

MERSEY VALE PRIMARY SCHOOL GOVERNING BODY MINUTES

SPRING TERM 2015

Date: Monday 23 March 2015

Time: 6:30 pm

Venue: The School

GOVERNORS PRESENT

Mrs J Mullane (Headteacher), Mrs J Jones (Chairperson), Mr M Vadiya, Cllr T McGee, Dr W Goundry, Mrs J Young, Mrs M Jennings-Aziz, Mr B Lees, Mr C Ellis, Ms A Harrington

IN ATTENDANCE

Mrs C Chilvers Associate member
Mr A Lane Governor Support Officer

KQ – denotes **Key Question** from governors

1. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Miss A Mohammad.

2. DECLARATIONS OF INTEREST

Governors were asked to declare a personal interest in any agenda items; there were no declarations of interest.

3. BUSINESS

(i) PREVIOUS GOVERNING BODY MINUTES

RESOLVED - that the minutes of the meeting held on 17 November 2014 copies circulated previously, be approved and signed by the Chairperson and authorised for publication.

Matters Arising From Previous Governing Body Minutes

Updates on the actions points were noted:

- The reconstitution item would be discussed shortly.
- The letter of thanks from the police visit had been posted onto the school website.
- Catherine Whitehead had been invited to give an SEN presentation at the summer term meeting.
- The election for staff governor had been deferred pending the outcome of the reconstitution.

(ii) PREVIOUS COMMITTEE MINUTES

The Teaching and Learning Committee and Resources committee minutes of the 2 February meeting had previously been circulated by the Headteacher. There were no questions raised by governors.

- The T & L committee had discussed the new assessment arrangements. It was agreed to revisit this in more detail at the summer term and report back to the governing body – **Action**. The

Signed



2

Date

13/07/15

Headteacher stressed the need for governors to be aware of the implications of an assessment system which graded pupil progress without levels (AWOL)

- The Resources committee would need to meet in the summer term to consider the 2015/16 budget which had just been received – **Action**

RESOLVED the committee minutes were approved and authorised for publication.

(ii) Matters Arising From Previous Committee Minutes

There were no other matters arising.

(iii) Reconstitution/Governing Body Skills audit/NGA Twenty Questions

- Governors received the compilation of the completed skills audits, which revealed only a few skills gaps. **KQ – Should the individual governors be identified for their experience ?** It was felt that this overview of category – parent staff etc - would help inform the reconstitution.
- Governors also considered the NGA 20 key questions which identified certain areas which required development, namely, financial oversight and knowledge of school and community. It was agreed that these would be considered in more detail at the summer term meeting - **Action**
- In order to enhance governor skills, it was agreed that governors should (a) attend LA training as appropriate – **Action** - and (b) complete at least one module on the Modern Governor website – **Action**. It was also agreed that governors should keep a record of training attended and visits to school
- The Headteacher had met with Ms Harrington to prepare options for the new governing body; these were duly considered. The Clerk provided clarification of the requirements in terms of governor category representation.
- Following a careful discussion, Governors unanimously agreed in principle to the following model, implementation date to be agreed:

- 1 LA
- Headteacher
- 1 Staff
- 4 Parents
- 4 Co-opted

It was noted that Mr Ellis would be resigning as a governor with effect from the end of the summer term.

(iv) Reciprocal arrangements with “buddy” school for pay appeals committee

It was agreed to seek a “buddy” arrangement with either Norris Bank or Tithe Barn - **Action**

4. TEACHING AND LEARNING

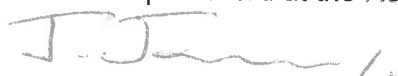
The key areas of development had already been considered in detail at the committee meetings

5. RESOURCES

(i) Budget Update

This had been presented at the Resources committee meeting.

Signed



3

Date

13/07/15

(ii) Approval of provisional budget 2015/16

As agreed earlier, this would be considered at the next Resources committee meeting.

(iii) Service Level Agreements

The current LA buy-backs would be maintained plus the continuation of Grounds Maintenance and those services from Stockport Homes as well as "Safe and Secure" security.

6. LEADERSHIP TERMLY REPORT

The Headteacher's report had been circulated to Governors prior to the meeting and questions from Governors had been invited prior to the meeting, but none were received.

The Headteacher highlighted the following issues:

- Governors were thanked for their support during the recent admission of a child from a "vulnerable" family into Year 1, which had taken that class size to 32.
- The School was working on its delivery of the assessment without levels system. ***KQ – How would the new arrangements impact on the school ?*** The key principle of the new formative assessment framework would be year group expectations. It was clear from the school's tracking systems that the pupils were making accelerated progress. ***KQ – What were the Headteacher's view of the new curriculum ?*** There were some good aspects which would support the drive on attainment and standards, notably, Mersey Vale has enhanced the new curriculum to meet the needs of its children
- The School's deployment of pupil premium monies was outlined on the school website. ***KQ – What was the school's stance on ensuring that free school meals children's parents still took up their entitlement ?*** The School was pro-active in ensuring that they did so in order for the school not to lose its pupil premium income to support vulnerable children.
- Governors were invited to the forthcoming summer fair.
- The Learning Mentor and Behaviour Mentor had both tendered their resignations for personal reasons. While understanding the reasons, the Headteacher informed the meeting that this was frustrating. There would be no rush to appoint replacements until the make-up of the September intake was known.
- The Headteacher was appreciative of governors coming into school to liaise with their twinned Subject Leaders.
- The impressive pupil attendance levels were testament to the school's effective strategies.
- Governors' attention was drawn to the progress against priorities in the School Improvement Plan overview.
- The Headteacher had met with the LA Director of School Organisation regarding the proposed site expansion. A feasibility study was to be carried out on a two form entry establishment and associated building developments. The confidentiality of this matter at this stage was emphasised.

7. POLICY RATIFICATION

- Sickness absence
- GB Development Plan

Signed



4

Date

13/07/15

- Homework
- Governors allowances
- Religious Education
- Financial Control Procedures/ Finance Policy
- Freedom of Information Policy
- Publication Policy

All the above policies were approved, apart from those on Freedom of Information and Publication which were deferred for approval.

8. UPDATE ON STATUTORY ITEMS

(i) Performance Management Update (Head and Staff)

The Interim appraisal review for all teachers and support staff had been completed. The Headteacher would be meeting with Mrs Jones and Cllr McGee for her PM review.

(ii) Report on Racist Incidents (Autumn 2014)

The Headteacher reported that there had been no racist incidents during the autumn term; the Clerk provided a nil return form, which was completed and signed by the Headteacher and Chairperson. The Clerk then undertook to return the form to the appropriate section within Services to People at the LA.

(iii) Report on Incidents of Physical Intervention (Autumn 2014)

The Headteacher reported that there had been one incident during the autumn term where the use of physical intervention procedures had been necessary.

9. GOVERNOR DEVELOPMENT

This tem had been covered extensively as part of the reconstitution items. Cllr McGee added that he had attended the safeguarding training.

10. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

- (i) Safeguarding
- (ii) Health and Safety
- (iii) What Maintained Schools Must Publish Online.
- (iv) SEND
- (v) Assessment Without Levels (Primary).
- (vi) DFE Updates

The reports were noted.

11. DATES

(i) Full Governing Body

Summer term – 13th July at 6:30pm

(ii) Committee Meetings

Signed



Resources Committee – 18 May at 6.00pm

Teaching and Learning Committee – 18 May at 6:00pm

12. ANY OTHER BUSINESS

Note any end of terms of office

There were no current issues.

There being no other business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 7:55pm.

MERSEY VALE PRIMARY SCHOOL: SPRING TERM 2015 MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	ACTION DATE TO BE COMPLETED
3	Consideration of AWOL arrangements and report back to summer GB meeting.	T & L committee	Summer term
3	Analysis of 2015/16 budget	Resources committee	18 May meeting
4	Discussion of NGA 20 Key Questions	Governors	Summer Term GBM
4	Governors to attend at least LA development courses as appropriate	Governors	By end of summer term
4	Accessing Modern Governor website and completion of one module	Governors	Post-GB meeting
4	Exploring reciprocal arrangement with buddy school for pay appeals committee members	Chair of Governors	Post-GB meeting

Signed



6

Date

13/07/15



AGENDA/ ACTION NOTES

MEETING:	Steering Group Meeting	Date of Meeting:	30/04/15
LOCATION:	Mersey Vale Primary School	Time of Meeting:	8.30am
PRESENT	Jackie Jones, Angela Harrington, Tom McGee, Claire Chilvers, Jayne Mullane		
APOLOGIES			
AGENDA			
<ol style="list-style-type: none"> 1. Agenda items for GB Summer term meeting 2. Set agenda for Teaching & Learning committee meeting 3. Set agenda for Resources committee meeting 4. AOB 			

ACTIONS and ISSUES

No.	Issue	Discussion/Action	By Who	By When
1	Agenda items for GB Summer term meeting 13 th July 2015, 6.30pm	<ul style="list-style-type: none"> - Ratify appointment of Shane Farrell as Co-opted Governor. SF can attend meetings as an observer until appointment ratified. - Special Educational Needs update from Catherine Whitehead (Assistant HT/ Inclusion Leader) - Feedback from committee discussions re. NGA 20 Key Questions - Ratify policies: Freedom of Information Policy (awaiting new model policy from LA) Publication Policy (awaiting new model policy from LA) Statement of internal control Best value statement School prospectus 	JJ to remind governors to register on Modern Governor & complete SEN training module	May 2015
2	Agenda for Teaching & Learning committee meeting 18 th May 2015, 6pm	<ol style="list-style-type: none"> 1. SIP Target 3: Invite Sarah Bradley and Rachael Mather to update governors on progress 2. School Improvement Plan 2015-16 3. Standards, achievement & assessment/ update on Assessment Without Levels including new tracking system, new report format & leaflet for parents explaining changes to assessment 4. Policy review: School prospectus – all committee members to access via school website and feedback comments to CFC 5. Governor development – update re. Modern Governor including identified individual training/ training needs, NGA 20 Key Questions 6. AOB 	<p>TM to carry out learning walk & feedback points for discussion to T & L committee</p> <p>CFC to email new report format & parent leaflet to govns</p>	<p>18/05/15</p> <p>15/05/15</p>
3	Agenda for Resources committee meeting 18 th May 2015, 6pm	<ol style="list-style-type: none"> 1. Budget 2015-16 2. School Improvement Plan 2015-16 3. Premises update 4. Staffing 	JM to invite SF to attend as observer	01/05/15

Signed

J. Jones

7

Date

13/07/15

		<p>5. Policy review: Freedom of Information Policy (awaiting new model policy from LA) Publication Policy (awaiting new model policy from LA) Statement of internal control Best value statement</p> <p>6. Governor development – update re. Modern Governor including identified individual training/ training needs, NGA 20 Key Questions</p> <p>7. AOB</p>		
4	AOB	<p>Monday 13th July 4 – 6.30pm: “Book Look” for governors – opportunity for governors to see pupil progress by looking at work in books from Sept 14 – July 15. Focus on writing (School Improvement Plan priority 3). Teachers to provide books from 3 children per class (not children of parent governors).</p> <p>Request by Rachael Mather to take one year unpaid leave as a sabbatical from Mersey Vale in order to experience different challenge teaching abroad. Governors agreed in principle but would need Rachael to submit formal request in writing making it clear what her intentions are and what her future commitment to Mersey Vale would be. Governors also asked that Rachael should inform school at the earliest opportunity, and by Feb half term 2016 at the latest, if her plans to return to Mersey Vale change.</p> <p>Mersey Vale Primary School 40th Anniversary – celebration day on Friday 10th July. 1970s day + report sharing/ open afternoon + Friends of Mersey Vale Summer fair 2 – 5pm. All governors welcome.</p> <p>Governors confirmed proposed INSET days for 2015-16; Tuesday 1st September 2015 Friday 23rd October 2015 Monday 4th January 2016 Thursday 5th May 2016 Monday 6th June 2016</p>	<p>JM to email governors.</p> <p>JM to ask RM to submit written request.</p> <p>JM to email governors.</p> <p>JM to submit to Local Authority.</p>	<p>May 2015</p> <p>1/05/15</p> <p>May 2015</p> <p>May 2015</p>

Signed

J. J. [Signature]

8

Date

13/07/15

AGENDA/ ACTION NOTES

MEETING:	Teaching & Learning Committee Meeting	Date of Meeting:	18.05.15
LOCATION:	Mersey Vale Primary School	Time of Meeting:	6pm
PRESENT	Angela Harrington, Bryan Lees, Jenni Young, Claire Chilvers,		
APOLOGIES	Jackie Jones		

AGENDA

7. SIP Target 3: Sarah Bradley and Rachael Mather to update governors on progress
8. School Improvement Plan 2015-16
9. Standards, achievement & assessment/ update on Assessment Without Levels including new tracking system, new report format & leaflet for parents explaining changes to assessment
10. Policy review: School prospectus – all committee members to access via school website and feedback comments to CFC
11. Governor development – update re. Modern Governor including identified individual training/ training needs, NGA 20 Key Questions
12. AOB

ACTIONS and ISSUES

No	Issue	Discussion/Action	By Who	By When
1	SIP Target 3 update	Sarah Bradley and Rachael Mather to update governors on progress See attached notes "Writing Case Study" produced by RM & SB and explained to governors at meeting.		
2	School Improvement Plan 2015-16	Draft School Improvement Plan priorities; <ol style="list-style-type: none"> 1. Writing – raising attainment for key pupil groups (pupil premium, SEN, EAL, A, G & T) 2. Assessment – summative tests, data analysis 3. Mathematics – mastery approach, fluency, reasoning, problem-solving <p>CFC explained the reasoning behind the chosen targets;</p> <ul style="list-style-type: none"> • To embed the new strategies and training in writing covered this year by continuing with the target into next year with a particular focus on tracking key groups to monitor impact and progress • The new assessment arrangements will continue to evolve over the next year with the introduction of new Y2 & Y6 testing arrangements in summer 2016. We will also continue to develop an annual timeline for assessment incorporating new summative testing on a termly basis 		

Signed

J. Young

9

Date

13/07/15

		<p>• Maths is a key area for development over the next year to enable children to develop a mastery approach to the new NC 2014</p> <p>Governors supported the draft school improvement priorities.</p>		
3	Standards, achievement & assessment/	<p>Update on Assessment Without Levels including; CFC gave a brief outline of the new Capita SIMs arrangements for tracking pupil progress and the criteria by which the children will be assessed:</p> <p>< 50% of year group expectation met = E (Emerging) 50% - 85%/ 90% of year group expectation met = D (Developing) > 85%/ 90% of year group expectation met, children have "got it" but may make occasional errors = S (Secure) 100% of year group expectation met confidently, consistently and applied across a range of learning = M (Mastered)</p> <p>The new report format was shared with governors. Governors requested that assessment without levels is re-visited by the Teaching & Learning Committee during the next academic year.</p>		
4	Policy review:	School prospectus – all committee members to access via school website prior to meeting and feedback comments to CFC – no comments or feedback given.		
5	Governor development –	<p>Update re. Modern Governor including identified individual training/ training needs – All governors present had tried to log on the website. This was successful a home but not in school. JY suggested that it may be the security setting on the school server which was causing the problem. Governors agreed to try to log in at home and complete the SEN module.</p> <p>NGA 20 Key Questions – provoked a useful and lengthy discussions. The Governing Body meets some of the requirements for best practise. However, Governors felt that as a governing body there was a need to address the following questions;</p> <p>Q.5 How do we make use of good practice from across the country? – <i>We don't currently. Beginning to engage with other GB locally but feel this should be further developed.</i></p> <p>Q.6 Do we carry out a regular 360° review of the chair's performance? – <i>Not currently carried out but a good idea for the future</i></p> <p>Q.7 Good succession planning so that no governor serves for longer than 2 terms of office and the chair is replaced at least every 6 years? – <i>We felt that is may be a good idea as governors felt there was very little succession planning in place. As a governing body we need to give some thought to the most appropriate timescales to ensure that there is a clear and ongoing succession plan in place.</i></p> <p>Q8. Annual review of each governor's contribution to the boards performance? - <i>although we monitor attendance it was felt that in order to ensure that governors are effectively contributing and have the opportunities to develop their skills, a review of performance may be a good idea</i></p> <p>Q.9 Does our vision look forward 3-5 years and does it include what the children who have left school will achieve? – <i>Although school looks forward 3-5 years, governors were not sure that there was a shared long to medium term vision between staff</i></p>		

Signed

J. Janni,

10

Date

13/07/15

		<p>and governor leadership. Governors feel well informed and engaged with the school improvement plan and plans for improving the facilities in Mersey Vale but consideration could be given to a longer-term strategic plan. There was a discussion on the question re the outcomes for children who leave Mersey Vale We discussed the idea of a past pupils page on the website to keep in touch with the achievements of children who have left MVPS</p> <p>Q10. An agreed strategy with priorities for achieving our vision with key performance indicators against which we can regularly monitor and review? – Governors felt school did this well in terms of pupil performance. However consideration could be given to a system in place /wider key performance indicators including monitoring and reviewing the GB itself</p> <p>Q12. Listen to, understand and respond to our pupils, parents and staff? – Getting better, curriculum governors are now expected to visit school and meet with curriculum coordinators at least annually and complete governor visit to school form. Attendance at termly Parent Partnership meeting was suggested and a “contact the governors” web link on the school website homepage overseen by the chair of Governors. It was felt this could give parents and staff a place to contact them regarding any school issues. Also governors meeting with the school council for termly updates and reports would allow the children to raise issues directly with the GB.</p> <p>Q13. Make regular reports on the work of the governing body to parents and local community? – Higher profile on the school website was suggested. Perhaps a Governor page where they can report back to parents/ local community termly.</p> <p>Q14. What benefit does the school draw from collaboration with other school, locally and nationally? – School links with other schools locally and nationally are good and developing at staff level. It was felt that as a GB we could benefit from meeting with other GB locally and attending national events/ training where appropriate</p> <p>Q17. How well does our policy review schedule work and how do we ensure compliance? – Review schedule drawn up by SF very effective however as governors only visit school and review curriculum policies and procedures with staff it was noted that the GB in not aware of the compliance of other policies</p> <p>Q18. Do we know how effective Performance management of all staff within the school is? – Aware that the system works well through the lack of complaints and issues. GB could be more aware of the SIMs Appraisal manager software and the PM cycle used in school and suggested some in house training on these.</p>		
6	AOB	Meeting closed at 7.15pm.		