

MERSEY VALE PRIMARY SCHOOL GOVERNING BOARD MINUTES

AUTUMN TERM 2020

Date: 23 November 2020

Time: 6pm

Venue: Video Conference

GOVERNORS PRESENT

Dr W Goundry (Chair), Mrs J Mullane (Headteacher), Ms M Akhtar, Ms A O'Brien, Mr S Farrell, Ms A Harrington, Ms S Ingle-Raja, Cllr T McGee, Dr A Nasser, Mr T Gough

IN ATTENDANCE

Mrs A Paterson Governor Support Officer
Ms C Whitehead Assessment Leader/ AHT

SBM Pre-meeting presentation

Financial processes for governors delivered by Mr S Farrell, SBM.

Clerk OPENING THE MEETING AND ELECTION OF CHAIR

Election of Chair

It was noted that Dr W Goundry had declared an interest in the position of Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.

It was proposed by Cllr T McGee, seconded by Ms A Harrington and unanimously RESOLVED that Dr W Goundry be elected Chair for the agreed term.

Dr W Goundry in the chair.

Governors were asked to consider succession planning in terms of expressions of interest for the chairperson post from autumn 2022.

1. WELCOME AND APOLOGIES

Governors were welcomed to the meeting by the chair and reminded of the school motto. Apologies for absence were received from Ms C Varetto and accepted by the governing board.

2. LENGTH OF TERM OF OFFICE

Governors duly AGREED a continuation of the current arrangements. Terms of office will be for two years, with the Chair remaining in office until 2022 and the Vice Chair remaining in office until the date of the autumn term meeting 2021.

3. ELECTION OF VICE CHAIR

It was noted that **Ms M Akhtar** had declared an interest in the position of Vice-Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.

It was proposed by Chair, seconded and unanimously RESOLVED that **Ms M Akhtar** be elected Vice Chair for the agreed term.

4. DECLARATION OF INTERESTS

a) Declaration of Business Interests

Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made.

Governors were reminded that they should declare any interest which arose during the meeting.

b) Business Interest Form

Copies of the Business Interest form 2020-21 had been circulated prior to the meeting. Governors were requested to complete and sign the form electronically and return it to school for upload to the website.

The chair demonstrated to governors how to add this information on GovernorHub.

c) DBS Checks and Section 128 Checks

The Headteacher confirmed that DBS checks were in place for all governors and that Section 128 checks have been carried out.

5. CHAIR'S ACTION

The Chair explained that, due to the implications of Covid-19, the following Chair's Action had been taken:

- It was noted that the Headteacher would be retiring at Easter. The Chair had liaised with the LA, key governors and the SIA regarding the recruitment process for the new Headteacher.
- The upper level of HR support buy back had been purchased
- Plans and costs of the LA recommended venue to hold face to face interviews noted.

6. LEADERSHIP TERMLY REPORT

The Leadership Report had been circulated to the governors prior to the meeting and questions were invited:

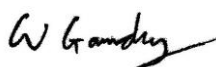
The Headteacher thanked staff members for their contributions to the report. Following DfE advice to return to normal as soon as possible, COVID specific management sections had been highlighted in blue on the report.

p1-4 – Governors were referred to the SIA targets and updates on priorities.

Reading and Phonics – The link governor was thanked for their support. **How are we challenging our more able readers especially in KS1?** Governors were referred to the Read, Write Inc scheme in Phonics and heard about how more able pupils were challenged.

Key Stage 2- emphasis on vocabulary and definitions was discussed. Pupils were given more challenging books as appropriate. There continued to be a whole school approach to promote the enjoyment of reading and theme weeks were linked to reading. Governors were referred to the notes added to the GB section of the website for further information.

p4 – Key documents were saved in GB area of website. The Remote Education policy was noted.



Signed

Dated 15/3/2021

Catch up premium strategy - this was approximately £80 per pupil. Details of how the school had planned to use this funding was included.

Subject leaders update – the Headteacher would meet with leads before the end of term. Plans for more formal lesson observations would be considered.

Summary of results - this was based on teachers predictions and assessments, governors were informed that the current data for 2019 remained valid in terms of external scrutiny.

Governors were referred to the data for each phase, this included areas of strengths and potential lines of enquiry. Catherine Whitehead, Assessment Lead was invited to provide an update for governors.

EYFS GLD – predicted outcomes showed that 64% had reached GLD. The baseline figures were discussed. Strengths and weaknesses were highlighted in comparison with national figures. Disadvantaged children had a higher GLD 71%, compared with the national average of 50%.

Phonics screening was to be confirmed this term, lots of internal moderation had taken place.

End of KS1 data - combined greater depth was 10%, this was higher than the previous year.

Maths was a strength and progress was highlighted, the school was above national average.

KS1 – the percentage of disadvantaged pupils meeting or not meeting expected standard was discussed. **How many children does this equate to?** Catherine Whitehead would follow this up post meeting.

Is greater depth in reading a trend? Gender gaps were noted. **Are girls outperforming the boys in this area?** Governors considered the small size of the cohort and trends were discussed.

Reception cohort baseline on entry was highlighted. Discussions had taken place about Early Years Assessment with the EY Lead and the Reception Teacher in response to the item in the LA briefing papers.

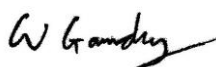
Leadership Report - Personal Development – there was a focus on positive mental health and pupil wellbeing this term. Outdoor learning and Forest School provisions had been enhanced with more opportunities for children to participate each week, this was supported by the Learning Mentor and the Forest School Leader.

FRESH (Food Ready Every School Holiday) was offered to all families. This was a partnership between local churches and school. Governors noted the good partnership, community and church links.

There had been an improvement in behaviour since pupils returned to school, governors noted the consistent staffing arrangements and the good structure in place for pupils.

Class Dojo was praised as a good communication tool between school and home.

Attendance was good at 93.5%. The chair commended the effort of staff.



Signed

Dated 15/3/2021

Strategic Covid update -governors were referred to the document which summarised the Covid- related challenges faced by school and how school leadership had responded from March to present day. The Headteacher talked about what had worked well and any lessons learnt.

The new school website was now live and governors were thanked for their support.

Governors noted school's responsibility to ensure that pupils were safe during lockdown and KCSIE was highlighted. SLT maintained regular contact with vulnerable families.

Challenges were noted in terms of staff cover arrangements and the provision of a good balance and consistency.

The curriculum would return to normal as much as possible. The school continued to work with Lacey Green Primary School re. phonics support.

Governors were referred to the SIA's comment which praised the school's leadership. Governors commented that it was amazing to see the children back in school and how easily they had adapted to the new routines.

Recruitment of a new Headteacher – The Headteacher appreciated all the work of the governing board and offered her support with the transition with a new Headteacher.

Pupil voice was noted.

The SEF was good/ close to outstanding and outstanding in some areas. The SIA would visit the school as part of the evaluation process.

The virtual parent evening had worked well and had encouraged good timekeeping.

7. BOARD DEVELOPMENT

a) Governing Board Development Plan

An updated Development Plan had been shared prior to the meeting. The chair provided an overview and talked governors through the actions.

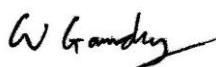
- Budget presentation – the SBM was thanked for his presentation
- Embracing virtual technology – GB succession planning, LA training and flexibility was noted
- Recruitment of new Headteacher – It was agreed that all governors would have a 1 to 1 catch up with the new Headteacher in the summer term **ACTION**
- Chair / Development Governor would meet with new Headteacher and set new SIP / development targets.

The Chair would send a final copy to the SBM to add to the governors section of the website. **ACTION**

b) Induction, Training and Succession Planning

It was anticipated that meetings and training sessions would continue to be held virtually in the spring term.

The chair referred to the governor training programme which had been shared on GovernorHub and encouraged governors to attend any sessions relevant to their role.



Signed

Dated 15/3/2021

c) Stockport Governor Conference

The 2020 GOVAS conference was postponed due to Covid-19. A date for the 2021 conference will be circulated in due course.

d) Website Update

The GSO would send updated governor information to the SBM to add to the website.
ACTION

8. RESOURCES

a) Budget Update

The impact of the lower pupil numbers in Reception last year was discussed, this was a reduction income of around £35,000-45,000 per year. This year and the next the budget was expected to be in a more positive position. The following year the budget would be tighter and would continue to be carefully monitored.

Have any new pupils joined Reception? 1 child had joined. There were now 203 pupils on roll across the school.

The number of children eligible for pupil premium had increased.

There was an underspend in School meals, this was a variable figure. £60,000 was budgeted; this included FSMs.

School population and pupil mobility – **is this because pupils are moving school or area?** Some families had relocated. The SBM agreed to provide a report from the previous 2 years for next Governing board meeting. **ACTION**

The October census was discussed.

LA briefing papers – minimum funding level of £4180 was noted. The school already received above this at £4200 per pupil and next year expected to receive £4,400per pupil.

Streamlining of teachers pay and pension grant – around £5,000 had been budgeted although it was expected that this figure would be higher. This would be corrected for the 2021/22 budget.

Covid Catch up fund – a temporary staff member (HLTA) had been recruited.

The SBM advised of the LA Finance's request for schools to produce a 3 year budget plan going forward.

b) Approval of School Fund Audit Arrangements

It was proposed that IT Accounting continue to audit the School Fund, (free of charge); this was duly APPROVED by the governing board.

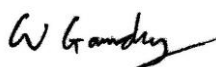
The SBM advised of a delay due to Covid restrictions. The SBM undertook to send this year's school fund for auditing by the end of next term. **ACTION**

c) SFVS

Governors discussed preparations for the completion of the SFVS paperwork and its return to the LA by 31st March 2021. This would take place with the SBM and Resources Committee.

9. BUSINESS

a) Committee Structure and Membership, Appointment of Linked Governors, Review of Committee Remits



Governors discussed and reviewed committee structure and membership, and link governors as per Appendix 1.

Governors agreed the following changes:

- Teaching and Learning Committee – A Nasser and T McGee to join
- Resources Committee – Chair and A Harrington to join

Link governors:

- SIP 1 – A O'Brien
- SIP 2 – Chair
- SIP 3 – T Gough (Covid impact)

- Attendance – SBM / Headteacher / M Jennings Aziz
- Inclusion - S Ingle-Raja
- Health and Safety – A Nasser

Updated model committee remits had been circulated prior to the meeting; these were AGREED by the governing board.

b) Policy List

Governors considered the updated Policy List and the review date cycle.

c) Review of revised Governor Code of Conduct

Governors were referred to the previously circulated document and considered the proposed amendments. The Governing Board Code of Conduct 2020-21 was duly adopted.

d) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 29 June 2020, copies circulated previously, be approved and signed by the Chair and authorised for publication.

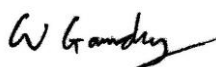
e) Action Points from Previous Meeting

The actions from the summer term minutes were reviewed as follows:

SUMMER TERM 2020 GOVERNING BOARD MINUTES

MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4	A governor suggested to invite parents comments via text / video. The Headteacher agreed to look into this and would follow up with parents.	Headteacher	COMPLETED <i>A survey was completed</i>
4	<i>Can we hold assemblies about Black Lives Matter?</i> The Headteacher and Deputy Headteacher undertook to make plans to address this from September.	Headteacher and Deputy Headteacher	COMPLETED <i>Class-based assemblies held</i>
6a	The Clerk undertook to provide a paper copy of the minutes from 2	GSO	<i>GSO to send approved minutes for Spring /</i>



Signed

Dated 15/3/2021

	March 2020 for the Chair's signature		<i>Summer FGB to chair for electronic signature post meeting</i>
6g	Governors to update GovernorHub contact details if necessary The Clerk undertook to send up to date information through to the School Business Manager for submission to Get Information About Schools (GIAS)	Governing board GSO / SBM	COMPLETED
8	Full Governing Board and Committee Meetings - The Chair agreed to share proposed dates by email for governors to vote on	Chair	COMPLETED
9	The SBM offered to provide a pre-meeting presentation about financial processes for governors information	SBM	COMPLETED <i>On agenda</i>

f) Committee Minutes

The minutes of the following committee meetings were noted by the governing board:

- Steering Committee 21.09.20
- Resources Committee 23.11.2020
- Teaching and Learning committee 05.10.20 – A virtual parents evening had been arranged.

g) Policies

The following policies had been considered within the relevant committees and recommended for ratification. The policies were duly RATIFIED by the governing board:

Teaching and Learning Committee:

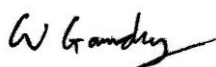
- Safeguarding Children
- Governor visits to school
- PSHE and Citizenship
- Religious Practice and Faith Policy
- Able, Gifted and Talented
- Parents Complaints Policy

Resources Committee:

- Virtual Governance Policy
- Best Value statement
- Appraisal Policy
- Statement of Internal Control
- Smoking Policy
- Volunteers in School
- Security (personal, premises, ICT)

Pay Policy

A consultation upon the 2020 Pay policy had been held with school staff and/or their union representatives. The Pay policy had been considered within the Pay committee and was recommended for ratification. The policy was duly RATIFIED by the governing board.



Signed

Dated 15/3/2021

h) Keeping Children Safe in Education 2020

Governors undertook to read Annex A to the safeguarding policy and confirm on GovernorHub.

Safer Recruitment – the chair had undertaken this course and recommended that panel members undertake this training for the Headteachers recruitment.

10. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

Governance and Governor Development

Governors were invited to consider their own training and development needs and those of the whole governing board.

School Improvement 2020-21

Assessment Update

Schools Estates Update – Heaton’s was highlighted as a pressure area

DfE Update upon PSHE

SEND

SHAPES Alliance Update

The guidance was noted by the board.

Schools’ Finance

Governors noted the requirement to submit the SFVS to the local authority by 31.3.21. SBM was thanked for responding to this under Budget update.

Early Years Update

Governors noted the questions to support the understanding of EY work within their school. Governors were referred to the document shared on the governors section today to address all questions within the paper. **Does this cover baselines aswell?** Yes.

11. DATES

a) Full Governing Board

- Spring GB Meeting Monday 15th March 2021, 6pm (virtual)
- Summer GB Meeting Monday 5th July 2021, 6pm

b) Committee Meetings

- Resources Committee - Monday 1st February 2021 (virtual), 6pm, Monday 10th May
- Teaching and Learning committee Monday 1st February 2021 (virtual) 6pm Monday 10th May

12. ANY OTHER BUSINESS

a) Sharing Email Addresses with GOVAS and NGA

Governors AGREED to share their email addresses with GOVAS and the NGA.

b) Inclusion of Contact Details on GovernorHub

Governors were made aware that their contact details were visible on GovernorHub to all members of the governing board. Governors were advised that the LA must have a postal address to contact governors.

c) School Website Compliance

Governors were advised of two new finance-related requirements detailed within the guidance *What Maintained Schools Must Publish Online*.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8.02pm.

**MERSEY VALE PRIMARY SCHOOL
AUTUMN TERM 2020 GOVERNING BOARD MINUTES
MEETING ACTION POINTS**

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
7a	It was agreed that all governors would have a 1 to 1 catch up with the new Headteacher in the summer term	All governors	Summer term
7a	GB Development Plan - The Chair would send a final copy to the SBM to add to the governors section of the website.	Chair / SBM	Post meeting
7d	The GSO would send updated governor information to the SBM to add to the website.	GSO / SBM	Post meeting
8a	School population and pupil mobility – <i>is this because pupils are moving school or area?</i> The SBM agreed to provide a report from the previous 2 years for next Governing board meeting.	SBM	Post meeting
8b	<i>School Fund Audit</i> – The SBM undertook to send this year's school fund for auditing by the end of next term.	SBM	End of spring term
9e	GSO to email approved minutes for Spring / Summer GB meeting to the chair for electronic signature. Copies to be held in school	GSO	Post meeting