

**MINUTES OF A MEETING OF THE KETTLESHULME ST JAMES’S (KSJ) CHURCH OF ENGLAND FULL GOVERNING BOARD MEETING**

**HELD ON 23rd MARCH 2023**

**Governors in attendance:** Annette Scott (AS) Chair

 Alicia Bellshaw (AB) Head Teacher

 Paddy Fox (PF)

 Beryl Axcell (BA

 Gill Jaundrell-Thompson (GJ-T)

 Beverley Turner (BT)

 Carolyn Price (CP)

 Christopher Johnson (CJ)

 Ruth Lockett (RL)

**Also in attendance:** Maria Wilson (MW) Clerk to Governors

**PART ONE: NON-CONFIDENTIAL BUSINESS**

Following a welcome to the meeting by AS, Beryl Axcell started the meeting in prayer.

1. **APOLOGIES AND ANY OTHER BUSINESS ITEMS**

Apologies were received and **accepted** from Trish Foster and Hazel Hindle.

One question was asked regarding academy considerations:

**Q: Do we need to discuss this today?**

**A:** Academy conversion will be a Summer Term 2023 FGB agenda item,

The Head Teacher from Bosley Primary School will attend the meeting to talk about CDAT (the Chester Diocesan Academy Trust).

The Head Teacher at Prestbury Primary School has invited AB and AS to a meeting with other local schools who have not decided to join an academy.

No further business was raised for discussion.

1. **CONFLICT OF INTEREST**

No pecuniary interests were recorded.

There was no conflict of interest noted with the business of the meeting.

There were no related party transactions to note.

1. **MEMBERSHIP**

Governors were advised that:

* Hazel Hindle’s resignation will have taken effect by the Summer 2023 FGB meeting and her position as Associate Member will have ended.

The Strategy and Resources Committee will discuss the possible appointment of an Associate Member at their Summer Term 2023 meeting.

* Trish Foster has resigned as a Parent Governor with immediate effect due to demands on her time.

Governors noted their **appreciation** for her contribution to the Governing Board during her term of office.

**Action: Clerk to remove Trish Foster from Governance records**

**Action: AB to ask Rachel Blood to change Trish Foster’s status on GIAS**

**Action: Clerk to send Parent Governor election documents to AB/AS**

1. **PART ONE MINUTES AND MATTERS ARISING**

A copy of the Part One minutes from the 24th November 2022 FGB meeting and their attendant action log had been shared with Governors prior to the meeting.

The minutes were **approved** as a correct record of the discussion held.

**Action: Clerk to send a final copy of the Autumn 2022 FGB Part 1 minutes to Rachel Blood for the website and ask her to remove the Autumn 2021 FGB Part 1 minutes from the website**

There were no matters arising from the minutes to be discussed.

The action log was reviewed. One action was carried forward:

**Action: Clerk to add an item to the Summer Term 2023 FGB agenda: To receive feedback from the Working Party re flexi-schooling**

All other actions were either complete, in progress or to be discussed during the meeting agenda.

1. **CHAIR’S ACTION AND CORRESPONDENCE**

No Chair’s action or correspondence had been needed since the Autumn 2022 FGB meeting.

1. **PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**

Governors had received copies of the following meeting minutes in advance:

* Teaching & Learning
* Community
* Strategy & Resources

Teaching & Learning

Key discussion points were:

* PF had completed the Cheshire East (CE) Digital Monitoring training. The training slides had been circulated. They were very useful.

The training had advised participants that children, as young as those in Reception, have online accounts. The number of sexual images online involving pupils aged 7-10 have tripled.

Awareness of digital monitoring is being shared with parents through items in its newsletter.

**Action: Governors to complete the Safeguarding for Governors module on Modern Governor**

Governors need to review their safeguarding training every three years unless there is a change in legislation.

* The context of the school curriculum is deepening. The curriculum is being embedded.
* The Reading action plan is progressing well.

AB explained the Book Challenge. The school has selected 20 books for pupils from Y3 to Y6 to access. If pupils read 10 of the books, they receive a £5 Amazon voucher. The School Council is appealing to the PTA to give any pupil who reads all 20 books a £10 Amazon voucher. A range of books was selected and one copy of each purchased initially. A second copy of each book has now been purchased such is the interest in the Challenge. All members of staff/Governors are experts on one book and when the child has read the book they go to a member of staff/Governor and hold a conversation with them about the book.

PF and AS completed a Literacy Link Governor visit. They spoke with members of staff and pupils. Their Report has been shared with all Governors.

* Assessment data was reviewed. It was noted that Y5 are exceeding expectation. Y6 are working less well. Spelling, punctuation, and grammar was reviewed.

Community

Key discussion points were:

* Permission has been granted for signage to be erected at either end of the village to emphasise road safety.
* The PTFA Summer Holiday Club.
* The Charging and Lettings Policy.
* An evaluation of the Christmas services and events, which were very successful.
* Preparation for Easter celebrations to minimise the amount of work to be done by members of staff.

Sarah Williams had visited the school to complete drama work. She would also attend on the 29th March 2023 to hold an Easter service assembly. Workshops for Easter would be held in advance.

* Kettletots was to be relaunched on a Thursday. The Kettletots Facebook page, which is linked to the school’s Facebook page, is very active.
* The Spring 2023 Director’s Report item regarding mental health and wellbeing was discussed. It was noted that pupils’ mental health and wellbeing is well looked after by the school. Concern for the health and wellbeing of members of staff was raised. Currently they are well.

The item regarding cost of living was also discussed. The school always tries to minimise cost implications for its members of staff and families.

Additional school capital funding is available for ecology projects. AS and RL meet with the Eco-Council every two weeks. The Council would like to complete a litter drive on the school premises and in the village. They would like to launch a battery recycle facility for the school and the village. It was noted that there is a Duracell Battery Challenge to participate in. The Council is keen on saving paper waste.

* The Coronation was discussed.

**Action: AB to meet with BT and the children to organise the maypole dancing for the 8th May**

**Action:** **AB to advertise the 8th May maypole dancing event in the school newsletter**

Strategy and Resources

Key discussion points were:

* Finance
* Staffing Structure Costs
* Benchmarking

Since the Committee meeting, the Diocese has confirmed that the bid for the refurbishment of the pupil toilets has been unsuccessful. The bid is, though, on a reserve list. The Chester Diocesan Board of Education had approved 12 bids for 2023-2024 out of a total of 40 bids submitted. The majority were awarded for safeguarding works. It was noted that, Kettleshulme had been successful in its bid applications over the past two years.

Steve Lancaster had advised AS that further money could be released.

AS and AB had sent a communication to the Diocese as a reminder of the importance of the work to be completed.

Link Governor Reports

The Reports received had been discussed at the Teaching & Learning Committee meeting.

The History visit by BT and CJ is to be arranged.

**Action: Governors to use the Link Governor Report template in Key Documents when completing records of visits (RoV) and refer to the Literacy RoV as a guide**

1. **FINANCIAL MATTERS**

Copies of the following documents were shared with Governors in advance:

* A full set of budget papers
* The Benchmarking Report Card 2021-2022
* The SFVS 2022-2023
* The MIFP and its associated documents – the Business Continuity Plan, the Scheme of Financial Delegation and the Asset Register

To consider and approve the draft 2023-2024 budget

AS advised Governors that:

* They are being asked to approve a draft budget at this meeting. The final budget will be approved at the Summer 2023 FGB meeting.
* The full budget pack was shared with Governors in advance.
* The cost of the 2023-2024 staffing structure has been embedded in the 2023-2024 budget figures.
* The budget had been scrutinised by the Strategy and Resources Committee who approved it and recommended it to the FGB for ratification.

Governors **ratified** the 2023-2024 draft budget.

Review budget versus actuals

AS advised Governors that:

* A positive carry forward from Y1 is being projected for the first time since AS has been a Governor at Kettleshulme.
* The school has benefitted from increased sparsity funding, growth funding, donations, and community contributions.

Robust budget monitoring has enabled a new approach to teacher recruitment: provision has been made for a full-time member of staff at M4, but there is the potential for flexibility.

CE IT have set up six laptops donated by the local community. The school can now deliver its IT curriculum fully.

A multi-layered approach to finance is making a difference to the school.

Staffing Structure

Governors were advised that Fiona Burke-Jackson, CE School Improvement Officer, attended the pre-planning meeting with the CE Finance Officer to ensure that no elements of staffing were missed. **Thanks** were extended to Mrs Burke-Jackson for this support. The budget shows a worst-case scenario regarding the staffing structure for 2023-2024.

SFVS (School Financial Value Standard)

AS advised the meeting that:

* Submission of the SFVS document to CE by 31.3.23 was a mandatory requirement.
* The purpose of the SFVS is multi-faceted – to provide a framework for resource management, to enable Governors to challenge and monitor school financial practice and procedure and as an aide memoire when reviewing internal school documents.
* KSJ had received helpful feedback from the 2021-2022 SFVS and the internal audit from the same year.
* The Business Continuity Plan had been rewritten.
* The Asset Register is a snapshot only. CJ is independently reviewing the Asset register.

**Action: CJ to review the external space for the Asset Register w/c 27.3.23**

The Strategy & Resources Committee had reviewed the SFVS and recommended the draft document to the FGB for ratification.

**Q: The document is very detailed and contains good examples, what is left to add?**

**A:** Further examples are needed for a couple of questions. The document needs to be tweaked when cross-referencing has taken place with other finance papers.

Governors **ratified** the SFVS.

Governors **ratified** the MIFP, the Scheme of Financial Delegation, the Business Continuity Plan and the Asset Register.

Benchmarking

The following discussion took place:

* Expenditure for teaching staff is above average. Currently the school budget can support this. The situation may change when further staffing appointments are made.
* Expenditure for admin and clerical costs are above average. Last time a benchmarking exercise was completed these costs were too low. The change is due to a proactive increase in Rachel Blood’s hours of work.
* Premises costs are above average. This needs to be investigated. The school closest to KSJ on the benchmarking table is Chelford CE Primary School.

**Q: Does premises costs include utilities?**

**A:** No, premises costs refer to procurement for buildings,

**Q: Would this include the works done regarding safeguarding the front of the school?**

**A:** No, this work was done with a Diocesan bid. The school only had to contribute 10% of the total costs.

**Q: Does it include the rotunda in the garden?**

**A:** No, the PTFA paid for this.

* Catering costs were also noted as above average.

It was noted that benchmarking data is always a year out of date.

It is important for Governors to understand why the school is in the position it is in.

Trends can be identified.

Number of pupils on roll has been impactful and with more children in future years, the school’s position will improve.

**Action: AB to approach Chelford CE Primary School to discuss benchmarking information**

**Action:** **BT to drill down into the benchmarking data to report back to the S&R Committee**

1. **PART ONE HEADTEACHER’S REPORT AND MATTERS ARISING**

The Headteacher’s Report was shared with Governors in advance.

The following points were discussed:

* **Q: Bullet point one in the Leadership & Management section refers to ‘challenge’. Can this be explained?**

**A:** It refers to managing staff absence.

All members of staff have shared the workload. CP has taken on the Deputy Designated Safeguarding role. Training in being sought to upskill CP.

The remainder of the discussion was moved to the Part Two minutes for confidentiality purposes.

AB noted that:

* The Head Teacher’s Report contains information which Governors will already have seen in the school newsletter.

SEND:

A SEND Report for Governors was circulated in advance of the meeting.

The Benchmarking Report Card 2021-2022 was also referred to.

AB advised Governors that:

* It was very helpful to be able to include national SEND data.
* Looking at the benchmarking data, the percentage of SEND pupils in the sample ranged from 19.5% to 21.6%. The percentage of SEND pupils at KSJ in 2021-2022 was 21.4%. Chelford CE Primary School had a

19.4% SEND population.

* The SEND picture is now very different to previous years. KPS has two pupils with an education health care plan (EHCP) and there are three more EHCPs in the system waiting to be written or for approval.

AS advised Governors that when she completed her SEND Link Governor visit, there was a discussion of pro-actively resourcing support for AB from a SEND expert.

**Q: Has any progress been made with this?**

**A:** Yes. Whilst attending the SEND Conference, AB spoke with an independent SENDCo who works with schools in Cheshire and Derbyshire. AB reached out to her after the Conference to request support and assistance in completing the SEND documentation.

It was noted that 85% of KPS’s pupils live in Derbyshire.

The SENDCo visited KPS, met with AB and understands the school profile and the struggles AB faces managing her time week to week. A further meeting was cancelled, but the SENDCo is due to visit tomorrow afternoon. She has agreed to review AB’s paperwork and to support her with the writing of policy documents.

Governors were informed that the SENDCo is highly qualified and, therefore, expensive but the school can afford to purchase the support for AB. This will remove the guilt AB feels about having to spend so much time on SEND paperwork. The process of applying for an EHCP can take up to 30 hours to complete.

EHCPs do bring funding into the school.

1. **SCHOOL DEVELOPMENT PLAN (SDP) AND SCHOOL EVALUATION FORM (SEF)**

An updated SDP was shared with Governors in advance of the meeting.

AB advised Governors that:

* The SDP was needed for her performance management review meeting.

The SDP will be reviewed in the Summer Term 2023 against the Headteacher’s targets. New targets will be written.

* A revised SEF needs to be prepared.

Looking at the SDP red, amber, green (RAG) rating, AB noted that:

* There were fewer pink items to the left of the Plan.
* A few items had not been addressed yet.
* The SDP is being embedded. An example was shared – the After-School Club is working well. Two members of staff run the Club. Some pupils stay until 4.30pm and some until 5.30pm. Sometimes pupils have had to be turned away from After- School Club. The provision will be reviewed in the Summer Term 2023.
* The school now has an electronic system for signing in/out.

**Q: Has anything been decided regarding the programme for teaching French?**

**A:** Two programmes were being investigated. Research was carried out with local schools. A decision has been made to stay with Twinkle.

It was noted that the SDP is now synchronised with the budget cycle.

**Action: AB** **to circulate the SEF on completion**

**Action: AB to circulate the RAG-rated SDP in the Summer Term**

**Action: Clerk** **to add an item to the Summer 2023 FGB agenda: To review the SDP and SEF**

Governors **thanked** AB for her report and the SDP.

1. **SCHOOL EXTERNAL ADVISER**

Gillian Barker’s report had been received by the school.

The Report will be discussed in the Part Two agenda.

1. **STRATEGIC GOVERNANCE**

The Clerk explained that this item is included on the agenda to ask Governing Boards to discuss whether they wish to purchase clerking for 2023-2024, and, if so, do they wish to retain the same level of clerking, ie FGB only.

Governors recommended to retain clerking for FGB meetings only.

Governors **thanked** the Clerk.

**Action: AS to discuss the 2023-2024 ChESS purchase with AB and Rachel Blood by the end of May 2023**

1. **DIRECTOR’S REPORT**

A copy of the Spring Term 2023 Director’s Report had been sent to all Governors at the start of the term.

Committees discussed the relevant items from the report during their meetings.

AS highlighted that wellbeing had been an agenda item for all Committee meetings.

The Community Committee requested that the school’s commitment to wellbeing be explicitly reflected in the September 2022 Vision Statement.

**Action: AS to review the vision statement wording to address the school’s commitment to supporting pupil and staff wellbeing**

1. **GOVERNOR TRAINING & DEVELOPMENT**

**Action: Governors** **to notify PF of any training completed for her records**

PF advised Governors that they do not all have to do all training, but the Governing Board needs to have a spread of knowledge.

The skills audit did not reveal any real gaps in Governor knowledge.

There was criticism of the Cheshire East training starting at 6pm, which is tea-time. BT informed the meeting that she has already complained to CE about this.

It was noted that receiving meeting slides was no substitute to attending the course personally.

**Action: Clerk to request a change of start time – away from teatime - for Cheshire East training for 2023-2024**

**Action: Clerk to print off a training record for PF**

New Governors were advised that they have two years to complete the three induction units.

1. **SCHOOL POLICIES**

The following policies were presented for approval:

* Admissions 2024-2025
* RSE
* PHSE Curriculum
* SEND
* School Information Report Autumn 2022 and
* Charging & Lettings

The Charging & Lettings Policy was reviewed by the Community Committee. They wanted the Policy updated to reflect the school website and after-school clubs. A review date of Spring 2024 was suggested.

Governors **approved** the Policy.

6.40pm BA left the meeting.

The Admissions Policy 2024-2025, the RSE Policy, the PHSE Curriculum and the SEND Policy had been approved via email. Governors **ratified** the policies during the meeting.

AS acknowledged that due to other priorities in school during the Spring Term 2023, some items due for review had not been progressed as yet. An action plan had been written to catch-up in the Summer Term 2023.

1. **PLANNED RESIDENTIAL VISITS**

Governors were advised that:

* Initially the intention had been to take Y5 and Y6 to Whitehall. However, ultimately, the decision was made to only take the ten Y6 pupils to give them a special experience.
* Members of staff from Whitehall have visited the school to plan the experience with Y6. Pupils will camp in tents on wooden bases, they will canoe and paddleboard amongst other activities.
* KSJ staff have reflected on the 2022 experience. Some children struggled to sleep overnight in school. So, this year sleeping in school will be optional for Y3, Y4 and Y5 pupils. Pupils will complete a night walk, will get into their pyjamas and, if going home, will be picked up at 7pm. They will visit the Peak Wildlife Park. They will work with a potter. This is already being prepared for.

**Q: Will both groups be on residential at the same time?
A:** Yes, they will be. This will present a staffing problem.

The important factor is that all pupils have the opportunities and are empowered by the experience.

It was noted that staying overnight will be optional, although peer pressure may play a part in the decision made. Some children with special needs will opt out of staying overnight. AB explained that using Whitehall every year and bringing the Whitehall staff into school was designed to engender familiarity for the pupils and make the visits more comfortable for them.

1. **MEETINGS**

Governors **confirmed** the date of the Summer Term 2023 FGB meeting:

**Thursday 29th June 2023 at 5.15pm**

1. **AOB**

No additional business was raised for discussion.

1. **IMPACT STATEMENT**

Governors completed financial due diligence reviewing budget papers, the SFVS, the Benchmarking Report Card, grant funding from the Diocese and donations from the local community. Governors were assured that KSJ is in a sound financial position. This enables the school to develop its curriculum and staffing structure for the benefit of pupils in the wider community.

Governors discussed the importance of KSJ’s position in the local community with interaction between the Eco-Council and the village, the securing of speed restriction signage for the village and donations from the local community of time, materials, and support for the school. This is contributing to making the KSJ a vibrant community school.

Governors reviewed the challenges of staffing in a small rural primary school. They commended the school for its approach to long-term absence, ensuring that the pupils’ education was not affected. Governors approved the provision of support for the Headteacher in her dual role as SENDCo. Collaboration between KSJ staff and Governors with other local schools is being developed.

The meeting moved to the Part Two agenda.

The meeting ended at 7.25pm.

……………………………………………… Chair

…………………………………… Date