



**Minutes of a meeting of the Governing Body of Mickle Trafford Village School held on 27<sup>th</sup> March 2018 at the school at 6:30pm**

<u>Present:</u>	
Margaret Wheeler	
Shelley Long	
Wendy Lyon	Headteacher
Karen Burnett	Attended from 18:50 DHT/SENCO
Johnny Williamson	Chair of Governors
Harry Harrison	
Lucy Ward	
Tracy Averill	Associate Member, School Bursar
Ian Ford	
Clare Arnold	
<u>Absent:</u>	
Judith Gilmour	
Julie Sharman	
Neil Gordon	
<u>In attendance:</u>	
Cat Oakes	Clerk to Governors

**1. Apologies**

Apologies for absence had been received from Julie Sharman, Judith Gilmour and Neil Gordon.

Resolved: That the above apologies for absence be approved.

**2. Declarations of Interest**

No declarations of interest were declared.

**3. Minutes of the last meetings**

Resolved: That the minutes of the meeting held on 4<sup>th</sup> December 2017 be approved as true record and signed by the Chair.

**4. Matters arising**

The following actions were reviewed from the meeting held on 4<sup>th</sup> December:

Headteacher to circulate the Social Media Policy to Governors for information.	Completed.
Johnny Williamson and Julie Sharman to meet to consider and finalise the after school care questionnaire and send out to parents before the next FGB meeting.	Ongoing
Chair to send out a staff survey to review staff wellbeing.	Completed. 13 responses received to date.
Headteacher to liaise further with HR regarding the amount of the TLR and role	Completed



specification.	
Repeat Teaching and Learning review to be scheduled for w/c 11 <sup>th</sup> February 2019.	On track
Lucy Ward to be included in the maths priority in the SDP.	Completed
Julie Sharman and Maggie Wheeler to complete the SFVS in readiness for the FGB approval at the next meeting.	Completed
Financial documents including the MIFP to be reviewed by the new Bursar as part of the induction.	Completed
Use of the school premises for holiday clubs to be investigated further by Judith Gilmour, John Williamson and Julie Sharman for consideration at the next meeting.	Ongoing
Julie Sharman and Lisa Bowes to investigate having a secure area on the school website to store and access Governor documents.	The Headteacher informed that other schools were moving to holding documents on the cloud to meet the GDPR requirements. Further investigation was required. Bursar to contact School Spider in the first instance.
Training: <ul style="list-style-type: none"> <li>a) Bursar to email Governor training schedule to Governors termly.</li> <li>b) Lucy Ward to attend induction training</li> <li>c) Governors to attend/undertake regular training.</li> </ul>	<ul style="list-style-type: none"> <li>a) Completed.</li> <li>b) Lucy Ward to attend induction training.</li> <li>c) Ongoing</li> </ul>

Governors went through the skills matrix and discussed training needs in premises management and chairing meetings. Ian Ford expressed an interest in premises management.

Governors discussed safeguarding training and noted that some Governors still required safeguarding training.

Action: Headteacher to invite Governors to the next safeguarding training course and if they are unable to attend the online course is to be completed.

18:50 Karen Burnett joined the meeting

## 5. Committee minutes

### Sub B

The minutes of the Sub B committee held on 31<sup>st</sup> January had been circulated to Governors before the meeting for consideration.

Shelley Long informed that she had spoken to the maths and confirmed that there were no concerns.

Julie had met with the science lead and would report to the next meeting.

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Action: Science report to be provided to the next meeting.

### Zoo Project

Maggie Wheeler informed that she had visited the planning meeting regarding the Zoo Project and provided a report to the Governing Body. This was a 4-week Palm Oil project followed by the whole school as part of the Ignite Partnership.

**Q: Does the project roll over to the next academic year?**

**DHT: The zoo run 4 projects so the school is able to choose which project it follows each year.**

**A Governor challenged that the project could be significant amount of work for teachers for 4 weeks a year so to continue with the same project to save teacher preparation time.**

### British Values

Maggie Wheeler and Clare Arnold had visited the school to observe and review British values against the school's statutory duty and curriculum.

**The Headteacher was challenged to include a statement regarding British values on the website.**

Action: Headteacher to include a statement regarding British values on the website.

**A Governor also challenged that a British values statement to be recorded in the minutes of the Governing Body.**

Action: That a British values statement to be recorded in the minutes of the Governing Body.

A Governor informed that British Values cards should be displayed around the school and Governors had seen these in classrooms.

The DHT informed that the school did cover British Values through the curriculum and teaching and it would focus on improving its evidencing of this.

**Q: Will SMSC have a new lead teacher next year?**

**HT: Yes.**

Action: Example British Values map to be sent to Governors to ensure Governors are aware of the requirements.

### RE

Clare Arnold informed that she had met the RE lead who had confirmed that the school followed the curriculum provided by the Diocese.

Resolved: Clare Arnold and Lucy Ward to be appointed RE Governors.

### **Sub A**

The minutes of the Sub A committee held on 5<sup>th</sup> March had been circulated to Governors before the meeting for consideration.

The Headteacher confirmed that she and the Bursar had attended the eQWIP meeting and informed that the Local Authority would be offering the Data Protection Officer service under



the GDPR for a charge of approximately £1000. Another option would be to use a DPO that another local school was using for approximately £300. In future, when systems were in place it was hoped that the service could be provided within the cluster of schools to support each other.

Action: Headteacher to secure an external Data Protection Officer.

Resolved: That the committee meeting minutes be received.

## **6. Reports from Governors with special responsibility**

The SEND update had been circulated to Governors for consideration before the meeting.

The DHT/SENCO went through the report and informed:

- a) A separate register recording some pupils specific needs would be started from September.
- b) The number of SEND pupils in reception was expected to reduce as they moved into Year 1 due to the changes in tracking.
- c) An additional £2000 had been spent on SEND on top of the funds allocated in the budget. This had been due to an increased need for Educational Psychologist support.
- d) The Behaviour Consultant had attended to support a pupil.
- e) Whole staff training had been provided by the Speech and Language service.
- f) The SENCO worked with the cluster and school's partnership to obtain SEND support and share resources.
- g) Additional time had been arranged for those pupils requiring it for the summer term SATs.
- h) Mrs Woodhouse continued to support pupils one morning a week.

### **Q: Has national Autism Week been supported by the school?**

**DHT: Yes, 2 pupils have offered and will be providing an assembly tomorrow.**

Governors suggested pupils wear a pink ribbon to acknowledge autism awareness as part of the week.

### **Q: Is the Local Authority able to provide sufficient SEND support?**

**HT: We will continue to buy in to the Local Authority package and also source other external support where required.**

Governors discussed the importance of information sharing between local schools and the cluster. It was noted that some specialist schools did provide outreach support that the school was able to benefit from.

### **Q: Does the school require a succession policy for the SENCO role due to the increased demands of the role?**

**HT: The Ignite Partnership is offering the SENCO qualification training and this is something the school will join. We are looking to appoint a key stage 1 SENCO to share the role.**

Resolved: That the SEND update be received.



19:30 Harry Harrison left the meeting

## **7. Headteacher's Report**

The Headteacher's report had been circulated to Governors before the meeting for consideration.

**Q: Do you have any concerns regarding numbers for the 2018 intake?**

**HT: We have had 55 applicants for 30 places.**

The Headteacher informed that the PTA would like to organise a sponsored sleep over at the school which teachers would supervise. It would be for Years 2 and 3. The Headteacher informed that this would help to get the children ready for their first residential visit.

**Q: When are you considering having the sleepover?**

**HT: The date is to be confirmed and will be a Friday night after the SATs.**

Governors commented positively on the recent school performance. The Headteacher informed that parents had requested a Christmas performance be restarted.

**Q: Do you keep a record of which pupils have main parts to ensure rotation?**

**HT: Yes, this is recorded.**

## **8. Curriculum Reports**

This item had been covered above.

Action: The following reports to be provided to the summer term meeting:

Science – Julie Sharman  
ICT – Shelley Long  
Art – Harry Harrison  
Music – Johnny Williamson  
MFL - Neil Gordon

Review of core subjects data by Governors responsible by the next meeting:

Literacy – Johnny Williamson  
Maths – Shelley Long

## **9. Policy review**

The following policies had been circulated to Governors for consideration before the meeting for consideration:

FGB:

Safeguarding/Child Protection  
First Aid – subject to required amendments.

Sub B:

Statement of procedures for dealing with allegations of abuse against staff.  
Recruitment and Selection of Staff



Resolved: That the above policies be approved.

#### **10. Urgent Chair's action**

The were no urgent actions to report.

#### **11. Governor training**

No Governors had attended training this term.

Action: Skills matrix to be considered at the next meeting and training plan developed.

#### **12. Clerk information**

Membership: The Clerk informed that John Williamson's term of office would end 31<sup>st</sup> December 2018 and a parent governor election would be required.

Action: Previous parent Governor candidate to be invited to the next meeting as an observer.

Resolved: Tracy Averill to be appointed as an Associate Member.

The Clerk had provided Governors with the January and February School Bulletin for consideration and had highlighted important information.

The Clerk provided the following information:

- GDPR – Governors needed to ensure that the school was compliant with the new regulations by 25<sup>th</sup> May 2018.

Action: GDPR checklist to be completed by John Williamson on behalf of the Governing Body before 25<sup>th</sup> May.

- SFVS - The deadline for submission is 31st March.

Resolved: That the SFVS be approved.

- Strategic Direction  
The Clerk referred Governors to the National Governance Association (NGA) and Wellcome Trust Being Strategic: a guide for governing boards, document.  
<https://www.nga.org.uk/BeingStrategic>
- Getting the right people round the table  
The Clerk referred Governors to the National Governance Association (NGA) updated guidance.  
<https://www.nga.org.uk/Guidance/Workings-Of-The-Governing-Body/Chairs-of-Governors/The-right-people-around-the-table-a-guide-to-recru.aspx>

#### **13. Dates of the summer term meetings**

It was agreed that the summer term meetings would be held on:

- Sub B – 9<sup>th</sup> May at 6pm
- Sub A – 23<sup>rd</sup> May at 7pm
- FGB – 20<sup>th</sup> June at 6:30pm



**14. AOB**

**SATS**

Action: Lucy Ward and Clare Arnold to observe SATs administration on behalf of the Governing Body.

**Track**

The Headteacher informed that 3 quotes had been obtained for the track. AstroTurf had been recommended for the surface in place of the original material. The quotes were provided to Governors. The first quote was from a known company who had provided services to other schools. This was the most expensive quote although the preferred company. The second quote had been provided by an unknown company and was the cheapest. The third quote was from a company that had provided services to the school and was a similar price to the second.

The Bursar informed that the DFC carry over needed to be spent on the track as the school had been permitted to hold it into the next financial year for this purpose.

Resolved: The quote from the first company be approved subject to the company reviewing its quote to reduce it closer to other companies.

**Boilers**

The Bursar informed that both boilers would need to be replaced and it was highly likely that the Local Authority would meet the cost. The school was on an emergency list for the replacement.

**Pupil Voice**

The Headteacher asked that Governors visit to speak to the school council and sports council and invite the pupils to present at the start of the summer term FGB meeting.

SIGNED.....

DATED.....

**Action List**

Action	Governor
Bursar to contact School Spider regarding storing Governor documents on the website securely	Bursar
Lucy Ward to attend induction training.	Lucy Ward
Staff survey report to next meeting	Johnny Williamson
Repeat Teaching and Learning review to be scheduled for w/c 11 <sup>th</sup> February 2019.	All
Parent survey regarding after school care to be undertaken	Johnny Williamson and Julie Sharman
Use of the school premises for holiday clubs	Judith Gilmour, Johnny Williamson and Julie



to be investigated further by Judith Gilmour, John Williamson and Julie Sharman for consideration at the next meeting.	Sharman
<p>Training:</p> <p>a) Bursar to email Governor training schedule to Governors termly.</p> <p>b) Lucy Ward to attend induction training</p> <p>c) Governors to attend/undertake regular training.</p>	<p>Bursar</p> <p>Lucy Ward</p> <p>All</p>
Headteacher to invite Governors who need safeguarding training to the next training course and if they are unable they are to complete online course.	All requiring safeguarding training
Headteacher to include a statement regarding British values on the website.	Headteacher
Example British Values map to be sent to Governors to ensure Governors are aware of the requirements.	Headteacher
Headteacher to secure an external Data Protection Officer.	Headteacher
<p>The following reports to be provided to the summer term meeting:</p> <p>Science – Julie Sharman</p> <p>ICT – Shelley Long</p> <p>Art – Harry Harrison</p> <p>Music – Johnny Williamson</p> <p>MFL - Neil Gordon</p> <p>Review of core subjects data by Governors responsible by the next meeting:</p> <p>Literacy – Johnny Williamson</p> <p>Maths – Shelley Long</p>	Governors
Skills matrix to be considered at the next meeting and training plan developed.	All
GDPR checklist to be completed by Johnny Williamson on behalf of the Governing Body before 25 <sup>th</sup> May	Johnny Williamson
Lucy Ward and Clare Arnold to observe SATs administration on behalf of the Governing Body.	Lucy Ward and Clare Arnold
School council and sports council to present at the start of the summer term FGB meeting	Headteacher