



**Minutes of a meeting of the Governing Body of Mickle Trafford Village School held on  
6<sup>th</sup> December 2018 at The Shrewsbury Arms at 6:00pm**

<b><u>Present:</u></b>	
Julie Sharman	Present from 19:00
Wendy Lyon	Headteacher
Karen Burnett	
Johnny Williamson	Chair of Governors
Harry Harrison	Present from 18:40
Lucy Ward	
Ian Ford	Present from 18:30
Clare Arnold	
Judith Gilmour	
Shelley Long	
Neil Gordon	Present from 18:25
<b><u>In attendance:</u></b>	
Cat Oakes	Clerk to Governors
Linda Peate	Associate Member
Tracy Averill	Associate Member, School Bursar

**1. Apologies**

There were no apologies to be received.

**2. Declarations of Interest**

All declarations of interest were declared in the annual declaration forms. No declaration of interest were made specific to the business being discussed at the meeting.

**Minutes**

**3. Minutes of the previous FGB meetings**

Resolved: That the following minutes be approved as a true record and signed by the Chair:

Full Governing Body meeting – 20<sup>th</sup> June 2018

Full Governing body meeting – 11<sup>th</sup> July 2018

The following actions were reviewed:

Focus group to report to the autumn term FGB meeting concerning the before and after school provision.	Julie Sharman, Johnny Williamson, Clare Arnold, Ian Ford and Lucy Ward	Not completed
Pre-school to be considered further at the autumn term FGB meeting.	All	Considered in Part 2
Repeat Teaching and Learning review to be scheduled for w/c 11 <sup>th</sup> February 2019.	All	On going action
Governors to ensure that they	All	Completed



can access the secure pages on the school website.		
<b>Staff survey</b> 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.	Julie Sharman	Completed
Use of the school premises for holiday clubs to be investigated further.	Judith Gilmour, John Williamson and Julie Sharman	Not completed
Safeguarding - NSPCC course to be purchased for Governors requiring Level 1 safeguarding training.	All requiring safeguarding training	Completed by all save 2 Governors Clerk advised regarding impact for Ofsted
Ideas for school funds to be provided by the school council.	Headteacher	Governors considered the minutes of the autumn term council meeting.

The Headteacher highlighted that safety at school had been a concern raised by pupils at the last school council meeting and these concerns had been addressed. School funds would be put on the agenda for the next meeting.

18:25 Neil Gordon joined the meeting

Governors discussed the before and after school provision and agreed to pursue this in the spring term noting that it had been carried forward since spring 2018.

***Governors discussed the use of the school for holiday club. A Governor challenged whether it would impact on the hours of the caretaker but the Headteacher confirmed that this was not a problem.***

Action:

1. School Council to consider use of school funds ideas at the next meeting.
2. Focus Group to meet early in the spring term to consider the after school provision.

18:30 Ian Ford joined the meeting

#### **4. Minutes of committee meetings**

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

- Sub A committee meeting – 22<sup>nd</sup> October 2018
- Sub B committee meeting – 8<sup>th</sup> November 2018

Mickle Trafford Village School  
 Full Governing Body meeting, 6<sup>th</sup> December 2018



## Sub A

Governors were informed that the committee would complete the SFVS in the spring term.

## Sub B

Shelley Long informed that the emergency lock down procedure had been discussed at length. The data report would be considered and summarised by Shelley Long before the next meeting.

Governors were informed that subject allocation needed to be reviewed and the following responsibilities were agreed:

- |                         |                                |
|-------------------------|--------------------------------|
| ○ Safeguarding Governor | Judith Gilmour                 |
| ○ SEND Governor         | John Williamson                |
| ○ Recruitment Governors | Clare Arnold and Shelley Long  |
| ○ Website Governor      | Julie Sharman                  |
| ○ Maths                 | Shelley Long                   |
| ○ Literacy              | John Williamson                |
| ○ Science               | Ian Ford                       |
| ○ RE                    | Clare Arnold                   |
| ○ Humanities inc SEAL   | Neil Gordon                    |
| ○ PE and SPF            | Judith Gilmour                 |
| ○ Music                 | Neil Gordon                    |
| ○ DT                    | Julie Sharman                  |
| ○ ICT                   | Shelley Long                   |
| ○ Art                   | Linda Peate                    |
| ○ PSHE/British Values   | Clare Arnold                   |
| ○ Languages             | Neil Gordon and Judith Gilmour |

Governors noted the need to be knowledgeable about the school curriculum particularly in light of the expected changes to the Ofsted framework in September 2019.

Resolved: That the Sub A and Sub B committee minutes be received and approved.

Action:

1. Governors to meet with subject leads in the spring term to develop relationships and provide the strengths and priorities for the subject to Governors.
2. Format of presentations to be provided by the Headteacher.

18:40 Harry Harrison joined the meeting

## Governance

### 5. Membership

The Headteacher informed that the Parent Governor election would be held early in the spring term.

### 6. Governor Code of Conduct

Resolved: That the Code of Conduct be approved for the academic year.

### 7. Committee structure

#### a. Terms of reference



Resolved: That the committee terms of reference be approved save for reference to “buy back” in the Sub A document to be amended to “external contracts”.

#### **b. Committees**

Resolved: That the membership of the following committees be agreed:

- c. Pay Committee – Judith Gilmour, Clare Arnold and Johnny Williamson
- d. Pay Appeals Committee – any 3 available Governors without conflict
- e. Pupil Discipline Committee – any 3 available Governors without conflict
- f. Staff Dismissal Committee – any 3 available Governors without conflict
- g. Complaints Committee – any 3 available Governors without conflict
- h. Headteacher Performance Management: Johnny Williamson and Claire Arnold

#### **SSDP**

##### **8. To approve the SSDP for 2018-19**

The Headteacher informed that the SSDP had been completed after the parent governor evening and would be circulated to Governors by email.

Action: Headteacher to circulate SSDP for approval at the spring term meeting.

##### **9. Governor action plan**

Action: Subject lead meetings to take place in the spring term and coordination be delegated to the Sub B committee.

##### **10. Staff: governor evening**

It was noted that the staff and Governor evening had been completed in the autumn term and a further meeting was agreed would take place in the summer term.

Resolved: That the following meetings be held in in the spring term:

- Sub B 28<sup>th</sup> February 6pm
- Sub A 7<sup>th</sup> March 7pm
- FGB 21<sup>st</sup> March 6pm

#### **Reports**

##### **11. Headteacher Report**

The Headteacher’s report had been circulated to Governors before the meeting for consideration. The Headteacher amended the number of pupils on roll.

**Q: Why is the school not at the cathedral service this term?**

**HT: The school is not always invited. The school does do Young Voices.**

**Q: Would the school consider changing Young Voices to Amasing?**

**HT: I am considering changing to do Storyhouse next year but wanted to give Year 5 the opportunity to do Young Voices this year.**

The Headteacher informed that the action in relation to the pipeline had been successfully concluded. It was reported that as the tree in the carpark with a TPO was dead the TPO had been lifted. The Local Authority would be attending to remove at no cost to the school.



Governors thanked the Headteacher for the curriculum enrichment information contained in the report. The Headteacher informed that it was important for the school to consider the impact of the enrichment activities offered.

Resolved: That the Headteacher's Report be received with thanks.

19:00 Julie Sharman joined the meeting

## **12. Curriculum reports**

Action: Curriculum reports to be delegated to the Sub B committee.

## **13. Kathy Parkinson visit**

The Chair reviewed the recent Ofsted workshop focusing on action and impact. The SIP had recommended photographs of Governors be displayed in school.

The school website had also been discussed and Julie Sharman informed that all documents provided had been published.

Action: Website to be audited.

A parent questionnaire had also been recommended and it was agreed that an annual questionnaire should be sent.

Action:

1. Headteacher to send parent's questionnaire out after meeting with Judith Gilmour to review questions.
2. Julie Sharman to investigate using survey monkey for the survey.

***A Governor challenged whether a pupil questionnaire should be sent. The Headteacher informed that a questionnaire focusing on curriculum had been drafted to send.***

Governors discussed the requirement to have a Governor induction pack.

Action:

1. Questions to be sent to school to add to Governor pack.
2. SIP report to be circulated to Governors when received.

## **Policies**

### **14. Policy review**

The following policies had been sent to Governors for consideration:

- Pay Policy

Noting amendment to Pay Committee to include 3 Governors.



The Headteacher informed that advice was awaited from the Local Authority in relation to the Deputy Headteacher's pay scale.

Resolved: That the Pay Policy be approved subject to advice being received from the Local Authority.

- Safeguarding Policy

Resolved: That the Safeguarding Policy be approved.

- SEN statement

Resolved: That the SEN statement be approved.

## 15. Chair's Action

The Chair informed that no urgent action had been taken on behalf of the Governing Body since the last meeting.

## 16. AOB

### School Debts

The Headteacher informed that the school was accruing a high level of debts due to parents not making voluntary contributions to trips. A letter had been drafted to parents and a copy of provided to Governors.

The letter was considered at length by Governors.

**Q: How much has been accrued?**

**Bursar: Debts are now in the hundreds of pounds.**

**Q: Can the school notify the parents that are not contributing?**

**HT: We have.**

Governors discussed the concern at length and felt that the letter could be more strongly worded before sending and the reference to "voluntary" be explained.

### Fire Alarm

The Headteacher reported that the school was not connected to Red Care and requested that the connection was paid for.

Resolved: That the school fire alarm be connected to Red Care.

### School Funds Terms of Reference

Approved: That the terms of reference be approved.

SIGNED.....

DATED.....



**Action List**

ITEM CARRIED FORWARD: Focus group to report to the autumn term FGB meeting concerning the before and after school provision.	Julie Sharman, Johnny Williamson, Clare Arnold, Ian Ford and Lucy Ward	
ITEM CARRIED FORWARD: Safeguarding - NSPCC course to be purchased for Governors requiring Level 1 safeguarding training.	2 Governors	
Repeat Teaching and Learning review to be scheduled for w/c 11 <sup>th</sup> February 2019.	All	
ITEM CARRIED FORWARD: Ideas for school funds to be provided by the school council.	Headteacher	
Governors to meet with subject leads in the spring term to develop relationships and provide the strengths and priorities for the subject to Governors.  Format of presentations to be provided by the Headteacher.	All	
Headteacher to circulate SSDP for approval at the spring term meeting.	Headteacher	
Governor and Subject lead meetings to take place in the spring term and coordination be delegated to the Sub B committee.		
Website to be audited.	All	
Headteacher to send parent's questionnaire out after meeting with Judith Gilmour to review questions.  Julie Sharman to investigate using survey monkey for the survey.	Headteacher, Julie Shrman and Judith Gilmour	
Questions to be sent to school	Clerk	



to add to Governor pack.		
SIP report to be circulated to Governors when received.	Headteacher	