



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

**HELD AS A VIRTUAL ZOOM MEETING ON THE THURSDAY 25<sup>TH</sup> MARCH 2021 AT 5.30pm**

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 <sup>nd</sup> November 2022	✓
Ken McLarney	Co-opted		22 <sup>nd</sup> November 2022	✓ Joined at 5.48pm
Christine Owen	LA		30 <sup>th</sup> September 2024	✓
Sally Baker	Co-opted (Staff)		2 <sup>nd</sup> March 2023	✓
Steph Cawte	Parent		14 <sup>th</sup> June 2022	✓
Rebecca Goldsmith	Parent		14 <sup>th</sup> June 2022	Apologies
Jane Smith	Co-opted		13 <sup>th</sup> June 2021	✓
Ruth Curtis	Staff Governor		8 <sup>th</sup> March 2022	✓ Joined at 5.48pm
Martin Mc Kee	Co-opted		30 <sup>th</sup> September 2024	✓
Tom Tilly	Co-opted		10 <sup>th</sup> February 2025	No Apologies
Vacancy	Co-opted			
Vacancy	Co-opted			
Vacancy	Co-opted			
<u>Other Invitees:</u>				
Julie O'Shea		Clerk to Governors		
Sara Wakefield		Bursar		



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

### **Standard Items**

#### **1. APOLOGIES**

Apologies had been received from Rebecca Goldsmith prior to the meeting. There had been no apologies received from Tom Tilley.

**RESOLVED:** That the apologies of Rebecca Goldsmith were accepted, the absence of Tom Tilley were noted.

#### **2. DECLARATION OF PECUNIARY INTEREST**

There were no verbal declarations made of any 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**

- To receive details of any changes to the membership since the last meeting.
- To consider any vacancies in Board membership  
There remain 3 x Co-opted vacancies on the board.
- To note any Governor's term of office due to cease before the next meeting of the Governing Board.

Jane Smith's term of office was due to end on the 13<sup>th</sup> of June 2021, Governors asked if JS was interested in remaining as a co-opted governor.

**RESOLVED:** That following discussion Jane Smith was nominated and appointed as a co-opted governor for a 4 year term of office.

#### **4. MINUTES OF LAST MEETING**

The non - confidential minutes of the meeting of the Governing Board held on 11<sup>th</sup> February 2021 had been circulated prior to the meeting for review.

**RESOLVED:** That the non - confidential minutes of the meeting of the Governing Board held on 11<sup>th</sup> February 2021 were agreed as a true and accurate record.

#### **5. MATTERS ARISING**

- To review the list of actions determined at the last meeting.



ITEM	WHO	ACTION	WHEN	OUTCOME
3.	Clerk	To send welcome pack to TT as a new governor	ASAP	Completed
M/A item 4	Clerk	To send skills audit to MMcK and TT	ASAP	Completed
MA	Bursar	To set up an email account for TT	ASAP	Completed
M/A	Clerk	To send costs of the Effective Questioning training to Head Teacher and Chair	ASAP	
<b><i>ACTION: The Headteacher to circulate suggested dates for the 'Effective Questioning' Training to governors and add to the agenda for the next meeting.</i></b>				
6.	RG	To contact MB regarding progress and wellbeing	ASAP	Actioned
6.	SC	To share HT's response to her enquiry about staff wellbeing	ASAP	Completed
6.	Chair	To share document created regarding staff wellbeing	ASAP	Survey completed
11.	Head Teacher	To circulate last years completed SFVS and this year version so far.	ASAP	Completed
15.	Clerk	To add training to every agenda	Ongoing	Ongoing

- There were no other 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.

- *Discussion piece around anti-social behaviour and support for the footprint of Ship Street, Frodsham.*
  - *Outcome – to discuss the lived experiences of the children and families of FWVPS*
  - *Outcome – to create a working group to explore raising the voice of this group*



*and 'what can be done to improve opportunities outside of school'*  
*\*Does this link into recent information provided by the Children's Commissioner for England, Dame Rachel de Souza "Independent of Government and Parliament, the Children's Commissioner has unique powers to help bring about long-term change and improvements for all children, particularly the most vulnerable."*

Since the wider reopening of school on the 8<sup>th</sup> of March 2021 the Headteacher raised that he had been made aware of growth in anti-social behaviour in the Ship Street area. There had been instances of threatening behaviour, vandalism and an attack on a teenage girl which had been witnessed by three of the schools Year 6 pupils, all of the incidents had been reported to the police.

This behaviour is having a major impact on the school that pupils are witnessing it, the Head shared with governors conversations that he had with children and the glaring reality was that the children did not have anything that they could feel proud of.

The Headteacher had written to parents and carers about the situation and local public representatives and bodies contacted. The police had attended a recent parish council meeting but would not be increasing their physical presence.

Governors discussed at length that the community were being forgotten about and that no one was prepared to address these issues. Children leave the nurturing environment of the school and it seems more and more likely that these children will end up being excluded from High School. The current situation is draining resources from the school and it isn't the schools problem, we are doing our part and we need the council and other resources to also do there's.

The Headteacher had written Marcus Rashford to try to raise the profile of the situation.

*Governor comment: We also need the High school to be better at dealing with this – they need to be more involved.*

*Q. Could you send copy of the letter that was sent to the Director of Education, Town Council etc.?*

*A. Yes.*

***ACTION: The Headteacher to circulate the letter that was sent to local public representatives and bodies.***

Governors discussed actions that could be taken to look to start to address these issues.

***ACTION: The Headteacher to arrange a virtual meeting with the Headteacher at the High school.***

***ACTION: To invite candidates for the Local Council elections and the Police Commissioner elections to a live online Q&A session to engage with the community.***

***ACTION: JS to work with the children to write questions that they would like to ask.***



*Q. Is it worth trying to get the high school to appoint another governor to our school?*

*A. Yes, but we also need a transition not only for year 7 but a Frodsham Weaver Vale enhanced transition process.*

***ACTION: The Headteacher to address with the Headteacher at the high school an enhanced transition process for the pupils and look to appoint a member of staff from the High school as a governor.***

Governors summarised that if the area was allowed to continue to become more run down then overtime it will become abandoned and decline further and further. This will mean that families will not want their children to come to the school and that will ultimately have an impact on the school.

## **7. COMMITTEE REPORTS AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**

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

- EYFS Report – Ruth Curtis

Verbal summary was given. During the last year there had been an increasing number of referrals to the speech and language services there are a huge number of children entering nursery who have no socialisation and no speech. There is currently a considerable waiting time for the speech and language service with one child referred in January 2020 and he's not due to be seen for over 12 months.

*Q. What happens parents don't actually take their child to the appointments is there any skin off their nose?*

*A. Some genuinely do just forget to go to the appointments and we progress all of them to a rereferral.*

*Q. Is this a medical referral, is it seen as being a problem by the families?*

*A. There is denial and a lack of understanding of where their children are and where they should be in their development. We are having to push to get the health visitor to complete the two year old checks.*

*Q. What is the standard, could we do a simple information of the expectations. Is it as simple as that? The time staff are putting into this and then parents don't take their children to the appointments must be incredibly frustrating.*

*A. As a school we are making referrals as the issues with speech and language are not being picked up by the health visitors.*

*Q. Who do we need to speak to begin to address this issue?*

*A. RC has provided the Headteacher with the information on this subject to go directly to the Director of Education. It needs to be considered that in a vulnerable area such as this the children have spent a large percentage of their life in lockdown and they lack social and communication skills which will impact on their learning.*



*Governor comment: I have found previously when working with vulnerable families that if we made an appointment to couple weeks ahead rather than a month or two then there was better attendance. I appreciate it is not the school sending out the appointments but it may be a way to look at and consider can we impact on the attendance at these appointments.*

*Response: Yes, if we were informed then we could remind the families that the point was coming up.*

This were informed that the numbers in the nursery were increasing and had risen from 18 in September to 25 in April. There has been work completed on the nursery area by staff members after school to improve the environment for the children.

*Q. Are there any photographs available to celebrate this?*

*A. Yes, We are planning to capture some photographs in the next week or two.*

- Wellbeing Report – Steph Cawte

A wellbeing report had been completed by SC and circulated to governors.

It was noted that it would be important to keep a vigilant eye on staff wellbeing now the children have returned to school to ensure that staff feel supported.

- Pupil Recovery (catch-up) Report – Sally Baker

There are various elements to the catchup, there is continued reading assessment and pupils are benchmarked. Those pupils who are not free readers very few have gone backwards but also very few have upwards.

We will start the NFER formal assessments on the 29<sup>th</sup> of March, it is what we walked usually have completed to support teacher planning.

KS2 – we continue to work on the project to improve the attainment in writing.

We are working with the EIP in maths to identify what we need to deliver to the Year 6 pupils to ensure they are prepared for High school. We are using the guidance for all year groups of key concepts.

The National Tutoring Programme starts after Easter, the initial block is 15 weeks of predominantly pupil premium children. Invitations will be sent out next week and the sessions will be voluntary.

*Governor comment: It is important that our families understand the work that is going on to close the gap.*

*Response: It is about looking where the children should be and their potential.*

## **School Items**

### **8. HEADTEACHER'S REPORT**

The Headteacher's report had been circulated prior to the meeting, key points were.

- Class Structure / School Mobility / School Context
- Attendance / Attendance Initiatives/Incentives

Attendance had been good since the end of lockdown, there are currently no GRT children in school.



Q. Do we need a separate split to identify Covid related attendance issues?

A. No, it is done automatically.

- Curriculum / Enrichment Activities / Subject Leader Overview
- Staffing Structure / School Structure
- Staff Training
- Any other relevant information

There were no further questions.

## 9. SCHOOL IMPROVEMENT PLAN (SIP)

- To receive an overview of the SIP 2020/21

The school improvement plan would now run from 2019 to 2022, with a focus for the year.0.

- To share Key Priorities and Lead Governors

Governors discussed the actions that needed to be taken to ensure that progress took place with the school improvement plan. Governors had been assigned to specific key priorities within the plan and would meet half termly, this would give continuous accountability continual school improvement.

The Headteacher explained that each of the key priorities had both the timeframes and 'Steps to Success' in place to ensure progress.

Self Eval Grade	Quality of Education	Staff	Governor
2/3	<b>Quality of Education</b> <u>Key Priority:</u> <i>Audit and Evaluate the Quality of Education at Frodsham Weaver Vale Primary School with the focus on defining a new curriculum INTENT in order to clearly define the school's Implementation approaches and expected Impact.</i>	PVG / SB / RC	CW / CO
Grade 2	<b>Behaviour &amp; Attitudes</b> <u>Key Priority:</u> <i>Improve children's behaviour and their attitudes to learning with a focus on developing the shared responsibility and ownership of all stake holders.</i>	PVG / SB	KMc / TT
Grade 2	<b>Personal Development</b> <u>Key Priority:</u> <i>Develop further pupils' resilience and independence in their learning, alongside their wider 'character' development across the curriculum.</i>	SB / PVG	RG / SC
Grade 2	<b>Leadership and Management</b> <u>Key Priority:</u> <i>Develop Frodsham Weaver Vale Primary School's new curriculum by further improving middle/subject leadership with a key focus on high-quality CPD, coaching, mentoring and monitoring.</i>	PVG / SB	CO / MMc
Grade 2	<b>Quality of Early Years Education</b> <u>Key Priority:</u> <i>Further improve the provision in the EYFS resulting in all pupils making at least good progress by July 2021, particularly in Literacy and Number.</i>	RC / PVG	SC / JS



- To discuss new model of information harvesting in relation to securing best outcomes within the School Improvement Plan.

*Governor comment: it is a lot of information to absorb, it would be good to have a separate specification of the expectations of each area.*

## 10. FINANCE

	Item	Who Presents	Outcome
1	To receive latest financial forecast for 2020/21	SW/PVG	To review and approve
<p>The financial forecast for 2020/21 document had been shared with governors , it shows a projected carry forward of £50,453, the in year budget surplus is £64,604 which is £11,000 higher than expected.</p> <p><b>RESOLVED:</b> That Governors reviewed and accepted the predicted budget outturn for 2020/21</p>			
2	To consider and approve a draft 2021/22 budget and 3-year plan	SW/PVG	To review and approve
<p>The Bursars Report to Governors was received.</p> <p><i>Q. 92 children in 2022/23 and 91 the year after?</i>  <i>A. Yes, this is based on 10 pupils in Reception in September 2021, we have 8 first choice applications. The budget plan does include a decline in pupil numbers, there is a lag in funding as the pupil census takes place in October.</i></p> <p>The 3 year plan shows a predicted carry forward in 2021/22 of £23,900, 2022/23 a deficit carry forward of -£18,664 and 2023/24 a deficit carry forward of -£62,734. It was noted that £30,000 of the 2020/21 carry forward was being used to develop the school site further and improve the learning environment.</p> <p><i>Q. Has it been identified what exactly the £30,000 will be used for?</i>  <i>A. It will be used for a bank of windows and to create a library.it will cost £2,500 for the structural engineer alone. It is important that we look to invest in the school to try to stop the downward trend of decreasing pupil numbers, each child brings in an additional £5-6,000 into the budget. It is an investment in the facilities for the children.</i></p> <p><i>Q. When is the draft budget submission date?</i>  <i>A. It is the end of march.</i></p> <p><i>Q. The 2023/24 shows pupil numbers decreasing but the projected income increasing?</i>  <i>A. It could be pre knowledge and nursery and the impact of automatic pay progression.</i></p> <p><i>Q. How many children in this model in the Resource Provision?</i>  <i>A. It is based on six from September 2021 and seven from September 2022.</i></p>			





**RESOLVED:** That Governors reviewed and accepted the draft budget for 2021/22 and the draft 3 year budget plan.

3	To review the Manual for Financial Procedures and the Scheme of Delegation	CO/SC	To review and approve
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The Manual of Internal Financial Procedures and the Scheme of Financial Delegation had been uploaded onto Teams for governors to review prior to the meeting. The MIFP had been reviewed by the Bursar and made more specific for the school.

*Governor comment: I have a number of comments and questions which I will email to you.*

*Q. Regarding income collection and reducing the use of cash, this is something that we really need to address and to put into place an online system, there needs to be a date for Parent Pay to be operating by.*

*Headteacher's response: We have done a huge amount of work on this. We need three to four days to complete this in the next term, and we are aiming to have it in place by the end of July to roll out for September.*

**ACTION: To progress the implementation of Parent Pay and to have an update available for governors at the next FGB meeting.**

Governors discussed the approval of the MIFP which could be resolved once clarity of CO's questions had been answered.

**RESOLVED:** The board delegated the signing of to the Finance Lead Governor, the Chair and SC upon confirmation of the responses to the questions and queries.

4	Dashboard benchmarking data with comparative schools	SW/PVG – all gobs discussion about SFVS dashboard	To review and approve, as part of SFVS submission
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The 2019/20 benchmarking data had been shared with governor this had been RAG rated as part of the SFVS process. Areas highlighted were.

b) Context – this was explained to governors

c) medium risk due to having £14,000 at year end

d) Characteristics – Support staff for Nursery, Resource provision and 1:1 all impact on this.

Teacher contact ratio – there are no staff to cover PPA and external providers are used to cover this.

*Q. Can we put comments against the benchmarking points?*

*A. Yes.*

**RESOLVED :** That the dashboard data was agreed and comments would be added.



5	Broadband and telephony services quotes	PVG/SW	For information
<p>Governors discussed the broadband information that had been obtained and circulated for both broadband and telephone supply and an 80Mb download/ 20Mb upload speed seemed to be the likely contract option.</p> <p><i>Q. Where is the exchange for the school situated?</i>  <i>A. I'm unsure, but previously we could only get 10Mb.</i></p> <p>There were significant cost differences between the CWAC information and what is currently the new preferred supplier schools broadband he come on recommendation from other schools in the area. The new system will be up and in place for the start of the new academic year in September, we will get around 76Mb and this is a significant improvement as we currently get less than 1Mb at times.</p> <p><i>Q. Do the 13 lines include the Children's Centre?</i>  <i>A. No, it will allow us to have a phone in each classroom. With an external line, previously we only had 4.</i></p> <p><i>Q. We haven't always had phones in the classrooms, have we?</i>  <i>A. No, we got them all connected at the beginning of lockdown due to the increased calls we were making to families.</i></p> <p>Governors discussed the time frame involved in getting the new phone system and broadband system open in operation.</p> <p><b>RESOLVED:</b> That the recommended broadband and telephone provider was agreed.</p>			

## 11. SAFEGUARDING

To discuss any safeguarding matters.

Safeguarding Report overview – KMc had met with CAT the schools Safeguarding, Pastoral and Inclusion Lead and the Safeguarding and Pastoral report from the lead had been circulated.

*Q. Are all staff trained to support children who have a problem?*

*A. Not all staff are specifically trained as ELSA's or in mental health but we do have staff who are and. Although not all have completed specific courses and training staff have an awareness of the child's needs would seek additional support.*

*Governor comment: It would be good to get all staff trained up to support children.*

*Deputy Headteacher's response: Certainly, having more staff ELSA trained would be beneficial, but certificates and courses don't replace intuition.*

The member of staff who is ELSA trained has to be released from their role to support, this is



planned in as it is not reactive it is strategic.

Governors discussed that the staff were excellent at knowing the children and identifying issues before they escalate.

## 12. SCHOOL POLICIES

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

- Freedom of Information Policy
- Anti-Bribery Policy
- Anti-Fraud Policy
- Accessibility Plan 2020-2022
- Staff Capability Procedure
- Equality Statement

All off the above policies had been circulated prior to the meeting.

**RESOLVED:** That all of the above policies were agreed and adopted by the board.

The board discussed the number of policies the school has in place , 43 currently and whether they are all worthwhile or if they detract from the real work of schools? It was agreed that unfortunately due to the legal requirements and employment law it reflected all areas.

## Reports

## 13. REPORTS

To receive the following:

- The latest Schools Bulletin/Strategic Director's Report
- The Record of Visit from the School Leadership Partner – *Lesley Else is attending school on Tuesday 20<sup>th</sup> April 2021. Report will follow.*
- The Record of Visit from CWAC ASIA – *Catriona Stewart is attending school on Thursday 25<sup>th</sup> March 2021. Report will follow.*

The Headteacher shared the positive and supportive email from the ASIA he had received following their meeting that day.

**ACTION:** *The ASIA Report to be circulated when available.*

## 14. GOVERNOR TRAINING AND VISITS

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

- SC – SFVS
- MMc – Welcome to Governance
- CO – Governor Conference (Edsential)
- PVG – Governor Conference (CWGA NGA)



## 15. GOVERNOR IMPACT

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

- Collate governor impact statements and publish on the school website.

Completion of the SFVS submission - CO and SC  
Reports from Governors  
Questioning on the schools  
Undertaken training.

## 16. DATE AND TIME OF NEXT MEETING

The summer term meetings of the Governing Board will be held on  
26<sup>th</sup> May 2021 commencing at 5.30pm  
7<sup>th</sup> July 2021 commencing at 5.30pm.

The Health and Safety governor raised a point regarding capital funding and a submission that needed to be completed by the end of May, it was agreed that the Headteacher and the Health and Safety governor would meet to discuss this further.

***ACTION: The Headteacher and the Health and Safety governor would meet to discuss capital funding.***

There being no further business the non-confidential meeting closed.

Signed \_\_\_\_\_ Date \_\_\_\_\_



**ACTIONS OF THE MEETING HELD ON THE 25<sup>TH</sup> OF MARCH 2021.**

ITEM	WHO	ACTION	WHEN	OUTCOME
MA 4	Headteacher	to circulate suggested dates for the 'Effective Questioning' Training to governors and add to the agenda for the next meeting.	ASAP	
6.	Headteacher	to circulate the letter that was sent to local public representatives and bodies.	ASAP	
6.	Headteacher	to arrange a virtual meeting with the Headteacher at the High school.	ASAP	
6.	Governors	to invite candidates for the Local Council elections and the Police Commissioner elections to a live online Q&A session to engage with the community.	After the candidate confirmation date	
6.	JS	to work with the children to write questions that they would like to ask.	ASAP	
10	Bursar/Headteacher	to progress the implementation of Parent Pay	Update on progress at the next FGB meeting	
16.	the Headteacher and the Health and Safety governor	to meet to discuss capital funding	ASAP	