

St Anne's Fulshaw CE Primary School

MINUTES OF A MEETING OF THE GOVERNING BOARD OF ST ANNE'S FULSHAW CE PRIMARY SCHOOL HELD VIA MS TEAMS ON 16TH NOVEMBER 2021



Governors Present:	Claire Carter	Chair (CC)
	Wendy Clark	(WC)
	Natalie Lloyd	(NL)
	Richard Matthews	(RM)
	Jennie Prince	(JP)
	Caroline Throup	(CT)
	Vicky Wilson	(VW)
	Mahbub Zaman	(MZ) <i>(arrived at item 6)</i>
Also in attendance:	Penny Thomas	Deputy Headteacher (PT)
	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 Clare Daniel (CD) were received and accepted by the board.

AOB: Newsletter

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.

Action: Governors to ensure completion of annual declarations via Governor Hub.

The school office updates the register of business interests on the school website; and governor information on Get Information About Schools.

3. ELECTION OF CHAIR

Claire Daniel was nominated, accepted the nomination, and was duly elected as Chair for a one-year term.

4. ELECTION OF VICE CHAIR

Vicky Wilson was nominated, accepted the nomination, and was duly elected as Vice Chair for a one-year term.

Governors agreed to record the meeting from this point.

5. MEMBERSHIP

- a) Governors welcomed and confirmed the appointment of Jennie Prince as DBE Foundation governor with effect from 25th August 2021 for a term of four years.

OFFICIAL

- b) There were two vacancies for Co-opted governors.
- c) There were no terms of office due to expire before the next meeting.
- d) The DBS and Section 128 checks for JP had been completed within 21 days of taking office.
- e) There were no associate governors to be appointed.

6. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the full board of governors meeting on 25th May 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 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.

7. CHAIR'S ACTION AND CORRESPONDENCE

There were no Chair's Actions to report.

8. COMMITTEES & NOMINATED GOVERNORS

- a) It was agreed that committee membership would remain unchanged.
Action: MZ and JP to be invited to join committees.
- b) It was confirmed that the current chairs of committees would continue for 2021-22. The chair of the Achievement committee was a staff governor, and it was agreed that it would be best practice for a non-staff governor to take on this role to provide the voice of a 'critical friend' to the school.
Action: All governors to consider clerking committees/taking on chair of Achievement.
- c) The SEND governor was confirmed as NL and the Safeguarding governor was confirmed as CC. Governors agreed there was no conflict in having a staff member as SEND governor and this arrangement was working well.

Governor Comment: If any conflict arose for a link governor, then other governors would be happy to step in and provide support. SEND is not just the responsibility of one governor.

- d) The committee terms of reference were adopted by governors following their review by committees.
- e) Governors agreed that the Cheshire East (CE) standard terms of reference were used for the adhoc committees.
- f) The Headteacher's Performance Management (HTPM) Review panel was confirmed as RM (Chair), CC and CT.

9. GOVERNORS' CODE OF PRACTICE/GOVERNORS' CHARTER

Governors agreed to review the code of practice which had been circulated prior to the meeting.

Action: All governors to review the code of practice and sign it electronically.

10. HEADTEACHER'S REPORT INCORPORATING FULL SCHOOL OPENING AND ASSOCIATED UPDATES

The headteacher's report had been circulated to governors prior to the meeting. This was a comprehensive report and PT invited questions and comments:

- Staff had achieved a great deal including a vast array of CPD. Governors commended staff for undertaking training, often in their own time.

- Ofsted were focussing upon curriculum, with the expectation that subjects show a planned linear progression across the year groups. This was challenging for small schools with mixed year groups. Staff were currently developing curriculum documents and this target formed part of the SDP and the HTPM. From January 2022 all subject leaders would have a clear, co-ordinated overview of the three year curriculum and each subject area would have an action plan. Governors noted that it would be useful to review the Ofsted framework and subject specific documents to inform and improve their knowledge.

Action: Governors to review Ofsted publications (clerk to provide links).

Q: Had the Early Years Foundation Skills (EYFS) baseline tests been completed?

A: These had been completed and submitted within six weeks. The school did not receive the results; however they did their own baseline tests for Reception pupils.

- The school was reviewing phonics teaching to ensure this was standardised throughout the school, and a new phonics programme, 'Little Wandle' would be introduced shortly.
- The use and impact of the Catch-Up Premium had been reviewed in detail by the Achievement committee.

Q: Is the current level of teaching assistant (TA) support working well to meet the needs of pupils?

A: The TAs are overworked and greatly appreciated. The school has a greater need for support than it can currently provide and ideally would like to be able to fund more adults to work with the increased number of pupils in need of additional support.

Q: It had been discussed at committees that as a short term measure TAs and pupils would be swapped around classes to alleviate pressure points. Had this worked?

A: This had worked well. The main pressure point had been the wide range of abilities in Class 2. A small group of pupils who had not really had much time in school due to lockdowns had been moved to Class 1 so their needs could be better met. The school constantly reviewed the needs of pupils and adjusted classes accordingly.

11. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

- a) Minutes from the standing committees had been circulated to governors via SharePoint. Governors confirmed receipt of the minutes and the summer term 2021 safeguarding report.
- b) VW had attended the 'Effective Use of School Visits' training for governors in October 2021 and advised that governors should be clear on the focus and intent of link visits and how these linked to the SDP. It was agreed that a visit report template and policy should be developed to provide guidance for governors and staff.

Governor Comment: It would be very helpful for staff if they could receive the visit report form in advance, so they were able to prepare and gather evidence ready for a governor visit. Staff should also be given the opportunity to have some input into governor visits and chance to highlight areas of focus.

Governor Comment: Visits should be a two-way process, allowing staff time to raise issues with governors. If documentation is shared in advance, then the visit can be primarily in the form of a dialogue to inform governors and enable them to support staff.

Governors agreed that staff should be given up to 10 days' notice of a link visit and that it was important to be mindful of not adding to staff workload. The focus should be upon development areas. It was agreed that there should be six governor visits across the spring and summer terms 2022 focussing upon SEND, Safeguarding, Emotional Health & Wellbeing,

Maths, Literacy and Writing. Governors should establish contact with their link subject leaders as soon as possible.

Action: Governors to consider which subject link roles they would like to take on and to set up link visits for the spring and summer term 2022. All to be agreed via email prior to Christmas 2021.

Action: VW, RM and CC to develop governor visit policy and timetable. Clerk to share visit report template.

12. FINANCIAL MATTERS

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

The audit certificate for the Unofficial School Fund had been received and it was agreed that the school would continue to use the same auditor.

Governors noted that there had been no contact from CE following the school's submission of a failure to deliver a balanced budget notification. Governors felt the finances were being well run and the school was in the current situation due to the approach of CE. Some additional pupils had joined the school since the last FGB meeting, and this had helped the budget.

Action: CC to provide an up to date budget run-off to governors prior to Christmas 2021.

It was confirmed that VW and CD would arrange to complete the SFVS prior to the 31st March 2021 deadline.

Governors were advised that the Manual of Internal Financial Procedures would be updated to include the new Best 4 Business processes.

Action: Governors to review the updated MIFP at the spring 2022 FGB. (Clerk to place on agenda).

13. SCHOOL DEVELOPMENT PLAN (SSDP)

The SSDP was made available to governors on SharePoint and was largely unchanged from prior year, with the focus on embedding metacognition into the curriculum. The priorities included wellbeing and recovery and ensuring the development of younger staff members.

14. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER (SIP)

Kerry Forrester (Headteacher at Tarporley Primary School) had provided support for the HTPM review and would provide peer-on-peer support to CD for the 2021-22 academic year.

15. DIRECTOR'S REPORT AUTUMN TERM 2021

This had been circulated via SharePoint and reviewed by governors.

16. GOVERNOR TRAINING & DEVELOPMENT

CC had completed a governor safeguarding course and details had been uploaded to SharePoint. Governors noted that courses could be booked and recorded via Governor Hub. Governors could also add details of external training to their Governor Hub profile.

Action: Clerk to provide details of how to add training records to Governor Hub.

17. SCHOOL POLICIES

Governors noted that policies were reviewed and approved by the committees. The Pay policy for teachers would be reviewed by the PPP committee for ratification at the spring 2022 FGB.

Action: PPP committee to review Pay policy to be ratified at spring 2022 FGB (clerk to place on agenda).

18. PLANNED RESIDENTIAL VISITS

Years 2 and 3 would visit the Anderton Centre for one night to participate in water sports. Years 5 and 6 would visit Malham Tarn in April 2022 and this visit linked with the science and geography curriculum. Cancellation insurances had been taken out and Covid-guarantees were in place. The school used the CE Evolve risk assessment process. Governors approved the visits.

19. TERM DATES

The term dates for 2022-23 were published on the school website. The extra day of holiday for the Queen’s Jubilee would be on the last day of the summer term 2022. Governors approved the term dates.

20. MEETINGS

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

- Tuesday 1st March 2022
- Tuesday 14th June 2022

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

21. ANY OTHER BUSINESS

Newsletter

Governors noted the importance of reaching out to stakeholders, being transparent, and ensuring parents were aware of who governors were and what the governing board did. Governors were encouraged to attend school events and it was suggested that a termly newsletter could be provided with the Friday Flyer to keep parents informed.

Action: Governors to consider developing a template for reporting governing board activities to parents.

Governors thanked PT for her support whilst the Headteacher was on sick leave.

PT left the meeting.

Recording of the meeting was stopped.

The meeting moved to Part Two at 7:29pm.

.....Chair

.....Dated