

**MINUTES OF A MEETING OF THE GOVERNING BODY OF  
ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD AT THE SCHOOL  
ON 20<sup>TH</sup> MARCH 2019**

<b>Governors Present:</b>	Anne Baker	(AB)
	Daniel Baker	Vice Chair (DB)
	Claire Carter	Chair (CC)
	Wendy Clark	(WC)
	Clare Daniel	Head Teacher (CD)
	Maxine Drabble	(MD)
	Natalie Lloyd	(NL)
	Richard Matthews	(RM) Arrived at 6:10 pm
	Revd Caroline Throup	(Revd CT)
	Jonathon Vose	(JV)
	Vicky Wilson	(VW) Co-opted governor from item 3

**Also in attendance:** Sue Pomeroy Clerk to the governors

**PART ONE – NON-CONFIDENTIAL BUSINESS**

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

All governors were present at the meeting.

There was no other Part One business governors wished to be considered at the end of the meeting.

**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. MEMBERSHIP**

The board considered current vacancies in accordance with the constitution:

- 1x Co-opted Governors

CC confirmed that VW had expressed an interest in becoming a co-opted governor and she was invited to the meeting.

CC provided a "pen portrait" of VW as follows:

- VW has three children in school.
- VW is a lawyer who possesses skills which will be valuable during the MAT investigations.

*VW left the meeting.*

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Chair Dated \_\_\_\_\_

The board discussed the vacancy and, following a unanimous vote, VW was appointed as a co-opted governor for a four year term of office.

*VW re-joined the meeting and was informed of the outcome.*

VW was welcomed to the FGB and will ensure that a DBS check is in place through the school within 21 days **ACTION**.

VW will complete a “pen portrait” for the school website **ACTION** and will be assigned school email addresses **ACTION**.

*RM arrived at 6:10 pm*

There were no terms of office that are due to expire before the next meeting.

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

The part one minutes of the autumn term board of governors meeting on 20<sup>th</sup> October, 2018 were agreed as an accurate record, signed by CC and provided to WC for retention at the school.

The action list from the last FGB meeting was reviewed and updated accordingly (reference spring term 2019 action log, appendix 1).

There were no further matters arising from the minutes.

#### **5. CHAIR’S ACTION**

CC confirmed that no action had been taken on behalf of the governing board since the last FGB meeting on 20.10.18.

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

AA Committee	26.02.19
PPP Committee	08.03.19
Resources Committee	15.03.19

The minutes from the committee meetings were circulated via Dropbox prior to the meeting. The following matters were highlighted to governors:

- The AA Committee considered the Director’s report and discussed assessment arrangements.

#### **Q. Were any issues raised over the Sex and Relationships Education**

R. No, there have been many discussions over the years about SRE becoming a statutory subject.

#### **Q. Will SRE be statutory just for Secondary schools?**

R. No, the intention is for it to become a statutory subject also in Primary schools.

- The PPP Committee discussed the need for governors to reengage with subject leaders before the end of the school year subject leaders.

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Chair Dated \_\_\_\_\_

- The Resources Committee reviewed the budget. This will be discussed under agenda item 8.

Governor reports on Safeguarding, SEN and literacy were also circulated via Dropbox prior to the meeting.

**Governor comment:** It is a credit to the staff that the children have not been disadvantaged in the absence of the Headteacher; systems are in place and the needs of all the pupils have been met. Governors thanked the staff for their hard work during the Headteacher's period of absence.

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

The Head Teacher's report was circulated for governor review prior to the meeting and contained the following items the following issues were discussed:

- Outcomes for Pupils
- Quality of teaching, Learning and Assessment
- Training and Development
- Personal Development, Behaviour and Welfare
- SEN
- Effectiveness of Leadership and Management

The following points were highlighted to governors:

### Outcomes

- CD explained the attainment groups to governors. The current Year 6 pupils are the last group to have been assessed on the old national curriculum levels
- The 2019 SAT's results will be received in school on 09.07.19.
- There are approximately four children who are likely not to achieve the expected level for writing.

### Training

- The school has taken advantage of the training on offer for the Emotionally Healthy Schools programme as the funding is likely to cease at the end of March 2019.
- An INSET day has been booked in April 2019 with CAMHS on promoting staff wellbeing.
- The staff have been involved with, or led, numerous events. The highlight was the First Lego League where the school were North West champions and UK finalists. Thanks were expressed to the staff, particularly PT for leading on this.
- The ECO Committee are involved with Plastic Free Wilmslow and are working towards a pledge on single use plastics.
- The sports leaders have taken part in a School Games Maker Conference and led an assembly.
- There is a project taking place to link the pupils with the residents at Hawthorns Care Home. The children were very enthusiastic and have visited to find out what the residents are interested in.

### **Q. Will this be a regular activity?**

R. Yes, it is a two term project in which the school was invited to participate with Wilmslow High School. There is funding of £3,500 available to support the project.

### Personal Development, Behaviour and Welfare

- Since the start of the year, two pupils have left the school and eight have joined.
- There are currently two children on roll who are post adoption.

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Chair      Dated \_\_\_\_\_

- There are no CAF's in place, no Children in Need and no children at Child Protection level.
- There are nine children on roll who are entitled to Pupil Premium funding.
- Attendance is average at 95.53%. Unauthorised absences stand at 0.09%
- One child has an attendance rate of 68%. The child is involved in filming and is tutored on set.
- A register inspection took place in January 2019. The school is monitoring the attendance of four pupils.

**Q. Some children are consistently late for school. Is this monitored? It can be very disruptive for the children concerned and also for the staff and other children.**

R. This issue was raised at the register inspection. PT met with the families concerned and CD will follow up.

## SEN

- There are thirty one children at School Action, two who are currently being assessed by an Educational Psychologist, one child who is undergoing a needs assessment and a further three children have been raised with the EP.
- Overall, the percentage of children with SEN has decreased. However, it is still above the national average and the school is dealing with children with increasingly complex needs who require the highest level of support.

## Leadership and Management

- CD returned to work on 18.03.19 following a ten week illness. She thanked all the staff for their hard work during her absence, particularly PT and WC who took on extra work and responsibility.

CD informed governors that the school has received 23 first choice preferences, 22 second choice and 17 third choice preferences for admission in September 2019. The school will be unable to accommodate all the children from within the catchment area if it adheres to the PAN. The school has been identified as one which will benefit from housing growth in the area.

**Q. Has the school admitted 22 children previously?**

R. Yes. The school needs to model how the extra children will progress through school and the impact on staffing and class sizes. The infant class size limit of 30 applies.

## **8. FINANCIAL MATTERS**

The budget papers were circulated via Dropbox prior to the meeting. Governors received an update on financial matters:

- A carry forward at the end of the financial year 2018-2019 of £35,000 is predicted. A deficit of over £40,000 is predicted by the end of the next financial year. However, the figures have been discussed with the school's budget officer who is not unduly worried at this stage. More SEN funding is expected to be received and the school will also benefit from a growth fund due to increased pupil numbers.
- An electronic version of the MIFP will be reviewed by the Resources Committee ready for approval by the FGB.
- The budget will be closely monitored throughout the year.
- In the autumn term 2018 the school encouraged parents to apply for FSM. This was effective and more parents applied for FSM which brought more income into school.

**Q. If pupils who are eligible for FSM join from another school, does this school receive the relevant funding?**

R. Yes, the funding comes with the child but the school does not receive part-year funding.

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Chair      Dated \_\_\_\_\_

Governors reviewed and **agreed** the budget proposal.

## 9. STRATEGIC DEVELOPMENT PLAN (SDP)

Governors received an update on the SDP. The key areas are for prior middle and high attaining pupils to make sufficient progress.

There are two mental health practitioners in school and the learning mentor works with children on a one to one basis.

Supporting children with the use of technology outside of school will be a focus for the summer term 2019.

## 10. CLERKING ARRANGEMENTS FOR 2019-2020

Governors **agreed** to continue to buy back the clerking service from Cheshire East for the academic year 2019-2020.

## 11. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER

There was nothing to report.

## 12. DIRECTOR'S REPORT

Director's Spring Term 2019 Report

The report contained the following items:

Item 1	School Governance and Liaison Update
Item 2	Special Educational Needs and Disability Update
Item 3	Education Contributions to Child Protection Conferences
Item 4	Corporate Parenting-Pledges
Item 5	Attendance and Children out of School Update
Item 6	Admission Arrangements (including Sixth Form) for 2020-21
Item 7	School Organisation and Capital-Review of Planning Areas
Item 8	School to School Support Programmes
Item 9	The New Ofsted Inspection Framework 2019
Item 10	Mental Health and wellbeing in School-latest DfE Guidance
Item 11	School's Funding Formula 2019-20
Item 12	Local Children's Safeguarding Board

The report was circulated prior to the meeting. The clerk highlighted to governors a number of issues, and governors noted the report. The following points were discussed:

- The AA committee considered the director's report in detail, particularly the items relating to SEND.
- Item 1.3 Governors **agreed** that Section 128 checks should be carried out for all new governors.
- Item 4: the school is strong in its provision for Cared for Children. It is part of the school's ethos.

\_\_\_\_\_  
Chair      Dated \_\_\_\_\_

- Item 11: it was noted that the school receives £2,929 per pupil after the top slice has been taken by the LA.

**Q. Should governors review the Director's Report at committee level?**

R. Yes, it is a standard item on the agenda.

### 13. GOVERNOR MONITORING, TRAINING AND DEVELOPMENT

CC gave a verbal report to governors on training:

- CC has attended Safeguarding and Safer Recruitment training.
- RM and Revd CT are enrolled on induction training.
- VW will need to attend induction training. **ACTION**
- The NGA membership was highlighted to new governors.
- Governors were encouraged to attend relevant training.
- Governors were asked to inform CC when they have attended a course.

### 14. SCHOOL POLICIES

The Pay Policy was reviewed by the Resources Committee. Governors **approved** the policy.

### 15. MEETINGS

The next meeting of the FGB was confirmed as:

Tuesday 21<sup>st</sup> May, 2019 at 18:00.

The school's regular clerk will liaise with the school to set meeting dates for the academic year 2019-2020. **ACTION**

### 16. ANY OTHER BUSINESS

There was no further business.

*The meeting moved to the part two agenda*

Appendix 1

**ACTION SHEET FROM MEETING OF THE GOVERNING BODY OF ST ANNE'S FULSHAW  
CE PRIMARY ON 20<sup>TH</sup> MARCH 2019**

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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Chair Dated \_\_\_\_\_

**Actions carried forward from the meeting 7<sup>th</sup> February 2018**

**7. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING**

Conduct a worship survey for staff, parents and governors. **CD**

**23.5.18** – Due to the outcome of the Ofsted inspection and SIAMS, governors agreed to conduct the survey January 2019.

**23.10.18** – Action ongoing

**20.03.19**-Action ongoing

**Actions carried forward from the meeting 23<sup>rd</sup> October 2018**

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

Governors to arrange a meeting for a Dropbox workshop with CC this term. **FGB.**

**20<sup>th</sup> March 2019**

**2. CONFLICT OF INTEREST**

New governor VW to ensure the completion of the annual declaration and provide to Wendy Clark. **VW**

CD to update the school website and GIAS with details of the new governor. **CD**

**4. MEMBERSHIP**

VW to apply for a DBS check and Section 128 check through the school by 10.04.19. **VW**

VW to complete a "pen portrait" and provide to CD for the school website -summer term 2019. **VW**

CD to ensure that VW has a school email address. **CD**

**5. CHAIR'S ACTION**

Clerk to add an item to the summer term FGB agenda –"Academy Update." **CLERK**

**15. MEETINGS**

Clerk to liaise with the school to set FGB meeting dates for the academic year 2019-2020. **CLERK**

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

VW to enrol on governor induction training. **VW**