

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD**

**HELD ON 22ND NOVEMBER 2023**

**Governors Present:** Paula Riordan (PR) Chair

Jonathan Norris (JN) Head Teacher

Rosie Cole (RC)

Nicola Daley (ND)

Dean Grice (DG)

Peter Grogan (PG)

Stephen Hall (SH)

Helen Pugh (HP)

Julien Rye (JR)

Blair Whitehurst (BW)

**Also in attendance:** Marc Booker Clerk to Governors

*The meeting began at 6.06pm*

**PART ONE – NON-CONFIDENTIAL BUSINESS**

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|  |  | **Actions** |
|  | **APOLOGIES & AOB ITEMS**   1. Apologies were **received and accepted** from Richard Stockwell (RS) 2. There was one item of additional business: School Meals |  |
|  | **CONFLICT OF INTEREST**   1. There were no conflicts of interest to declare. |  |
|  | **ELECTION OF CHAIR AND VICE CHAIR**  a) Governors elected Paula Riordan as Chair for a period of twelve months or  until the Autumn 2024 FGB, whichever is sooner.  b) Governors elected Peter Grogan as Vice Chair for a period of twelve months  or until the Autumn 2024 FGB, whichever is sooner. |  |
|  | **MEMBERSHIP**   1. It was confirmed that Kathy Lewis had resigned on 6th October 2023. 2. Governors noted three vacancies to the Board of Governors: two co-opted   governors (actioned under item 4c) and one parent governor (vacancy left by Kathy Lewis)  **Action: JN to send out letter to parents to determine interest in the parent governor vacancy.**   1. Rosie Cole and Stephen Hall were **co-opted** to the Board of Governors; both   were appointed for a term of office of four years from 22nd November 2023 to 21st November 2027. Governors welcomed Rosie and Stephen to the Board.  **Action: CLERK to update Governor Hub constitution**.   1. The School Business Manager (SBM) to facilitate DBS and Section 128 checks   within 21 days.  **Action: ND to liaise with SBM to facilitate DBS and Section 128 checks.** | **JN**  **CLERK**  **ND** |
|  | **PART ONE MINUTES & MATTERS ARISING**  a) The Part One Minutes of the meeting held on 10th July 2023 were **confirmed**  as a **true and accurate** record. The Chair signed a copy of the minutes. The signed copy was retained by the school.  b) The action log was reviewed; it was confirmed that all actions had been met  and closed as appropriate apart from those pertaining to items 7, 14 and 18.  **Action: JR to update Finance Committee Terms of Reference to be**  **consistent with MIFP regarding approval of contracts.**  **Action: JN to email the confirmed term dates for 2024/25 to FGB.**  **Action: PG to add to agenda of Buildings Committee to review sample of**  **residential visit risk assessments.** | **JR**  **JN**  **PG** |
|  | **CHAIR’S ACTION AND CORRESPONDENCE**  a) **No decisions** had been taken by the Chair under the Chair’s Power to Act since the last FGB meeting.  b) Governors **confirmed** to the Chair the delegated Power to Act on behalf of the Governing Body. |  |
|  | **COMMITTEES AND NOMINATED GOVERNORS**  a) The membership of Committees for 2023/24 was updated.  **TLC Committee**  Peter Grogan (Chair)  Dean Grice  Helen Pugh  Jonathan Norris  Nicola Daley  Paula Riordan  Rick Stockwell  Blair Whitehurst  Rosie Cole  Stephen Hall  **Finance Committee**  Julien Rye (Chair)  Paula Riordan  Richard Stockwell  Rosie Cole  **Buildings Committee**  Peter Grogan (Chair)  Dean Grice  Blair Whitehurst  Stephen Hall  b) Governor Link Roles were updated:  Art: Paula Riordan  Computing: Richard Stockwell (covered by Peter Grogan)  Design & Technology: Paula Riordan  Eco: Peter Grogan  English: Helen Pugh  Early Years: Paula Riordan  Finance / GDPR (part of Finance Committee): Julien Rye  Health & Safety (part of Buildings Committee): Blair Whitehurst  History, Geography, RE: Helen Pugh  Maths: Helen Pugh  Modern Foreign Languages (French): Paula Riordan  Music: Rosie Cole  Personal Social Health Education / RSE: Stephen Hall  Physical Education: Blair Whitehurst  Pupil Premium / COVID catch-up fund: Paula Riordan  Safeguarding: Paula Riordan  Science: Dean Grice  Special Educational Needs and Disabilities: Peter Grogan  Well-Being Coordinator: Stephen Hall  Governors discussed the frequency of Link Governor Visits and the importance of Governors being able to give confidence to Ofsted that the curriculum had been thoroughly reviewed.  Governors **resolved** to undertake Link Governor Visits at least annually or better.  **Action: PR to update xls form to include 2023/24 meetings.**  c) Paula Riordan and Peter Grogan were confirmed as the Safeguarding and SEND Governors respectively.  d) The Terms of Reference for the following Committees had been reviewed and  approved:   * Building Committee * Teaching and Learning Committee * Finance Committee * Pay Committee * Complaints Committee * Pupil Exclusions Committee   **Action: CLERK to provide model NGA ToR for ad hoc committees including Staff Grievance Committee and Appeals Committee.** | **PR**  **CLERK** |
|  | **GOVERNORS’ CODE OF CONDUCT**  Governors were reminded of the need to complete the declaration on Governor Hub to confirm their agreement with the Code of Conduct if they hadn’t already done so.  **Action: ALL GOVS to complete Code of Conduct Declaration** | **ALL GOVS** |
|  | **PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**  Minutes from the meeting of the Teaching and Learning Committee (7th November 2023) and Buildings Committee (5th October 2023) had been uploaded to Governor Hub prior to the FGB meeting.   1. The following reports from Committee Chairs were received:   Teaching and Learning (PG):  Governors had reviewed the Pupil Premium Strategy Statement for 2023/24, attendance data for the first half of the Autumn term, the attainment and progress data sections of the School Evaluation Form, the review of 2022/23’s School Development Plan and Key Improvement Priorities for 2023/24. Governors were also introduced to Cheshire East’s Family Hubs network and the potential benefits to the School.  Buildings and Premises (PG):  Governors had agreed with JN’s proposal to remove the hedge in the car park and extend the car park up to the metal fence in order to provide additional parking for staff. The annual Health and Safety Inspection was completed in the Summer term; the report endorsed the controls and risk mitigations already in place. The Legionella Review was also completed in the summer term and the school received its lowest (best) score to date. The committee had completed a full walk around of the buildings and noted that plant machinery such as the boiler and equipment were being maintained satisfactorily. A few minor maintenance requirements would be addressed as part of regular planned maintenance.  ***Governor question: What were the finding of the RAAC survey?***  *Response: There was no RAAC.*   1. There were **no recommendations** that required the approval of the Full   Board of Governors.  i) Governors noted that SEND matters had been widely discussed throughout the recent Teacher and Learning Committee meeting, and this was recorded in the committee minutes.  ***Governor question: Will the change by CE to SEND High Needs Funding affect Rainow?***  *Response: The new banding system may result in some small reductions with the emphasis on funding expressed as a financial amount rather than in terms of the number of hours. CE claim that the financial impact of the change in allocation model is intended to be neutral. However, there are some issues regarding the level of complexity of pupil needs which can only be met through 1:1 support – the new banding system is designed to support flexibility of provision hence the shift away from hours to a banding/financial amount.*  ii) The Nominated Governor for Safeguarding **confirmed** that safeguarding within the school was **effective** and had no concerns or issues.  ND advised Governors that she was working with the SBM to ensure that the School’s Single Central Record was up to date, accurate and compliant with *Keeping Children Safe in Education.* JN reassured governors that this was an administrative issue only and that records held by the School were accurate and up to date. |  |
|  | **FINANCIAL/ COMPLIANCE MATTERS**  a) Governors noted that the School didn’t have an Unofficial School Fund at  present.  b) - c) JR advised Governors that the Forecast for 2023-24 is now predicting a deficit of £66.6k and a deficit carry forward of £24.9k. This is £9.5k worse than budgeted due to increased teaching costs, particularly ‘Superannuation’, additional ‘Supply’ costs and an extra 15 hours of TA required in year 3. This has been offset with increased income from grants and an increase to the minimum per pupil funding under the National Funding Formula. The LA has not yet requested a meeting to understand how the deficit can be addressed in future years and this is the same elsewhere as it is a common issue among maintained schools.  The current forecasts for 2024-25 and 2025-26 are predicting deficits of £129.0k and £172.5k respectively resulting in substantial deficit carry forwards. Both years are currently forecasting lower funding than for 2023-24 by over £40k. Whilst the outturn is usually much better than forecast as previously experienced it still continues to be a worrying forecast with substantial and well-publicised increases in costs with no matched funding. This level of deficit is clearly not sustainable and the Chair of the Finance Committee would still expect the Government and/or the LA to provide additional funding but this is not certain at present; if that doesn’t change the School will have some significant challenges ahead.  ***Governor question: Are we up to PAN?***  *Response: The PAN is 196, we have 185 pupils on-roll.*  ***Governor question: How do we actively recruit pupils and raise our profile? Many parents don’t realise that the School is here.***  *Rainow: Getting 28 pupils in each year group consistently is challenging – for many parents it requires driving to Rainow every day which can be a barrier. A banner outside the School by the road could help to increase visibility.*  JR further advised Governors that the Out of School Club had a carry forward of £4.9k and is predicting a small surplus for 2023-24. Consideration is ongoing regarding increasing prices to ensure comparability to others, particularly as the Out of School Club was subsidising the Breakfast Club.  Governors agreed that the both the Breakfast Club and Out of School Club should cover their costs.  Governors discussed the item of Any Other Business regarding School Dinners at this point, as it was relevant to the discussion on Finance.  JR outlined that CE had informed the School that the per school dinner charge would be increasing by 15% to £2.65 for a *paid* school meal and the cost of *universal and PP* school meals will rise to £2.53. The SBM was also concerned by the take-up of school meals, although it was noted that some days attracted a higher take-up e.g., fish and chip Friday.  ***Governor question: Do we have themed menus e.g., French lunchtime, to attract more pupils, particularly as these can contribute to the School’s cultural education?***  *Response: The Cook is keen to support this but isn’t well supported by CE. In considering all options, Governors should note that we have to give 6-months’ notice to stop the catering contract with CE.*  JR advised Governors that the SBM wished to form a working party to review the price and take-up of school meals and the cost of wrap-around care.  **Action: to set up a working party and hold a virtual meeting with the SBM to review the price and take-up of school meals.**  d) – e) The impact of the Pupil Premium 2022/23 and the Pupil Premium Strategy for 2023/24 was discussed in the Teaching and Learning Committee. The Strategy had already been published on the School’s website.  f) JR advised Governors that School had received a ‘Good Assurance’ assessment for its SFVS submission, which is the top grade. Arrangements were in place to submit the next SFVS by 31st March 2024.  g) The Manual of Internal Financial Procedures (MIFP) was updated by the previous SBM before she left and would be further reviewed at the March meeting of the Finance Committee. | **JN PG PR** |
|  | **PART ONE HEADTEACHER’S REPORT**  The report had been circulated to Governors via Governor Hub prior to the meeting. The Headteacher emphasised:   * yellow highlighted activities in the calendar related to the SSDP and staff CPD * the focus on speech and language CPD in the Autumn term * that he costs, impact and next steps relating to staff CPD had been logged and were closely linked to the SSDP * the number of qualifications that staff were accessing e.g. SBM qualification, NPQs * that parents had been given two opportunities to meet class teachers in the Autumn term, in addition to a mid-year review in February which is timed to enable pupil issues to be addressed * that Class Information Evenings in September had been well-attended by parents (60-70%) * changes in the allocation of TAs to year groups reflected the allocation of general and 1:1 support, with less general support higher up the School * that secure recording of safeguarding cases on the CPOMS system was carried out effectively * that overall attendance is 96.8% against a target of 97% and a national rate of 95.4% for the same period * that persistent absenteeism is 8.9% compared to a national rate of 16.4% * the conversion of the SSDP into an xls format * that the pupil voice through School Council and Planet Protectors was excellent, a contrast compared to five years ago * Year 5 ukulele playing had been well received by the pupils * that the Year 3 and 4 residential visit was switching to Chester from York due to a topic change * that LED lighting upgrades had been completed * that the School had raised £578 for Children in Need and was planning on raising money for Cheshire East Hospice as part of their December Santa Dash   Governors thanked the Headteacher for a most informative report.  Governors ratified the approval of the SSDP by the Teaching and Learning Committee.  The Headteacher confirmed that Reception Baseline Assessments had been completed. |  |
|  | **SCHOOL IMPROVEMENT PARTNER**  The SIP, James Marsh, would undertake performance management of the Headteacher in December.  ***Governor question: Are we getting value for money? Could we participate in a Headteacher swap with other local schools?***  *Response: The question of value required more consideration. Headteacher swaps involving local schools needed really objective frameworks since local Heads often knew each other and had a perspective about each other’s schools.*  **Action: PR and JN to discuss the SIP and best value.** | **PR JN** |
|  | **GOVERNANCE STATEMENT**  A copy of the Annual Governance Statement had been made available to Governors via Governor Hub in advance of the meeting. JN and PR had brought the Governance Statement up to date and recommended it to Governors for approval.  Governors **approved** the Annual Governance Statement. |  |
|  | **DIRECTOR’S REPORT**  The report had been reviewed by each Committee who had addressed relevant items. |  |
|  | **SCHOOL POLICIES**  Governors **noted approval** by the TLC of the following policy:   * Children with Health Needs who Cannot Attend School   The FGB **approved** the following policies following review by Governors:   * Complaints * Code of Conduct * Disciplinary Policy * Grievance Policy * Exclusion * Use of Reasonable Force * Whistleblowing * SEN * Attendance * Anti-Bullying * Behaviour * Behaviour Written Statement * Cared For Children * Child Protection and Safeguarding * RSE   The Data/GPDR policy required further updating.  Governors discussed the possibility of requesting a consensual audit by the Information Commissioner’s Office which might support policy development.  **Action: PR to investigate the possibility of a consensual audit being undertaken by ICO.** | **PR** |
|  | **PLANNED RESIDENTIAL VISITS**  The forthcoming visit to Chester by Years 3 and 4 on 18th and 19th April 2024 had been noted in Item 11; the pre-reconnaissance visit had been undertaken already and the risk assessment updated.  ***Governor question: How far in advance were teachers planning to communicate visit information, including costs, with parents?***  *Response: JN had asked staff to communicate with parents at least one term in advance for residentials; this would enable parents to set up payment plans as required.*  ***Governor question: Has the School ever received push back on costs?***  *Response: No, previously the issue has been about the timing of communication about costs rather than the cost itself.* |  |
|  | **MEETINGS**  Dates for the Spring Term and Summer Term FGB meetings were confirmed as follows:  **Wednesday 20th March, 6pm**  **Thursday 4th July, 6pm**  **Action: CLERK to update calendar on Governor Hub.** | **CLERK** |
|  | **ANY OTHER BUSINESS**  The item regarding School Meals had been discussed under Item 10.  HP brought two matters to the attention of Governors:  i) The level of engagement with transition events at Tytherington High School didn’t reflect the fact that in September 2023 84% of Rainow Year 6 pupils moved up to Tytherington.  ***Governor question: Is there a reason why Rainow hasn’t engaged with all of the transition events?***  *Response: To be clear, all Rainow pupils attending Tytherington take part in the Transition Days to support their movement from Year 6 to Year 7. Engagement with transition events e.g., the science event, has been lower because it has been difficult to fit in the dates of the events with the teaching of our own curriculum. It would be a good thing for more of our pupils to experience some of these events, not least because it would enhance pupils’ appreciation of the more diverse social-economic context in which Tytherington operates.*  ii) Governors would be aware that the DfE delayed sending out guidance on social transitioning in July. ASCL have suggested that the new guidance may be imminent. |  |
|  | **IMPACT STATEMENT**  Governors helped move the school forward by:   * *Receiving and considering an update on the school budget and having a clear regard for the financial challenges which faced the school, which were clearly related to national and local authority issues and not school-created.* * *Receiving and considering the Headteacher’s report explaining how the school was achieving the targets set and how the SSDP and related CPD were building on the strengths of the School as reported by Ofsted in June 2023.* * *Updating the School’s policies so that they are accurate, up to date and fit for purpose.* * *Filling Governor vacancies and increasing capability within sub-committees.* |  |

The meeting moved to the Part 2 agenda at 7.53pm.

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