appropriate support. Also, some parents prefer a smaller school with smaller class sizes.

- During the Covid-19 pandemic, parents were unable to obtain a CAHMS referral and the school is now seeing a wave of referrals.
- The school used to be boy heavy in terms of children with SEND but it is now more balanced.
- Analysis of needs across the school:  
 Reception: 1X SEN support- Speech, language, and communication are main issues  
 Year 1: 2 x SEN support-Speech, language, and communication are main issues  
 Year 2: 1 x SEN Support, 1x EHCP (MLD, Autism/ADHD)  
 Year 3: 4 x SEN support, 1 x EHCP  
 Year 4: 4x SEN support  
 Year 5: 6 x SEN support  
 Year 6: 10 x SEN support

These children have a range of needs which the school caters for, including MLD, Hearing impairment, visual impairment, Social and emotional issues, Specific learning difficulties, Autism and ADHD.

- CD outlined the activities she is involved with as SENCO. She informed governors that the role is very time-consuming and involves a considerable amount of time preparing paperwork.

**Q. Has the school received any of the additional SEN funding it is expecting?**

R. No.

The Chair thanked the Headteacher for her comprehensive report.

**4. MEMBERSHIP**

- a) The Chair introduced Sally Petrie (SP) as a potential new co-opted governor. SP is a retired Assistant Headteacher and resident of the local area. She carries out charity work in the field of adult education. Governors agreed to co-opt SP for a 4-year term of office, 13.03.23-12.03.27. Clerk to add SP to Governor Hub. **ACTION**  
 SP agreed to join the Resources and PPP committees. The Chair would update the membership of the c committees. **ACTION**
- b) Following the appointment of SP, it was confirmed that there are vacancies on the governing board for one parent governor and one Foundation Governor. It was expected that a new vicar would be appointed in April 2023 and would fill the Foundation Governor vacancy.
- c) The school would carry out the necessary DBS and Section 128 checks for SP. **ACTION**

d) It was confirmed that governor details are up to date on GIAS and on the school website.

## 5. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the full board of governors meeting on 1<sup>st</sup> November 2022 were **agreed** as an accurate record and signed by the Chair for retention by 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 confirmed that no action had been taken on behalf of the governing board since the previous meeting in the autumn term 2022.

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

a) Minutes from the following committees had been circulated prior to the meeting:

- Budget Officer meeting 08.02.23
- AA Committee 13.02.23
- PPP Committee 14.02.23
- Resources Committee 17.02.23

Governors noted the minutes.

b) The following link governor visit reports had been circulated prior to the meeting:

- Maths-AF
- Geography-MW
- SEND-NL

It was noted that the following link monitoring visits were required:  
Literacy, Safeguarding, Early Years, PE and RE. **ACTION**

## 8. FINANCIAL/COMPLIANCE MATTERS

a) The school remains in a deficit budget situation and so governors were unable to approve a draft budget. The school would submit a "failure to submit a balanced budget" return to Cheshire East in the summer term 2023. It was noted that the financial situation is stable and extra budgetary pressures had been absorbed without increasing the deficit. The profit from the Wrap Around Care (WAC) provision had helped.

### Q. Why is the WAC provision now doing so well after initially running at a loss?

R. This is due to increased numbers of pupils using the provision. More parents are working and so there is an increased demand.

b) The school had faced an extra £31k of unfunded pay increases and a 50% increase in the price of gas. This was typical for all schools. The source of funds statement is included in the budget papers which had been circulated.

c) The SFVS is due for submission by 31.03.23. It had not yet been completed and so governors would approve it on **Governor Hub/SharePoint** and ratify the decision at the next meeting of the FGB in the summer term 2023.

d) The staffing structure is included in the budget papers.

- e) The MIFP had been approved at the Resources meeting on 17.02.23. The Headteacher noted that the Asset Register is in place.
- f) The summer term FGB meeting would be held before the final budget needed to be approved and submitted to Cheshire East.
- g) The Pupil Premium Strategy is available on the school website.
- h) The school fund audit certificate had been circulated via SharePoint prior to the meeting.

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

The Headteacher's Report had been circulated to governors prior to the meeting. The Headteacher highlighted the following matters from her report:

- The school has continued to employ Mrs Yates to deliver SEND –specific interventions for two afternoons per week.
- Mrs Bradley's timetable has been re-organised this year. She is highly skilled in delivering interventions and is working with a rotating carousel of children from Reception to Year 6.
- Mrs Freeman and Mrs Coppock have been working in Class 1 in the mornings to assist Mrs Dale. This is excellent experience for both staff members, as it is extending the age range of pupils that they work with regularly.
- A group of Year 2 pupils who are not yet on the SEN register are also receiving support. Two of these children did not pass the phonics screening as Year 1 pupils and four have dyslexic tendencies.
- A considerable amount of staff training (detailed in the report) has taken place.
- There are strong links with the Diocese and the Headteacher has attended drop-in sessions, small schools cluster meetings, termly Headteacher meetings and the SEND cluster.

### **Q. Is the Diocese encouraging the school to join Cheshire Diocesan Academies Trust (CDAT)?**

R. The Headteacher has met with Chris Penn from the Diocese. The Diocese had previously been supportive of the school joining a MAT which included non-faith schools, but this has now changed, and the preference of the Diocese is for its schools to join a church MAT.

### **Q. What is happening with TCET, the MAT the school had previously considered joining?**

R. There has been a change of leadership at the high school and the project has been paused.

- The Diocese have been supportive over Ofsted preparation and will attend the Ofsted feedback session.
- The Headteacher met with Mike Harris from Cheshire East and had a productive session with him regarding Ofsted readiness.

**Governor comment:** On the school's IDSR, pupil attendance stands out as a concern.

**Response:** Most of the absence is due to illness. There are 17 pupils who have attendance of less than 90%. However, by the end of the year, this is likely to be just 5 children. One child is a school refuser and progress is being made on attendance. If a child is absent, then the reasons are recorded so that the school can build up a narrative around attendance. Since the pandemic, parental attitudes to sending children to school if they are ill have changed. There is very little unauthorised attendance at the school.

### **Q. Is there a correlation between persistent absence and children who are regularly late?**

R. No, most of the children who are regularly late have good attendance.

- Key Stage 2 SATs have been pushed back by one day due to the extra Bank Holiday for the King's Coronation.
- Key Stage 1 SATs will no longer be compulsory from 2024. Progress measures will be calculated from the Reception baseline to Key Stage 2 SATs.

- The SSDP had been updated and circulated prior to the meeting. One priority is to support a significant number of children who joined the school in 2021-22 who had extremely poor English phonic knowledge for a variety of reasons.
- The school has adopted the Read to Write approach from Literacy Counts to give pupils the same teaching framework with which to approach their writing, based on the immerse, analyse, plan, write model. It is a scheme which the staff can access sections of. The children build up to producing a longer piece of writing and it ensures consistency of approach across the school. This is particularly useful for classes with a high percentage of children with SEND as it provides a framework for the teaching of writing. It contains engaging, exciting activities for the children and most classes are reporting improvements in the children's writing.
- During the school closures linked to the Covid-19 pandemic, parents found it very difficult to teach writing at home.

The Chair thanked the Headteacher for her report.

## **10. STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2023-2024**

Governors **agreed** to continue to buy-back the CE Clerking service for 2023-24.

## **11. DIRECTOR'S REPORT**

The clerk highlighted a number of items from the Director's spring term 2023 report. Governors discussed item 1.3 "Cyber Security: Governors' role and responsibilities."

It was noted that NL had completed a relevant course and that the issue would be discussed further at the Resources Committee. **ACTION**

Cyber Security is covered in the Business Continuity Plan. The PCSO had met with parents and pupils on this issue. The current Year 6 cohort are big users of social media, gaming and mobile phones. The school has had to deal with the consequences of issues caused out of school by the children's inappropriate use of social media and this would need to be addressed in the transition plan for high school.

## **12. GOVERNOR TRAINING AND DEVELOPMENT**

- a) SP would be added to Governor Hub. She was asked to complete the Cheshire East induction modules for governors and a Safeguarding course which outlines the roles and responsibilities of governors. **ACTION**
- b) MD had attended a course on preparing for Ofsted and had the slides from the presentation.
- c) A skills audit would be carried out in the summer term when new governors join the board.

## **13. SCHOOL POLICIES**

The following policies were reviewed and approved by governors:

Pay Policy for Teachers

Pay Policy for support staff

Admissions Policy 2023

Attendance Policy 2023

Assessment Policy 2023

Behaviour and Anti-Bullying 2023

Collective Worship 2023

Emotional Resilience, Well-being and Mental Health Policy 2023

Homework Policy 2023

Marking and Feedback Policy 2023

Cared For Children Policy 2023

Remote Learning Policy 2023  
SEN Policy 2023

Governors requested that governors were added to the Emotional Resilience, Well-being and Mental Health Policy 2023 in terms of considering the well-being of all stakeholders. It was also noted that the Behaviour and Exclusions Policy states that parents can come into school at any time, and it was suggested that this be changed to parents can make an appointment to come into school. The Headteacher agreed to make the changes. **ACTION**

**14. MEETINGS**

The date of the remaining FGB meeting to be held during 2021-22 was confirmed as:  
Monday 19<sup>th</sup> June 2023 at 6:00pm in school.

**15. ANY OTHER BUSINESS**

No items of any other business were tabled for discussion.

*The meeting moved to the Part Two agenda.*

.....Chair

.....Dated