



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

HELD ON THE 5TH FEBRUARY 2020 AT 6PM AT THE SCHOOL

Board Membership

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	✓
Ian Bleasdale	Co-opted		22 nd November 2022	✓
Ken McLarney	Co-opted		22 nd November 2022	✓
Christine Owen	Co-opted		22 nd November 2022	✓
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	✓
Ruth Curtis	Staff Governor		Th March 2022	✓
Emily Tobin	Co-opted		19 th November 2023	Resigned
Vacancy	LA			
<u>Other Invitees:</u>				
Julie O'Shea		Clerk to Governors		✓
Sara Wakefield		Bursar		✓

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

Standard Items

1. APOLOGIES

There were no apologies as all Governors were present.



2. DECLARATION OF PECUNIARY INTEREST

There were no additional declarations to those declared in the annual declaration forms in the Autumn term.

Staff register of interest – annual review with changes provided at each meeting

Staff and Governors gifts and hospitality register – annual review
The Gifts and Hospitality Register Policy had been circulated and will be brought to Summer Term meeting.

ACTION: The Gifts and Hospitality Register Policy to be brought to the Summer term meeting by PVG/SW.

3. MEMBERSHIP

(a) To receive details of any changes to the membership since the last meeting.

Since the last meeting Emily Tobin had resigned as a Governor due to a change in her circumstances.

(b) To consider any vacancies in Board membership
Christine Owen had applied to be a Local Authority Governor, conformation is pending.

ACTION: Clerk to chase this as the application was submitted on the 18th November 2019.

ACTION: The Clerk to check the Autumn 2018 attendance of Jane Smith and Ruth Curtis.

4. MINUTES OF LAST MEETING

The non - confidential minutes of the meeting of the Governing Board held on the 20th November 2019 were agreed as a true and accurate record with the following amendments.

Page 8 item 11 Head Teachers report.

The Q. Is there any benefit in getting ahead with mobility? to read Q. Is there or has there been any impact from the GRT community?



Page 11 Item 12

The comment 'it was noted that behaviour in the morning was better than in the afternoon' be changed to 'Behaviour was excellent with the exception of two children.'

Item 26. Externally scrutinised by ECM, 2 points in the first year and one point thereafter.

RESOLVED: that the minutes were agreed as a true and accurate record with the amendments above noted and duly signed by the Chair.

5. MATTERS ARISING

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

Item	Name	Task	Deadline	Outcome
M/A item 7.	Clerk	to add CCTV to the Spring term agenda	Prior to the next meeting.	Completed
M/A item 8.	Clerk	to recirculate academisation information	Prior to the next meeting	Completed
M/A Item 10.	Head Teacher	to investigate the possibility of and any costs of the staff adoption of the school PE kit.	Ongoing	Not currently a priority
M/A Item 16.	Chair	to remove the old Governors newsletter and update.	Prior to the next meeting	Completed and updated
8.	Clerk	to circulate the Governors Code of Conduct to Governors	Prior to the next meeting	Completed
8.	ET	to circulate the PPF information	ASAP	Not received

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12.	Head Teacher/ All	to review the figures in the SDP in the spring term.	Spring term	Completed
12.	Clerk to add to the agenda	SDP to be reviewed at each meeting	Ongoing	Ongoing
14.	All Governors	To look at the class pages on the website and to understand the information on there	ASAP	All Governors had familiarised themselves with this with the exception of one Governor who wasn't at the last meeting.
15.	Clerk	To update the attendance information	ASAP	Completed
18.	Head Teacher	To obtain a Deputy Head Teacher Pay Scale	ASAP	The Head had contacted the LA and the response was read to Governors.
18.	Clerk	To circulate the list of acronyms	Prior to the next meeting	Completed
	Head Teacher	to forward reports from external visitors	Upon receipt	Circulated Deep Dive, ASIA and EYFS
18.	Head Teacher	To forward a copy of the School Fund document to the Clerk	Prior to the next meeting	Completed
22.	Head Teacher	To Invite all Governors to the Safeguarding training in January	Once a date is confirmed	One Governors attended the training Q. How often does it need to be updated? A. Every 3 years.



23.	Head Teacher	To review the information on Getting Information about Schools (GIAS)	ASAP	Completed - all up to date
24.	Clerk	To email Chair and Head Teacher re agenda setting in January	Early January	Completed

(b) There were no 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 informed the Board that he had received an email from a parent regarding uniform. The Chair had advised the parent to contact the Head Teacher, this is the second time in the last year.

7. CODE OF CONDUCT

All Governors agreed to the adoption of the NGA Code of Conduct and signed to acknowledge their compliance.

RESOLVED: that the Board adopted the NGA Code of Conduct.

8. REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

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

1. Health and Safety

The Health and Safety Governor gave a verbal report.

The annual Health and Safety review from CWaC had taken place the previous week and the report had not been received at the time of the meeting.

Points noted were that the Health and Safety Policy had been reviewed and was viewed good, the Annual Fire Safety Inspection had been carried out, PAT Testing had been completed and the Asset Register is currently being updated.

2. Safeguarding

The meeting between the Safeguarding Governor and Lead was cancelled and is to



be rearranged.

Whole School Safeguarding Training had taken place, the Safeguarding Lead had attended training on Train the Trainer, CPOMs continues to be used throughout the school.

ACTION: The clerk to add Safeguarding and the Resource Provision to be covered in the first meeting of the term and the Head Teacher's Report in the second half term agendas.

3. Special Educational Needs
4. Pupil Premium
5. Maintenance

Governors received an update on the maintenance issues around the school site. Car Park – there has been help from Jonathan Siddorn at CWaC regarding the car park, he had written in support of the car park being resurfaced. The repair to the water leak that was external to the site, which had entered the school site had been completed.

The Fire Exit signs had been replaced and serviced the fire extinguishers. The pellets used in the heating system have cost £5,809, since the system was installed it has saved the school in the region of £40,000, the children's centre contribute 18.9% towards the cost of heating and electricity.

Q. Are we worried about the children's centre usage?

A. Yes, it was originally three days a week, but it is now 5 days a week.

Q. Can we get them separately metered?

A. Yes. We have a meeting arranged with CWP and we will tell them what we want.

Q. When was the last time that the school had this many on roll?

A. I'm unsure, the lowest was 92 but not in this Head Teacher's time.

It was noted that a contact had been made at CWaC regarding new gates and pathway.

The Resource Provision and Chill zone are both ongoing projects.

Work on the allotment/ Forest school area had been completed and woodchip laid.

The Head Teacher raised that he had received a letter from a CWaC representative regarding the car park, it showed a disregard for our children, staff and education setting.

The Board discussed the issues that the car park raised with potential injuries or damage to vehicles. As explained earlier Jonathan Siddorn had written supporting the school – it is unacceptable and needs to be repaired. Governors await an update following the meeting with CWP.



School Items

9. FINANCE

(a) To receive a budget monitoring Report of the 2019/20 budget with the expected outturn.

(a) To consider a draft 2020/21 budget
1.3-year overview

The 3 Year budget summary 2019/20 was circulated as it had been updated, the projected out turn for 2019/20 had been a deficit of £28,607, 2020/21 positive of £7,011 and 2021/22 positive of £18,118. This had been reviewed and now showed a deficit in 2019/20 of £24,861 a reduction in the deficit, 2020/21 showed a positive of £28,739 and in 2021/22 a positive OF £69,770.

It was noted that there had been an approximate £7,000 overspend on supply cover for long term absence in the last year.

The possibility of an overspend to adjust electricity to the approximate value of £6,500, we are unsure if this is linked to CWP and we will continue to explore this.

1. Staffing changes

The revised budget maintains the current staffing structure for 2020/21.

2. Fair Funding Formula Impact

The changes in the budget moving forward are due to the increases in the Fair Funding Formula and means that the school is looking to receive an extra £60,000+ a year.

The Head Teacher had discussed the increase with other local Heads and the school has the largest increase in the area.

Q. Is this all agreed as funding income?

A. Yes, we have received the block funding.

Governor comment: For us it really does seem to be Fairer Funding.

(b) To consider the Schools Financial Value Standard for submission to the LA by 31 March 2020

3. Verbal progress report on the SFVS

Governors were updated on the progress of the SFVS CO, Head Teacher and the Bursar had met and worked through the questions on the SFVS. There are now 29 questions on the SFVS, and Governors are aware that the correct processes are in place. The Bursar commented that the SFVS is now a more structured document, stressed the importance of decisions being minuted in meetings of the Full Governing Board.

It was suggested that the SFVS should be split into 6 sections to be reviewed



throughout the year at the 6 meetings.

ACTION: That the Bursar split the document into 6 sections for the FGB meetings.

It was highlighted to the Board that Governors would now be required to have clear sight of the budget 6 times a year.

ACTION: the clerk to ensure that the approval of the SFVS is on the Spring 2 Agenda

3. Dashboard data to discuss finance benchmarking (RAG rated)

A RAG rated benchmarking document was circulated at the meeting, it covered 10 CWaC similar schools. It was agreed that Governors would analyse the document for discussion at the next full Governing Board meeting on the 25th March 2020.

ACTION: All Governors to analyse the Benchmarking Exercise document prior to the next FGB meeting.

Governors discussed the information on the Benchmarking document and the importance in the context of the school in relation to the information. It was noted that a key factor is in operating a small school on a large site.

The Gifts and Hospitality Register was discussed there were 2 x gifts of £25 and 1 gift of £30 that Governors were asked to consider.

RESOLVED: that Governors agreed that staff were able to accept the gifts.

ACTION: The clerk to add the staff declarations of Pecuniary Interest to the Autumn 2 Agenda annually.

4. Staff financial skills matrix (RAG rated)

The Head Teacher and Bursar explained that currently they are trying to upskill the admin staff so that more than one person is able to action certain tasks. The training is online and there will be support from CWaC as we buy into the Finance SLA.

(b) Maintenance Plan Budget

Use of DFC

The DFC currently stands at £6,411; more is due at the end of the Spring term. It had been agreed in the Summer term that the Head Teacher would look to purchase a minibus to enable the children to attend sporting activities and educational visits.

The Head Teacher informed the Governors that he had found a minibus at £8,500. The Bursar informed the Board that the School Fund currently holds just over



£5,000, the school currently holds the PTA funds.

Governors discussed that it isn't ideal that the school hold the PTA funds, however governors continue to support the PTA in their brilliant work. It was agreed that if they were tied into the admin, then they wouldn't do it – for the good of the children it is worth it.

(c) To approve the TOR for the School Fund – annual review the document had been circulated to all Governors prior to the meeting. The Head Teacher asked if there were any questions.

Governor comment: it covers all that we need to have in place.

RESOLVED: That the TOR's for the School Fund were agreed and adopted.

The Bursar left the meeting at 6.20pm

10. COMPARING THE SCHOOL DATA IN THE LOCAL CONTEXT

To receive a report on the school's data compared to other schools within the local area.

The Head Teacher circulated the document FFT aspire which shows KS1 and KS2 data. The KS2 data shows +2.9 progress in average scaled scores, the highest of local schools. The Head Teacher explained that as there is 40% SEND in the current Year 6 and due to this the progress is likely to be positive again this year.

The Head Teacher had received a letter from the RT Hon Nick Gibb MP Minister for School Standards. It congratulated the school on the KS2 Mathematics results with a 100 per cent of children achieving the expected standard, putting the school in the top two per cent in the country.

ACTION: The Head Teacher to add the letter from Nick Gibb to the school website.

11. SDP

To review SDP relevant to the committees including any Governor monitoring visits. The Board discussed the SDP and the key priorities, they discussed the curriculum and the barriers the school faces, with 4 new teachers in September it has been a steep learning curve.

The Head Teacher explained that on the Self Evaluation Form (SEF) we had graded the curriculum at 3, work had been done on it, outcomes for children had been graded 2.

Q. Why a 2?

A. Due to the phonics and EYFS outcomes.



Governor comment: We do need to consider starting points and catch up.

Head Teachers response: Yes, I agree.

Q. What was last year's cohort like?

A. Always good and steady in mobility.

The Board were informed that there had been 3 inset days since September. Basic skills are the basis of the curriculum foundations. The Governors discussed the importance of a basic skills focus in enabling KS2 learning with a broad and balanced curriculum throughout. Our cohorts are below or significantly below national on entry, we make sure that they can access the next stage.

The 3 inset days had been intense sessions around teaching and learning, we needed to empower the new staff to lead in subjects. We have looked at a subject knowledge audit and we are keen to nurture and support the staff.

ACTION: The Head Teacher to share the updated SDP with Governors.

ACTION: The clerk to add the review of the SDP to the Spring 2 meeting.

Governors were informed that the new SEND Lead has put together an extensive provision map, unfortunately we don't have the staff hours to deliver it, the cost implications of additional hours is in the region of £23,000. Governors discussed the Head Teachers proposal.

ACTION: The Head Teacher to send a formal recommendation regarding additional hours to Governors for them to accept or decline.

Q. It shows we have 357 TA hours in the benchmarking information, what is done with these hours, why isn't it effective?

A. It goes with the wellbeing survey, we have stripped back TA hours to a critical level.

TA's 1x 2 afternoons of PPA cover, 1 tied to a child, 1 supporting a child.

Governors comment: We have far more TA hours than the other schools in the benchmarking document.

Head Teachers Response: The Pastoral/Safeguarding Lead is also included in these hours.

ACTION: The Head Teacher to circulate to Governors a detailed split of the current use of TA hours.

Q. Should this be the part of the SENDco roll?

A. It would mean the SENDco being fulltime and there aren't many schools with a fulltime SENDco.



Governor comment: There are schools who have full time pastoral and safeguarding leads.

12. BEHAVIOUR REPORT

including **reporting and recording of racial incidents** (may include bullying, accidents, exclusions).

ACTION: The Behaviour report to be carried forward to the Spring 2 meeting.

Q. Is there anything that we can do to support you?

A. We have significant challenges.

The Chair informed the Board that there had been a number of communications with the Ia and that their responses have been disappointing, very much that it is not their problem. The Head Teacher shared examples of a report with an unbalanced representation and an occasion where a social worker had upset a member of staff.

ACTION: The Head Teacher and Chair to discuss the current behaviour issues and any actions if necessary.

13. SAFEGUARDING

Safeguarding matters had been discussed earlier in the meeting.

14. SCHOOL POLICIES

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

Staff Capability Policy - Capability Policy and Procedure - updated review date - no changes - follow CWAC exemplar.

Q. Points 3,4, and 5, is this Head Teacher or Chair of Governors?

A. This would be if the Chair was managing a Head Teacher's capability.

Charging and Remissions Policy - updated review date - no changes on School Bus.

Q. Point 9.1 it states parents will not be taken to court' is that correct?

A. No, I will remove it – the Head teacher amended this during the meeting.



Q. Can I ask do we operate a late gate policy in school at the end of day? We do have children that are regularly picked up at 3.30- 3.45, staff are only paid until 3.15pm.

A. If we are having children regularly picked up at the end then it may be that we need a register that has to be signed, we need to discuss this at the next FGB.

Governors discussed pick up and that this can be a problem, it was suggested that this could be added to CPOMS.

This would be discussed with all staff and the parent/ carer to sign at pick up with a reason why they are late.

ACTION: JS to create a log across the school of late pick ups at the end of the day.

Freedom of information Policy - adopt School Bus policy - lots of changes since last review due to GDPR

Q. Point 2.2, 'A request will be treated as made in writing if it meets all of the following requirements:

- It is transmitted by electronic means'*

Is this needed the other descriptions cover it?

A. No, it isn't necessary. – the Head teacher amended this during the meeting.

Q. When we receive a Freedom of Information request can we give them a physical copy of the policy and receipt of the acceptance of the costs outlined? Points 3, 4 and 5, if it is over £450.

A. The maximum charge is £450 we will not be able to supply all information and could refuse. It equates to 17 hours work and we don't have to prove the hours.

The Governors discussed the wording of the policy, cost and the potential scenarios, it was agreed that a copy of the policy be given at the point of a FOI request and that it should be signed as a contract of agreement.

ACTION: *When a FOI is made to give a copy of the policy to sign is a contract accepting potential costs.*

Supporting pupils with medical conditions -- updated review date - no changes on School Bus.

Q. Is this included in other policies?

A Yes, it is included in the 'Administration of Medicines Policy'



Q. Point 24.3

24.1. The school will never:

Send pupils home frequently for reasons associated with their medical condition or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHP.

Is this an issue with our school?

A. *We have a lot of pupils with medical conditions, ADHD and Autism, some will be on medication, if we have to exclude child it is not something we do lightly.*

ACTION: The Head Teacher review section 24 of the medical needs policy.

Governor comment: Point 25 Liability and indemnity

'25.1. The governing board ensures that appropriate insurance is in place to cover staff providing support to pupils with medical conditions.'

As a Governing Board we have discussed this insurance, at that it is in place and up to date

A. *Yes, PBA covers this. We need to have it in our minutes that this insurance is up to date*

RESOLVED: that Governors were aware that this insurance is in place and will continue to monitor this.

Staff Disciplinary Policy and Procedure - updated review date - no changes - follow CWAC exemplar.

Staff Grievance Policy and Procedure - updated review date - no changes - follow CWAC exemplar.

Equality Statement - updated review date - no changes on School Bus.

Supporting Pupils with Medical Conditions Policy

Reports

15. REPORTS

To receive the following:

- (a) The latest Schools Bulletin/Strategic Director's Report
The Schools Bulletin Had been circulated prior to the meeting.
- (b) The Record of Visit from the School Leadership Partner



(c) Letter from Nick Gibb (Secretary of State for Standards) and place on website
This had been discussed earlier in the meeting in item 10.

Governor Items

16. GOVERNOR TRAINING AND VISITS

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

Ian Bleasdale Had attended Safeguarding training.

Steph Cawte had attended the Edsential Governor Induction training.

17. ANY OTHER URGENT BUSINESS

To consider any other urgent business of which the Chair has been given three clear days' notice.

1. Succession Planning – Governor vacancies

The Chair shared that once the next Ofsted Inspection had taken place that due to his work commitments he would be resigning as the Chair.

Ian Bleasdale informed Governors that his job role is due to change and he will be resigning too, he commented that he would endeavour to stay as a Governor until after the next Ofsted visit.

2. Governor Skills Matrix – including Financial Skills

With a view to succession planning it was agreed that the skills matrix should be circulated as the vacancies will need to be filled.

ACTION: IB to circulate skills matrix and review

18. DATE AND TIME OF NEXT MEETING

To confirm the next meeting of the Governing Board will be held on **Wednesday 25th March 2020 commencing at 6pm.**

Signed _____ Date _____

