

MERSEY VALE PRIMARY SCHOOL GOVERNING BOARD MINUTES

AUTUMN TERM 2016

Date: 28th November 2016
Time: 6pm
Venue: The School

GOVERNORS PRESENT

Mrs J Jones (Acting Chair), Mrs J Mullane (Headteacher), Mr U Gill, Mrs A Mohammed, Mr S Farrell, Ms A Harrington, Cllr T McGee

IN ATTENDANCE

Mrs A Paterson	Governor Support Officer
Mrs C Varetto	Associate Member
Ms C Whitehead	In attendance

1. WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting. Apologies for absence were received and accepted from Dr W Goundry, Mrs M Jennings-Aziz and Mrs L Wilkinson.

It was agreed that Mrs J Jones would act as Chair for this meeting in the absence of Dr Goundry.

Governors welcomed Mr U Gill as a new Parent Governor and introductions were made.

Cllr T McGee advised of his early departure.

2. CONSIDERATION OF VACANCIES

3. PRESENTATION – REPORT ON SIP TARGET / RESTORATIVE APPROACHES

Governors received a presentation by Ms Whitehead. A handout was tabled for governors' information.

A copy of the School Improvement Communication 2016-17 was tabled.

Governors were advised about the processes in place and examples were discussed. The work of the Behaviour Support Services was highlighted; governors were directed to their website for further information. It was hoped that the school would be a showcase school next year. Governors' questions were invited. **How do you measure if children are building resilience over the course of a few years?** A range of different methods were noted such as Pupil Voice which was undertaken at the start and end of an intervention, mental health questionnaire and observations were also noted.

Mrs Whitehead was thanked for her update.

6.21pm – Ms Whitehead left the meeting.

4. DECLARATION OF INTERESTS

a) Declaration of Interests in Any Agenda Items

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

Signed:



Date:

20/03/17

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

b) Signing of Business Interest Form

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

Dr W Goundry and Mrs L Wilkinson would be requested to complete a business interest form and return to the Headteacher post meeting. **ACTION**

c) DBS Checks

The SBM confirmed that DBS checks were in place for almost all governors and that outstanding information was being chased up by the SBM. **ACTION**

6.25pm – Ms C Varetto joined the meeting.

4. BUSINESS

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

Governors discussed and reviewed committee membership and linked governors as per Appendix 1.

Diversity / Numeracy – It was agreed to find out which link governor role Mrs L Wilkinson was interested in undertaking. Cllr T McGee agreed to undertake whichever role was vacant.

It was noted that each committee would consider and review its own remits and terms of reference at its next meeting. The Clerk should then be advised of any amendments and an updated copy sent to the Clerk for information.

b) Election of Committee Chairpersons

Governors unanimously **RESOLVED** that Cllr T McGee be elected Chairperson of the Resources committee for the agreed term.

Governors unanimously **RESOLVED** that be Ms A Harrington be elected Chairperson of the Teaching and Learning committee for the agreed term.

c) Review of Policies

The Governing Board agreed that a review of their existing policy portfolio would take place throughout the academic year as required at the relevant committee.

d) Review of Open Government

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

e) Review of Governing Board Code of Conduct

Governors were referred to the previously circulated document and it was AGREED that the new Governing Board Code of Conduct 2016 would be adopted.

f) Approval/Ratification of Safeguarding Policy

The updated safeguarding policy had been circulated prior to the meeting and was considered in detail. It was duly RATIFIED by the governing board.

g) Approval/Ratification of the Pay Policy

The Headteacher confirmed that a detailed and minuted consultation upon the 2016 pay policy had been held with school staff.

The pay policy had been approved by the Resources Committee and was presented for ratification at the Extra Ordinary Governing Board meeting on 1st November 2016. The policy was duly RATIFIED by the governing board.

h) Virtual Governance

The new virtual attendance policy had been circulated prior to the meeting and was considered in detail. The policy was duly RATIFIED by the governing board.

The following policies had been agreed at the relevant committee meetings and were duly RATIFIED by the Governing Board:

- Complaints
- Accessibility Plan
- School Prospectus
- Freedom of Information Publication Scheme: Data Protection, Recording and Information Management
- Staff Leave of Absence
- Social Media

i) Previous Governing Board Minutes

RESOLVED – that the minutes of the meeting held on 18 July 2016, copies circulated previously, be approved and signed by the Chairperson and authorised for publication.

j) Matters Arising from Previous Governing Board Minutes

There were no matters arising.

k) Action Points from Previous Governing Board Minutes

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

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4a	Governors were invited to send their thoughts / ideas to the Headteacher by end of the summer term	Governing board	End of summer term
4a	Building / Funds - To write to Stephen Bell and Phil Beswick (LA) to invite to the meeting	Chair of Resources Committee	Post meeting
5a	Pupil Premium - Catherine, SBM, Headteacher and Chair of Finance to agree criteria to be shared with parents at the start of the new academic year	Catherine, SBM, Headteacher and Chair of	September

		Finance	
8a	The Headteacher and Dr W Goundry would attend the mini GOVAS Conference on 6 th October 2016.	Headteacher and Dr W Goundry	6 th October 2016
9c	All governors to have DBS checks in place by 1.9.16. The SBM undertook to confirm with the LA DBS team / Julia Storey regarding the requirements.	SBM	Post meeting / by 01.09.16
11a	Election timetable for 2x Parent Governors and 1x Staff governor vacancy TBC in the autumn term.	The Headteacher and GSO	September
11b	Water and Sewerage Charges to the School - SBM undertook to send letter	SBM	Post meeting

l) Previous Minutes

It was resolved that the minutes of the following meetings:

- Teaching and Learning Committee 10/10/16
- Resources Committee 10/10/16
- Steering Committee 14/09/16
- Extra Ordinary Governing Board Meeting 01/11/16

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

m) Matters Arising from Previous Meetings

- Extra Ordinary Governing Board Meeting 01/11/16

Item 3 – A School Partnership and Collaboration in the Heatons meeting had taken place on 17 November 2016. Terms of reference TBC.

Correction - ACTION POINTS should refer to the Extra Ordinary Governing Board Minutes not Summer Term Governing Board Minutes.

5. RESOURCES

a. Budget Update

The SBM advised of the cumulative carry forward of £100,000 which included the additional cost of the Early Years Specialist post. Governors noted an increase in pupil numbers.

Nursery numbers had also improved; a potential increase to 30 children would be confirmed in January 2017. Additional hours had been purchased and funding was considered.

Governors noted that the budget was healthy. The excess claw back was approximately £112,000; and continued to be monitored.

Governors would be updated in January 2017 regarding the consideration of any future spending. It was advised that the claw back amount was protected.

The Resources Committee had considered and agreed the budget.

b. Approval of School Fund Audit/Audit Arrangements

The School Fund Audit was currently in hand.

6 LEADERSHIP TERMLY REPORT

Questions and Discussion

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

6.42pm – Cllr T McGee withdrew from the meeting.

The total number of pupils was 235; this was the highest ever figure; governors noted the breakdown provided.

The SEF was available on the website and would be updated (pending completion of data analysis) by the end of the week; this would also be uploaded onto the website. The Headteacher advised that the delay was due to the discounting of some results. **When do we receive confirmation?** Mid-December.

The SBM and Headteacher would undertake Incident Management training tomorrow.

Stockport Family – A TAS (Team Around the School) meeting was held last week. This was a multi-agency meeting and action plans were discussed. Governors were advised of regular visits to school and noted that this meeting would take place on a termly basis.

Is the Class Dojo system in place? The system was live for Year 1; consideration to be given as to when to roll it out across the school. Governors considered how teachers would manage this system outside of school hours.

p2 Recruitment update for a Scale 3 TA - a smooth transition was planned to ensure that this post was filled in good time. It was noted that funding had been received for this post.

Report on Racist, Bullying or Homophobic Incidents - A correction was noted; the Headteacher reported that there had been four incidents of racist comments during the summer term. **Is there any particular year group where racist incidents occur?** No; the instances had occurred over a range of different years; the Headteacher outlined the circumstances. Governors were advised that all incidents had been dealt with accordingly and reported to Services to People using the approved recording methods.

Attendance – **Why are the Reception figures low?** Governors noted an element of illness which is quite usual when children first start school. It was advised that figures were affected during the first week of school due to Reception pupils' half day attendance; this was recorded as absent as not expected to be in school.

p4 – Outcomes – The DHT talked about the good level of development EYFS outcome at 65%. This was slightly below national average but an increase year on year. Governors noted that this demonstrated the low level at which children join the school.

Phonics result - 67% had met the required standard in comparison to 56% the previous year. Better systems were now in place to help children who had not met the national standard and extra intervention was in place for eight children. A discussion followed.

Reading national average was 74% and the school average was 67%. Writing was a focus; and discussion followed.

KS2 results were highlighted; these were likely to change due to the earlier discussion about the discounting of some results. Governors noted that this would make a significant difference. ***What is the national average?*** 53%; the school was confident of improvements.

p6 – Inclusion – Governors noted the Restorative Approach presentation which had been presented by Ms Whitehead under item 2.

Governors were referred to the data regarding the number of pupils on the SEN register and advised that an additional 46 were receiving support or were an intervention programme.

Meet the Teacher sessions were held in September and were very well received.

Productions and Christmas events – Governors were invited to attend the events and referred to the website for further details and dates.

PE and Sports Strategy – this was approximately £8-9000 per year; the funding would continue for the next three years.

Pupil premium grant £71,000; governors were referred to the summary on p10. Ms Whitehead had analysed the results of pupil premium children compared to non-pupil premium children.

£740 had been raised at the McMillan Coffee Morning. It was noted that a new Heatons Churches Partnerships Schools Worker would be in place shortly.

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

7. STANDING ITEMS

a. School Improvement Plan (SIP) Update

The latest version of the SIP was circulated to governors.

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

b. Appraisal and Pay Update

Governors were referred to the minutes of the Extra Ordinary Governing Board meeting on 1st November 2016.

c. Report on Racist, Bullying or Homophobic Incidents

See item 6.

d. Report on Physical Incidents

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

e. Young Carers Update

Governors noted the work of the Learning Mentor and an update was provided.

f. Stage on the L.A. School Protocol and School Improvement Adviser's Annual Report

The School Improvement Adviser's Annual Report had been circulated to governors previously; the stage on the LA School Protocol was green.

8. GOVERNOR DEVELOPMENT

a. Governor Training

Governors made aware of the Governor Training Programme and governors were encouraged to attend any relevant training courses. Governors were advised that training courses should now be booked via the GovernorHub website. The website would retain records of training sessions attended by individual governors and provide a comprehensive view of training undertaken by the governing board.

The Chair had undertaken the following courses and had found them very useful:

- Budget Monitoring
- Early Years Foundation Stage
- SEN Disability

9. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

a. Schools' Finance Update

- The second stage of consultation for Schools and Higher Needs funding is expected to be released before the end of the autumn term.

b. Changes to School and College Accountability Measures

- The Headteacher advised governors to read this section for information.

c. SEND Area Inspections

d. The Apprenticeship Levy

- The guidance was noted. The levy would amount to approximately £4000 from the staffing budget. Governors considered the possibility of collaborating with a small group of local schools. A discussion followed. Governors noted that the levy was included in the budget.

e. Safeguarding

f. Early Years Update – Extended Entitlement to Childcare

g. Early Years Update – Paediatric First Aid

- The guidance was noted.

h. Advisory Group on Governance (AGOG) – Reducing Teacher Workload

- The guidance was noted.

i) Governance – Confidentiality

- Governors were reminded that all documents must be redacted before being uploaded to GovernorHub.

10. DATES

a. Full Governing Board

Monday 20th March 2017, 6pm

Monday 17th July 2017, 6pm

b. Committee Meetings

- Steering Committee – Wednesday 18th January 2017, 8.30am – Apologies were received and accepted in advance from Cllr T McGee; Wednesday 19 April 2017 8.30am
- Resources Committee – Monday 13th February 2017 6pm, Monday 22nd May 2017, 6pm
- Teaching and Learning Committee – Monday 13th February 2017 6pm, Monday 22nd May 2017, 6pm

11. ANY OTHER BUSINESS

a) Sharing Email Addresses - GOVAS

The Clerk explained 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 email information to GOVAS.

b) Sharing Email Addresses – NGA

The Clerk explained that as part of the Local Authority's standard membership package with the NGA, all governors were entitled to receive weekly e-newsletters; three nominated governors would also receive the bi-monthly Governing Matters magazine by post. It was confirmed that personal information would not be used or shared outside the NGA.

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

c) Sharing Contact Details – GovernorHub

Governors AGREED to their contact details being uploaded to the GovernorHub site, visible only to other members of the governing board. It was noted that no personal contact details would be uploaded for staff members on the governing board.

d) Fire Safety Audit

A Fire Safety Audit had been completed; and governors noted that a medium risk. The SBM advised that the LA Health and Safety Team had visited the school and reviewed the action plan. All critical actions had now been completed at a cost of approximately £400. Governors were informed that the school was fully compliant. It was noted that the use of the LA buy back service had enabled savings to be made. Governors were referred to the colour coded action plan. The SBM had sent a testimonial to the LA Health and Safety Team for their support and advice.

e) Health and Safety Report

A strong result was noted; governors were informed that all legal procedures were in place. The SBM undertook to circulate a copy of the report to governors if requested. Governors were referred to the colour coded action plan which was in place.

With no further business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 7.20pm.

MERSEY VALE PRIMARY SCHOOL

AUTUMN TERM 2016 GOVERNING BOARD MINUTES

MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4b	Dr W Goundry and Mrs L Wilkinson were requested to complete the business interest forms and return to the Headteacher post meeting.	SBM / Dr W Goundry / Mrs L Wilkinson	Post meeting
4c	SBM to chase up outstanding DBS checks	SBM /Headteacher Governing Board	ASAP

APPENDIX 1

MERSEY VALE PRIMARY SCHOOL GOVERNING BOARD COMMITTEE LIST 2016/17

CHAIRPERSON
William Goundry (two year term of office from 2016)

VICE-CHAIRPERSON
Angela Harrington (two year term of office from 2016)

DEVELOPMENT GOVERNOR
Angela Harrington

STEERING COMMITTEE	PUPIL DISCIPLINE / STAFF DISMISSAL /COMPLAINTS PANEL / APPEALS PANEL
Headteacher Deputy Head Will Goundry (Chair) Angela Harrington (Vice-Chair) Angela Harrington (Chair of T & L) Tom McGee (Chair of Resources)	Tom McGee Jackie Jones Angela Harrington
RESOURCES COMMITTEE (Finance, Staffing & Premises)	TEACHING & LEARNING (Curriculum, Pupils, Policies)
Tom McGee (Chair) Headteacher William Goundry Shane Farrell Umar Gill	Angela Harrington (Chair) Claire Varetto (Deputy Head) Mary Jennings - Aziz Aisha Mohammed Leah Wilkinson

Signed: *WG*

Date: *03/12/17*

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	
Leah Wilkinson			Mary Jennings-Aziz / Shane Farrell	
ENGLISH GOVERNOR			MATHEMATICS GOVERNOR	
William Goundry			Tom McGee	
COMPUTING GOVERNOR	HEALTH & SAFETY GOVERNORS	PUPIL PREMIUM GOVERNOR	ASSESSMENT GOVERNOR	
Umar Gill	Headteacher Chair SBM	Cllr T McGee	Aisha Mohammed	
PAY REVIEW COMMITTEE		PAY APPEALS COMMITTEE	HEADTEACHERS PERFORMANCE MONITORING	
Tom McGee Will Goundry Angela Harrington		All other non-staff governors (Reciprocal arrangements with governors from Norris Bank Primary School and Tithe Barn Primary School)	Chair Vice Chair Tom McGee	