

**MINUTES OF A VIRTUAL MEETING OF THE KETTLESHULME ST JAMES'S  
CHURCH OF ENGLAND FULL GOVERNING BOARD MEETING  
HELD ON THE 16<sup>th</sup> JUNE 2020 USING WEBEX**

<b>Governors in attendance:</b>	Julia Carter (JCa)	Chair of Governors
	Paul Quirk (PQ)	Head Teacher
	Rosemary Kidd (RK)	
	Beryl Axcell (BA)	
	Hazel Hindle (HH)	
	Sophie Harvey (SH)	
	Don Pries (DP)	
	Gill Jaundrell-Thompson (GJ-T)	
<b>Also in attendance:</b>	Maria Wilson (MW)	Clerk to Governors
	Annette Scott (AS)	Associate Governor

---

**PART ONE: NON-CONFIDENTIAL BUSINESS**

---

Due to restrictions in place regarding safe distancing as a result of the COVID-19 pandemic no face-to-face meeting was possible. Approval had been secured by the Chair of Governors to hold the meeting virtually using Cisco Webex.

**1. APOLOGIES ANY OTHER BUSINESS ITEMS**

Apologies were received and **accepted** from Dominic Medway who had work commitments.

There was one item of additional business to discuss: the formation of a Head Teacher Selection Panel.

**2. CONFLICT OF INTEREST**

No pecuniary interests had been declared at the Autumn 2019 FGB meeting.

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

**3. MEMBERSHIP**

To note that Annette Scott has joined the Board as an Associate Member. It was further noted that as an Associate Governor AS has voting rights at committee level but not Full Governing Board level.

To note that the school has Foundation Governor vacancies and one Parent Governor vacancy following the expiry of Jo Coward's term of office on the 4<sup>th</sup> May 2020. Jo Coward will not stand for re-election when school re-opens and elections can take place.

**Action: To arrange parent governor elections (Clerk and SH)**

**Action: To speak to Chris Penn regarding the issue of recruiting Foundation Governors**

**Action: To find out what specific criteria are required of a Foundation Governor from Sue Noakes (Clerk)**

It was discussed that when the parent governor election letters were sent out, an appeal for Foundation Governors could be included. It was further discussed that the new Whaley vicar might be able to help.

**Action: To check that AS's DBS checks have been started (Paul Quirk)**

It was noted that Sophie Harvey's term of office as Parent Governor expires on the 14<sup>th</sup> November 2020.

The school admin officer is responsible for maintaining the Getting Information About Schools information.

#### **4. PART ONE MINUTES**

The Part One minutes from the Spring Term virtual FGB meeting held on the 24<sup>th</sup> March 2020 had been circulated to Governors in advance of the meeting.

The minutes were **approved** as a correct record of the discussion held. A hard copy of the minutes will be signed by the Chair of Governors at the first face-to-face meeting held when school re-opens.

The Action Log from the meeting held on the 24<sup>th</sup> March 2020 had also been circulated to Governors in advance of the meeting. The following discussion was held:

- The Clerk advised that the Government PREVENT training link is still inactive. The Clerk advised that Modern Governor does have a PREVENT on-line training module available.

**Action: To find alternative PREVENT and Safeguarding training for AS (Clerk)**

- SH suggested that, as estate agents and nursery school provisions had re-opened following the COVID-19 lockdown, Governors should recommence their school marketing activities delivering leaflets and school prospectus documents.

**Action: To ensure that the school leaflet and prospectus are ready for distribution (Paul Quirk)**

It was noted that an article about the school had been printed in the parish magazine. The same article had been forward to the Macclesfield Express and the Buxton Advertiser; it was not known if the article had been printed though. Governors suggested that the article be displayed on the school's social media platforms to reach a wider audience.

- SH suggested that if the local pub, The Swan, re-opened soon and needed to use its outside space for socially distanced drinking, the school could open its car park for parking and should encourage users to leave a donation in the honesty box.

Concerns were voiced regarding the school's insurance cover if a formal agreement was to be made.

**Action: To speak to The Swan regarding their use of the school car park and honesty box (Paul Quirk)**

- **Q: Have parents been consulted regarding the change to having only 2 classes in the afternoons?**

**A:** A letter was sent to parents. No feedback has been received.

Governors advised the Head Teacher that concerns had been raised outside of school.

Governors suggested that the school was pro-active in dealing with these concerns by sending out an email to all parents and offering them the opportunity to meet school representatives via a virtual meeting.

**Action: To email parents to offer a virtual consultation regarding the move from 3 to 2 classes if required (Paul Quirk)**

All other actions had been completed or were carried forward. See Summer Action Log.

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

Minutes from the following committee meetings had been circulated to Governors in advance of this meeting:

- Strategic Leadership & Management held on the 2<sup>nd</sup> June 2020
- Achievement, Standards & Progress held on the 4<sup>th</sup> June 2020
- Pupil Welfare held on the 2<sup>nd</sup> June 2020
- Environment held on the 3<sup>rd</sup> June 2020

The following discussion was held:

- A new committee chair is needed for Achievement, Standards and Progress following Jo Coward's leaving the Board of Governors. BA **volunteered** to be the committee chair moving forward.

It was further **agreed** that, following parent governor elections in the autumn term, a new governor could be co-opted on to the committee.

**Action: To invite one of the new parent governors to join the ASP Committee (Sophie Harvey)**

- The school has secured a £5k Devolved Formula Grant from the Diocese for maintenance work to be completed.
- A new Safer Recruitment Governor is needed following Jo Coward's departure from the Board of Governors.

The Clerk advised that it is an essential prerequisite in head teacher recruitment to have someone on the Head Teacher Selection Panel (HTSP) with safer recruitment training. The Clerk advised that this can be done through CE HR but that the NSPCC have an on-line training module.

**Action: To complete Safer Recruitment training (A member of the HTSP)**

GJ-T advised Governors of the following safeguarding updates:

- The school has completed its Safeguarding Policy addendum, which Governors have approved.
- The Keeping Children Safe in Education consultation has been suspended as a result of the current COVID-19 lockdown situation.
- The Section 157/175 Audit has been delayed until the Autumn Term 2020.

## **6. FINANCIAL MATTERS**

Governors were advised of the following:

- The School Financial Value Statement (SFVS) was submitted to CE by the required date of the 31<sup>st</sup> March 2020. No feedback has been received to date.
- The budget document had been discussed in the Part 2 element of the meeting held prior to Part 1. The budget document had changed since the Spring Term meeting with the 2020-2021 deficit lessening due to PQ's agreement to move to a 0.4 timetable and the lack of need for additional teaching assistant hours.

However, moving forward, the deficit is much higher than predicted because of a reduction in pupil numbers for September 2020 and future years and a rise in the in-year deficit.

Governors noted that this was a cause for concern and did not present a good image of the school in CE.

There was a discussion of whether Governors should approve the budget or reject it pending the full costing of various scenarios by PQ relating to catering and caretaking costs and a review of how the school could increase pupil numbers.

Two dates were discussed: the need for an approved budget to be submitted to CE by the 30<sup>th</sup> June 2020 and the proposed additional FGB meeting scheduled for Tuesday 21<sup>st</sup> July 2020 in the Part 2 meeting.

It was **agreed** that the school needs to present CE with some costed scenarios to prove that it is attempting to address its budget concerns.

**Action: To produce options for reducing catering and caretaking costs and promoting the school for pupils (Paul Quirk)**

- A final staffing structure for 2020-2021 cannot be agreed in this meeting. The staffing structure is dependant upon the appointment of a new Head Teacher. Whilst the Governing Board has a clear idea of the direction it would

like the school to move in, it is keeping an open mind regarding the appointment of a part-time or full-time head teacher. It wishes to keep options open to enable the best candidate for the job to be appointed.

It was noted that if a full-time head teacher was appointed, there would need to be a reduction in the number of staff members at the school.

It was further noted that staffing will continue to be an issue for the school until it can attract increased pupil numbers.

- The Manual of Internal Financial Procedure (MIFP) is an integral element of the SFVS and was **approved** at the same time as the SFVS.
- The Statement of Internal Financial Control is an integral element of the SFVS and was **approved** at the same time as the SFVS.
- The school has completed its ChESS service level agreement purchases maintaining the same level of cover as in 2019-2020.
- It was **noted** that the School Fund Audit has been postponed until later in the year. No date has been released yet.
- The School Asset Register was reviewed alongside the SFVS and **approved** by Governors.
- The CE Audit feedback is not a significant sample to influence the school's actions. Governors had read the document.

## 7. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

A copy of the Part One Head Teacher's Report had been circulated to Governors in advance of the meeting.

The Report contained the following items:

- Quality of Education: Achievement and progress; sports funding; school development plan; curriculum area developments; curricular and other activities to support learning; collaborative working.
- Behaviour, attitudes and personal development: behaviour; racist incidents; homophobic, biphobic, transphobic incidents; pupil voice; residential provision; Christian distinctiveness and provision for spiritual, social, moral and cultural education; National Lottery Community Award.
- Leadership and Management: safeguarding and PREVENT; COVID-19; staffing; health and safety; INSET and the school website.

PQ guided Governors through the following discussion:

- 1.1 Achievement and progress: PQ advised the meeting that there would be no SAT testing this year. Y2 and Y6 would receive a teacher assessed grade which would be shared with parents via the pupil's annual school report. The grade would be produced using age-related expectations from March 2020 and predictions for July 2020.
- 1.3 School Development Plan: PQ advised Governors that all actions would be completed by March 2021. SIAMS (Statutory Inspection of Anglican and Methodist Schools) targets had been completed and Ofsted targets had a two-year completion date which the school was on target to meet. The Dyslexia Friendly Audit actions would extend into 2020-2021; training had

been completed and books purchased; a letter would be sent to parents in July 2020.

- 2.3 Residential provision: PQ advised Governors that the Tattenhall residential visit had been cancelled. Refunds were being processed. The 'Big Sleepover' had been cancelled. The Conway Centre visit has been postponed until March 2021. Currently no risk assessments have been produced. Moving forward EVOLVE will expect COVID-19 to be risk assessed.
- 3.2 COVID-19 update: PQ advised the meeting that this document had been discussed during the various committee meetings.  
He further added that 3 Reception children had returned to school this week with a further child anticipated later in the week and an additional key worker child.  
A letter would be sent to the parents of Y1 on the 17<sup>th</sup> June 2020 requesting notification of pupils returning to school and week commencing 22.6.20 a letter would be sent to the Y6 parents.
- 3.3 Staffing: two new members of staff were being advertised for – a Breakfast Club Lead (potential start date September 2020) and a teaching assistant (to start in September 2020). Governors were advised that the closing date is Monday 22<sup>nd</sup> June 2020. Currently there has been interest shown for both roles.

The following questions were asked:

**Q: Why has the equipment not been ordered on-line within the Sports Funding section?**

**A:** It has been ordered and has arrived in school.

PQ advised the meeting that part of the sports funding has been spent on activities but the money to be spent using the sports company is on hold during the COVID-19 school closure.

All sports funding monies can be accounted for.

**Q: There has been no Pupil Voice feedback for the last two Governors' meetings, is there an issue with this?**

**A:** Pupil Voice is still very active in school as a part of the PHSE (Personal Health and Social Education) programme.

**Q: Is there any progress to report with the new website host?**

**A:** The technical information has been presented. CE's technical support is liaising with the school and the company. It is anticipated that the contract will transfer later in June 2020.

## **8. ATTENDANCE**

The closure of the school since March 2020 due to the COVID-19 pandemic has rendered any attendance report invalid.

## **9. SPORTS GRANT**

The Sports Grant was discussed in Item 7: Part One Head Teacher's Report. PQ advised the meeting that dance audio equipment had been purchased and various activities paid for.

**Action: To complete the Sport Premium Report and circulate to Governors (Paul Quirk)**

## **10. HEAD TEACHER'S PERFORMANCE MANAGEMENT REVIEW**

Governors **agreed** that this item would be more pertinent to discuss with the new Head Teacher in post.

**Action: To add an item to the Autumn 2020 FGB agenda: To discuss external support for the Headteacher's PMR process and to appoint an advisor (Clerk)**

## **11. GOVERNANCE STATEMENT**

**Action: To transfer the completed Governance Statement to Sophie Harvey (Julia Carter)**

## **12. POLICY APPROVAL**

The following policies were due to be reviewed and approved:

- The RSE (Relationship and Sex Education) Policy for implementation in September 2020. PQ advised the meeting that this document had been approved at committee level. He added that there was an equalities statement to go in to each subject policy to unify their equality of opportunity sections.
- Pay Policy is awaiting additional information from the DfE in September 2020.
- Admissions Policy **approved**.
- Dismissal Policy to be approved at a later stage.
- English Policy **approved**.
- Science Policy **approved**.
- Work Experience Policy to be approved at a later stage.
- Children Missing from Education Policy **approved**.
- Safer Recruitment Policy **approved**
- Use of Reasonable Force Policy to be approved at a later stage.

It was noted that neither the Maths nor the Music policies had been added to the list.

## **13. ELECTION OF CHAIR**

No nominations had been received in advance of the meeting.

Sophie Harvey was nominated during the meeting. There were no further nominations received. Sophie Harvey was asked if she would be prepared to become Chair of Governors. She **accepted** the nomination for the term of one year until the Summer 2021 FGB meeting. Governors **approved** Sophie Harvey's appointment as Chair of Governors.

## **14. ELECTION OF VICE CHAIR**

The election of Sophie Harvey to the post of Chair of Governors left a vacancy for the post of Vice Chair of Governors.

No nominations had been received in advance of the meeting.

Dominic Medway was nominated during the meeting. There were no further nominations received.

**Action: To ask Dominic Medway if he is prepared to become Vice-Chair of Governors (Clerk)**

**Action: To ratify the post of Vice-Chair with the FGB (Clerk)**

## **15. MEETINGS**

An additional FGB meeting was scheduled for Tuesday 21<sup>st</sup> July 2020 at 4pm to discuss money saving options.

Governors **approved** the following dates for the 2020-2021 FGB meetings:

- Autumn Term 2020: Thursday 19<sup>th</sup> November at 4pm
- Spring Term 2021: Thursday 25<sup>th</sup> March at 7pm
- Summer Term 2021: Tuesday 15<sup>th</sup> June at 7pm

## **16. AOB**

Governors discussed the formation of the Head Teacher Selection Panel (HTSP). The Clerk advised that 3-5 Governors are required on the Panel. The members of the HTSP need to be available for the shortlisting date, the activities day and the interview day. One member of the Panel needs to be safer recruitment trained.

**Action: To compile a Head Teacher Selection Panel ratified by email by the FGB (Sophie Harvey)**

The Clerk advised that it is advisable to have both Diocesan and LA representation at the shortlisting, activities and interview and days.

**Action: To find the costs of the Essential HT Recruitment package from CE (Clerk)**

Governors further discussed the additional meeting scheduled for the 21<sup>st</sup> July 2020 and decisions to be made on that date.

**Action: To find out if a governing board can decline to approve a budget (Clerk)**

Julie Carter was **thanked** for her hard work both as a Governor and as the Chair of Governors at the school, particularly during this last rather challenging year. Governors wished Julia well as she left the school's Governing Board.

## **17. IMPACT STATEMENT**

Governors received the current budget documents. They discussed the key triggers causing the budget deficit and agreed a course of action to put in place a series of money saving scenarios to demonstrate to Cheshire East and the Diocese that the Governing Board is addressing the deficit situation. Approval of the budget moving forward was discussed. A further meeting was scheduled this term to discuss the money saving scenarios.

Governors received a COVID-19 update enabling them to review the mechanisms put into place by the school for a DfE/CE graduated return-to-school for Reception, Nursery, Y1 and Y6 pupils. The risk assessment accompanying the return-to-school had been approved at committee level. Governors were assured that all necessary safeguarding mechanisms were in place to protect all pupils.

Governors discussed options moving forward for the appointment of a new Head Teacher. There was some discussion of the Head Teacher Selection Panel; the CE support package to be purchased; the need to access additional support and guidance from the Diocese. Options were left open to enable the recruitment of the most suitable candidate for the school.

The meeting moved to the Part Two agenda.

The meeting ended at 5.35pm.

..... Chair

..... Date