



**STAPELEY BROAD LANE CE PRIMARY SCHOOL
FULL GOVERNING BOARD MEETING
PART 1 MINUTES**

Date:	Monday 12th February 2024 at 6:30pm	
Venue:	School	
Present:	Roy Smith (RS) Jen Holden (HT) Matt Beeston (MB) Sarah Renshaw (SR) Richard Morgan-Wynne (RMW) Andrea Davaraj (AD) Sarah Ailsby (SA)	Co-Opted Governor (Chair) Head Teacher Staff Governor Parent Governor Foundation Governor Foundation Governor (Diocesan Board of Education) Staff Governor
Apologies:	Fiona Hartley (FH) Jo O'Brien (JO)	Co-opted Governor Parent Governor
Absence:	Hannah Hukins (HH)	Parent Governor
In attendance:	Stephen McVicar (SM) Cheryl Jackson (Clerk)	School Business Manager Clerk

The Chair confirmed that the meeting was quorate.

AGENDA ITEM 1	WELCOME & APOLOGIES
Discussion:	The Chair opened the meeting and welcomed Board members. All apologies from Governors unable to attend were accepted.

AGENDA ITEM 2	CONFLICTS OF INTEREST RELATING TO THE MEETING (PECUNIARY OR OTHERWISE)
Discussion:	There were no conflicts of interest recorded for this meeting.

AGENDA ITEM 3	ANY OTHER BUSINESS (AOB)
Discussion:	There were items of AOB.

AGENDA ITEM 4	MEMBERSHIP
Discussion:	a) Governors noted following changes to the membership of the Board of Governors. <ul style="list-style-type: none">• NW resigned as a Co-opted Governor 12.02.24.

	<ul style="list-style-type: none"> • HH resigned as a Parent Governor 12.02.24. • SR resigned as a Parent Governor and was appointed as a Co-opted Governor from 12.02.24 for a 4 year term of office. <p>Following the above changes to the Board, the SBM will update GIAS, Company's House, and the School website.</p> <p>b) The following vacancies on the Board were considered:</p> <ul style="list-style-type: none"> • 1 x Co-opted Governor • 2 Parent Governors • 1 x Staff Governor <p>Governors agreed that the recruitment of 2 new Parent Governors should take place with a focus to recruit a Governor with a financial skill set. The Clerk will send a Governor job description to the HT and the HT will start the Parent Governor election process.</p> <p>c) The SBM confirmed all criminal record checks for all Governors have been completed and a 5-year rolling renewal process is in progress. (See Action Ref No. 27).</p> <p>d) The SBM confirmed completion of Section 128 checks for all new governors.</p>
Actions:	<ul style="list-style-type: none"> • The SBM to update GIAS, Company's House and the School website following changes to the Board. • The Clerk to send a Governor job description to the HT. • The HT to start the Parent Governor election process.

AGENDA ITEM 5	MINUTES FROM PREVIOUS MEETING
Discussion:	<p>The Part 1 minutes from the following meeting was accepted as a correct record:</p> <ul style="list-style-type: none"> • FGB 04.12.23. <p>The Chair will sign a copy electronically and provide to the school for retention.</p>
Decision:	Governors resolved to approve the minutes of the above meeting.
Action:	The Chair to electronically sign a copy of the minutes and provide to the school for retention.

AGENDA ITEM 6	MATTERS ARISING
Discussion:	<p>Governors reviewed and updated the Action Log:</p> <p>The following outstanding actions were discussed and carried forward:</p> <ul style="list-style-type: none"> • Action Ref 3 – FH to complete annual confirmations on Governor Hub • Action Ref 27 – 5 Year rolling CRB renewal process is ongoing.

	All other actions were completed and closed.
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AGENDA ITEM 7	MINUTES FROM THE FINANCE COMMITTEE
Discussion:	<p>The Part 1 minutes from the Finance Committee 25.01.24 were received by Governors.</p> <p>RMW gave the update and highlighted the following key points:</p> <ul style="list-style-type: none"> • Water -Cheshire East have removed the water consortium for schools and therefore the School must take up a new contract. Cheshire East advised the School use YPO framework who recommended WAVE. • Nursery – The latest review of the Nursery costings is showing an improved position. Closure is no longer considered as an option. The School Admissions criteria for 2025 now includes attendance at the Nursery. • After Schools Club – The revenue generated by the After Schools Club has a significant impact on the figures. <p>Q – Is this stable income? R – Yes and it continues to increase.</p> <ul style="list-style-type: none"> • Cashflow – Projections have improved slightly, and the position is better than expected. There is still work to be done to achieve a balanced budget. Governors agreed to continue current agreed course of action. • Policies recommended for approval are noted in agenda item 15. • The Reserves figures was agreed as £30K as a minimum, this is currently not achievable but will be worked towards. • The School have not received the report from the School Resource Management Advisor following the visit in December. <p>RMW thanked the SBM for his hard work and support during this challenging time.</p>

AGENDA ITEM 8	FINANCE /COMPLIANCE UPDATE
Discussion:	<p>RMW and the SBM confirmed the following:</p> <ol style="list-style-type: none"> a) The 2022/23 audited financial statements were published on the school website by 31.01.24. b) The auditor’s management letter and financial statements were submitted by 31.12.23. c) The 2022/23 accounts return online form was submitted by 19.01.24. d) The Admissions & Appeals Timetable is published on the School website and a copy sent to the LA. e) The School Resources Management Self-Assessment will be completed and submitted by 15.03.24.

	The Manual Internal Financial Processes was approved following recommendation for approval by the Finance Committee 25.01.24.
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AGENDA ITEM 9	LINK GOVERNOR REPORTS
Discussion:	<p>a) The following Link Governor positions were agreed:</p> <ul style="list-style-type: none"> • Safeguarding – SR • Vulnerable Children – SR • Maths – AD • RE – AD <p>It was noted that the Arts Link Governor position is still vacant.</p> <p>b) Reports from Link Governor Visits since the last meeting:</p> <ul style="list-style-type: none"> • English - RMW visited the School on the 01.02.24. He reviewed and discussed the improvement plan and discussed resources. He noted the drive to improve the curriculum and the introduction of reading areas in the classrooms. RMW will complete and circulate a written report. <p>Q – Is the implementation plan robust? R – The School are engaging staff and have bought a trial copy of the software; feedback will follow.</p> <p>Q – Why has the School selected Literacy Tree? R – It provides some structure but is not too prescriptive. The programme also links into grammar and spelling.</p> <p>It was noted that other packages were considered, and one was rejected due to cost. The Chair noted this as an impact of the current financial situation.</p> <p>Q – Has the School been in touch with The Cornovii Trust (TCT)? R – The School were involved in a Writing Moderation Day which involved Primary and High schools. Staff noted that this had been a positive experience and very beneficial.</p> <p>Q – Does TCT use Literacy Tree? R – The Schools in TCT use many different packages.</p> <p>Q – Why is this choice right for Stapeley? R – The School needs something to challenge the pupils. The School has many readers at greater depth but not writers. The School is setting the bar slightly higher to push standards up. The HT noted that Literacy Tree will expedite writing improvement as several staff would feel more confident with teaching writing if this were in place.</p> <ul style="list-style-type: none"> • Collective Worship - AD visited the School and attended an assembly. AD was very impressed with the behaviour and communication of the pupils and their ability to demonstrate understanding by asking questions. She commented on the

	<p>teaching of Christian values and how these impact the community. The Link Governor Report was circulated on Governor Hub prior to the meeting.</p> <ul style="list-style-type: none"> • STEM (JO) – There was no verbal report as JO did not attend the meeting. A Link Governor Report was circulated on Governor prior to the meeting.
Actions:	RMW to complete English Link Governor Report and circulate it on Governor Hub.

AGENDA ITEM 10	HEADTEACHERS REPORT
Discussion:	<p>The Headteacher’s Report was circulated on Governor Hub prior to the meeting.</p> <p>The HT gave a brief overview and highlighted the following key points:</p> <ul style="list-style-type: none"> • Pupil numbers – the School has 230 pupils on roll, Nursery has 16.5 FTE. • Attendance remains high at 94.4%. Attendance is monitored closely in line with DfE guidance. Letters are sent out if pupils’ attendance is 90% or less, these have not been appreciated by parents. <p>Q – Why are parents upset? R – This is new to them and often they are not aware of overall attendance of their child.</p> <ul style="list-style-type: none"> • Successes – the enrichment days have gone well, and the Safer Internet Day was a success. <p>Q – What is the dedicated website page? R - The School have created a page on the website to help parents understand more about gaming and online safety.</p> <ul style="list-style-type: none"> • Curriculum Development – Subject Leads have begun their second cycle of monitoring, including book looks and pupil voice. They have then given feedback to teachers on their findings. • Pre School numbers continue to grow. The admissions criteria will now allow pre-school attendance to be considered which may encourage additional interest.

AGENDA ITEM 11	PUPIL PROGRESS
Discussion:	<p>The Autumn Standards Report was circulated on Governor Hub prior to the meeting. The HT gave the update and drew Governors’ attention to the following:</p> <p><u>Attainment</u></p> <ul style="list-style-type: none"> • Reception is stronger this year, possibly showing the benefits of attending Pre-School. • Year 1 – it often takes time for Year 1 to settle into the new curriculum. The pupils working at well below are being closely monitored but there are no concerns.

	<ul style="list-style-type: none"> • Years 2 – 6 - All year groups are performing well. • NFER – all pupils have performed well; however it was noted that these tests are quite lenient in the Autumn term. • Foundation subjects are all on track. <p><u>Progress</u> (Summer 23 to Autumn 23)</p> <ul style="list-style-type: none"> • Year 1 – all subjects are as expected – there are no concerns. • Year 2 – this is a ‘tricky’ cohort. The differences, although not significant in Reading and Writing progress is highlighted in this year group. Maths is being monitored. <p>It was noted that teacher assessment in the Autumn term is cautious due to lack of evidence and therefore may not reflect progress shown at the end of the previous year.</p> <p>It was also noted that the Maths NFER assessment covers the whole curriculum even though this has not been fully covered in class at this point in the year. This is done purposely to challenge pupils.</p> <p>Q – If the School teachers White Rose Maths, why not use White Rose assessment? R – NFER gives a standardised score, a broader view and challenges understanding.</p> <p>The HT noted that NFER prepared pupils for SATS.</p> <p>The Progress Matrices highlight where there pupil’s attainment level is lower than recorded last term. This information informs the pupil progress meetings where all individuals are discussed, and next steps are agreed.</p> <p><u>SEND</u> – On the whole SEND pupils do not perform as well as non-SEND pupils however some still achieve in line with expectations due to the additional support provided. The pattern is similar across Reading, Writing and Maths.</p> <p><u>Pupil Premium (PP)</u> – All are achieving in line with expectations for all subjects. The NFER results in Maths and Reading are good. These pupils are flagged in pupil progress meetings.</p> <p>Q – What is the difference in financial support for SEND and PP pupils? R – SEND funding is allocated based on SEND criteria whereas PP funding is allocated to disadvantaged children for a number of reasons.</p>
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AGENDA ITEM 12	GOVERNANCE REVIEW
Discussion:	<p>Discuss the NGA Self Evaluation Process Q9 – Values, Ethics & Culture.</p> <p><i>‘The governing board and headteacher have agreed the school’s values which are evident in policies and practice, ensure ethical behaviours and underpin a healthy culture across the school.’</i></p>

	<p>The Governors noted that the School Values had been reviewed within the last two years. The HT said that there had been some recent minor amendments to make the document more concise and to reflect Christian distinctiveness.</p> <p>Governors agreed that they can evidence that the values drive ethical behaviour and a healthy culture through Learning Walks and Monitoring Visits. They agreed to specifically include comments in their Reports to reference this.</p> <p>A Governor noted that she had seen this demonstrated by the pupils during the recent Collective Worship visit.</p> <p>The HT commented that the School have a celebration assembly where pupil receive certificates for demonstrating the Values. Also the Values are displayed on all classroom notice boards.</p> <p>The Governors discussed the RAG rating and consensus was that we rated 'Amber/Green' and noted the areas of improvement.</p> <p>At the next FGB the Governors decided to discuss Q5 – Induction and Ongoing Development.</p>
Actions:	The Clerk to add 'Discussion of Q5 – 'Induction and Ongoing Development' at next FGB agenda.

AGENDA ITEM 13	STAKEHOLDER ENGAGEMENT PLAN
Discussion:	Governors noted that work on the Stakeholder Engagement Plan was underway, and this will be presented by JO at the next FGB on 27.03.24.
Actions:	The Clerk to add Stakeholder Engagement Plan for review at the next FGB on 26.03.24.

AGENDA ITEM 14	GOVERNOR DEVELOPMENT AND TRAINING
Discussion:	<p>The majority of Governors have completed the Skills Audit, some are still outstanding. The new Parent Governors, once recruited, will also be asked to complete the Skills Audit (see Action Ref. 44).</p> <p>Governor training attended since the last meeting: RS – Exclusions. RMW – Joining A MAT.</p> <p>The Clerk informed Governors about the Safeguarding and PHSE training available for Governors. Details are available in the Directors Report and will be uploaded to Governor Hub.</p>

Action:	The Clerk to upload details on Safeguarding & PHSE training to Governor Hub.
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AGENDA ITEM 15	POLICIES
Discussion:	<p>The following policies were circulated on Governor Hub prior to the meeting:</p> <ul style="list-style-type: none"> • Complaints – no change. • Attendance – no change. • Flexible Working – new policy. <p>The HT noted that she had received a flexible working request from a member of staff (to be discussed in Part 2). Also new guidance on flexible working will be issued in April and the policy will be updated then.</p> <p>The following policies were recommended for approval by the Finance Committee:</p> <ul style="list-style-type: none"> • Charging & Remissions • Risk Management
Decisions:	Governors approved all the above policies.

AGENDA ITEM 16	RESIDENTIAL VISITS
Discussion:	<p>The risk assessment has been completed for the following planned visit:</p> <ul style="list-style-type: none"> • Year 4 – Ironbridge (17th- 19th April). <p>The Chair noted that he will review this during the Health & Safety Link Governor visit next week.</p>

AGENDA ITEM 17	MEETINGS
Discussion:	<p>The date and time of the next Spring FGB meeting was confirmed as:</p> <ul style="list-style-type: none"> • 26.03.23 at 6:30pm.

AGENDA ITEM 18	ANY OTHER BUSINESS
Discussion:	<p>The HT reminded Governors of the following key dates:</p> <ul style="list-style-type: none"> • Learning Walks – 14.02.24. • SIP meeting – 29.02.24. • Basic Safeguarding Training – 02.09.24.

AGENDA ITEM 19	IMPACT STATEMENT
Discussion:	<p>Governors helped to move the school forward in this meeting by:</p> <ul style="list-style-type: none"> • Reviewing and re-organising the Governing Board and agreeing to recruit 2 new Parent Governors. • Discussing the School Values and checking that they drive behaviour in the School. • Being informed about pupil progress and checking on progress of SEND and PP pupils. • Asking questions about the delivery of the English curriculum. • Checking on the financial performance of the School and confirming that the current cost saving plan is on track. • Highlighting the importance of the Stakeholder Engagement Plan.

The meeting part 1 ended at 8:20pm.

The meeting moved to part 2.

Chair.....

Date.....