

**MEETING OF THE FULL GOVERNING BOARD  
TO BE HELD ON THE 12<sup>th</sup> OCTOBER 2023 AT 5PM**

**NON-CONFIDENTIAL MINUTES**

Composition of the Board

Name	Governor Type	End of Term	Responsibility	Attendance
Mrs Kerry Forrester	Headteacher	N/A	Headteacher	Yes
Ms Rachel Sims	Co opted	01/07/2027		Yes
Ms Sara Albiston	Co opted	24/11/2025		Yes
Rev James Bridgman	Foundation	31/08/2025	Vice-Chair	Yes
Mr Adam Butwilowski	Parent	22/10/2025		Yes
Mr Chris Fry	Parent	04/01/2025	Chair	Yes
Mr Nick Brown	Staff	27/05/2025		Yes
Ms Sara Diggle	Foundation	07/02/2026		Yes
Mr Steve Perry	Co opted	28/06/2027		Yes
Ms Claire Houston	Co opted	28/06/2027		Yes
Mr Mark Elder	Co opted	38/06/2027		Yes
Ms Andrea Bean	Co opted	27/09/2027		Yes
Vacancy	LA			
Vacancy	Foundation			
<b>In Attendance</b>				
Elaine Atkin-Nash	Clerk to Governors			Yes
Ms. Helen Maddocks	Deputy Headteacher (Observer)			Yes

Governors have recognised the high proportion of parents on the Governing Body and the potential conflicts arising from this. All Governors have been appointed on the basis of their skills and contributions to the Governance of the school, but a decision has been made to ensure that future appointments are made from outside the parent body.

**1. APOLOGIES, DECLARATION OF PECUNIARY INTEREST, MINUTES OF THE LAST MEETING, CHAIR'S ACTIONS AND ACTION UPDATE (10 minutes)**

It was noted that Adam Butwilowski, Sara Diggle and Andrea Bean were at the school cross country competition, and would be delayed. It was noted that Sara Albiston would be delayed due to childcare issues.

No additional declarations of pecuniary interests were made.

ACTION	WHO	BY WHEN	OUTCOME
Ofsted readiness training to take place on Tuesday 10th October 5pm- 7pm with Governor Sarah Quinn.	Chair	10/10/23	Resolved
A Maths curriculum update was requested for the autumn term FGB meeting.	Headteacher	28/09/23	Resolved
Headteacher to produce an attendance report for Governors for the autumn term.	Headteacher	28/09/23	Resolved
Governors to complete their annual online safeguarding and prevent training on The Key.	Governors	28/09/23	Ongoing
Clerk to add social media policy for review at the next meeting.	Clerk	28/09/23	Resolved
To provide and example of a Governor Action Plan.	Clerk	12/10/23	Resolved
To provide paperwork for Local Authority Governor application.	Clerk	12/10/23	Resolved
To add policies to the agenda for the next meeting.	Clerk	12/10/23	Resolved
to add the proposed change to the timing of the last day of term, to the agenda for the next meeting.	Clerk	12/10/23	Resolved

**RESOLVED** that the non-confidential minutes of the meeting held on the 28<sup>th</sup> September, 2023 be received and accepted as a true record.

## 2. GOVERNANCE – MEMBERSHIP & CONSTITUTION (5 minutes)

All Governors were reminded to complete the Declaration of Pecuniary Interests and confirm Code of Conduct and KCSIE, 2023 on Governor Hub.

**ACTION** all Governors to complete the Declaration of Pecuniary Interests and confirm Code of Conduct and KCSIE, 2023 on Governor Hub.

Andrea Bean arrived at 17.10

*Q – KCSIE mentions website filtering and alerts, do we have this?*

*A – Filtering is already in place, I would need to check with the IT providers to confirm how the alerts work.*

The Headteacher reported that the School Website and Get Information about School (GIAS) is compliant; School Spider ensures this. All Governors' information is up to date.

Adam Butwilowski arrived at 17.14

Governors were reminded to complete the Skills Audit in order to consider future training needs.

**ACTION** Governors to complete the Skills Audit.

**ACTION** the Clerk to provide the results to NB once evaluated.

The following dates were proposed for the FGB Meetings 2023/24:

30<sup>th</sup> November

1<sup>st</sup> February

14<sup>th</sup> March

16<sup>th</sup> May

27<sup>th</sup> June

11<sup>th</sup> July

**ACTION** Governors to check the dates and respond by the end of next week.

It was agreed that the Deputy Headteacher would provide a schedule of 5 minute curriculum presentations at the start of each meeting.

Mark Elder arrived at 17.17

It was agreed that the schedule of Governor visits would be created once the meeting dates were confirmed.

Sara Diggle arrived at 17.19

### **3. CURRICULUM PRESENTATION**

The Maths lead provided an overview of the Maths curriculum, and invited questions.

*Q – Ofsted don't like deviation from the curriculum; do you supplement the curriculum, or deviate from the planned scheme?*

*A – It's not really a scheme as such. The overview is the core curriculum, and it is supplemented with other resources. It doesn't work in the same way as phonics, which requires fidelity to the scheme.*

*Q – In terms of outcomes, there is a difference between the Key Stage 2 Age Related Expectation and Greater Depth and Key Stag 1; is that teaching or cohort related?*

*A – A mixture of both, we have successfully clawed back the impacts of Covid with the older children. The Key Stage 1 data is higher than national but not as high as we would like. Additional training is taking place in that year group.*

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Tarporley CofE Primary School, FGB  
12<sup>th</sup> October, 2023

*Q – How do the outcomes compare to the national picture?*

*A – National level is 70% at Key Stage 1, so we are just above that. Our Key Stage 2 data is well above the national level, which is 73%.*

#### **4. CURRICULUM UPDATE**

The Deputy Headteacher was not present for this item, so it was discussed at the end of the meeting.

The Curriculum Update was provided, and questions were invited.

The Deputy Headteacher noted that the Subject Leadership Review had taken place on Monday, and the following was noted:

- There is a lack of confidence when talking about EYFS outcomes.
- The websites for curriculum areas are exactly as they should be.
- Language is important in policies.
- It is important for subject leaders to know which children are working at age related in every subject.
- Vocabulary should be included in progressions documents.
- Staff should know how well all are performing.
- The Curriculum is tight.
- Staff need to be able to articulate how children are assessed.
- There needs to be a rationale for every decision.

This information was shared with staff yesterday.

#### **5. TRIPS AND EXCURSIONS**

Full details of all planned trips were provided to Governors prior to the meeting, and questions were invited.

**RESOLVED** that all Governors approved the planned trips for the coming year.

The Headteacher noted that it was the school's 125<sup>th</sup> birthday celebration in the Autumn term next year, and a community event is planned.

An application has been made to the Diocese for a special occasion certificate/plaque.

*Q – Is there any archived information about the school's history?*

*A – Not that we know of, but we could look into it.*

#### **6. PUPIL PREMIUM, FREE SCHOOL MEALS, LOOKED AFTER CHILDREN, EHCP AND SEND STRATEGY REVIEW**

The SEND information documents were provided to Governors prior to the meeting, and questions were invited.

*Q – There were actions noted to upskill teachers for September 2023, has that happened?*

*A – Yes, the SENCO has been doing half termly staff meetings and weekly training with TAs.*

## **7. POLICIES (5 minutes)**

The following policies were provided to Governors for approval:

- i. Pay Policy (this is the standard CWAC policy, but it has not yet had parliamentary approval, so agreement would be in principal)
- ii. Safeguarding Policy
- iii. Social Media Policy
- iv. Administration of Medicines Policy
- v. Teacher Appraisal Policy
- vi. Charging and Remissions Policy
- vii. Accessibility Plan
- viii. SEND Policy

*Q– The Administration of Medicines Policy mentions an additional policy; is it possible to review this at the same time, as the policy doesn't make the children's safety clear without it?*

*A – The additional policy is on Governor Hub, but we can look into aligning the approval dates and including a link to the additional policies in each one.*

*Q – Looking at the Teacher Appraisal Policy, has staff welfare been considered in terms of the number of appraisals completed by each member of staff?*

*A – The Senior Leadership Team will complete all teacher appraisals; this is standard practice. Teaching Assistant appraisals are completed by staff with TLRs.*

**RESOLVED** that all policies be approved, with the exception of Administration of Medicines, which will be re-presented at the next meeting.

**ACTION** the Clerk to add the Administration of Medicines Policy to the next agenda.

Governors expressed their thanks to the SENDCO for the work on the SEND policies, and to Headteacher and Deputy Headteacher.

## **8. FINANCE UPDATE**

The finance update was provided to Governors prior to the meeting, and questions were invited.

The Headteacher noted that there had been one change since the update was provided; it states 279 pupils, but there are actually 277. This results in a £4.6k funding reduction per child.

*Q – Is there any information on the issues with the DfE funding?*

*A – A paper was provided today; the situation is not changing in the next two years, but we should have more information by the budget meeting in November. An average school will lose around £8,000 per year.*

The Headteacher noted that there will be more capacity over the next couple of years; there are potential issues which may arise, but there should be sufficient surplus to cover these.

*Q – If there are lots of in year transfers, are they accounted for in terms of funding?*

*A – If you increase the number on roll by more than 10%, additional funding may be provided, but otherwise we would have to wait for census day.*

The Headteacher noted that the CWAC Capital Delivery Team costs have not yet been provided, but it will be challenged as they have had little involvement in the project.

The Chair noted that the SFVS is being considered with Ofsted in mind; the points considered will be provided to Governors.

Governors expressed their thanks to the finance team.

## **9. SOAP UPDATE**

The Soap was provided to Governors prior to the meeting, and questions were invited.

*Q – In the Our Pupils section, are there any areas with a significant shift?*

*A – Yes, EAL is the highest it has ever been. We are well below national levels but it has increased significantly and we don't have the expertise. Tools are provided for staff, and we have two specialist language teachers. Pupil Premium has increased greatly (slightly lower than last year), but it still isn't very high compared to national level.*

*Q – How are behaviour and safeguarding incidents looking this year?*

*A – They are lower than last year.*

*Q – Are we responding to these effectively?*

*A – Yes, we have had to push for the right support but this is working.*

*Q – Is the new SENCO coping with the new role?*

*A – She's finding it difficult, but she is doing very well. We are keeping an eye on her.*

*Q – In the Our Pupils Section, the overall absence is 2.9%; does that come from the attendance figures?*

*A – Yes, overall attendance is 97.1%.*

*Q – Is the date correct on the performance data?*

*A – No, that needs to be changed.*

*Q – Is there any merit in thinking longer term with the SENCO by giving her more focus and moving her away from the classroom?*

*A – It may not be something she wants to do. She currently receives the SEND allowance and a TLR allowance on top of her usual salary.*

## **10. ANY OTHER URGENT BUSINESS (10 minutes)**

To consider the change to the timings on the last day of each term.

Sara Albiston arrived at 18.14

At the previous meeting, the Headteacher reported that staff had requested a half day on the last day of each term, in line with the High School. It was agreed that a decision whether to consult with parents on this would be made at this meeting.

*Q – With the increase to statutory minimum hours, does this still work?*

*A – On the proposal paperwork, it notes that we are currently over the new statutory hours by 25 minutes per week, which is 15 hours 50 minutes in a school year. The proposal reduces this by 1 hour 50 minutes, 3 times per year.*

Helen Maddocks arrived at 18.21

*Q – When would the payment for afterschool club start on these days?*

*A – 1.30pm.*

*Q – Is there a legal issue with requiring parents to pay for this, when it would otherwise have been school time?*

*A – We can speak to the legal team to check this.*

*Q – Are we prepared for the feedback from this, and how it will be considered?*

*A – Not yet, until it is decided whether the consultation takes place.*

The Chair noted that it was necessary to agree a threshold for returns and what would be considered as a suitable majority.

**RESOLVED** that Governors approved the consultation with parents and the community.

The Deputy Headteacher noted that the average response of families was 30%, and 46% responded to the parent survey, so there should be a sufficient response to make the decision.

The Headteacher noted that the consultation will include parents, staff and children. The aim is to distribute the information before half term, with a consultation period of 4-6 weeks.

## **11. DATE AND TIME OF THE NEXT MEETING**

The next meeting will be held on the 30<sup>th</sup> November, 2023 at 5.00pm

All observers left the meeting at this point.

<b>ACTION</b>	<b>WHO</b>	<b>BY WHEN</b>	<b>OUTCOME</b>
Governors to complete their annual online safeguarding and prevent training on The Key.	Governors	28/09/23	Ongoing



To complete the Declaration of Pecuniary Interests and confirm Code of Conduct and KCSIE, 2023 on Governor Hub.	Governors	ASAP	
To complete the Skills Audit.	Governors	ASAP	
To provide the results of the Skills Audit to NB once evaluated.	Clerk	On completion of the SA.	
To check the new meeting dates and respond by the end of next week.	Governors	20 <sup>th</sup> October	
To add the Administration of Medicines Policy to the next agenda.	Clerk	30 <sup>th</sup> November	