

TARPORLEY CHURCH OF ENGLAND PRIMARY SCHOOL

FGB MEETING - THURSDAY 29TH JUNE 2023 AT 5:00PM

**The meeting was held in school.
NON-CONFIDENTIAL MINUTES**

MEMBERS OF THE GOVERNING BODY

Name	Governor Type	End of Term	Responsibility	Attendance
Mrs Kerry Forrester	Headteacher	N/A	Headteacher	✓
Ms Rachel Sims	Co opted	01/07/2023		✓
Ms Sara Albiston	Co opted	24/11/2025		✓
Rev James Bridgman	Foundation	31/08/2025	Vice-Chair	✓
Mr Adam Butwilowski	Parent	22/10/2025		✓
Mr Chris Fry	Parent	04/01/2025	Chair	✓
Mr Nick Brown	Staff	27/05/2025		✓
Ms Sara Diggle	Foundation	07/02/2026		✓
Mr Steve Perry	Co opted	28/06/2027		✓
Ms Claire Houston	Co opted	28/06/2027		✓
Mr Mark Elder	Co opted	38/06/2027		✓
In Attendance				
Mrs Fiona Lewis	Clerk to Governors			✓
Ms. Helen Maddocks	Deputy Headteacher (Observer)			✓
Ms Emma Nicholas	Presenter (EYFS Lead)			✓
Ms Helena Smith	Potential Co-opted Governor			✓
Mr John Meredith	Potential Foundation Governor			✓

Supporting documentation was provided to Governors via email and the Google drive. There are 9 standing Governors on the Governing Board, 5 Governors are required for the meeting to be deemed quorate.

The meeting started at 17:05 with a prayer.

Item	Content
1	CURRICULUM PRESENTATION
	<p>Governors received an update on phonics and early reading from Emma Nicholas, Early Years lead. Governors reviewed the Early Years aims including:</p> <ul style="list-style-type: none"> • Intent • Implementation of phonics– using Little Wandle letters and sounds into year 2. Daily keep up sessions ensure every child reads. • Implementation in reading – value reading for pleasure highly and every classroom in KS1 has a book corner. Reading in groups rather than one to one. • Impact – number of children receiving quality reading sessions has increased and their passion for reading has improved. • Phonics screening check results 2023 – 89% year 1 and 100% year 2 • Strength and next steps – new programme is fully resourced; assessment processes are embedded, and 2 members of staff are now literacy specialists for the English Hub.

	<p>Governors noted that next steps are:</p> <ul style="list-style-type: none">• To introduce Little Wandle to year 3.• Obtain parental feedback.• EYFS lead to complete SEND training and use where appropriate.• To re-introduce library and author visits following changes to the Tarporley library. <p><i>Question: Do you need to add to the new books each year?</i> <i>Answer: We might have to replace a couple of books, but we have purchased full sets.</i></p> <p>Governors agreed that the PTA could ringfence funds for book replenishment. Governors discussed the merits of different phonics and reading schemes and school confirmed that Little Wandle has more support available with it and is working for children. Governors are invited into school to sit in on phonics sessions with the children. The EYFS lead confirmed that Mrs Harrison will be taking over phonics next year.</p> <p><i>Question: How would you judge the quality of phonics in school?</i> <i>Answer: Good.</i> <i>Question: How would you get that to outstanding?</i> <i>Answer: More training on Little Wandle for all staff, including TA staff.</i></p>																
2	APOLOGIES																
	<p>Apologies were received from Adam Butwilowski.</p> <p>RESOLVED: that Governors authorised the absence of Adam Butwilowski.</p>																
3	DECLARATION OF PECUNIARY INTEREST																
	<p>There were no new declarations of pecuniary interest affecting this meeting.</p>																
4	MINUTES OF LAST MEETING																
	<p>Governors reviewed the the non-confidential minutes of the FGB meeting held on 18th May 2023 and the minutes of the EFGB held on 6th June 2023. Governors noted that Rachel Sims is not Staff Governor as referred to in the minutes, she is a Co-opted Governor.</p> <p>RESOLVED: that the non-confidential minutes from the FGB meeting held on 18th May 2023 and the EFGB held on 6th June 2023 were confirmed as an accurate record with this change.</p>																
5	MATTERS ARISING																
	<p>Governors reviewed the matters arising from the last meeting:</p> <table><tr><th>ITEM NO.</th><th>ACTION</th><th>WHO</th><th>BY WHEN</th></tr><tr><td>6</td><td>Chair to contact other prospective Governors.</td><td>Chair</td><td>COMPLETE</td></tr><tr><td>7</td><td>Writing examples to be prepared for Governors to see by the 5th July.</td><td>Head</td><td>COMPLETE</td></tr><tr><td>9</td><td>Curriculum Update to be on each agenda. Verbal first half term, written second half term. Presentation on the meeting agenda and Maths curriculum update requested for autumn term.</td><td>Clerk/Deputy Head</td><td>COMPLETE</td></tr></table>	ITEM NO.	ACTION	WHO	BY WHEN	6	Chair to contact other prospective Governors.	Chair	COMPLETE	7	Writing examples to be prepared for Governors to see by the 5 th July.	Head	COMPLETE	9	Curriculum Update to be on each agenda. Verbal first half term, written second half term. Presentation on the meeting agenda and Maths curriculum update requested for autumn term.	Clerk/Deputy Head	COMPLETE
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9	Reading presentation for the next meeting.	Clerk/Deputy Head	COMPLETE
9	Ofsted readiness training to take place on Tuesday 10th October 5pm- 7pm with Governor Sarah Quinn.	Chair	10/10/2023
16	Ms Albiston to send the inspection crib sheet. Personal notes added to Gov Hub.	Ms Albiston	COMPLETE

ACTION: A Maths curriculum update was requested for the autumn term FGB meeting.

6 KEY AREA UPDATE

<p>The Headteacher provided a key area update to Governors.</p> <p><u>Data Breaches & Cyber Security incidents:</u> Nothing to report but seeing an increase in phishing emails.</p> <p><u>Health and safety incidents:</u> There were no health and safety incidents to report.</p> <p><u>Safeguarding incidents:</u> There is an increase in safeguarding incidents this is impacting the whole school.</p> <p><u>Complaints:</u> Governors noted that there has been a complaint received regarding another parent and the use of social media, which is currently under investigation. They noted that the handling of the complaint is following the school complaints policy.</p> <p><u>Christian distinctiveness:</u> A musical showcase was held in Church and the Headteacher and Rev Jim Bridgman have planned the schedule of worship for the next 2 years, focusing on Moses. Years 3 and 4 visited church for St Helen's day and school hopes to make this an annual event. The Headteacher confirmed that they continue to receive visits from other church schools.</p>
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7 GOVERNANCE – MEMBERSHIP AND CONSTITUTION

<p>Prospective Governor candidates Helena Smith, Claire Houston, Mark Elder, and John Meredith were at the meeting and introductions were made. Governors noted there are four Co-opted Governor vacancies and 1 Foundation Governor vacancy and interested candidates Claire Houston, Mark Elder and Steve Perry were asked to withdraw from the meeting while the board discussed their appointment.</p> <p>Governors agreed that they need to be mindful of the number of parents on the board once the new candidates are elected.</p> <p>ACTION: Governors to elect new Co-opted Governors.</p> <p>RESOLVED: that Claire Houston, Mark Elder, and Steve Perry were duly elected as Co-opted Governors for a term of 4 years.</p>

	<p>Governors noted that the term of office for Rachel Sims, Co-opted Governor will end on 1st July 2023. She confirmed that she is happy to continue in the role.</p> <p>RESOLVED: that Rachel Sims will continue in her role as Co-opted Governor for a term of 4 years.</p> <p>Governors noted that there is still a Foundation Governor and an LA Governor vacancy. Steve Perry is considering becoming LA Governor and John Meredith may become Foundation Governor.</p>
8	HEADTEACHER REPORT
	<p>The Headteacher presented her report to Governors which was previously shared on Governor Hub:</p> <p>https://app.governorhub.com/document/649b2371db21d990772f1729/view</p> <p>In the report Governors received updates on:</p> <ul style="list-style-type: none"> • School improvement priorities • Admissions • Attendance • Safeguarding • SEN • Behaviour • Pupil premium • School performance and standards • Health and Safety • Staffing • Performance management • Parental engagement • GDPR/Fraud. <p>In school, year 6 have been transitioning to high school with their Conwy residential trip and their year 6 play. Reception has been rehearsing for the end of year show, year 4 have been working on their brass project performance and next year's year 4 will move to woodwind. SATs have been completed in year 2 and year 6 and year 4 have completed their multiplication test.</p> <p>The Headteacher confirmed that in the Deanery sports for church schools, this year a non-church school was allowed to attend, and they won. Costs for coaches have tripled and trips can only happen within drop-off hours, which is limiting. Luckily the PTA can subsidise these increases and school are trying to keep the cost of trips to under £15. School celebrated their SIAMS report with the local community.</p> <p>The falling roll is creating a financial impact in addition to the increased needs across school and Cheshire. Governors agreed with the Headteacher that the school needs to ensure that all its children are flourishing.</p> <p><i>Question: What do we know about next year's cohort?</i></p> <p><i>Answer: There is one known EHCP with no funding and one child with top-up funding which will not come through to reception. We will need to reapply for those children and school will need to meet their needs in the meantime.</i></p> <p><u>School development plan:</u></p> <p>Governors noted that writing data is above national, this dipped last year but now improving. A writing review completed by Sarah Quinn validated the school's approach to writing and are now working on an action plan, focusing on in-year transfers.</p>

Question: Do you have a plan for next year?

Answer: Writing will not be included on the SDP next year, but the Sarah Quinn action plan will be used.

Phonics data has improved from 67% to 89% in year 1 and gaps are being plugged using recovery premium funding.

In curriculum the BOOKS approach is now embedded across all curriculum areas and for monitoring a new approach is being implemented for staff and monitoring needs development.

Governors noted that there are 283 children on roll with 3 new children joining in July. 32 reception children will be starting in September and 43 year 6 children will be leaving. The Headteacher confirmed there have been 22 in-year transfers since September with 19 children leaving, of which 10 have moved house.

Questions: Are there any lessons we can learn?

Answers: They were all scenarios we couldn't predict.

Attendance:

Whole school attendance is at 95.3%, with 9 families being fined. There have been lots of 4-day holidays and these are impacting on learning. Governors suggested a banner highlighting how much learning is lost by absence. They noted that letters are sent out when a child's attendance is below 95% to highlight this and some children have attendance below 70%. The high school has a zero-tolerance approach to absence.

Question: How much are the fines?

Answer: £60 per parent per child and school does not receive this income.

Question: For fining are we constrained by the local authority?

Answer: It is left up to school, but it has to be 5 days unauthorized absence.

Question: Do we have an option to introduce our own fines?

Answer: Not as a maintained school but this should be asked at the academisation session on 5th July.

ACTION: Headteacher to produce an attendance report for Governors for the autumn term.

Safeguarding:

The safeguarding team consists of the the Headteacher, Deputy Headteacher and 1 other staff member.

CIN – 114 incidents relating to 4 children.

CP – 30 incidents.

Safeguarding – 72.

TAF – 34 incidents.

Question: Why are the TAF numbers reduced?

Answer: Families have left, and others have been re-classified upwards.

Question: How as Governors do we get to feel comfortable with these increases in numbers?

Answer: We need to recognise that Tarpoley is changing. There are increased financial pressure on families, a record number of domestic violence cases and we are supported by the CWAC SKY team. The Safeguarding Link Governor meets regularly to review safeguarding.

Governors were reminded to complete their annual online safeguarding training on the Key plus their prevent training. One Governors has completed their safer recruitment training, but more are needed. Governors noted that the Staff Governor monitors completion of their safeguarding training.

ACTION: Governors to complete their annual online safeguarding and prevent training on The Key.

ACTION: Clerk to send out NGA safeguarding for Governor's document.

There are currently 36 SEND children, 0 looked after children and 23 children receiving pupil premium funding of £25,070 from which school provides uniform, trips, and music lessons. The Headteacher confirmed that the pupil premium spending report will be updated in the autumn term ready for publishing at the end of December.

Governors noted that there have been 0 suspensions and 0 exclusions this term.

School performance and outcomes:

Governors reviewed updated school data outcomes which had already been shared on Governor Hub:

<https://app.governorhub.com/g/tarporleycofeprimaryschool/docs/649ad8d2f3dc9ef6091daff7>

There has been a drop in KS1 ready data and this ties into the reading support for year 4 and the English Hub interventions. The Headteacher confirmed that children are on a journey and Governors notes that KS1 SATs end next year. EYFS GLD is at 65% with personal development and self-regulation identified as areas of focus.

Staffing:

The Headteacher confirmed that there is 1 new TA in KS2, a year 4 teacher has resigned and the SENDCO and maintenance officer are both retiring. Governors reviewed the class structure for 2023/2024 and noted that staff performance management is all on track.

Question: Is the reception class still 32 for September?

Answer: 30 have collected their packs so far.

Question: How many pupil premium children are we losing?

Answer: Numbers are dipping but more children are joining us and there are enough children to fund our support staff.

Question: Have you any plans to market the school to attract more children next year?

Answer: We have a reduced budget for marketing, but we have an open morning on 15th July and another in the autumn term with adverts in Tarporley Talk and the carnival brochure. Falling rolls are affecting all schools, but there are 22 children in the Done room. A lack of rental property in the village is affecting new families starting in school.

Question: Does the number of children receiving pupil premium reflect the true picture?

Answer: No, and we have a hardship fund as approved by Governors of £5,000 for these families.

The Headteacher confirmed that there are high levels of parental engagement and sports day was well attended.

	<p>A GDPR breach was passed on to the local authority in line with policy and there has been no fraudulent activity.</p> <p>Governors reviewed the ASIA visit report from 22nd June which was previously shared on Governor Hub: https://app.governorhub.com/document/649ae12b167579d9a56e5d62/view</p> <p>The ASIA was pleased with everything he saw, graded as good in the school evaluation form (SEF), but felt that this should be upgraded to outstanding in two areas. The Ofsted window for school is 2024/2025 so the ASIA is coming back in the spring term to complete deep dives and to support subject leaders.</p>
9	CURRICULUM UPDATE
	<p>Governors noted that a verbal curriculum report will be received during the first half term and a written report in the second half term. The Deputy Headteacher presented a curriculum update to Governors which had already been shared on Governor Hub: https://app.governorhub.com/document/649a119f0db7d0da2cb5125b/view</p> <p>She confirmed that in school they have a clear and shared vision and language to talk about their curriculum, and now more than ever, they recognise that placing books and reading at the heart of a curriculum is the best way to raise standards and close gaps. Research suggests that vocabulary is one of the single most significant predictors of future success. Therefore, developing in children a love of books, words, language, and literature not only enhances the provision by placing reading at the centre, but also creates an environment for accelerated progress. School have placed BOOKS at the heart of what they do. They want their curriculum to:</p> <ul style="list-style-type: none"> • Demonstrate BRAVERY – teachers to be ambitious when planning the curriculum with high expectations of all learners. School wants learners to be brave, willing to take risks and get things wrong, and show resilience alongside a strong desire to learn and grow. • Be OUTWARD-FACING – the curriculum will look beyond school to the local community and will encourage children to see themselves as part of the wider national and global community. Children will learn from other countries, faiths and cultures and will celebrate differences while recognising that all life on Earth is precious. Children will understand they have the power to affect change through courageous advocacy and both ask and answer big questions. • Create memorable OPPORTUNITIES – school wants their childrens' time at Tarporley to be filled with happy memories. • Develop KNOWLEDGE and SKILLS – recognising that knowledge is key. A coherently planned and sequenced curriculum ensures all children can achieve, make sense of the world and make informed judgements and decisions. Vocabulary development will be at the heart of this. Children will leave school with the skills they need to thrive in the next stage of their learning. • Nurture SPIRITUALITY – led by Christian Values, staff will nurture the whole child by developing their social, moral, cultural, and spiritual well-being. School recognises spirituality as ways of being with God and the ways God is with us. <p>...while always having high-quality BOOKS and reading at the heart of teaching and learning.</p> <p>It was confirmed that end of year data will be shared once available and one out of five inset days dedicated to curriculum each year.</p>

	<p>The Chair confirmed that this report is useful for Governors to understand curriculum in school. Governors will all be assigned a subject area so that they can come into school and meet staff. The Headteacher added that Governors will be able to support with obtaining pupil voice.</p> <p><i>Sarah Diggle left the meeting at 19:07.</i></p>
10	BENCHMARKING AND DATA (PRELIMINARY)
	<p>Governors reviewed the latest assessment data and EYFS report which was previously shared on Governor Hub:</p> <p>https://app.governorhub.com/g/tarporleycofeprimaryschool/docs/649ad8d2f3dc9ef6091daff7</p> <p>Financial benchmarking was completed as part of the SFVS and will be updated next year.</p>
11	3-YEAR STRATEGY UPDATE
	<p>Governors discussed the upcoming agenda for the strategy update session on 5th July. The Chair confirmed the day will be split between academy presentations and strategy planning running from 1pm until 7pm.</p> <ul style="list-style-type: none"> Academy presentations from RCSAT, NWA and CDAT. Trust financial information and questions from the Key are available in the academisation folder. Review of Strategy – Where are we up to, what is on track (or better) what has fallen behind, what needs to change. Consider the FGB structure – opportunity to discuss options for FGB v committee meetings. <p><i>Question: How will the decision on academisation be reached – will it be a majority vote?</i> <i>Answer: We need to check this.</i></p> <p><i>Question: Are these academy trusts our only option?</i> <i>Answer: We are limited as a Church school and the trusts invited are the best fit.</i></p> <p>The Chair requested Governors confirm whether they are able to attend the session beforehand.</p>
12	ACADEMY UPDATE
	<p>This will be covered on 5th July.</p>
13	SSDP/SIP PROGRESS REVIEW
	<p>Already covered in the Headteacher's report.</p>
14	FINANCE AND BUDGET UPDATE
	<p>Governors confirmed that they previously reviewed the 2023/2024 budget, and this is now in a healthy position following the reductions made:</p> <p>https://app.governorhub.com/document/649aea9d0db7d0da2c2ccf9d/view</p> <p>The 3-year plan was reviewed, which includes £63,064 of costs for the after-school club portacabin, and this is currently in the planning stage.</p> <p>A loss of income is projected from 2023 to 2025 and classes will reduce this year from 11 to 10 and in future years may need to reduce further as well as reviewing the pupil admission number (PAN).</p>

	<p>Funding for the purchase of laptops has been reduced from £16,000 to £8,000. The oven has had to be replaced in the kitchen and costs are high for this heavy-duty equipment. Governors agreed that the asset register should have an expected end of life column for equipment, and it was confirmed the bursar is making a list of projected costs so school can plan.</p> <p>Governors reviewed the absence insurance quotes as provided on Governor Hub:</p> <p>https://app.governorhub.com/document/649b11cecf26b2930dad985b/view</p> <p>School is currently with CWAC for absence insurance but there are other options out there. Renewal was over £7,000 and the school decided to self-fund for short term absence. The cost of the insurance versus income received balances out and maternity is covered separately via the local authority. Governors agreed it will be important to check this with the academy trusts when they present on 5th July.</p> <p>After comparing 4 quotes Governors agreed that the policies are much the same. A move to Harrington Bates is being proposed at a cost of £2,114 which would make a considerable saving. Governors noted that school will be moving away from CWAC insurance so they will need to survey staff for pre-existing conditions.</p> <p>RESOLVED: that Governors approved the decision to move the staff absence insurance to Harrington Bates for a period of 1 year.</p>
15	GOVERNOR STRATEGY/VISITS/UPDATES
	<ul style="list-style-type: none"> • Data meeting has been postponed to 13th July. • Su Turner is scheduled to complete a shaping governance review at 5pm on 5th September and she will return to repeat the process the following year. • Tree House – CWAC require the governing board agree to maintenance of the portacabin. Governors suggested that specification could be reduced to bring under the £70,000 criteria for this. <p>RESOLVED: that Governors agreed that they are happy to maintain the portacabin.</p> <ul style="list-style-type: none"> • Planned pupil premium meeting on 12th July. • Planned Safeguarding meetings on 17th July. <p>Sarah Diggle updated Governors on her EYFS Link Governor visit. She confirmed that her visit to early years focused on the indoor environment. There were lots of wins in the GLD data and those children that did not meet GLD require additional support and were affected by Covid. There are 3 EAL children in reception, 1 out of 6 SEND children in reception met GLD. SEND children are all boys and those children receiving pupil premium are also SEND.</p> <p>The Little Wandle phonics scheme has been a great success. The work sent home secures the work already taught in class and all items on the school development plan (SDP) have been achieved.</p>
16	POLICIES
	<p>Governors reviewed the Critical Incident Plan and noted the following policies:</p> <ul style="list-style-type: none"> • Art & Design. • PSCH. • Classroom Observation Protocol. • Teaching and Learning.

	<ul style="list-style-type: none"> • Anti-bullying. • Social media policy review to be completed using tracked changes. To bring to next meeting. <p>ACTION: Clerk to add social media policy for review at the next meeting.</p> <p>RESOLVED: that Governors approved the policies listed above.</p>												
17	CHAIR'S ACTIONS												
	The Chair confirmed that he and the Headteacher meet weekly every Thursday and the arts mark award application has been submitted.												
18	ANY OTHER URGENT BUSINESS												
	<p>Governors discussed:</p> <ul style="list-style-type: none"> • PTA BBQ – 5-7pm on 20th July with the Chair and Claire Houston available to support. • School is 175 years old in 2024 – Governors agreed to start thinking about the celebrations. • Ofsted Window update – inspected expected in autumn 2024. • Roofing work update – new roof to be installed in July. 												
19	GOOD NEWS												
	<ul style="list-style-type: none"> • The Headteacher confirmed that staff are going above and beyond for the children, supporting trips and residential. • Children have performed well academically. 												
20	DATE AND TIME OF NEXT MEETING												
	<p>Governors agreed the meeting dates below for 2023/2024:</p> <table border="1"> <tbody> <tr> <td>FGB 1</td><td>28th September 2023</td></tr> <tr> <td>FGB 2</td><td>30th November 2023</td></tr> <tr> <td>FGB 3</td><td>1st February 2024</td></tr> <tr> <td>FGB 4</td><td>21st March 2024</td></tr> <tr> <td>FGB 5</td><td>16th May 2024</td></tr> <tr> <td>FGB 6</td><td>27th June 2024</td></tr> </tbody> </table>	FGB 1	28 th September 2023	FGB 2	30 th November 2023	FGB 3	1 st February 2024	FGB 4	21 st March 2024	FGB 5	16 th May 2024	FGB 6	27 th June 2024
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FGB 6	27 th June 2024												

The meeting ended at 20:10 following the confidential agenda.

ACTION LIST

ITEM NO.	ACTION	WHO	BY WHEN
9	Ofsted readiness training to take place on Tuesday 10th October 5pm- 7pm with Governor Sarah Quinn.	Chair	10/10/23
5	A Maths curriculum update was requested for the autumn term FGB meeting.	Headteacher	28/09/23
8	Headteacher to produce an attendance report for Governors for the autumn term.	Headteacher	28/09/23
8	Governors to complete their annual online safeguarding and prevent training on The Key.	Governors	28/09/23
8	Clerk to send out NGA safeguarding for Governor's document.	Clerk	28/09/23
16	Clerk to add social media policy for review at the next meeting.	Clerk	28/09/23