

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

**HELD ON 4TH JULY 2024**

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

Jonathan Norris (JN) Head Teacher

Nicola Daley (ND)

Dean Grice (DG)

Peter Grogan (PG) *until 7.04pm*

Thomas Parke (TP)

Julien Rye (JR)

Blair Whitehurst (BW)

**Also in attendance:** Marc Booker (CLERK) Clerk to Governors

*The meeting began at 6.05pm*

**PART ONE – NON-CONFIDENTIAL BUSINESS**

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|  |  | **Actions** |
|  | **APOLOGIES & AOB ITEMS**   1. Apologies were **received and accepted** from Richard Stockwell (RS), Stephen Hall (SH) Helen Pugh (HP) and Rosie Cole (RC).   The Chair welcomed and introduced TP to the meeting.   1. There were no items of additional business. |  |
|  | **CONFLICT OF INTEREST**   1. There were no conflicts of interest to declare. |  |
|  | **MEMBERSHIP**   1. There was one change to the membership of the Board of Governors: TP had been elected as Parent Governor with a term of office from 5th June 2024 to 4th June 2028. 2. There were no vacancies. 3. There were no terms of office due to expire before the next meeting. |  |
|  | **PART ONE MINUTES & MATTERS ARISING**  a) The Part One Minutes of the meeting held on 20th March 2024 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) There were no matters arising.  The action log was reviewed, and it was confirmed that all actions had been met and closed as appropriate apart from those pertaining to items 14 (an on-going action) and 15, which were carried forward.  JN informed Governors that regarding catering, a final decision on outsourcing had not been made yet but parents had been informed about a further potential price increase and that Cheshire East would only be providing the service until Christmas. |  |
|  | **CHAIR’S ACTION AND CORRESPONDENCE**  **No decisions** had been taken by the Chair under the Chair’s Power to Act since the last FGB meeting. Governors **confirmed** to the Chair the delegated Power to Act on behalf of the Governing Body. |  |
|  | **PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**  a) Minutes from the meeting of the Teaching and Learning Committee (13th June 2024), Finance Committee (4th June 2024) and Building and Premises Committee (7th May 2024) had been uploaded to Governor Hub prior to the FGB meeting. In addition, the Chairs of the Building and Premises and Finance committees had uploaded separate reports to the FGB.  The Chair of the Finance Committee (JR) would share outputs from the meeting under Item 7.  The Chair of the Buildings and Premises Committee reported that:   * A bid to CE to bring all perimeter fencing up to the same standard was not responded to so the school was now looking to upgrade areas of the highest risk, funded by DFC funding.   ***Governor Question: Is the gate onto the road a Right of Way?***  *Response: Yes, the school grounds are open at the weekend, and this has never been an issue.*  ***Governor Question: Can we limit Right of Way access?***  *Response: As we are a primary school, Cheshire East Highways may be prepared to close/restrict access.*  **ACTION: JN to contact CE Highways and confirm options re Right of Way access through the school.**   * The Committee had confirmed that internal glazing met fire safety requirements, that staff were able to confirm reading of health and safety policies, reviewed the Evolve system and recommended that a staff well- being survey is performed. * The Committee approved a number of delegated policies.   b) PG advised Governors that subject-related reports from Link Governors were discussed at the recent Teaching and Learning Committee meeting.  PR had also produced a written report based on her visit to review Pupil Premium and Catch-up funding on 3rd July, meeting ND and JN. It was agreed that school systems were rigorous and working well. All children had made good progress from their respective starting points and the school’s knowledge of each individual’s strengths and areas for development was substantial. Money had been spent wisely and appropriately. PR recommended that:   * The 23-24 PP strategy document needed to be reviewed before the end of this academic year, including a final calculation on how funds had been allocated – **ACTION.** * It was agreed that the new PP strategy document (24-25) should be finalised by October half term at the very latest and ideally by the start of the academic year **– ACTION.**   PR had also completed an EYFS visit, with a focus on speech and language, and would upload her completed report **– ACTION.**  c) A copy of the Annual Safeguarding Report to the Governing Body 2023-24, dated 20th June 2024 had been uploaded to Governor Hub in advance of the meeting.  Governors noted that the Single Central Record was last checked by a senior member of staff on 28th June 2024, that the S175 Safeguarding Audit had been submitted on 20th June 2024, that Safeguarding training records were up to date and that Safeguarding policies were up to date and in line with current legislation and guidance.  PG had completed a SEND visit and would upload his completed report **– ACTION** | **JN**  **JN**  **JN**  **PR**  **PG** |
|  | **FINANCIAL/ COMPLIANCE MATTERS**  The following documents had been uploaded to Governor Hub in advance of the meeting:   * Chair of Finance Committee’s Report to Governors * copy of the 2024/25 budget approved by Finance Committee * Failure to Set a Balance Budget return, dated 12th June 2024   JR advised Governors that the last forecast for 2023/24 predicted a deficit carry forward of £52.3k. The actual outturn was a deficit carry forward of £62.8k. The primary reasons were a transfer of the extended School deficit of £2k and an £8k reduction in income due to anticipated insurance proceeds for leave of absence not being covered, and therefore the amount was removed. The submitted budget for 2024/25 anticipates a deficit of £109k. The current forecasts for 2025/26 and 2026/27 are predicting deficits of £165.8k and £194.1k respectively resulting in substantial deficit carry forwards. Both years are currently forecasting slightly less funding than 2024/25 and exclude a number of Government grants that were received in 2023/24. JR advised that it is a worrying forecast with substantial and well publicised increases in costs with no matched funding. Given the fact we are unable to set a balanced budget we have fulfilled our responsibilities with the local authority and produced a 5-year budget plan with proposed savings.  Despite submitting a Failure to Set a Balance Budget return to CE, Governors agreed that the school’s primary objective remained to continue to deliver excellent educational outcomes for its pupils and to meet its obligations regarding the provision of support for SEND pupils.  ***Governor Question: Having submitted a FTSABB return mean that CE’s response/attitude to the school will be affected/ change?***  *Response: Unlikely since CE acknowledge that this is a wider problem.*  Governors noted that Rainow’s SFVS return was ‘bang on the average’ when looking at benchmarks for similar schools and that in the 2024/25 budget every cost was nearly identical to last year’s.  a) Governors **ratified** the Finance Committee’s approval of the budget for 2024/25.  b) The staffing structure for 2024/25 had been approved as part of the budget: the school was reducing its TA support by 1.5 FTE.  c)/d) The purchase of annual contracts and arrangements for the purchase of services to the school was approved at the last FGB meeting.  e) The TLC had reviewed the use of the Sports Grant and the impact on pupils, receiving a presentation  f) The use of the Pupil Premium and Recovery Premium had been reviewed by the Link Governor for Pupil Premium (PR) on 3rd July 2024.  Confirmations were received that:  g) the SFVS was submitted by the 31st March 2024 deadline.  h) the completed S175 Safeguarding Audit was submitted on 20th June 2024 and a copy of the completed audit had been uploaded to Governor Hub in advance of the meeting. |  |
|  | **PART ONE HEADTEACHER’S REPORT AND MATTERS ARISING**  The following documents had been uploaded to Governor Hub prior to the meeting:  Headteacher’s Summer 2024 Part One report  SSDP 2023-24, June 2024  Summary Evaluation of the 2023-24 SSDP, June 2024  Updated SEF, June 2024  The Headteacher emphasised:   * highlights from the calendar, particularly those linked to the SSDP and staff CPD and those supporting Rainow’s Pupil Promise * that staff absence was low and morale high * that the number on roll had increased by 2 to 186 * that overall attendance is 96.5%, which ranks Rainow 7 out of 120 Cheshire East schools * that persistent absenteeism at Rainow (6.3%) is half the national average, ranking the school 19 out of 120 Cheshire East schools * the majority of persistent absentees were now on an improving attendance trajectory   ***Governor Question: Is holiday absence under control?***  *Response: Yes.*   * price increases to the Breakfast and Afterschool clubs had not impacted on demand * that the results of EYFS checks (71% GLD), Year 1 Phonics screening (96% pass) and Year 4 multiplication checks (average mark 21.5/25) were good; a moderating visit of the Phonics screening had been undertaken by CE who were satisfied that the tests were being administered according to statutory guidance * that the Year 6 SATs results were expected on Tuesday 9th July; so far teacher assessed results were above the 2023 national averages * that there would not be any progress results for Year 6 – the year group were subject to lockdown when they were in Year 2 and so didn’t sit Key Stage 1 SATs * the completion of the calm area in the woodland play park * that the annual Health and Safety Review by CE would take place on 16th July 2024 * that the SBM would be arranging a consensual audit by the ICO as part of the school’s GDPR compliance check   Governors thanked the Headteacher for another informative report.  *PG left the meeting at 7.04pm* |  |
|  | **SCHOOL IMPROVEMENT PARTNER**  The Headteacher confirmed that the school was in the process of recruiting a new SIP. |  |
|  | **HEADTEACHER’S PERFORMANCE MANAGEMENT REVIEW (HTPMR)**  The process for and timing of the HTPMR would be confirmed once the SIP had been appointed. |  |
|  | **GOVERNANCE STATEMENT**  The Chair would produce the annual governance statement for review at the next FGB meeting in the Autumn term **– ACTION** | **PR/ CLERK** |
|  | **CONFIRM TERM DATES FOR 2025-26**  Governors **approved** the term dates for 2025-26 which were aligned to Cheshire East and Tytherington’s term dates. 3 out of 5 INSET dates were confirmed. |  |
|  | **DIRECTOR’S REPORT**  A copy of the Summer Term 2024 Director’s Report, along with a summary, had been uploaded to Governor Hub in advance of the meeting.  Relevant parts of the report had been discussed by each committee and key deadlines had been noted. |  |
|  | **GOVERNOR TRAINING AND DEVELOPMENT**  a)/b)/d)/e) Governor Training recently undertaken was discussed at the Teaching and Learning Committee meeting on 13th June 2024. In addition, JR, SH and TP had recently completed Prevent training and PR had participated in a University of Sheffield Speech Therapy Department Day focused on non-verbal children’s communication.  **ACTION: ALL GOVS are reminded to update their training logs on Governor Hub (Governing Board/Members/View Full Profile/Training)**  PG had circulated a copy of the NGA Skills Audit for completion by governors. Question 27 asks governors to identify what they need to do over the next 12 months to increase their governance knowledge and skills. Collated responses will inform governor development priorities for 2024/25.  **ACTION: ALL GOVS to complete.**  c) The Chair confirmed that there were no concerns regarding governor attendance. | **ALL GOVS**  **ALL GOVS** |
|  | **SCHOOL POLICIES**  Governors **noted approval** by the TLC of the following:   * British Values statement on website   Governors reviewed the following policies:   * Social Media * E-safety policy   ***Governor Question: Re E-safety policy, do we do all the things listed under part 3 (roles and responsibilities)?***  *Response: Yes*  ***Governor Question: Re E-safety policy, will younger children understand the terms of acceptable use?***  *Response: For younger year groups, acceptable use terms are completed as a class contract. EYFS don’t undertake much Computing, but E-safety is covered because of home use.*  ***Governor Question: Re E-safety policy, do we get parental agreement?***  *Response: Yes, via a Google form or similar.*  ***Governor Question: Re E-safety policy, if parents ignore the policy/ don’t sign the agreement, what happens?***  *Response: It is important for the school to be able to say that it has done everything it can to engage with parents and give them an opportunity to respond to the agreement.*  ***Governor Question: Re E-safety policy, will pupils know all of the bullets listed in 4.1?***  *Response: Yes. E-safety is delivered through PSHE and Computing.*  ***Governor Question: Re E-safety policy, are governors actually subject to the monitoring listed in part 7 when they use the school’s ICT systems and internet?***  *Response: Yes, once the policy is approved.*  ***Governor Question: Re E-safety policy, is the training in part 11, part of Safeguarding training?***  *Response: Yes.*  Governors **approved** these policies. |  |
|  | **PLANNED RESIDENTIAL VISITS**  The Headteacher confirmed that a risk assessment for the forthcoming visit to Critch on 8th July had been completed, and that a risk assessment for a Year 5/6 residential visit to Mallam Cove on 1st-4th October would be submitted at the start of September. |  |
|  | **NOMINATIONS FOR CHAIR**  PR was nominated to be Chair for 2024/25; JR seconded the nomination. |  |
|  | **NOMINATIONS FOR VICE CHAIR**  PG was nominated in his absence to be Vice Chair for 2024/25; JR seconded the nomination. |  |
|  | **MEETINGS**  A copy of the proposed meeting dates for 2024/25 were shared with and agreed by governors.  **ACTION: The CLERK to update the calendar on Governor Hub.** | **CLERK** |
|  | **ANY OTHER BUSINESS**  There was no AOB to discuss. |  |
|  | **IMPACT STATEMENT**  Governors helped move the school forward by:   * *Receiving the Headteacher’s report, noting the strategic direction of the school and reviewing a range of data to be able to conclude that the school is effectively meeting the needs of its pupils.* * *Receiving and considering an update on the school’s financial situation and being confident that the school is in control of its finances.* * *Receiving assurances that the school continues to promote the highest possible standards for Safeguarding.* * *Hearing a range of stakeholder voices (4 parent governors at the meeting) and agreeing plans to broaden feedback to the Governing Board through a planned staff and parent surveys.* * *Updating the School’s policies so that they are accurate, up to date and fit for purpose.* |  |

The meeting moved to the Part 2 agenda at 7.28pm.

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