

MERSEY VALE PRIMARY SCHOOL GOVERNING BOARD MINUTES

AUTUMN TERM 2017

Date: 27 November 2017
Time: 6pm
Venue: The School

GOVERNORS PRESENT

Dr W Goundry (Chairperson), Mrs J Mullane (Headteacher), Cllr T McGee, Mr S Bray, Mr U Gill, Mrs J Jones, Mr S Farrell, Ms A Harrington

IN ATTENDANCE

Mrs A Paterson Governor Support Officer
Ms C Varetto Associate Member (DHT)

1. WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the meet and introductions were made. Mr S Bray was welcomed as a new Parent governor. Apologies for absence were received from Mrs A Mohammed and Mrs M Jennings-Aziz and accepted by the governing board. Apologies for an early departure were noted from Cllr T McGee.

2. ASSOCIATE MEMBER RE-APPOINTMENT

RESOLVED: The governing board duly APPROVED the re-appointment of Ms C Varetto as an Associate Member for a further four year term of office with effect from 27 November 2017.

3. DECLARATION OF BUSINESS INTERESTS

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

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

THE 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. The information would be added to the school website.

DBS CHECKS

The SBM confirmed that DBS checks were in place for all governors and associate members.

4. BUSINESS

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

The Headteacher sat on an LA working group looking at how to reduce inconsistencies across governing boards; common formats and templates would be produced for generic use. Governor Services had recommended that committee membership be reviewed in terms of the school priorities. It was suggested that governors be linked to the school improvement targets; governors agreed with the changes.

Date: 19/03/18

Signed: 

Governors reviewed the draft committee membership and linked governors list as per Appendix 1.

Inclusion link governor (including SEN / Gifted and Talented, Diversity, Young Carers, LAC and children with medical needs). It was agreed that Mrs J Jones and another governor would share this role.

It was agreed that Mr S Bray would join the Resources Committee.

Should we have a curriculum link governor? The Headteacher and Deputy Headteacher advised that they had considered this, but it was noted that this would be covered within the Teaching and Learning Committee.

A discussion took place about sharing the workload across the governing board.

Assessment link governor - Mrs A Mohammed TBC.

Expressions of interest were invited for the SIP Target 3 link governor vacancy. Governors were requested to consider their link role and inform the Headteacher / Chair of any expressions of interest by January 2018. **ACTION**

Following a short discussion, it was suggested that each committee 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. **ACTION**

b) Election of Committee Chairpersons

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

Ms Harrington referred to good practice and suggested that another governor chaired this committee due to her number of different roles within the governing board. Ms Harrington was happy to remain as Chairperson of the Teaching and Learning Committee until the spring term meeting; this would be discussed again at the spring term Teaching and Learning Committee. **ACTION**

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 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 2017 would be adopted. Governors duly agreed to **ADOPT** the open government policy.

Do minutes get published on the website? Yes

e) Policies

The following policies had been considered within the relevant committee meetings and were duly **RATIFIED** by the governing board:

➤ Pay Policy 2017

The Headteacher confirmed that a detailed and minuted consultation upon the 2017 pay policy had been held with school staff and their union representatives. No feedback received from staff. The pay policy had been considered within the Resources committee and was recommended for ratification.

Date: 19/03/18

Signed: 

- Appraisal Policy for Teachers
- Employee Relations Policy
- Safeguarding Policy 2017
- Health & Safety - (LA Model policy - annual review)
- Asbestos Action Plan
- Virtual Governance
- Lone Working
- Managing Personal Information
- Manual Handling
- Mobile Phone Use
- Security (personal, premises, ICT)
- Smoking
- Volunteers in School
- Charging and Remissions (for school activities)
- Home School Agreement
- Looked After Children
- Able, Gifted and Talented
- Drug Education
- Governor Visits to School
- PSHE & Citizenship
- Religious Practice and Faith Policy
- Governor Induction
- Cluster Attendance Policy / Attendance and Punctuality & Procedures
- Behaviour policy – the SBM highlighted the minor amendments and new appendix.
This policy had been published on the school website.

f) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meetings held on 17 July 2017, copies circulated previously, be approved and signed by the Chairperson and authorised for publication.

g) Action Points from Previous Governing Board Minutes

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

SUMMER TERM 2017 GOVERNING BOARD MINUTES

MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
5	It was suggested to produce a benchmark questionnaire, the Headteacher undertook to discuss this with Ms C Whitehead.	Headteacher	COMPLETED
6f	Governors considered whether Prevent should be added as a standard GB agenda item and if this section of the Safeguarding policy should be reviewed. The GSO undertook to obtain some guidance around this.	GSO/Chair	N/A – <i>This item was included in the Leadership report and LA briefings. Notes of concern were explained.</i>
7e	Ms C Varetto to consider work like balance and whether a re-appointment was appropriate.	Ms C Varetto	COMPLETED
7f	A governor said that it would be useful to have some data analysis around the use of	SBM	<i>PENDING - SBM would send GSO</i>

Date: 17/03/18

Signed: 

	the website. The SBM undertook to provide a report of this.		<i>an update to share with governors.</i>
8f	It was agreed to invite the PE lead to attend the next Teaching and Learning committee.	Teaching & Learning Chair / Headteacher	COMPLETED
9a	Spring term GB meeting date / cover TBC Monday 19 March 2018 6pm.	GSO	TBC

h) Committee Minutes

It was RESOLVED that the minutes of the following meetings:

- Steering Committee 21 September 2017 – **A governor asked about the parents workshops.** Feedback was provided about parental engagement. Two members of staff were working together to try to access a Parent Workshop – in progress. **Is there going to be a Parent consultation?** Yes; potentially with a group of parents. Only two parents had attended the Keeping Safe workshop which was held at the school.
- Teaching and Learning Committee 9 October 2017 – Writing and moderation issues were noted.
- Resources Committee 9 October 2017 – **A governor asked if there were any concerns in relation to the school.** No, this was not the case.

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

5. RESOURCES

a) Budget Update

The SBM outlined the Budget Plan and explained the various allocations to budget headings. It was noted that the budget was proceeding according to plan and was on track to remain within allocation. The Resources Committee had considered and agreed the budget. A surplus of over £100,000 was noted.

There were currently 214 pupils on the census. There were 25 children currently in Nursery, with possibly three more children joining in January. Nine of these children attended for more than 15 hours.

Governors discussed pupil premium and the difference with FSM and universal FSM was explained. The SBM highlighted the potential confusion and governors considered the impact of this.

The budget was in a positive position in terms of the carry forward, there were no major concerns for this year.

When is the Finance audit due? The LA Finance Officer would attend this term.

Governors were made aware of the potential projects for future consideration.

b) Approval of School Fund Audit/ Audit Arrangements

The school fund audit was completed by a firm, governors duly AGREED to continue with the current arrangements, and noted that this was a free of charge service.

Date: 19/03/18

Signed: 

Is there a reason for the budget being in the black? Governors noted the careful management of the budget and the increase in pupil numbers which had helped year on year.

Governors considered the plans for the hall. **Is it full capacity this year?** Yes, last year census data was discussed. The SBM explained that the census would impact on next year's budget.

The 12% clawback (£93,000) was explained; and the LA agreement was noted. **What is the budget for the hall extension?** Approximately £160,000. The Headteacher talked about the funds, re-wire, roof and refurbishments which had been completed; the school had contributed 20% towards the projects. Governors agreed that the budget was in a very strong position.

Staffing costs and pupil premium funding was considered.

6. LEADERSHIP TERMLY REPORT

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

SIA Tom Gadsby had visited the school twice; and would attend the school prior to the spring term governing board meeting at 5.30pm on 19 March to present the ASP data to governors.

LA Working Group party - the Headteacher advised that a new template for the termly headteacher / leadership report to governing board was under review and would be based on the Ofsted headings. The Leadership report included reports from other colleagues.

Does 2% of authorised absences relate to religious holidays? No; this would be sickness or authorisation due to exceptional circumstances. Unauthorised absences were explained. Early Year data was non-statutory although the school encouraged good attendance within all year groups. The Headteacher talked about the statutory attendance data. **Is the phased start to Reception authorised absence?** Yes. Governors noted that attendance had improved.

Writing – is '3 stars and a wish' for teachers or children? For teachers. This was based on a combination of the Headteacher and pupils views. Governors agreed that it was powerful to receive children's views.

EHA / CAF/ LAC data was noted.

The Deputy Headteacher referred to the KS2 results and advised that the red figures were subject to change. Phonics and KS1 results were noted.

Assessment working party - The Deputy Headteacher had met with the SIA about areas for consideration in KS1 and 2; this would be discussed in more depth in March.

FFT / ASP governor dashboard was available for governors' information. Governors were welcome to contact the Deputy Headteacher with any questions or for any further information.

KS2 - Areas to investigate were noted, two areas of strength were flagged up and real positives were highlighted.

p5 – Workshops had been very effective.

Date: 17/05/18

Signed: 

ECHP and SEND – are there still any children on statements? No; these had been converted to EHCPs. In response to a governor's question it was advised that SEN support could be in place alongside an EHCP plan. Data was considered.

Achievement and Enjoyment – KS1 Animal Rumble Grumble was taking place on 11 and 12 December 2017 – all governors were welcome to attend this event.

Whole School Assembly / Lets Learn Outdoors week had taken place with an Adversity Adventurer. Governors heard that this had been very inspirational and that children had found the experience exciting.

6.57pm – Cllr T McGee withdrew from the meeting.

Christmas Activities – **Why is this event held on a Friday and not the weekend?** This was run by Friends of Mersey Vale, (parent volunteers) staff were freed up to support the event. A discussion followed.

p7 – A new link with Christians in Schools Trust (CIST) was noted. This was a very proactive group and the Headteacher advised of the projects and support provided to the school.

Stockport College Book Buddies was working well and children were enjoying the activity.

SIP – governors were referred to the update.

A meeting with Stephen Bell (LA) was being held for all Headteachers in the Heaton area regarding school capacity issues. It was noted that this school was not in the same category of disrepair as some other schools. **Is there an appetite to move away from mixed age classes?** Yes; this had been in place previously at the school but was not ideal. The Deputy Headteacher said that this had worked positively in some aspects, although with the new curriculum in place it may not work as easily. Mr S Bray was invited to attend a tour of the school as a new governor.

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 made available for governors in the governor section of the website.

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. The 3 SIP targets for the year were highlighted:

- Improving writing
- Raising aspirations and skills of staff
- Learning outdoors / improving mental health

PE pupil premium – governors were referred to p6 of the Leadership report for the link to the information about what the funding was used for.

b) Appraisal Update

Governors were referred to the Headteacher's report.

c) Behaviour in School

Date: 19/03/18

Signed: 

The Headteacher reported that there had been one incident of racist behaviour during the summer 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 relevant section within the LA.

d) Report on Physical Interventions

The Headteacher reported that there had been one incident during the summer term where the use of physical intervention procedures had been necessary; this had been reported to Services to People using the approved recording methods.

e) Young Carers Update

The Headteacher referred to the register of young carers which was maintained in school.

f) Stage on the LA School Protocol of the School Improvement Adviser's Annual Report

The Stage on the LA School Protocol of the School Improvement Adviser's Annual Report was Green.

8. GOVERNOR DEVELOPMENT

a) Governing Board Development Plan

Mr S Bray was referred to the Governor Services Training Programme and encouraged to attend the new governor induction training parts 1 and 2, and to access GovernorHub for further information and to book courses.

A skills audit would be circulated to Mr Bray to complete.

ACTION

b) Training Feedback

Governors were encouraged to attend training courses made available by Governor Services. Governors were reminded of the online governor training which was available.

Safer Recruitment training would be completed by the chair in the spring term.

Safeguarding training would take place on Monday 15 January 2018, 3.30pm – 5pm, at the school; governors were encouraged to attend.

ACTION

Schools Finance training was recommended for members of the Resources Committee.

c) Stockport Governor Conference

Governors noted that the conference would be held at Marple High School on Saturday 17th March, 2018.

9. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

Governors noted the guidance within the following papers:

a) Schools' Finance Update

The Headteacher attended the briefing session held in September. The catchment area was discussed. This year there were 13 children on a waiting list, and 11 within a mile of school. **Was there a reason why there was 13 children on a waiting list?** Governors

Date: 19/03/18

Signed: 

considered general demand in the area, evidence of results and the affordability of the area for young families. Open Mornings had taken place for next year's admissions.

- b) Schools' Capacity 2017 Overview
- c) Update from the Primary Team
- d) Early Years – 30 Hours Funded Childcare

This was monitored by the SBM. A January intake would go ahead; it was noted that this offer had worked well for the school.

- e) Early Years – Childcare Provision on School Sites

If changing childcare offer schools were advised to contact eypt@stockport.gov.uk. **Have we contacted the LA?** The proposals were currently being considered.

- f) Governance Update

The SBM confirmed that a Fire Risk Assessment was in place.

ADDENDUM 19/09/17

- f) Complaints Procedure on School Website

Governors were advised that the up to date policy had been uploaded onto the school website.

- g) Exclusion update

Revised exclusion guidance; governor training available spring term 2018.

- h) GDPR-General Data Protection Regulation

Governors to consider the policies and procedures in school. It was noted that this would be offered as a buy back service by the LA.

10. DATES

- a) Full Governing Board

- Monday 19 March 2018 5.30pm start – SIA ASP data presentation at 5.30pm

- Monday 16 July 2018, 6pm

- b) Committee Meetings

Resources Committee and Teaching and Learning Committee - 5th February 2018

- c) Approval of Inset Days

Governors noted that the INSET days for the academic year 2018-19 would be sent to the LA by 19/06/2018 **ACTION**

11. ANY OTHER BUSINESS

- a) Sharing of Email Addresses with GOVAS and NGA

Date: 19/03/18

Signed: 

The Clerk explained that the annual request to share their email information was made to ensure that GOVAS and NGA had up to date records; this information would not be used or shared in any other way.

Governors duly **AGREED** the request to pass email information to GOVAS and NGA.

b) Pay Committee

The Pay Committee would meet immediately following this meeting to ratify the pay decisions.

With no further business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 7.35pm.

MERSEY VALE PRIMARY SCHOOL

AUTUMN TERM 2017 GOVERNING BOARD MINUTES

MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4a	Assessment link governor - Mrs A Mohammed TBC. Governors expressions of interest were invited for the SIP Target 3 link governor vacancy. Governors were requested to consider their link role and inform the Headteacher / Chair of any expressions of interest by January 2018	Governing board / Headteacher / Chair	January 2018
4a	Following a short discussion, it was suggested that each committee 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.	Committee chairs	Post meeting
4b	Expressions of interest for committee chair would be invited at the spring term Teaching and Learning Committee.	Teaching and Learning Committee members	Spring term Teaching and Learning Committee
8a	A skills audit would be circulated for Mr Bray to complete.	Mr S Bray	Post meeting
8b	Safeguarding training – all governors were encouraged to attend.	Governing board	Monday 15 January 2018, 3.30pm – 5pm
10c	Governors noted that the INSET days for the academic year 2018-19 would be sent to the LA by 19/06/2018	Headteacher	19 June 2018

APPENDIX 1

MERSEY VALE PRIMARY SCHOOL GOVERNING BOARD
COMMITTEE LIST 2017/18

CHAIRPERSON
William Goundry

Date: 19/03/17

Signed: 

(2 year term of office from 2016)
VICE-CHAIRPERSON
Angela Harrington (2 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 / Chair of T & L) Tom McGee (Chair of Resources)		Tom McGee Jackie Jones Angela Harrington	
RESOURCES COMMITTEE (Finance, Staffing & Premises)		TEACHING & LEARNING COMMITTEE (Curriculum, Pupils, Policies)	
Tom McGee (Chair) Headteacher Shane Farrell Umar Gill Stephen Bray		Angela Harrington (Chair) TBC Claire Varetto (Deputy Head/AM*) Mary Jennings - Aziz Aisha Mohammed Jackie Jones Will Goundry	
SAFEGUARDING GOVERNOR		INCLUSION GOVERNORS (SEN, Gifted and Talented, Diversity, Young Carers, LAC, children with medical needs)	
Mary Jennings-Aziz		Jackie Jones / VACANCY	
ATTENDANCE GOVERNOR		SIP Target 1 governor (WRITING)	
Mary Jennings-Aziz / Shane Farrell		Angela Harrington	
SIP Target 2 governor (Staff Development)		SIP Target 3 governor (Outdoor Learning / positive mental health)	
Will Goundry		VACANCY	
HEALTH & SAFETY GOVERNORS		PUPIL PREMIUM GOVERNOR	ASSESSMENT GOVERNOR
Headteacher Chair SBM		Tom McGee	Aisha Mohammed
PAY COMMITTEE	PAY APPEALS COMMITTEE	HEADTEACHERS PERFORMANCE MONITORING	
Tom McGee Will Goundry Angela Harrington	All other non-staff governors (Reciprocal arrangement in place with Norris Bank Primary and Tithe Barn Primary School governing boards)	Chair Vice Chair Tom McGee	

Date: 19/03/18

Signed: 