

## 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 WEDNESDAY 19<sup>TH</sup> JUNE 2024



<b>Governors Present:</b>	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)
	Eddie Roberts	(ER)

**Also in attendance:** Laura Furness Clerk to the governors

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### PART ONE – NON-CONFIDENTIAL BUSINESS

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*The meeting commenced at 5:55pm.*

The meeting opened with a presentation by the headteacher on school and curriculum organisation from September 2024 onwards. CD noted that the school organisation is to change following a voluntary redundancy process. The school is to move from a five-class structure to a four-class structure in September 2024. The change is detailed below:

#### **Current class structure**

Class 1- Reception

Class 2- Mixed Year one and Year two

Class 3- Year three (Governors noted that traditionally this class has been year two and year three but the year three cohort was large in 2023/24)

Class 4- Year four and Year five

Class 5- Year five and Year six

#### **Class structure September 2024 onwards**

Class 1- Reception

Class 2- Year one and Year two

Class 3- Year three and Year four

Class 4- Year five and Year six.

The awkward organisation of the current class structure was due to the number of pupils on roll and the floor space in school. Pupils were taught across key stages. There will be a new supply teacher joining the school, Mrs Watts. This member of staff will be contracted to 1.5 days per week at SAF.

CD shared changes to the curriculum and leadership; MY is to be D&T curriculum lead and JC is to be Music curriculum lead.

The revised curriculum planning process begun on 18.06.24. This will be a two-year rolling plan from September 2024. CD shared the RE long term curriculum plan for governor overview. CD is very confident that the revised curriculum will be complete for the start of the new academic year.

***Q. How has the news of the classing restructure been received?***

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*A. The update has been well received and CD has not received any negative comments, questions, or queries. The change to the classing structure has also ensured that parents are not concerned about if their child is 'being held back'.*

**Q. Will the new class structure be affected if pupil numbers increase?**

*A. The model will be used until the school exceeds 120 pupils. At this point staffing would then be reviewed.*

NL noted that the staff are very excited by the new classing model and have a renewed sense of energy. Staff are ready to embrace the change.

**Q. Who is currently covering the Reception class?**

*A. RR has covered the summer one term and KM will be in the Reception class until the end of June 2024, with the possibility of extending this to the end of the summer term.*

**Q. There is an imbalance between the number of pupils in year one versus the number of pupils in year six. How will school provide the correct balance of support, being conscious of staff workload.**

*A. The level of need in year one is significantly higher than of those in year six. There is a higher complexity of need in the younger age groups. Some TAs have been deployed to support this. The HT will continue to support staff and will provide additional time for administrative tasks as and when needed.*

**Q. Is there a new system for writing reports?**

*A. Yes. The school have used the Insight Tracking system to complete end of year reports. This system allows reports to link to attainment data already on the programme. Report writing is much more time efficient as staff can complete the reports off-site via the online live system. The content of reports is much more purposeful and relevant.*

CD acknowledged that the meeting was the last governor meeting for CC, who has been on the governing board for 12 years. CC joined the board of governors when her child was in Reception and has been part of three OFSTED inspections. CD noted that CC was an integral part in MAT discussions and helped to build good relationships with local schools. The board agreed that the 'egg box' initiative was a wonderful contribution from CC. CD and the board thanked CC for all her support and hard work during her time as a school governor.

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

There were no apologies to receive.

There were no additional AOB items.

## **2. CONFLICT OF INTEREST**

There were no conflicts of interest to be declared.

## **3. MEMBERSHIP**

a) WC was elected as staff governor. Her term of office is 17.06.24 to 16.06.28.

b) There are two parent governor and one co-opted governor vacancies in accordance with the constitution. ER noted that the potential governor to contact has now left the school. The board will approach parents at the new starters evening in September 2024. Governors agreed that it is important to have a personal approach and to take time to talk to new parents about the school governance and the role of a governor.

- c) The board noted that WC terms of office were due to expire on 17.06.24. WC was re-elected by the board as detailed in item 1.
- d) The board confirmed arrangements to apply for criminal record checks for all new governors appointed/elected within 21 days of their taking office.
- e) The board confirmed arrangements for Section 128 checks for all governors.
- f) There were no associate members to appoint at the meeting.

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

- a) The minutes of the previous meeting on 18<sup>th</sup> March 2024 were agreed as an accurate record and signed by the Chair for retention by the school.
- b) The action log was reviewed and updated.

#### Item Number:

**9- To add Link Governor monitoring schedule for 2023/2024 to PPP agenda-** The PPP meeting was delayed due to the HTPMR, and this item will be carried forward to the next PPP meeting.

**10e- To update and circulate the Pupil Premium Strategy statements-** CD will share this statement with MD when the data is available

**15d- CC to handover skills audit/self-review information & To update and refresh the skills audit/self-review-** These items are ongoing

**5- To put together a proposal for diocese funding towards filming a promotional video-** The HT has received a quote of £1000 from Richard Weston. The board discussed funding opportunities.

**Q. Could the parish support a promotional video project?**

**A. ER agreed to share a proposal with the parish but noted that the parish are operating on a deficit budget.**

**Q. When is the best time to film the promotional video?**

**A. In the summer term, to ensure that it is live on the school website in September 2024.**

**8e- To look at the MIFP model at other schools. To check that the links work correctly-** This item is ongoing. The school previously used Best for Business and now use Oracle.

#### 5. CHAIR'S ACTION

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

#### 6. 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. There were no questions from the governing board.
- b) Monitoring visits had been undertaken by the following link governors:
  - The SEND monitoring visit report had been made available via SharePoint prior to the meeting. NL conducted a safeguarding audit in the summer term. NL noted that there are two children in school who have EHCP's, one of which is moving to secondary school in September. Another EHCP application is in process for another child. NL noted that the primary needs are SEMH and Speech, language and communication difficulties.

**Q. Do the needs highlighted follow a national trend?**

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*A. Yes. This is reminiscent of the national SEND profile. Many children are struggling to access appropriate provision. The mainstream structure is not suitable for all children. CE continue to struggle as the problem continues to escalate.*

CD noted that staff at SAF adopt a skills based and explorative approach to teaching but other settings can be much more structured and very driven environments.

The EP cluster met on 19.06.24 and many schools described the difficulties faced by some of their pupils. The Educational Psychologists agreed that a high proportion of children should not be in mainstream provision. However, there are not enough specialist places and CE continue to reduce the number of places available due to financial implications. A child with an ECHP can be given up to 32 hours of support but if the setting is not correct, the school will still be unable to meet their needs. The school does not have the environmental space to install facilities to support children with complex needs.

**Q. Why are SEMH needs reported as the primary needs?**

*A. There are many reasons why children have SEMH needs including the legacy of the COVID-19 pandemic, parenting, the use of technology. Parents are very much more disassociated and school have increasing challenges with parental communication.*

CD supports class teachers when writing pupil support plans to be used in class and when exploring the option of alternative settings.

NL noted her thanks and relief that support staff contracts have been extended in 2024/25.

## **7. FINANCIAL/ COMPLIANCE MATTERS**

a) The HT met with the budget officer on 17.06.24. The pre and post meeting reports had been circulated to governors for review prior to the meeting via SharePoint.

The current year projected carry forward has decreased from £373,000 deficit in the pre meeting papers to £360,000 deficit. The main reasons are £15,000 increase in income from third parties (£13,000 insurance income) and £20,000 reduction in direct employee costs (reduction on classes). The board agreed that the data supports the decision to move to a four-class structure. The board noted that the TCET MAT conversion funding is to be returned to the DFE.

The board noted the final budget for the financial year 2024/25.

b) The staffing structure for 2024/25 was discussed during the HT presentation prior to item one on the agenda.

c) The school have moved to a three-year fixed water contract. It was noted that energy bills have reduced in cost. The school have changed the grounds maintenance contract to Jacks grounds maintenance. The school have been very impressed with the quality of the work undertaken thus far.

### Catering

Cheshire East catering are to cease trading by 31.03.25. School meal costs will rise from £2.70 to £3.50 in September 2024. The DFE procurement service tendering process will take at least 9 months. NW has approached CD and has proposed that the school provide an in-house catering service. The menu costing, staffing and contingency for illness has been considered and the school is confident that this is a viable option. The school would not need to continue with the increased costs. The school have given notice and would move to in-house catering in January 2025. There would be a period of one term with the inflated school meal costs from Cheshire East council.

**Q. Does the catering equipment belong to SAF?**

**A.** The equipment would move with the service under the TUPE agreement.

The governors agreed that this is an excellent proposal. Any changes must be carefully communicated with parents and governors acknowledged that the increase to £3.50 in September will be difficult for some families. In January 2025, the governors agreed that the cost should be reduced back to the current cost of £2.70.

NW has been very proactive in this proposal and is keen to reinstate community events such as grandparent and governor lunch sessions.

**Q. Would NW have a managerial role?**

**A.** NW would continue as school cook. There is an established job description. NW would be line managed by CD.

The governors **agreed** to explore this proposal further.

d) The board agreed to continue with the services to the school provided by ChESS. CD is to finalise the ChESS services in the week commencing 24.06.24. The school have budgeted based upon purchases in 2024/25.

**Q. What is the approximate cost of services to the school?**

**A.** £20,000

**Q. Is the school to purchase Media support?**

**A.** Yes

**To review:**

a) The board noted that the Sports Grant and impact on pupils has been very useful in 2024/25. Currently 2025/26 is to be the last year for this grant. The review of the Sports Grant is to be conducted at the end of the year and will be circulated for governor review via SharePoint. This item will be included on the autumn FGB agenda.

**ACTION: To share the Sports Grant impact report with governors via SharePoint- CD**  
**ACTION: To add 'Use of the Sports Grant and the impact on pupils' to the autumn 2024 FGB agenda- Clerk**

b) This item was deferred to the autumn FGB meeting.

**ACTION: To add 'Use of the Pupil Premium and Recovery Premium and the impact on disadvantaged pupils who are eligible for the funding' to the autumn 2024 FGB agenda- Clerk**

**8. 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.

**Quality of Education – Outcomes**

EYFS	2022-2023	2023-2024
% GLD	64%	78%
2023-24 Profile: 10 pupils 4 x boys		

6 x girls 1 x dual registered and not reporting their outcomes 1 x EAL 5 x summer born 1 x SEND Support		
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Governors noted that the dual registered pupil data was not included in 2023/24 outcomes.

Year 1 Phonics	2022-2023	2023-2024
% at expected standard	100%	67% if the pass mark remains 32

One pupil scored 31/40 and one pupil scored 27/30. These pupils have language and communication additional needs.

There are no pupils in year two that are to take the phonics screening test.

Year 6 Teacher Assessments only	2022-2023	2023-2024
% at expected standard / greater depth	These are teacher assessments (writing and science) and test outcomes (reading and maths).	These are teacher assessments only. Test results have not yet been released.  Teacher assessments will be reported for writing and science.
<b>2023-24 Profile:</b> 25 pupils 14 x boys 11 x girls 3 x EAL 11 x summer born 4 x FSM 6 x SEND Support (1 of these pupils now has an EHCP)	At expected standard: Reading: 70% Writing: 60% Maths: 45% Science: 75%  At greater depth: Reading: 30% Writing: 5% Maths: 0% Science: N/A	At expected standard: Reading: 92% Writing: 92% Maths: 96% Science: 96%  At greater depth: Reading: 28% Writing: 4% Maths: 48% Science: N/A

Governors noted a big difference between the 2022/23 and 2023/24 data. In the 2022/23 cohort, there was a huge scale of ability whereas in 2023/24 there has not been such a wide gap in ability. This cohort have had a real 'thirst for learning' and wanted to apply themselves. CD thanked NL for her efforts with this year group and excellent outcomes.

It was noted that pass marks for the SATS are not confirmed until all papers have been marked.

### Training and Development

The HT report included a list of completed training sessions and events that staff have been involved in.

### Personal Development, Behaviour and Welfare

CD noted that the school are working towards a myHappyMind silver award. This will include:

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- an interview with the HT
- interviews with children who will be asked about the impact of the programme on them and how they use the strategies taught in their daily lives – Happiness Heroes
- an interview with a fully trained staff member.
- feedback from a parent

The school is to submit an application for the Platinum School Games Award before the end of term. CD is confident that the school will be successful.

CD shared information about The Emotionally Healthy Schools project. The contract to provide mental health services has now been contracted to the CYPMH Hub, which already existed to triage CAMHS cases. This has combined two services into one without increasing capacity, and therefore by the nature of this change, the estimated waiting times are to double. The existing triage wait for the CYPMH Hub is 20 weeks. CD and governors noted their frustrations about the situation.

The school continue to work with Wilmslow Youth colleagues to further plan how the Year 6 pupils will receive additional support with their transition. Since the last FGB, children have taken part in:

- Additional transition day for pupils with SEND
- Additional transition-focused activity sessions with Wilmslow Youth 7 pupils, starting in autumn term 2 and running fortnightly across the whole year (break in summer term 1)
- Additional transition-focused activity sessions with Wilmslow Youth (all pupils)
- Additional transition-focused activity sessions with Wilmslow Youth
- Two transition days to WHS for those attending

### **Transience**

Six year 6 pupils have taken entrance exams for the independent sector and out of the four who gained offers, two will be joining the independent sector.

### **Attendance**

Overall attendance for 2022-23 was 94.2% (national 92.7%). Overall attendance from 01.09.23-17.06.24 is 94.0%. This is a dip from 14.03.24 - 94.26%. This is in part due to the extended trip taken by two pupils, with only part of the trip being authorised. These pupils have now returned to school.

### ***Q. Have there been consequences following this extended period of absence?***

***A. The first part of the trip was authorised. The family travelled back to India to spend time with family. They have no family in the UK and are very isolated.***

### **Effectiveness of Leadership and Management**

CD shared the Teaching Assistant updates for 2024/25 included below:

Teaching Assistants have been deployed across classes with some changes from this year:

Mrs Bradley – HLTA – working with children in Reception, Year 1, Year 2 and Year 5 on early reading, phonics, interventions and learning support

Mrs Toms – TA – working with children in Reception and Year 2 who have SEND

Mrs Cairns – TA – working with children in Reception, Year 1 and Year 2, particularly around leading learning in phonics

Mrs Freeman – TA – working with a child in Year 2 with SEND

Mrs Naden – TA – working with children in Year 3 and Year 4

Mrs Sizemore – TA – working with children in Years 3-6

Mrs Davis – TA – working with children in Year 5 and Year 6

There were no further questions.

## 9. PUPIL PERFORMANCE

Pupil performance was discussed in item 8.

## 10. SCHOOL IMPROVEMENT PARTNER (SIP)/EXTERNAL ADVISOR

There was no report to receive.

## 11. HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW (HTPMR)

**ACTION: To contact the HTPMR advisor to organise a new advisor for 2024/25- CD**

## 12. GOVERNANCE STATEMENT

MD agreed to update the annual Governance Statement.

**ACTION: To update the annual Governance Statement- MD**

## 13. CONFIRM TERM DATES 2025/26

The term dates for 2025/26 were confirmed at the autumn term 2023 meeting.

## 14. DIRECTOR'S REPORT

The summer term 2024 Director's Report had been circulated to governors prior to the meeting. The clerk highlighted a number of items from the Director's summer term 2024 report. Governors discussed the following items:

### 1.2 New Governance Guides for Maintained Schools

It is a requirement that one governor must complete cyber security training.

**ACTION: To coordinate governor participation in Cyber Security Training- CD/MD**

### 1.3 Safeguarding Requirements for Governors

It was confirmed that the school conduct annual approved Safeguarding refresher training. The SCIES basic awareness safeguarding training is renewed every three years.

**ACTION: To ensure all governors have renewed basic awareness safeguarding training- CD/MD**

### 2.1 Working together to improve school attendance

Governors noted that the board should ensure the school attendance policy is in line with the new guidance and framework.

### 2.2 Ofsted Report of Religious Education

The school is confident that they are compliant with legislation.

### 3.3 Teacher's Pay and Conditions

The board noted and considered the implications of updates to the Teachers Pay and Conditions document.

### 3.4 Employment Law Changes April 2024

This item is to be added to the Autumn PPP agenda.



**ACTION: To add policies listed in CE Director's report item 3.4 to the PPP autumn term agenda- MD**

**15. GOVERNOR DEVELOPMENT AND TRAINING**

It was noted that MS has completed complaints training. The training was very useful. SP is to complete Digital training in July 2024.

**16. SCHOOL POLICIES**

The following policies were **approved**:

- Health and Safety policy
- Critical Incident Policy. This policy has had personnel updates.

**17. PLANNED RESIDENTIAL VISITS**

The school conducted a survey to understand parental preference towards residential visits. The response so far indicated that parents would like a residential visit in year two and year five and six. There have been no visits booked for 2024/25 as the trips need to align with the new class structures.

It was noted that Easter is late in 2025 and therefore it is not possible to follow the usual schedule with a residential visit before the SATS. A visit is therefore being considered in the Spring term as it is too costly in the summer term. The school are mindful of the expense for parents.

**Q. Could SAF collaborate with another school and split the cost?**

**A.** *This is an option, but it would change the dynamic of the visit.*

The board discussed taking year one as well as year two as transport costs for a single year group would be very expensive.

**18. MEETINGS**

The next FGB meetings for 2024/25 were confirmed as:

- Autumn FGB Wednesday 13<sup>th</sup> November 2024 at 6pm
- Spring FGB Wednesday 19<sup>th</sup> March 2025 at 6pm
- Summer FGB Wednesday 18<sup>th</sup> June 2025 at 6pm

**19. ANY OTHER BUSINESS**

There was no other business to consider.

**20. IMPACT STATEMENT**

Governors received an update on school and curriculum organisation from September 2024 and ensured that teachers will ensure the appropriate amount of support dependant upon class size and level of need. Governors noted the annual budget 2024/25 and acknowledged deficit reduction following the finance meeting. The board noted the new proposal for school catering and agreed that moving this service in-house is a logical and financially viable option. Governors received a pupil performance and attendance update.

*The meeting moved to Part Two at 7:40pm.*

..... Chair

.....Dated