

MERSEY VALE PRIMARY SCHOOL GOVERNING BODY MINUTES

SUMMER TERM 2015

Date: 13th July 2015

Time: 6.30pm

Venue: The School

GOVERNORS PRESENT

Mrs J Mullane, (Headteacher), Mrs J Jones(Chair), Miss A Mohammed, Mr M Vadiya, Dr W Goundry, Mrs M Jennings-Aziz, Mr B Lees, Mr C Ellis, Ms A Harrington, Mr S Farrell

IN ATTENDANCE

Mrs A Paterson Governor Support Officer
Mrs C Chilvers Associate Member
Ms C Whitehead Staff Member

1. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr T McGee. Governors were informed that Mrs J Young had resigned from the Governing Body.

Governors welcomed Shane Farrell, who would be the new Co-opted Governor.

2. DECLARATIONS OF INTEREST

Governors were asked to declare a personal interest in any agenda items; there were not any declarations of interest. Governors were reminded that they should declare any interest should it arise during the meeting.

3. RECONSTITUTION:

The following appointments were duly ratified by the governing body to commence a four year term of office with effect from 12th July 2015 – 11th July 2019:

4 Co-Opted Governors

Bryan Lees
Angela Harrington
Shane Farrell
Jackie Jones

The following governors' terms of office would remain unchanged:

4 Parent Governors

VACANCY - (an election would be held in the autumn term)
Mr Mehboob Vadiya
Dr W Goundry
Mrs A Mohammed

Headteacher

Mrs J Mullane

Signed:

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Staff Governor
Mrs M Jennings- Aziz

LA Governor

Cllr T McGee

(i) Election of Chair

It was agreed that the Chair and Vice Chair would remain in office until the 2016 autumn term governing body meeting.

It was unanimously RESOLVED – that, Mrs J Jones be elected Chairperson for the agreed term.

Mrs Jackie Jones in the Chair.

(ii) Election of Vice Chair

It was unanimously RESOLVED that Mr B Lees would be elected as Vice Chair for the agreed term.

Review of Committee Membership, Appointment of Linked Governors, Committee Chairs

The membership was reviewed as per Appendix 1.

The Skills Audit would be reviewed. Governors noted the importance of shadowing roles to support continuity and add to governor's skills base.

Pay Review Committee

It was noted that the reciprocal pay review committee arrangement had been **agreed** with Tithe Barn Primary School and Norris Bank Primary School.

Pay Appeals Committee members were reviewed.

It was noted that the Headteacher's Performance Review was separate to the Pay Review and the list would be amended to reflect this.

Review of Committee Remits and Policies

It was noted that committee remits and policies had been reviewed by the relevant committee; and were duly **approved** by the Governing Body.

Governor Code of Conduct

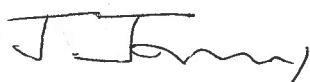
It was **AGREED** to continue to **adopt** the Governing Body Code of Conduct.

Open Governance Policy

Governors resolved that they would continue to **adopt** the Open Government policy; Governing Body meetings would be open to the public, subject to the exclusion of observers for confidential items.

It was noted that approved minutes were a public document and would be published on the school website. There was a separate Governors section on the website. Governors agreed that this would be highlighted to parents in the newsletter. **ACTION**

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PREVIOUS GOVERNING BODY MINUTES

(iii) Previous Governing Body Minutes

RESOLVED – that the minutes of the meeting held on 23rd March 2015, copies circulated previously, (a) be approved and signed by the Chairperson and (b) authorised for publication.

(iv) Matters Arising from Previous Governing Body Minutes

There were no matters arising.

(v) Previous Committee Minutes

Steering Group 30.04.15

Teaching and Learning 18.05.15

Resources Committee minutes 18.05.15 (hard copies were tabled for all governors)

(vi) Matters Arising from Previous Committee Minutes

RESOLVED – that the minutes of the following meetings, copies circulated previously, be approved and signed by the Chairperson and authorised for publication:

Steering Group 30.04.15

Teaching and Learning 18.05.15

Resources Committee minutes 18.05.15

4. SPECIAL EDUCATIONAL NEEDS UPDATE

Catherine Whitehead provided an update to governors. A hard copy of the SEND Policy was tabled. Governors were referred to p5 and questions were invited. Governors were informed that the school was an inclusive provision and were asked to be aware of the policy. Book Look – **a governor commented on the progress seen and asked if a whole school approach made it easier or more difficult for SEND children** governors were advised that the number of SEND children on the school register had decreased this year. Children continued to receive the required level of intervention but were not labelled as SEND; this was in line with new guidelines. EHCPs were discussed. Governors were informed of the tracking in place and intervention process. Early Years intervention was explained and governors were advised of good progress after interventions. Governors were made aware of the importance of the question **'is every child with an SEND making progress?'** Governors were advised of the assessment process used by Learning Support and Educational Psychologists. Children were tracked on the SEND intervention register and the SIMS assessment system at the school.

A discussion followed about the roles and responsibilities in relation to school responsibilities and the governing body; it was noted that the Governing Body should have an awareness of all policies. **Is there an Accessibility Plan in place?** Yes; this was published on the website. Governors were informed that the plan exceeded the statutory requirements and had received good feedback from Cathy Lyall.

Governors were referred to the Social, Emotional and Behavioural issues. Governors discussed the person-centred review; and were advised that parents and carers were involved in the decision making process, and were aware of how the funding was used.

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Governors discussed the removal of levels and noted the impact on results.

The transition of statements of SEND to EHCP was on going; and would be completed as soon as possible.

Has the school initiated any EHCPs? Yes, where appropriate. Was the input from services received? Governors were advised of the use of the LA pro forma.

The Headteacher acknowledged the amount of work that Shane and Catherine had completed. Good practice was noted and had been shared with other schools across Stockport.

Governors were made aware of difficulties regarding SEND issues including minimal resources, cross border issues and a fixed number of visits from the Educational Psychologist. A fully qualified Speech and Language Therapist may be considered for assessments. It was agreed that Catherine would make the amendments to the policy as agreed.

Catherine was thanked for providing the update.

7.19pm – Catherine Whitehead left the meeting.

5. TEACHING AND LEARNING

Governors were referred to the minutes of the Teaching and Learning Committee regarding the key matters for the term.

6. RESOURCES

Governors were referred to minutes of the Resources Committee. The following items were duly **approved**:

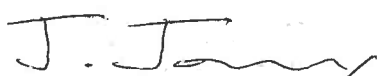
- (i) Budget Update
- (ii) Approval of Budget 2015/16
- (iii) Approval of School Fund Audit Arrangements
- (iv) To Consider and Approve any Changes to the Buyback of L.A. Services
- (v) Scheme of Delegation Form 2015/16

7. LEADERSHIP TERMLY REPORT

The report of the Headteacher was presented and discussed. Copies of the report were previously circulated and copies tabled. Governors' questions were invited and the following was highlighted:

- Governors noted the KS1 assessment data; and advised that a summary would be created.
- A governor commented that KS2 progress was fantastic; 2, 3 and 4 levels of progress made. Case studies were noted.
- Nursery entry and exit figures were good; the Headteacher explained the figures. Great progress was noted. 56% had achieved Year 1 Phonics in comparison to 52% last year. Governors were reminded that cohorts varied.

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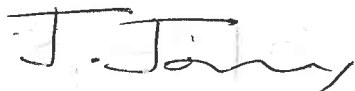
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- End KS1 Levels 2 and 3 were in line with last year's results; Level 3s were noted ***Are the results due to the focus on writing (a school improvement priority)?*** Partly; but this was also dependant on the cohort, good teaching and the new curriculum which has raised the bar and created higher expectations.
- Assessment without Levels was discussed.

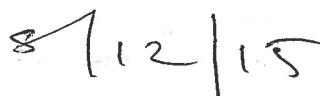
7.28pm – Angela Harrington left the meeting.

- KS2 - good results were highlighted. Three children had made 4 levels of progress; which was a fantastic achievement and the children had worked very well.
- Spelling, grammar and punctuation test (SPAG) – results were higher than those at other LA schools.
- Appendix 1 and 2 (tabled for governors) Tracking of progress of Y1, 3, 4 and 5 2014/15 was explained. The cohorts had made substantial progress. The Headteacher talked about the assessment system – a governor requested if the data could be presented as a bar chart in future as this would be easier to view. It was noted that this could be generated via SIMs Discover. Governors were informed that Assessment was a target for next year. The school improvement target on Writing was noted; governors agreed that a more visual way of presenting the data would be beneficial. A governor commented that it was good to include the effort grades.
- Average Point Scores Progress Tables of Year 2 and 6 was tabled for governors. Maths 2 APS was discussed. Copies would be emailed out to the Governing Body.
ACTION
- Pupil Premium Analysis was highlighted - Pupil premium children were doing very well in Reading; all children had made 3 levels of progress. 33% had made 4 levels of progress in Maths and Reading. Support, progress and outcomes noted; lots of success and impact noted. The Headteacher talked about anonymous case studies to be shared with the LA SIA service. Governors noted that there was a lot of support in place for pupil premium children. ***Could an extract of the pupil premium statement be published on the website?*** Yes; the grid would be uploaded for information.
ACTION
- Special mention to the 40th Anniversary Celebration held last week; this was a very successful event. All year groups were involved and governors were advised of the events which had taken place.
- Children's Centre – would now be known as a 'Stockport Family' site; this was one of 4 localities in Stockport. The Headteacher talked about the LA model. A named social worker would be based in the area, in order to encourage better communication between services. Governors noted the changes to the building and were informed of the areas which would be designated back the school. A new Partnership Agreement would be considered at the autumn term Resources Committee; for ratification by the full governing body at the autumn term meeting.

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Governors discussed future plans for the space; lottery funding had been secured and it was suggested that some of this may be invested in ICT equipment. It was noted that the school would receive 11.5% of costs towards bills.

- Staffing update was noted; there were no changes to class Teachers. Feedback from Peter Ransom was noted for information. Maths was identified as main priority for next year.
- The Annual Note of Visit was circulated to the governing body. The LA Protocol was Green
- Behaviour and Safety – 6 physical interventions and 3 exclusions were noted. The Headteacher outlined the circumstances to governors.
- The Chair asked to record governors' appreciation; governors were delighted with the results and thanks were noted to all staff for their hard work.
- The promotion of Initial Teacher Training was highlighted; and it was noted that both trainee teachers from Manchester University who had completed their final placements at Mersey Vale had successfully secured jobs. Great support was noted.

The Headteacher was thanked for her comprehensive report and there not being any further questions it was

RESOLVED – that the Headteacher's report be received.

8. POLICY RATIFICATION

Governors duly **approved** the following policies:

- Freedom of information Policy (pending new model policy from LA)
- Publication Policy (pending new model policy from LA)
- Statement of Internal Control
- Best Value Statement
- School Prospectus
- SEND policy – Governors duly approved; to be signed by Chair pending minor amendments as agreed.

ACTION

9. UPDATE ON STATUTORY ITEMS

(i) School Improvement Plan (SIP) Update

The updated SIP was circulated in Leadership report.

(ii) Appraisal Update (Headteacher and Staff)

The Headteacher updated Governors on the appraisal cycle and asked that they noted the progress in school. It was advised that the review meetings would be scheduled for early in the autumn term in order to determine whether or not targets had been met.

(iii) Report on Incidents of Racism, Bullying, Homophobia

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Date:

8/12/15

The Headteacher reported that there had been one incident of racist behaviour during the spring term; this had been reported to Services to People using the approved recording methods.

The Clerk provided a Governors' Monitoring 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.

Report on Physical Incidents

The Headteacher reported that there had been several incidents during the spring term where the use of physical intervention procedures had been necessary; these had been reported to Services to People using the approved recording methods.

(iv) Young Carers Update

Some young carers were identified at the school and receive the appropriate intervention and activities.

10. GOVERNOR DEVELOPMENT

(i) Feedback from Committee discussions re: NGA 20 Key questions

This item was discussed at the Teaching and Learning Committee; governors were referred to the minutes.

p10 and 11 – The Headteacher and Development Governor would review the actions.

ACTION

(ii) Governing Body Development Plan

This was discussed at the Teaching and Learning Committee.

(iii) Training

Governors were encouraged to attend training courses made available by Governor Services. Governors were encouraged to complete the Governor Modules which were available.

11. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

(i) Early Years Pupil Premium

- Governors were advised of the arrangements being put in place; a 53p per hour premium was noted.

(ii) Early Years Baseline Assessment

- Governors were informed of the arrangements in place.

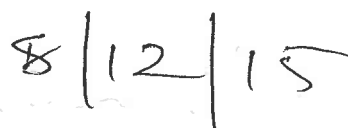
(iii) PSHE Update

- Governors were updated on the development of eight principles to promote emotional health and wellbeing in schools and colleges –

Signed:



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(iv) The Constitution of Governing Bodies

- A register of governors' interests and governor information to be uploaded to the school's website by 1st September 2015.

(v) National Standards for Excellence for Headteachers

(vi) Ofsted Update

(vii) DfE Updates

12. DATES

(i) Full Governing Body

Tuesday 8th December 2015, 6.30pm

Monday 21st March 2016, 6.30pm

Monday 18th July 2016, 6.30pm

(ii) Committee Meetings

Steering Committee Thursday 10th September 2015, 8.30am

Thursday 14th January 2016

Thursday 28th April 2016

Resources Committee and Teaching and Learning Committee

Monday 12th October 2015, 6pm

Monday 1st February 2016, 6pm

Monday 16th May 2016, 6pm

13. ANY OTHER BUSINESS

(i) Proposed School Dates Christmas holiday 2015

Governors discussed the proposed LA holiday dates. It was agreed that the Headteacher would consider the proposed holiday dates of other local schools before a decision was made.

ACTION

INSET days TBC.

(ii) Mr Colin Ellis – resignation

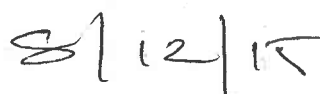
The Chair thanked Mr Ellis for his support and contributions to the Governing Body over the previous 14 years.

There not being any other business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 8.24pm.

Signed:



Date:



MERSEY VALE PRIMARY SCHOOL

SUMMER TERM 2015 GOVERNING BODY MINUTES

MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	ACTION DATE TO BE COMPLETED
3	A Parent Governor election to be held in the autumn term	GSO / Headteacher	Autumn term
	Inform parents via Newsletter that published minutes can be found on the website.	Headteacher	Post meeting
7	Average Point Scores Progress Tables of Year 2 and 6 to be emailed to governing body	Claire Chilvers	Post meeting
	Extract from pupil premium statement to be published on the website	Headteacher	Post meeting
8	SEND policy to be signed by Chair pending minor amendments	Catherine Whitehead / Chair	ASAP
10 (i)	The Headteacher and Development Governor would review the actions re: NGA 20 key questions	Headteacher and Development Governor	Post meeting
13 (i)	To consider the proposed holiday dates of by other local schools.	Headteacher	Post meeting

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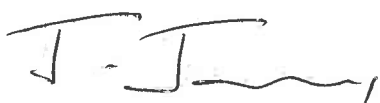
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MERSEY VALE PRIMARY SCHOOL GOVERNING BODY**COMMITTEE LIST 2014/15**

CHAIRPERSON
Jackie Jones (one year term of office)
VICE-CHAIRPERSON
Bryan Lees (one year term of office)
DEVELOPMENT GOVERNOR
Angela Harrington

STEERING COMMITTEE		PUPIL DISCIPLINE / STAFF DISMISSAL / COMPLAINTS PANEL / APPEALS PANEL	
Headteacher Deputy Head Jackie Jones (Chair) Bryan Lees (Vice-Chair) Angela Harrington (Chair of T & L) Cllr T McGee (Chair of Resources)		Tom McGee Jackie Jones Bryan Lees Mehboob Vadiya	
RESOURCES COMMITTEE (Finance, Staffing & Premises)		TEACHING & LEARNING (Curriculum, Pupils, Policies)	
Cllr Tom McGee (Chair) Headteacher Mehboob Vadiya William Goundry Shane Farrell Mary Jennings-Aziz		Angela Harrington (Chair) Claire Chilvers (Deputy Head) Aisha Mohammad Bryan Lees Jackie Jones	
CLA GOVERNOR (Children Looked After)	SEN GOVERNOR (to include children with medical needs, gifted & talented)	SAFEGUARDING GOVERNOR	
Mary Jennings-Aziz	Jackie Jones	Mary Jennings-Aziz	
DIVERSITY GOVERNOR (including Equal Opportunities)		ATTENDANCE GOVERNOR & YOUNG CARERS	
Mehboob Vadiya		Mary Jennings-Aziz / Shane Farrell	
LITERACY GOVERNOR		NUMERACY GOVERNOR	
Cllr T McGee / William Goundry		Aisha Mohammad	
ICT GOVERNOR	HEALTH & SAFETY GOVERNORS	PUPIL PREMIUM GOVERNOR	ASSESSMENT GOVERNOR
Bryan Lees	Headteacher William Goundry	Cllr T McGee	Aisha Mohammad
PAY REVIEW COMMITTEE		PAY APPEALS COMMITTEE	HEADTEACHERS PERFORMANCE MONITORING
Cllr T McGee Jackie Jones Angela Harrington		All other non-staff governors Chair	Jackie Jones (Chair) Brian Lees (Vice Chair)

Signed:



Date:

8/12/15

AGENDA/ ACTION NOTES

MEETING:	Resources Committee Meeting	Date of Meeting:	12.10.15
LOCATION:	Mersey Vale Primary School	Time of Meeting:	6pm (Pay committee to meet 5.45pm)
PRESENT	Tom McGee, Mary Aziz, Mehboob Vadiya, Will Goundry, Shane Farrell, Jayne Mullane		
APOLOGIES	-		

AGENDA

- Budget 2015-2016
- Actions from finance audit and finance officer visit
- Policies review: Pay Policy, Appraisal Policy
- Staffing including outcome of pay committee recommendations
- Pupil premium
- Buildings/ grounds development
- GB Vision for next 3 – 5 years
- Governor development – visits, training & information accessed by governors
- AOB

ACTIONS and ISSUES

Issue	Discussion/Action	By Who	By When
Budget 2015-2016	<p>Budget plan updated to include amendments re. income/ expenditure.</p> <p>Previous version signed by chair of Resources Committee and submitted to LA May 2015. Governing Body requested to consider and sign off this version.</p> <p>Budget plan agreed by all present – to be signed by TM and submitted to LA.</p> <p>Bank reconciliation – end August 2015 – balance £323,964 cr</p> <p>Un-reconciled expenditure - £1,931</p> <p>School Business Manager met with finance officer 08/10/15</p> <p>Bank reconciliation folder available for GB/ chair of Resources Committee.</p> <p>All committee members emailed update of financial matters & pack of info prior to meeting</p> <p>No massive changes from previous version. Trying to get more accurate and realistic view of income and expenditure. Have very limited flexibility or control over some large expenditure eg. existing staffing</p> <p>WG – why was there £4,500 underspend on outdoor environment? SF – Budgeted for completed replacement of EYFS canopy, now decided to just replace one panel.</p>	SF to submit to LA	Oct 2015
Actions from	SF met with JU (finance officer) 08/10/15 for budget monitoring	TM & JM	Nov

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Date:

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finance audit and finance officer visit	Discussion re. clawback during meeting. Finance officer asked school to justify difference between excess balance and total surplus. Clawback funds now held by LA for building projects. TM and JM to write to Phil Beswick to get update re. school places and possible extension/ new build at Mersey Vale (see item 6)		2015
Policies review: Pay Policy Appraisal Policy	<p>Policies emailed to governors.</p> <p>Asset Management Policy – Reviewed during Summer term, ready for signing by TM & JM. <i>TM – Does the asset management policy include IT hardware?</i> <i>SF – Yes have plan to replace laptops, servers, devices as required. Want to avoid situation where have to replace everything at once.</i> <i>TM – aware that some colleges now replace equipment every 4/ 5 years, rather than every 3 years as previously, due to high costs.</i></p> <p>JM summarised proposed changes to pay policy and made governors aware of expectations for teacher progression;</p> <p>New additional point on main pay range Sept 2015 policy - 6a & 6b To progress up main pay range – teaching overall to be at least good To progress from main pay range to upper pay range – teaching overall to be outstanding To progress up upper pay range– teaching overall to be outstanding Additions to pay policy – Appendix D Application form for progression on upper pay range, Appendix E Teacher standards and expectations for different career stages.</p> <p>Pay Policy and Appraisal Policy approved by committee members. To be ratified at full GB meeting December 2015. <i>It has been subsequently confirmed by HR (at the Bursar's Conference on 14/10/15) that we need to formally adopt the 2015 policy before we can apply any increases / progression. Therefore once the 2015 policy is ratified at full GB meeting, we can then advise HR of the adoption and issue the individual teacher advices / apply the retrospective increase to salaries.</i></p>	JM to inform AP and ask to add ratifying of policies to agenda Autumn GB meeting	Oct 2015
Staffing including outcome of pay committee recommendations	<p>Pay committee – HT produced anonymised summary of salary recommendations detailing for each teacher their pay point July 2015, whether eligible for progression, whether applied for progression, recommended point from Sept 2015 & any comments.</p> <p>Committee discussion 12/10/15, 5.45pm. Approved HT recommendations.</p> <p>From Sept 2015 1% uplift applied to all teachers (except HTs at top of their range). This has been factored into budget 2015-16 and will be confirmed following pay committee meeting.</p> <p>Discussion re. staffing costs in EYFS high in relation to EYFS income. Currently 12 children in Nursery out of 40 possible places. Concern going forward.</p> <p>Governors suggested surveying parents to find out their views and preferences – 2 ½ days/ attending ½ day on free basis + 'buying' rest of day? <i>TM – Appears we are managing currently but cannot continue with low</i></p>	<p>JM/ SF to confirm to HR</p> <p>JM/ SF to survey parents</p>	<p>Dec 2015 after GB meeting</p> <p>Nov 2015</p>

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Date:

8/12/15

	<p>numbers for longer term. Please can resources committee be updated at next meeting?</p> <p>SF – Will let committee members know Nursery numbers for January 2016 when known. Anecdotal evidence supports the view that many parents are choosing other Nursery provision due to more availability of hours.</p> <p>MV – Other nurseries for example Snugglebums offer full days and this is reason some parents may not choose Mersey Vale.</p> <p>JM need to discuss with EYFS staff.</p>	JM	Oct 2015
Pupil premium	<p>Pupil premium statement for website prepared by JM & CW re. costings and impact 2014-15 + plans for 2015-16.</p> <p>Includes anonymous case study of pupil premium child to highlight impact of support and intervention</p> <p>Layout now includes space for termly updates re. progress as suggested by TM (Pupil Premium Governor)</p> <p>TM (Pupil Premium Governor) carried out learning walk with Catherine Whitehead 2014/15 and will arrange to do so again this year.</p>	TM	TBA
Buildings/ grounds development	<ol style="list-style-type: none"> Hall extension – TM & JM to write to Phil Beswick to explain again the inadequacy of current school hall and request information about LA plans to enable governors to make informed choice re. own building projects. Playground/ outdoor play improvements – Hoping to go ahead asap to develop front field area using £10K lottery grant EYFS outdoor canopy – replacing panel of canopy asap. Have spent time trying to find best and most cost effective solution. 	TM/ JM SF SF	Nov 2015 Oct/ Nov 2015 Oct/ Nov 2015
GB Vision for next 3 – 5 years	<p>School has identified 5 priorities for 2016-18:</p> <ul style="list-style-type: none"> Stockport Family & Restorative Approaches Continuing and developing partnerships with other schools, sharing management expertise with other local schools, succession planning Enhancing our learning environments Develop school grounds with the long term plan of introducing Forest School in September 2015 Research the feasibility for introducing flexible Nursery placements <p>GB vision: New school to replace “bit by bit” approach. Appreciate this is more of a long term aspiration.</p>		
Governor development – visits, training & information accessed by governors	<p>JM attended termly chairs of GB & HT briefing 08/09/15</p> <p>Governors to be invited to staff meeting Monday 19th October, 3.30pm. JM and CW briefing staff and governors re. current issues and recent training attended eg. Preventing Violent Extremism, Child Sexual Exploitation, Female Genital Mutilation, SEND, SMSC, British Values</p>	JM to email all governors	October 2015
AOB	Stockport Family Site – partnership agreement not yet ready. Karen		

Signed:

J. Jones

Date:

8/12/15

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	<p>Armstrong (Integrated Children's Services) to forward to JM when drafted.</p> <p>TM has received complaints from local residents about inconsiderate parking by parents which is an issue at many schools. SF and JM explained aware of issue and regularly remind parents to park safely with consideration to others. Will contact PCSOs and ask them to visit at beginning or end of school day to speak with parents who park dangerously or inconsiderately.</p> <p>Meeting closed 7.10pm.</p>	SF/ JM	Oct/ Nov 2015
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Signed:

JJM

Date:

8/12/15