

**MEETING OF THE FULL GOVERNING BOARD  
HELD ON THE 1<sup>st</sup> FEBRUARY 2024 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		No
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		No
Ms Claire Houston	Co opted	28/06/2027		Yes
Mr Mark Elder	Co opted	38/06/2027		Yes
Ms Christine Robinson	Foundation	16/01/2028		Yes
Vacancy	LA			
<b>In Attendance</b>				
Elaine Atkin-Nash	Clerk to Governors			
Ms. Helen Maddocks	Deputy Headteacher (Observer)			

Prior to the meeting, Governors received a Music presentation from Kate Selwyn.

*Q – What would you consider be a success with Charanga?*

*A – It uses nursery rhymes and follows the same pattern every lesson, so we need to make sure the lessons are fresh and relevant. It fits the purpose at the moment, but we are constantly reviewing and looking at other options.*

*Q – What is a learning walk?*

*A – It is a walk round school, to observe learning as it happens.*

*Q – Do all specialist teachers do this?*

*A – Yes.*

**1. APOLOGIES, DECLARATION OF PECUNIARY INTEREST, MINUTES OF THE LAST MEETING, CHAIR’S ACTIONS AND ACTION UPDATE**

Apologies were received and accepted from Sarah Albiston.  
Steve Perry and Claire Houston attended remotely.

The Chair reported that Christine Robinson had been appointed by the Diocese as a Foundation Governor on 17<sup>th</sup> January.

**RESOLVED** that the Governing Board ratify the decisions to appoint Christine Robinson as a Foundation Governor.

No additional declarations were made.

**RESOLVED** that the non-confidential minutes of the meeting held on the 30<sup>th</sup> November, 2023 be received and accepted as a true record.

<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	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	Ongoing
To add the Administration of Medicines Policy to the next agenda.	Clerk	Spring FGB 1	Resolved
To review the effect of changing the timings of the last day of term on attendance.	All	Sept 24	Ongoing
To review the pay scale structure.	All	Sept 24	Ongoing

The Headteacher reported that it was necessary to have the stairs fitted to the Treehouse. It has proved impossible obtain 3 quotes, due to people not responding or not turning up. This was included as part of the original quote for the treehouse, which was approved by Governors, so this is the quote that will be used.

**RESOLVED** that Governors approved the installation of stairs in the treehouse, using the quote provided.

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

- a. Governors were reminded to complete the Declaration of Pecuniary Interest and confirm the Code of Conduct and KCSIE, 2023 on Governor Hub.
- b. Governors were reminded to complete the Skills Audit.
- c. It was reported that a schedule of curriculum presentations was now in place.
- d. A schedule of Governor visits was agreed as at least once per year, with the exception of safeguarding and SEND which would be 3 times per year.

**ACTION** RS and KF to consider Link Governor Roles and visits.

## **3. CURRICULUM UPDATE**

The Curriculum Report was provided prior to the meeting, and questions were invited.

Governors noted that the report was very thorough.

*Q – How is the integration of the books across the curriculum going?*

*A – There are threads woven through everything (we are planning a classroom strategy); some subjects lend themselves to a book-based approach, but maths do use a story as a stimulus. We have to make a conscious decision to incorporate it into some subjects, but this is ongoing.*

*Q – How is that change to Kapow going for History and Geography?*

*A – All feedback has been positive, it has been carefully researched and trialled; it is reasonably priced, well planned and there are good resources, which is saving staff time so they can focus on high quality teaching.*

## **4. RESIDENTIAL VISITS**

A comprehensive list of all upcoming trips and visits was provided to Governors prior to the meeting.

A Governor noted they look exciting.

The Headteacher reported that any children not going to the high school will go to Alderford Lake with Year 5, instead of Conway with the high school.

**RESOLVED** that all residential visits be approved.

**ACTION** add Residential Visits to the Summer agenda.

## 5. DETERMINE ADMISSION ARRANGEMENTS FOR ENTRY SEPTEMBER 2025

The Headteacher reported that the local authority policy would be followed, but looking at recent trends there is a natural decline in numbers. Almost all local schools are undersubscribed and there are only 24 applications for 45 places so far, for September; Cheshire East applications have not yet been received.

*Q – Are there any sibling families from Cheshire East?*

*A – Not this year.*

The Headteacher noted that the budget had been written on the basis of an intake of 30 children.

A discussion took place regarding the benefits of reducing the Pupil Admission Number.

*Q – What is the benefit of reducing the PAN?*

*A – We would only ever have 30 children and one class; currently there is the possibility of going over 30 and this would result in the requirement for two classes and an additional teacher, which the budget would not support.*

*Q – Can you go over PAN in the future?*

*A – Not in Reception, Year 1 or Year 2, but other years you can.*

*Q – Why are some schools full and we are not?*

*A – There is more building happening in those areas.*

A Governor noted that during the information gathering process around academisation, one MAT expressed concern around the dropping numbers, and reducing PAN might make it more of a risk.

*Q – What is the risk of doing this?*

*A – We are already having to turn families away because some cohorts are full.*

The Clerk noted that the deadline for reducing PAN had already passed for 2024/25.

**ACTION** the Clerk to add reducing the PAN to the first Summer Term agenda.

## 6. LINK GOVERNOR REPORTS

Link Governor Reports were added to Governor Hub prior to the meeting, and the following was noted:

- A Health and Safety walk took place on Monday; to get an accurate estimate for the work that needs to be done and RAG rate it.
- There are parents who have links to certain trades; it would make sense to put a communication out to see if any of them can support with the work, as it has been difficult to get quotes and there is a lot of work to be done.

*Q – What is happening with the daily mile track?*

*A – The only real issue is the banked area.*

The Headteacher noted that there is a parent who has offered to quote a reasonable price.

A Governor noted that PTA money had been raised to improve this, and this is what it should be used for.

A Governor suggested fencing off the tree which would negate the issue with the bank.

*Q – why isn't the trim trail not open?*

*A – It is too wet and slippery at the moment, it will be open when the conditions improve.*

## **7. BEHAVIOUR REPORT**

The Behaviour Report was provided and questions were invited.

*Q – There is a spike in behaviour issues in the lower school, is anything being done to improve this?*

*A – That data is from when the child was in Reception, and support is in place for complex needs; they are now on a part time timetable due to a behaviour incident. Advice was sought from a Governor who had experience with similar issues. There have been real positives from this decision; it is not a long term solution but it is improving things for now.*

*Q – Is there extra support for staff dealing with this kind of behaviour?*

*A – Team Teach training has been undertaken to manage incidents. Support has been received from specialist schools, and a behaviour plan is in place. We reached out to a behaviour specialist, to learn how to deal with behaviours not dealt with previously. The staff ratio is 2:1 with the child at all times.*

*Q – What is being done to safeguard other children?*

*A – The child is not currently being educated alongside their peers.*

*Q – Do all staff have experience of the tags on CPOMS?*

*A – There have been issues, but we constantly clarify them and SLT are copied in to everything so we advise if it's wrong.*

*Q – Has the mid-day situation improved?*

*A – There have been changes to staffing, and a meeting is planned to review an added section in the behaviour policy specifically for lunchtime. It is hard to filter whether incidents occur at lunchtime, but most do due to the nature of that time. Most middays come to staff*

*when something happens. All mid-day staff are Team Teach trained and have accessed training through the National College.*

*Q – How is Team Teach logged on CPOMS, are there specific questions to answer?*

*A – It is just a narrative, but specifics might be useful. We do have expectations of what an account should look like eg child's words in capital letters.*

*Q – Incidents of bullying didn't meet the threshold, are we happy with the definition of bullying in the policy?*

*A – The definition of bullying comes from the DfE.*

## **8. CHRISTIAN DISTINCTIVENESS**

There was nothing specific to report to Governors.

## **9. PP, FSM, LAC, EHCP, SP AND SEND STRATEGY REVIEW**

All reports were provided to Governors prior to the meeting, and questions were invited.

It was noted that the Pupil Premium Plan had been approved on Governor Hub, prior to the deadline.

**RESOLVED** that the Pupil Premium plan be approved.

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

On policies, the following was noted:

- Work is still taking place on the Administration of Medicines Policy, to ensure that the wording is appropriate; it will be presented to Governors on completion.
- The Premises Hire policy is available to view on Governor Hub.
- Travel by car is covered by the Education Off Site policy, so an additional policy is not required.

## **11. FINANCE UPDATE**

It was noted that no revised budget papers have been issued since the last FGB. A budget meeting with our CWAC finance officer will take place on 28th February. Revised papers will be issued after this meeting which will have the proposed outturn figures for 23/24 and revised 3-year plan. A supporting report will be upload it to Governor Hub prior to the next meeting. There are no major updates regarding finances.

### **f) SFVS 23/24 Return**

The SFVS has not yet been completed; this will be provided to Governors for discussion and approval at the next meeting.

- Benchmarking information was provided to Governors prior to the meeting to be reviewed.

- A schedule of contracts was provided to Governors prior to the meeting, and reviewed. A proposed waste disposal contract will be discussed at the next meeting.

**RESOLVED** that the schedule of contracts be approved.

- The Independent Auditor was proposed as Graham Parker.
- RESOLVED** that the Independent Auditor be approved as Graham Parker.

- Staff are not required to provide up to date vehicle information, as they no longer transport children in their vehicles.
- There are no bad debts that require writing off.

The following items will be addressed at the next meeting:

- MIFP – to receive any changes to the MIFP for 2023/24.
- Scheme of Delegation – to review the scheme of delegation to ensure it is appropriate.
- To review the skills matrix for school staff with financial responsibility.
- To review the skills matrix for Finance Governors.
- Business continuity plan/Asset Register to be reviewed and approved.
- School Management plan including -asset management plan/capital management plan to be reviewed.
- Gifts and Hospitality Register/policy to be reported to Governors.
- School fund terms of reference to be reviewed.

**Claire Houston left the meeting at 18.46**

## **12. FEEDBACK FROM ACADEMY PRESENTATION**

The Chair noted that presentations had been received from CDAT and North West Academies, and after much discussion at that time, Governors agreed that they would like to explore CDAT further.

**RESOLVED** that Governors agreed to proceed with the next steps required to join CDAT.

*Q – What is the timescale for joining CDAT?*

*A – As soon as possible, depending on process.*

## **13. SOAP UPDATE**

The SOAP was provided prior to the meeting, and the Headteacher noted that there were few changes.

The budget deficit was noted, and it was reported that this had been caused by the support staff pay award.

## **14. REVIEW THE SCHOOL'S EQUALITY INFORMATION AND OBJECTIVES**

This item will be discussed at the next meeting.

## **15. UNDERSTAND THE SCHOOL'S PLANS FOR 2024 SATS**

The Headteacher noted the following:

- Key Stage 1 will be completing the optional papers but as late as possible; they are not

doing the optional SPAG paper.

- The Key Stage 2 SATS club starts after half term.
- All standard SATS processes will be followed.

*Q – Have any lessons been learnt from last year, and will any children struggle?*

*A – The Year 6 team have worked very hard to support them, and the nurture is incredible. We are very proud of the Year 6 team.*

## 16. GOVERNOR IMPACT

Governors agreed to change the timings of the last day of term, which so far has been successful. Governors considered the PAN and how this will affect the future of the school. Governors agreed to proceed with the next steps of the academisation process. Governors considered actions required to improve health and safety on the school site.

**Andrea Bean left the meeting at 18.57**

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

Governors discussed the importance of marketing and potential opportunities, such as the treehouse and the SIAMS results.

## 18. DATE AND TIME OF THE NEXT MEETING

The next meeting will be held on the 14<sup>th</sup> March 2024 at 5.00pm

All observers left the meeting.

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	Ongoing

To review the effect of changing the timings of the last day of term on attendance.	All	Sept 24	Ongoing
To review the pay scale structure.	All	Sept 24	Ongoing
To consider Link Governor Roles and visits.	RS and KF	ASAP	
To add Residential Visits to the Summer agenda.	Clerk	Summer Term	
To add reducing the PAN to the first Summer Term agenda.	Clerk	Summer Term	