

# MERSEY VALE PRIMARY SCHOOL GOVERNING BODY MINUTES

## AUTUMN TERM 2015

Date: 8<sup>th</sup> December 2015  
Time: 6.30pm  
Venue: The School

### GOVERNORS PRESENT

Mrs J Jones (Chairperson), Mrs J Mullane (Headteacher), Cllr T McGee, Mr M Vadiya, Dr W Goundry, Mrs M Jennings-Aziz, Mr S Farrell, Ms A Harrington, Ms L Grandison

### IN ATTENDANCE

Mrs A Paterson Governor Support Officer  
Mrs C Chilvers Associate Member

#### 1. WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting. Apologies for absence were received and accepted from Mrs A Mohammed and Mr B Lees. Apologies for a late arrival were received and accepted for Mr M Vadiya.

The Chair advised that staff members (including the Headteacher) were requested to withdraw from the meeting whilst a confidential item was discussed under AOB.

#### 2. CONSIDERATION OF VACANCIES

##### Parent Governor

It was noted that a Parent Election had taken place last week and that Leah Grandison was elected as the new Parent Governor.

##### Sponsor governor

It was noted that a Sponsor Governor was no longer a requirement under the new constitution regulations; it was agreed to remove this vacancy.

#### 3. DECLARATION OF BUSINESS INTERESTS

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.

Governors were requested to complete and sign the previously circulated declaration forms and return them to the Headteacher for retention in school.

Two governors were to complete their Declaration of business interest forms.

Governors noted that with effect from 1<sup>st</sup> September 2015, governor details and business interests were required to be published on the school's website. Shane Farrell undertook to update the website accordingly.

**ACTION**

#### 4. BUSINESS

##### a Review of Committee Membership, appointment of linked governors

Signed:



Date:

21/12/16

6.40pm – Leah Grandison in attendance.

Governor introductions were made.

The Committee list was reviewed as per appendix 1. Leah Grandison agreed to join the Teaching and Learning Committee. The GSO would update the committee membership list.

**ACTION**

Link governors - The Chair suggested that clarification be sought regarding whether Aisha Mohammed wished to continue as the Assessment and Numeracy link governor.

Governors were reminded that there was an opportunity to shadow a link governor if necessary.

b New Governing Body Code of Conduct 2015

Governors were referred to the previously circulated document and it was agreed that they would **adopt** the new Governing Body Code of Conduct 2015.

c Updated Safeguarding Policy

Governors were referred to the previously circulated document and it was agreed that they would **adopt** the updated Safeguarding Policy.

d Updated Model Pay Policy

Governors were referred to the previously circulated document and it was agreed that they would **adopt** the updated model pay policy.

It was advised that the following policies had been reviewed by the relevant Committees, and were recommended for approval of the Governing Body:

- Appraisal Policy
- SEND Policy
- British Values Policy
- Spiritual, Moral Social and Cultural Education Policy
- Asset Management Policy
- Marking and Feedback Policy
- ER Policy and Procedures
- Flexible Working Policy

RESOLVED: Governors agreed to **adopt** the above policies.

e. PREVIOUS GOVERNING BODY MINUTES

RESOLVED – that the minutes of the meeting held on 13 July 2015; copies circulated previously, be approved and signed by the Chairperson and authorised for publication.

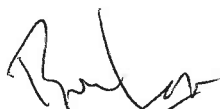
Action Points from Previous Governing Body Minutes

The actions raised at the summer term meeting were duly reviewed as follows:

Item 3 - It was noted that approved governing body minutes would be published on the school website.

A contact list of all governors - The email address for the school is [headteacher@merseyvale.stockport.sch.uk](mailto:headteacher@merseyvale.stockport.sch.uk).

Signed:



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Item 7 - Average Point Scores Progress tables – governors were referred to the Leadership Report

Item 8 – The SEND policy was duly ratified by the Governing Body - see item 4d

Item 10 (i) NGA 20 key questions - this was discussed at the Steering Group meeting.

Item 13 (i) Governors were informed that new guidelines had since been released to advise that schools were unable to set their own holiday dates.

f. COMMITTEE MINUTES

It was RESOLVED that the minutes of the following meetings:

- Resources Committee 12 October 2015
- Teaching and Learning Committee 12 October 2015

circulated previously, be approved and signed by the Chairperson and authorised for publication.

Matters Arising from Previous Committee Meetings

There were no matters arising.

5. NEW OFSTED FRAMEWORK

The Headteacher and Chair had attended an Ofsted Briefing held by LA. The Headteacher provided an overview for governors. Governors were advised that the school did not currently meet any of the specified criteria which would trigger an Ofsted Inspection. It was advised that 'good' schools would have shorter inspections. Governors suggested that it would be helpful to notify parents via the school website. The Headteacher undertook to include this information in the newsletter. **ACTION**

It was noted that the school had previously received two Outstanding Ofsted reports.

*6.54pm – Mr M Vadiya in attendance.*

6. TEACHING AND LEARNING

Governors were informed of the following key matters for the term:

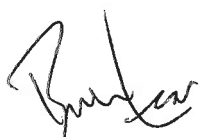
- Governors were referred to the School Improvement Plan
- Writing, Assessment and Maths – updates were provided on the current status and plans.
- Assessments Without Levels – a presentation was suggested; this may be considered for the spring term governing body meeting on 21 March 2016.
- Inspection dashboard, Governor dashboard, Risk Assessments – governors were referred to the previously circulated documents for further information

It was noted that the previous Teaching and Learning Committee was not quorate; and a plea for governor attendance was highlighted.

7. RESOURCES

a. Budget Update

Signed:



Date:

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The Chair of the Resources Committee outlined the situation regarding the new school hall. Governors discussed funding, predictions of bulges of population and capacity for future admissions. A discussion followed about the local area and options for a new build.

It was noted that money had been put aside to help subsidise a new hall; and that a surplus was noted. **Should this money be spent on children currently in the school?** Governors were advised that schools must put funding aside in order to contribute towards future developments. The capital balance was discussed. Governors urged the LA to adopt a savings scheme.

It was noted that the Headteacher had been in contact with Stephen Bell at the LA and informed governors about the feasibility study. Savings may be reconsidered and other options may be explored; such as a long-term loan.

It was also noted that the Resources Committee had considered and agreed the budget.

b. School Fund Audit/ Audit Arrangements

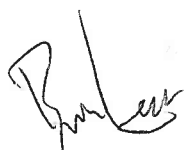
Governors were referred to the minutes of the Resources Committee meeting. It was noted that the School Fund Audit was completed on 31.07.15 by IN Accountancy.

8. LEADERSHIP TERMLY REPORT

The Headteacher's Report had been circulated to the governors prior to the meeting and questions were invited. The following was highlighted:

- p1 – Data would be discussed in the spring term.
- Governors were informed that Peter Ranson SIA was retiring this year; Tom Gadsby was named as the new SIA from January 2016.
- (DHT) Mrs Chilvers had been invited to attend the LA Assessment Working Party to share good practice procedures across the LA.
- Governors were referred to the breakdown of data for year groups and groups of pupils. Younger children – there was a significant difference between non disadvantaged and disadvantaged children; it was noted that this trend reverses for the older children. **What interventions are in place?** Pupil premium was discussed; a Learning Mentor has been appointed since September 2015 to focus on interventions and pupil attendance.
- Attendance had improved. Lates were noted; a governor suggested that the school could buy alarm clocks for children. Governors were advised that Breakfast Club places had been offered and staff reported a big difference in terms of behaviour and concentration in the morning from the children who had attended Breakfast Club. Stockport Families was discussed. **Is there any benchmarking data available?** The Fischer Family Trust (FFT) would have analysis of this data which could be used to target set. **Is there any data available to compare against other schools?** Unauthorised absence was noted; this was 1% due to absence from term time holidays. It was noted that authorised absence was in line with other local schools. Governors were informed of two pending Educational Fixed Penalty Fines (EFPN). It was noted that confirmation of a medical appointment is requested by the school where necessary.

Signed:



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- p4/5 – EYFS Data – was discussed; this showed the level at which children were operating in terms of their age in months. It was noted that the data improved greatly throughout the first year. The Governing Body wished to record congratulations onto the EYFS staff for their successful work.
- p4 - Year 1 Phonics test – 56.3 % of children met the required standard, compared to 77.6% in the LA and 77% nationally. The cohort was discussed and governors were advised that LA support had been received from Michaelle Kelly regarding strategies to raise attainment in this area with a focus on pupil premium children. Michaelle had visited the school to observe Year 1, Year 2 and Reception and will visit the Nursery after Christmas. Mr Ellis, Year 1 teacher held a session to inform parents about Phonics. Governors noted that Phonics was a school focus.
- Year 1 – KS1 results had improved significantly on last year. **Will the results be maintained?** Governors were informed that the data could not be compared due to the introduction of assessment without levels. It was noted that strong progress had been made.
- **Are we stretching the top levels enough?** The Headteacher talked about progress in Year 2; lots of pupils were achieving level 5; 48% had achieved level 5 Maths. Individuals were carefully targeted in order to encourage as much progress as possible. The Year 6 teacher and DHT would discuss target setting early next term. It was noted that the new curriculum was very challenging; and that all staff had embraced it.
- SEN figures were lower than they had been previously; this was due to changes to the SEN criteria.
- Governors were invited to attend all forthcoming school events
- Maths – **What is the plan since Let's Talk Maths Week? How is the mastery of Maths?** The Maths leader and Headteacher along with the Headteacher's from two other Primaries had completed a review and shared ideas about how to develop and make use of new resources. It was noted that Maths was a school priority. Governors were advised that children had recently participated in a Maths related school trip. The Working towards Mastery – Year 2 and Year 6 training was highlighted. Governors were informed that the emphasis was on cross-curricular activities and the application of maths knowledge and skills within other subject areas.
- p7 - Schools Linking Network (St Winifred's Primary School) Year 3 had attended the Z Arts Project in Manchester alongside pupils from St Winifred's Primary School. This had been a very successful event.
- The progress of pupil premium children was highlighted and governors were referred to 2012 closing the gaps data. this showed that the pupil premium gap had narrowed significantly. Governors referred to the KS1 to KS2 data. **Was there a concern that pupil premium pupils were doing better than non-pupil premium children?** Governors were informed that the data indicated that pupil premium



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children had made good progress and had caught up with non-pupil premium pupils. Pupil premium funding was explained to governors. It was noted that there was a separate funding system for disadvantaged pupils; and that the results show that these pupils were reaching their potential. Non-pupil premium children also received booster sessions and had access to resources as necessary. It was noted that some pupil premium resources benefited all children; for example extra TA time. Governors were advised about what the pupil premium funding was used for.

- p10 – A Speech and Language Therapist had been recruited for one day per month / 1.30 hours per week.
- Linda Lanigan would visit the school to carry out Christmas Workshops for Year 3.
- Wellspring Centre Rucksack Appeal – a Staff Collection was taking place; governing body contributions were welcome.
- p11 – governors were referred to the previously circulated SDP and an update was provided.

The Headteacher was thanked for her report and there not being any further questions it was RESOLVED that the Leadership report be received.

## 9. STANDING ITEMS

### a. School Improvement Plan (SIP) Update

The latest version of the SIP was circulated to governors and is available on the school website.

Governors were then referred to the relevant sections within the Leadership report and noted that the school was working towards meeting the objectives set.

### b. Performance Management and Pay (Headteacher and Staff)

Governors discussed the Pay Policy, and were referred to the relevant section of the Leadership Report.

Governors agreed to approve the recommendations of the Pay Committee.

### c. Report on Incidents of Racism, Bullying, Homophobia

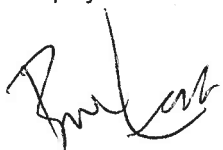
The Headteacher reported that there had been one racist incident (verbal comment) in school during the summer term.

The Clerk provided a 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.

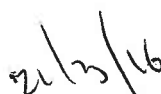
### d. Report on Physical Incidents (Summer 2015)

The Headteacher reported that there had been no incidents during the summer term where the use of physical intervention procedures had been necessary.

Signed:



Date:



e. Young Carers Update

Some young carers were identified at the school; governors were advised that young carers could access LA services outside of school. It was noted that a young carer's representative had attended the school to speak to young carers and offer support.

f. Stage on LA School Protocol and School Improvement Adviser's Annual Report

The Stage on LA School Protocol was Green.

## 10. FEEDBACK

a. Feedback from Learners and Parents

Governors were referred to the previously circulated document. Concerns regarding the size of the hall were discussed; this was especially noted in terms of the concerts that were taking place for Christmas. The capacity of the hall was discussed and the limit on maximum capacity in accordance to health and safety guidelines was noted.

b. Staff Questionnaires 2014/15

Governors were referred to the information tabled; this had been discussed at staff meetings. Communication was highlighted.

c. Ofsted parent view

Governors were advised of the overwhelmingly positive feedback and discussed the comments which had been received.

## 11. GOVERNOR DEVELOPMENT

a. Development Plan

The Development Governor had attended a Strategic Planning for Governor's training session. It was recommended to complete the NGA 20 questions and discuss the outcomes.

GOVAS Annual Conference 2016 - to be held on Saturday 12 March 2016 at Marple Hall School; governors were encouraged to attend.

Governor Skills Audit – Leah Grandison was requested to complete the audit. **ACTION**

Mrs M Jennings –Aziz had attended the following sessions:

-LAC meeting at Edgeley Park about raising the aspirations of looked after children.

-Maths Challenge in Cheadle

b. Induction of New Governors

Governors were required to provide a brief Pen portrait alongside either a photograph or a drawing to be published on the website. Governors were requested to send this information to Shane Farrell who would update the website. **ACTION**

c. Training



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Governors were reminded of the Governor Services Training Programme which had been previously circulated; and encouraged to utilise the Modern Governor online training sessions.

## 12. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

### Stockport Family and Restorative Approaches (RA)

- Governors were made aware of the development of the Stockport Family programme and the Restorative Approaches training opportunity.
- It was noted that the Heaton's area was within the first launch group - date TBC. Jenny Curzon would be visiting the school in January to speak to the Headteacher about RA.

### The Prevent Duty

- Governors were informed of the arrangements being implemented for the Prevent Duty and asked to ensure robust arrangements were in place in school for all staff. It was noted that training would be provided to both school staff and governors during the academic year.
- A Staff meeting regarding the Prevent agenda and Safeguarding agenda was noted
- Cllr McGee had attended the Prevent training course
- ***Do we know what we are looking for in Primaries regarding Prevent?*** Governors were referred to Prevent and how these issues were addressed within the school via SMSC. It was noted that slides were available for governors information; it was agreed to upload this onto the governor's area of the school website.

**ACTION**

### Safeguarding Update

- Governors noted the information.
- The document *Keeping Children Safe in Education – Part One* had been circulated to all school staff during a Staff Meeting, is displayed in the staffroom and is part of the induction information for new staff

### Coasting Schools

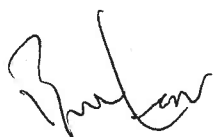
- Governors were invited to consider whether the standards and progress measures from 2014-2016 may raise the possibility of the school being regarded as 'coasting'.

### Common Inspection Framework for Education, Skills and Early Years

- Governors noted the guidance.

### Training Session – new Ofsted Framework

Signed:



Date:

21/3/16

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- Governors noted that Chairs and Headteachers had been invited to attend a training session on 11<sup>th</sup> September. This was attended by both the Chair of the Governing Body and the HT

13. DATES

a. Full Governing Body

b.

- Monday 21<sup>st</sup> March 2016, \*6pm – (\*early start due to a pre-meeting)
- Monday 18 July 2016, 6.30pm

c. Committee Meetings

- Steering Committee – Thursday 14<sup>th</sup> January 2016, 8.30am, Thursday 28 April 2016, 8.30am
- Resources Committee and Teaching and Learning Committee – Monday 1<sup>st</sup> February 2016, Monday 16<sup>th</sup> May 2016, 6pm

d. School Events

A list of school events was provided for governors; governors were encouraged to identify any events that they would like to attend.

14. ANY OTHER BUSINESS

a. GOVAS – Sharing of E Mail Addresses

Governors were advised that the annual request to share their email information was made to ensure that GOVAS had up to date records; this information would not be used or shared outside GOVAS.

Governors duly **AGREED** the request to pass contact details to GOVAS.

8.03pm – Staff members and the Headteacher withdrew from the meeting whilst a confidential item was discussed.

b. Confidential item – Appendix 2.

There not being any other business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 8.07 pm.

Signed:



Date:

21/3/16

**MERSEY VALE PRIMARY SCHOOL GOVERNING BODY**

**AUTUMN TERM 2015 GOVERNING BODY MINUTES**

**MEETING ACTION POINTS**

<b>MINUTE POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>ACTION DATE TO BE COMPLETED</b>
3	Governors noted that with effect from 1 <sup>st</sup> September 2015, governor details and business interests were required to be published on the school's website.	Shane Farrell	ASAP
4a	The GSO would update the committee membership list.	GSO	Post meeting
5	New Ofsted Framework - Governors suggested that it would be helpful to notify parents via the school website. The Headteacher undertook to include this information in the newsletter.	Headteacher	Post meeting
11a	Governor Skills Audit – Leah Grandison was requested to complete the audit	Leah Grandison	Post meeting
11b	Governors were required to provide a brief Pen portrait alongside either a photograph or a drawing to be published on the website. Governors were requested to send this information to Shane Farrell who would update the website.	Governing Body  Shane Farrell	Post meeting
12	Prevent Slides to be uploaded onto the governors area of the school website	Headteacher	Post meeting

Signed:



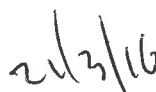
Date:

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**MERSEY VALE PRIMARY SCHOOL GOVERNING BODY**  
**COMMITTEE LIST 2015/16**

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

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

### AGENDA/ ACTION NOTES

<b>MEETING:</b>	Teaching & Learning Committee Meeting	<b>Date of Meeting:</b>	01.02.16
<b>LOCATION:</b>	Mersey Vale Primary School	<b>Time of Meeting:</b>	6pm
<b>PRESENT</b>	Angela Harrington, Claire Chilvers, Jackie Jones, Aisha Mohammad, Leah Wilkinson		
<b>APOLOGIES</b>	Bryan Lees		

### AGENDA

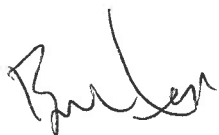
- Committee remit and terms of reference
- Standards and achievement/ Pupil progress incl. pupil premium progress and impact since Sept 2015, governor data dashboard
- Policies review: Relationships & Sex Education policy, Teaching & Learning policy, Collective Worship policy, Educational Visits and journeys policy, Whistleblowing policy, Safeguarding policy, Inclusion policy
- Governor development – visits, training & information accessed by governors. Stockport governor conference Saturday 12th March 8.45am - 1.15pm Marple Hall High School
- AOB – Mathematics book look prior to committee meeting 16/05/16, 5pm onwards, RM to attend

### ACTIONS and ISSUES

No	Issue	Discussion/Action	By Who	By When
	Committee remit and terms of reference	Governors referred to full document (Governor Remits & Responsibilities – updated September 2015) previously emailed to all governors by Amy Paterson 01/12/15 <ul style="list-style-type: none"> <li>- Membership currently 6 governors</li> <li>- Quorum – 3 governors</li> <li>- Governors agreed to minutes taken on rota basis</li> <li>- Review annually</li> <li>- Committee rename to include standards, will now be known as “Curriculum, pupils and standards combined.</li> </ul>		
	Standards and achievement/ Pupil progress incl. pupil premium progress and impact since Sept 2015, governor data dashboard	<ul style="list-style-type: none"> <li>• Governors were taken through the FFT Aspire governor dashboards for KS1 &amp; KS2. Improved attainment and progress was highlighted in KS1 and the excellent performance of the 2015 KS2 cohort was discussed</li> <li>• Target setting for the Year 2 and Year 6 class was explained by CFC and demonstrated using the target setting tool in FFT Aspire</li> <li>• CFC talked the governors through the recent observations of teaching and learning and explained how the pupil progress proforma that each class teacher completes helps to feed into the ongoing assessment and needs of all pupils, groups and classes</li> </ul>	CFC	
	Policies review	Relationships & Sex Education policy Teaching & Learning policy Collective Worship policy – <i>AM Talked the committee through the changes suggested for this policy and it was agreed that it should be updated – CFC will do so</i> Educational Visits and journeys policy	Committee members to read/ review prior to meeting.	

	<p>Whistleblowing policy Safeguarding policy Inclusion policy</p> <p>All above policies are available on website in governors area using password previously issued. Contact school office/ JM for password reminder if needed.</p>	Feedback comments to CFC/ JM/ SF	
Governor development – visits, training & information accessed by governors.	<p>Stockport governor conference Saturday 12th March 8.45am - 1.15pm Marple Hall High School – AH encouraged all governors to attend the suggested that it should be and expectation that during their period of office each governor should attend at least once.</p> <p>Governors invited to attend whole staff mandatory safeguarding training 01/02/16. Attended by Jackie Jones and Angela Harrington. Aisha Mohammad has attended safeguarding training at her own school and will send an email form her line manager to confirm this.</p> <p>AH also mentioned that training/ overview of many school related issues could be accessed through the Modern Governor website</p>		
AOB	<p>Mathematics book look prior to committee meeting 16/05/16, 5pm onwards, RM to attend – Numeracy Governor AM unable to attend and will be in touch with RM to make and alternative visit to school.</p> <p>Governors discussed the idea of a collective Governor vision for school, but it was felt that this should be discussed at a whole GB meeting to include curriculum, financial, LA strands to the idea. Governors were concerned about the time limitations to adding this to agendas foe future meetings and felt maybe and extra meeting should be arranged for the soul purpose of discussing this issue. The idea of s sub-committee or working group to collate ideas was also suggested.</p> <p>It was felt that this issue should be put on the agenda for the next full GB meeting</p> <p>Meeting ended 7pm</p>		

Signed:



Date:

21/3/16

## AGENDA/ ACTION NOTES

<b>MEETING:</b>	Resources Committee Meeting	<b>Date of Meeting:</b>	01.02.16
<b>LOCATION:</b>	Mersey Vale Primary School	<b>Time of Meeting:</b>	6pm (Full GB meeting initially to share potential school expansion plans)
<b>PRESENT</b>	Tom McGee, Mary Aziz, Mehboob Vadiya, Will Goundry, Shane Farrell, Jayne Mullane		
<b>APOLOGIES</b>	-		

## AGENDA

- Committee remit and terms of reference
- Budget 2015-2016
- Actions from finance audit/ finance officer visit
- Pupil premium – spending/ best value, impact since Sept 2015
- Buildings/ grounds development
- Governor development – visits, training & information accessed by governors. Stockport governor conference Saturday 12th March 8.45am - 1.15pm Marple Hall High School
- AOB – Mathematics book look prior to committee meeting 16/05/16, 5pm onwards, RM to attend

## ACTIONS and ISSUES

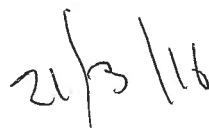
No	Issue	Discussion/Action	By Who	By When
	Committee remit and terms of reference	<p>Governors referred to full document (Governor Remits &amp; Responsibilities – updated September 2015) previously emailed to all governors by Amy Paterson 01/12/15.</p> <ul style="list-style-type: none"> <li>• Agreed; <ul style="list-style-type: none"> <li>- Resources Committee meetings held termly (in 1<sup>st</sup> half term of each term)</li> <li>- Membership currently 6 governors</li> <li>- Quorum – 3 governors</li> <li>- Minute taker on rota basis</li> <li>- Review annually</li> </ul> </li> </ul>		
	Budget 2015-2016	<p>Pack produced by SF issued to all committee members prior to meeting including: financial information and commentary + most recent finance officer visit sheet.</p> <p>Budget plan updated to include amendments re. income/ expenditure.</p> <p>Previous version signed by chair of Resources Committee and submitted to LA Oct 2015. Governing Body requested to consider and sign off this version.</p> <p>Budget plan agreed by all present – to be signed by TM &amp; JM and submitted to LA.</p> <p>Bank reconciliation – end December 2015 – balance £244,774 cr</p> <p>Un-reconciled expenditure - £5899</p> <p>Bank reconciliation folder available for GB/ chair of Resources Committee.</p> <p>School Business Manager, Headteacher and Chair of Resources Committee met with finance officer 28/01/16. Budget monitoring/ visit sheet info provided in pack. Projected surplus 15/16 £106K (within 12% excess balance).</p> <p>SBM &amp; HT to attend 2016/17 budget planning session 17/03/16</p> <p>SF explained that previously we have tended to overestimated expenditure and underestimated income. Now trying to be more precise as want to avoid clawback. Aiming to reduce in-year deficit.</p> <p>TM – Notice that breakfast club is making a loss of approx. £1600. Reasons? SF – Since September we have increased fee to 75p per day and since mid-January we are offering earlier start (from 8am) to meet needs of working parents for £2 per day.</p>	SF	29/01/16

	<p>Hopefully income will increase but take up of earlier start is being monitored as don't want to pay staff to be there from 8am if there isn't demand for this.</p> <p>JM – Breakfast club was originally set up on “not for profit” basis. Although recognise that don't want to make large loss, the main objective is to give a good start to children who may otherwise not eat breakfast or who may be late to school. Offer free places to identified pupil premium children and fund one member of 4 staff breakfast club team from PP funding. Learning mentor supports PP children at breakfast club by running homework sessions twice weekly. Positive impact upon children who previously were late to school, hungry or generally not ready to learn.</p> <p>MV – Does school offer after school club?</p> <p>JM – Don't offer after school club but do offer after school activities eg. Monday: Choir, Tuesday and Thursday: Sports + individual clubs eg. Space Club, Gardening Club, French Club. After school clubs are generally independent of schools and have to be registered separately by Ofsted. In 2012 some parents requested through Parent Partnership group feasibility of having an after school club at MV. JM researched what was on offer at other local schools and produced summary which was shared with parents. It was felt that the high cost (£8 - £12 per session) would not make a club viable as there was not enough regular demand.</p>		
Actions from finance audit/ finance officer visit	All actions completed. No outstanding issues.		
Pupil premium – spending/ best value, impact since Sept 2015	<p>See Pupil Premium Impact Report emailed to all committee members and PP statement on school website <a href="http://www.merseyvale.stockport.sch.uk/wp-content/uploads/2014/11/Pupil-premium-statement-Autumn-2015-including-case-study.pdf">http://www.merseyvale.stockport.sch.uk/wp-content/uploads/2014/11/Pupil-premium-statement-Autumn-2015-including-case-study.pdf</a></p> <p>TM – Are the teacher assessment results and pupil progress data about right at this point in school year?</p> <p>JM – Yes; currently holding pupil progress meetings with all teachers and PP children discussed as part of this. Progress is in line with other children. Obviously haven't experienced large part of curriculum for year yet so likely to be assessed as E (emerging) or D (developing).</p> <p>TM – As PP governor visits school on termly basis to meet CW (AHT/ Inclusion Leader) and monitor PP throughout school.</p> <p>WG – How evidence other, non-academic, issues which may affect PP children?</p> <p>JM – PP children in Y4 – Y6 have teacher mentor who supports children in variety of ways through meeting fortnightly. Feedback from children and mentors is very positive, particularly noticeable is increased confidence and self-esteem for some PP children. Staff also complete evaluations following specific interventions for PP children and again report positive outcomes.</p>		
Buildings/ grounds development	<p>Prior to committee meeting all governors briefed re. potential expansion to 2 form entry primary school with improved facilities eg. larger hall with kitchen and serving area adjacent, improved shared areas and new/ refurbished classrooms. TM requested that preferably information be kept confidential. JM to contact Stephen Bell to confirm that info shared with governors.</p>	JM	Feb 2016
	<p>Improvements to pencil playground and KS2 front field area (see budget pack).</p> <ul style="list-style-type: none"> <li>- Risky route installed over Christmas holiday (funded by 10K lottery grant)</li> <li>- Willow now planted and mounds of earth seeded to create small hillocks</li> <li>- Awaiting installation of gazebo. TM recommended lowering front hedges to create greater visibility and discourage 'out-of-hours' users</li> <li>- Pencil playground – item of equipment to be repaired soon</li> </ul>	SF	Feb 2016
Governor development – visits, training & information accessed by governors.	<p>Stockport governor conference Saturday 12th March 8.45am - 1.15pm Marple Hall High School – WG to attend and possibly MA.</p> <p>Governors invited to attend whole staff mandatory safeguarding training 01/02/16. Attended by WG, MA, JJ, TM, SF, AH, JM, CFC.</p> <p>WG &amp; JM to attend H &amp; S training March 2016.</p>	All governors to access appropriate training.	On-going
	<p>MA attended Restorative Approaches training for governors 01/02/16. SF to scan handouts and put on GB area of website.</p>	SF	Feb 2016

Signed:



Date:



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AOB	<p>WG – As follow up from 20 questions document it would be useful for governors to consider “Vision for MVPS”</p> <p>Agreed to put on committee agendas for Summer term and for each committee to discuss vision from each perspective; Resources/ Teaching &amp; Learning. This could then be shared at full GB meeting in July.</p> <p>Mathematics book look prior to committee meeting 16/05/16, 5pm onwards. RM to attend.</p> <p>WG suggested each class teacher select example of book to evidence E, D, S, M (identify with post-it notes?)</p> <p>Meeting closed 7pm</p>	<p>All governors</p> <p>JM/ Steering committee</p> <p>JM, RM &amp; all teachers + all governors invited</p>	<p>16/05/16</p> <p>April 2016</p> <p>16/05/16</p>
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Signed:



Date:

21/3/16