

MEETING OF THE FULL GOVERNING BOARD ON THE 30th NOVEMBER 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	01/07/2023		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		No
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
Mrs Andrea Bean	Co opted	27/09/2027		Yes
Vacancy	LA			
Vacancy	Foundation			
In Attendance				
Elaine Atkin-Nash	Clerk to Governors			
Ms. Helen Maddocks	Deputy Headteacher (Observer)			
Chris Robinson	Prospective Foundation Governor			

Prior to the meeting Ms. Maddocks, the History Lead, presented an overview of the History Curriculum and questions were invited.

Q – What does deep dive mean?

A – Ofsted will look at some subjects in more depth.

Q – You mentioned planning around the links between subjects, is it worth doing some research to see where those links exist?

A – Yes, for staff it reduces the burden on them but it is important to ensure that some subjects aren't lost within others. We are looking at new units to do this.

Q – How do you identify whether children are on track in History?

A – We don't want to overburden staff with a task telling them something they already know, but they need to be able to identify the lowest 20% and provide the appropriate support. Potentially we looking at a list of names who have not met the objectives.

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Q – If you were to have a deep dive now, what would the quality of education be?

A – In terms of the whole school, there are sufficient strengths to be ok, but it is not yet what we want it to look like.

Q – Looking at the current curriculum, do you have a clear document to instruct the teachers?

A – Yes, we have a progression document, and we have asked staff to look at the medium term plans to see what language they should be including. It is a work in progress though.

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

Apologies were received and accepted from Sara Diggle.

No additional declarations were made.

RESOLVED that the non-confidential minutes of the meeting held on the 12th October, 2023 be received and accepted as a true record.

ACTION	WHO	BY WHEN	OUTCOME
Governors to complete their annual online safeguarding and prevent training on The Key.	Governors	28/09/23	Ongoing Govs to let Jane know on completion.
To complete the Declaration of Pecuniary Interests and confirm Code of Conduct and KCSIE, 2023 on Governor Hub.	Governors	ASAP	Ongoing
To complete the Skills Audit.	Governors	ASAP	Ongoing
To provide the results of the Skills Audit to NB once evaluated.	Clerk	On completion of the SA.	Ongoing
To check the new meeting dates and respond by the end of next week.	Governors	20 th October	Resolved
To add the Administration of Medicines Policy to the next agenda.	Clerk	30 th November	Resolved

2. GOVERNANCE – MEMBERSHIP & CONSTITUTION (5 minutes)

Governors were reminded to complete all declarations on Governor Hub.

It was noted that the schedule of curriculum presentations had not yet been completed.

It was noted that the schedule of Governor visits had not yet been completed.

3. DATA REVIEW

The Statutory Data Overview was provided to Governors prior to the meeting, and the Headteacher noted the following:

- The outcomes were well above national levels for Key Stage 2 and in line with national levels for Key Stage 1. The Year 3 cohort seem to be the most affected by Covid; support work and intervention is in place.
- Year 1 phonics has moved from 67% to 89%.
- GLD is below national in EYFS, but there are high SEND needs in the cohort. The class set up has been changed for Year 1; those not ready for more formal learning are in the Y1 class and the others are in the mixed Year 1-2 class.

The Headline measures were provided, and the Headteacher provided an overview and noted that the progress scores were very strong, with writing being the weakest.

The IDSR was provided prior to the meeting, and the Headteacher noted that this is what Ofsted will see prior to the inspection.

Questions were invited.

Q – In the past, we have talked about basic maths skills being an issue for Year 2 going into Year 3, but the data doesn't suggest this?

A – They are an issue for those not achieving the expected level.

4. SSDP/SIP REVIEW

The SIP Report was provided and questions were invited.

A Governor noted that the development thread is very clear from the report recommendations and the Headteacher's Report.

The Headteacher reported that CPD and a staff meeting per half term were allocated to the recommendations in the report.

The SDP was provided. The Headteacher noted that it was created in September and focuses on subject leadership, communication and language and metacognition.

Questions were invited.

Q – Is progressive vocabulary an issue across other subjects?

A – The vocabulary is there but not identified across all subjects. For subjects where a scheme is used, this is better.

Q – Could this potentially mean that Year 4 could be learning the same vocabulary as Year 6?

A - No, staff are skilled enough to know the expectations of their year group.

Q – How do staff prioritise what is key? What about writing, as this is still an issue?

A – The targets on the SDP, link to staff targets, but work on everything else carries on as well.

Q – How long has Pathways to Write been in place?

A – Since 2020.

Q – With writing being slightly lower, are we confident this is working?

A – An external writing review has been carried out and confirmed that it is. There are lots of strengths as well as some areas for development.

Q – Are you confident that these priorities will let the staff and students' light shine?

A – Yes, we are.

5. HEALTH AND SAFETY REPORT

The Health and Safety Report and the maintenance priorities were provided, and questions were invited.

Q – Is the list in priority order?

A – No.

The Chair noted that it would be useful to prioritise or RAG rate them.

The Headteacher reported that there is a new Health and Safety contact at CWAC. The Health and Safety Governor noted that he would be in touch with the Site Manager.

6. MARKETING

Some work has been done around the reducing numbers in CWAC, and some schools are looking at reducing their PAN due to lower birth rates. It is estimated that there will be 44% excess places by 2027. With that in mind, there are decisions to make. The current PAN was increased to 45 in 2018, but there are fewer children now. If the situation remains, this means high staffing costs and not enough funding. If the PAN were to be reduced, it would take effect in 7 years.

Q – Can we have a different PAN in KS1 and KS2?

A – Yes.

The Clerk suggested that Governors meet to discuss this.

A Governor noted that it was important to promote the positive aspects of the school.

A Governor suggested that some artist impressions of the new EYFS playground could go on the website.

Q – Could we look at renting out areas of the school again, now there is more space?

A – It is something to consider.

A Governor noted that the data shows that the school is in the top 6% and people need to know this.

ACTION Headteacher and AB to arrange a marketing meeting.

Q – Can we market the fact that we are a feeder school for the high school?

A – A place at the high school is not guaranteed, so we have to be careful.

Q – Could we hold a stay and play to get new families in?

A – We would have to be careful not to upset the local pre-school.

7. POLICIES (5 minutes)

The following policies were provided to Governors for approval:

- Continuing Professional Development Policy
- English Policy - Reading

- English Policy – Writing and Spag
- History Policy
- Lettings Policy
- Marketing Policy
- Non Smoking Policy
- RE Policy
- Administration of Medicines Policy

Q – Is Piriton listed on the Administration of Medicines Policy?

A – No, we ring for consent to administer that, but it can be included in the policy.

RESOLVED that all policies be approved, with the exception the Administration of Medicines Policy.

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

8. FINANCE UPDATE

The finance information was provided to Governors prior to the meeting and the following was noted:

- There are big changes in the carry forward, due to the pay awards and an analysis has been included.
- There hasn't been a big change in the current year, but two years ahead there is a large decrease predicted in the carry forward; this is something to keep an eye on and factor in to decisions made going forward.

9. HEADTEACHER'S REPORT

The Headteacher's Report was provided, and questions were invited.

Q – In terms of workload, is there information which is repeated in other documents?

A – No, the Headteacher's Report is only termly so it doesn't have a big impact on workload to draw the information together.

Governors expressed their congratulations to Kerry, for achieving her Master's Degree.

10. ANY OTHER URGENT BUSINESS (10 minutes)

The Headteacher reported that the consultation for the change to the timings of the last day of each term, had been sent to parents. There was a 66% return and 72% of those were in favour, so it will go ahead.

The parent comments were provided to Governors.

Q – Can consideration of the cost be given to those who don't usually use Treehouse, but need to because of this?

A - If it was needed and parents couldn't afford it, then we would pay.

Q – Who will staff Treehouse for the extra time?

A – The Headteacher and TAs or office staff.

A Governor suggested reviewing this in 12 months time to see the effect on attendance.

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ACTION to review the effect of changing the timings of the last day of term on attendance, in September 2024.

The Headteacher noted that concerns had been raised about car seats not being used when children had travelled in staff cars.

The report was provided and questions were invited; it was noted that a policy will be written to address this.

The Headteacher noted that the transportation of children in staff cars was currently suspended, which means that transport to sporting events now needs to be paid for and it's important the children don't miss out.

11. DATE AND TIME OF THE NEXT MEETING

The next meeting will be held on the 1st February 2023 at 5.00pm

The Deputy Headteacher thanked Rev. Jim for spending more than a day holding wellbeing conversations with staff.

All staff members and observers left the meeting at this point.

ACTION	WHO	BY WHEN	OUTCOME
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	Ongoing
To complete the Skills Audit.	Governors	ASAP	Ongoing
To provide the results of the Skills Audit to NB once evaluated.	Clerk	On completion of the SA.	Ongoing
To arrange a marketing meeting.	Headteacher/AB	ASAP	
To add the Administration of Medicines Policy to the next agenda.	Clerk	Spring FGB 1	
To review the effect of changing the timings of the last day of term on attendance.	All	Sept 24	
To review the pay scale structure.	All	Sept 24	

