

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 14TH JUNE 2022



Governors Present:	Claire Carter	Chair (CC)
	Clare Daniel	Headteacher (CD)
	Wendy Clark	(WC)
	Natalie Lloyd	(NL)
	Richard Matthews	(RM)
	Caroline Throup	(CT)
	Vicky Wilson	(VW)

Also in attendance: Diane Murdoch Clerk to the governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting commenced at 6:00pm.

1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS

All governors were in attendance.

AOB: Governor INSET Day.

2. CONFLICT OF INTEREST

There were no conflicts of interest to be declared.

3. SCHOOL DEVELOPMENT PLAN (SDP)

The SDP had been circulated prior to the meeting and a summary of progress was made available to governors.

The strongest progress had been made in Leadership & Management (L&M). Staff had completed a vast amount of work in developing subject leadership. To compensate for the postponed INSET day, staff had attended longer staff meetings in the evening which had been very productive. Subject policies had been reviewed and updated; these were organic and changing documents. Subject Leaders were confident in the use of Insight. Curriculum documents had been written to reflect progression, prior learning, and endpoints. Governors were advised that endpoints were not always at the end of a year or key stage but could be at the end of a phase or unit. Staff had built up a bank of evidence of pupil progression and would have curriculum maps ready to use from September 2022. There would be a focus upon developing field skills in subjects such as Music, Geography and Science. Mike Harris from CE had reviewed the curriculum maps during a recent school visit and been very impressed with them.

With regards to Cognitive Learning, the online learning had been completed and the school was now in the auditing phase. Staff would hold 2-3 meetings and use half an INSET day to organise the integration of this learning into the curriculum, to ensure that pupils would understand how they learn and be given opportunities to practice and embed their knowledge. Staff were sharing their good practice with other schools.

Quality of Education had focused on Year 1 and the increasingly large group of pupils supported by Mrs Yates. The Teaching & Learning element focussed on the collection and evaluation of work by subject leaders.

As part of Personal Development, 'My Happy Mind' had been rolled out across the school. Staff had received training and delivered sessions to pupils. This had been particularly well received in Class 3 who had really enjoyed the resources. The programme centred on developing resilience in pupils. As part of the wellbeing recovery programme, the school had ensured that staff had access to everything they needed such as occupational health, counselling, and social prescribing.

Q: Had 'My Happy Mind' had a positive impact?

A: Pupils had their own workbooks and were engaged with the programme. It was visual, tactile, and engaging with puppets used in Reception class. The delivery of the programme meant that EAL pupils were not excluded.

Q: Is this taught within the curriculum or as discrete lessons?

A: It's taught as discrete lessons and has been dovetailed with transition sessions for Year 6 pupils as part of the transition to high school.

Q: How was transition structured this year?

A: Year 6 pupils had already been to the high school once and would visit again on Friday to spend time in their new forms. It had been a good quality transition from Wilmslow High School (WHS) this time, with longer lead in times for a LAC (Looked After Child) and SEND pupils. The process was running smoothly and communication with WHS had been excellent.

Q: Were any pupils going to different high schools?

A: No, this year all Year 6 pupils would progress to WHS.

With regards to the SDP for 2022-23, the focus would be on writing. L&M would continue to be monitored and within Quality of Education, staff would review where interventions would be required from September 2022. The school would continue to use 'My Happy Minds' as this had now been built into the curriculum provision.

4. MEMBERSHIP

- a) Governors noted the resignation of Jennifer Prince as Foundation Governor with effect from 28th March 2022.
- b) There were three vacancies for Co-opted Governors and one Foundation Governor vacancy. Governors were advised that two candidates had expressed interest in becoming Co-opted Governors and if suitable would be able to join the board from September 2022. The Clerk advised that governors could be approved and co-opted onto the board via email with their appointments being ratified at the next FGB meeting.
Action: CC to meet with Co-opted Governor candidates and liaise with the FGB regarding their appointments.
- c) There were no new governors.

5. PART ONE MINUTES AND MATTERS ARISING

The clerk noted the minor typing corrections required to the part one minutes of the full board of governors meeting on 1st March 2022. Subject to the corrections, the minutes were **agreed** as an accurate record and once amended, will be signed by the Chair for retention by the school.

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

It was noted that several actions had been omitted from the previous FGB's action log.

Action: Clerk to update spring 2022 action log and liaise with governors regarding the completion of actions.

6. CHAIR'S ACTION AND CORRESPONDENCE

The Chair had corresponded with TCET – to be discussed under Part 2.

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

- a) Two AA meetings had been held since the last FGB meeting and minutes had been circulated to governors. Governors noted that KS1 and KS2 SATS had been completed. A residential trip held during the KS2 SATS had left the school short of staff to support with Year 6 testing, however this had been successfully managed and going forward trips would be planned so that they did not coincide with SATS week. KS1 moderation had been completed this morning with moderators being very positive and complementary, particularly about staff organisation. The school were very proud of Miss Smith and Mr Harley who had prepared thoroughly for moderation. Governors sent their compliments to the staff involved.

There had been a slight improvement in the number of lates since the school had started to take a stricter line, however the usual offenders continued to arrive late, causing disruption to classes and embarrassment to the pupils concerned.

Q: Have staff spoken to parents?

A: Repeatedly, however this had little effect. The next step would be to starting issuing fines.

The school had been understanding with families who had had holidays booked and cancelled due to the pandemic, however from September 2022 would be stricter regarding time off and lates. Governors **agreed** that it was important for pupils to be in school and to learn to respect and honour commitments. There was an increase in pupils wearing dangly earrings, necklaces, make up and trainers. Staff were being firm and requesting that such items be removed. Governors **agreed** that they fully supported the strong line from the school regarding attendance and presentation and that it was important for pupils to get into the right habits and to expect parents to back the school up.

The Resources committee would meet following the visit of the CE school budget officer on 28th June 2022.

Action: CD to circulate budget papers to governors following the budget meeting on 28th June 2022.

A premises walkaround would take place on Thursday.

The PPP committee minutes had been circulated. The cleaner and caretaker were working out well. Governors noted that languages teaching provided by WHS had ceased in December 2021 and was currently being provided by Mrs Yates, who is a regular supply member of staff.

Q: Will Mrs Yates continue to teach languages next year?

A: It was hoped so as this was working well.

- b) The Mental Health Link Governor was scheduled to visit the school on 16th June 2022. The EYFS Link, SEND Link and Safeguarding Link visits would take place during the summer term 2022. Reports would be circulated as soon as possible. It was agreed that RM would undertake a PE link visit, CC would undertake a Science link visit and new governors would undertake Maths and Geography link visits.

- c) Governors noted the requirement to complete the paperwork following a link visit. Teachers welcomed the link visits especially with Ofsted due as it was helpful to have that dialogue with a governor.

8. FINANCIAL MATTERS

- a) The CE budget meeting was scheduled to take place on 28th June 2022, and it was **agreed** that the Resources committee would meet to review and approve the budget. Governors noted that the school would submit a deficit budget and that there had still been no contact from Cheshire East (CE) following the school's submission of a failure to deliver a balanced budget notification in 2021.

Action: Clerk to add confirmation of the approval of the 2022-23 budget to the autumn term 2022 FGB agenda.

- b) The staffing structure had been circulated to governors prior to the meeting and would be approved at the Resources meeting.

- c) The purchase of annual contracts was delegated to the Resources committee.

- d) The Business Continuity Plan had been completed and was approved by governors. The Asset Register would be approved by the Resources committee. Governors were advised that that MIFP (Manual of Internal Financial Procedures) was a lengthy document and still contained references to the superseded Oracle system. CE had not provided any guidance to facilitate updating the MIFP to reflect B4B (Best 4 Business).

Action: Clerk to try to source support for updating the MIFP.

Sports Grant: The use and impact of the Sports Grant had been reviewed by the Resources committee.

Pupil Premium and Recovery Premium: Details of the use and impact were contained within the Headteacher's Report and would be reported using the DfE templates.

9. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

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

The Catch-up and Recovery Premiums had been focussed upon providing additional support in Year 1 as this was the year group who had been most noticeably disrupted by the pandemic and lockdowns. The Recovery Premium and School-Led Tutoring Grant had been used towards funding a teaching assistant (TA) to provide interventions with a range of pupils from Year 1 to Year 6. The TA supported a group of EAL pupils who had no English when they joined the school and also worked with a group where there were concerns over their language with some pupils presenting a dyslexic profile. This involved lots of repetition and all pupils had made progress and showed positive gains in spelling. The majority of pupils were at or above the Age Related Expectations (ARE) with data showing that all pupils had made progress. The introduction of the reading scheme Little Wandle had had a positive impact upon pupil progress.

Q: How much of the progress is due to the targeted 1-2-1 support?

A: For those with a dyslexic profile, there is a lot of repetition delivered. Little Wandle has had a big impact on the younger pupils. It is unclear how much progress is due to the 1-2-1 support from a skilled SEND specialist.

Governors were advised that the pass mark for the KS1 SATS had been upped slightly. In prior years there were usually two x 2 step questions and this year there had been four. Phonics screening had been completed. One pupil had missed this due to chickenpox but would complete it as soon as possible.

Ofsted were not making allowances for Covid. Governors noted that to assess the full impact of Covid it was necessary to let this cohort of pupils progress fully through primary school. One third of Reception pupils were in receipt of SALT (Speech and Language Therapy) and this was comparable to similar schools.

Staff continued to undertake a wealth of CPD.

Q: Are staff run ragged combining teaching and training and, does the training have a positive impact?

A: Staff were very motivated and continued to source their own training. As training was delivered either online or in person, staff were able to access it more easily. The school were funding a TA to access Level 4 training equivalent to a HLTA (Higher Level TA).

Thanks were extended to Mrs Davis, the mental health lead and ELSA (Emotional Literacy Support Assistant) for the significant amount of work and training undertaken.

The school continued to see pupils move into and out of area. Three CIN (Child In Need) pupils had now moved on. Attendance had dipped slightly since February 2022 due to chickenpox and a D&V bug which had affected pupils and staff at the start of the summer term 2022. Three CIN pupils had each had unauthorised absences of 20 days.

10. PARENT AND STAFF SURVEY

The staff survey had been completed and results were awaited. The parent survey had been circulated and would close on Monday 20th June 2022.

Action: Clerk to add review of results of Parent & Staff Survey to autumn 2022 FGB agenda.

11. GOVERNANCE STATEMENT

It was confirmed that the annual Governance Statement would be published at the new starters evening on 1st July 2022.

Action: CC to circulate draft Governance Statement to governors for approval prior to publication.

12. CONFIRM TERM DATES FOR 2023-24

Term dates would be confirmed at the autumn 2022 FGB.

Action: Clerk to add confirmation of 2023-24 term dates to autumn 2022 FGB agenda.

13. DIRECTOR'S REPORT

The summer term 2022 Director's Report had been circulated to governors prior to the meeting. The Clerk highlighted the DfE White Paper and SEND Green Paper. Governors noted the updated CE HR policies, the new RE Agreed Syllabus which was due to be released shortly and the updated Governing Board Self-Evaluation questions.

Action: Clerk to circulate NGA summary documents of the White Paper/Green Paper and forward the new self-evaluation questions to CC as a single document.

14. GOVERNOR DEVELOPMENT AND TRAINING

- a) Governors had started recording training on Governor Hub and found this to be useful.
- b) CC had attended a SIAMS course. Insight training for governors would take place via Zoom on 12th July 2022 at 1pm.
- c) **Action: Clerk to confirm FGB attendance/CC to review governor attendance.**

15. SCHOOL POLICIES

Governors **approved** the Critical Incident Policy and Health & Safety Policy.

16. PLANNED RESIDENTIAL VISITS

The Y2/3 visit to the Anderton Centre had been booked for 2-3 May 2023. The school had contacted CMC Pensarn to request dates for the Y5/6 trip during the summer term 2023. Risk assessments would be completed for both trips.

17. NOMINATIONS FOR CHAIR AND VICE CHAIR

It was **agreed** that nominations for Chair and Vice Chair would be taken at the autumn 2022 FGB meeting.

18. MEETINGS

The dates of the FGB meetings for 2022-23 were confirmed as:

- Tuesday 1st November 2022
- Wednesday 1st March 2023
- Tuesday 20th June 2023

All meetings to start at 6:00pm and be held in school.

19. ANY OTHER BUSINESS

Governor INSET Day: Governors **agreed** to hold a Governor INSET Day on 2nd September 2022 at 10:00am with a focus on the SDP and Ofsted preparation.

20. IMPACT STATEMENT

The meeting moved to Part Two at 7:48pm.

.....Chair

.....Dated