

MERSEY VALE PRIMARY SCHOOL GOVERNING BOARD MINUTES

AUTUMN TERM 2019

Date: 25 November 2019

Time: 5.30pm

Venue: The School

GOVERNORS PRESENT

Dr W Goundry (Chair), Mrs J Mullane (Headteacher), Ms M Akhtar, Ms A O'Brien, Mrs M Jennings-Aziz, Mr S Farrell, Ms A Harrington, Ms S Ingle-Raja, Mr T Gough, Cllr T McGee

IN ATTENDANCE

Mrs A Paterson Governor Support Officer
Mrs C Varetto Associate Member

1. WELCOME AND APOLOGIES

The meeting commenced at 5.37pm. Governors were welcomed to the meeting by the chair. The chair reminded governors of the school motto '*working together for a brighter future*' and governors referred to the 5 Golden Rules at Mersey Vale.

There were no apologies for absence necessary.

2. APPOINTMENT OF CO-OPTED GOVERNOR

Mr A Nasser, prospective candidate was not in attendance.

NEW PARENT GOVERNOR

Governors welcomed a new Parent Governor, Sophie Ingle-Raja and personal introductions were made round the table.

3. ELECTION OF VICE CHAIR

Election of Vice-Chair

It was noted that Mrs M Akhtar had declared an interest in the position of Vice-Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.

It was unanimously RESOLVED that Mrs M Akhtar be elected Vice Chair for the agreed term.

4. DECLARATION OF INTERESTS

a) Declaration of Business Interests

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

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

b) Business Interest Form

Copies of the Business Interest form 2019-20 had been circulated prior to the meeting. Governors were requested to complete and sign the forms and return them to school for upload to the website.

W Goundry 02/05/2020

c) DBS Checks and Section 128 Checks

The Headteacher confirmed that DBS checks were in place for all governors and that Section 128 checks had been carried out.

5. LEADERSHIP TERMLY REPORT

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

Reading / Phonics in EYFS / KS1 – governors heard about the reorganisation of the approach in terms of the new Phonics scheme. Staff training had been completed at the Lacey Green. **What is the Lacey Green link?** This was the Phonics Hub. Governors noted that this was a huge commitment for the school and that there was lots of good support in place.

Resources – scheme books had been ordered and an additional £3000 story books had been purchased.

Target 2 – Curriculum – the new Ofsted framework had a focus on a curriculum driven approach. Deep dives of subjects were explained. **Are Ofsted spending longer in school now?** This involved a 90 minute phone call with the Head followed by 2 days in school. **Will you get prior warning of the phonecall?** No. The Headteacher talked about the preparations in place. Governors considered one of the key questions 'do you know the school?'

Book looks in English, Maths, RE and Art had been completed this term.

Handwriting and presentation – the recent INSET day was discussed, this had been held in conjunction with Norris Bank Primary.

5.50pm – SIA, Mr T Gadsby in attendance.

Link governors agreed to arrange school visits around their target areas:

- Target 1 - Angela
- Target 2 – Chair
- Target 3 – Tim

5.52pm – Ms M J Aziz in attendance.

Is there any system in place so pupils can reward each other? Yes, peer marking was discussed.

5.55pm – SIA presentation (see 5b)

3i's – Intent, Implementation and Impact was highlighted as key areas of focus for a deep dive. A governor commented on the impact of this regarding the changes to assessment. This would be demonstrated within pupils work and by talking to children, although would be more difficult in terms of a governing board.

Book looks were discussed, governors considered disadvantaged, SEND and pupil premium pupils.

Governor visits to school were highlighted.

Pupil Voice would be promoted.

Summary – governors were referred to the appendix update from the summer term report. Key documents were hyperlinked within the Leadership report for further detail.

Positive work around PSHE was highlighted. A working party had met, e-safety and health and sex education, book shop visit had taken place. The school had been selected by the Dfe for a visit next week. Tanya Cross, LA would meet with the Headteacher and look into any concerns raised by parents within earlier discussions. Mrs Akhtar undertook to provide a summary of this for the Headteacher. **ACTION**

Green Flag award – the school had attended the Eco committee and Climate Change event at the Manchester University. This was a very successful and aspirational event. Governors commended the good work which pupils had undertaken.

Questionnaires feedback - **Can you compare this to previous years?** This was fairly similar, information had been shared with parents and staff. A staff questionnaire had been completed. The Parents questionnaire would be reviewed and updated in line with the changes to the new Ofsted framework.

Attendance was flagged as quite poor during most recent Ofsted inspection in 2010 but has improved significantly since. For 2018/19 – 95%; was in line with national average. The whole school was 95.1%.

The SEF had been updated and governors were referred to the hyperlink. Overall gradings were highlighted; this was close to outstanding.

One Voice Conversation had been completed with Tom Gadsby (SIA), Chair, Tom McGee and the Headteacher.

Parent partnership meeting held each term. Targets from parents / children were noted. Reading was discussed, this referred to requests for teachers as well as TAs listening to children read. This was now timetabled.

Ofsted readiness action plan – a small group of governors were invited to inform the Headteacher if they would wish to participate by end of next week. The Chair and Ms A O'Brien agreed to join. **ACTION**

The Headteacher updated the governors upon matters arising from the Report:

- School Improvement Plan
- Appraisal and Pay – Pay Committee post meeting. Appraisal cycle was noted at summer term and would be reviewed in February interim review.
- Behaviour in school – Dojos were discussed.
- Physical Interventions
- Young Carers
- Stage on the LA School Protocol of the School Improvement Adviser's Termly Report

b) SIA presentation – ASP (Analysing School Performance) - Mr Tom Gadsby, LA SIA introductions made

The SIA talked about progress scores and outlined the changes to the baseline assessments. The LA school data pack was noted. Governors were referred to the headline figures on ASP data.

Progress measures were discussed; this was cohort dependant. The Writing journey was highlighted and improvements noted.

Maths was very good and a strength of the school.
Reading and Phonics deep dives noted.
Behaviour was a key area of Ofsted inspection.

Governors have access to the ASP / IDSR data within the governors section of the website.

Governor questions were invited;

With the new system would an initial assessment take place but then nothing in Years 1 and 2? No, statutory assessments would be in place following this. Phonics Screening check and early year's profile.

What is the biggest risk? Aligning curriculum and development of subject leaders.

One Voice meeting had taken place and a report would follow.

SIA – Howard Bousfield invited to attend the spring term governing board meeting.

Governors noted the challenge to maintain an outstanding judgement within the new Ofsted framework.

6.20pm – Mr T Gadsby was thanked for his presentation and withdrew from the meeting.

6. GOVERNOR DEVELOPMENT

a) Governing Board Development Plan

Governors were referred to the Governor section of the website.

b) Induction, Training, Succession Planning

The SBM agreed to circulate a skills audit to all governors to update their details as necessary.

ACTION

Governors were encouraged to attend training courses made available by Governor Services.

The new training programme was highlighted, and new governors were encouraged to attend the induction training. The GSO would send a new governor pack. The SBM would set up a school email address for Sophie. **ACTION**

Governors were referred to the relevant committee minutes for details of recent training undertaken by governors.

c) Stockport Governor Conference

Governors noted that the GOVAS Governor Conference would take place on Saturday 28th March 2020 at Marple Hall School.

7. BUSINESS

a) Consideration of Committees

Governors discussed and reviewed committee structure and membership, and link governors as per Appendix 1.

Pay Appeals Panel - the governing board agreed to continue the mutual arrangement with Norris Bank and Tithe Barn Primary.

Resources Committee – Governors unanimously **RESOLVED** that Mr T Gough be elected Chairperson of the resources committee for the agreed term.

Updated model committee remits had been circulated prior to the meeting; these were **AGREED** by the governing board.

d) Policy List

Governors noted the updated Policy List and the review date cycle. Policies had been reviewed and considered at the relevant committees.

The SBM explained the use of Google Drive which could be used to provide an audit trail of comments and tracked changes.

e) Review of Revised Governor Code of Conduct

Governors were referred to the previously circulated document and considered the proposed amendments. The Governing Board Code of Conduct 2019-20 was duly adopted.

f) Previous Governing Board Minutes

It was **RESOLVED** that the minutes of the meeting held on 15 July 2019, copies circulated previously, be approved and signed by the Chair and authorised for publication.

g) Action Points from the Previous Minutes

The actions from the summer term minutes were reviewed as follows:

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	COMPLETED
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 – agenda item
3	Bookshop visit - Tuesday 10 September 2019, 1.30pm Madeleine Lindley, Oldham	Headteacher / Governing board	COMPLETED
3	Target 3 - expressions of interest requested for the autumn term.	Chair / Governing board	COMPLETED
4a	Governor pen portraits were requested for the website.	Governing board	CARRIED OVER ACTION – governors Requested to Provide a short bio / picture to SBM for website

f	Committee chairs - The chair would contact governor's post meeting for any further expressions of interest.	Chair	COMPLETED
7	To note the new school food DfE guidance for governors. Are we compliant with new food policy?	Headteacher	COMPLETED
7	Ofsted - Can we have a session about this as governors? It was suggested to invite Howard Bousfield to the spring term governing board meeting	DHT	Spring term GB meeting

The Heaton Muslim Community Trust had made a £500 donation to the school to purchase books. The governing board wished to record their thanks for this generosity.

h) Model Pay Policy 2019

Governors considered and APPROVED the policy which had been circulated prior to the meeting. Pay Panel held post meeting.

i) Model Governor Visits Policy

Governors considered and APPROVED the policy which had been circulated prior to the meeting.

j) Model Complaints Procedure

Governors considered the Complaints Procedure which had been circulated prior to the meeting. It was duly AGREED by the governing board, and the Headteacher undertook to publish the document on the school website.

k) Safeguarding Policy

Governors considered and APPROVED the policy which had been circulated prior to the meeting.

The following policies and documents were duly APPROVED by the governing board:

- Staff Leave of Absence Policy
- Parent Complaints Policy
- Freedom of Information Policy
- Social Media Policy
- Prospectus 19-20
- Instrument of Government
- Statement of Internal Control
- Accessibility Plan
- Best Value Statement

l) Schools Financial Value Standard (SFVS) Letter

Governors noted the letter from Peter Hughes, local authority Finance Manager, advising of changes to the SFVS requirements.

This was completed at the Resources Committee. The SBM outlined the SFVS for information.

8. RESOURCES

a) Committee Minutes

The minutes of the committee meeting held on 31.10.19 were noted by the governing board.

b) Matters Arising from Previous Minutes

There was a very small cohort in Reception; only 21. An update was provided.

The Nursery numbers were high with full classes in other years.

c) Ratification of Policies

Governors noted committee approval of the following policies:

See item 7.

d) Budget Update

The Headteacher provided an update on the recruitment of the caretaker vacancy. Governors noted that a mutually flexible arrangement was in place and worked well. This would be reviewed in January 2020.

A permanent cleaner had been appointed.

The SBM anticipated that the amount of funding was expected be based on around 30 pupils; in Reception and that this would have a minimum impact on the budget. Admissions was discussed.

e) Approval of School Fund Audit Arrangements

The SBM proposed that the school fund account continued to be audited by In Accountancy; this was duly APPROVED by the governing board.

9. TEACHING AND LEARNING

a) Committee Minutes

The minutes of the committee meeting held on 14.10.19 were noted by the governing board.

10. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

Governance Update

Governors were invited to consider their own training and development needs and those of the whole governing board.

GOVAS update

School Improvement – One Voice

The guidance was noted.

Safeguarding – Changes to KCSIE

A revised version of *Keeping Children Safe in Education (KCSIE)*, effective from 3rd September 2019, has been published; governors noted the key changes. The Headteacher confirmed that all staff had read and understood the revised document.

INSET training had been completed on KCSIE. All staff had completed the online Prevent training.

The SBM sends a link to all staff to highlight any updates or changes to safeguarding regulations.

SEND update

Governors noted the SEND questions which could be used to frame a discussion around the implementation of the Entitlement Framework - this this was in hand with the SENDCO.

Assessment update

VERY Provisional LA Primary Data

The information was noted.

Early Years Outcomes

Governors noted the questions to support the understanding of EY work within their school.

Restorative Approaches

School Estate

The guidance was noted and an update provided. Governors considered capacity.

11 DATES

a) Full Governing Board

- Spring - Monday 2 March 2020, 6pm – SIA pre-meeting from 5.30pm
- Summer - Monday 29 June 2020, 6pm

b) Committee Meetings – previously agreed

Steering Committee dates were shared

c) May Bank Holiday Date Change

Governors were reminded that the first May bank holiday had been moved from Monday 4th to Friday 8th May 2020 to coincide with the 75th anniversary of VE day.

12 ANY OTHER BUSINESS

a) Sharing Email Addresses with GOVAS and NGA

Governors AGREED to share their email addresses with GOVAS and the NGA.

b) Inclusion of Contact Details on GovernorHub

Governors were made aware that their contact details were visible on GovernorHub to all members of the governing board. The Clerk outlined the procedure for restricting visibility and advised that the LA must have a postal address to contact governors.

c) Admissions Consultation

Governors were made aware of the local authority admissions consultation for 2021-22.

d) ***Does school close to pupils for the general election? Yes.***

e) Staffing Item – confidential

7.26pm – staff members withdrew from meeting:

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 7.30 pm.

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
5	PSHE parental concerns - Mrs Akhtar undertook to provide a summary of initial concerns and update re. current views following school's response for the Headteacher	Mrs Akhtar	Post meeting
5	Ofsted readiness action plan – a small group of governors were invited to inform the Headteacher if they would wish to participate.	Governing board	End of November 2019
6b	The SBM agreed to circulate a skills audit to all governors to update their details as necessary.	SBM	Post meeting
6b	Induction pack and school email address to be arranged for new Parent governor	SBM/GSO	Post meeting
7g	ACTION CARRIED OVER – governors requested to provide a short bio / picture for school website	SBM / Governing board	End of November

C. Lindsey

02/03/2020

