



Minutes of a meeting of the Governing Body of Mickle Trafford Village School held on 20th June 2018 at the school at 6:30pm

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

The Year 6 school councillors presented to the Governing Board on the work that the council had done during the year.

Governors asked questions regarding the number of meetings held each year and how the school council obtained the views of pupils. A Governor asked if the councillors felt that they had achieved all their aims for the year and they confirmed that they had.

Governors were informed that the school council had also been involved in teacher interviews.

Year 5 and 6 Sports Leaders then presented to the Governing Board on the work they had done during the year.

Governors were informed that the Sports Leaders had organised the KS1 sports day.

Governors asked questions regarding how the Sports Leaders ensured all pupils were involved in sport and were informed that the school offered lots of different clubs and opportunities to allow all the pupils to join something.

The Governors thanked the School Councillors and Sports Leaders for their presentations and the pupils left the meeting.

1. Apologies

Apologies for absence had been received from Shelley Long and Wendy Lyon.

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 27th March 2018 be approved as true record and signed by the Chair.

4. Matters arising

The following actions from the Sub A committee meeting held on 5th March were reviewed:

- a) eQWIP, Edsential and external contract offers to be approved at the next meeting.

eQWIP: The DHT informed that the school had bought the same services that it had previously done from the Local Authority with the addition of IT services. IT support had been a concern for a number of years and it was considered that the school required better quality support particularly due to the GDPR.

The Bursar informed that changes had been made to some external contracts including grounds maintenance, photocopier and PAT testing. These were further to investigations into value for money. The Bursar was also obtaining additional quotes for IT services to give a comparison to the eQWIP offer. It was noted that the school already bought into some IT support through eQWIP so there was some overlap.

The Governing Board discussed the need for the school to have IT support that could be relied on for quality advice and support.

Resolved: That the Governing Board approve a change in the IT support contract subject to the new supplier providing value for money.

Action: Bursar to report to the next Sub A committee meeting regarding IT support services to update.

- b) Governors to review the SFVS on 9th March and report to the next Full Governing Body meeting – completed at the spring term FGB meeting.
- c) Governors to be provided with the access login details for the SFVS – completed.
- d) Bursar to provide benchmarking information for the next meeting to include:
 - a. IT services;
 - b. After school care; and
 - c. Catering.

After School Care

Governors discussed after school care and the Bursar informed that the CEPD quote was awaited. The DHT informed that the Headteacher had started to consider providing after school care internally before going on sick leave. Governors agreed to postpone a decision regarding after school care until September to allow the Headteacher to consider an in-



house offer.

The Chair noted that a parent and pupil survey concerning the current provider and stakeholder views was an ongoing Governor action.. The DHT informed that parent concerns regarding Badgers had reduced since it had last been brought to Governors.

Governors continued to discuss wrap around care at length and felt that an action group should be created to focus on it.

Resolved: That Julie Sharman, Johnny Williamson, Clare Arnold, Ian Ford and Lucy Ward form a focus group to consider wrap around care offered at the school in more detail.

Action: Focus group to report to the autumn term FGB meeting.

Governors went on to discuss the potential to incorporate the pre-school into the school and the benefit that this could have on transition to the school as well as increasing school funding. Governors also acknowledged that the pre-school would also provide the school with additional teaching space through the use of the community room.

Action: Pre-school to be considered further at the autumn term FGB meeting.

Catering

The Bursar confirmed that the catering contract would be reviewed in the autumn term and a decision made before Christmas.

Action: A catering contract update to be provided to the autumn term Sub A committee.

- e) Headteacher to investigate the use of SIMS as an effective way of analysing accidents and first aid responses.

The DHT informed that, on the recommendation of another school, Safeguarding Monitor had been purchased to enable the school to monitor attendance, medical needs, accident data and other personal information for pupils. It was expected to be easier to maintain rather than having separate records. Staff were due to be given training and had been given passcodes specific to their cohorts.

Governors acknowledged that the program also provided the school with a GDPR Data Protection Officer. This was a saving against the cost of the offer provided by the Local Authority.

Resolved: That the external DPO be approved.

19:20 Harry Harrison left the meeting

- f) First Aid Policy to be provided to the FGB meeting for approval – completed.

The actions from the FGB meeting held on 27th March were reviewed as follows:

- a) Bursar to contact School Spider regarding storing Governor documents on the website securely.



The Bursar informed that she had set up Governor confidential accounts on School Spider and provided Governors with an instruction leaflet.

Action: Governors to ensure that they can access the secure pages on the school website.

b) Johnny Williamson - Staff survey report to next meeting

Julie Sharman informed that she had completed the staff survey and the report had been circulated to Governors before the meeting. Julie presented highlights to the Governing Board.

Q: Were Mid-Day Assistants included?

A: All staff were involved.

Governors discussed staff morale. The DHT felt that the need to manage the behaviour of individual pupils with behavioural difficulties had caused some staff to report behaviour was a concern at the school.

In response to the comments regarding TAs being asked to cover classes, the DHT explained that the SLT had made the decision to use supply teachers rather than TAs for class cover shortly before Christmas. The Ignite partnership had also changed its training schedule for the next academic year to prevent teachers being out of the classroom for training.

The DHT was disappointed with the results relating to staff having flexibility at work and informed that the Headteacher allowed staff as much flexibility as possible. Governors asked SLT to use the next 1:1s with staff to determine any reasons offered for the answers given.

The survey had shown that a minority of staff felt staff morale to be low. The DHT felt that morale was high as staff were contributing to sports events and other school events which was evidence of their support to the school.

Governors felt it important to feedback to staff and considered improved communication to be a priority. It was noted that the negative answers were from a minority of staff.

Action:

1. Staff survey to be shared with staff.
2. A Governor to provide a presentation to staff before the end of term.
3. Action plan to be prepared with staff for the reporting to the next meeting.

Resolved: That the staff survey results be received with thanks to Julie Sharman.

- c) Repeat Teaching and Learning review to be scheduled for w/c 11th February 2019.
- d) Johnny Williamson and Julie Sharman - Parent survey regarding after school care to be undertaken - Considered above.
- e) 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.



- f) Training:
 - a. Bursar to email Governor training schedule to Governors termly – completed.
 - b. Lucy Ward to attend induction training - booked
 - c. Governors to attend/undertake regular training – ongoing.

- g) Headteacher to invite Governors who need safeguarding training to the next training course and if they are unable they are to complete online course.

Action: NSPCC course to be purchased for Governors requiring Level 1 safeguarding training.

- h) Headteacher to include a statement regarding British values on the website.

The statement was provided to Governors before the meeting for consideration and the DHT provided Governors with the plan for incorporating British values into the curriculum.

Resolved: That the statement be approved and published on the website.

- i) Example British Values map to be sent to Governors to ensure Governors are aware of the requirements completed.

- j) Headteacher to secure an external Data Protection Officer – completed and approved.

- k) 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
 - SEND update – Johnny Williamson

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

- Literacy – Johnny Williamson
- Maths – Shelley Long

Resolved: All Governor reports to be postponed to the next meeting.

- l) Skills matrix to be considered at the next meeting and training plan developed.

Resolved: Skills matrix to be postponed to the next meeting.

- m) GDPR checklist to be completed by Johnny Williamson on behalf of the Governing Body before 25th May.

Resolved: That the Acceptable Use Policy and Privacy for Governors documents be approved and signed.

- n) Lucy Ward and Clare Arnold to observe SATs administration on behalf of the Governing Body – completed.



- o) School council and sports council to present at the start of the summer term FGB meeting – completed.

5. Committee minutes

Sub B

The minutes of the Sub B committee held on 5th May had been circulated to Governors before the meeting for consideration.

6. Reports from Governors with special responsibility

Resolved: That all Governor reports be postponed to the next FGB meeting.

7. Headteacher's Report

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

Resolved: That the Headteacher's Report be received with thanks to the DHT and the SLT for their hard work in the absence of the Headteacher.

8. Budget update

School Budget

Minutes of budget meeting had been circulated to Governors before the meeting for consideration. The Bursar highlighted that the 3-year forecast balanced.

It was noted that the cost of the boiler replacement would be met by the Local Authority and this would allow the funds allocated for this to be used elsewhere.

School funds

The Bursar informed that the statement provided to Governors in the December meeting for the school funds had not been sufficient for auditing purposes. The Bursar had therefore provided a new report to the auditor for 6 months of the last financial year rather than 12. This had been certified. The next audit would be completed at the end of the current financial year.

The Clerk advised Governors on their role in relation to the school fund. The DHT suggested new laptops be purchased for school funds.

Q: Have you pursued a case for the laptops to be replaced if they have failed within 2 years of purchase?

Bursar: The IT company has said that the damage has been caused by the school so will not fund replacement.

Action: Ideas for school funds to be provided by the school council.

9. PPF and SPF reports

The PPF and SPF reports had been provided to Governors for consideration before the meeting.



The Bursar informed that the PPF budget had been included in the budget report sent to Governors and would reduce slightly in the next academic year.

A Governor felt that the letter to parents regarding PPF was confusing.

Resolved: That the PPF and SPF updates be received.

20:30 Maggie Wheeler left the meeting.

10. Premises

Action:

1. **Review of premises to be undertaken on 11th July and actions delegated to the Sub A committee.**
2. **Review of the use of premises to be delegated to Sub A.**

11. Policy review

The DHT informed that the Occupational Health department was attending the school on 4th July to review the Accessibility Plan.

Resolved: That

- a) The Accessibility Plan be delegated to the next Sub A committee.
- b) The Governing Board shall not have a Governor Allowances Policy.
- c) The SEN statement be approved as up to date on the school website.

12. Urgent Chair's action

The were no urgent actions to report.

13. Dates of the summer term meetings

It was agreed that the next meeting would be held on:

11th July at 6pm

SIGNED.....

DATED.....

Action List

Sub A

Action	Governor
Bursar to report to the next Sub A committee meeting regarding IT support services to update.	Bursar
A catering contract update to be provided to the autumn term Sub A committee.	Bursar
Review of premises to be undertaken on 11 th	Committee



July and actions delegated to the Sub A committee.	
Review of the use of premises to be delegated to Sub A.	
Accessibility Plan be approved.	Committee

FGB

Action	Governor
Focus group to report to the autumn term FGB meeting.	Julie Sharman, Johnny Williamson, Clare Arnold, Ian Ford and Lucy Ward
Pre-school to be considered further at the autumn term FGB meeting.	All
Repeat Teaching and Learning review to be scheduled for w/c 11 th February 2019.	All
Governors to ensure that they can access the secure pages on the school website.	All
Staff survey 1. Staff survey to be shared with staff. 2. A Governor to provide a presentation to staff before the end of term. 3. Action plan to be prepared with staff for the reporting to the next meeting.	
Use of the school premises for holiday clubs to be investigated further.	Judith Gilmour, John Williamson and Julie Sharman
Safeguarding - NSPCC course to be purchased for Governors requiring Level 1 safeguarding training.	All requiring safeguarding training
Ideas for school funds to be provided by the school council.	Headteacher