

## MEETING OF THE FULL GOVERNING BOARD HELD ON THE 16<sup>th</sup> MAY 2024 AT 5PM AT THE SCHOOL

### 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		
Ms Andrea Bean	Co opted	27/09/2027		Yes - remote
Rev James Bridgman	Foundation	31/08/2025	Vice-Chair	
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
Ms Claire Houston	Co opted	28/06/2027		
Mr Mark Elder	Co opted	38/06/2027		Yes
Ms Christine Robinson	Foundation	16/01/2028		Yes
Vacancy	LA			
Vacancy	Co opted			
Vacancy	Co-Opted			
<b>In Attendance</b>				
Sue Knight	Clerk to Governors			Yes
Ms. Helen Maddocks	Deputy Headteacher (Observer)			Yes
Mr. Duncan Gordon	Observer			Yes

The Art and Design Lead, Sophie Jones delivered a curriculum presentation to Governors prior to the meeting. The following points were highlighted:

- School Vision, Let Every Child Shine – in art and design children experience a stimulating and balanced curriculum that allows them to be creative which inspires mindfulness.
- Intent – The school has purchased Access Art; it allows pupils to learn new skills and techniques, school will be able to evidence their progression from Reception to Year 6.
- Implementation – Pupils are taught through pathways; it is a holistic curriculum that focuses on the journey of art. The pathways approach fits with mixed year groups.

Governors reviewed an example of a pathway.

- There is supportive CPD for staff and resources to support them.

- Access Art began this year; pupil voice has been conducted and pupils say that they enjoy art and were able to talk about what they had been learning.
- Sketch books have been introduced for all year groups.
- The curriculum is high quality and pupils have purposeful lessons. Pupils work individually, in groups or complete whole class pieces of art.
- Impact – pupils are learning about art and developing a skill set. Pupils are resilient and are learning to be brave, they are encouraged to take risks in art.
- Next steps – conduct pupil voice 3 times per year, review sketchbooks, complete staff voice and learning walks.

Governor's reviewed examples of work in pupils sketch books across all year groups.

*Q: How are staff coping?*

*A: They are overwhelmingly positive about Art, there are lots of CPD opportunities to support them. The pupil's excitement feeds the staff enthusiasm.*

Governors thanked Sophie Jones for her presentation and she left the meeting at 5.20pm.

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

No additional declarations were made.

Apologies were received and accepted from Rachel Sims, Rev James Bridgman and Claire Houston.

**RESOLVED** that the non-confidential minutes of the meeting held on the 14<sup>th</sup> March, 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 Clerk to send report
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/CH	Meeting arranged	Ongoing

To review the effect of changing the timings of the last day of term on attendance.	All	Sept 24	Complete
To review the pay scale structure.	All	Sept 24	Complete
To add Residential Visits to the Summer agenda.	Clerk	Summer Term	Complete
To add reducing the PAN to the first Summer Term agenda.	Clerk	Autumn Term	Ongoing
To meet with the Headteacher to discuss the next data drop	AB	ASAP	Complete

## 2. GOVERNANCE – MEMBERSHIP & CONSTITUTION

a) To receive any changes to the membership.

The Chair reported that Sara Albiston had resigned from the Board. Governors thanked Sara for her time and commitment to the school and Governing Board.

**RESOLVED:** Governors agreed that Sara Diggle will become the link governor for safeguarding.

*Q: When Governors step down do we have an exit conversation?*

*A: Some do, some don't, the Chair touches base with those that leave, but there is nothing official recorded.*

The Chair informed Governors that he intends to step down as Chair at the end of term.

*Q: Would we consider a new governor for the role of chair or existing?*

*A: The Clerk replied that it would normally be an existing governor with experience of the school.*

The NGA have a role descriptor for a Co-Chair role.

**ACTION:** Clerk to share the role descriptor for the Co-Chair role.

## 3. LINK GOVERNOR REPORTS

Rev Bridgman had completed a SAT's monitoring check.

Andrea Bean had completed a data meeting with the Headteacher where they reviewed the key headlines.

*Q: How did SAT's go?*

*A: They went ok, the children are happy. There was a lot of reading in the Maths paper and the reading paper was difficult, but we are pleased with how the pupils worked.*

Helen Maddocks, Sara Diggle, Chris Fry and the Headteacher had met to discuss strategy, they will meet again before the end of term to review any changes.

## 4. CHRISTIAN DISTINCTIVENESS

The Headteacher told Governors that Christianity is at the heart of everything they do in school.

An INSET day in September will be held for all staff at Foxhill which is a Christian Centre, the team will look at wellbeing and spirituality.

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Tarporley CofE Primary School, FGB  
16<sup>th</sup> May 2024

The Diocese have been successful in their bid for Flourish, this will be fully funded for schools. It will support children and families in workshops on school premises. It will be an opportunity to come together as a community.

The Headteacher will visit London in July with the other schools to look at how it will be implemented.

*Q: Is there a set of values or a measure to identify whether we are doing well in respect to our Christian ethos?*

*A: We are inspected through SIAMS, the measure is the SIAMS criteria. The school is currently judged as excellent. The report is available on the school website and Governor Hub.*

*Q: Is the expectation that the Headteacher and Vicar will work together?*

*A: The school work with the church they are allocated to, there is an expectation that they would work together, and this does happen, Rev Bridgman regularly visits the school.*

Governors were informed that it is St Helens Day on Monday 20<sup>th</sup> May, Class 3/4 will visit the church and Year 6 will go up the bell tower.

## **5. HEADTEACHER REPORT**

Governors received the SOAP (School on a Page).

*Q: What is the attendance target?*

*A: It is 98%, it is currently 95.5% which is above National.*

The Headteacher informed Governors that they are in the Ofsted window for an inspection, the inspection will be completed before September 2025.

**ACTION:** Governors to read the Be Ready document.

*Q: Are staff anxious about Ofsted?*

*A: Probably, it is unsettling, it would be easier if we had a shorter window in which we knew they were coming, this would be easier to manage. We try and minimise the stress for staff as much as possible.*

Governors were encouraged to complete the Ofsted 'Big Listen' survey.

The Headteacher informed Governors that Ofsted had removed deep dives from Section 8 inspections, they will conduct enhanced learning walks.

Governors noted that Ofsted preparation can take staff's time away from doing their role, however, the school is ready for an inspection.

*Q: What is the time period between the phone call and the visit?*

*A: They come the next day following the phone call which is in the morning, just before lunch.*

Governors noted that the school has had a safeguarding audit completed by the LA, it states that there are no areas of concern, and the school is effective.

*Q: What happens if we do not get Outstanding?*

*A: We are a very good school, we don't meet all the criteria for Outstanding, we do nurture a love of learning.*

Governors thanked the Headteacher for the SOAP.

## **6. INSET DAYS AND RESIDENTIAL VISITS**

Governors reviewed the term dates and INSET days for 2024-25.

### **RESOLVED:**

Governors approved the dates.

## **7. ACADEMY CONSULTATION FEEDBACK**

The feedback following the parental consultation to convert to an academy had been received prior to the meeting. The feedback had also been shared with parents via email and uploaded to the school website.

The responses had been overwhelmingly positive.

*Q: What is the summary of benefit in joining a MAT?*

*A: As more and more schools convert the LA services become more diminished. The school used to be part of the Sandstone Partnership, but they have not met since 2019 due to converting to academy status, they now meet within the Trust. The school is becoming more and more isolated.*

*Q: Would it give more autonomy?*

*A: We wouldn't move away from the national curriculum; the Governing Board would become a Local Education Committee and would be governed by the Board of Trustees.*

The biggest change for the school would be the back-office services, such as payroll and HR. In joining a MAT the school would be able to do purchase services collaboratively with other schools. The school would also work collaboratively with teachers across the other schools.

The Governing Board have been considering academisation for some time and have viewed all the MAT's that a Church of England school are permitted to join. Governors agreed that CDAT offered the best fit and aligned with the school ethos and vision.

The Chair asked Governors to vote as to whether they want to move to the next stage, which is due diligence, this will be conducted on both sides.

**RESOLVED:**

Governors voted unanimously to move the next stage of academisation.

*Q: What is the timescale to complete the process?*

*A: It will be approximately 12 months. An academy order will be received once the application has been approved by the RSC. A process to TUPE staff and complete land transfers will then begin.*

## **8. POLICIES**

Governors reviewed the following policies:

Admissions Policy

Bereavement Policy

Data Protection Policy

**RESOLVED:**

Governors approved the policies list above.

## **9. KEY DATES**

The school BBQ will take place on the 18<sup>th</sup> July.

Year 6 leavers assembly is at St Helens on the 17<sup>th</sup> July at 2pm.

Year 6 play is 12<sup>th</sup> July at the Community Centre

Year 4 Brass Project is the 5<sup>th</sup> July at 10am.

Governors were welcomed to celebration assemblies that are held every Friday in school at 9am.

## **10. FINANCE UPDATE**

### **a) Final Outturn**

The final outturn was confirmed as: £39,052.00.

### **b) Budget 2024/25**

Governors reviewed the 2024-25 budget and noted the following predicted carry forward figures:

2024-25        £16,545.00

2025-26        £ 4,352.00

2026-27        £21,776.00

Governors noted that a pension grant has been received to support the budget, however this was allocated based on pupil numbers and therefore did not fully cover the commitment.

**RESOLVED** that there were no changes to the approved 2024/25 budget.

### **c) Pupil Numbers**

There are currently 287 pupils on roll. There are surplus places available in the school. Governors noted that funding is not received until the following year if pupils join after the census date.

Governors discussed the SEND funding and the contribution that is made per child that has supported hours allocated to them.

The budget has been set based on 272 pupils, there are 287 in school now and 281 were on roll at the census date.

The school has planned to reduce the number of teachers and therefore classes in 2026 as pupil numbers into Reception are forecast to remain low. This year the school will be receiving 24 pupils from a PAN of 45.

The Headteacher shared with Governors the number of pupils joining the school through in year admissions, the school has a high mobility rate; for example, 17 pupils have joined Year 4 since Reception.

*Q: How many since the school increased the PAN?*

*A: It was 2018, we need to consider reducing the PAN back to 30 because whilst it is 45 we would have to take 31 pupils if required and this would mean 2 teachers.*

**ACTION:** Governors to consider reducing the PAN to 30.

## **11. WELLBEING**

Rev Bridgman has met with all the TA's and a copy of his report had been shared via Governor Hub.

The Headteacher told Governors that all staff work exceedingly hard.

*Q: Is it hard or is it because they have too much to do?*

*A: Staff are reminded to think about their work life balance, but they are conscientious and want the best for the children.*

There are lots of additional things coming through that staff need to do such as review the RSE policy following government updates and the new music report that must be written and published.

The curriculum was discussed and how much is expected to be fit into a school week.

*Q: What if you don't do it?*

*A: Then we would not meet the teacher standards. Staff reflect on what the impact would be before undertaking work. There are deputy subject leaders in place to support staff.*

*Q: Does the music lead have the data she needs to complete the report?*

*A: She will be supported by the Headteacher and DHT and given additional time to complete the*



*report, it has been sent as a proforma to complete.*

*Q: Do staff have time together in the staff room?*

*A: We find that staff choose to complete marking at lunchtime rather than take work home after school. Teachers have been consulted about the marking policy and they had stated that they did not want to stop marking, this can be revisited.*

*Q: Is it a problem that they don't socialise together?*

*A: They do socialise in their phases.*

## **12. ANY OTHER BUSINESS**

A Governor stated that she had heard positive comments in the community about the school and the Headteacher.

The Headteacher thanked Sara Diggle for her work on the pre-loved shop. It gives parents the opportunity to access affordable uniform and supports sustainability.

## **13. DATE AND TIME OF THE NEXT MEETING**

The next meeting will be held on the 20<sup>th</sup> June 2024 at 5.00pm

Signed .....  
Chair of Governors

Date .....



**ACTION LOG:**

<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/ CH		
To add the Constitution of Government to the next meeting agenda.	Clerk	May	
To add reducing the PAN to the first Summer Term agenda.	Clerk	Summer Term	Complete
Clerk to share the role descriptor for the Co-Chair role	Clerk	Summer Term	Complete
Governors to read the Be Ready document	Governors	Summer Term	Ongoing