

ANSON CE PRIMARY SCHOOL

Minutes of the Local Governing Board Virtual Summer Meeting Wednesday 20th September 2023 at 17:00

Clerk – Mrs Julie Fenton (JF)

1. Welcome and Introduction

The Chair welcomed those present and asked that the committee take a moment to reflect on the sad passing of Bev Brookes. Her valuable strength, knowledge and experience would be greatly missed by the governing body.

2. Prayer

The prayer was led by the Chair of Governors AF.

3. Attendance

Mrs C Gethin (CEO (CG), Mrs A Burns (Director)(AB), Miss N Jarrett (NJ),

Mrs A Freeman (AF), Mr A Broome (AB), Mrs E Faragher, (EF), Emily Harris (EH), Mr J Davies (JD).

4. Apologies

All governors were present. The clerk confirmed the meeting was quorate.

5. Terms of Reference

The clerk informed the committee that signed nominations for EH and AB had been sent to the Diocese but to date no formal appointments had been received. Both governors were welcome to attend this meeting in a listening capacity only.

Mr Davies was welcomed as a new staff member, having been unanimously nominated by the staff.

Nomination of Chair of Governors

Following election protocol -

Abu nominated AF to be re-elected as Chair of the Local Governor Committee. This was unanimously agreed. AF accepted the position.

Nomination of Vice-Chair

EF nominated EH as Vice-Chair of the Local Governing Committee. This was unanimously agreed. EH accepted this position.

It was agreed that further recruitment was needed to develop the Local Governing Committee. An advert had been drafted and would be sent to the CEO for approval. AB said that he had been liaising with a parent who had strong community links who had expressed interest in the role. NJ said that she would contact a former teacher at Anson who lived locally and had strong links with the Church and the local community.

Link Governors

Discussion took place and it was agreed that the link governor responsibilities will be as follows:

Prevent - Emily Faragher

Looked After Children - Emily Faragher

SEND - Emily Faragher

Safeguarding - Emily Harris

Early Years - Emily Harris

Pupil Premium - Andrew Broome

Sports Premium - Andrew Broome

Governor Support for Training and Development - Emily Faragher

English - Anna Freeman

Maths - Andrew Broome

Website - Andrew Broome

Head Teacher's Performance Management Review - Anna Freeman and Emily Faragher

6. Confidentiality

All were reminded that discussions that take place during this board meeting remain confidential, in line with the code of conduct, to this meeting.

The board was requested to identify any items on this agenda which it requires to be recorded as confidential matters. No items were identified for this meeting.

7. Minutes of the Previous Meeting - Spring Term 10.05.23

It was confirmed that the minutes of the above meetings were a true and accurate account.

8. Matters Arising from Previous Meeting.

Governors were requested to complete the NGA Governor Skills Audit for 2023.

9. Declaration of Interest

Governors were reminded of the requirement for them to update the register / personal interests annually or if there are any changes in circumstances. - There were no declarations made at this meeting.

10. Declaration of Interest Business and Pecuniary including related Party Transactions.

None declared.

11 Code of Conduct - deferred to the next interim meeting.

12. Strong Governance Checks

Governors were requested to complete the NGA Governor Skills Audit for 2023 and submit it by no later than 25th September.

Action 1 - LGC to submit NGA Skills Audit by 25.09.23

13. Reports

a) Chair of Local Governing Committee / Vice-Chair of Local Governing Committee

There were no actions taken on behalf of the Local Governing Committee taken by either the Chair or Vice-Chair since the last meeting to report.

b) Nominated Link Governor Reports - deferred to next meeting

c) CEO's Report September 23

CG agreed to share future CEO reports to the committee directly.

CG said that the work undertaken to launch the new vision statement, overriding scripture and motto had been a great success. 'His Banner Over Me is Love' will be deeply embedded across the schools. This is evident in the worship assemblies she had led in each of the MAT schools.

The Scheme of Delegation has been updated to include a new sector for Christian Distinctiveness.

The Trust 'Improvement Tree' has been developed to incorporate all areas and to ensure headings align. CG affirmed that as the Trust grows it will be a challenge to maintain a single document.

St Mary's has undertaken an Ofsted Inspection in the last few days and findings of the inspection will be shared at the earliest opportunity.

There are three internal audits planned - Cyber Penetration Test, Attendance Audit and Estate and Management Audit.

CG thanked those governors who had attended the decarbonisation meeting held on 12th July 2023.

The provisional internal audits for RAAC (Reinforced Autoclaved Aerated Concrete) in school has been finalised. The Trust had used old surveys to assess the schools and found that concrete had been used in the older areas. The next steps will include contacting the Diocese and Staffordshire County Council.

The Well Being Inset Training day held on Tuesday 29th August had been a great success. AB said that the speaker from School Advisory Service had shared positive practice that could be used by all stakeholders, for those in business and not only in school. AF asked that thanks be

minuted from the governing committee for the invite to the training. It had been a valuable and enlightening experience.

CG shared that it was hoped that the MEAS Academy would convert to TSSMAT on 1st February 2024 and conversations remained very positive with All Saints School, Ranton also.

CG recommended that the committee hold an interim meeting within the next two weeks to discuss and attain secure understanding of the information contained within the School Development Plan, Self Evaluation Form, Revised Scheme of Delegation, Strengths and Weaknesses Document, Decarbonisation Document and Wellbeing Document. CG left the meeting at 17:25.

d) Headteacher's Report

NJ thanked governors for their questions and comments received prior to the meeting.

Questions relating to the report were raised by EH prior to this meeting. NJ responded to these in the link shared with the committee [EH Questions for Anson Governor Handbook 18.09.23](#)

EH asked what strategies were in place to safeguard against another dip in attainment for KSI and EYFS. NJ confirmed that this was identified in the School Development Plan and as an overarching objective within the Self Evaluation Framework, including quality teaching, interventions with EYFS monitoring key. These will be scrutinised in greater depth at the next meeting along with how the SDP links and creativity.

The policies and reading framework has been recently audited offering assurance. Recommendations have been threaded through the curriculum.

JD affirmed that there had been a lot of fantastic work undertaken through collaboration with the other schools and there was an excellent scheme of work in place.

AB asked about Sports and Pupil Premium spending. JF confirmed that comprehensive reports in regards to spending were available on the website.

Further questions regarding the SEF will be discussed at the next meeting.

15. Safeguarding

Refer to the Headteacher's Report.

AB challenged the findings of the pupil survey as one child had disclosed that they did not feel safe in school. NJ said that the survey used was a pre-designed purchased questionnaire that did not permit the opportunity for the child to offer more detail as to why. She will be looking into this further.

The parent survey was mainly very positive, communication had much improved.

Abu left the meeting at 6.20 p.m.

16 Curriculum and Standards, Attendance etc - refer to Headteacher's Report.

Action 2 - EH, AF and NJ to arrange Interim Meeting within next 2 weeks.

17. Admission and Pupil Overview

It was confirmed that there were currently 102 pupils on roll (PAN 105). Discussion took place regarding enquiries from parents for vacant places. NJ said that this had to be balanced with staffing levels and potential additional needs for those children and whether Anson could meet their needs appropriately.

EH affirmed that 2023 and 2024 were both low birth rates.

18. Finance

Governors received Period 11 accounts.

NJ reported that the Wrap Around Care Club had enjoyed a great start and commended Kelly Broome for her work.

In regards to generating income for the school this had been estimated based on parental responses to a potential use survey. After salaries and consumables are taken into account the club has the potential of generating around £19,000 income per year for the school once established. This would ease the envisaged deficit in the budget.

AB asked if all pay awards had been accounted for within the budget. JF confirmed that the Finance Officer had included all awards for both teaching and non-teaching staff.

EF asked how the reduction in teaching assistants would impact on children. JF said that the impact would be on the staff to ensure children were not affected.

It was confirmed that Mrs Chell (HLTA) will cover Class 4 to release the Deputy Head for .5 Leadership time.

AF offered to share links for Shopping Brands where parents can earn money through their purchases for school funds. Also EF said she would find details of the Amazon wish list scheme for schools.

19. HR and Recruitment - see Headteacher's Report.

20. Estates and Health and Safety

JF confirmed that the trees remained a concern. Due to the inability to obtain further information required by the Borough Council during the summer break the application for felling the trees had been 'timed out'. Another application will be submitted.

There had been no major accidents or incidents to report since the last meeting.

A full evaluation of the accidents reported in the Summer Term are included in the Headteacher's Report.

A full evacuation will take place during this academic year to test the integrity of the Emergency Evacuation procedures. This is now possible following the improved relationship with neighbours as the children will need to walk through their garden. In the event of a required lockdown, the policy will be followed. Parents received an update to this procedure on 14th September.

21. Risk Register

22. GDPR - refer to the Headteacher's Report.

23. Policies

Governors had received the policies listed below from the Business Operations Manager.

 Safeguarding Policy Draft v3 Sept 23-24.docx

 of Admissions Policy An 2024-25.docx

 H&S An 2023-2024.pdf

No questions were raised for the board in relation to these policies.

24. Governor Training Needs

Refer to Headteacher's Report

25. Christian Distinctiveness

Refer to the Headteacher's Report.

26. School Matters

Further questions relating to this agenda will be discussed at the next meeting.

It was agreed that EH will send availability dates to NJ

27. Reflection

- Confident that excellent challenges made items on this agenda.
- Benefits of submitting questions prior to the meeting are clear.
- Need to recruit Local Governor Committee Governors recognised – Foundation Governor focus.
- Governor appreciation of invite to Mental Health & Wellbeing Inset 29.08.23

28. Information / Questions to Board of Directors

Action 3 - Request that ABu report back to LGC if future income streams or Trust expenditure is known or planned by Directors which may impact upon the budget.

29. Confidentiality (Part 2 of minutes)

There will be no items from this agenda recorded as confidential.

30. Date and time of future meeting.

It was confirmed that the next interim meeting will take place on Wednesday 17th January 2024 at 17:00

There being no further business, the meeting closed at 19:15

Signed 

Date ...17.01.24...

Chair of Governors