

MINUTES

OF THE FULL GOVERNING BODY MEETING TARPORLEY CHURCH OF ENGLAND PRIMARY SCHOOL

Date	Thursday 28th November 2024 at 5pm	
Venue	Tarporley Church of England Primary School	
Attendees	Ms Andrea Bean (ABe) (Chair) Mrs Kerry Forrester (KF) Ms Rachel Sims (RS) Rev James Bridgman (JB) (Vice Chair) (via Teams) Mr Adam Butwilowski (ABu) (Via Teams) – left 5.45pm Mr Nick Brown (NB) – left 6.50pm Ms Sara Diggle (SD) Rev Mark Elder (ME) Ms Christine Robinson (CR) Mr Duncan Gordon (DG)	Co-opted Governor Headteacher Co-opted Governor Foundation Governor Parent Governor Staff Governor Foundation Governor Co-opted Governor Foundation Governor Co-opted Governor
Apologies	Mr Chris Fry (CF)	Parent Governor
Absent		
In attendance	Julie White (JW) Ms Helen Maddocks (HM) (Via Teams)- Left 6.50pm Miss Neill	Governance Clerk Deputy Headteacher (Observer) Year 6 teacher

*For all sets of minutes and backing papers it is taken that all will have been pre-read and coverage will therefore be limited to: • **accuracy** • **action points** • **challenge***

The meeting met its quorum with 10 governors present.

AGENDA ITEM 11	CURRICULUM PRESENTATION
Discussion	<p>The meeting started at 5.02pm with an English presentation from the subject lead, Miss Neill. Miss Neill presented on overview of the curriculum and teaching methods for English. Key points and questions were:</p> <ul style="list-style-type: none"> - The main topics outlined were writing, speaking & listening, and spelling, grammar & punctuation. - The aim is for children to write confidently and with independence, to develop a love of writing and to develop imagination. - The school uses Pathways as the tool to teach the different aspect of English. The advantage of the Pathways units is that they all connect together. - The school uses a Mastery approach to teach English, meaning all the children are taught at the same level with scaffolding (extra steps) to support all children. - All techniques are continually reviewed, adapted and changed as necessary. - The majority of the SPAG curriculum comes through the writing lessons. There are occasions where some topics need to be taught discretely. - The expectations for handwriting were outlined, with increased expectations for the standard of handwriting. - The impact is assessed using the Pathways assessment grids to support teachers judgements. Termly moderation meetings are held to ensure accuracy. - The 2024 results were strong with 68% achieving expected standard in writing compared to 62% nationally in year 2. Year 6 had 88% achieving expected standard compared to 72% nationally. Greater depth wasn't as strong as previous years but more achieved the expected level than previous years. - A number of areas are being worked on. One of the key aims is to improve the number of writers achieving expected standard across the whole school. One of the key aims is for children to be independent writers. - There are lots of book scans, comparing writing across classes, lesson observations and learning walks are taking place. - Pathways plans are always being adapted and the school has paid into staff attending

	<p>cluster moderation meetings.</p> <p>Question: SD noted that there is a big jump from the KS1 to KS2 results in writing, i.e. from 68% to 88%. Is that standard across all schools or is it related to harsher marking, moderating?</p> <p>Answer: Miss Neil responded that the attainment will increase in year 6. The results in year 6 were moderated and spot on the 88%.</p> <p>Question: SD asked if the change to joined up handwriting being expected in year 6 a natural progression?</p> <p>Answer: The kinetics method of teaching handwriting is all based on joining being a natural process with the mechanics being taught from reception. For example, children are taught to 'flick and snuggle' their letters.</p> <p>There was a discussion around how English is taught, for example SPAG and content. Miss Neill explained that SPAG is taught through looking at texts, then looking at the purpose, the audience and applying into the children's own writing.</p> <p>Question: ABe referred to the writing outcomes in year 6 and asked if there is support for staff in other years to be able to build their skills.</p> <p>Answer: Miss Neill responded that when the subject leads have investigated, it was the judgement of the writing rather than standard of the writing which was different. This is the rationale for the focus being on moderation and assessment of writing. There is no concern around the quality of teaching or the expectations.</p> <p>Miss Neill left the meeting at 5.27pm</p>
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AGENDA ITEM 1	OPENING PRAYER, WELCOME & APOLOGIES FOR ABSENCE
Discussion:	Apologies from Chris Fry were received and accepted.
RESOLVED:	That the apologies from Chris Fry be accepted.

AGENDA ITEM 2	ANNUAL DECLARATIONS - REMINDER
Discussion:	Governors were reminded to confirm that all declarations are completed on GovernorHub. It was noted that DG's DBS has not been completed but is in progress. KF confirmed that the GIAS information is correct. JW agreed to send KF the GIAS report on GovernorHub.

AGENDA ITEM 3	PART ONE MINUTES OF THE LAST MEETING 26 th SEPTEMBER 2024
Discussion:	The minutes of the last meeting held on 26 th September 2024 were received and accepted as a true and accurate record of the meeting.
RESOLVED:	That the minutes of the meeting on 26 th September 2024 are accepted as a true and accurate record of the meeting.

AGENDA ITEM 4	MATTERS ARISING
Discussion:	<p>The matters arising noted on the action log were discussed:</p> <ul style="list-style-type: none"> - KF and marked 2 safeguarding quizzes received and will check for others which have been completed. - The skills audit was discussed. KF contacted CDAT and confirmed it was not a requirement for skills audits to be completed. It was agreed that the skills audits will be used to self evaluate any training gaps and requirements. JW agreed to keep governors updated on training modules.

AGENDA ITEM 5	GOVERNING BODY MEMBERSHIP 2024-25
Discussion:	<p><i>Parent Governor election - term of office ending January 2025</i></p> <p>KF confirmed that she has spoken to Chris Fry and he is keen to stay on as a Governor. It was agreed that as the finance governor, the board would not want to lose his skills and experience. KF proposed that CF is appointed as a co-opted governor. RS nominated CF as a co-opted governor. ABe seconded and all governors present agreed to appoint CF as a Co-opted governor.</p> <p><i>Appointments</i></p> <p>Following the appointment of CF as a co-opted governor, this leaves a vacancy for a parent governor. It was agreed that a parent governor election will be announced after the Christmas holidays.</p> <p>There was a discussion around the structure of the Governing Body once the school joins CDAT. JW agreed to contact CDAT to confirm the structure of the board following academisation.</p>
RESOLVED:	That Chris Fry is appointed as a Co-opted governor.
Action:	<ol style="list-style-type: none"> 1. KF to arrange a parent governor election in January. 2. JW to contact CDAT to confirm Governing Body structure following academisation.

AGENDA ITEM 6	TERMS OF REFERENCE 2024-25
Discussion:	<p>The Terms of Reference for the Pay committee were received. One point which had been questioned was the reference to performance related pay. However, this year's Pay Committee had to follow the performance related pay structure as it was last year's performance management. It was agreed to review the Terms of Reference in the summer 2 FGB to remove the line relating to performance related pay.</p>
Action:	Terms of Reference for Pay committee to be reviewed in the FGB on 26 th June 2025.

AGENDA ITEM 7	GOVERNOR TRAINING REQUIRED/ATTENDED
Discussion:	<p>There was no training noted. Governors were advised of training available on the NGA website and on GovernorHub Knowledge. KF asked all governors to complete one piece of online training before the next meeting and let NB know. JW confirmed that any training through GovernorHub Knowledge is automatically added to their profile.</p> <p>There was a query about the Prevent training. KF confirmed that it is a DfE training and will re-send the link for governors who have not been able to access it.</p> <p>Note: ABu left the meeting.</p>
Action:	All governors to complete one piece of online training before the next meeting.

AGENDA ITEM 8	GOVERNOR MONITORING REPORTS SINCE LAST MEETING
Discussion	There were no reports noted.

AGENDA ITEM 9	GOVERNOR SELF EVALUATION & ACTION PLANNING 24-25
Discussion:	<p><i>Advice for item:</i></p> <p><i>To consider the work of the board in light of last year's achievements and challenges.</i></p> <p><i>To consider and agree what the specific priorities for governors this academic year are.</i></p> <p>It was noted that moving to CDAT is a priority for the coming year. KF noted that there was a</p>

	<p>session that needed to be rearranged with Su Turner which had been intended to work on the strategic plan. It was noted though that there will be a directed strategic plan when the school joins CDAT and the Board becomes an LGB. It was agreed that the focus for the next year will be supporting the school on the conversion to an Academy.</p> <p>Looking at food standards would be monitored as agreed at the last FGB.</p> <p>The reduction in PAN will lead to changes in the structure of the school. The responses to the DfE's questions have been answered by KF.</p> <p>Question: ME asked if the role of governors will change when the school joins CDAT and if the Board will keep the same structure.</p> <p>Answer: JW confirmed that this will be confirmed with the CDAT governance department.</p> <p>KF reported that the draft application to join CDAT has been submitted. There had been a delay due to the election and other changes. The removal of the academy conversion grant in December 2024 was discussed. It was confirmed that as the application was received in draft prior to December 2024, the DfE have agreed that the school will still be able to access the conversion grant. The application will go to the panel in February 2025. The notification that the draft has been submitted has been received. Once the application has been reviewed, CDAT will be informed of any areas of concern. The DBE supporting letter has now been sent to ABe for signature to be attached to the final application. It is anticipated that the conversion may now be October/November 2025 but this needs to be confirmed.</p> <p>There was a discussion around governors continuing to ask questions as the process continues. KF noted benefits of joining CDAT, particularly in relation to procurement, for example with the upcoming photocopier lease renewal which CDAT is helping with. It was noted that the 3 year contract with Edsential is coming to an end and KF has been in contact with CDAT to enquire about what the Trust offers. CDAT have just completed a tender process to have their own CDAT approved provider which will tie in with when the school joins CDAT. This means that the school doesn't need to go through it's own tender process.</p> <p>Question: ME asked if KF as Head is more inclined to think that Governors are doing the right thing?</p> <p>Answer: KF responded that 100%, joining CDAT is the right thing for future of the school.</p>
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AGENDA ITEM 10	CHAIR'S ACTION
Discussion:	ABe confirmed that the DfE response and the application for CDAT were both Chair's actions since the last meeting.

AGENDA ITEM 12	HEADTEACHER'S REPORT
Discussion:	<p>KF's Headteacher's report was received. The report was uploaded to GovernorHub and reviewed prior to the meeting. Points noted from the report included:</p> <ul style="list-style-type: none"> - Following the question raised at the previous FGB, page 4 of the report sets out the impact of the half day on the last days of term. It was noted that the attendance improved or remained stable. <p>Question: ABe asked what comes under the different categories – behaviour and negative behaviour and what is the difference?</p> <p>Answer: KF responded that it is often the way the incident is logged on CPOMS.</p> <p>Question: ME asked for KF's opinion on the Flourish project.</p> <p>Answer: It was noted that this hadn't been included in the Headteacher's report. The school is delighted with the progress. CR is on the Flourish Board, along with a PCC representative, KF and JB. The initial money has gone into the Church as Flourish sits outside the school. Recruitment is underway for a Flourish worker. Flourish is the Church of England pilot of a new Church based in school settings but outside of school. It is all age invitational worship based on the vision of children. The Flourish worker will be recruited to work with the children to create what the new church will look like. The</p>

	<p>individual will be managed by the Flourish Board with KF and JB as the direct line managers.</p> <p>The first service will be on the 20th December at 1.30pm and all governors are invited.</p> <ul style="list-style-type: none"> - KF confirmed that the admission numbers are currently 25 first choice and 2 second choice.
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AGENDA ITEM 13	SEND UPDATE
Discussion:	<p>The SEND update prepared by Emma Nicholas (EN) was uploaded to GovernorHub and reviewed prior to the meeting. ABe met with EN and discussed the priorities around SEND. It was noted that SEND and behaviour can overlap. EN's aim is to support teachers in becoming skilled and experienced in dealing with the bigger issues in the classroom and supporting the children. Support can then be given to children who may have SEND needs but aren't at the EHCP level. Redeveloping the Hedgehogs classroom is being carried out as a place for children to go to re-regulate outside the classroom.</p> <p>ABe noted that EN has a drive to support children to be able to access education at all levels and also to support the teachers.</p>

AGENDA ITEM 14	BEHAVIOUR REPORT
Discussion:	<p>HM produced the detailed annual behaviour report uploaded for review on GovernorHub. KF reported that the joint Heads forum from Cheshire West and Cheshire East included a behaviour specialist. The forum has opened up a lot of interesting discussion.</p> <p>Looking at low level behaviour, it was noted that there appears to be a correlation between the increase in low level behaviours and disengagement of parents, i.e. parents not supporting children in school, hearing children read etc.</p> <p>There were no representatives from reception parents on the parents forum.</p> <p>It was noted that the feedback from the Heads forum is that all schools are struggling with parental engagement.</p> <p>There was a discussion around how to improve engagement. The homeschool agreement will be revisited and parents encouraged to become more involved and engaged through partnership meetings.</p> <p>Question: JB referred to the behaviour report and asked how the success criteria of rewards and sanctions applied consistently and appropriately across school are measured?</p> <p>Answer: HM reported that this is reviewed through CPOMS. Staff can add actions or further information such as sanctions when logging something on CPOMS. The rewards are identified through House points, raffle tickets etc.</p> <p>Question: ABe referred to TeamTeach and asked if there was any plans to extend beyond KS1 adults?</p> <p>Answer: KF noted that there is a charge for each individual to go onto TeamTeach. The school is looking for alternatives.</p>

AGENDA ITEM 15	PUPIL PREMIUM AND SPORTS PREMIUM UPDATE
Discussion:	<p>The Sports Premium annual update review and targets was uploaded to GovernorHub. The Pupil Premium has also been prepared which is a DfE statutory format and has to be published on the school website before 31st December.</p> <p>DG confirmed that as pupil premium governor, he will meet with Emma Neill to review the pupil premium information. In addition, CR confirmed that as Sports Premium governor, a meeting has been arranged with Jason.</p> <p>All governors present approved both documents for publication.</p>
RESOLVED:	That the Pupil Premium and Sports Premium statements are approved.

AGENDA ITEM 16	CURRICULUM UPDATE
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Discussion:	The curriculum report has been prepared by HM. It was noted that there are not many changes from the previous update. Kapow is now being used for music lessons and is being positively received.
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AGENDA ITEM 17	DIOCESE UPDATES / SIAMS INSPECTION PREPARATION
Discussion:	The CDAT update was covered earlier in the meeting. KF shared the annual family of school visits report with governors which was prepared by one of the Diocesan Headteachers.

AGENDA ITEM 18	FINANCE UPDATE
Discussion:	<p><i>Finance Update</i></p> <p>Jane Taylor's (JT) finance report was received. The report was uploaded to GovernorHub prior to the meeting. It was noted that ABe and CF attended the budget meeting with KF and JT on 7th November.</p> <ul style="list-style-type: none"> - There is an increased in year deficit, primarily due to 3 TA's on unexpected long term absence. - Unexpected costs were incurred for remedial work following a legionella review, a problem with the boiler, a security lock on the downstairs door, remedial work following the lightening protection inspection. - Numbers are lower than predicting therefore there has been a decrease in the budget for future years. Teacher redundancies have been planned in line with the reduction in numbers in 2026, 2028 and 2030. £20,000 of redundancy costs have been included in the budget. The budget also includes a reduction in temporary TA's. - It is hoped that Treehouse will break even. The numbers have not recovered after Covid. Following a parents survey, parents have been asked if they can pay for an hours slot. A change to the Treehouse terms and conditions will be discussed under AOB. - Unofficial funds includes money in the Natwest account which is used to pay for the Family Support Fund to provide financial help to families who don't qualify for Pupil Premium. The school pays for free school meals, supplements Treehouse fees and helps with residential costs. - Gifts and hospitality include a parental donation of £136 of SEND resources. - JT has asked for a decision on the school laptops which are coming to the end of their lease. There are 2 options – either buy them outright at a cost of approximately £6k; or to continue to lease them for a further 2 years at the same cost. KF reported following discussion with the IT technician that the laptops are all running Windows 10 which stops being supported this year. The laptops could be upgraded to Windows 11 for around £50 each and may give more than 2 years of life. KF's recommendation is to purchase the laptops utilising the money in the Natwest account. There would then be a saving on the lease fees until such time as the need can be reviewed. It was noted that CF has been asked to provide input as IT link governor and has all the figures from JT. KF confirmed that the lease cost for another 2 years will be approximately £3.5k per year. A further option is to return the laptops and take out another lease. <p>The options and costs were confirmed as follows:</p> <ol style="list-style-type: none"> 1. Continue to rent the equipment beyond the expiry date for £1,791.99 per quarter until no longer required. 2. Commit to a further fixed period of 1 year at £1,677 per quarter and the end of which the options can be revisited. 3. Lease for a further 2 years at £939.67 per quarter at the end of which the options can be revisited. The laptops will still require upgrading. 4. Purchase the equipment for one single payment of £6,821. 5. Return the laptops <p>There are 40 laptops being leased. KF confirmed that the IT technician has confirmed that they are sturdy laptops. He is looking into how robust they are to advise. Governors agreed to delegate the final decision to CF given his knowledge and experience.</p> <ul style="list-style-type: none"> - It was noted that photocopiers will be discussed at the next meeting.

Action:	CF to make final decision and advise on the preferred course of action for the laptops.
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AGENDA ITEM 19	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
Discussion:	<p>The following statutory policies were reviewed for approval:</p> <ul style="list-style-type: none"> • Admissions arrangements • School Pay policy • SEND policy • Accessibility plan <p>There were no comments on the policies and all governors present approved the policies.</p> <p>The following policies were noted:</p> <ul style="list-style-type: none"> • Governor visits policy • Critical Incident policy • English policy • Handwriting policy • Lockdown policy and procedures • Parent Code of Conduct • Business continuity plan • Homework policy • Intimate care policy <p>It was recommended that all governors read and are familiar with the Critical Incident Policy which sets out the procedure if there is a critical incident including the cascade of contact details. Governors were also recommended to read the Parent Code of Conduct if they have not already had a copy as a parent.</p>
RESOLVED:	The statutory policies noted above are approved.

AGENDA ITEM 20	SUCSESSES AND CELEBRATIONS
Discussion:	The 175 year celebration was noted as a success and the work put in by the staff and children was acknowledged and thanked by governors.

AGENDA ITEM 21	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
Discussion:	<p>Amended terms of reference for Treehouse were uploaded for review prior to the meeting. The changes are the introduction of the first hour session at the lower rate of £6.50 and the introduction of a late fee in line with other surrounding schools. The sessions are paid in arrears and there are a number of parents who don't pay and have incurred debts. It was agreed that the usage of the Treehouse should be reviewed at the summer meeting. The school is required to provide the facility until 6pm. The majority of children are collected between 5.30-6pm.</p>
Action:	To review the Treehouse sessions being utilised at the meeting on 26 th June.

AGENDA ITEM 22	DATE OF NEXT MEETINGS
Discussion:	<p>Remaining meeting dates for 2024/25:</p> <p>Thursday 23rd January 2025 at 5pm</p> <p>Thursday 13th March 2025 at 5pm</p> <p>Thursday 8th May 2025 at 5pm</p> <p>Thursday 26th June 2025 at 5pm</p>

Part 1 ended at 6.50pm

ACTION LOG

ACTION	RESPONSIBILITY	DEADLINE	COMPLETED/ ONGOING
Actions from 28th November 2024			
KF to arrange a parent governor election in January.	KF	31/1/25	
JW to contact CDAT to confirm Governing Body structure following academisation.	JW	ASAP	Ongoing
Terms of Reference for Pay committee to be reviewed in the FGB on 26 th June 2025.	JW	26/6/25	
All governors to complete one piece of online training before the next meeting.	ALL	23/1/25	
CF to make final decision and advise on the preferred course of action for the laptops.	CF		
To review the Treehouse sessions being utilised at the meeting on 26 th June	ALL	26/6/24	
Actions from 26th September 2024			
All governors to confirm their declarations of interest, code of conduct and confirm they have read the 2024 Keeping Children Safe in Education guidance.	All governors	31/10/24	Ongoing
All governors to review their own skills audit to identify training needs and report to NB.	All governors	31/10/24	Completed
KF to ask CDAT if they require a skills audit to be completed when the school goes into the Trust.	KF	28/11/24	Completed
Send template Pay Committee terms of reference to KF for review.	JW	ASAP	Completed
Send a link to Governor training modules on GovernorHub Knowledge.	JW	ASAP	Completed
Obtain statistics and data reflecting any impact of the early finish for the summer term to include in Headteacher's report at the next meeting.	KF	28/11/24	Completed
Update the reference to Performance Related Pay in the SEF.	KF	ASAP	Completed
Safeguarding quiz and documentation to be sent to governors to complete.	KF/All governors	ASAP	Ongoing
Governor visits policy to be updated.	KF	ASAP	Completed