

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD**

**HELD ON 10 JULY 2023**

**Governors Present:** Paula Riordan (PR) Chair

Jonathan Norris (JN) Head Teacher

Nicola Daley (ND)

Dean Grice (DG)

Peter Grogan (PG)

Helen Pugh (HP) *from 6.30pm*

Richard Stockwell (RS)

Blair Whitehurst (BW)

**Also in attendance:** Su Garbutt Senior Governance Officer

Marc Booker Clerk to Governors

Rosie Cole Prospective Governor

Steven Hall Prospective Governor

**PART ONE – NON-CONFIDENTIAL BUSINESS**

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| ***RAINOW ROUND-UP 2022-23***  *Prior to the commencement of the meeting, Governors and staff were invited to view a presentation by the Headteacher which showcased pupil and staff contributions to school life and its values, and exemplified the breadth of curricular and extra-curricular activities undertaken during the academic year.*  *Individual staff members provided an update on, and the narrative surrounding, pupil performance data, which is recorded under Item 10a below.*  *The Chair thanked staff on behalf of the Headteacher and Governing Board and stressed how much staff had gone above and beyond to ‘make the place so wonderful’. This was echoed by the Vice Chair who noted the shared pride that ‘this is our school’.* | | |
|  |  | **Actions** |
|  | **APOLOGIES & AOB ITEMS**   1. Apologies were **received and accepted** from Julien Rye (JR).   Governors noted and accepted the apologies received from Helen Pugh (HP) who would be late joining the meeting.   1. There were **no** items of additional business. |  |
|  | **CONFLICT OF INTEREST**   1. There were no conflicts of interest to declare. |  |
|  | **MEMBERSHIP**   1. There were no changes to the membership of the Board of Governors. 2. Governors noted that there remained two co-opted Governor vacancies on the Board. Two potential new governors, Rosie Cole and Steven Hall, were observing the FGB meeting and were asked to inform the Chair if they wished to become governors by the beginning of the Autumn term.   **Action:** To add this to the agenda for the Autumn term meeting.   1. Richard Stockwell’s term of office as a Co-opted Governor expires on 17th September 2023. The Board **approved** Richard Stockwell to be reappointed to a further term of office of four years.   **Action:** To update Governor Hub to reflect Richard Stockwell’s new term of office from 18th September 2023 to 17th September 2027. | CLERK  CLERK |
|  | **PART ONE MINUTES & MATTERS ARISING**  a) The Part One Minutes of the meeting on 29th March 2023 were **confirmed** as a **true and accurate** record, with one addition: that Peter Grogan was in attendance. The Chair made a pen and ink correction and signed a copy of the minutes. The signed copy was retained by the school.  b) The action log was reviewed; it was confirmed that all actions had been met and closed as appropriate apart from that pertaining to Item 17.  **Action:** Carry-forward the action from 29th March 2023 that the Headteacher  was to research Teacher Tap for the next staff survey. | JN |
|  | **CHAIR’S ACTION AND CORRESPONDENCE**  **No decisions** had been taken by the Chair under the Chair’s Power to Act since the last full governing body meeting. |  |
|  | **PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**   1. The following reports from Committee Chairs were received:   Finance:  A report by the Chair of the Finance Committee would be reviewed under item 7 of the agenda. Minutes of the Finance Committee held on 16th June had also been made available to the FGB via Governor Hub.  Teaching and Learning:  Pupil Performance data shared at Teaching and Learning Committee meeting would be reviewed under item 10 of the agenda.  Buildings and Premises:  The Committee meeting had been postponed to 14th July, due to a visit by Ofsted, so no report was yet available for consideration by the FGB.   1. There were **no recommendations** that required the approval of the Board of Governors.    1. The Link Governor for SEND had given a verbal update at the recent Teacher and Learning Committee and this was recorded in the committee minutes. SEND pupil performance data would be further highlighted under Item 10.    2. The Nominated Governor for Safeguarding **confirmed** that safeguarding within the school was **effective**. This judgement had been validated through recent inspection by Ofsted. |  |
|  | **FINANCIAL MATTERS**   1. The Board had received a paper from the Chair of the Finance committee, updating governors on the meeting held on 16th June.   The Vice Chair, a member of the Finance Committee, summarised the situation as follows:   * The 22/23 outturn was a deficit of £3.4k after SEND funding adjustments * The forecast carry-forward to 23/24 is £41.7k * The forecast 23/24 deficit is -£57.1k and carry forward to 24/25 is £15.4k * Forecast deficits in 24/25 and 25/26 were significant by comparison, -£112.4k and -£145.5k respectively. * Governors approved the *draft* annual budget for 2023/24 at the last FGB on 29th March 2023. Governors were aware that they were approving a deficit budget. * The budget was submitted to the LA by the submission deadline of 30th June   **Question:** Why is there a positive carry-forward at the end of the year but a negative outturn?  **Response:** The carry-forward reflects the contribution and level of reserves.  The Headteacher noted that at a recent Headteacher’s meeting, Rainow’s finances had stood up well when compared to other Cheshire East primary schools. The issues which Rainow faced were ‘national’ problems, and not of Rainow’s own making, for example:   * significant increase in staff costs, which have only been partially funded by the Government * low SEND funding vs. the relatively high costs of providing resources to meet individual children’s needs * an increase in energy prices * a general increase in costs across the board (inflation).   **Decision: The Board ratified the Finance Committees approval of the final budget for 2023/24**   1. The Staffing Structure for 2023-24 would be covered under item 8 (Headteacher’s Report) 2. Review of Purchase of Annual Contracts and; 3. Arrangements for the purchase of services to the school, including the appointment of the Clerk by the Board of Governors.   Governors noted that the review of the purchase of annual contracts was an activity undertaken by the School Business Manager. The Vice Chair informed the Board that approximately £30k worth of services were purchased from the LA via ChESS.  **Question:** Is the Finance Committee informed about when contracts are up for renewal?  **Response:** The SBM did appraise the Finance Committee of any issues regarding the renewal of contracts. The Finance Committee monitored value for money and costs through the SFVS process and through the budget setting process.  Part 21 of the accompanying guidance to the SFVS checklist highlights that *it is good practice for a school to maintain a contract register which should be shared with the governing body regularly to make them aware of any upcoming milestones in the contract register timetable and provide them with an opportunity to challenge procurement plans*.  **Action:** to review the terms of reference of the Finance Committee to determine if an annual review of contracts is included and to provide an update at the next FGB.   1. The Board noted that the school does not have an Unofficial School Fund. 2. Review of the use of the Sports Grant and its impact on pupils:   The Head had circulated on Governor Hub and previously shared with the Teaching and Learning Committee a paper on the PE and Sports Premium Funding which highlighted the aims, implementation and impact. The Head noted that:   * the grant received in 23/24 was £17.6k * following an audit of staff skills, most of the funding was spent on specialist coaching, particularly in gymnastics and dance, which supported PE lessons, lunchtimes and extra-curricular activities * a small proportion had been spent on equipment and subscription to the Macclesfield Sports Partnership * activities had benefited all year groups from Reception to Y6  1. Review of the use of the Pupil Premium and Recovery Premium and its impact on disadvantaged pupils who are eligible for funding:   The Head gave a brief verbal update on the Pupil Premium: 8 pupils at Rainow were eligible; at 4.5% this was well below the national average. The Chair had recently conducted a Governors Link visit and had noted that the school held detailed documentation for each pupil and understood their needs extremely well. Evidence of impact was further highlighted under Item 9a.   1. The Chair **confirmed** the completion and submission of the Section 175 Safeguarding Audit. | **JR** |
|  | **PART ONE HEADTEACHER’S REPORT AND MATTERS ARISING**  The report had been circulated via Governor Hub prior to the meeting and the Headteacher drew particular attention to the following items in a busy term:   * new residential visit to activity centre, Colomendy (Y3/4) * use of new HR officer (Neil McCurrie) * the substantial calendar of CPD undertaken by staff * visit by Ofsted HMI 21st and 22nd June   Staff Structure: the staffing structure for 23/24 retained teaching staff in existing year groups but did change the allocation of Teaching Assistants in line with the reduction in 4 EHCPs in Y6 after this year’s cohort. There may be a minor change to the structure as there is likely to be one EHCP in next year’s Y6 which has not yet been resourced at this point.  **Question:** If a TA had been with pupils in Reception would they move up, along with the pupils?  **Response:** Typically, yes, as the contract is often attached to the pupil. However, there can be occasions when it would be appropriate to change the personnel in order to refresh a relationship or reduce its intensity.  Governors **approved** the staffing structure for 23/24 as presented.  Roll: the number of pupils on roll in September 23 is expected to be 182.  Attendance: As at 5th July the school attendance rate was 96.2%, higher than the national rate of 94.1% and only marginally short of the school target of 97%. Persistent absenteeism was 4.5% compared to a national rate of 17.5%. The Headteacher reassured governors that clear and robust processes were in place to monitor and improve attendance and that in the recent Ofsted visit, the HMI had no concerns.  Curriculum Plans: one of the main take-aways from the recent Ofsted visit was to embed the excellent practice already in place, and to refine and enhance less developed subject areas. This would inform the SSDP in 23/24.  Pupil Promise (pupils should enjoy a range of experiences which challenge them; enrich their social, emotional and cultural development, and develop their self-confidence and abilities): this was highlighted as a strength at the recent  Ofsted inspection and provided an opportunity to ask the ‘So what?’ question about pupil access and engagement. Governors could see the extent of this engagement and breadth of opportunities for pupils in the enrichment section of the Headteacher’s report.  Premises: Governors noted plans to undertake LED replacements over the summer holiday and the building of a new outdoor classroom by the end of September.  Health and Safety: The Headteacher noted that CE conducted their annual Health and Safety Review on Thursday 8th June and that the report was extremely positive. CE also conducted their annual Hygiene inspection on Friday 9th June; the school was awarded a 5-star rating.  Governors thanked the Headteacher for a most informative report. |  |
|  | **SCHOOL DEVELOPMENT PLAN**   1. To review and evaluate the impact of the SSDP 2022-23   The Headteacher had updated the SSDP; the latest report had been shared with the Teaching and Learning Committee on 5th July and was available to the FGB via Governor Hub.  Key messages from the Headteacher:   * school has a strong and coherent curriculum from Reception to Y6 * school does not have the resources of a high school; staff have had to work exceptionally hard to design and implement the wider curriculum, and build confidence * opportunity to further embed music, computing, French, RSE, art and DT * improvements in English performance now needed embedding * mathematics focus on mastery had been successful – developing oracy in mathematics key next step * recent Ofsted visit had validated work on the curriculum post-Covid and galvanized staff to be more confident and showcase teaching and learning * pleased with overall progress.  1. To approve the SSDP for 2023-24   The 2023-24 SSDP was not ready to be reviewed and approved, although possible KIPs have been highlighted in the review of the 2022-23 plan.  **Action:** to approve the SSDP for 2023-24 at the next Teaching and Learning Committee; clerk to add to agenda  The Link Governor for Music raised a query about pupil motivation for learning woodwind instruments. The Headteacher provided some background as to how the school came to own c.28 woodwind instruments but unfortunately made up of different types. A plan for 23/24 was to teach ukulele on a same-instrument-each-pupil basis.  **Action:** to review link governor’s report on the music visit and progress with ukulele approach at the next Teaching and Learning Committee; clerk to add to agenda.   1. To consider the School’s Self Evaluation Form   As a result of the Ofsted visit, the Headteacher had updated the grades on the SEF, notably Personal Development and Quality of Early Years Education was rated 1.  Quality of Education remained at 2 (the need to embed the curriculum had been discussed in Part One) and Behaviour and Attitudes remained at 1; the Ofsted HMI had been impressed by pupil behaviour.  Whilst the Headteacher had rated Leadership and Management as 2, the Chair felt that this should be rated more highly; the Governing Body supported this view. | CLERK  CLERK |
|  | **PUPIL PERFORMANCE**   1. The Board received and discussed the school’s internal data on pupil performance and considered the attainment and progress of different groups of pupils and how gaps in learning were being addressed.   EYFS  22 pupils, 1 pupil = 4.5% of the cohort  2023 Overall Good Level of Development 77% (was 55% at the start of the year)  2022 National Average 65%  *A small cohort who came in with a low level of reading; Covid had an impact on their speech and language.*  Parent Survey 2023, comments by Reception parent:  *"Caring staff who clearly know the children well. Wonderful setting and resources.*  *Good use of external groups to provide extra input (i.e. rugby tots/Sylk dance/music etc.) I think that all teachers are always really welcoming, friendly and approachable. Levels of abilities always surprise me for their age."*  Y1 Phonics Screening Check  28 pupils  2023 pass 93%  85% score 35/40 or more  38% (10 children) scored full marks  46% were working above the expected level.  2 pupils did not achieve the phonics pass and both had EHCPs. Staff are confident that they will pass when they re-sit next year.  *A number of strategies have worked this year, including:*   * *diagnostic testing* * *precision teaching* * *allocating an extra 20 minutes to the bottom 20%* * *whole class phonics teaching (Bug Club)*   Parent Survey 2023, comments by Year 1 parent:  "*You create a safe, happy and friendly place for the children to learn. I think the diversity of different sports is great. The school has a relaxed, happy community feel about it which is lovely."*  Key Stage 1  27 pupils, 1 pupil = 3.7%  Reading:  2023 school result 74%  2022 national average 67%  Greater depth:  2023 school result 22%  2022 national average 18%  Writing:  2023 school result 63%  2022 national average 57%  There were no greater depth pupils. The 2022 national average for GD was 8%.  Maths:  2023 school result 74%  2022 national average 68%  Greater depth:  2023 school result 19%  2022 national average 15%  *The teacher highlighted that this year group were the Reception Covid class, which had a measurable and demonstrable impact on performance. Although KS1 SATs will no longer be compulsory, Rainow will undertake the optional SATs but in July – the extra two months’ teaching and learning will have a positive impact on performance.*  Parent Survey 2023, comments by Year 2 parent:  *"Superb as always. Staff are always approachable, kind, and understanding.*  *A very caring, nurturing environment. Amazing trips for the children.*  *We are really happy with everything and pleased with the*  *school. We genuinely love the school."*  Year 4 Multiplication Table Check Results  2023 Overall mean mark: 21/25  2022 Overall mean mark: 22/25  There is no national threshold  Key Stage 2  24 pupils, 1 pupil= 4.3%  Writing: (teacher assessed)  2023 school result 61% (confirmed)  2023 greater depth 13% (confirmed)  It is likely the school will be below national average for writing this year.  Reading:  2023 school result 70% (predicted)  2023 greater depth 26% (predicted)  Maths:  2023 school result 70% (predicted)  2023 greater depth 22% (predicted)  SPAG:  2023 school result 74% (predicted)  2023 greater depth 48% (predicted)  *5 pupils in this cohort had significant attendance issues; 1 pupil was disapplied for not working at the level of the test; 8/22 pupils were eligible for access arrangements including 3 EHCP pupils.*  Parent Survey 2023, comments by Year 3, 4, 5 and 6 parents:  *"Outdoor learning, events for the children (Rainowfest) and providing a safe environment for the children."*  *"Well being, nurturing, extra curricular opportunities, approachable staff, planet*  *protectors, school building and environment."*  *"Family atmosphere, children feel valued and safe, create a welcoming space for both children and pupils. Fun, interactive learning. You support additional needs well and we as parents feel heard and understood"*  *"You provide such a family feeling to school. Always approachable, friendly, honest, helpful, caring and informative. You make sure the children are doing their best academically, and tailor the curriculum amazingly for individuals who need extra help or SEN. You make such a profound effort to care about their school/home well-being. Your support, help and advice has been extremely appreciated throughout my children’s school journey."*  Governors wished to thank teaching staff for their contributions in presenting data and in articulating the narratives around the data. Parent Survey comments were strong.   1. Arrangements for the end of year reporting to parents were confirmed; reports will be sent out to families on Wednesday 12th July. 2. Arrangements for the reporting of pupil progress and attainment at points of transition were confirmed. In depth discussions regarding transition had taken place at the Teaching and Learning committee and reported in the minutes of the meeting. |  |
|  | **SCHOOL EXTERNAL ADVISOR**  The SIP, Mr Marsh, would participate in the Headteacher’s Performance Management Review Panel in the Autumn term. |  |
|  | **HEADTEACHER’S PERFORMANCE MANAGEMENT REVIEW (HTPMR)**  In addition to support from the SIP in participating in the Headteacher’s Performance Management Review, the recent Ofsted HMI visit had provided an *in practice* review of the Headteacher’s performance as an executive leader. |  |
|  | **GOVERNANCE STATEMENT**  **Action:** The Chair to review the annual Governance statement and share with Board members at the next meeting. | PR |
|  | **CONFIRM TERM DATES FOR 2024/25 ACADEMIC YEAR, INCLUDING 5 INSET DAYS**  **Action:** The Head to email the confirmed term dates for 2024/25 to the FGB | JN |
|  | **DIRECTOR’S REPORT**  The report had been reviewed by each Committee who had addressed relevant items.  Additionally, SG highlighted the forthcoming Governors’ Conference on 20th October, at Cranage Hall. The CE Governors’ Training Programme would also be available from the first week of the Autumn term.  **Action:** All Governors to read and sign the Keeping Children Safe in Education (valid from September 2023) document by 1st September. This document has been added to Governor Hub. | ALL GOVS |
|  | **GOVERNOR DEVELOPMENT AND TRAINING**   * The Board received a verbal update from the Training Link Governor; for 23/24 the school had re-purchased access to CE’s training programme for governors. * As SG was responsible for the CE Governors’ Training Programme, she requested governors to pass on any specific requirements so that these might inform the development of the programme. * Subject to their adoption at the next meeting, new governors would undertake induction training. | RS |
|  | **SCHOOL POLICIES**  Governors **approved** the following policies which had been circulated in advance of the meeting via Governor Hub:   * Recruitment Policy   Governors noted that the policy had been written with regard to Part Three: Safer Recruitment of *Keeping Children Safe in Education,* and that this required the governing body to ensure that those involved with the recruitment and employment of staff to work with children have received appropriate *safer recruitment training.*  **Action:** DG to undertake refresher training | DG |
|  | **PLANNED RESIDENTIAL VISITS**  Governors **approved** the forthcoming Whitby geography residential trip from 3 – 6 October 2023 for Year 5 and 6 pupils.  **Action:** The risk assessments would be reviewed by PG on behalf of the Board when available. | PG |
|  | **MEETINGS**  A schedule of clerked meetings had been circulated prior to the meeting. The Board confirmed the dates and times of the FGB (and TLC) meetings to be held during the Autumn term 2023-4. Further dates would be reviewed at the next opportunity.  **Action**: Clerk to add dates to Governor Hub calendar | CLERK |
|  | **ANY OTHER BUSINESS**  No other business was raised. |  |
|  | **IMPACT STATEMENT**  Governors helped move the school forward by:   * *Participating in the school’s stakeholder meeting with staff, demonstrating the governing body’s contribution to and integral membership of the school community* * *Receiving and considering detailed reviews on pupil performance, including disadvantaged and SEND pupils, from key stage leaders* * *Approving the school budget and having a clear regard for the financial challenges which faced the school, which were clearly related to national issues and not school created* * *Receiving and considering an excellent Headteacher’s report explaining how the school was achieving the targets set* * *Receiving and considering the preliminary findings from the recent Ofsted HMI visit, noting in particular the strength of the curriculum offer and effectiveness of safeguarding* |  |

The meeting moved to the Part 2 agenda at 19:16. Steven Hall and Rosie Cole left the meeting.

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