**ECCLESTON CE SCHOOL**

**FULL GOVERNING BOARD MEETING**

**MONDAY 28th MARCH 2022 AT 6:30PM**

NON-CONFIDENTIAL

Governing Board membership

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Present** |  |  | **Category** | **Term End** | **Responsibilities** |
| ✓ | Andrew | Allmark | LA | 20/12/2024 |  |
| ✓ | Hollie | Campbell | Parent | 13/12/2024 |  |
| A | Helen | Glaze | Foundation | 05/11/2022 | **Joint Vice Chair,** English, Equal Ops |
| ✓ | Rob | Hughes | Foundation | 10/10/2025 | School Council, RE |
| ✓ | Jeanette | Howe | Foundation | 16/12/2025 | RE |
| ✓ | Keith | Ivens | Co-opted | 20/12/2024 | H&S |
| ✓ | Andrea | Killick | Parent | 13/12/2024 | School Council |
| ✓ | Stephen | Miller | Foundation | 13/01/2024 | Curriculum Chair, Website |
| ✓ | Katie | Prescott | Head | N/A |  |
| ✓ | Nayland | Southorn | Foundation | 09/06/2023 | **Chair,** Safeguarding |
| ✓ | Susanne | Wearden | Staff | 14/07/2025 |  |
| ✓ | Clare | Willan | Foundation | 03/11/2025 | School Council |
| ✓ | Susan | Willan | Foundation | 14/10/2025 | SEND, PP, Maths, LAC, Wellbeing |
| ✓ | Jon | Williams | Foundation | 22/01/2026 | **Joint Vice Chair,** Resources Chair |
|  | 1 Ex-officio Foundation vacancy1 Parent vacancy | PE, EYFS and Marketing |
| In Attendance |
| ✓ | Nicola Stewart, Clerk to Governors |
| ✓ | Bev Arrowsmith, Deputy Headteacher |

***The meeting opened with the Governors prayer at 6.30pm.***

1. **WELCOME & APOLOGIES**

The clerk was thanked for her support which had been appreciated over the last six years, she would be sorely missed as she was leaving Edsential and would no longer clerk for Eccleston. The clerk thanked Governors for their kind gift which was appreciated.

Apologies were received and accepted from Helen Glaze.

1. **DECLARATION OF PECUNIARY INTEREST**
* Andrew Allmark declared that he was employed by Edsential as Facilities Manager.
* Susan Willan and Clare Willan declared they were related.
* Katie Prescot declared that her husband was on occasion contracted to complete repairs to the building, she carried out occasional work for Literacy Counts and ECM. She was also a Governor at Woodlands Primary School.
* Stephen Miller declared that he was a Governor at Chester International School.
1. **GOVERNANCE**

Jeanette Howe was appointed by the Diocese as a Foundation Governor; her term would expire on the 15th December 2025.

Governors noted a Parent and the Ex-officio Foundation vacancies.

1. **MINUTES OF LAST MEETING**

The non-confidential minutes of the Full Governing Board Meeting held on the 22nd November 2021 were confirmed as a correct record.

1. **AGREED ACTIONS & MATTERS ARISING FROM PREVIOUS MINUTES**

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| --- | --- | --- | --- |
| **Minute Ref** | **Name** | **Task** | **Status** |
| 5 | Katie Prescott | Arrange parent nominations in the spring term. | Ongoing |
| 5 | Steve Miller | Audit school website compliance and report back at the Spring term FGB. | Sue Willan had also audited the website. Governors were confident that the website was compliant |
| 7 | Andrew Allmark Katie Prescott | Arrange an audit on the administration of medicines procedure and Anti-extremism. | Ongoing |
| 10 | Katie Prescott | Circulate a date to all Governors for a curriculum update early in the spring term. | Curriculum committee agreed curriculum updates would be included within the Headteachers report |
| 11 | Katie Prescott | Upload the SDP. | Completed 01/12/21 |
| 12 | Katie Prescott | Upload the SEF. | Completed 01/12/21 |
| 14 | Katie Prescott | Share DfE Catch up/Sports Premium report with Governors. | Completed |
| 18 | Clerk | Clerk to update policy review dates on Governor Hub. | Completed 01/12/21 |
| 18 | Katie Prescott | Ensure policy review dates were correct and upload policies to the website where applicable. | Completed |

**ACTION: Headteacher to arrange parent nominations.**

**ACTION: Andrew Allmark to arrange an audit of the administration of medicines procedure and Anti-extremism.**

The Associated School Improvement Advisor (ASIA) had visited the previous week and suggested a small group of Governors should speak to the pupils about the curriculum. This would further Governors understanding of the curriculum.

**ACTION: Steve Miller as Chair of the Curriculum to arrange Governors to visit and speak to pupils about the curriculum.**

All policies now had a standard front sheet and were in the same format. Governors thanked Liz Breakspear for her hard work in standardising policies.

1. **CORRESPONDENCE TO THE CHAIR OF GOVENORS/CHAIRS ACTIONS**

No action was required.

1. **COMMITTEE REPORTS AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**
* Curriculum minutes had been uploaded.
* Finance & Resources minutes had been uploaded.
* Steve Miller had audited some of the website and would review again.

John Williams explained he was still liaising with representatives from the Grosvenor Estate regarding the remedial works required on the carpark. Governors had not yet signed the carpark lease whilst awaiting the work to be completed. Governors had requested an amendment to the lease wording to include the proviso that they would be an annual inspection to check the condition of the carpark and identify any unexpected and routine maintenance work. Governors and the school were pleased with the carpark and appreciated the Grosvenor estate completing and funding the carpark extension on their behalf but were disappointed that the work had not been completed to the standard anticipated. A view that had been supported by many visiting contractors/inspectors.

Governors were conscious that relationships with the Estate may have been affected by their insistence that the remedial work was completed before they signed. Governors wanted to ensure that they retained the positive relationship that had always been achieved.

A Governor suggested that a neutral agreed third party would be best placed to undertake an annual inspection.

*Q: Have the building surveyors put anything in writing to confirm they thought the work was not to an acceptable standard?*

*A: No, but I can ask them.*

1. **HEADTEACHER’S REPORT**

The Headteachers report had been uploaded onto Governor Hub in advance of the meeting.

Governors commented that it was good to see within the Headteachers report a section on different elements of the curriculum and on the website each curriculum area had a tab.

As a result of the recent Government white paper school hours needed to be a minimum of 32.5 hours per week. This school was ten minutes short per day, fifty minutes over the week. The Headteacher proposed effective from September 2022 they moved to an 8.45am start time which would meet the required hours.

Parents would be given a terms notice. Governors commented that the carpark was very busy at the end of the day. Finish time was staggered slightly at present to allow reception parents to pick up their child and collect other siblings.

*Q: Will after school clubs restart which would alleviate overcrowding as some pupils would finish later?*

*A: Some are running at present but hopefully by September all activities will be back to normal.*

RESOLVED: Governors AGREED to move the start of the school day to 8.45am from September 2022.

Attendance was the lowest it had been for over twelve years; this was due to COVID last term which was an anomaly. It was comparable to other schools who had all been impacted.

The Chair, Jon Williams and Sue Willan had attended recent Ofsted training and had discussed holding a curriculum evening where subject leaders spoke to Governors. Governors needed to demonstrate that they had a good understanding of the curriculum. The Curriculum committee had discussed the suggestion of a curriculum evening and decided that it was not the best use of staff time.

The strategic improvement plan outlined all aspects and improvement areas. The Chair circulated a A3 sheet which showed pictorially the Roadmap to Success, showing the five key areas of focus for school from the School Development Plan (SDP) The diagram would be updated as actions were completed.

The school vision was the key focus of the document as it underpinned everything the school strived to achieve.

Governors commented that the one-page sheet would be invaluable as part of an Ofsted inspection. Governors were encouraged to reflect and provide feedback to the Chair.

**ACTION: All Governors to feedback to the Chair after considering if they felt confident and could evidence that they challenged and supported the school. Areas they considered good and opportunities for improvement.**

**ACTION: Chair to upload Roadmap to Success to Governor Hub.**

1. **CURRICULUM UPDATE**

Governors were encouraged to look at the website as staff had done a lot of work to update curriculum areas and subject plans.

Governors were encouraged to come into school and meet with their link subject leaders now that COVID restrictions had lifted.

1. **SCHOOL IMPROVEMENT/DEVELOPMENT PLAN (SDP)**

Key points and updates had been included within the Headteachers report.

Governors were encouraged to ask questions at any time.

1. **SELF EVALUATION FORM (SEF)**

The SEF was uploaded in the autumn term, there were no significant changes.

**ACTION: Headteacher to upload latest SEF.**

1. **PUPIL PREMIUM (PP)**

Sue Willan had visited school and spoken to Suzanne Wearden about PP which was discussed within the curriculum committee. It was anticipated that some of the desired impact would be impacted due to COVID absences and interventions being restricted due to staff absence and mixing. An update with pupil progress data would be provided in the summer term.

1. **SPORTS PREMIUM**

The Headteacher provided an update within the curriculum committee. The strategy was on the school website and had not been changed since the autumn term. The bulk of funding was allocated to staff Continuous Professional Development (CPD). Some afterschool clubs were subsidised for disadvantaged pupils and equipment had been purchased.

1. **SAFEGUARDING**

Staff and Governors had attended Safeguarding Basic Awareness training in January led by the Headteacher. A further date would be scheduled for those who had been unable to attend.

**ACTION: Headteacher to circulate a date for refresher safeguarding training for Governors**.

The Headteacher and Steve Miller had recently attended safer recruitment training.

Governors were reminded to log all training on Governor Hub and Safeguarding via other organisations was acceptable.

The Chair had assumed responsibility for Safeguarding in the autumn term. The Chair had arranged to meet with a former Governor, Emma Coupe as she was a safeguarding professional.

A review of the Single Central Register (SCR) had not taken place.

**ACTION: Chair to review examples from the Single Central Register SCR with school administrator.**

1. **SPECIAL EDUCATIONAL NEED AND DISABILITY (SEND)**

Suzanne Wearden had attended a SEND conference which had provided her with lots of ideas to consider.

SEND support was working well at present and had been discussed in detail with Sue Willan and within the curriculum meeting.

The SEND policy and SEND school offer were within this meetings documents, minimal changes such as dates had been made.

1. **FINANCE ITEMS**

Variances to the 2021/22 budget had been discussed within the Finance and Resources committee meeting and minutes had been uploaded.

The 3-Year Budget Plan had been discussed within the Finance and Resources committee meeting and minutes had been uploaded.

*Q: Regarding the owed SEN funding from Flintshire have you received it yet?*

*A No, it is frustrating that school staff are expected to chase.*

RESOLVED: Governors AGREED the 2021/22 budget, draft budget 2022/23, and 3-year plan.

Schools Financial Value Standard (SFVS) had been completed and uploaded onto Governor Hub. The Chair complemented Liz Breakspear for getting up to speed so quickly in her administrator role.

RESOLVED: Governors AGREED the SFVS submission.

**ACTION: Chair to ensure SFVS was submitted before the 31st of March deadline.**

Recovery/catch up premium allocation was included within the PP impact statement which was on the school website.

1. **SCHOOL POLICIES**

The below policies had been uploaded onto Governor Hub.

* Early Years Foundation Stage (EYFS)
* Looked after Children (LaC)
* SEND Policy and School Offer

RESOLVED: Governors AGREED the above policies.

**ACTION: Clerk to update policy review dates on Governor Hub.**

**ACTION: Headteacher to ensure policies were uploaded to the school website where applicable.**

1. **CLERKS UPDATE / LOCAL AUTHORITY REPORT**

 The Clerk had circulated the below documents.

* SFVS guidance from the audit team.
* A link to a recent Ofsted inspection of Children’s services at the LA.
* Increased energy cost’s – recommended that budgets were increased by 200% for gas and 90% for electricity.
* Free e-learning on equality, diversity, and inclusion to be made available to boards via the National Governance Association.
* How could Governors support pupil attendance - Securing good attendance and tackling persistent absence - GOV.UK (www.gov.uk)
* Political Impartiality in Schools.
* [Governor training](https://edsential.com/products/?categories=33568) via Edsential.
* Modern Governor online training subscription.
* The Local Authority School Bulletin
* The Diocese newsletter
1. **GOVERNOR TRAINING AND VISITS**

Governors were reminded to log any training onto their Governor Hub profile and complete visit reports when they met with subject leaders.

1. **DATE AND TIME OF NEXT MEETING**

Monday 11th July 2022 at 6:30pm in school.

1. **GOVERNOR IMPACT**

Governors requested that their thanks be passed onto staff for continuing to keep things running in a warm happy atmosphere despite the many challenges presented this term.

* The Roadmap to success new document had been developed by the Chair for the benefit of Governors.
* The Chair often visited school and spoke to the Headteacher, staff and pupils.
* Jon Williams continued to liaise with contractors and visited to discuss the carpark which was appreciated.
* The Headteacher appreciated that Governors were supportive and committed
1. **GOVERNOR Priorities 2021/22**

Governors discussed progress on the Governor priorities within committee meetings.

1. To ensure that school is working in accordance with the two new inspection frameworks and to further develop the wider curriculum.

2) To ensure that Governors provide adequate support to school leaders to ensure that they can promote positive staff and pupil wellbeing.

1. Ensuring the school has given thorough thought to how mental health and wellbeing can be embedded in the curriculum and other school activities
2. Working with the school to complete an audit of their current provision if needed to understand other areas it could be incorporated
3. Understanding best practice and researching successful ways other schools have approached mental health and wellbeing and be ready to challenge and guide on the subject.

(3) To continue the strong links with the church, the local community and to further develop the Christian ethos.

Governors commented that since Roger resigned, Rob Hughes and Jeanette Howe had been amazing in picking up some of his responsibilities. Jeanette was regularly in school which was appreciated by staff and pupils.

(4) To celebrate diversity, promote inclusivity and ensure a culture of belonging for all.

*7.35pm the meeting closed with The Grace.*

Signed: Date:

ACTION LOG

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| **Minute Ref** | **Name** | **Task** | **Timescale** |
| 5 | Headteacher | Arrange parent nominations. | Summer term |
| 5 | Andrew Allmark | Arrange an audit of the administration of medicines procedure and Anti-extremism. | Summer term |
| 5 | Steve Miller | As Chair of the Curriculum to arrange Governors to visit and speak to pupils about the curriculum. | Summer term |
| 8 | All Governors | to feedback to the Chair after considering if they felt confident and could evidence that they challenged and supported the school. Areas they considered good and opportunities for improvement.  | ASAP |
| 8 | Chair | Upload Roadmap to Success to Governor Hub. | ASAP |
| 11 | Headteacher | Upload latest SEF.  | ASAP |
| 14 | Headteacher | Circulate a date for refresher safeguarding training for Governors. | Summer term |
| 14 | Chair | to review examples from the Single Central Register SCR with school administrator. | Summer term |
| 16 | Chair | to ensure SFVS was submitted before the 31st of March deadline. | 31/03/2022 |
| 17 | Clerk | to update policy review dates on Governor Hub. | Completed 09/04/22 |
| 17 | Headteacher | to ensure policies were uploaded to the school website where applicable. | ASAP |