



**Minutes of a meeting of the Governing Body of Mickle Trafford Village School held on 21<sup>st</sup> March 2019 at the school at 6:00pm**

|                       |                                 |
|-----------------------|---------------------------------|
| <u>Present:</u>       |                                 |
| Julie Sharman         |                                 |
| Wendy Lyon            | Headteacher                     |
| Karen Burnett         |                                 |
| Johnny Williamson     | Chair of Governors              |
| Lucy Ward             |                                 |
| Ian Ford              |                                 |
| Clare Arnold          |                                 |
| Judith Gilmour        |                                 |
| Neil Gordon           | Present from 19:05              |
| Natalie Harrison      |                                 |
| Linda Peate           |                                 |
| <u>Apologies</u>      |                                 |
| Shelley Long          |                                 |
| <u>In attendance:</u> |                                 |
| Cat Oakes             | Clerk to Governors              |
| Tracy Averill         | Associate Member, School Bursar |

**1. Apologies**

Resolved: That the apologies for absence received from Shelley Long be approved.

Neil Gordon had informed that he would be late arriving.

**2. Declarations of Interest**

No declarations of interest were made specific to the business being discussed at the meeting.

**3. Membership**

Natalie Harrison was welcomed to the Governing Body as the new Parent Governor.

Harry Harrison's resignation as Co-opted Governor was noted and Mr Harrison was thanked for his service to the Governing Body.

The Clerk informed Governors that there was a Co-opted Governor vacancy. The skills matrix was considered and Governors noted that Mr Harrison's expertise had been in finance.

Governors noted that Linda Peate had knowledge and experience in finance and proposed she be appointed as a Co-opted Governor. Governors unanimously agreed to the appointment.

The Clerk informed that Karen Burnett's term as Staff Governor was due to end on 31<sup>st</sup> August and an election would be required in the summer term



The Clerk informed Governors that the terms of office for Julie Sharman, Clare Arnold, Neil Gordon and Shelley Long would end on 14<sup>th</sup> September and ask that they consider succession planning. Julie Sharman confirmed her intention to retire as a Governor at the end her current term of office. Clare Arnold confirmed that she would like to continue for a further term as a Co-opted Governor.

Resolved: That Linda Peate be appointed Co-opted Governor.

Action:

1. Staff Governor election to be held in the summer term.
2. Co-opted Governor terms of office to be considered at the next meeting

#### 4. Minutes of the previous FGB meeting

Resolved: That the minutes of the Full Governing Body meeting held on 6<sup>th</sup> December 2018 be approved as a true record and signed by the Chair.

The following actions were reviewed:

| Action  | Governor    | Update   |
|---|-------------|--|
| ITEM CARRIED FORWARD:<br>Safeguarding - NSPCC course to be purchased for Governors requiring Level 1 safeguarding training.   | 2 Governors | Completed by all Governors   |
| Repeat Teaching and Learning review to be scheduled for w/c 11 <sup>th</sup> February 2019.   | All         | It had previously been agreed that a second review would not be in staff interest. An Advisor had instead attended and had met with Governors and middle leaders.  |
| ITEM CARRIED FORWARD:<br>Ideas for school funds to be provided by the school council.   | Headteacher | This action was on going. The Headteacher updated Governors. A whole day had been taken to focus on the outdoor areas. Pupil voice was being obtained and the School Council would then discuss this.  |
| Governors to meet with subject leads in the spring term to develop relationships and provide the strengths and priorities for the subject to Governors.<br><br>Format of presentations to be provided by the Headteacher. | All         | Natalie Harrison informed that she had visited the school during the term.<br><br>Neil Gordon had circulated his MFL report to Governors.<br><br>The Headteacher informed that she had obtained the views of the staff and reported that they would be happy to meet termly as follows:<br>Autumn - staff:governor meeting<br>Spring – subject week<br>Summer – subject week |



|  |   |  |
|--|---|--|
| Headteacher to circulate SSDP for approval at the spring term meeting.   | Headteacher                                   | Completed  |
| Governor and Subject lead meetings to take place in the spring term and coordination be delegated to the Sub B committee.  |   | Discussed above  |
| Website to be audited.   | All   | Completed.<br><br>Natalie Harrison informed that she would be willing to take on the website responsibility from September 2019.   |
| <p>Headteacher to send parent's questionnaire out after meeting with Judith Gilmour to review questions.</p> <p>Julie Sharman to investigate using survey monkey for the survey.</p> | Headteacher, Julie Sharman and Judith Gilmour | <p>Completed.</p> <p>The Headteacher shared feedback from parents and noted that the majority was positive. The following was highlighted:</p> <p>1. Concern had been raised regarding lunchtime provision. The Headteacher informed that as a result she had spoken to pupils and Mid Day Assistants. Various changes had been made and the Headteacher had arranged for the teacher on duty to remain in the dinner hall each lunchtime.</p> <p>The Headteacher informed that the summer term programme of lunchtime clubs activities had now been prepared.</p> <p><b>Q: Have Mid-Day Assistants received training?</b><br/> <b>HT: Yes we do provide training and will pay them to attend a further afternoon of training. I have also offered the opportunity to parents to volunteer at lunchtimes.</b></p> <p>2. Concern had been raised that the curriculum was too narrow. The Headteacher confirmed that the school would start promoting the varied curriculum offered at the school more widely.</p> <p>Governors suggested an annual letter to parents highlighting the enrichment offered and the clerk suggested some Governor comments in the termly letter to promote the work of the Governing Body.</p> |



|   |             |  |
|---|-------------|--|
|   |             | The closing date for surveys was 26 <sup>th</sup> March.<br><br>Natalie Harrison offered her support in analysing the data obtained from the surveys and Linda Peate offered to visit the school at a lunchtime. |
| Questions to be sent to school to add to Governor pack. | Clerk       | Completed.   |
| SIP report to be circulated to Governors when received. | Headteacher | Completed.<br><br>Resolved: That the SIP report be received.   |

Action: Parent survey report to be provided to the next meeting and action taken to address any concerns raised by parents.

### **5. School Financial Value Standards (SFVS)**

Ian Ford and Julie Sharman had completed the SFVS on behalf of the Governing Body with the Bursar.

Resolved: That SFVS be approved and submitted by 31<sup>st</sup> March deadline.

### **6. Minutes of committee meetings**

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

- Sub A committee meeting – 7<sup>th</sup> March 2019
- Sub B committee meeting – 28<sup>th</sup> February 2019

Resolved: That the committee minutes be received.

### **SSDP**

#### **7. SSDP update**

The Headteacher informed that the SSDP had been updated and circulated to Governors.

Governors were satisfied with the updates and progress made.

Resolved: That the updated SSDP be received.

### **8. Governors with special responsibility**

#### MFL

Neil Gordon had circulated the MFL report prepared in the October term. The Headteacher updated Governors that specialist language teachers had been sharing their skills across cohorts. Chinese students from Chester University had also visited and worked with Year 4 and Year 1. Chinese students were going to return in the summer term to work with Year 6. Year 5 was having mandarin lessons.



The Headteacher highlighted the need for the school to promote these enrichment opportunities across the school and the end of term letter would be used.

#### Class observation

Natalie Harrison informed that she had visited Year 1 and had observed pupils in the class and had read with some pupils. Mrs Harrison also supported the netball club each week.

#### Pupil voice

Linda Peate and Clare Arnold reported that they had visited to obtain pupil voice. Mrs Arnold informed that pupil voice received had been very positive and the few concerns raised had been provided to the Headteacher.

The Headteacher informed that the pupil questionnaire report had been included in the Headteacher's Report and all concerns had been actioned.

#### Outdoor activities

Judith Gilmour had also visited to do an outside session.

19:05 Neil Ford joined the meeting

### **Reports**

#### **9. Headteacher Report**

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

A Governor noted the importance of the quotes from the pupil survey being promoted to highlight the wider curriculum offered by the school.

The Headteacher highlighted the enrichment activities included that also needed to be promoted.

A Governor felt that promoting the enrichment activities would assist in the school obtaining voluntary contributions from parents.

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

#### **10. Curriculum reports**

Curriculum reports had been considered above and Governor meetings were scheduled for the summer term.

### **Policies**

#### **11. Policy review**

The Staff Discipline and Staff Grievance policies had been sent to Governors for consideration.



Governors noted that the Staff Discipline Policy had been approved at the Sub B committee meeting.

Resolved: That the Staff Grievance policy be approved.

**12. Chair's Action**

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

**13. Governor Training**

The Chair reminded Governors of the expectation to attend regular training.

The Clerk reminded Governors that they had access to School Bus for online training and information.

Action:

1. Natalie Harrison and Linda Peate to attend Induction training.
2. Clerk to send Chair's Handbook to Ian Ford.
3. School to circulate Governor training dates.
4. Headteacher to circulate School Bus welcome emails to allow Governors to access the website.

**14. Summer term meetings**

The following meeting dates were set for the summer term:

- Sub A – 17<sup>th</sup> June @7pm
- Sub B – 13<sup>th</sup> June @6pm TBC
- FGB – 3<sup>rd</sup> July at 6pm

**15. AOB**

The Headteacher circulated a draft teacher Request for Absence form for Governors to approve. This was noted to be required in accordance with the Staff Absence Policy and important for transparency and consistency in dealing with staff requests.

The Headteacher informed that term time absence was to the discretion of the Headteacher and Governors and requested that Governors consider what was considered reasonable.

Resolved: That the form be approved.

SIGNED.....

DATED.....



### Action List

|  |                                     |  |
|--|-------------------------------------|--|
| Governors to meet with subject leads w/c 24 <sup>th</sup> June.                                    | All                                 |  |
| Website to be audited.   | All                                 |  |
| Headteacher to publish parent's questionnaire report and provide to Governors at the next meeting. | Headteacher                         |  |
| Staff Governor election to be held in the summer term.   | Headteacher                         |  |
| Co-opted Governor terms of office to be considered at the next meeting.                            | All                                 |  |
| Natalie Harrison and Linda Peate to attend Induction training.                                     | Natalie Harrison and<br>Linda Peate |  |
| Headteacher to circulate School Bus welcome emails to allow Governors to access the website        | Headteacher                         |  |
| Clerk to send Chair's Handbook to Ian Ford.  | Clerk                               |  |
| School to circulate Governor training dates.   | Admin team                          |  |