



**STAPELEY BROAD LANE CE PRIMARY SCHOOL
FULL GOVERNING BOARD MEETING**

PART ONE MEETING MINUTES: NON-CONFIDENTIAL BUSINESS

Date:	Monday 16 th October 2023 at 6:30pm	
Venue:	School	
Present:	Roy Smith (RS) Jen Holden (HT) Sarah Ailsby (SA) Richard Morgan-Wynne (RMW) Sarah Renshaw (SR) Matt Beeston (MB) Jo O'Brien (JO) Hannah Hukins (HH) Sarah Lomas Steven McVicar (SM)	Co-opted Governor (Chair) Headteacher Staff Governor (left the meeting at 8:17pm) Foundation Governor Parent Governor Staff Governor (left the meeting at 8:17pm) Parent Governor Parent Governor Clerk to governors School Business Manager (left the meeting at 8:17pm)
Apologies:	Gillian Tucker (GT)	Foundation Governor
Absence:	Fiona Hartley Niki Watson	Trustee Co-opted Governor

The meeting commenced at 6:43pm.

ITEM		ACTION
1.	<p>WELCOME AND APOLOGIES</p> <p>Apologies had been received from Gillian Tucker. It was noted that this meeting would have been GT's final meeting as her term of office ends on 22.11.23 which precedes the next FGB meeting on 04.12.23.</p> <p>Niki Watson and Fiona Hartley were not present and no apologies were received.</p>	
2.	<p>CONFLICTS OF INTEREST, (PECUNIARY OR OTHERWISE)</p> <p>The following interests were declared by governors:</p> <ul style="list-style-type: none"> RMW's wife is employed by the school. 	
3.	<p>AOB</p> <p>Governors agreed to consider the following item of business raised for discussion under Item 17:</p> <ul style="list-style-type: none"> Staff survey 	
4.	<p>Membership</p> <p>a) The following changes to the membership of the Board were noted:</p> <ul style="list-style-type: none"> GT has confirmed that she will be stepping down from the Board at the end of her term of office on 22.11.23. <p>ACTION: Remove GT's profile form Governor Hub on 22.11.23. ACTION: Update GIAS to remove GT from the Board on 22.11.23.</p> <p>b) The following vacancies were considered and discussed.</p> <ul style="list-style-type: none"> 1 x foundation governor vacancy – The school explained that a parent with a suitable skillset could be approached regarding the vacancy. It was confirmed 	Clerk SM



ITEM		ACTION								
	<p>that there are no restrictions in the Articles of Association preventing a parent from becoming a Foundation Governor but they would require a certificate/reference from the church.</p> <ul style="list-style-type: none"> There had been discussions at a previous meeting regarding a change to the constitution to increase the number of governors to 12. It was proposed that this change be approved by governors. Governors approved the change to the constitution to increase the number of governors to 12. <p>c) The school confirmed that a criminal record check was underway for Niki Watson. It was also confirmed that the forms for all governors to complete a new criminal record check had been uploaded to Governor Hub and were to be returned to SM as soon as possible. ACTION: All governors to return criminal record check forms.</p> <p>d) It was confirmed that the school update GIAS with required changes along with the school website.</p> <p>e) The school confirmed that S.128 checks have been completed for all governors.</p> <p>f) The membership of the Pay Committee and the Headteacher’s Performance Management Panel (HTPMP) were confirmed as follows:</p> <table border="1" data-bbox="256 992 1353 1151"> <thead> <tr> <th>Pay Committee</th> <th>HTPMP</th> </tr> </thead> <tbody> <tr> <td>Sarah Renshaw</td> <td>Roy Smith</td> </tr> <tr> <td>Richard Morgan-Wynne</td> <td>Fiona Hartley</td> </tr> <tr> <td>Hannah Hukins</td> <td>Niki Watson</td> </tr> </tbody> </table> <p>Q: Should a Foundation governor be on either of these committees? A: There is no reason not to have a Foundation Governor on the committees, any type of governor can be assigned.</p> <p>Q: What does the Pay Committee involve, in terms of governors’ roles? A: This committee reviews the recommendations of the Headteacher in relation to pay progressions for teaching staff and considers any anomalies and evidence. The main purpose is to confirm the process and ensure that procedures and policy have been followed. The school do not have to accept the Standard Teacher’s Pay and Conditions Document as an academy but it would be very unusual not to. The Audit committee will review the document and recommend approval at the next FGB meeting. If there were any issues that arose outside of the Pay Committee an additional meeting would be convened.</p> <p>It was confirmed that the HTPMP would take place on 9th November 2023 at 11:30am. ACTION: RS to contact FH and NW to inform them of the date of the HTPMP.</p>	Pay Committee	HTPMP	Sarah Renshaw	Roy Smith	Richard Morgan-Wynne	Fiona Hartley	Hannah Hukins	Niki Watson	<p style="text-align: center;">All govs.</p> <p style="text-align: right;">RS</p>
Pay Committee	HTPMP									
Sarah Renshaw	Roy Smith									
Richard Morgan-Wynne	Fiona Hartley									
Hannah Hukins	Niki Watson									
5.	<p>APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING</p> <p>The minutes from the previous meeting were discussed and the following amendment was requested prior to approval:</p> <ul style="list-style-type: none"> Removal of the last paragraph prior to the question on page 6 of the minutes relating RMW working over the summer holidays. 									



ITEM		ACTION
	<p>Governors approved the minutes subject to the amendment outlined above.</p> <p>ACTION: Amend the minutes from 25.09.23 as outlined above and reissue as final.</p> <p>It was commented that the summer term 2 FGB minutes needed to be uploaded to Governor Hub to be electronically signed by RS.</p> <p>ACTION: Upload the summer term 2 FGB minutes to Governor Hub.</p>	<p>Clerk</p> <p>Clerk</p>
6.	<p>MATTERS OUTSTANDING</p> <p>The action log was discussed and the following items were noted:</p> <ul style="list-style-type: none"> Item 15 – Consideration had been given to attendance at the Governor Conference as a networking opportunity but following a review of the agenda, it appears to be more focussed on specific areas of governance rather than networking. Governors historically attended monthly update meetings which were a useful networking opportunity. It was confirmed that as the conference did not appear to offer the same opportunities that governors would not attend this year. However, alternative online training opportunities would be investigated for training and development purposes. 	
7.	<p>MINUTES FROM THE FINANCE COMMITTEE</p> <p>It was noted that the minutes from the recent Finance Committee meeting on 05.10.23 had not yet been approved but are available in draft form on Governor Hub. Part of the content of the minutes would be discussed in Part 2 of this meeting.</p> <p>An update on Part One matters was provided as follows:</p> <ul style="list-style-type: none"> The capital project works that took place over the summer were reported with a £1,500 overspend on kitchen works. The significance of the boiler works was discussed. The terms of reference for 2023-24 were agreed. The Scheme of Delegation (SoD) was discussed and this was outlined for governors during the meeting. The SoD is a document that sets out who has authority to approve specific items. Delegation is explicitly detailed in relation to reporting and approval functions. Particular reference was made to the building of the nursery and the spending limits during the Finance meeting. It transpired that the spending limit was £150,000 which was significant. It was disappointing that a formal budget had not been put in place for the nursery build which led to lack of control over the build and costs spiralling. The Finance meeting discussed the need to be more rigorous on how future projects are managed to ensure that costs remain within budget. The budget position of the school was considered with the nursery identified as one of the reasons for the current budget position. The Academies Handbook was reviewed along with the school risk register. 	
8.	<p>FINANCE /COMPLIANCE MATTERS</p> <p>a) The school confirmed the submission of the Land and Buildings Collection Tool which was an action carried forward from last year. This had been submitted to the diocese today following approval from JH.</p> <p>b) Arrangements for submission of the following by 31st December 2023:</p> <ul style="list-style-type: none"> 2022/23 audited financial statements <p>Q: Is the audit work still underway?</p> <p>A: Yes, work is still underway.</p> <p>Governors noted that the expenditure on the nursery and external area from the summer will be spread over the next four years.</p>	



ITEM		ACTION
	<ul style="list-style-type: none"> • It was confirmed that the annual summary report is also underway and will be published on the website following completion. An online meeting took place to undertake the review and the school have asked for a breakdown of the review to simplify the data as in previous years. <p>c) The school confirmed that the 2022-23 audited financial statements are underway to be published on the school website by 31st January 2024.</p> <p>To approve:</p> <p>d) Purchase of annual contracts - Governors noted that there were no new contracts requiring approval at this meeting.</p> <p>To review:</p> <p>e) Monthly Management Accounts</p> <ul style="list-style-type: none"> • Governors acknowledged receipt of the monthly management accounts which were uploaded to Governor Hub prior to the meeting. It was confirmed that there is a cashflow issue at present following receipt of some significant bills including £120,000 for the kitchen refurbishment that took place in the summer holidays. It was noted that £25,000 of this bill was a VAT claim that the school had to wait for but has now been received. Condition Improvement Funding (CIF) has not yet been received but is expected soon. £25,000 of higher needs funding has been received. • £12,000 needs to be paid for boiler works, this is an unbudgeted cost. • The diocese have agreed to delay payment for the car park works until November 2023. • All payroll is covered up to the end of the year but there are some issues in February 2024 that governors need to be aware of. The average monthly outgoing for salaries is £73-£74,000 but in February, this is £95,000. The reason for this is due to the impact of the teacher pay rises that are backdated. The non-teaching staff pay rise is yet to be agreed so there is also potential liability in this area if this continues as an unknown variable. It is anticipated that the 5% contribution from government towards pay rises will be deposited in the school bank account in November. In terms of the impact, the school have increased the monthly salary bill but from February to May 2024 this is not covered. • The £3,000 staffing costs relates to the 6.5% pay rise which has not yet been spent as it is allocated to staff. • The school are spending very little on education costs at this time. • There have been slightly increased amounts received from ChESS following a late bill that should have been paid in August but was not received until September. • The budget is showing a £21,000 deficit at this time, a deficit of £8,000 was delivered but this did not include the car park payments. <p>Q: Is the school creating a safeguarding issue if there is no spending on education at present?</p> <p>A: No, where staff require resources, these will be purchased but it is essential items only. The school is being prudent with regard to high cost items. Any health and safety items are also being approved including tree surgery to four trees deemed unsafe following the Health and Safety audit.</p>	



ITEM		ACTION
	<p>Q: Are the wider staff aware of the current financial pressures? A: Some staff are aware of the issues with finances and it is positive that some staff are talking about this and developing an awareness.</p> <p>Q: How is the school feeling about the financial situation now compared to how things were two weeks ago? A: Slightly better. The HMRC issues have provided some additional financial breathing space. The boiler issue that was raised today was thankfully a minor issue that could be fixed swiftly. Contingencies have been built in to the budget and if remain unspent, the situation will insulate against the increased expenditure in February and beyond.</p> <p>The position that school is currently in is similar to that in the first year of academisation and therefore it is not new to the school. However, the speed in which costs have escalated has raised concerns.</p>	
9.	<p>HEADTEACHER'S REPORT The Headteacher's Report had been circulated to governors prior to the meeting via Governor Hub. The following items were highlighted:</p> <ul style="list-style-type: none"> • Pupil numbers are currently 215. The pre-school has 10 full time pupils and 2 part time with 3 new full time pupils anticipated to join in January 2024. It was noted that the aim is to grow pre-school pupil numbers to 15-16 and that each pupils bring £1,800 per term in funding. • Attendance remains high at 94.9%. An attendance check was recently undertaken by the local authority who confirmed the school processes and procedures were robust with only minor actions required. • A Health and Safety audit undertaken by Cheshire East on 20.09.23 which highly praised the school records. It was proposed that on the next governor visit that RS would review the Health and Safety audit document in his role as link governor for Health and Safety. <p>ACTION: Arrange a date with RS to review the Health and Safety audit.</p> <ul style="list-style-type: none"> • Governors noted that the outdoor provision was assisted by a donation from a parent who owns a building business. • The school are continuing to promote the nursery provision on tours with prospective parents and interest is being shown. <p>Governor Comment: Experience shows that these provisions can take a few years to establish.</p> <p>Q: Have the government changed the rules for child care funding? A: This will commence from April.</p> <p>Q: How will this impact the school? A: The changes will impact for two year olds but the school does not know if that will mean the full 30 hours for all three year olds as well.</p> <p>Q: Does the nursery include provision for two year old children?</p>	JH



ITEM		ACTION
	<p>A: It may in the future. A lot of prospective parents have spoken about enrolling their younger siblings in the nursery.</p> <ul style="list-style-type: none"> It was noted that pre-school attendance is not currently an oversubscription criterion but parents would like it to be. <p>Q: How many local schools have a pre-school attached?</p> <p>A: Very few.</p> <p>Governor Comment: It will be important to continue to promote the nursery provision going forward in order to establish the provision and ensure its growth.</p>	
10.	<p>SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>The SDP for 2023-24 had been circulated to governors for review prior to the meeting via Governor Hub. An update was provided as follows:</p> <ul style="list-style-type: none"> KP1 relates to further improving English outcomes particularly pupils' stamina in writing. Writing results have not recovered following Covid and Ofsted will no longer accept Covid as a reason for challenges with writing. <p>Q: Has the school seen a decline in results since Covid despite the additional funding received?</p> <p>A: Yes</p> <p>Governor Comment: One of the main issues with Covid was that pupils opportunity for writing was reduced due to online learning and from a parent perspective, at home children were focussed on reading and maths and not the detail of how to write.</p> <p>The school added that there are elements of the differences of home and school learning but also what is being taught in lessons post covid.</p> <p>Q: Is this a common theme across other schools?</p> <p>A: Yes, writing is an issue nationally.</p> <p>Q: Is it worse at this school?</p> <p>A: It is a national picture but there are school specific issues that need to be addressed to enable improvements.</p> <p>Q: What would Ofsted's view of the current situation be?</p> <p>A: Ofsted would likely expect that more provision should be in place than currently is. Staff have been consulted on identifying areas of improvement and all staff identified writing.</p> <ul style="list-style-type: none"> KP2 relates to developing the role of subject leader further. There are some new subject leads who need time to establish themselves in their role. Governors noted that there was less monitoring time available to subject leads under the Acting Headteacher which meant that staff were unable to take full ownership of the subject and delve deeper into their role. Actions have been put in place to address these weaknesses. <p>Q: Would Ofsted ask to see the SDP?</p> <p>A: Yes.</p>	

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	<p>Q: When the development of subject leader was raised on last year’s plan and remains this year, is this ambiguous as what specifically is being referred to in terms of the target shown?</p> <p>A: The role of subject leader was on last year’s SDP and this can be justified again this year as leaders were new to role last year and are continuing to develop so this remains a key target.</p> <p>Q: In terms of ambiguity, does it not appear because it is a broad target that something is being hidden?</p> <p>A: These targets are broad and do not focus on specific subjects.</p> <p>Q: Can it not be brought in line with appraisals to make it more specific?</p> <p>A: This would become too specific. If the school has the evidence to support the progress towards the KP the evidence will be relating to specific subjects and can be demonstrated in this way.</p> <p>Q: How does the SLT feel subject leads are progressing in their development?</p> <p>A: All subjects leads have been assigned their subjects but not all know the content of their policies. There was an overreliance on the previous Headteacher who took ownership of a significant amount of subject lead work including policies which deskilled staff. Ofsted will want to talk directly to subject leads about their subjects and not SLT and therefore all leads need to have an active role and know their subject inside out. In terms of the KP last year and policy writing, this was partly met with involvement from subject leads in providing input to the policies.</p> <p>One of the main questions Ofsted ask is ‘what is the main intent of the school curriculum?’ and all staff need to know this.</p> <ul style="list-style-type: none"> • KP3 relates to the improvement of pupil outcomes across the school for the wider curriculum and the retrieval processes in place. The school have moved away from differentiation to adaptive teaching. Adaptive teaching was rolled out formally on the inset day in September and the school is now looking to staff to embed this. The retrieval practice relates to the rationale ‘know more, do more, remember more’ at the end of each unit of learning to improve long term memory. <p>Q: Are the pupils working harder or is the onus on the teacher to deliver learning differently?</p> <p>A: This practice revolves around changing the historical practice of studying a unit and not returning to it but moving on to the next topic. With retrieval practice, pupil’s are revisiting prior learning through weekly quizzes for example which helps to embed the prior learning into pupils’ long term memory.</p> <p>Q: Is adaptive teaching applied to all subjects and this appears to be a fundamental change to the way some staff may teach – how long has the school been teaching the previous model through differentiation?</p> <p>A: During the last two to three years there has been a move away from differentiation towards adaptive teaching.</p>	



ITEM		ACTION
	<p>Q: Have the school been tasking teachers to do something that it completely new to them? A: No, some staff have been teaching adaptively and are familiar with this but there are some staff who are still differentiating.</p> <p>Governor Comment: The change to adaptive teaching centres around being able to monitor the adaptiveness of the curriculum.</p> <p>Governors noted that every child should be accessing the curriculum for their year group but the key is to consider how Quality First Teaching (QFT) needs to be implemented to enable all children, regardless of need, to access the curriculum. So, rather than have different ability groups it is about what scaffolds for learning are put in place to support pupils.</p> <p>Q: Would Ofsted be expecting that adaptive teaching is in place throughout all subjects in school? A: Yes, only EHCP pupils may require differentiation.</p> <p>Q: Are there still pupils that have separate reading lessons? A: All children should be in the same phonics lessons but those who are struggling with the pace will have access to additional booster sessions.</p> <p>Q: When it was mentioned that subject leads had not had sufficient monitoring time – is it correct that this additional time will bring a pressure of less face to face time with pupils? A: All subject leads require half a day per term which the school has now put in place.</p> <ul style="list-style-type: none"> • KP4 is focussed on the Early Years curriculum in pre-school and Reception and to ensure that clear planning and progression is in place with identified end points. There should not be any repetition. An Early Years specialist has visited school to assist with long term planning. <p>Q: How many objectives should the SDP have? A: A school could have more than four but the targets need to be manageable. The objectives identified are the result of internal discussions and evidence. Targets must be focussed and achievable.</p> <p>Governor Comment: It is clear that the school now has real ownership of the objectives and an action plan in place to provide direction and achieve the aims set out in the targets.</p> <p>Q: In terms of persistent absence, the report notes 8 pupils who are persistently absent, what time period does this cover? A: This data relates to 2022-23.</p> <p>Q: It the school average in terms of attendance or better? A: The school attendance rate is above the national average.</p>	



ITEM		ACTION
	<p>Governor Comment: Thanks to the headteacher for the work on the SDP, all governors support the work undertaken and the targets and action in place to improve.</p>	
<p>11.</p>	<p>GOVERNANCE REVIEW</p> <p>The NGA Self Evaluation Process was discussed with specific reference to Q7. Governors noted that this question is linked to the structure of the governing board and ensuring it is the right size with a proportionate committee structure.</p> <p>The overall statement is a RAG rated document. It was commented that the subject of the size of the Board has been discussed previously and therefore should not be RAG rated red.</p> <p>Q: Do governors feel that the Board has the right number of people?</p> <p>A: There will always be absence at meetings, the main issue is that there are still vacant posts on the Board but there have been recent appointments and work continues on recruitment.</p> <p>Governor Comment: It would be ideal to be able to appoint separate governors to the Pay Committee and HTPMP.</p> <p>Governors agreed to RAG Q7 amber at this time.</p> <p>It was proposed to consider Q1 of the NGA self evaluation document at the next meeting following discussions during the meeting around how the Board supports the HT with the changes and challenges ahead to ensure a collective approach.</p> <p>ACTION: Add Q1 from the NGA Self Evaluation to the next agenda.</p>	<p>Clerk</p>
<p>12.</p>	<p>GOVERNOR TRAINING & DEVELOPMENT</p> <p>Governors noted that a skills audit would be issued.</p> <p>ACTION: Forward skills audit to governors for completion.</p> <p>RMW confirmed that he is undertaking training on MATs this week.</p> <p>RS is attending an NGA session related to MATs as an alternative to the Governor Conference discussed in item 6.</p> <p>Governors considered whether to make training more explicit and highlight key areas of training.</p> <p>It was highlighted that at least two governors should have completed complaints and exclusions training in the last two years.</p> <p>ACTION: Ascertain the availability of complaints and exclusions training and contact governors to undertake training.</p> <p>It was confirmed that SR, HH and RS are trained in Safer Recruitment.</p>	<p>Clerk</p> <p>JH</p>
<p>13.</p>	<p>DIRECTORS REPORT</p> <p>Relevant items from the Director's Report were highlighted for governors attention including:</p>	



ITEM		ACTION
	<ul style="list-style-type: none"> • Educational visits – The school confirmed that a the HT is the designated coordinator and that the school has a policy in place for residential visits. • Sports Premium – Governors noted that the funding must be spent in the year awarded with no carry forward permitted. • EHCP – The new banding system is now in place for all new EHCP’s and will be in place for existing EHCP’s from January 2024. 	
14.	<p>POLICIES</p> <p>The following policy was circulated to governors prior to the meeting via Governor Hub for review:</p> <ul style="list-style-type: none"> • Wellbeing Policy <p>The school confirmed that the policy is a Cheshire East HR policy. There was a minor amendment to include reference to Able Futures which is a government backed service offering a wide range of mental health support services.</p> <p>Governors approved the Wellbeing policy.</p>	
15.	<p>RESIDENTIAL VISITS</p> <p>The following residential visits were brought to governors for approval:</p> <p>Year 3 – The Anderton Centre 15.05.24 – 17.05.24 Year 4 – Ironbridge 17.04.24 – 19.04.24 Year 5 – Blue Peris 03.07.24 – 05.07.24 Year 6 – Whitemoor Lakes 27.09.24 – 29.09.24</p> <p>Governors noted that all risk assessments (RA’s) had not yet been completed as visits to centres are being undertaken by staff as part of this process. RA’s have to be submitted to the Local Authority 6 weeks before a trip.</p> <p>Q: Do staff receive training on how to complete RA’s?</p> <p>A: There is a school template available and each centre has their own RA which they complete and send to school. There are generic RA’s for transport and in many cases historical RA’s can be adapted for different settings. Staff always conduct centre visits to ensure that school are assured of the safety of the location for the visit.</p> <p>RS has previously reviewed RA’s and made suggestions for improvements and would be happy to review some current and forthcoming RA’s if required.</p> <p>Governors approved the above-listed residential visits subject to the completion of the required risk assessments.</p>	
16.	<p>Meetings</p> <p>The next meeting date was confirmed as:</p> <ul style="list-style-type: none"> • FGB & AGM – 04.12.23 at 6:30pm 	
17.	<p>AOB</p> <p>The results of the staff survey had been shared with governors prior to the meeting via Governor Hub.</p> <p>The school confirmed that the Ofsted survey had been used which staff will complete at an inspection. This will enable comparisons to be made and will also provide a benchmark for future surveys.</p>	



ITEM		ACTION
	The survey was issued when the external validation process was undertaken. Further discussions on the staff survey took place in Part 2 of this meeting.	
18.	<p>IMPACT STATEMENT</p> <p>Governors helped to move the school forward in the following ways during this meeting:</p> <ul style="list-style-type: none"> • Governors discussed the SDP and challenged the targets receiving clarification and assurance on the actions in place to achieve improvements. • The educational performance of the school was discussed with a focus on the standard of the curriculum and staff involvement in creating policies and subject lead development. • The teamwork of governors was highlighted as a strength in supporting the leadership of the school to achieve the strategic objectives. • Governors were briefed on the financial position of the school gaining a full understanding of the issues faced by the school. • Safeguarding was challenged in relation to the restrictions on spending and assurance was provided that essential items would be covered. • Staff wellbeing was reviewed through the staff survey results. • An action was taken to focus at the next meeting on how the Board can further support the leadership team going forward. <p><i>MB, SA and SM left the meeting at 8:17pm.</i></p>	

The meeting moved to Part Two.

.....Chair

.....Date