

**MEETING OF THE FULL GOVERNING BOARD
HELD ON THE 2ND FEBRUARY 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 | | Apologies |
| Ms Sara Albiston | Co-opted | 24/11/2025 | | ✓ |
| Rev James Bridgman | Foundation | 31/08/2025 | | ✓ |
| Mrs Gill Tyler | Foundation | 11/11/2024 | | Apologies |
| Mr Adam Butwilowski | Parent | 22/10/2025 | | ✓ |
| Mr Chris Fry | Parent | 04/01/2025 | Vice Chair | ✓ |
| Mr Nick Brown | Staff | 27/05/2025 | | ✓ |
| 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 | ✓ |

The meeting commenced at 17.16pm

1. WELCOMES AND APOLOGIES

Governors were welcomed to the meeting and noted that the meeting will be Mr Chris Fry will be Chairing the meeting.

Governors received apologies from Mrs Gill Tyler, Mr Darren Swan, and Mrs Rachel Sims.

RESOLVED: That the above noted 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 further declarations made.

3. MINUTES OF LAST MEETING

Governors were presented with the non-confidential minutes of the meeting held on the 1st December 2022 which had been circulated prior to the meeting.

Tarporley CofE Primary School, FGB
2nd February 2023

Governors noted one sentence reads “that the his” this should be “that his”.

RESOLVED: That once the above mentioned amendment is completed that the minutes of the meeting held on the 1st December 2022 be approved as an accurate record.

4. MATTERS ARISING

Governors reviewed that actions from the previous meeting as noted below.

| DATE | ITEM NO. | ACTION | BY WHO | BY WHEN |
|--|----------|---|---------------|---------------------|
| 01/12/22 | 6 | Contact details of any potential new Governors to be sent to the Chair to make contact. | All Governors | Ongoing |
| Update: Governors noted that the Chair has been in contact with one potential new Governor and has registered 2 vacancies on Governors for Schools | | | | |
| | 6 | Clerk to speak to the Governance team about a LA Governor and advise on next steps. | Clerk | Before next meeting |
| Update: Clerk advised one of the current Governors submitting an application to the LA to become LA Governor. | | | | |
| ACTION: Clerk to email Darren Swann regarding submitting his application to become LA Governor. | | | | |
| | 6 | All Governors to add and confirm any Declarations of Pecuniary Interest on Governor Hub and confirm they have read code of conduct 2022 and KCSIE 2022. | All Governors | Before next meeting |
| Update: No all completed | | | | |
| ACTION: Clerk to email individual Governors who have not yet completed. | | | | |
| | 7 | Clerk to add SIAMs and Christian Distinctiveness as a standing agenda item. | Clerk | Ongoing |
| Update: complete | | | | |
| | 9 | For an academy meeting to be arranged in summer term 1. | Mrs Sims | Summer term |
| Update: Governors discussed the most effective way to progress this. | | | | |
| RESOLVED: That a Strategy Day will be organised to meet with representatives. | | | | |
| ACTION: An academy strategy day to be arranged to allow Governors to meet with representatives. | | | | |
| | 10 | Mrs Gill Tyler to send the link to the sensory processing training. | Mrs Tyler | Before next meeting |
| Update: Complete. The school were not able to book on to the course due to it being full. Mrs Tyler has sent a variety of other support materials. | | | | |

5. GOVERNANCE – MEMBERSHIP & CONSTITUTION

Governors noted that there are currently:

- 2x Co-opted Governor vacancies
- 1x LA Governor vacancies

Governors discussed filling the vacancies above.

6. RECOVERY AND DATA

Governors received data graphs from insight prior to the meeting. The Headteacher presented the data to Governors.

The Headteacher Highlighted the following key points to Governors.

- 76% of the children joined school in reception.
- The SEND percentage of children in school is 12% in comparison to national average of 15%.
- Free School Meals 6% national 23.5
- Positively absence rates are still below national average.
- The attendance although better than national is the lowest the school has seen.
- The Headteacher attended training course with Jamie Pembroke and the advice received on the training was to not compare data for smaller groups of children with the national average. For example, groups of children who are SEND, FSM etc.
- Governors noted the Progress data looks strong from summer 22 to autumn 22.

Q) In terms of progress isn't there normally a drop off from summer wouldn't you expect more?

A) Not really, I would expect more blue.

- Governors noted there has been improvement in all areas.
- The Headteacher informed Governors that writing is below school targets. It has improved but not as much in other areas.
- Pupil progress meeting took place and TA's have been reallocated to meet the needs of the children across the school.

Q) How do you assess writing is it subjective?

A) Yes, it is teacher assessments. Since this data collection we have bought in exemplifications for pathway assessments. The teachers can compare their children work to these. An upper pay scale teacher has also completed an audit of every book and quality assured the accuracy of the work. Out of 9 teachers 8 were accurate. There has been support put in place for this staff member.

- The Headteacher noted that the training course with Jamie Pembroke also highlighted that children's term of birth needs to be considered. 111 pupils are summer born, 52 in spring born, and 74 autumn born.
- The data shows that years 2, 3, 4, 5 who need to make the most accelerated progress.

Governors were invited to ask any questions. There were no questions presented.

Mr Nick Brown presented data to Governors. Governors had received this data prior to the meeting. Mr Brown highlighted the following key points from the data.

- There has been progress from autumn 1 to autumn 2 there has been progress across all areas but there is still large amount of red data.
- Targets for children have been reviewed following the most recent data.
- School is predicting that approximately 80% of children will achieve expected or above.
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Q) Can you explain 84% for reading for autumn term?

A) There was a target set at the start of the year for the end of year target. That was 82% would be expected. The data gathered is showing this was going to be 72%. It was advised on training that it is not necessary to set targets for children not to achieve. All should be expected. These targets enabled us to have a projection.

Q) When is says percentage on track?

A) It refers to age related or exceeding.

Q) So, he is saying they should all be 100%?

A) No not all be 100% but the target should be that everyone should meet expected yes.

Governors discussed target setting.

Q) Where there is a dip from autumn 1 to autumn 2, so year 4 is a problem?

A) No, we are going to discuss this with Sarah Quinn on her visit. With the reading assessments some teachers have found it difficult to transition.

Governors discussed standardised testing advice from Jamie Pembroke. Data is subjective based on teacher assessment due to non-standardised teacher assessment. Advise is that once a year assessment is completed with non-exam year groups.

- Overall, the data is heading in the right direction and is a more positive picture.

Q) There has been a drop in year 4 reading and also year 1 and 2 maths has dropped why is this?

A) Yes, there is context around this. There have been 2 Ukrainian children starting in year 4 this has affected the reading percentage. There are also new pupils in year 1 and 2.

Governors noted that population size has a huge impact percentage wise on the data.

Q) On the analysis, writing is still a cause for concern and there has been little movement are we sticking with the recovery plan or are we looking at making changes?

A) We asked the staff member who scrutinised the writing books to provide individual teacher feedback. We have also compared what we are doing to other schools whose data is better and she feedback that we are not adapting the pathways enough to meeting the needs of the children. This has been feedback and staff are working on this.

Q) Are you confident in the writing curriculum if the data is poor? Is this the best curriculum?

A) The books and progress in their books show a different story to the data. Teaching and learning walks show the quality is high but data is not reflecting in the data. Sarah Quinn is looking at writing as a focus so we will have more information on this.

Q What is the answer to this? Is it because teacher assessment is not a good tool?

A) Having the exemplification will help with this. They have only just come out so will hopefully have an improvement. The book scrutiny identified that the teachers need to toughen up with the need exit passes with children's and their expectations such as capital letters, full stops. Year 1 are also going above what they had to do be doing.

Governors noted that this book scrutiny was powerful and will be completed termly. The feedback was discussed in staff meeting and is still a focus for staff.

Q) How successful was this discussion in the staff meeting had they taken it on board?

A) It went well phase 3 and 4 we looked at common trends. We noted vocabulary is an issue with the just below children and there is a lot of overuse of same basic language. We have looked at word banks and modelling. Another issue is sentencing structure and punctuation. We are implementing a more consistent approach to proof reading and editing. We have agreed on a 3,2,1 approach. This involves correcting 3 spelling mistakes, 2 punctuation errors and 1 grammatical error. Charlotte Raby and her wise words approach is also being used. We are going to implement a more uniformed approach across all years to help tackle comment trends.

The Headteacher noted that the marking policy is being reviewed as the Teacher marking is time consuming and not having an impact so we are looking at this.

Q) There was an issue with teachers not following the marking policy anyway is this still an issue?

A) Yes, they are still doing too much.

Q) With the writing intervention being put into place who is doing this Teachers or TA's?

A) No, the intervention is for the Teachers.

- Governors noted the year 1 data is difficult due to the curriculum changing. School have identified that a baseline needs to be complete in year 1 to give the children time to adjust from EYFS.

Q) Is the only way you measure accelerated progress from below age related to expected of above?

A) Yes currently.

Governors discussed assessment and the potential need to review the assessment policy and processes after training with Jamie Pembroke and Sarah Quinn visit.

Q) Do you benchmark in KS1?

A) No, we have moved away from this. but were informed last week that we can so we have had different views from external professionals.

Q) The Pupil Premium (PP) children's attainment we have a teacher who works specially with PP children don't we?

A) She works with KS2 PP children and not SEN PP. She works with those who are just below expected or above. The SEN PP children have intervention.

Mrs Helen Maddocks withdrew at 18.26pm

- Governors noted all staff have received training on Little Wandle and this is now implemented. These feedback form this is positive. There is progress seen from the staff but is anecdotal at present.

Q) Is Little Wandle whole class or streamed?

A) It is whole class. They do go off into groups to read but the teacher will move around to hear the group of children read.

Q) So, every child's input is from the teacher and it is whole class?

A) Yes.

- Governors noted that one strong message from the training received was not to assess data for the SEND children and measure their progress individually against interventions.

Q) How many recommendations are we going to put into practice?

A) We will meet with data group and share the thoughts with SLT. There are a number of things we are going to move towards but we will discuss it in the data group.

Q) On the insight data, the reception for writing they have 100% why is this?

A) It is based on one child who in in reception that should year 1.

Q) Is he out of cohort then?

A) No some are deferred so will start in reception and be in reception but the child in question based on him have English as an additional language and other SEN it was more appropriate for his needs for him to be in reception.

Governors received a Governor visit report from Mr Chris Fry prior to the meeting.

Mr Fry highlighted the following key points.

- Governors noted that due to the Headteacher not being happy with data a challenging and frank conversation was had with staff to address this. Expectations were made clear. This has been taken on board by staff currently in school but has had an impact on moral.
- Prediction have been made based on assessments and previous years data.

Q) What is "h"?

A) working at a higher level.

- This data is a rough guide for prediction to potentially highlight any issues if the trends are followed.
- The data is not based on any contextual data.

Governors were invited to ask any questions.

Governor commented that if assessments move to a standardised approach this will provide more solid data and predictions.

7. MAINTENANCE PRIORITIES

Governors received a costed maintenance report prior to the meeting.

Governors noted that this needs to be reviewed with link Governor and prioritise projects in terms of the budget.

Governors noted that there has been a grant of £16,000 has received in addition to improve energy efficiency.

Governors discussed possibilities of grants available for projects when school joins an academy.

Governors discussed the tree house project and noted the funds are there ready to be allocated.

8. CURRICULUM UPDATE

Governors received the curriculum update report prior to the meeting and were invited to ask any questions. The report included the strategic develop plan and impact.

Governors thanked Mrs Maddocks for the report and noted it was very informative.

Governor suggested school considering introducing next year foundation subject assessment.

Governors noted that currently school do RE and science assessment.

Q) with the music curriculum do we need to change much on this based on the update?

A) No, Liz is working on this.

Q) Do we still use instruments?

A) Yes, just in a different way. We do it through Charanga which is fantastic.

Governors noted that the music programme should be highlighted to Ofsted as a strength.

9. SSDP PROGRESS REVIEW

Governors received an updated version on the School Strategic Development Plan (SSDP) prior to the meeting.

The Headteacher noted that the plan is being followed and worked through. The subject leads have evaluated their areas.

Governor commented that it is clear there is a lot happening in terms of improvement and implementation of strategies within school.

Q) There is not much completed on the SSDP yet but would you expect to see more completed?

A) No.

Q) Has this been updated since last week?

A) Yes, subject leads have added to this.

Q) The Little Wandle training has been completed now hasn't it so should this be completed?

A) There is another session so that is why it is not completed.

Q) So not completed doesn't mean nothing is happening it just means there is still more to do?

A) Yes, we are moving towards completing the actions.

Q) What was the parents workshop like for Little Wandle was this well attended?

A) It wasn't a Little Wandle this session it was phonics. It was well attended yes approx. 20 parents from reception and year 1 attended and it was well received. She was really happy with the engagement from parents in the session.

- Governors noted the Recovery work is still being lead and implanted by Mr Brown.
- The Headteacher highlighted that the subject leaders are booked in to receive training. This is online with NCSL training.

Q) With the national college membership are you finding more staff are accessing training with this?

A) Yes, we have this and we have the key also. There has been a lot of online training linked to Little Wandle as well.

10. FINANCE & BUDGET UPDATE

Governors received a financial report update prior to the meeting. The Headteacher presented the report and highlight the following.

- Pupil numbers are currently 284 on roll. The prediction for reception 2023 entry will be 32. This will reduce numbers to 270.
- The budget has been set based on 279 and this is an optimistic view. There are additional enquiries that may support with this.

Q) How much capacity is there across year groups?

A) We have 42 in reception, 35 in year 1. 44 in year 2, 33 in year 3 which will drop to 32. 40 in year 4. 42 in year 5 which is also dropping to 41 and 44 in year 6. So, they are not great as they fluctuate year to year. There has been a lot of in year movement which negatively effects numbers.

Q) Do you have money for marketing?

A) Yes, a £1,000.

Q) is there any trend of post January movement?

A) No it is random, there are always changes but nothing we could predict.

- There is a budget setting meeting happening in March and this will be presented at the next meeting. This is and has been a challenge.

Governors discussed pupil numbers and applications. Governors discussed the drop in national birth rates.

Governors noted that benchmarking has been completed in preparation for creating the draft budget.

Manual of Internal Financial Procedures (MIFP)

Governors noted the MIFP had been seen prior to the meeting. Governors noted that the MIFP had been reviewed, updated and approved by Mr Darren Swann prior to his sabbatical. Governors were invited to ask any questions regarding the MIFP.

RESOLVED: That the Manual of Internal Financial Procedures be approved.

SFVS

Governors noted information has been received and will be shared via Governor Hub with Governors prior to the next meeting for approval.

11. GOVERNOR STRATEGY/VISITS/UPDATES

Governors noted Mr Chris Fry data visit and report had been shared above in item 6.

Ms Sara Albiston informed Governors she has completed a SEND visit and noted the following key findings.

- This was the first meeting with the SENDCo.
- The purpose of the visit was to gain an overview of the SEND processes.
- Ms Albiston noted that she witnessed clear triangulation from what she was told and seen to her monitoring visit and what has been discussed by the Headteacher within this meeting.
- Governors noted that it was highlight that reception are an extremely challenging year with a number of children with complex needs.
- Ms Albiston queried if there was a risk assessment in place for safety and confirmed that there is.
- Governors noted that school are received external support and advice from Hebdon Green to support with SEN.
- Attainment and progress was scrutinised for the SEN pupils due to it not being in line with schools targets for the SEN children. Governors noted that data has been discussed at length above in item 6.
- Interventions for the SEN children were discussed. A programme called IDL has been purchased and is being used with the children in the lowest percentage for reading and spelling. This can also be used at home.
- Interventions are rotated so children do not miss the same lesson this is a real positive.
- Ms Albiston has asked challenging questions from the Ofsted handbook. The feedback from this was that although she did answer the questions but next steps where that there could be some support around specificity that would improve her knowledge on answering the questions more effectively.
- It was noted that the SENCO floats around school to monitor the quality for SEN children across the school.
- It was questioned if the lowest 20% of readers are included within the SEN. Which they are working in presently with Mr Brown.
- There is a thorough SEN action plan in place. Although some actions are continuous provision and practice and do not need to be on there.
- The areas for development identified from the visit are around the challenging and next stage within teaching, learning and assessment journey.

Governors noted Rev Bridgeman completed a RE pupil's voice visit. Not all classes were seen so he will be returning to complete the visit and will feedback on completion.

Governors received a Treehouse update from Mr Adam Butwilowski. Governors noted that currently the planning application is being completed to be submitted for approval. A final meeting will be held in the coming weeks to finalise details. Due to this it is likely to be a summer installation.

Governors noted that the price is fixed.

Governors discussed work will need to be completed on windows and door in the existing corridor to control access.

Q) Do the dioceses need to get involved with this?

A) No as we are controlled.

12. SIAMS AND CHRISTIAN DISTINCTIVENESS

Governors noted that the SIAM's inspection has not yet taken place but is due imminently. The Headteacher reported she has queried this.

The Headteacher is supporting three other schools with the SIAMs keeping on track visits.

Governors noted that the school's Christian distinctiveness is positive. Reflection areas have been monitored by Rev Bridgeman with ethos group.

Q) Is there an ethos conference this year?

A) Yes, it is online again, there is no cost for online and there is significantly more engagement.

Q) When is it?

A) It is in the Summer. We still plan it as a group of three school and put activities online.

13. POLICIES

Governors to consider for approval the following policies:

- Behaviour policy 2022
- Design and technology policy 2022
- Geography policy 2022
- Mathematics policy 2022
- Suspension and permanent exclusion policy 2022

Resolved: That the above names policy be approved.

14. ANY OTHER URGENT BUSINESS

a. Celebrations

Governors noted that the young voice conference was fabulous and thoroughly enjoyed by the children.

The whole school went to theatre Cywydd pantomime this has been booked again as the feedback was positive.

Governors noted that school attended a Roman experience and this was a great experience for children.

Governors discussed Lottie the school wellbeing dog from the local village has left lasting impressions on the children and they all thoroughly enjoy her attendance in school when she visits.

b. staff wellbeing

Rev Bridgeman is the wellbeing Governor and noted that during monitoring the reflection areas he spoke with staff members and raised a concern around staff wellbeing.

Governors noted that there is a lot of personal life aspects affecting staff at present. The SIAMs inspection, data drop, changing around of TA's and general January blues have also added pressures for staff and are effective moral.

Governors noted that there is a concern for the Teachers wellbeing as a whole.

Governors discussed the strike action has unsettled Teachers and is making them question if teaching is the correct profession for them.

Headteacher informed Governors she has discussed wellbeing with SLT and the honest feedback was that every phase is struggling. There were no suggestions given on what can be done to improve it.

Governors noted some staff are finding the changes tough to adapt to.

Governors discussed wellbeing at length at discussed ways in which to support and improve staff wellbeing.

Q) Was moral down before Christmas?

A) A little but it is worse now.

Q) Are there cliques?

A) No not cliques, they are more physical groups due to lunch times and the school layout.

Q) Are there lots of moral mood hoovers?

A) No this is not the case here.

The Headteacher and Mr Brown informed Governors that there is a real sense of comradery and helping one another. There is a great sense of teamwork and team spirit.

RESOLVED: That Governors will think of ideas to improve wellbeing. The wellbeing Governor will go into school and speak to staff.

Mr Nick Brown withdrew from the meeting at 19.34pm

15. DATE AND TIME OF THE NEXT MEETING

Governors noted that the time and date of the next meeting is on 23rd March 2023 at 5.30.

The meeting concluded at 19.36pm.