



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON THE  
13<sup>th</sup> FEBRUARY 2020 AT THE SCHOOL 6.00pm**

Members of the Governing Body

Name	A/P/U	Category of Governor	Date of end of tenure	Designated Role
Mrs Sarah Tomlinson	Y	H/T		Headteacher
Mr Richard Strachan	Y	Co-opted	13/05/2020	Chair
Mrs Angela Holden	Y	Co-opted	13/05/2021	
Mr Rob Burrows	Y	Co-opted	23/11/2021	
Ms Jackie Stringer	Y	Co-opted	13/05/2021	
Mrs Emma Robinson	A	Co-opted	13/05/2021	Vice Chair
Mrs Jen Hughes	Y	Parent	08/03/2021	
Mrs Joan Bailey	Y	Staff	15/10/2020	
Mrs Stephanie Crane	A	Co opted	09/05/2023	
Mr Chris Bate	Y	Co-opted	09/05/2023	
Mrs Hayley Rigby	Y	Parent	13/02/2024	
Vacancy		LA		
Linda Giansante	Y	Governor Clerk		
Helen Young	Y	Observer		SBM

**Non-Confidential**

The Headteacher introduced Hayley Rigby to the board as the new Parent Governor. A round robin of introductions took place. The board welcomed Hayley to the board.

**1. APOLOGIES**

The Governors received apologies for non-attendance from Mrs E Robinson & Mrs S Crane.

**RESOLVED:** That the apologies for non-attendance be accepted.



## **2. DECLARATION OF PECUNIARY INTEREST**

The Governors were asked to declare any potential conflict of interest or pecuniary interest with the business to be discussed during the meeting.

**RESOLVED:** That no further action be required.

## **3. MEMBERSHIP/CONSTITUTION**

The Governors noted that:

- There is one LA vacancy

Mr Colin Meachin who observed in the previous meeting has applied to be the LA Governor. His application has been forwarded to the LA for consideration. Further information was needed by the LA, this has been forwarded to the LA. We are awaiting the reply.

**RESOLVED:** That Mrs Hayley Rigby be formerly appointed to the board as Parent Governor.

## **4. MINUTES OF LAST MEETING**

Governors considered the non-confidential minutes of the last meeting, which had been circulated in advance of the meeting.

**RESOLVED:** That the non-confidential minutes of the last meeting held on 16<sup>th</sup> January 2020 were confirmed to be a true record and had been signed by the Chair.

## **5. MATTERS ARISING**

To consider any matters arising from the last meeting.



### ACTION PLAN

Work Stream	Action No	Date Opened	Action Manager	Action	Action Update	Target Date	Status
Governance	11	12.09.19	Clerk	Clerk to check if it is compulsory for the gifts & hospitality register/Pecuniary Interests are to be displayed on website. Yes, it is compulsory for the P.Ints. Chair to create table for website – SBM is to complete this. Chair has spoken to SBM.		March 2020	Ongoing
Membership	3	17.10.19	Headteacher	That the Headteacher is to arrange parent governor elections. Dec 2019 expression of interest notice issued to parents and three parents have responded by the closing date. RS to meet them before the end of term.			Closed
L&M	7	21.11.19	Mrs S Crane	Mrs S Crane to forward link regarding Houses of Parliament pupils tour to Headteacher. To be sent again.			Closed
Policies	8	21.11.19	SBM	SBM to update the policies planning matrix. Emma & Jackie met with SBM to work through them.			Closed
Policies	8	21.11.19	SBM	SBM to page number all policies. To be done on an ongoing basis.			Closed
Policies	8	21.11.19	SBM/Chair	SBM to standardise the format of the policies. Most will be of the CWAC format, this could be used as a starting point. ACTION: Chair to give an example of a template to SBM. Chair asked how will SBM know that a policy has been reviewed? The Headteacher advised that SBM would be happy to receive			Closed



				a message on team message or an email to admin@			
Governance	9	21.11.19	Headteacher	Headteacher to reschedule Learning Visits with Mrs J Hughes & Mrs A Holden. To be rescheduled.	Initial meeting held. Future dates to be confirmed.	March 2020	Ongoing
Presentation	1	16.01.20	Mr Baxendale	Mr Baxendale to video absent & new Governors at a later stage	Hayley & Ange to be videoed.	March 2020	Ongoing
Matters Arising	5	16.01.20	Chair	Chair to give an example of Policy Template to SBM	H&S Policy given.		Closed
Finance	6	16.01.20	Chair	Chair to clarify that the Scheme of Delegation contains details of Debt write off.	£500.		Closed
Finance	6	16.01.20	Headteacher	Headteacher to update to Gobs impact of £500 attendance support package.	To be discussed within the agenda.		Closed
Finance	6	16.01.20	Headteacher	Headteacher to report to Governors a breakdown of family debts so consideration can be given to writing off.	To be discussed within the agenda.		Closed
Governance	8	16.01.20	DHT	Update from DHT at next meeting on Read Write Inc	Defer to March FGB.	March 2020	Ongoing
C,T & L	9	16.01.20	Headteacher	Headteacher to load Chloe's power-point presentation to Teams.	Science presentation was loaded to Teams.		Closed

## 6. FINANCE

A finance report summary was received from SBM. A copy of the budget papers were handed out for Governors to review.

### Budget Update Report

SBM explained that a balanced positive budget had been set. The main proportion of expenditure is spent on staffing, currently at 77%. The remaining 23% is spent on all other costs across the school.



Projected carry forward for 2020/21 is £3,887.  
Projected carry forward for 2021/22 is £34,893.  
Projected carry forward for 2022/23 is £29,856.

The census pupil numbers in October census each year are the numbers used to allocate the Schools Block Funding. Total funded pupil numbers as of Oct 2019 census are 281. The forecast for reception 2020 is 38 offered first choice places and 1 late first choice pending plus 16 second choice applications and 15 third choice applications. Parents will receive their offer of a place on 18<sup>th</sup> April 2020 and have until 18<sup>th</sup> May to accept their place.

The figures do not include nursery. Actual figures as of Oct 2019 are 9 age 2, 44 age 3 places. The forecast for the next few years remains the same.

The SBM advised the governors of the figures in each category. The funding forms have more information that is gathered which is helpful. The SBM can check the eligible PP check system. If the parents give consent the SBM can apply on the parent's behalf or they can do it themselves.

The staffing plan shows the staffing structure for the current year and projected for the next 3 years. The planned structure through over the next 2 years apart from one teacher. This should give a more accurate picture of the budget position in the next 2 years.

The Devolved Capital Formula is the amount that is allocated each year which can be spent on specific projects across school but not on staffing. In the past it has been used to fund IT equipment and outdoor play equipment. For the financial year 2020/21 we will receive £7049 funding, we also have £12k left over, it can be carried over for 2 years. The total is therefore approx. £19k.

*Q. Governors asked why does the high needs top up funding drop from £63,854 in 2019/20 to £46,135 in 2020/21 and £41,224 in 2021/22?*

*A. There are a couple of SEN pupils due to leave and we won't be looking at further pending applications.*



*Q. Will the Pupil Premium go down?*

*A. The LA suggests waiting to input figures from the January census which will be received in the summer term. The government has increased the allocation this year.*

*Q. School PE and Sports Funding, why does this remain constant, is it worked out in year groups?*

*A. SBM to find out.*

**ACTION: SBM to find out about School PE and Sports Funding and how it is allocated.**

*Q. The free school meals don't seem to fluctuate, why is this?*

*A. This always balances out with the income.*

*Q. Why do we have a huge drop in the other income in 2022/23?*

*A. We are not able to guarantee top up funds this far ahead.*

*Q. Where do any grants received go?*

*A. Other income.*

*Q. Why has the admin figure jumped up, it shows 135 hpw in Sept 2019 to 164.5 hpw in Sept 2020?*

*A. SBM to enquire with admin staff.*

**ACTION: SBM to enquire why the difference in admin hours from 2019 to 2020.**

*Q. Have the pay increases been built into the budget?*

*A. Yes.*

**RESOLVED:** That the budget be approved.



### SFVS

This years SFVS has been prepared by the SBM and shared with Emma Robinson and Jackie Stringer who challenged it stringently with the SBM. All governors have reviewed it in Teams.

**RESOLVED:** That the SFVS was approved for sending to the LA by 31<sup>st</sup> March.

### Debt Recovery

A detailed report of debts was presented to governors. £2229.05 has been recovered over the last 12 months. SBM now feels that they are getting on top of it, any funds re-cooped will stay within the budget. The Apple paid nursery session has a debt of £717 between 2 families both with repayment plans agreed. This is being monitored.

*Q. Governors asked how much is the debt being handled by CWAC?*

*A. It is currently £1801, which is for approx. 6 families, it has accumulated over 4/5 years. They are historical debts which have been chased relentlessly. As soon as the invoices are raised the school gets reimbursed. The debt is then at county level.*

### Written Off Balances

A detailed report of written off balances was presented to governors to explain the reason for the write off by the Headteacher.

Helen Young was thanked for her updates and left the meeting prior to the next agenda item.

## **7. LEADERSHIP AND MANAGEMENT**

### Update on Hygiene Report

The Headteacher advised that the report had been shared in Teams. The Headteacher advised that the audit was carried out on 22<sup>nd</sup> January 2020 by Patricia Thomas-Munn. The school has been granted a five-star rating. All staff training actions advised have been completed.



### School Improvement Visit Report from Ann Gill, LA

The Headteacher advised that the report had been shared in Teams. The Headteacher advised that the visit had taken place on 16<sup>th</sup> January 2020. The report shows:

- The Headteacher expressed that the current situation of the primary school on split-site is not fit for purpose. Numbers have increased significantly and there are now 346 pupils on roll as opposed to 222 pupils in 2012. The Headteacher identified several areas that she feels impinge on the quality of education and care for pupils.
- The school has 26 morning and afternoon nursery places for pupils aged between two and three and 56 morning and afternoon places for pupils aged three to four. Nine places are taken by pupils who stay the full day funded by the thirty-hour vouchers. The percentage of pupils attaining a Good Level of Development was close to LA and national averages in an area where almost half of pupils are eligible for free school meals. In 2018 GLD was 68%, in 2019 GLD was 71%.
- Leaders has responded quickly to the downturn in the attainment and progress data in 2019. An external consultancy company has reviewed the existing practice of guided reading and identified area for improvement. From September in KS2 teachers introduced Whole Class Shared Reading. Teachers received training. PIRA tests were introduced, and pupils are now tested termly in order to monitor progress and identify pupils in need of additional support in reading. The school now has the support of the English Hub and Read, Write Inc has been introduced and leaders are confident that the proportion of pupils passing the phonic screening check will be higher this year.

The next visit will be on 30<sup>th</sup> April.

### Leadership Partner Report from Julie Downing ECM

The Headteacher advised that the report had been shared in Teams. The Headteacher advised that the visit had taken place on 5<sup>th</sup> February 2020, overall the report was very positive. The leadership partner was tasked with looking at Science and History curriculum areas and follow up on environmental expectations from previous visit. The report shows:





- That the quality of education is showing a stronger focus on vocabulary across the school and curriculum. Learning environments showed consistency in expectations and were useful tools to now support independent learning. Reading areas are of a higher profile, more welcoming and fostered a love of reading. There were more writing opportunities evidenced in the books. Knowledge organisers are being developed as a pre learning tool which once embedded will be a good way to know next steps. Theme and passport days are supporting wider curriculum access for pupils with limited experiences.
- Behaviour and attitudes, all pupils were fully engaged and keen to learn. Pupils responded well to questioning and are developing independent skills to support future learning. Older pupils were well motivated.
- The RQT of Science has a good scientific knowledge and has clear expectations for all pupils. She is developing her skills in knowing the strengths and areas for development in science and supporting staff. SEND pupils are included well. Science lead has begun monitoring work and is clear in priorities for improvement. The history lead has an overall plan that is ready for review and refining to meet pupil needs. Mr Baxendale demonstrated history lessons and played vocab bingo with the pupils; this had been particularly enjoyable for all.

The next visit is due on 26<sup>th</sup> March and will be a shallow dive into PE & DT and possibly a deep dive into Yrs. 3 & 4.

#### ITERS Report (Infant and Toddler Environment Rating Scale)

The Headteacher advised that the report had been shared in Teams. Joan Bailey advised that the visit had taken place on 22<sup>nd</sup> January 2020. Joan explained that a score of 5 would be good. The score on this occasion the average score was 4.9. Points were lost because an unopened packet of googly eyes, left over from a Christmas activity had been within reach of the children. One child had also been seen to eat jelly from the sensory play area. This was moved immediately as it posed a Hygiene risk.

Joan Bailey was thanked for her update.



## 8. POLICIES

**RESOLVED:** That there were no policies to review.

## 9. GOVERNANCE

### To Review Website

The Headteacher advised that Hayden Baxendale (ICT Subject Leader) had done a monitor of the website and there does not seem to be any issues.

*Q. Governors asked if the parent calendar was up to date? When clicking in the parent tab the calendar did not appear to show correctly.*

*A. The Headteacher agreed that it was not clear.*

**ACTION: Headteacher to speak to Hayden Baxendale about a school Spyder, the website provider to link the calendar button to the parent tab.**

### To Review and Plan for Governors Training Needs

*Q. Governors asked if there is a WEP training calendar?*

*A. No. The Headteacher is to feed this back to the WEP team. It would make sense to do training together.*

**ACTION: Clerk to investigate New Governor Training for Hayley Rigby and advise Headteacher.**

### Feedback from Governor Visits

Jen Hughes attended Attendance and Curriculum Subject Leader meetings for Science & History. All reports have been loaded onto Teams.

#### Attendance Meeting:

Jen Hughes advised that she met with Katie Harrop who has a good understanding of the families with attendance issues. She is making a difference. This week the whole school attendance figure is 96.2%, last week it was 96.5%. Governors agreed that the visual attendance thermometer is a good visual but is not as clear as it could be. The Headteacher advised that a bid for £20K has been placed from all the schools in the



Winsford area to focus on attendance, this will be used to set up meetings, training campaigns on bus's, billboards to get message across the whole county.

Q. *Governors asked who the bid is to?*  
A. *The Local Authority.*

**ACTION: Headteacher to organise that the Attendance Thermometer resolution is to be checked so it is clearer.**

Directors Termly Bulletin

The January 2020 schools bulletin had been loaded into Teams. The clerk highlighted those items of pertinence to the governors.

**10. CURRICULUM, TEACHING AND LEARNING**

To be covered in sections other agenda items.

**11. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS**

**RESOLVED:** That there were none.

**12. DECISION SUMMMARY**

- Parent Governor recruited to the board
- SFVS approved to be sent to the LA
- Budget approved

**13. DATE AND TIME OF NEXT MEETING**

**The next meeting will be on Thursday 12<sup>TH</sup> March 2020 at 6.30pm.**

**Signed: .....Date: .....**



### ACTION LOG

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