

MERSEY VALE PRIMARY SCHOOL GOVERNING BOARD MINUTES

SUMMER TERM 2019

Date: 15 July 2019

Time: 6pm

Venue: The School

GOVERNORS PRESENT

Dr W Goundry (Chair), Mrs J Mullane (Headteacher), Mr S Bray, Ms M Akhtar, Ms A O'Brien, Mrs M Jennings-Aziz, Mr S Farrell, Ms A Harrington

IN ATTENDANCE

Mrs A Paterson Governor Support Officer
Mrs C Varetto Associate Member

1. WELCOME AND APOLOGIES FOR ABSENCE

Governors had monitored subject leadership files prior to the meeting. Governors were welcomed to the meeting.

Apologies for absence were received from Cllr T McGee and Mr T Gough accepted by the governing board.

The chair reminded governors of the school motto 'working together for a brighter future'.

Governors considered the current vacancy on the governing board:

1x Co-opted governor

An application had been received via Governor Services from a prospective candidate with relevant experience and skills to benefit the board. The Chair and Headteacher would request further details and arrange a meeting in September. **ACTION**

2. DECLARATION OF BUSINESS INTERESTS

Governors were asked to declare any business, financial or personal interests whether or not agenda items; no declarations were made.

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

3. LEADERSHIP TERMLY REPORT

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

The Headteacher referred to the following updates:

The Eco Adventures of Mersey Vale book was being published and would be launched in assembly this week. Children were very engaged with this project and governors noted the school- wide impact. **Are school copies of the book planned?** Yes; a copy would be purchased for each class from the school fund, and a display in the reception.

Governors considered the data in comparison to the previous year. SIP target Writing KS2 - 79% had achieved expected standard last year; this year it had increased to 83%. This was 5% above national average. 17% of pupils had achieved KS2 greater depth for Writing.



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EYFS data - moderation had taken place. **How does expected match up to secure / greater depth?** This was in line with teacher projections. Good level of development is equivalent to secure/ expected. **Was there a funding issue regarding purchasing books for each class?** A pilot project was in place this year and was explained for governors.

Class meetings were held on a half termly basis and time allocated for staff meetings after school. TAs were keen to participate and good feedback was provided. **An appraisal target was to discuss the impact on pupil progress – how is this measured?** Governors were referred to the record of formal observations. All TAs had completed a pro forma for their appraisal. **Is enough detail captured?** Yes; evidence was also found within the Staff survey. **Is there a TA in place for each year?** Yes; TAs are allocated to the need of children, staffing for September would be based on the needs of children next year. The Headteacher commented that the school was very inclusive and feedback from parents was highlighted. Governors noted that a high level of quality TA support was in place.

STEM target – ongoing activities continued to be built on and the profile raised. Staff engagement was highlighted. A governor commented on the fantastic work of the school. **Design and Technology subject folder - STEM was mentioned although there was not much information to the link with the subject leader.** This had been recorded on the feedback sheet for further consideration.

Teaching was of an exceptionally high standard. Formal observations were completed annually, alongside informal observations.

What is the Chilli Challenge? Mild, medium and hot levels of work was explained. Children choose which level they want to start at, with teacher guidance.

Data update of provisional data; copies shared.

EYFS – a slight dip in GLD was noted. The school had been moderated.

Phonics – had increased to 74% this year. The school target of Reading and Phonics was highlighted.

Reading was in line with the previous year.

The KS2 cohort was discussed. 17% had achieved greater depth in Writing. The Headteacher referred to a very good set of results. Governors congratulated the staff and pupils.

2019 data – TBC Autumn – The Headteacher explained the progress measures in place for pupils with additional needs. Scaled scores were noted; and were in line with national figures.

Are there any reflections on the use of the English and Maths teachers who have been teaching the same 2 classes for 2 years? This had worked well for pupils and staff. In terms of staff wellbeing and working on the strengths of teachers. **How does it work?** An overview was provided.

The Headteacher would invite SIA Tom Gadsby to present a data update at the autumn term governing board meeting. **ACTION**

One Voice meeting – the Headteacher and Chair would meet with the SIA and look at the data. Date TBC.

Improvements to golden time had proved very successful with children. This involved more staff planning. **Are there more offers?** Yes; for example baking. The chair commented that it was good this was offered across all year groups and that this allowed children to play and learn together.

The Headteacher continued to supervise the children who missed golden time. Details of this was added to school reports this year. No parental feedback had been received.

Maybe the parents do not understand the scheme? The system had been explained to parents. A discussion followed about the amount of missed golden time. **Is this a few minutes?** The time varied and was worked out cumulatively. **Is there a potential that a child may miss all golden time?** This had not occurred yet and pupils were given opportunities to redeem themselves.

Parent / Carer questionnaires issued and the outcomes would be posted on the website.

Attendance was high, 95.3%. This had increased over the years; although no other trends were noted. **Do we still have breakfast club?** Yes.

There were no bullying incidents reported in the spring term.

GB self-evaluation summary was available on the Governors area of the website.

A staff meeting had been delivered by SIA Howard Bousfield. This included a book look using pupil work from another school. This highlighted some inconsistencies in books by both staff and children at Mersey Vale. Link to SIP target 3 2019-20.

RSE - plans for autumn were discussed. Bookshop visit - Tuesday 10 September 2019, 1.30pm Madeleine Lindley, Oldham. PSHE workshops would be arranged for each teacher and parents invited to attend. **Is this for all parents?** Yes. Governors were referred to copies of the meeting calendar provided. **Would it be better to go to Waterstones in Stockport?** Madeline Lindley is specialised in Educational books particularly around relationship education. The Headteacher would share the invitation with all governors post meeting. **ACTION**

Lacey Green Phonics Hub – the school had been accepted to join the Phonics hub. The Headteacher, English subject leader and two members of SLT from Lacey Green observed phonics lessons in EYFS and KS1 and advised of the next steps and action plan for the school. The cost of new resources to support this work was £6800; although £3400 of this was match funded by the hub. Lots of resources were available. Timetabling implications and timings of assembly would be considered around the needs of the project.

School Improvement Plan – Priorities 2019/20 – amended improvement targets would be shared prior to the next meeting and governor feedback was welcomed. The Headteacher referred to the 3 targets:

1. To improve the enjoyment of books and reading for all children alongside a focus on the teaching of reading skills including systematic, synthetic phonics. See Ofsted' s Education Inspection Framework link p87-88
2. To develop a curriculum based upon a clear progression of appropriate skills, understanding and knowledge to meet the needs of all children at Mersey Vale. (2 year priority?)


Memorable
Valuable knowledge
Progression
Skills

See Ofsted' s Education Inspection Framework link p41-51

3. For pupils and staff to consistently take pride in their presentation , have high expectations and make a positive impression in everything they do

Teachers writing action plans - audits and plans from Subject leaders would be shared once completed.

Link governors were agreed:



Signed

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Dated

Target 1 – Mrs A O'Brien

Target 2 – Mr S Bray

Target 3 - expressions of interest requested for the autumn term. **ACTION**

Is the Writing club for Years 5 / 6 new? This club has been offered before. ***Are there plans to roll this out to other years?*** No plans, as this was dependent on teacher time. ***Were children identified to attend this?*** Yes.

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

4. GOVERNOR DEVELOPMENT

GB Health check

a)

Governors discussed the document that had been shared prior to the meeting. The following was highlighted:

Benchmarking was discussed

Do we have enough links with community? Who are the key stakeholders / how would we improve links?

Governor comments, feedback and statements were discussed.

Places were currently available for Reception in September. ***Are there often vacancies in Reception?*** Other local schools were discussed; this was a bulge year. Population projections were considered with caution.

Governors were requested to provide pen portraits for the website. **ACTION**

It was suggested to use pupil's pictures of governors for pen portraits.

Governors agreed that they were happy to have their photograph taken and published on the website.

Pupil premium - Governors to develop depth of knowledge of pupil premium and how it is used.

b) Induction

Prospective candidate TBC in Autumn term.

c) Training Feedback

Governors were encouraged to attend training courses made available by Governor Services. The Development Governor was advised that the following courses had been attended:

- Mrs M Akhtar had completed Part 2 of the new governor training session.

d) Terms of Office for Chair/Vice Chair and End of Term Date

Chair – It was noted that a two-year term of office had been agreed previously so there was no requirement for an election to be held in the autumn term.

Vice Chair - Terms of office would remain at one year from the date of the autumn term meeting 2019; the Vice Chair would remain in office until the date of the autumn term meeting 2020.

f) Expressions of Interest for Chair/Vice Chair and Chairs of Committees

Good practice, succession planning, sharing and shadowing of roles was discussed. The role of vice chair was outlined, and governor's expressions of interest were invited.

Vice Chair – Mrs M Akhtar expressed an interest in the position of Vice Chair.

Committee chairs

- Ms A O'Brien expressed an interest in the role of chair of Teaching and Learning committee
- Mr S Bray expressed an interest in the role of chair of Finance committee.

The chair would contact governors post meeting for any further expressions of interest.

ACTION

5. BUSINESS

a) Full Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 2 April 2019, copies circulated previously, be approved and signed by the Chair and authorised for publication.

In response to a governor's question about the process for approval of minutes, the GSO advised that draft minutes were agreed with the head and chair, then shared via GovernorHub. Minutes were adopted by the governing board at the following full board meeting.

b) Action Points from the Previous Minutes

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

**SPRING TERM 2019 GOVERNING BOARD MINUTES
MEETING ACTION POINTS**

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4	A summary of internal data would be added to the website post meeting.	Headteacher / SBM	Completed
4	Pupil attendance / Mobility - The SBM offered to circulate analysis for governors' information	SBM	Completed
4	Leadership and Management – Monitoring of subject leader files – Governors invited to look at these prior to the summer term FGB meeting, from 5pm.	Governing board	<i>Next Teaching and Learning Committee. Governors invited to visit the school This may be aligned to SIP 2.</i>
4	The SBM would set up school email address for governors to use	SBM	Completed

5b	Skills Matrix - SBM would share copies via email, governors were requested to update this for review at the Steering Committee	SBM	Completed
5d	An updated list would be added to website and GovernorHub.	GSO / SBM	Completed
5b	SBM would send a link to governors to complete the DBS check.	SBM	Completed
7a	The chair agreed to write to Cllr D Fitzpatrick for an update and would invite him to attend a meeting.	Chair	<i>Headteacher – 2 colleagues had visited the school to complete a feasibility study</i>
11a	Governors duly approved the above appointments for a further 4 year term of office with effect from 14.07.19	GSO	14.07.19
11d	A governor suggested that pupils produce a letter to encourage parents support. It was agreed to contact Rachel Mather for this suggestion to be discussed at the next School Council meeting (engaging with Friends of MV)	Headteacher / R Mather	Completed – 2 parents had come forward. Was this sent via paper / electronic? <i>Via School council. The Headteacher would find out how this was sent out.</i>

c) Committee Minutes

The action points from the following meetings were noted by the governing board:

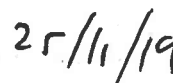
- Steering Committee 13.05.19
- Resources Committee 20.05.19
- Teaching and Learning Committee 20.05.19

d) Policy Review Document

The following policies had been identified as due for review:

The following policies were approved at the Teaching and Learning Committee:

- Behaviour Policy
- EYFS Policy
- Organisation of the School Day
- Marking & feedback
- Collective Worship
- Educational Visits & Journeys
- Inclusion Policy

- Relationship & Sex Education (except maintained Nursery School)
- Teaching & Learning Policy (Curriculum, Inclusion, cross-curricular, teaching and learning, extra-curricular)

The following policies were approved at the Resources Committee:

- Staff Discipline and Grievance Policy
- ER Policy and Procedures
- Pupil Premium Policy
- Dignity at Work Policy (LA Model Policy)

The policies had been circulated prior to the meeting and were RE-APPROVED by the governing board.

e) Preparation for Revised Model Pay Policy

The Clerk informed governors that the revised model pay policy would be issued at the beginning of the autumn term.

Meeting dates would be arranged in the autumn term.

6. RESOURCES

a) Budget Update

The SBM provided copies of the budget for information. The budget was in a reasonable position this year.

Pupil premium was discussed; it had reduced by around £7000. This was most likely in relation to pupils in KS1 whose applications to receive FSMs had not yet been made. The SBM would meet with the LA to discuss suggestions on how to improve the process of identifying eligible pupils. Ideally a similar tracker system would be in place to replicate the information received from parents from Reception. Governors noted the big improvements that this could make to the budget.

The budget continued to be carefully monitored and the SBM and savings made were possible.

Friends of Mersey Vale – the SBM would obtain quotes from various sources regarding a covered area to be used as an outdoor classroom

A governor referred to an issue with the covering? The SBM was aware of this, and it would be replaced when possible.

SIP 3 – School presentation - links in with this area were noted.

Governors noted the concerns over parents smoking, also inconsiderate and dangerous driving / parking around the school. The parking concerns had been reported to Traffic Wardens. A discussion followed.

Staffing update was provided – The caretaker would be retiring at the end of term. Recruitment would take place this week. **Are we having to pay extra for support?** Caretaker support was £400; this was a good value. The governing board wished to record thanks to the Caretaker for his all his work; a presentation would take place at the Leavers assembly.

Good practice around safeguarding and recruitment was noted, the school always seeks references prior to interview.

b) Approval of Budget 2019/20

Governors duly APPROVED the budget presented in 6a.

7. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

- Governance and GOVAS Update – Governors were reminded to book onto governor courses for autumn term. A governor advised that some companies allow time off for attendance at governor meetings.
- Listening Exercise Feedback
Governors noted the guidance.
- Safeguarding
Governors to ensure that all pupils are taught about safeguarding, including on-line safety.
- Operation Encompass was in place at the school. The Headteacher and Deputy Headteacher were the key staff in place. The Headteacher talked about the initiative. ***Is this for providing support in school too?*** Yes; awareness was raised within school.
- SEND Update
Governors to consider how the school works with pupils with EHCPs and those on SEN support.
Governors were recommended to look at the Inclusion file within school. The DHT offered to meet with governors who required any further information.
- Schools Health and Wellbeing
Governors to ensure that the school has a written Relationships Education and RSE policy in place.
To note the new school food DfE guidance for governors. ***Are we compliant with new food policy? ACTION***
Are the providers alternating the rotation? Yes; every 2 weeks.
Reception Taster Lunch, 6 September 2019, 11.15am – governors welcome.
A governor had attended the school picnic and commented that it had been a lovely experience.
- Ofsted
Governors considered the supportive questions and SIP 2 targets to help with school preparations for Ofsted.
Can we have a session about this as governors? It was suggested to invite Howard Bousfield to the spring term governing board meeting. **ACTION**
- Early Years
Governors were advised that the school chose not to take part in the pilot this year.
What will happen now? If the pilot is successful it would become statutory.

8. DATES Provisional dates

a) DATES

Full Governing Board

- b)
- Autumn - Monday 25 November 2019, 6pm – TG SIA pre-meeting to be invited from 5.30pm
 - Spring – Monday 2 March 2020, 6pm – HB SIA pre-meeting to be invited from 5.30pm
 - Summer – Monday 29 June 2020, 6pm

C. G. G. G.

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Committee Meetings

- Steering Committee – Friday 20th September, 8am (Spring & Summer term meetings TBA)
- Resources Committee - Monday 14 October 2019, 6pm, Monday 10 February 2020, Monday 30 March 2020, Monday 18 May 2020
- Teaching and Learning Committee - Monday 14 October 2019, Monday 10 February 2020, Monday 30 March 2020, Monday 18 May 2020

9. ANY OTHER BUSINESS

- a) The chair invited governors to talk about their highlight of the year.
Governor comments on a positive year and referred to events such as sports day, picnic.
- b) Governors were invited to have their photographs taken.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8.15pm.

MERSEY VALE PRIMARY SCHOOL
SUMMER TERM 2019 GOVERNING BOARD MINUTES
MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	The Chair and Headteacher would request further details and arrange a meeting in September.	Chair and Headteacher	Post meeting
3	The Headteacher would invite SIA Tom Gadsby to present a data update at the autumn term governing board meeting.	Headteacher	Autumn term GB meeting
3	Bookshop visit - Tuesday 10 September 2019, 1.30pm Madeleine Lindley, Oldham	Headteacher / Governing board	Post meeting
3	Target 3 - expressions of interest requested for the autumn term.	Chair / Governing board	Autumn term GB meeting
4a	Governor pen portraits were requested for the website.	Governing board	Post meeting
f	Committee chairs - The chair would contact governor's post meeting for any further expressions of interest.	Chair	Post meeting
7	To note the new school food DfE guidance for governors. <i>Are we compliant with new food policy?</i>	Headteacher	Post meeting
7	<i>Ofsted - Can we have a session about this as governors?</i> It was suggested to invite Howard Bousfield to the spring term governing board meeting	DHT	Spring term GB meeting

