

**MEETING OF THE FULL GOVERNING BOARD
HELD ON THE 30th MARCH 2023 AT 5.30PM**

NON-CONFIDENTIAL MINUTES

Composition of the Board

NAME	CATEGORY OF GOVERNOR	END OF TERM	DESIGNATED ROLE	In attendance
Ms Victoria Adshead	Co-opted	01/07/2023	Chair	✓
Mr Darren Swann	Co-opted	25/01/2025		Apologies
Mrs Kerry Forrester	Headteacher		Headteacher	✓
Ms Rachel Sims	Co-opted	01/07/2023		✓
Ms Sara Albiston	Co-opted	24/11/2025		Apologies
Rev James Bridgman	Foundation	31/08/2025		✓ Virtual
Mrs Gill Tyler	Foundation	11/11/2024		✓
Mr Adam Butwilowski	Parent	22/10/2025		✓
Mr Chris Fry	Parent	04/01/2025	Vice Chair	Apologies
Mr Nick Brown	Staff	27/05/2025		Apologies
Ms Sara Diggle	Foundation	07/02/2026		✓
Vacancy	Co-opted			
Vacancy	Co-opted			
Vacancy	LA Governor			
In attendance				
Ms. Helen Maddocks			Deputy Headteacher	✓ Virtual
Ashleigh Frain			Clerk	✓
Jane Taylor			School Bursar	✓

The meeting commenced at 17.34pm

1. WELCOME AND APOLOGIES

Governors were welcome to the meeting by the Chair.

Governors received apologies for Darren Swann, Sara Albiston, Chris Fry and Nick Brown.

RESOLVED: That the apologies be accepted.

2. DECLARATION OF PECUNIARY INTEREST

Governors were invited to declare any potential pecuniary interest or conflict of interest between an individual and the Governing Board as a whole with the business to be discussed during the meeting.

RESOLVED: That there were no further declarations to be made.

Governors were reminded to go on to Governor Hub and ensure their declarations and confirmations are up to date.

3. MINUTES OF LAST MEETING

Governors were presented with the non-confidential minutes of the meeting held on the 2nd February 2023 which had been circulated prior to the meeting.

Governors noted Rev Bridgman is referred to as Bridgeman within the minutes. Governors noted there are 46 children in reception not 42.

RESOLVED: That the non-confidential minutes of the meeting held on the 2nd February 2023 be approved as an accurate record pending above noted changes being made.

4. MATTERS ARISING

Governors reviewed and updated the action log from the previous meetings as follows.

ACTION LOG

DATE	ITEM NO.	ACTION	BY WHO	BY WHEN
02/02/23	4	Clerk to email Darren Swann regarding submitting his application to become LA Governor.	Clerk	Before next meeting
Update: Completed email and information sent over to Darren on 17/03/23.				
	4	Clerk to email individual Governors who have not yet completed declarations and confirmations.	Clerk	Before next meeting
Update: Most up to date list of declarations and confirmations were shared prior to the meeting. Governors were reminded to go on to Governor Hub and ensure their confirmations and declarations are up to date.				
	4	An academy strategy day to be arranged to allow Governors to meet with representatives.	Rachel Sims	Before next meeting
Update: Governors noted this is still outstanding. Governors noted a poll will be sent to arrange a date.				

5. GOVERNANCE – MEMBERSHIP & CONSTITUTION

Governors noted that Gill Tyler has resigned and this will be her last meeting. The Headteacher and Governors thanked Mrs Tyler for all of her support during her time as a Governor. Governors noted that Mrs Tyler has been an incredible asset to the school, Governing board and has supported school over many years.

Governors noted that vacancies have been shared on Governors for school's website and the local community notice board.

Governors noted that Darren Swann will be completing the application to become the LA Governor.

Governors discussed potential candidates and skills needed to enhance the board.

Governors noted the following vacancies.

- 2x Co-opted Governors.
- 1x LA Governor.
- 1x Foundation Governor.

6. SIAMS AND CHRISTIAN DISTINCTIVENESS

Governors received an update on SIAM and Christian Distinctiveness.

Rev Bridgman discussed the ethos group having badges to identify the members.

The Headteacher noted that she has badges available and can put this in place with the new cohort. Governors noted that the ethos group will also be opening to younger children.

The Headteacher informed Governors that there have also been two good practice visits from other schools and the feedback was fantastic and from both schools they loved Tarporley and were very complimentary.

7. HEADTEACHERS UPDATE

Governors received the Headteacher report prior to the meeting. The Headteacher presented her report and Governors noted the following.

- There have been two external reviews one from Sarah Quinn and the other was the SIAMS Inspection. Governors noted both have been positive monitoring visits.
- Staff wellbeing has improved and staff all supported one another through the SIAMS inspection.
- There has been a significant improvement in behavioural challenges and incidents in reception class and the strategies introduced have started to have an impact.
- KS2 have started showing signs of anxiety and are struggling with resilience. This is being monitored and Emotional Literacy Support Assistants (ELSA) are supporting a considerable number of children withing KS2.
- Governors noted there is a considerable number of families currently needing support.

Q) Do we still have 2 ELSAs?

A) Yes. There is a waiting list. But it is not only the children that are requiring support, there are also families that are needing support.

- Governors noted that the report from Sarah Quinn is linked on the Headteacher report. Governors noted the questions asked by Governors have been responded to on the report. The recommendations are as follows:
- To gather assessment information based on who is keeping up with the curriculum rather predicting. This has been addressed and the data has been shared at the data meeting.
- Look for an assessment system that identifies gaps for children starting in KS2. This is being looked at.
- Teachers using professionalism to adapt to the curriculum and support gaps. This is being monitored.
- Childrens links and connections reinforced through the day. Teachers are developing this.
- Basic skills are non-negotiable. This has been sent out.
- Improve minor inconsistencies in the curriculum. English leads have been given slots to monitor the curriculum.

The Headteacher noted that the Senior Leadership Team (SLT) will be addressing middle leaders driving improvement for their subject and monitoring more.

- Governors noted that an Ofsted inspection is due imminently and there have been several inspections in the area.

Q) Do you have a timescale in mind for actions you are working on?

A) We are working on these continuously and they are being reviewed so we are aiming for everything to be in place for September.

Q) Has it affected the data tacking system? Can we use the current system?

A) Yes. The data log is much better.

Q) With the recommendations from Sarah Quinn have you looked at the questions?

A) Yes. We are going to have her as our School Improvement Partner (SIP) so we will continue to work with her on improvements.

- Governors noted the number of pupils on roll is currently 285 with 2 new starting imminently. The Headteacher highlighted there have been 15 in year admissions and 9 children leave spread across all year groups.
- The Headteacher shared that admission numbers for September are looking more positive and the number will be confirmed on the 15th April.

Q) Does the information include names as well?

A) It depends, we usually get names a few days later.

Q) Do they have to accept?

A) No. They do not have the option to accept anymore they just have to appeal by a certain date.

Q) If it states 38, we assume they are all coming unless told otherwise?

A) Yes. We do send out stay and play invites and this usually helps to identify if they are coming or not.

- Governors noted attendance is currently 95.5%. Governors noted this is above national average but school are not happy with the percentage and expect higher. Governors noted there have been a several families taking children on unauthorised holidays.

Q) What can we do to support?

A) They are fined by the Local Authority (LA). The paperwork is time consuming.

- The Headteacher informed Governors of the attendance notification procedure.
- Governors received safeguarding information and data. Governors noted that the number of incidents has doubled and school are spending significantly more time on safeguarding.
- Governors noted these figures directly reflect the additional time spent supporting families in need.
- Governors discussed the volume of and varied needs now seen in school.
- Governors received Special Educational Needs and Disabilities (SEND) information and data.
- Governors noted a significant increase in children starting school with undiagnosed SEND.
- The Headteacher shared that as a result the whole staff team will receive training on SEND and de-escalation techniques.

Q) Are the undiagnosed SEND children coming from the Dome Room?

A) Not specifically no. They are coming from other nurseries as well, it is all over.

Q) We had a conversation last meeting about children with SEND in reception and their needs is this better now?

A) Yes. We have turned a corner. The outreach from Hebden Green has been invaluable. The strategies and support for staff has really started to make an impact.

- Governors noted that the Pupil Premium (PP) is on the website.

Q) Is the PP report up to date? When I clicked on the link it was the report for 2021/2022.

A) I may have sent you the wrong link. The report is on the school website.

- Governors noted the health and safety report is linked to the Headteacher report. Governors noted there are no major incidents to report.
- Governors noted the health and safety policy is also linked.

Q) With the school service agreement report and touching up of painting I thought we had a schedule in place for painting?

A) It was specific to touching up the paint on the walls underneath the hand dryers. These areas will be having backsplashes installed.

Q) Do we have a rolling painting schedule in place?

A) Yes, it was done in the summer holidays.

Mrs Helen Maddocks withdrew from the meeting at 18.22pm.

8. 3 YEAR STRATEGY UPDATE

Governors noted that the plan was shared prior to the meeting and that there are no further updates.

9. SSDP/SIP PROGRESS REVIEW

Governors noted that the SSDP was shared prior to the meeting and that there are no further updates.

10. FINANCE & BUDGET UPDATE

a. School Financial Value Standard (SFVS) approval

Governors noted the SFVS had been completed and signed by Darren Swann. Governors had received the SFVS prior to the meeting. Governors noted that the main changes were due to the finance Governor leaving. Governors were invited to ask any questions.

The Chair discussed to further improve the financial process - aspects of the SFVS such as benchmarking will be spread across the year.

Governors noted that finance procedures are very thorough and tight.

ACTION: That the Chair to look at the SFVS questions and documents relating to the SFVS be spread across the next academic years agenda.

RESOLVED: That the SFVS be approved by Governors.

b. Draft Budget approval

Governors had received a copy of the draft budget prior to the meeting. Governors noted that the budget meeting had been held and a draft budget has been completed. Governors noted that expected pupil number have improved and therefore various scenarios were considered. Governors noted the following.

- 2023/24 is predicting a surplus of £10,910. This is slightly lower than expected but ensures school staffing and aims are maintained.
- Governors noted £15,496.44 was received from the Government as an energy efficiency grant. The Headteacher requested that Governors approve the energy efficiency grant be used to replace doors that are no longer fit for purpose and let in draught at the front of the building. Governors noted that quotes will be gathered and presented for approval but noted the quotes are proving to be difficult to obtain.

Q) We are you looking for quotes for a joiner to hang the doors?

A) No, we need a company or person to provide the doors and fit them.

Q) Can the manufacture make them and we get someone to fit them

A) No, they are expensive and you have to be a specialist fitter.

Q) Have we got a certain door we want?

A) The same as what on the build. It is aluminium but there can be PVC version in the same colour as it is as the front so it needs to be the same.

Q) Are there planning issues?

A) No as we are just replacing.

Q) Is there an option for them to manufactured in a different colour and then sprayed to match?

A) I am not sure; I can get John to look into this.

RESOLVED: That Governors approve the energy efficiency money being allocated to replace the doors depending on the quote received.

Governors noted that during the meeting a Cheshire West and Chester (CWAC) representative looked through the budget line by line and the budget was thoroughly scrutinised. Governors were informed any and all cuts have been made were possible.

Q) I have asked for a more detailed budget report for the Governing Board to see. Is this something that can be presented so we can have more detail of the budget for us to scrutinise it more?

A) We can look at this and the way to report this yes.

Governors discussed a new way of the budget being reported in more detail to ensure that Governors can be more confident to question the budget. The Chair shared information on more detail that should be included in the budget report.

RESOLVED: That the draft budget be approved by Governors.

11. ACADEMY UPDATE

Governors noted that this has been discussed above regarding a meeting be arranged for academies to present.

The Headteacher shared that she received an impromptu visit from the Chief Executive Office (CEO) of a trust. Governors discussed the visit and noted the trust should be considered when meeting with other trusts.

12. TREEHOUSE UPDATE

Governors noted that the temporary structure cannot be placed where originally planned due to fire regulations. This has meant various changes to the original plans with windows and doors. Governors noted that the architect are awaiting verbal confirmation of external cladding.

Governors noted that planning has not yet been submitted due to these complications. Governors noted that although there have been some complications, the new location may result in cost saving on installation.

Q) Do we need a sprinkler is it if moved?

A) We may not need a sprinkler but we still need fireproof cladding. We are awaiting confirmation that the options for cladding are ok.

Q) At what time will planning be submitted?

A) I was hoping it would have already gone in but the architect is awaiting verbal approval so hopefully imminently. I am chasing it.

Q) Will fireproof cladding add to the cost?

A) Only slightly but it will be offset with the saving on the new location.

Q) As a fall back is there an option of having it where the porta cabin used to be?

A) We could but there are access issues with toilets and getting the children to the parents.

Governors discussed potential locations and noted once planning has been granted it is a quick process.

13. POLICY REVIEW

Governors received the following policies prior to the meeting for consideration for approval.

- Health and safety
- Abuse against staff
- Designated teacher for Looked After Children
- Critical incident plan
- Data Protection.
- ECT policy
- Admission policy.

Governors noted that there are errors in the critical incident plan with names of the Chair and out of date Governors contacts.

ACTION: All Governors to read and send any amendments needed to the above noted policies by 21/04/2023.

RESOLVED: That the above noted policies be approved as of 21/04/2023 pending any changes being received by Governors on Governor Hub.

14. GOVERNOR VISITS AND TRAINING.

Governors noted the following visits have taken place.

- Rev Bridgman completed a SIAMs visit.
- Gill Tyler completed a wellbeing visit.
- Chris Fry completed SIAMS meeting with the inspector and virtual data scrutiny
- Adam Butwilowski completed a SIAMS meeting with the inspector a virtual data scrutiny and a treehouse visit.

Governors discussed future visits and monitoring arrangements.

Governors that there was a data meeting held and the data report was shared prior to the meeting.

Governors discussed agenda items.

ACTION: Clerk to add data on to the next agenda.

ACTION: Clerk to add inset days on to the next agenda.

15. CELEBRATIONS

Governors noted the SIAMs inspection was a very positive experience and are awaiting a published report.

Governors noted Sarah Quinn's report and that comments are positive.

The Headteacher celebrated the above external reviews being positive and being a real credit to the school for receiving positive external validation.

Governors noted that staff wellbeing is improving. Although sickness levels have been poor due to the amount of illness.

The Headteacher and Governors wish Nick Brown congratulations on the birth of his baby.

Governors noted that years 5 and 6 played exceptionally well in the hockey tournament and won.

Governors noted years 3 and 4 performed wonderfully in the football tournament and won.

The Headteacher shared that the year 3 and 4 residential trip was a great success and formally expressed thanks to all the staff who put an exceptional amount of effort into residential trips for the children. Governors noted that the feedback received was positive.

Governors discussed the school residential trips.

ACTION: Clerk to add residentials on to the next agenda.

16. ANY OTHER BUSINESS

Governors received a financial request for approval for the trim trail. Governors discussed quotes received and the work that would be completed.

Q) What is the difference between the work and materials involved in the quotes?

A) Nothing they are for the same work just different prices. We have worked with the lowest quote provider before and were happy with the service.

Q) Do they think it will last?

A) Yes, it will have edging.

RESOLVED: That the quote from Pentagon be approved by Governors.

17. DATE AND TIME OF NEXT MEETING.

Governors noted the next meeting of the Full Governing Board will be held on the Thursday 18th May 2023 at 5pm.

Governors noted this has changed from 11th May at 5.30pm.

Rachel Sims and Jane Taylor withdrew from the meeting at 19.09pm.

The Meeting ended at 19.09pm.

DATE	ITEM NO.	ACTION	BY WHO	BY WHEN
30/03/23	10	That the Chair to look at the questions and documents relating to the SFVS be spread across the next academic years agenda.	Chair	Next academic year
	13	All Governors to read and send any amendments needed to the noted policies by 21/04/2023.	All Governors	21/04/23
	14	Clerk to add data on to the next agenda.	Clerk	Before next meeting
	14	Clerk to add inset days on to the next agenda.	Clerk	Before next meeting
	15	Clerk to add residential on to the next agenda.	Clerk	Before next meeting