

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF  
ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD VIA MS TEAMS  
ON 25<sup>TH</sup> MAY 2021**

<b>Governors Present:</b>	Claire Carter	Chair (CC)
	Clare Daniel	Head Teacher (CD)
	Wendy Clark	(WC)
	Natalie Lloyd	(NL)
	Richard Matthews	(RM)
	Vicky Wilson	(VW)
	Mahbub Zaman	(MZ) ( <i>arrived at item 3</i> )

**Also in attendance:** Diane Murdoch Clerk to the governors

---

**PART ONE – NON-CONFIDENTIAL BUSINESS**

---

*The meeting commenced at 6:01pm.*

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

Apologies for absence from Revd. Caroline Throup (CT) were received and accepted by the board. There were no additional items of business.

Governors agreed to receive a SENDCo presentation after item 3.

**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**

- a) Governors approved and confirmed the appointment of Mahbub Zaman as Co-opted governor with effect from 25<sup>th</sup> May 2021 for a term of four years.
- b) There were two vacancies for Co-opted governors and one vacancy for a Foundation governor. Governors were advised that the Parochial Church Council (PCC) had approved the appointment of a new Foundation governor who should be ordained as a Curate by mid-July 2021 and able to join the board from September 2021.  
**Action: Clerk to check process for appointment of Foundation Governors and advise CC/CD.**
- c) There were no terms of office due to expire before the next meeting.
- d) The school office applied for DBS and Section 128 checks for all new governors within 21 days of their taking office.

**SENDCO PRESENTATION**

CD spoke to the annual SENDCo presentation which had been made available to governors via SharePoint prior to the meeting.

There had been a slight decrease in the number of SEND pupils due to the previous Year 6 cohort leaving the school. Currently numbers were 28.6% which was more than twice the national average. The numbers of younger pupils identified by staff as needing a plan had increased, especially for those requiring Speech and Language or Social and Emotional Health support.

Since the lockdowns there had been a significant uptake in parents requesting CAMHS referrals.

There was a significant gender imbalance on the SEND register which was 'boy heavy'. Governors noted that the school were aware of this and ensured that an evidence-based approach to identifying pupils was taken and that girls were not overlooked.

The number of pupils requiring social and emotional support had almost halved (due to the previous Year 6 cohort leaving the school) and was now almost equal to those requiring cognition and learning support.

*MZ joined the meeting.*

Governors were advised that the Local Authority's (LA) SEND provision was being inspected this week. This was not a full inspection but a re-visit to review previously identified areas of weakness and assess progress against them. Parents of SEND and EHCP pupils had been invited to complete a questionnaire.

The school now had access to an Educational Psychologist and a Wilmslow schools cluster meeting was held every half-term. CD attended CEAT (Cheshire East Autism Team) cluster meetings. Teaching Assistants (TA's) had attended SEND training.

**Q: Was this internal TA training?**

A: There is a cluster of Wilmslow SENDCo's and sometimes cluster TA training is provided. The recent TA training however, was internal and had been provided by teachers who were sharing training they had received. SEND support for staff was provided by the SENDCo.

There were two high needs Year 6 pupils who would be moving to high school in September 2021 and the school was liaising with their new schools to ensure a smooth transition.

The school was keen to ensure that pupils received support required in a timely manner. The LA had advised that five submissions made in 2019 had disappeared and the school had liaised with the LA to re-do the paperwork. Four would be re-submitted and one may no longer be required. All other paperwork and submissions were in hand and staff liaised with multiple agencies to ensure the best support and outcomes for pupils.

Governors thanked CD for managing the re-submissions and for delivering the required support for pupils.

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

The part one minutes of the spring term board of governors meeting on 24<sup>th</sup> March 2021 were agreed as an accurate record and signed by the Chair for retention by the school.

**Action: CC to provide the signed part one minutes to the school.**

The minutes of the Extraordinary meeting of the board of governors on 5<sup>th</sup> May 2021 were agreed as an accurate record and signed by the Chair for retention by the school.

**Action: CC to provide the signed E-FGB minutes to 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.

#### 5. CHAIR'S ACTION AND CORRESPONDENCE

There were no Chair's Actions to report.

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

Minutes from the standing committees had been circulated to governors via SharePoint. The chairs of the committees spoke to the minutes and provided the following updates:

**Resources Committee** – Governors noted that the Building Compliance and Health and Safety checks had been completed (reports were on SharePoint). The committee had agreed that governors would undertake a premises walk-around as part of the building check. The Breakfast Club and After-School Club both had good attendance numbers and it was hoped these would have a positive impact on budget. The school would be able to use some of the sports funding to improve the outdoor play area to encourage pupils to enjoy active play. Sports Week was planned for summer term. The Lone Working policy had been updated and was now tailored to the requirements of the school.

**PPP committee** – An overview of Insight had been provided. The committee had an action to consider subject leadership and how this could link to governor roles. A spreadsheet of governor roles had been uploaded to SharePoint.

**Action: Governors to update the spreadsheet with their roles and committee membership.**

The school had contracted Dublcheck to provide caretaking and cleaning support.

**AA Committee** – The new Early Years framework had been reviewed. The committee felt that the new PSHE curriculum was a positive change and would fit in well with pupils.

There were no other reports or recommendations to receive.

Governors noted that the Section 175 Safeguarding Audit would be completed in July 2021 and that CD and CC would have a safeguarding link visit prior to this.

**Action: CD/CC to hold safeguarding link visit.**

#### 7. FINANCIAL MATTERS

All financial papers had been circulated to governors via SharePoint prior to the meeting.

The submission deadline for the final budget for the financial year 2021-22 was now 16<sup>th</sup> July 2021. The school would have a meeting with the budget officer on 8<sup>th</sup> July 2021. Governors noted that the current deficit was £35K and the budget officer had noted that this was due to the lack of anticipated SEND funding. It was anticipated that the deficit would dissipate within the next two years. As agreed at the spring term 2021 FGB meeting the school would be issuing a Failure to Balance Budget form to the LA by 8<sup>th</sup> July 2021.

As agreed at the spring term 2021 FGB meeting, the staffing structure for 2021-22 would remain the same as current year.

Governors noted that the school had purchased a caretaking and cleaning contract from Dublcheck.

Governors agreed to re-appoint the clerk on current levels and to buy back LA governor training.

Sports clubs had restarted, and the school would review their impact and levels of pupil engagement. The use and impact of the Sport Grant would be shared with governors and published on the school website before September 2021.

The use and impact of the Pupil Premium Grant would be shared with governors and published on the school website before September 2021. The progress of disadvantaged pupils over the school year was included in the SEF.

**Q: What was the impact of the new Pupil Premium reporting requirement?**

A: The new requirement was for evidence based reporting using Education Endowment Foundation documentation. The school had just eight pupils in receipt of Pupil Premium and currently tailored their provision to meet the individual needs of pupils.

The use and impact of the Covid-19 Catch Up funding had been reviewed in committees, was available on SharePoint and published on the school website.

The SFVS had been circulated via SharePoint for review by governors. VW and CD were thanked for their hard work in completing the document. Governors approved the SFVS for submission to the LA.

**Action: CC to sign off the SFVS for submission by 28<sup>th</sup> May 2021.**

## **8. HEADTEACHER'S REPORT AND MATTERS ARISING**

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

The Covid-19 Catch Up funding had been targeted at Year 1 and identified Year 4, 5 and 6 pupils. Small group and 1-2-1 interventions had been delivered.

The school had higher than average levels of SEND pupils which impacted attainment headline data. Governors noted the importance of looking behind the data. Disadvantaged

pupils had performed well during 2020-21. Eight pupils were in receipt of Pupil Premium. The school was supporting another primary school in providing targeted support to a pupil.

Reception baseline assessments had been reviewed by the AA committee. Reception pupils would complete a twenty minutes assessment, but the results would not be shared with schools. Schools would receive a short narrative summary.

**Q: Why would results not be shared with schools?**

A: Full details of how the Reception baseline assessments would work were awaited from the DfE.

Staff continued to undertake training. Mrs Davies had continued with the ELSA (Emotional Learning Support Assistant) training. The school had run a successful 'Macbeth' day. Pupils in Years 5 and 6 who were not able to swim 25m had started swimming lessons. Pupil numbers continued to be transient with two former pupils returning and one new pupil joining the school.

There had been two racist incidents. These were very unusual at the school. The school had managed the incidents and all parents involved were supportive of actions taken.

Staff were pleased with the new caretaker provided by Dublcheck. Thanks were extended by governors to Mrs Bradley, Mrs Davies, and CD for stepping in and undertaking caretaker duties until the new caretaker was appointed.

## **9. SCHOOL DEVELOPMENT PLAN (SDP)/SCHOOL SELF EVALUATION (SEF)**

The SDP and SEF were made available to governors on SharePoint.

**Leadership & Management** - Governors were advised that staff would focus on subject leadership during the summer term 2021 and would jigsaw the requirements of the new PSHE and RSE curriculums into subject plans. The PSHE three-year plan would be published on the school website.

**Quality of Education** - Catch-Up provision had been used effectively to support high quality English and Maths provision. Staff had attended Recovery Curriculum training.

**Behaviour & Attitudes** – The school had worked with Visyon and the Oxford University to introduce the Pathways model and this was beginning to be embedded and had been used with some pupils who required social and emotional support.

**Wellbeing Recovery** – The school had worked with external agencies to support pupils with particular needs.

## **10. ATTENDANCE**

Attendance was 95.8% from September 2020 to date.

## **11. HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW (PMR)**

Governors agreed to re-appoint Kerry Forrester as advisor for the headteacher's PMR.

**Action: CD/RM to liaise with external advisor and arrange a PMR date in September/October 2021.**

## **12. GOVERNANCE STATEMENT**

This would be available for review by governors in July 2021 and would reflect how remarkable the school community had been in responding to the huge pressure as a result of Covid-19. The staff had been supported throughout by CD and WC.

### **13. DIRECTOR'S REPORT**

The Director's Report had been circulated via SharePoint. Governors noted new Pupil Premium reporting requirements and the need to review safeguarding policies in light of the recent Ofsted review into Safeguarding.

### **14. GOVERNOR TRAINING & DEVELOPMENT**

LA governor training is recorded on Governor Hub. Governors noted the need to advise RM if additional training is undertaken.

**Action: Clerk to advise RM how to access Governor Hub training records.**

During the lockdowns governors had agreed to keep school visits to a minimum however these could now re-start.

### **15. SCHOOL POLICIES**

Governors approved the following policies:

- Critical Incident Management Plan
- Equality Policy
- EYFS Policy
- Health and Safety Policy
- Lone Working Policy
- Policy for Relationships and Sex Education
- PSHE Policy
- SEN Policy
- Staff Handbook 2021-22
- Use of Medicines Policy

### **16. NOMINATIONS FOR CHAIR**

CC was nominated as Chair. The election would take place at the autumn term meeting.

### **17. NOMINATIONS FOR VICE CHAIR**

VW was nominated as Vice Chair. The election would take place at the autumn term meeting.

**Action: Clerk to place Chair and Vice Chair elections on FGB agenda for autumn term 2021.**

### **18. CONFIRM TERM DATES FOR 2022-23**

The LA had released their model pattern of term dates for 2022-23. The school usually tallied up term dates with the high school however their dates had not yet been released.

Once released, the school would finalise term dates for governor approval via email and ratification at the autumn term 2021 FGB.

**Action: Clerk to place ratification of 2022-23 term dates on autumn 2021 FGB agenda.**

**19. MEETINGS**

The dates of the three FGB meetings to be held during 2021-22 were confirmed as:

- Tuesday 16<sup>th</sup> November 2021
- Tuesday 1<sup>st</sup> March 2022
- Tuesday 14<sup>th</sup> June 2022

All to be held at the school at 6:00pm.

**20. ANY OTHER BUSINESS**

There were no additional items of business.

*The meeting moved to Part Two at 7:34pm.*

.....Chair

.....Dated