

MEETING OF THE FULL GOVERNING BOARD HELD ON THE 14th MARCH 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
Ms Andrea Bean	Co opted	27/09/2027		Yes
Rev James Bridgman	Foundation	31/08/2025	Vice-Chair	Yes
Mr Adam Butwilowski	Parent	22/10/2025		Yes - remote
Mr Chris Fry	Parent	04/01/2025	Chair	Yes
Mr Nick Brown	Staff	27/05/2025		Yes - remote
Ms Sara Diggle	Foundation	07/02/2026		Yes
Vacancy	Co opted			
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			
Vacancy	Co opted			
In Attendance				
Elaine Atkin-Nash	Clerk to Governors			Yes
Ms. Helen Maddocks	Deputy Headteacher (Observer)			Yes

The Science Lead, Scott Lawrence delivered a curriculum presentation prior to the meeting, and questions were invited.

Q – What is Kapow?

A – It is a learning scheme which includes end of unit tests. Formal tests don't always work, assessing their ability to work scientifically is more accurate.

Q – How do staff feel about Science?

A – They are happy with it, we have spent money on resources which has improved it. They are happy with the scheme; it includes photo examples of work at different levels, to support with assessment.

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

No additional declarations were made.

Apologies were received and accepted from Sara Albiston.

RESOLVED that the non-confidential minutes of the meeting held on the 1st February, 2024 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
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	Resolved
To add Residential Visits to the Summer agenda.	Clerk	Summer Term	Ongoing
To add reducing the PAN to the first Summer Term agenda.	Clerk	Summer Term	Ongoing

2. GOVERNANCE – MEMBERSHIP & CONSTITUTION (5 minutes)

- Governors were reminded to complete the Declaration of Pecuniary Interest and confirm the Code of Conduct and KCSIE, 2023 on Governor Hub.
- Governors were reminded to complete the Skills Audit.

The Chair noted the resignation of Steve Perry, and confirmed that CF and AB were supporting with finance.

The Chair noted that he had met with a potential new Governor, who is a Senior Leader at Bentley. It was noted that he is a parent, but has useful skills. Governors agreed that it would be more appropriate to bring him into to support with STEM within the school rather than as a Governor due to the current balance of parents on the Governing Board. Governors discussed the current Constitution of Government.

ACTION to add the Constitution of Government to the next meeting agenda.

3. DATA REVIEW

The Data Review was provided and questions were invited.

Q – Is the data current, or where they will be at the end of the year?

A – This was done in December and reflects where they are currently.

Q – When Ofsted visit, are they likely to question the Writing data?

A – Having spoken to the ASIA, they don't deep dive writing, they see enough when they do reading. They don't even look at internal data, only published data. Sarah Quinn visited and the report on writing was positive; writing is improving.

Q – Where are they up to currently?

A – We'll know when the data goes in next week.

The Headteacher noted the following:

- There are issues in Year 1, and that is reflected in the data.
- Year 2 are very strong.
- Year 3 are a challenging cohort.
- Year 4 were in Reception during the pandemic, so there are issues with spelling and reading due to gaps but work is taking place to fill those.
- Maths is showing the strongest attainment across the school
- Reading is showing the greatest number children working at greater depth
- Writing is showing the largest number of children who need to make accelerated progress to achieve the expected standard.
- The Year 4 Multiplication Check is now reported on the IDSR; the data for this is at national average but by the end of Key Stage 2 they are well above national in maths, so work is taking place with Year 4 staff to establish targets.
- Aspirational targets are in place.

- In the SATs this year, a good level of Expected is anticipated, but a lower number of Greater Depth.
- Phonics data is lower than last year but there are a range of needs in the cohort.
- EYFS are at 41% GLD, so the hope is that they will achieve 76%.
- Boys' and girls' reading are very similar, however girls' writing is 18% higher.
- 8% more boys are on track in maths than girls.
- The difference between SEND and Non-SEND in reading and writing is much greater than in maths.
- Attainment of Pupil Premium children in maths and reading is a more positive picture.
- Writing is lower which is in line with Non-PP and national figures.
- The Little Wandle programme will be carried out to support children who are off track in reading.
- The Mastering Number programme will continue in Key Stage 1 to support early number skills and for Year 3 maths intervention.
- Monitoring of subject areas where cohort attainment is below 70% on track will take place, to ensure that progress continues to be made.
- Staff will explore if there are more effective ways to support SEND children who are off track in writing make progress towards being on track.
- Staff will explore why boys are not achieving as well as girls in writing, including gathering pupil voice.

Q – Why is it only Year 3 using Mastering Number for intervention?

A – Mastering Number is currently only used in Key Stage 1 and we are now taking this into Year 3 for small groups.

The Headteacher noted that in EYFS, writing, word reading and comprehension are causing issues.

ACTION the AB to meet with the Headteacher to discuss the next data drop.

Nick Brown joined the meeting remotely at 5.40

4. LINK GOVERNOR REPORTS (business focus)

The SEND Governor reported that they had met with the SENCO this week, and a report will follow.

Link Governors were considered and the Clerk advised caution regarding staff members undertaking link roles where there may be a conflict; it was noted that statutory Link Governors were already in place, and the following were also agreed:

Finance – Chris Fry

Wellbeing and Christian Distinctiveness - Rev James Bridgeman

Health and Safety – Adam Butwilowski

It was noted that instead of there being a Curriculum Governor, Subject Leaders are attending FGB meetings to report to all Governors.

Q – Can Governors still visit?

A – Yes they should, it means Governors see the school coming to life. We could arrange a termly Governor visit event.

The Headteacher noted that the Tree House open afternoon is taking place tomorrow, and Governors are welcome to attend.

Q – If I have limited knowledge of education, what do I look for when I visit?

A - You are checking that what you are being told in meetings, is actually happening.

5. HEALTH AND SAFETY REPORT

The Health and Safety Report was provided and questions were invited.

Q – Is the list in priority order?

A – No, but they will be ordered by priority.

6. MAINTENANCE PRIORITIES

The Maintenance Priorities were provided, and questions were invited.

7. POLICIES

The following policies were provided to Governors prior to the meeting:

Administration of Medicines Policy

Disciplinary Policy

ECT Policy

Health and Safety Policy

Equality and Diversity Policy

It was noted that the other policies provided were for information only and did not require approval.

Q – Is there a staff wellbeing policy?

A – It may be covered under something else, but we will check.

RESOLVED that all policies be approved.

8. TO REVIEW EQUALITY INFORMATION AND OBJECTIVES

Governors reviewed the Equality Information and Objectives.

RESOLVED that the Equality Information and Objectives be approved.

Q -Have you considered anonymous recruitment to improve diversity?

A – That's something to look into.

Q – How will the objectives be monitored?

A – They will be reviewed every two years, and we will update published information annually.

9. SSDP/SIP progress

The SSDP was provided prior to the meeting, and the Deputy Headteacher reported the following:

- There has been more work taking place on subject leadership, tailoring picture building activities to the time of the year, and more specific areas of focus.
- NELI ties in with the needs of the children when they start, which have been exacerbated by the pandemic.
- A staff meeting regarding metacognition took place last night.
- The ASIA was very complimentary of the focus of the SSDP.

Q – Is evidence-based research woven through all the foci?

A – No, this is the first time we have embraced this and the work through the national college is looking at this so it is something that will be developed further.

A Governor noted that a lot of the work done through the Maths and English Hub is based on that research but the research is not done directly by the school.

10. FINANCE UPDATE

a) Budget 2023/24

It was noted that the Finance Meeting took place last week; there is a £46,000 carry forward this year.

b) Budget 2024/25

A carry forward of £14,105 is predicted for 2024/25. This reduction is due to supply staff in reception and a fall in numbers, along with the opening of a second Reception class. Two children have withdrawn, one is in negotiation for a move to an alternative provision, one is moving away and another is deferring; there are now 22 applications. This is the first time that there have been no applications from Cheshire East. Schools in the local area are oversubscribed, so the numbers should increase; the budget forecast was based on an intake of 27.

The maintenance budget has been reduced, which means that the plan to redo the steps at the front and replacing the doors has been put on hold, and a TA is leaving at the end of the year and not being replaced.

Q – How many 2nd choice applications have joined in the last few years?

A – there haven't been any in the last couple of years, as the first place applications filled all the available spaces.

Q – Do we have connections with nurseries other than the most local?

A – Yes.

Q – Why are all the local schools over-subscribed but us?

A – There is a lot of building work taking place in those areas.

Andrea Bean left at 18.55

The Headteacher noted that Treehouse is running at a loss for the first time ever; there are fewer numbers and prices haven't been increased.

Q – What happened with the oven that needed replacing?

A – It has already been replaced. There was a query over the washer dryer but this has now been donated to the school.

Q – Are there clubs that could be run using the Tree House staff?

A – We are looking at reviewing prices and parents have asked for a phased payment structure, so we will do a consultation. We are also considering film Fridays.

The Headteacher noted that the younger children are still attending, but the older ones aren't; this could be because parents work from home and they can walk home, or they are attending clubs instead.

It was noted that Unofficial Funds are used for children who are on the borderline of being Pupil Premium, to give them the same support as the children who are in receipt of it.

RESOLVED that the 2024/25 budget be approved.

c) 3 Year Plan

The 3 Year Plan was provided to Governors.

f) SFVS 23/24 Return

The SFVS return was provided to Governors prior to the meeting including the following:

- MIFP 2024/25.

RESOLVED that the MIFP 2024/25 be approved.

- Scheme of Delegation

RESOLVED that the Scheme of Delegation be approved, subject to the following changes:

- Increasing the amount requiring Governor approval from £1,000 to £3,000.
- Altering the wording to state that if effort has been made to obtain 3 quotes but this has not been possible, then 2 would be sufficient.
- Removing the reference to an Eportal.
- The skills matrix for school staff with financial responsibility was reviewed.
- The skills matrix for Finance Governors was reviewed.
- The Business continuity plan/Asset Register is still in progress, as it had to be written. Items will now be added and removed as required.
- The Gifts and Hospitality Register/policy was reported to Governors.
- The School fund terms of reference were reviewed.
- The Headteacher confirmed that there were no bad debts that require writing off.

RESOLVED that the SFVS be approved.

11. HEADTEACHER'S REPORT

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

The Chair noted that it was very comprehensive.

The following was noted:

- Attendance is moving in the right direction, following meetings with parents.

Andrea rejoined the meeting at 19.20

Q – You note that unauthorised absence is higher than usual, is this getting worse?

A – Yes, we are now not approving any holidays but people are still taking them.

Q – What are the consequences of this?

A – A fine of £60 per parent per child if the absence is over 5 days.

Q – Can they be removed from the roll?

A – Only if they have been missing in education for over 90 days.

12. WELLBEING

The Wellbeing Governor noted that he is currently undertaking meetings with all support staff.

13. ANY OTHER URGENT BUSINESS (10 minutes)

The ASIA Report was provided.

Q - When are Ofsted due?

A - It will be 5 years since the last one in April, so it could be anytime. We have worked with staff so they know what to expect.

Q – Why haven't you changed your judgement from Good to Outstanding where the ASIA has suggested?

A – I don't feel that it is the right thing to do when behaviour is a problem, but I have put Very Good with some areas of Outstanding.

Q – Do you know what you are doing to improve?

A – Yes.

The Christian Distinctiveness Governor reported that he had spoken to the Diocese, and the Church of England want to use Church schools to start new communities of faith and provide opportunities for worship. The children would lead this and there would be funding attached. This is a pilot scheme, and each Diocese bids to be part of the pilot. The funding is thought to be around £42,000 over 2 years to release staff to lead the project, the deadline is 12th April.

Q – Is this national or local?

A – It's local.

RESOLVED that Governors agreed to bid to be part of the project.

It was noted that there is a meeting tomorrow to discuss the EYFS play area; a number of quotes have been received and the best one will be agreed tomorrow. It is important that the space alongside the treehouse gives appeal to prospective parents. The cost is approximately £7,000 for the groundwork and £10,000 for equipment.

RESOLVED that Governors agree to go ahead with the groundwork.

Q – Could the space be used for the community?

A – Yes, that is an option, along with the hall.

A Governor noted that parents think that the hall can't be rented, Headteacher noted that this will be advertised.

14. DATE AND TIME OF THE NEXT MEETING

The next meeting will be held on the 16th May 2024 at 5.00pm

Helen Maddocks left the meeting.

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To review the pay scale structure.	All	Sept 24	Ongoing
To add the Constitution of Government to the next meeting agenda.	Clerk	May	
To add Residential Visits to the Summer agenda.	Clerk	Summer Term	Ongoing
To add reducing the PAN to the first Summer Term agenda.	Clerk	Summer Term	Ongoing
To meet with the Headteacher to discuss the next data drop.	AB	ASAP	

