

## **ANSON CE PRIMARY SCHOOL**

### **Minutes of the Local Governing Board Virtual Spring Meeting Wednesday 17th January 2024 at 17:00**

**Clerk** – Mrs Julie Fenton (JF)

#### **1. Welcome and Introduction**

The Chair welcomed those present.

#### **2. Prayer**

The prayer was led by the CEO -CG

#### **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), Mrs S Cole (SC).

#### **4. Apologies**

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

#### **5. Membership**

Changes to the Local Governor Committee membership include the appointment of Emily Taylor as Foundation Governor by the Diocese.

Confirmation from the diocese of the appointment of Anton Illsley is yet to be received.

The appointment of Lucinda Griffiths as Parent Governor is yet to be confirmed.

CG confirmed that new governor training will be completed collectively across the trust.

#### **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. Item 15 - Safeguarding will be recorded as confidential minutes.

#### **7. Minutes of the Previous Meeting - Autumn Term 20.09.23**

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

#### **8. Matters Arising from Previous Meeting.**

It was agreed that all governors will complete the NGA Governor Skills Audit in line with the trust annual cycle of renewal.

The scheduled SEF meeting was deferred due to the Ofsted Inspection.

## **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**

Governors are reminded to abide by the Code of Conduct.

## **12. Strong Governance Checks**

Governors are requested to complete the NGA Governor Skills Audit for 2024 in September and submit it by no later than 18th September.

## **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 received**

Review of Foundation Stage LD 25.09.23

Review of Y1 and Y2 - LD 25.09.23

Governor Monitoring RE and Worship - Sept 23

Governor Review SCR - EF 04.10.23

### **c) CEO's Report January 24**

AF asked that the official congratulations from the governors be minuted for the excellent Ofsted and History Mark Award

CEO said that she had been involved in three Ofsted inspections, St Mary's, Anson and Richard Crosse. She said that the inspection undertaken for Anson had been challenging but fair.

CG invited questions relating to the CEO Report from governors. A governor enquired about parental response to the attendance letter sent out which highlighted the drive for a high standard of attendance and potential penalties. JF confirmed that there had been no communication received from parents regarding this.

NJ thanked JF for providing extensive attendance data half-termly and for providing letters to parents when attendance falls below 90%. A phone call to the parent is also made, prior to the

letter being sent. This has been positive for some parents who have used the information to evidence impact on education whilst awaiting medical appointments.

CG congratulated NJ on receiving a Long Service Award for over 29 years in education.

CG updated the governors in regards to the growth of the MAT. The inclusion of the MEAS had been delayed due to complex land issues, discussions with All Saint's, Ranton were ongoing and there were meetings planned with Berkswich Primary.

Becci Breedon has been appointed as the new director for The Howard.

AF asked about consolidation for governor reviews. CG confirmed it was best practice to follow the monitoring timetable to align with the board of directors.

NJ thanked CG for her report and attendance at the meeting and also for her extensive support during the Ofsted Inspection. CG left the meeting at 17:57.

#### **d) Headteacher's Report**

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

NJ said that the appointment of Mr Davies as Deputy Headteacher and Class teacher of Class 4 was proving to impact positively for Anson. The enhancement of experiences for children already has been huge. Mr Davies had taken children to football tournaments and the Fire Station with other visits planned. He was also safeguarding the swimming experience for children at Richard Crosse and The Howard by taking them to the pool in the trust minibus.

The trust continues to advertise for a minibus driver that can be utilised across the MAT. AF asked what qualifications this appointment required. JD said that this required theory / oral, practical tests, and a medical.

AB asked about the number of places projected in Reception 2024. NJ confirmed that there were currently 17 first choice applications and it was intended to accept them all to increase pupil numbers with a positive impact on budget. One pupil is currently being monitored in Y1 with no plans to move. The school continues to work in partnership with parents.

Moving forward with the recommendations of Ofsted, JD said that the school continues to embed the skills children need for their learning, new ways of questioning children about their learning have been introduced to simplify understanding. He said the school was on a good journey and children knew what they were learning and why. Pupil progress can be clearly monitored along with the impact of interventions.

JD now had responsibility for Performance Management Reviews for support staff. A buddy system for staff had also been established with JD being the first point of contact for any member who was struggling. The most recent Pulse Survey had highlighted no major issues.

Hannah Walmsley has been successfully appointed as a teacher for Class 3 to cover maternity absence. She had attended the inset training day for teachers and had completed transition work. She had spent time with children today who had found her warm and friendly. NJ was confident she would be a wonderful asset to the school.

EF asked why the communication of this appointment was held back to parents. NJ confirmed that historically this had been problematic and to safeguard the children this information was released at the appropriate time.

Extra Curricular Clubs remain a positive experience for children with 100% of Pupil Premium children attending at least one each week. A charge had been imposed to safeguard the Care Club but access was free for qualifying children.

The Care Club is not currently profitable but is steadily growing. The cultural value of the facility is extremely high. EF asked if parents had commented about the 5.00 p.m finish time. JF confirmed that no communication regarding this had been received. The Care Club will be promoted to new parents in September.

EF asked about the Autumn data and strategies to ensure attainment. NJ said that the Autumn data tended to be lower, Y1 and Y2 having been taught by a supply teacher for some weeks were catching up now. Teaching assistants were completing interventions to support NFER testing.

## **15. Safeguarding**

See Confidential Minutes

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

## **17. Admission and Pupil Overview**

It was confirmed that there were currently 101 pupils on roll (PAN 105).

## **18. Finance**

SC went through P3 Accounts (Nov 23) with governors to ensure clarity and understanding. Overall the budget is currently c£15,000 in deficit. Income is over budget by £6,500 due to PTFA donations and absence insurance received. LA income is under budget in P3, however, £30,000 had been received this week for EHCP funding which will be evidenced in P4 accounts, negating the deficit. Staffing costs are currently £7,000 overspent due to teacher incremental awards and additional teaching assistant costs needed to cover absence. This will be offset by absence insurance claimed. Premises expenses were over budget due to the cost of a new hot water heater and 2 months gas bills being charged to that period.

AB asked where the Care Club was accounted - SC said that the income sat in 'other income' with the majority of costs in salaries. Currently the Care Club was running under budget but this was to be expected in the short term with the hope that it would become profitable as the number of pupils accessing it grew. PTFA donations also were accounted for within 'other income'.

NJ confirmed that the EHCP funding received would be used to fund teaching assistants to support eligible children.

AB asked if the trust obtained best value from utility suppliers. SC said that they followed the Energy Framework YPA as did Entrust to ensure best value was obtained. The anticipated costs for schools this year was based on a forecast of similar usage in the previous year with an

increase in gas price of 33% and decrease in electricity of 20% divided by 12 to give a projected monthly cost. Anson was currently experiencing much higher costs than a sister school of similar size due to the problems with the boiler. Entrust professionals had undertaken an assessment of usage.

AB asked if the Monster Phonics scheme used by the trust incurred a cost to Anson. SC confirmed it did, proportionate to its usage.

CG thanked SC for her time and assured governors that stringent monitoring of the budget was undertaken by directors and was completely transparent. SC is a qualified accountant.

CG said that there is a need for the trust to build up reserves in order to fully support all schools within the MAT.

AB asked if the trust applied for grants as the Memorial Hall had recently received a refurbishment grant from Severn Trent. SC said that she did work extensively on bids for the trust which were considerable but had little capacity to apply for small grants. EF said that she would look into accessing funding from local companies.

**Action 1 - EF to source grants from local businesses.**

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

**20. Estates and Health and Safety**

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

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

The Health and Safety Report - Visit 2 conducted by Elite on 29.11.23 was received and accepted by governors.

AB to arrange a date to conduct site and building walk in support of Link Governor review.

Hot water across the school remains limited due to the failing of the main boiler. Extensive work continues to ensure this is rectified at the earliest opportunity.

Tree management is ongoing.

**Action 2 - AB to arrange a date for Health and Safety Walk.**

**21. Risk Register**

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

**23. Policies**

Deferred

**24. Governor Training Needs**

Refer to Headteacher's Report

**25. Christian Distinctiveness**

Refer to the Headteacher's Report.

**26. School Matters**

EH asked if the termly Governor Information Packs will still be received from Entrust. AF confirmed that these were proving too expensive and information will now be accessed from the NGA (National Governors Association).

AF asked when development of the EYFS outdoor area would begin following recommendations from Ofsted. NJ said this would be in the Summer Term. Director David Grewer asked if we could be given trust funds, but this is no longer viable.

NJ asked governors to consider the approval of investing in an apprentice teaching assistant. The value of this was discussed at length. Governors unanimously agreed that appointing an apprentice teaching assistant would be a prudent decision.

**27. Reflection**

- Positive and comprehensive reports received.
- Benefits of submitting questions prior to the meeting are clear.

**28. Information / Questions to Board of Directors**

None

**29. Confidentiality (Part 2 of minutes)**

Item 15 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 24th April 2024 at 17:00

**There being no further business, the meeting closed at 19:10**

Signed .....  
Chair of Governors

Date ..... 9/5/24