

MERSEY VALE PRIMARY SCHOOL GOVERNING BOARD MINUTES

SPRING TERM 2020

Date: 2 March 2020

Time: 6pm

Venue: The School

GOVERNORS PRESENT

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

IN ATTENDANCE

Mrs A Paterson Governor Support Officer
Ms C Varetto Associate Member

1. **WELCOME AND APOLOGIES FOR ABSENCE**

Governors had received a presentation from SIA, Mr Bousfield prior to the meeting. Governors were welcomed to the meeting which commenced at 6.10pm.

Apologies for absence were received from Mrs M Jennings-Aziz and Mr T Gough and accepted by the governing board.

The chair reminded governors of the school motto '**working together for a brighter future**' and governors were referred to the 5 Golden Rules at Mersey Vale Primary School.

2. **APPOINTMENT OF CO OPTED GOVERNOR**

Governors duly APPROVED the appointment of Dr A Nassar as a Co- Opted governor for a four year term of office.

2. **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.

3. **LEADERSHIP TERMLY REPORT**

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

P1 – Summary document under target 1 SIP – feedback noted. The document added to governor's area of the website. The Headteacher outlined the changes. Three class visits (15 mins each) completed around Reading. This identified strengths and good / outstanding teaching and other areas for further development. The Headteacher explained the following targets identified for whole school development: 1) High quality independent reading by children. 2) How to model reading aloud to children (invite parents / carers into class at end of day. 3) Out of classroom opportunities – such as reading outdoors and inviting authors to school.

Was this consistent across school? Consistent good quality was noted. The Chair referred to the 3 SIP targets and to promote the enjoyment of books. The chair commented on the excellent progress in Phonics. SIP target 1 meeting had been set up with A O'Brien, R Mather and the Headteacher.

Has anyone attended the free event workshop at Manchester University? This was a weekend event and registration was free. Ms Akhtar would send details to the Headteacher to share. **ACTION**

A governor asked about the Stockport Book Awards. The school had registered to take part this year.

The chair talked about investigating further methods of governor engagement and Pupil Voice. Governors were encouraged to make arrangements to visit the school during school day at least once per year.

Special Needs – **a governor referred to the pupils identified who had a support plan in place and asked about pupils who have not yet received this provision.** SEN entitlement was currently being rewritten with a focus on quality first teaching for all children.

Trio review days held each year with Norris Bank and Tithe Barn Schools. The Headteacher talked about what was involved, a selection of different children had also participated. Each Headteacher would produce the report for a different school. The Headteacher agreed to share the anonymised report via the website for governor's information when received. **ACTION**

Target 3 – governors were thanked for attending the recent exhibition/ presentation. Feedback was positive and the children were passionate to talk about their learning.

P4 – Focus of observations in Reading and Phonics this year.

P5 – Governors were referred to the hyperlinks within the report for further information.

P6 – Personal Development - 'This is Me Week' was held last week around inclusivity and identity, children enjoyed this celebration.

Cllr T McGee and Ms A O'Brien had attended the Climate Change event at Manchester University, governors praised the pupils who had participated in this very successful event.

P6 – An acronyms list was included for governor's information.

CAF – TAC and LAC numbers were considered. This was a lower number than the previous year. Governors noted that early interventions had helped.

11% of pupils had an EHCP or SEN Support Plan. **Is there any crossover with pupil premium pupils and SEN pupils?** Yes.

Good attendance at Nursery and Reception was discussed. The pupil premium gap narrowed in later years. Governors noted the impact of low attendance; this was a small number of pupils with wider issues to be addressed. TAC and TAS meetings were explained. **Do you report on any children who are not within a specific group?** Yes; meetings are taking place tomorrow about these pupils. **How do you know which children to include?** Governors were advised about the safeguarding processes within school such as notes of concern. Pupils were monitored and parents may approach school for support if needed.

94.7% whole school attendance (this included children of non-statutory school age) and a breakdown of different cohorts was provided.

Self-evaluation summary had been updated last term – the Headteacher referred to work with Tithe Barn and Norris Bank schools. Governors considered soft data and improvements were noted.

Strategic discussion – Subject leaders and SIA Mr T Gadsby would meet for further discussions

Safeguarding – the majority of staff attended the training in February, two staff members had completed the online training. **Is this completed annually?** Every 2 years. School staff complete half-termly safeguarding update sessions.

An update on activities within the wider community was discussed, such as the Mercedes showroom LA technology event. Pupils were praised as brilliant ambassadors for the school and lots of positive feedback was received about pupils.

• Behaviour in school – 1 hate incident and 1 bullying incident was reported last term

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

4. ONE VOICE UPDATE

The Chair noted that this had been completed in November 2019 with the SIA, Mr T Gadsby. Governors were advised that a link to this report could be found within the Leadership report.

5. GOVERNOR DEVELOPMENT

a) Governing Board Development Plan

The SBM advised that the current NGA link to the Skills Audit was incorrect; once this had been updated it would be re-shared for governors to complete. **ACTION**

Governors were aware of areas for development, weakness and relevant training and were encouraged to discuss this further with the Development Governor.

Governors considered succession planning and development opportunities and effective meetings.

The training programme had been shared previously; copies were available on GovernorHub. Links to upcoming training could also be found within the LA briefing papers.

The Governing Board Development Plan had been shared on GovernorHub.

GOVAS conference 28 March 2020 – governors were expected to attend this once during their term of office. Governors noted the good networking opportunities with other boards.

Ofsted framework / new assessment – governors considered visits to school, and how to hold the headteacher to account. It was agreed that governors would make arrangements to visit the school during school day at least once per year. **ACTION**

Teaching and Learning Committee – Governors were aligned to particular SIP targets and invited to attend relevant staff meetings. The Headteacher undertook to share the meeting timeline with governors.

ACTION

An update on the main actions within the Governing Board Development Plan were highlighted:

- To establish a stronger link with School Council / Governing board
- Work with governing board and links to community
- School places
- ***Governors to have an understanding of the new Ofsted framework and how it relates to their role*** – to be added as a new action. **ACTION**

The chair had visited Norris Bank Governing board to consider best practice; such as the recommended 360 degree feedback. An overview was provided. A discussion followed about the different structures of meetings within governing boards. The chair of Norris Bank had agreed to attend a MVP committee meeting.

Could we add an extra meeting at the beginning of September in preparation for updates on the Ofsted framework? Yes, Dates TBC **ACTION**

The Development Governor was thanked for providing the update.

b) 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:

Ms A O'Brien was presented with certificate for completing Parts 1 and 2 of the New Governor training.

c) Succession Planning

Discussion under item 5a.

d) Stockport Governor Conference

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

- e) Governors were requested to submit a short bio and a picture to the SBM by end of week for the school website. **ACTION**

6. BUSINESS

a) Full Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 25 November 2019, copies circulated previously, be approved and signed by the Chair and authorised for publication.

b) Action Points from the Previous Minutes

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

| 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 | COMPLETED |
| 5 | Ofsted readiness action plan – a small group of governors were invited to inform the Headteacher if they would wish to participate. | Governing board | COMPLETED |
| 6b | The SBM agreed to circulate a skills audit to all governors to update their details as necessary. | SBM | <i>IN PROGRESS</i> |
| 6b | Induction pack and school email address to be arranged for new Parent governor | SBM/GSO | COMPLETED |
| 7g | ACTION CARRIED OVER – governors requested to provide a short bio / picture for school website | SBM / Governing board | <i>IN PROGRESS</i> |

c) Pay Recommendations

The Pay committee confirmed that recommendations presented by the Headteacher had been considered and decisions made.

d) Consideration of Governor Vacancies

There were 0 current vacancies on the governing board.

e) Policies for Approval

The following policies had been agreed at the relevant committee meetings and were APPROVED by the governing board:

- Home Learning Policy
- Lettings
- Young Carers
- Asset Management Policy
- Health & Safety
- Equality and Diversity Policy
- Critical Incidents Policy
- Anti-Bullying
- Wellbeing

g) Safeguarding Audit

The Headteacher confirmed that work on the audit was underway and would be shared by deadline. Mrs M Jennings- Aziz was identified as the link governor.

h) Pupil Premium Report to Governors

The Headteacher confirmed that work was under way. Cllr T McGee was identified as the Pupil Premium link governor.

7. RESOURCES

a) Committee Minutes

The minutes of the committee meeting held on 10 February 2020 were noted by the governing board.

b) Matters Arising from the Previous Minutes

Phonics resources would be purchased in advance and the scheme extended for further investment throughout the school.

Minor repairs were noted.

Short term sickness absence was discussed, and sickness insurance for long term provision. The SBM had looked into different options, the current provider was good value and it was proposed to renew the contract for this year.

A Pupil Premium update was provided.

Health and Safety walkabout – Dr Nassar agreed to attend and would liaise with the SBM to arrange.

ACTION

£100,000 was held for building projects. Cllr McGee provided an update on the progress made. **How long it would be before we find out?** Schools would be advised in due course. Governors discussed the catchment areas, pupil mobility and admissions.

c) Ratification of Policies

Governors noted committee and governing board approval of the policies under item 6.

d) Budget Update

Discussed under item 7b.

e) Approval of the Budget 2020/21

Budget planning session would be held next week with the SBM and Headteacher. The budget would be presented to Resources committee and approved at the summer term governing board meeting. A copy of the budget would be shared with governors prior to the meeting.

f) Changes to the Buyback of LA Services

LA Buy Backs were around £55,000 in total. The school was happy with the service provided and it was proposed and agreed to continue with the existing buy backs.

8. TEACHING AND LEARNING

a) Committee Minutes

The minutes of the committee meeting held on 10 February 2020 were noted by the governing board.

b) Matters Arising from the Previous Minutes

A Pupil Voice and book look to be arranged.

Subject leadership files are looked at within the committee. The committee chair suggested that it would be useful to have pro- forma in place for governors to use and any actions followed up by the committee.

The committee is driven by the curriculum – are you free to choose within this? There are some flexibility around what decisions are right for pupils. Links to SIP targets were noted.

It was agreed that a subject leader book scrutiny combined with subject leader ‘speed dating style’ session would take place prior to the summer term GB meeting. Governors to be invited from 4.30pm on Monday 29 June 2020. This required a commitment from governors to attend. It was agreed to look at half of the subjects this year and half next year. The Headteacher would confirm details. **ACTION**

Learning Walks – governors were advised to arrange this with Ms Varetto. **ACTION**

c) Ratification of Policies

See item 6e

9. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

- Governance Update – ***The Chair asked about clerking for the Ofsted feedback meetings.*** The GSO explained that there was an option to purchase this as an additional clerked meeting.
- Early Years Update
- Stockport Guidance on Responding to Anxiety-Based School Avoidance – ***is this an issue at school?*** No; attendance issues were not currently anxiety-based. Governors noted that this information was available for parents and pupils if required.
A Restorative Approach was practiced in the school - children are asked to say how they are feeling, and regular check-ins carried out with parents and pupils. A further discussion followed.

10. DATES

a) Full Governing Board

- Monday 29 June 2020, 6pm

b) Committee Meetings

Teaching and Learning Committee and Resources Committee at 18 May 2020, 6pm – Mr Nasser would join the Resources Committee.

Steering Committee date – TBC

11. ANY OTHER BUSINESS

a) School Residential Trips

The governing board duly APPROVED the following residential trip and noted that a risk assessment had been completed:

Kingswood – 22 - 24 April 2020

b) Approval of INSET days

A copy of the proposed dates was tabled for governors and the Headteacher talked about the proposed dates. Governors duly APPROVED the following INSET days for the academic year 2020-21:

- 2 September 2020
- 23 October 2020
- 21 December 2020

- 22 December 2020
- 28 July 2021

c) Coronavirus

Have schools had any guidance about this? Yes, via the LA. A link to the Public Health website had been shared with parents. Increased signage had been put into place around school.

d) Meeting review

Governors considered and reviewed the effectiveness of the meeting. Good feedback was noted.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 7.57pm.

**MERSEY VALE PRIMARY SCHOOL
SPRING TERM 2020 GOVERNING BOARD MINUTES
MEETING ACTION POINTS**

| MINUTE POINT | ACTION REQUIRED | ACTION FOR | DATE ACTION TO BE COMPLETED |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|
| 3 | Free event workshop at Manchester University - Ms Akhtar to send details to the Headteacher to share | Ms Akhtar | Post meeting |
| 3 | Trio review days - The Headteacher agreed to share the anonymised report onto the website for governor's information | Headteacher | Post meeting |
| 5a | The SBM advised that the current NGA link to the Skills Audit was incorrect; once updated this would be re-shared for governors to complete | SBM | Post meeting |
| 5a | It was agreed that governors would make arrangements to visit the school once per year during school day. | Governing board | On going |
| 5a | Staff meetings - The Headteacher undertook to share the SIP timeline with relevant staff meetings identified for governors. | Headteacher | Post meeting |
| 5a | SDP - Governors to have an understanding of the new Ofsted framework and how it relates to their role – to be added as a new action | Development Governor | Post meeting |
| 5a | Extra meeting to be arranged at the beginning of September in preparation for updates on the Ofsted framework. | Headteacher / Chair | Post meeting |
| 5e | Governors were requested to submit a short bio and a picture to the SBM by end of week for the school website. | Governing board | 6 March 2020 |
| 7b | Health and Safety walkabout – Dr Nassar agreed to attend and would liaise with the SBM to arrange. | Dr Nassar / SBM | Post meeting |
| 8b | Governors to be invited from 4.30pm on Monday 29 June 2020 for book look, subject leads. The Headteacher would confirm details. | Headteacher | By 31 March 2020 |
| 8b | Learning Walks – governors were advised to arrange with Ms Varetto. | Teaching and Learning Committee members | Post meeting |