

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 MONDAY 27TH NOVEMBER 2023



Governors Present:	Maxine Drabble	Chair (MD)
	Clare Daniel	Headteacher (CD)
	Wendy Clark	(WC)
	Claire Carter	(CC)
	Angela Fitton	(AF)
	Natalie Lloyd	(NL)
	Matt Williamson	(MW)
	Sally Petrie	(SP)

Also in attendance: Laura Furness Clerk to the governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting commenced at 6:00pm.

The meeting opened with a presentation by the headteacher, summarising the school's attainment data from statutory testing in 2022-23. The performance overview presentation was shared on Share Point following the meeting. CD made the following comments:

Reception Cohort

Number and numerical patterns will require more support in year one. This is a cohort specific issue.

Year Two Cohort- Phonics Screening

It was noted that there are 24 pupils on roll, but school only reported 23 pupils. There is one child in Year Two that has dual registration and moved to their other provision prior to the reporting window.

The end of year cumulative data for year one and year two pupils having achieved expected standard was 91 percent. Only two pupils with English as an Additional Language (EAL) did not achieve this.

Governors noted that following moderation, the expected standard is the target and greater depth should only be obtainable by pupils at an exceptional level.

Year Six Cohort- SATs/ Teacher Assessments

Governors acknowledged the lower scores for this year group. Staff were expecting a higher number of pupils to achieve over 100. Retesting was not applicable for a number of pupils as when the percentage was converted to a raw score, more than one mark would have been required to increase the percentage mark.

Q. What was the staff opinion of the Maths SATs paper?

A. Staff did not feel it was an overly challenging paper. Lower scores had been predicted for this cohort. The cohort had a number of reluctant learners post covid.

1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS

OFFICIAL

OFFICIAL

Apologies were received and accepted for Eddie Roberts.

There were no additional AOB items.

2. CONFLICT OF INTEREST

There were no conflicts of interest to be declared.

3. ELECTIONS OF CHAIR AND VICE CHAIR

- a) MD was nominated, accepted the nomination, and duly elected as Chair for a one-year term of office.
- b) CC was nominated, accepted the nomination, and duly elected as Vice Chair for a one-year term of office. CC is to step down from the governing board in September 2024.

The board thanked CC for all her efforts and hard work as chair of the governing board.

4. MEMBERSHIP

- a) Governors noted the resignation of Richard Matthews as Parent Governor with immediate effect. There were no other changes to the membership of the board of governors.
- b) There were vacancies for two Parent Governors. The board are working in a proactive way to attract new parents to the board. CD has created a recruitment pack to be shared with EYFS and prospective parents.

ACTION: CD to share governor recruitment pack with MD. MD to share this pack with prospective parents- CD & MD

- c) There are no terms of office that are due to expire before the next meeting.
- d) There were no associate members to appoint.

5. PART ONE MINUTES AND MATTERS ARISING

- a) The minutes of the previous meeting on 19th June 2023 were agreed as an accurate record and signed by the Chair for retention by the school.
- b) The action log was reviewed and updated.

4.1 To provide a pen portrait for inclusion on the school website. This item was closed.

ACTION: To remove RM from the pen portrait for inclusion on the school website- CD

4.2 To discuss training requirements and committee membership with ER- MD is meeting with ER on Monday 4th December 2023.

- c) **11.0 To add strategies for marketing the school to the Resources committee agenda-** Governors decided that Marketing should be agenda item at the next Resources Meeting.

ACTION: To add Marketing to the next Resources Meeting agenda- CLERK

6. CHAIR'S ACTION

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

OFFICIAL

OFFICIAL

7. COMMITTEE AND NOMINATED GOVERNORS

- a) The membership of committees for 2023-24 was confirmed as:
- AA Committee: Matt, Clare, Natalie, Eddie, Angela, Claire
 - PPP Committee: Maxine, Wendy, Clare, Claire
 - Resources Committee: Maxine, Claire, Sally, Clare, Wendy
- b) The Chair for each committee for 2023-24 was confirmed as:
- AA Committee: Matt
 - PPP Committee: Claire
 - Resources Committee: Maxine
- c) NL was confirmed as SEND Link Governor and CC as Safeguarding Link Governor.

ACTION: To arrange a Safeguarding Link Governor handover- CC & SP

- d) It was confirmed that the constitution and terms of reference for the committees had been reviewed and **approved** by each committee.
- e) Governors agreed to adopt the Cheshire East (CE) model terms of reference for the Pay Committee, Headteacher's Performance Management Panel (HTPMP), and Pupil Exclusions Committee.

The HTPMP was confirmed as MD (Chair), CC and AF, with Kerry Forrester as the external adviser.

8. GOVERNORS CODE OF CONDUCT

Governors **agreed** to adopt the NGA model Code of Conduct.

ACTION: To confirm agreement of the code of conduct by completing the declaration on Governor Hub

9. 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: 13.11.23

Resources Committee: 17.11.23

PPP Committee: Autumn 2023

- b) Monitoring visits had been undertaken by the following link governors:
- Safeguarding- The Link visit report has been circulated via SharePoint.
 - SEND- MW is to meet with CD before the end of the autumn term.

- c) The link governor report for SEND will be shared at the start of the spring term.

Governors received a link governor report for Child Protection/Safeguarding via SharePoint prior to the meeting.

- d) The link governor monitoring schedule for 2023/2024 will be agreed at the PPP meeting.

ACTION: To add Link Governor monitoring schedule for 2023/2024 to PPP agenda- CLERK

Q. Should governors continue with the same subjects?

A. *It is not essential. It may be useful to review a previously followed subject at the end of the year to note any updates or changes.*

10. FINANCIAL MATTERS

- a) Governors received a copy of the annual accounts and audit certificate of the Unofficial School Fund and confirmed James Chadwick as the auditor for the forthcoming year.
- b) Governors reviewed the Budget vs Actuals for the current year 2023-24. This document was shared via SharePoint prior to the meeting.

Governors noted that the school held an open day on 27/11/23. In addition, leaflets have been distributed to local nurseries. CD invited EYFS practitioners to the open afternoon and will continue with preschool and nursery visits to continue to build strong links with these settings. It was noted that next year the Reception cohort will have fewer siblings than previous years.

It was noted that the government energy grant (£12,000) will be used to re-seal the school windows and to conduct a roof survey. Effective insulation of the school is a high priority.

There is a 23-hour reduction of Teaching Assistant support in school. The total is now 120 hours. There is one full time member of the TA support staff.

MD shared the process of Grant Applications with the board. There is a comprehensive directory of grants which can be applied for at different points in the year. Governors acknowledged that some grant applications are more lengthy and onerous than others, and therefore it is important to understand the process and possible remuneration before applying.

CD noted that there is an ever-growing waiting list for after school club places. The provision is very popular.

- c) Governors received an update on progress against the 3-year budget plan. The document was shared on SharePoint prior to the meeting. Governors received a detailed breakdown of the school's financial position for the next three years. A guidance document accompanied the plan. It was noted that there has been no input from the LA with regard to the school's financial position.
- d) Governors reviewed the use and impact of the Pupil Premium and Recovery Premium for 2022/2023. The premium was used in part to support Covid-19 recovery and to fund school led tutoring, with small group interventions. The model has changed for this academic year and support is primarily given in class. The level of need is different and therefore in class strategies are more appropriate. Governors praised the staff for their flexibility and adaptability when supporting pupils with SEND.
- e) Arrangements were confirmed to publish the Pupil Premium strategy statements by 31st December 2023.

ACTION: To update and circulate the Pupil Premium Strategy statements- CD

- f) The SFVS completion arrangements were agreed. There were no actions from the previous report.

- g) The Manual of Internal Financial Procedures (MIFP) was not reviewed and approved at the meeting.

ACTION: Add review and approval of the Manual of Internal Financial Procedures to the Resources agenda- Clerk

11. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

The Headteacher's Report had been circulated to governors for review prior to the meeting via SharePoint.

Q. What is MeLSA?

A. A Mediating Learning Support Assistant (**MeLSA**) is a trained, school-based learning support assistant. A MeLSA uses the application of psychological theory when supporting pupils. A member of staff has completed the six-day training course.

CD updated governors following a Family Hub Collaborative meeting on Thursday 12th October. CD attended the open event at Oakenclough. This new service will allow school to liaise with different children's services providers.

A Speech and Language Therapy (SaLT) pilot programme was conducted with Year 2 on Wednesday 8th November. This is a school-based project which aims to evidence language skills and identify pupils which need targeted support.

Children and Adolescent Mental Health Services (CAMHS) are changing their referral methodology from 01.12.23 to an online referral portal which professionals and parents can complete. This change to the referral process has not been communicated formally to the school. School noted the announcement on the parent hub. CD details the change to the process in further detail in the HT report.

Q. What is the procedure in an emergency/crisis situation?

A. A child would have to present at A&E.

Attendance

Q. How do the attendance figures compare to this time last year?

A. Overall attendance for 2022-23 was 94.2 percent (national 92.7 percent). Overall attendance from 01.09.23-17.11.23 is 95 percent.

Attendance is now being monitored with additional case review meetings, for those pupils with less than 90 percent. These review meetings have proved very helpful in understanding the issues relating to poor attendance.

Q. Are there any issues with punctuality?

A. Punctuality is generally good. It is the same cohort of children that consistently have issues with punctuality and the school continue to monitor this.

Effectiveness of Leadership and Management

Governors noted that the school is not on the list for a SIAMS inspection this year, but an inspection is likely in the next two years.

School Development Plan

The School Development Plan was shared with governors prior to the meeting via Share Point. Discussion focussed upon the Quality of Education priority which targets further development of the

EYFS outdoor provision and ensuring that school, especially EYFS, is a language rich environment. CD is meeting with EYFS staff to review all subjects within the EYFS framework.

Governors received the Section 175 safeguarding audit report via Share Point prior to the meeting. All governors must complete the new PREVENT duty online training. This is part of the governor induction training and responsibility.

ACTION: Ensure all governors have completed the PREVENT duty online training and share the certification with school- ALL

Q. Are there lots of festive activities in the run up to Christmas?

A. Yes. It is a very busy period for the school. Pupils sang at the Wilmslow Christmas light switch on and will be singing at two local retirement homes and at the library on 18/12/23. There is a year two advent service on 04/12/23 at 7pm. There is a nativity performance scheduled. The whole school are attending a lessons and carols service on 21/12/23 and attending a screening of the Grinch at The Rex cinema. The PTA Christmas fair is on 02/12/23 at 10:30am until 1pm, governors are very welcome, and there is a Christmas lunch scheduled. CD praised the PTA and a year three parent who has managed to obtain over 200 raffle prizes.

ACTION: To thank local businesses via social media, for their generous donations- CD

12. SCHOOL IMPROVEMENT PARTNER (SIP)

The school continues to access regular informal support from Kerry Forrester. This is a connection through the diocese.

13. GOVERNANCE STATEMENT

The annual governance statement was **approved** by the governing board and has been published on the school website. The next statement is to be prepared in July 2024.

14. DIRECTOR'S REPORT

The autumn term 2023 Director's Report had been circulated to governors prior to the meeting. There were no further questions.

15. GOVERNOR DEVELOPMENT AND TRAINING

- a) There was no report from the Training Link Governor at the meeting.

ACTION: To organise a Training Link Governor handover with MD- CC

- b) Feedback from governors who have attended training courses was shared prior to the meeting.
- c) Arrangements were confirmed for governors to complete safeguarding training.

ACTION: To ensure all governors have completed prevent training and this is confirmed on Governor Hub- ALL

- d) CC is to pass the skills audit/self review information to MD. MD will then update the governor development priorities for 2023-24. Governors noted that a background in HR and Legal would be useful when recruiting new members to the board.

ACTION: To handover skills audit/self-review information to MD- CC

16. SCHOOL POLICIES

Governors **approved** the Child Protection Policy and Procedures. This has been revised to reflect updated statutory safeguarding guidance in accordance with CE Safeguarding Children in Educational Settings (SCiES) team. It is adapted to meet the need of the school. Governors **approved** the pay policy for teachers. The pay scales have been updated for teaching staff. The school personnel structure is included in the appendices of the policy.

17. PLANNED RESIDENTIAL VISITS

Governors **approved** the following forthcoming visits and received confirmation that risk assessments have been carried out:

- Year 2/3 Residential trip to Anderson Centre- 10-11 of June 2024
- Year 5/6 Residential trip to Ghyll Head- 22-24 of April 2024

Q. Has the school visited these residential settings before?

A. *Yes. The school have been to the Anderson Centre four times previously and to Ghyll Head twice before. Governors noted that the staff members at Ghyll Head are very experienced, and a wide range of activities are available for the children.*

18. TERM DATES 2024/25

Governors **confirmed** the term dates for 2024/25 including five INSET days. The dates have been set in accordance with the local high school and CE dates.

It was noted that 22/12/23 will be an INSET day, converted to a twilight session earlier in the year. In the interest of staff wellbeing, the school will therefore close to all on 21/12/23.

19. ANY OTHER BUSINESS

Q. How does the board recruit new governors?

A. *The board have a vacancy for one parent governor. Information is to be sent to new parents about school governance.*

22. IMPACT STATEMENT

A new chair of Governors was formally approved. Governors reviewed the latest school assessment data and noted the positive impact of interventions on the outcomes for pupils. Governors received an update on progress against the 3-year budget plan and reviewed the Budget vs Actuals data. Governors received a positive attendance update and considered punctuality at school. School policies were reviewed and approved and statutory training requirements for completion were confirmed with the board.

The meeting moved to Part Two at 7:23pm.

..... Chair

.....Dated