



**THE NON-CONFIDENTIAL MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD OF
FRODSHAM WEAVER VALE PRIMARY SCHOOL**

HELD AS A VIRTUAL MEETING ON THE THURSDAY 11TH FEBRUARY 2021 AT 6.00pm

Members of the Governing Board

Name	Category of Governor	Designated Role	End of term	In Attendance
Peter Van Geffen		Headteacher		✓
Colin Whelan	Co-opted	Chair of Governors	22 nd November 2022	✓
Ken McLarney	Co-opted		22 nd November 2022	✓
Christine Owen	LA		30 th September 2024	✓
Sally Baker	Co-opted (Staff)		2 nd March 2023	✓
Steph Cawte	Parent		14 th June 2022	✓
Rebecca Goldsmith	Parent		14 th June 2022	✓
Jane Smith	Co-opted		13 th June 2021	Apologies
Ruth Curtis	Staff Governor		8 th March 2022	✓
Martin Mc Kee	Co-opted		30 th September 2024	✓
Tom Tilley	Co-opted		10 th February 2025	✓
Vacancy	Co-opted			
Vacancy	Co-opted			
Vacancy	Co-opted			
<u>Other Invitees:</u>				
Julie O'Shea		Clerk to Governors		✓
Sara Wakefield		Bursar		✓
Hayley Saynor		Observer		✓

NON-CONFIDENTIAL AGENDA

Governors are reminded of the need to maintain confidentiality of sensitive items of business transacted at Governing Board and Committee meetings



Standard Items
The meeting began at 6.04pm

The chair explained the presence of Hayley Saynor and Tom Tilley, Haley Saynor was present as a newly recruited Clerk at Edsential and was shadowing the governor's current Clerk and Tom Tilley was a potential new governor.

Tom Tilley was invited to give a brief overview of his career, he currently works for Weaver Vale Housing Trust and explained that a lot of the issues that the school have are shared in the area and that both parties have a common interest in seeing the children thrive. The Chair commented that having discussed with the Head Teacher that they couldn't agree more and that the school is unique in its setting and its cohorts. There would be an opportunity to work together and to align and utilise our resources to provide the best possible outcomes.

1. APOLOGIES

Apologies were received from Jane Smith.

RESOLVED: That the board members agreed to accept Jane Smiths apologies.

2. DECLARATION OF PECUNIARY INTEREST

RESOLVED: That there were no verbal declarations made of any potential pecuniary interest or conflict of interest between an individual and the Governing Board as a whole with the business to be discussed during the meeting.

3. MEMBERSHIP

(a) There had been no changes to the membership since the last meeting.

(b) To consider any vacancies in Board membership

Tom Tilley – Weaver Vale Housing Trust potential co-opted governor.

Mr Tilley was put into a waiting room whilst governors discussed his appointment as the Co-opted governor for full year term of office.

RESOLVED: That Tom Tilley was appointed as a co-opted governor to the board for a 4-year term of office.

ACTION: The clerk to send the Edsential welcome to governance pack to Tom Tilley once his email address has been organised.

(c) To review the schools Instrument of Government and ongoing vacancies
It was agreed review the ongoing vacancies and instrument of government in the summer term.

4. MINUTES OF LAST MEETING

The non-confidential minutes of the meeting of the full governing board held on the 3rd of December 2020 had been circulated prior to the meeting for governors to review.



RESOLVED: That the non-confidential minutes of the meeting of the Governing Board held on 3rd December 2020 were agreed as a true and accurate record of the meeting .

5. MATTERS ARISING

(a) To review the list of actions determined at the last meeting.

Item	Who	Action	When	Outcome
4.	Clerk and Governors	The Code of Conduct to be uploaded on to teams and Governors to confirm through teams that they agreed to abide by it.	ASAP	It was agreed that Microsoft forms could be used to confirm agreement to the code of conduct and could be used for policies moving forward.
4.	Chair	To complete the Annual Statement of Governance for publication on the website.	ASAP	the annual statement governance is ongoing

ACTION: The Chair to complete the annual statement of governance for publication on the school website the action to be carried forward to the next FGB meeting

4.	Clerk	To send the skills audit to Martin McKee.	ASAP	to be resent
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ACTION: the clerk to resend the skills audit to Martin McKee

8.	Lead Finance Governor	The monthly credit card check needs to be completed by the lead finance governor.	ASAP	
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The lead finance governor explained that the credit card check that had taken place wasn't in its normal format as it was a copy of the list of transactions that had taken place. There had been a conversation between the Head Teacher, Bursar, and finance governor as they were unsure what would be the best way forward in monitoring the credit card spend.

The bursar explained that it wasn't practical to add the finance governor to the CWAC system to check the credit card transactions, potentially we are looking to print a screenshot and then annotate and explain what each transaction was, this could be as a PDF document that could be approved.



Governors discussed the need for the monitoring due to fraudulent use in other schools and the need for financial rigor and probity.

The finance governor raised that the school does not get audited each year by CWAC, there is a need to complete spot checks from time to time as it is at least 7 years since the school was last audited and it is important evidence that the processes and protocols are being followed.

8.	Bursar	CO to be added to the system to review the purchases on credit card.	ASAP	See above
10.	Chair	SDP Page 18 item 3 to assign governors to the priorities within the plan	Prior to the next meeting	The Head Teacher and Chair of Governors had discussed the SDP allocation and this will be shared later in the meeting to monitor the priorities and objectives being met.

Governors discussed that it is currently very difficult to monitor things taking place and that they were missing being in school as an important element of monitoring. It was discussed that the Head Teacher and chair would look at setting up a Teams group internally to post any questions that governors may have.

11.	Head Teacher	To circulate the SEF	mid-January	the staff had been circulated in its first format and will be regularly updated.
11.	Head Teacher	To check if the nursery PPF needs to be reported on.	ASAP	The Head Teacher confirmed that the nursery PPF funding does need to be reported.

ACTION: The Head Teacher and RC to review this and complete a report.

13.	Head Teacher	To discuss with SEND lead the progress on SEND.	ASAP	Ongoing
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The Head teacher had met with MB, SEND is in a very healthy position the RAG ratings had been reassessed and the SEF has progressed these. RG and MB are due to meet, there are five annual reviews all taking place after the half term and all of these are up to date.

16.	Clerk	To circulate details of any governor training as soon as they become available.	ASAP	Ongoing
16.	Clerk	To inquire what the price of the Edsential Effective Questioning training for governors would be to present to the whole board.	ASAP	the Clerk confirmed that the cost would be £275 for 90 minutes or it would be £500 for a full day.

ACTION: The clerk to send email confirmation of the costs of the effective questioning to the Chair of governors.

(b) To discuss matters arising from the minutes not covered elsewhere during the meeting.

6. CHAIR'S ACTION

The Chair and/or Vice Chair to report any urgent action taken on behalf of the Governing Board since the last meeting.

The Chair explained that there had been an anonymous official complaint made to Ofsted. The complaint listed four allegations which included the questioning of how the resource provision is used and restraint in the chill room - CWAC have supported us through this process.

The Head Teacher had received a phone call from John Nixon HMI looking for further information, he had been asked if there were any outstanding school complaints which there are none, the Head Teacher felt that this was a triangulation of information.

The Head Teacher explained that he was concerned and upset. He questioned the validity of the complaint due to its failure to follow the correct processes and procedures.

HMI will review the response information. Ofsted will write a report with their recommendation. The discussion was a 1 ½ hours in depth discussion.

The Chair explained that the complaint had been dealt with in a professional manner. He also advised that we do have a positive handling policy and all activity is recorded. When addressing the complaint, it was advised that it was worked through line by line and addressed each specific detail with the processes and procedures we have in place.

Governor comment: It is worth considering how we can learn from this and look at any potential loose ends we may have.

Q. Is it possible to share our response to the complaints with all of the governors?

A. Yes, we can share it is an egress document and it is a confidential school document as long as everybody is aware of that.



The Head Teacher requested if the SEND governor could speak with MB and offer some support as this had been a difficult time for those involved.

ACTION: the SEND governor to contact MB offering support.

It was noted that SC had contacted the Head Teacher and Chair asking about the health and wellbeing of staff and what is currently in place – SB and SC are working on this.

ACTION: SC to share the Head Teacher's response with the governing board.

The Chair shared a document about mental health and wellbeing with governors that he had created for his own team at work this is based on Mental Health England guidance and this is going to be circulated to all of the staff.

7. REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

(a) To receive any recommendations from Governors with specific responsibilities requiring FGB approval.

Safeguarding, Pastoral and Inclusion Lead Report for Full Governors 05/02/21 had been circulated prior to the meeting.

Governors were asked if there were any questions.

Governor comment: It's more of a concern really the phrase where it says 'teachers are no longer just teachers they are becoming chauffeurs etcetera' I find this quite concerning.

Head Teacher's response: it relates to schools being asked to do more and more each day, we are performing home visits and supporting families but we are looking after each other.

Q. Do you have any mental health first aiders?

A. Yes, we do, we have two.

School Items

8. HEADTEACHER'S VERBAL UPDATE.

To receive a verbal update on the school's current position.

Throughout Lockdown 3 the Head Teacher had been providing governors with weekly updates on the schools position and remote teaching and learning.

Numbers attending school in bubbles were detailed to governors, 48 in attendance this is 36/37% the current national average is 22%, we have not had to refuse any vulnerable or key worker children.

Engagement with remote learning is currently 55%/65%. Non engagement is addressed via telephone calls and emails. Most children who attend the video lessons, sessions where children can talk to the teachers, seem to enjoy the contact. Each teacher has carried out their own monitoring of the remote learning.

We have been very fortunate with devices to use for remote learning we currently have 33 out in the community we have had some devices donated from the Grange School for the older children.



Q. Those vulnerable children who aren't in school are they attending the online lessons?

A. No, they are absent. We have 6 regulars each week that are vulnerable, we chase virtually. All social worker children we contact daily and those we think are vulnerable but not on the register we also follow up, it is a hard job

9. SCHOOL IMPROVEMENT/DEVELOPMENT PLAN (SDP)

To consider the monitoring of the School Development Plan.

- Allocation of a governor to lead each of the School Development Plan targets.
- Review progress against each of the targets.

The SDP will be shared with governors after the meeting. The Head Teacher would like to complete an overview on each page with the detail to the individual governor.

10. REVIEW OF PERFORMANCE DATA

- To consider the Autumn term Teaching, learning and assessment.

In the Autumn term there had been benchmarking exercises completed on maths, reading and phonics.

Phonics screening testing 75% children in the current year two had passed , the year 2 pupils who didn't pass will get the opportunity in the summer term to retake the screening.

- To receive an update on remote learning.
- To monitor Catch up funding use and impact.

We completed summer assessments and in the autumn term the children completed NFER tests it proved informative. We had planned and liaised to start 15 weeks of catch-up tutoring, this will need to be redone when the children return and we will have lost one of the blocks of tutoring.

We have been approached by NFER to be a data partner and we are going to go ahead with this.

11. FINANCE

Finance Report to governors had been circulated prior to the meeting for Governors to review. The report was shared on the screen.

	Item	Outcome
(a)	Present latest financial forecast for 20/21 and projection for new budget year 21/22	<p>To review and approve forecast (final budget approval at March Governors)</p> <p>The budget forecast shows a carry forward of £47,983 for 2020/ 21 , in 2021/22 it's a carry forward of £56,604 pounds, 2022/23 is the carry forward of £13,478 and in 2023/24 it's a deficit of £32,578.</p> <p>The budget shows a negative shortfall in 2022/ 23 and 2023/ 24.</p> <p>Overall, the budget shows an improvement on the predicted surplus the main variances for this are:</p>



		<ul style="list-style-type: none"> • Lower pupil numbers entering reception • Block funding changes including one less pupil in Resource provision next year • One TA left on 31/12/2020 and a TA contract ends on 31/08/2021 • High needs funding, one mainstream funding ended 31/12/2020, and resource provision projection changed • Early Years Funding reduced projections • Grant income, Covid catch up and Learning Platform <p>Opportunities include</p> <ul style="list-style-type: none"> • Increase in top up funding for mainstream pupils • An additional 7th Resource Provision pupil in academic year 2021/22 • An increase in pupil numbers from new starters across year groups • Additional Reception 2021 pupils to current estimate of 10 <p>Risks/ Threats</p> <ul style="list-style-type: none"> • Reception 2021 forecast is lower than the current assumption of 10 pupils. We have 7 “first choice” applications and a further 1 pupil from our nursery who is still to apply so believe we have 8 known pupils • Resource Provision below capacity. There are 3 Year 6 pupils leaving July 21 and we have assumed 2 of these are replaced straight away and the other a year later. • Increased cost of moving to new broadband and telephony provider as Cheshire East renegotiates contracts • Increased cost of replacement photocopier • Additional invoices from former cleaning company • A decrease in pupil numbers with leavers across year groups • Phasing of teacher trainee income • High Covid related absences
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		<p>The revised budget also includes a reduction in the teaching staff from 7 to 6 teachers.</p> <p><i>Q. We have a carry forward of £47K how does that sit with governors? I would like to suggest that we use this money investing back into the school.</i></p> <p><i>A. We would need to look at the business case to justify, if it means that it would bring more children in and increase pupil numbers it would be worthwhile.</i></p> <p><i>Head Teacher's comment: It could be an opportunity to make the school a future school.</i></p> <p>The outturn for this year is higher because we haven't been able to spend as much money due to covid, we do need to spend money on.</p> <p><i>Q. Do we need to accrue that spend for the next year?</i></p> <p><i>A. We accrue it ourselves as CWAC don't do it.</i></p> <p><i>Governor comment: Having been a Governor at the school over a period of time I have seen this pattern more than once. We go through phases of having a carry forward and then we're looking at deficit budgets partly due to volatile resource provision and the nursery being dependent on the birth rate.</i></p> <p>The benchmarking report card had been circulated prior to the meeting for governors to review this highlighted that the reserves held were lower found the other comparison schools.</p> <p><i>Q. We have a plan of what you would use the money to do?</i></p> <p><i>A. It would be linked to the curriculum and pupil standards to look at driving attainment up. We would look at the quad area the uncovered area and cover part of that and put in a library to hopefully promote reading throughout the school these are suggestions at the moment and we would look at it in more depth.</i></p> <p><i>Governor comment: We had plans on using a significant amount of money towards technology with the donated and the DfE funded equipment that will not need to be built into the budget moving forward.</i></p>
(b)	Present latest position for 20/21 School Fund Account	To review



(c)	2019/20 School Fund Audit Certificate	<p>To note certificate</p> <p>RESOLVED: That the school fund audit certificate had been circulated to governors and the school fund had been signed off by the auditor.</p> <p><i>Q. Is everyone aware of what the school fund is?</i> <i>A. It is separate to the main budget business account, generally it holds any fund raising, commission for school photographs and the PTA also use it. It is money that we identify to use and spend on the children.</i></p> <p><i>Q. It is non-public money into public money and there is no separate committee to vote on its use?</i> <i>A. No, it is used for additional resources and for events such as the Christmas parties.</i></p> <p><i>Q. If it gets transferred into the main budget does it not get lost?</i> <i>A. No, it only gets transferred when we actually purchase something.</i></p>
(d)	Schools Financial Value Statement (SFVS) process for 2020/21	<p>To understand process and Governor responsibility for SFVS submission on 31 March 2021</p> <p>The submission date for the SFVS had now been postponed until the 28th of May, the Bursar Head Teacher and finance lead had arranged to meet to complete this document.</p> <p>Governors asked would anybody else would be interested in joining this working group.</p> <p>It is planned that the completed document would be submitted to the governors meeting on the 11th of May for approval.</p> <p>SC expressed an interest in joining the SFVS working party.</p>
<p><i>ACTION: The Head Teacher to circulate last year's SFVS submission and this year as far as it has been completed.</i></p>		
(e)	School Benchmarking Data	<p>To review data for SFVS</p> <p>The school benchmarking documents had been shared with governors prior to the meeting for their review.</p>



		<p>It was felt that the benchmarking document was really useful information. Key areas were as follows</p> <ul style="list-style-type: none"> • Support staff was the highest - the comparison schools don't show if they have a resource provision but do show if they have a nursery provision. • Admin was the lowest
(f)	Draft Asset Management Plan (including risk register)	<p>To note and discuss new report</p> <p>The Asset Management and Capital Expenditure Plan February 2021 had been circulated prior to the meeting for review.</p> <p>This document is required as part of the SFVS and covers</p> <ul style="list-style-type: none"> • Scope and Basis of Plan • Sources of Funding • Asset Areas to Consider • Existing Asset Management – Risk Register • Disposal of Assets
(g)	Manual of Internal Procedures (MIFP)	<p>Not taken at meeting – not reviewed due to other work commitments</p> <p>The MIFP will need to be updated due to changes in the financial system this has meant this has been side lined currently, this will need to be completed prior to the SFVS submission.</p>

SW left the meeting at 8.04pm

12. SAFEGUARDING

To discuss any safeguarding matters.

The Safeguarding and Pastoral Report had been circulated prior to the meeting.

Q. Can I ask about the accident report here? Regarding the playground accidents ?

A. Yes, the December figures were pleasing in comparison to the previous months we discussed.

Q. Can I ask why bites and stings are reported separately?

A. Yes, they are two different things, they were human bites.

13. SCHOOL POLICIES

To receive the updated policy matrix.

To consider and approve any policies required of the Governing Board.

- Staff Capability Procedure

Governor comment : On point 3.6 there is an omission.



ACTION: The Head Teacher to amend and recirculate

- Charging and Remission

RESOLVED: That the Charging and Remissions Policy was agreed and adopted.

The Head Teacher had compiled a new RAG rated policy matrix .

Reports

14. REPORTS – None to be shared. Governors to be made aware of the following dates.

- ASIA visit in the diary for 5th March 2021
- ECM Lesley Else in the diary for 24th February 2021

15. GOVERNOR TRAINING AND VISITS

To receive reports from Governors who have attended training events or have visited the school since the last meeting.

Martin McKee had attended the Edsential Governor induction training.

Ken McLarney had completed PREVENT and Child Protection for Children for Governors training.

The Head Teacher and Chair will be attending the CWGA Conference.

Christine Owen will be attending the Edsential Governors Conference.

ACTION: Training to be added to all agendas.

16. GOVERNOR IMPACT

To consider how the Governors discussions/decisions will impact on improving the School outcomes for pupils.

- Finance monitoring and support
- SEND support
- Wellbeing
- Recent complaint the Chair had supported the Head Teacher with the formal response.

17. DATE AND TIME OF NEXT MEETING

The next meeting of the Governing Board will be held on **25th March 2020 commencing at 5.30pm.**

There being no further business the nonconfidential meeting closed at 8:16 PM.

Signed _____ Date _____



**THE CONFIDENTIAL MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD OF
FRODSHAM WEAVER VALE PRIMARY SCHOOL**

HELD AS A VIRTUAL MEETING ON THE THURSDAY 11TH FEBRUARY 2021 AT 6.00pm

CONFIDENTIAL A

MATTERS DISCUSSED IN THIS PART OF THE MEETING ARE NOT FOR PUBLICATION

18. CONFIDENTIAL MINUTES

The confidential minutes of the meeting held on 3rd December 2020 had been circulated prior to the meeting for governors review.

RESOLVED: That the of the meeting held on the 3rd of December 2020 were agreed as a true accurate record board.

19. MATTERS ARISING

To consider any matters arising from the minutes which will not be covered elsewhere on the agenda.

It was noted that the complaint to Ofsted had been discussed in the non-confidential minutes due to this being an anonymous complaint.

Q. Was the pay grade for the school Bursar resolved?

A. Yes, the move from grade 6 to grade seven was processed. Moving the bursar to the role of School Business Manager would mean a restructure which we are not pursuing currently.

20. CONFIDENTIAL REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

There were no confidential reports from Governors with special responsibilities.

21. HEADTEACHER'S CONFIDENTIAL REPORT

To receive any confidential matters on which the Headteacher wishes to report. There had been one 3-day exclusion in December , the paperwork had been reviewed and completed prior to Christmas . We re-evaluated the risk assessment to ensure a smooth reintegration.

Q. With there being less children in school , has this helped with this child's behaviour?

A. It's a very good question this is a mainstream child but possibly has a sensory issue which are causing the flare ups.

Governor comment: It would be a good idea to see if we can track and monitor this.

Finance

The model for our school would be that we would have six teachers , we will need to reduce one teacher so we will go from seven teachers to the six teachers as we have 15 in a year group and from September there will be no year groups over 15 pupils.



Previously we had recruited three teachers on temporary contracts we have sought HR advice so that we do this as a fair process. The non-successful staff member of the three will have been with us two years to the day and this will mean we will incur redundancy costs; this will be circa £1,500- £2,100. The three staff members have been informed as Head teacher made the decision to give them this information prior to the half term holiday, if the unsuccessful candidate gets a job, then there will be no redundancy payment entitlement. The two positions offered will become permanent positions, all three have been invited to apply showcasing their skills.

Q. Would it be advantageous to take this appointment to be advertised externally?

A. No it is not possible currently it is ring fenced. I have asked that they state to confirm that they will be going through the process of application, the process will end on the 4th of March, CO is supporting this remotely. The whole school staff are not aware of this.

The Head Teacher had shared the school staffing structure for September and future finance position of the school with the governors.

Governor Comment: I don't think that it has come as a surprise to the staff they are mindful that they are in competition with their colleagues.

Q. Do CWAC run redeployment facility?

A. No, the Head Teachers do tend to have an informal process. These three staff members have embraced our school and I would not hesitate in recommending them to another Head Teacher.

22. STAFF WELLBEING

To consider staff wellbeing.

The staff are doing brilliantly we have an amazing staff. The biggest issue seemed to be the fact that they cannot mix with other staff members and are restricted their bubbles, they are really missing the interaction, it can be really difficult.

We do have a really good supportive WhatsApp group amongst the staff and it would be wonderful if some of the governors could take part in some of the challenges.

We are also involved in the big challenge and so far, we have raised £2,000 towards the playground from walking in January in December and we will look too much from this.

For all participating in the lateral flow testing from the 25th of January and that they test on Sundays and Tuesdays so far there have been no positives, one school locally had four asymptomatic cases.

23. HEAD TEACHER'S WELLBEING

To consider the Head Teacher's wellbeing.

Q. How are you?

A. I am bizarrely okay and I am okay because the staff are okay we're all tired and looking forward to the half term.



Q. In fact if you're told on the 22nd that's children aren't returning?

A. It will be fine we are being optimistic. If not, we will come together and continue to do what we do the staff cannot wait to get back to face to face learning.

The Chair expressed his thanks on behalf of the governing board to all the staff as it is difficult times and their hard work and effort is truly appreciated.

There being no further business the confidential meeting closed at 8:45PM

Signed _____ Date _____