

# MINUTES

**WINWICK CE PRIMARY SCHOOL**  
**Meeting of the Full Governing Body – spring 2023**  
**Thursday 23 March 2023, 5.00pm**  
**Venue: In School**

## **PRESENT:**

Mr C Browning  
Mrs R Buchanan  
Mrs S Dymond (Headteacher)  
Mrs C Jenkinson  
Mrs A Lacey

Mrs B Leek  
Mr C Mumford (Vice Chair)  
Mrs J Neal (Chair)  
Mrs L Smith

## **IN ATTENDANCE:**

Mrs L Duckett (Observer)

Miss L Hill (LA Clerk)

## **Part One: Non-Confidential Business**

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The meeting began at 5.05pm

### **1) Welcome and opening prayer**

The chair welcomed everyone to the meeting and led the opening prayer.

### **2) Absence and apologies**

Apologies were received from Miss G Allen and Mr D Rees.

Mr A Baker is expected to join the meeting, but may be late.

**AGREED: The full governing body consented to the absence of those listed above**

### **3) Declaration of personal interests for any item on this agenda**

No interests were declared for any item on the agenda.

### **4) Chair's Emergency Decisions**

There were no chair's emergency decisions to report.

The chair confirmed that the school have appointed Mrs L Duckett as the new headteacher during a rigorous interview process and she will assume this role

from 17 April 2023. The governors congratulated Mrs L Duckett for her new role as the headteacher and felt that this was well deserved.

**A governor asked** whether the school need to make sure that the community are aware of the outcome of the interviews. The chair confirmed that this has gone to the parents and staff already and reflected that this could also go to the PCC. **ACTION: Headteacher to send the formal letter to the John Watkin, Christine, the PCC and Cllr Cathy Mitchell, as well as uploading this to the school website.**

A governor, on the recruitment panel, reflected that there were strong candidates, however, it was felt that Mrs L Duckett shone through. Her passion for the school and children were very much seen by the panel. Governors noted the answers that Mrs L Duckett had given during the process and how these had greatly impacted their decision.

The governors thanked Mrs S Dymond for everything that she has done for Winwick CE Primary School and that she will be greatly missed by staff, children and governors. Mrs S Dymond has fully embraced the church and the school and the governors are sad to see her move on. The headteacher reflected that it was very challenging for the first year or so and that she had adapted to change and also needed to adapt her leadership style to facilitate the change that was needed. The headteacher advised that it had been a journey since joining the school but it is now the right time to move on as the school is in a good place and that she is confident that Mrs L Duckett will continue to build on this for the good of the school.

## **5) Governing Body Membership**

There are two foundation governor vacancies on the governing body at this time.

Mrs C Jenkinson's term of office as co-opted governor comes to an end on 20 July 2023. Mrs C Jenkinson will speak to the chair outside this meeting as to her intentions.

Mrs A Lacey and Mrs B Leek were reappointed by the PCC and the membership has been updated to reflect this.

Mrs L Duckett advised that she had spoken to Rupert Reece about advertising the foundation governor vacancy in the different parish newsletters and that there is a need to agree a summary. It was felt by the governors present that a more generic advert for foundation governors is needed.

**ACTION: Mrs L Duckett to draft a generic advert for foundation governors to be advertised in local parish newsletters. A governor asked** what this is in. Mrs L Duckett confirmed this as the parish newsletter and that she is uncertain as to whether Winwick have something similar or if it is an amalgamation of the other 2 parishes. The Pew News was also noted as a possible avenue to advertise the foundation governor vacancy. **ACTION: Mrs L Duckett to email John to advertise this vacancy.** Mrs L Duckett

stated that it might be worth approaching Father Peters to advertise this vacancy too.

Mrs L Duckett advised that Reverend Pat-Grey led the confirmation service and advised that she would be happy to commit to coming into school to leading a Eucharist in school. Mrs L Duckett will lead on this and is hopeful to have a number of clergy members to deliver sessions in school throughout the year.

## 6) Previous full governing body minutes, matters arising and action log

To confirm the minutes from the meeting held on 15 November 2022.

**AGREED: The minutes from the previous meeting held on 15 November 2022 were confirmed as a correct record**

### Matters Arising

Mrs A Lacey advised that she has been in to complete a visit in Early Years and that she has had to rearrange the PE visit. This was discussed at the last Quality of Education meeting.

### Action Log

4. The headteacher arranged for the governors annual pecuniary interest forms to be sent out to governors electronically. **Action Complete.**
- 6.1 The chair contacted Mrs B Leek and Mrs A Lacey as to their intensions and it was confirmed that they have been reappointed by the PCC. **Action Complete.**
- 6.2 The headteacher contacted other Church of England schools regarding any interest in being a foundation governor at Winwick CE Primary School. The headteacher advised that there had been no interest from this. **Action Complete.**
- 6.3 The chair confirmed that she and Mrs L Duckett had met to discuss the membership as well as meeting the new church warden, where the lines of communication have been opened. **Action Complete.**
8. The chair signed the governors' code of conduct on behalf of the governing body. **Action Complete.**
9. The chair updated the governors' area of the school website. **Action Complete.**
10. The clerk added the Leadership and Management committee minutes from the autumn term to the agenda for this meeting. **Action Complete.**
14. Mrs R Buchannan advised that the staff survey had not been completed and that it had been agreed that this would be undertaken in June. **ACTION: Ongoing survey to be sent out HT6 due to change in leadership.**
- 15.1 The clerk added the SEND external review to the Quality of Education committee. **Action Complete.**
- 15.2 The chair advised that she had undertaken the behaviour and English visit together. **A governor asked** whether the SEND governor still

needed to do a SEND visit. Mr C Mumford advised that he would be doing this before the SEND review. **ACTION: Mr C Mumford to do a governor visit in the summer term for SEND.**

The chair advised that she had completed a literacy visit with a reflection to behaviour and the children's attitudes to learning. It was agreed that governors were linking behaviour to subjects rather than doing a visit solely on behaviour. The chair advised that she is to write the report up for this visit and that this will go to the next Quality of Education committee. **ACTION: Clerk to add the Literacy visit report to the agenda for the next Quality of Education committee.**

- 20. Mr C Browning advised that the meeting was cancelled and that this was being rearranged to take place next term. **ACTION: Mr C Browning to add the questions around online safety to his visit with Mr N Henaghen in the spring term. Action Carried Forward for summer term visit.**
- 21c. The clerk added the Primary Assessment Update paper to the Quality of Education committee. **Action Complete.**
- 22. The clerk added the English subject report to the Quality of Education committee. **Action Complete.**
- 22b.1 It was reported that Mr A Baker had liaised with Glen regarding the re-scoping of the project. **A governor asked** what the outcome of this was. The chair advised that the school can resubmit the bid in chunks and that she will be submitting this again in the future.
- 22b.2 The chair sent Mr A Baker the information as discussed. **Action Complete.** A governor noted the increase in building costs and this having to be reflected within future bids.
- 22c. The chair confirmed that the tree planting has been brought forward and that this will be planted by the headteacher. The tree will represent the Queen's Jubilee and the school's 150 year anniversary and that a plaque reflecting this would be installed at a later date. **Action Complete.**

## 7) Previous Committee Minutes

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|-------------------------|-----------------|
| a. PDBW                 | 12 January 2023 |
| b. Quality of Education | 24 January 2023 |

Mrs L Duckett advised that she had made amendments to the minutes to ensure that all of the detail on English was there and also captured the information from David Thorpe's visit.

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|------------------------------|-----------------|
| c. Leadership and Management | 19 October 2022 |
| d. Leadership and Management | 9 March 2023    |
| e. Admissions                |                 |

The Admissions Committee meeting was discussed in the Leadership and Management committee (minutes stored within the Leadership and Management committee and Admissions committee folder on the google drive).

Mrs B Leek advised that the numbers are down across Warrington and that there is a low birth rate expected for the next 4 to 5 years. **A governor asked** how many children are expected to join the school in September 2023. The headteacher advised that there are 23 children confirmed to join the school in September.

A discussion took place on how the school should be maximising the nursery provisions in the local area. There is no capacity in the school to open a nursery/reception cohort and that this is not the right provision for nursery age children, however, it may be worth thinking about again in the future.

**AGREED: All of the committee minutes listed above were received and the recommendations approved**

## **8) Headteacher's Report**

The headteacher's report was circulated prior to the meeting.

The headteacher highlighted the following points from her report:

- The attendance detailed within the headteacher's report is only until February half term (95.8%). Holidays were noted as being the largest issue. A governor noted that there are now 31 children in EYFS and Year 1, which is above the threshold of a maximum of 30 children in any key stage 1 class. The headteacher explained that the school had an application from 2 children moving into the area and that the Admissions team at the local authority confirmed that the school had to accept these children under exceptional circumstances as Winwick CE Primary School is the only school within 2 miles. The headteacher advised that this does not increase the capacity in that class permanently should any children leave, this would then revert back to being a maximum of 30 children. **A governor asked** whether the school would receive more funding for those children. The headteacher reflected that the school would only receive additional funding for these children should they still be at the school during the census in October. **A governor asked** whether the school expect them to still be at the school at that point in time. The headteacher advised that she would, but there could be others that could move on. The headteacher advised that she has asked the admissions team that should another child apply to join the school in this class, then would the school have to accept them. The headteacher confirmed that the school would have to accept them under the current ruling. A governor noted at what point does this become unsafe and the impact that this would have on the wellbeing of the staff having more number of children than there should be. A discussion took place.
- There is an overview of the breakdown of what's happening with the children who are persistently absent. This is discussed in detail during safeguarding meetings with the chair as the safeguarding governor. **A governor asked** what the trend is like with attendance. The headteacher advised that this has been similar the whole time. The

issue is mainly over two children, however, since going for fast track prosecution, the attendance of these children has improved significantly. The headteacher advised that one of these children have been collected by Mrs C Jenkinson and herself on a daily basis and that they now come to school themselves.

- Mobility- the school have gained 10 children and 2 children have moved on to other schools.
- Staffing structure is detailed with all changes.
- The changes in leadership roles has been included within the headteacher's report.
- Negotiated for Mr Preston to join the school on M3 for the summer term.
- The School Self Evaluation (SEF) will be the focus next week.
- Evidence included within the Quality of Education section of the report. Content and sequence progression is there throughout, but books need to reflect evidence is there.
- Behaviour, Attitudes and Development- this is felt to be outstanding at this school, but evidence is needed with regards to attitudes to learning e.g. how are children presenting, pride in books, focussed on learning etc. **A governor asked** how do governors evidence this during visits in school. Intent and governors should know this as governors from Quality of Education and whether this marries up with what is seen during visits. Governors can see different elements of the lesson and this can showcase a range of different things.

Mrs L Duckett spoke of the recent English visit and how elements were seen and that this could be evidenced. The chair gave her feedback on the new way of conducting a governor visit whilst incorporating behaviour into this and how positive this was. The chair encouraged governors to do future governor visits to be looked at in a similar way.

Pupil voice- the children were able to speak about what sort of books they have been accessing and during the visit could see the lessons in progress, which is beneficial for governors. The teacher's action plan should also be seen throughout the visit. A governor stated that during visits, governors can see how the children are responding to the subject that is being taught.

- Children were noted as being well behaved and calm during the recent interviews by the candidates.
- The headteacher reported that the school has strong leadership and management at all levels including governance. The headteacher spoke of the developments over the last few years in terms of middle leaders, NQT/ECT etc. it also shows the support given to students that are in school. Mrs L Duckett advised that the support given by the school to students was noted by the students QA tutors of students, which is encouraging and positive. Feedback on the children was also amazing. The headteacher advised that all staff in school support students, not just the class teacher that they are working with and this is a credit to the staff at the school.

- All CPD is listed within the headteacher's report. It was noted that there has been a lot of training opportunities for all staff and that the CPD listed is just for one term.

## 9) Wellbeing

There was nothing to add on Wellbeing at this meeting.

## 10) Policies

There were no policies for ratification at this meeting.

## 11) Finance

### a. Service Level Agreements (SLA)

The headteacher gave a list of SLA purchases out within the meeting.

**ACTION: Headteacher to upload the school's SLA's to the FGB folder on the google drive.**

The headteacher highlighted the following points regarding the SLA's that the school buy into:

- IT services: the costings for this SLA have not changed
- The school are unable to purchase the PE and sports SLA yet as this is not available to purchase.
- The French primary network is not available to purchase, but there is a chance for the school to reflect on what is needed for the school. The headteacher suggested that the school could move to this being an online task, rather than have a French teacher come into school as is the process now. Videos are available for these lessons and this will help develop teachers knowledge on the subject and give them confidence in their teaching of this.
- School meals needs to be purchased and is a £0 costing.

**A governor asked** whether teaching French at the school would help to increase the number of children taking French when they move onto their chosen high schools. A governor noted that Hope Academy teach both French and Spanish and Spanish was noted as much easier to learn. **A governor asked** why the children are taught French as opposed to Spanish. The headteacher advised that this has been taught at the school historically and that this could be something that can be considered to move to teaching Spanish instead. A governor suggested that the school could ask the children and parents for their feedback on which language they would prefer to learn.

**A governor asked** how the money saved from changing to online French lessons, rather than having a teacher come in to teach these lessons would be spent. The headteacher advised that this saving would go back into the budget.

**b. Agree or delegate the school budget**

The outturn budget for 2022-2023 and the indicative budget for 2023-2024 was **agreed** in the Leadership and Management committee.

**c. Sign off the School Finance Value Standard**

Mrs L Smith advised that the SFVS is approximately 95% complete with a deadline of Friday next week. The draft SFVS was shared with governors last week.

Mrs L Smith advised that there were two actions from last year around the school fund transactions and that these are being addressed currently. Last year's SFVS was used as a basis and has been updated.

Mrs L Smith noted that the SFVS is now more robust with the School Business Manager in post and that everything can be evidenced. The headteacher spoke of the impact that the appointment of the School Business Manager has had on the school so far. **A governor asked** whether someone will be brought in to cover the School Business Manager's maternity leave. The headteacher confirmed that Helen Heaton will be covering the School Business Manager's maternity leave. **A governor asked** where Helen has come from. The headteacher advised that Helen has previously worked at St Elphin's CE Primary School doing an admin role, as well as previously working at Glazebury Primary School and one other school where she was learning about becoming a School Business Manager. A handover with the School Business Manager will be taking place soon.

Governors were asked to look at the SFVS once this has been circulated and to email Mrs L Smith to confirm that they are happy with the information presented.

Mrs L Smith advised that she is awaiting the bank statements to be able to finalise the SFVS before this is circulated.

**ACTION: Mrs L Smith to email to all governors the proposed SFVS document for agreement.**

**ACTION: Chair to sign off the SFVS once this has been completed and agreed by governors following this.**

**d. Sign off the VB1 form**

The VB1 form was agreed at the Leadership and Management committee and this was signed within this meeting so that this can be submitted to the local authority.



**e. Monitor the spend on COVID catch up**

This is not applicable to the school as the school are not utilising this funding.

**f. Monitor the spend of recovery premium funding**

This is not applicable to the school as the school are not utilising this funding.

**12) Admissions**

Admissions was discussed earlier in the meeting.

**13) Review the School Improvement Plan**

The School Improvement Plan (SIP) is on the google drive with some evaluative comments. Chairs of the committees have been asked for comment on their area by Monday. **ACTION: Mrs J Neal, Mr C Mumford, Mr C Browning and Mrs C Jenkinson to complete their sections by Monday 17<sup>th</sup> April.**

**14) Review the school's equality information and objectives**

The school's equality information and objectives were circulated via the Leadership and Management folder (AOB spring 2023). **A governor asked** what the deadline for this is. The headteacher advised that the school's equality information objectives are what they are and that if governors have any comments about this to email Mrs L Duckett by 17 April 2023. The majority of the information included is pulled off the system.

**15) Governor Briefing Paper**

The spring term governor briefing paper was circulated prior to the meeting.

The following points from the governor briefing paper was highlighted to governors:

- Governor's statutory responsibilities on SEND. **A governor asked** whether there is a change in guidance for families. No, it is just to note and that these are within the policy.
- Guidance on recruiting new governors.
- Important dates for SATS and the need to have governor visits during SATS week. These take place between Tuesday 9 May and Friday 12 May 2023. Governors were asked to email Mrs L Duckett if they would like to come in during this week. **A governor asked** whether it would be a morning or during all sessions. The headteacher advised that governors can drop in any time during SATS week and can come unannounced.

## 16) Governor Training

The local authority's spring and summer term governor training schedule was circulated prior to the meeting.

Amy did emotionally healthy schools training. Very reassuring that the school are already doing what is in this.

The mental health team have updated the offer that can be provided to schools e.g. training packages, support for children, and guidance for help with children (strategies). If name a child, then parental permission is needed. Mrs L Duckett advised that she has offered the school as a venue for training for schools to come together. The school are excited to work with them to take wellbeing to the next level and that a bigger impact will be made on this going forward.

ELSA- Mrs J Mills is much further ahead than anyone else and asked for people to come in to watch Mrs G Mills in practice. It was noted by governors that there is a need to apply for more awards around staff wellbeing as this is a particular strength at the school and this needs to be recognised.

The safeguarding audit has taken place by Stephen Gillgham at the local authority, where the chair attended this with headteacher and Mrs L Duckett. This was reported to be very positive and everything was found to be in place. The safeguarding report was circulated prior to the meeting. **A governor asked** whether the auditor is from the local authority. The headteacher confirmed that he is and that the local authority has a statutory duty to look at safeguarding. This is done through the education team, as opposed to the social care team. **A governor asked** whether this is completed every year. Yes. Stephen checked the school's CPOMS records and the Single Central Record. The chair advised that she will complete a summary report following this, which will be brought to next Leadership and Management meeting. **ACTION: Chair to write a report of her safeguarding visit into school.** **ACTION: Clerk to add Safeguarding visit report to the agenda for the next Leadership and Management agenda.**

**A governor asked** what the issue was about the perimeter fence within the safeguarding audit report. The headteacher reflected that this is noted every year and is not felt as needed for this school as this would not add any additional security to the school. **A governor asked** what installing a perimeter fence would do that is not being done already. The headteacher advised that this would force someone to come in from one end, but the school would still have to have a gate open to access the main reception area of the school. Mrs L Duckett advised that there is only one classroom at the school that is front facing. **A governor asked** whether this bothers the SLT. The headteacher reflected that there would be a need to manage the risk and finance with this. **A governor asked** whether there has ever been an issue with not having a perimeter fence. No. A governor stated that this would also not be appreciated by the community.

Mrs C Jenkinson will liaise with governor's regarding their training and will update the governors training records. The governor's away day will be taking place in the summer term.

*Mr C Browning left the meeting at 6.28pm*

## 17) Any Other Business

### a. Term Dates for 2024-2025

The proposed term dates for 2024-2025 were circulated prior to the meeting. The headteacher advised that this is the suggested dates from the local authority. Mrs L Duckett went through the dates with governors and informed of the inset days/twilight sessions for staff.

**A governor asked** whether there is 5 weeks holiday in the summer. Mrs L Duckett confirmed that there are and that there are also two weeks at Whit. A governor noted the shortness of the summer term 1. Mrs L Duckett advised that this is known and that the school are unable to delay the Whit holidays as the phonics screening starts following this.

The proposed term dates for 2024-2025 were **agreed** by the governors present.

### b. Photographer

The headteacher advised that the photographer is in school on 24 April 2023 and asked governors to come in to have their photo taken as a new board is being placed in reception. **ACTION: All governors to try and attend this.**

## 18) Future Meeting Dates

Summer 2023      Thursday 13 July 2023, 5.00pm

**Part one of the meeting closed at 6.34pm**

Signature: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_

### Part One Challenges from Governors:

Agenda Item No.	Agenda Item	Challenge
4	Chair's Emergency Decisions	<b>A governor asked</b> whether the school need to make sure that the community are aware of the outcome of the interviews. The chair confirmed that this has gone to the parents and staff already and reflected that this could also go to the PCC.

6	Previous Action Log	<b>A governor asked</b> whether the SEND governor still needed to do a SEND visit. Mr C Mumford advised that he would be doing this before the SEND review.
7e	Admissions Meeting	<b>A governor asked</b> how many children are expected to join the school in September 2023. The headteacher advised that there are 23 children confirmed to join the school in September.
8.1	Headteacher's Report	<b>A governor asked</b> whether the school would receive more funding for those children. The headteacher reflected that the school would only receive additional funding for these children should they still be at the school during the census in October.
8.2	Headteacher's Report	<b>A governor asked</b> whether the school expect them to still be at the school at that point in time. The headteacher advised that she would, but there could be others that could move on.
8.3	Headteacher's Report	<b>A governor asked</b> what the trend is like with attendance. The headteacher advised that this has been similar the whole time.
8.4	Headteacher's Report	<b>A governor asked</b> how do governors evidence this during visits in school. Intent and governors should know this as governors from Quality of Education and whether this marries up with what is seen during visits. Governors can see different elements of the lesson and this can showcase a range of different things.
11a.1	Service Level Agreements	<b>A governor asked</b> whether teaching French at the school would help to increase the number of children taking French when they move onto their chosen high schools. A governor noted that Hope Academy teach both French and Spanish and Spanish was noted as much easier to learn.
11a.2	Service Level Agreements	<b>A governor asked</b> why the children are taught French as opposed to Spanish. The headteacher advised that this has been taught at the school historically and that this could be something that can be considered to move to teaching Spanish instead.
11a.3	Service Level Agreements	<b>A governor asked</b> how the money saved from changing to online French lessons, rather than having a teacher come in to teach these lessons would be spent. The headteacher advised that this saving would go back into the budget.
11c.1	Sign off SFVS	<b>A governor asked</b> whether someone will be brought in to cover the School Business Manager's maternity leave. The headteacher confirmed that Helen Heaton will be covering the School Business Manager's maternity leave.
11c.2	Sign off SFVS	<b>A governor asked</b> where Helen has come from. The headteacher advised that Helen has previously worked at St Elphin's CE Primary School doing an admin role, as well as previously working at Glazebury Primary School and one other school where she was learning about becoming a School Business Manager.
14	Review Schools Equality Information and Objectives	<b>A governor asked</b> what the deadline for this is. The headteacher advised that the school's equality information objectives are what they are and that if governors have any comments about this to email Mrs L Duckett by 17 April 2023.

		The majority of the information included is pulled off the system.
15.1	Governor Briefing Paper	<b>A governor asked</b> whether there is a change in guidance for families. No, it is just to note and that these are within the policy.
15.2	Governor Briefing Paper	<b>A governor asked</b> whether it would be a morning or during all sessions. The headteacher advised that governors can drop in any time during SATS week and can come unannounced.
16.1	Governor Training	<b>A governor asked</b> whether the auditor is from the local authority. The headteacher confirmed that he is and that the local authority has a statutory duty to look at safeguarding.
16.2	Governor Training	<b>A governor asked</b> whether this is completed every year. Yes. Stephen checked the school's CPOMS records and the Single Central Record. The chair advised that she will complete a summary report following this, which will be brought to next Leadership and Management meeting.
16.3	Governor Training	<b>A governor asked</b> what the issue was about the perimeter fence within the safeguarding audit report. The headteacher reflected that this is noted every year and is not felt as needed for this school as this would not add any additional security to the school.
16.4	Governor Training	<b>A governor asked</b> what installing a perimeter fence would do that is not being done already. The headteacher advised that this would force someone to come in from one end, but the school would still have to have a gate open to access the main reception area of the school.
16.5	Governor Training	<b>A governor asked</b> whether this bothers the SLT. The headteacher reflected that there would be a need to manage the risk and finance with this.
16.6	Governor Training	<b>A governor asked</b> whether there has ever been an issue with not having a perimeter fence. No.
17a	Term Dates 2024-2025	<b>A governor asked</b> whether there is 5 weeks holiday in the summer. Mrs L Duckett confirmed that there are and that there are also two weeks at Whit. A governor noted the shortness of the summer term 1.