



Minutes of a meeting of the Governing Body of Mickle Trafford Village School held on 3rd July 2019 at the school at 6:00pm

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

2 members of the school council presented to Governors regarding the work they had completed during the year including a school safety survey, fundraising and publicising the friendship bench.

A Governor asked for more information on the areas in the school where pupils had not felt safe and this information was provided along with what had been done to improve the areas. The councillors informed that pupils had cooperated with the new rules made.

A Governor asked whether the friendship bench was successful and the councillors informed how it was used to ensure all pupils had someone to play with.

Governors thanked the Councillors for their presentation and hard work.

The Councillors left the meeting.

1. Apologies

Ian Ford had provided apologies for absence.

Resolved: That the apologies for absence be approved.

2. Declarations of Interest

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



3. Membership

It was reported that Shelley Long and Julie Sharman would not be standing for re-appointment at the end of their terms of office.

The following vacancies were noted:

LA Governor

The following vacancies from 14th September 2019 were noted:

4 x Co-opted Governors

The Chair informed that a parent had approached him about joining the Governing Body.

The Headteacher reminded Governors of the need to have Governors on the Governing Body that were not parents at the school in order to deal with some Governor matters that parent Governors may feel conflicted in dealing with.

The Clerk informed that the skills matrix should be updated to highlight skills gaps in the first instance. Governing Body also had some scope to reduce in size.

Governors offered suggestions from local groups and organisations to fill the vacancies and these were discussed in detail.

Clare Arnold and Neil Gordon confirmed their wishes to stand for a further term of office as Co-opted Governors. This was approved.

Resolved: That Clare Arnold and Neil Gordon be re-appointed as Co-opted Governors from 15th September 2019.

ACTION:

1. Skills matrix to be completed by all Governors before the next meeting.
2. Governors to approach appropriate candidates for the 2 x Governor vacancies and LA Governor.

Chair and Vice Chair

The Chair informed that Ian Ford was not able to take on the role of Chair due to other commitments. Governors discussed the previous agreement that the position would be rotated on an annual basis.

Johnny Williamson informed that he would be happy to stand for a further year as Chair. This was approved.

Governors discussed the need for a Vice Chair to be elected who would be willing to take on the position of Chair in September 2020. Natalie Harrison and Clare Arnold confirmed that they would be willing to stand. This was approved as a joint appointment.



It was also agreed that the Governing Body would trial having 2 x FGB meetings a term in the next academic year in place of 1 x FGB meeting and 2 x committee meetings.

Resolved:

1. That Johnny Williamson be elected Chair for the next academic year.
2. That Natalie Harrison and Clare Arnold be elected as joint Vice Chairs for the next academic year.

Action: Clerk to circulate a proforma FGB planner for the Headteacher and Chair to consider.

4. Minutes of the previous FGB meeting

Resolved: That the minutes of the Full Governing Body meeting held on 21st March 2019 be approved as a true record and signed by the Chair.

The following actions were reviewed:

Governors to meet with subject leads w/c 24 th June.	All	CARRIED FWD: Sub B had agreed that a week would be arranged in the autumn term for Governors to meet with the subject lead at a staff:Governor meeting.
Website to be audited.	All	Completed.
Headteacher to publish parent's questionnaire report and provide to Governors at the next meeting.	Headteacher	Completed.
Staff Governor election to be held in the summer term.	Headteacher	Completed. Karen Burnett appointed.
Co-opted Governor terms of office to be considered at the next meeting.	All	Completed above.
Natalie Harrison and Linda Peate to attend Induction training.	Natalie Harrison and Linda Peate	CARRIED FWD: Autumn term dates. Other courses recommended by Governors. Governors to consider School Bus pack regarding Ofsted.
Headteacher to circulate School Bus welcome emails to	Headteacher	Completed.



allow Governors to access the website		
Clerk to send Chair's Handbook to Ian Ford.	Clerk	Completed (noted to be a cost) Ian Ford no longer standing for Chair.
School to circulate Governor training dates.	Admin team	Completed and ongoing.

Governor roles

The following Governor responsibilities were discussed and agreed:

Safeguarding Governor	Clare Arnold
SEND Governor	Johnny Williamson
PPF Governor	Clare Arnold
Recruitment Governors	Clare Arnold and Lucy Ward

Subject Governors

Maths	Lucy Ward
Literacy	Johnny Williamson and Natalie Harrison
Website	Natalie Harrison
Art	Linda Peate
RE	Clare Arnold
Science	Ian Ford
PE and SPF	Neil Gordon
Humanities and SEAL	Johnny Williamson
Music	Neil Gordon
DT	vacancy
ICT	Linda Peate
PHSE and British Values	Clare Arnold
Languages	vacancy

Resolved: That the above Governor responsibilities be approved for the next academic year.

5. Minutes of committee meetings

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

- Sub A committee meeting – 17th June 2019
- Sub B committee meeting – 13th June 2019

Sub B

Shelley Long highlighted the discussion in relation to the Home School Agreement.

Resolved: That the Sub B committee meeting minutes be received, approved and signed by the committee Chair.



Sub A

Julie Sharman highlighted the detailed budget discussion held at the meeting.

Clare Arnold reported that volunteers had been found for the premises work required during the holidays. The Chair informed that he was aware of a businesses that could link the school to volunteers.

Resolved: That the Sub A committee minutes be received, approved and signed by the committee Chair.

Action: Volunteer impact statements to be obtained for the website after the volunteer days in the summer.

FINANCE

6. 2019/2020 budget and 3-year forecast

The SBM provided Governors with the budget report and Governors had received a copy of the budget figures before the meeting for consideration.

It was reported that the recent carry forward figures would be exhausted and a deficit budget was predicted by year 2 of the 3-year forecast.

Concern was raised that cuts had been required to allow the current budget to balance. These had been in staffing and resources.

It was note that the Sub A committee had discussed the impact of teacher pension contributions in future years. The SBM informed that statutory salary increases and staff increments also impacted significantly on future budgets.

Governors felt that a cautious approach was required to ensure the budget was carefully monitored in light of future predicted deficits.

Resolved: That the 2019/2020 budget be approved.

DATA

7. End of year data

The Headteacher informed that cohort data had been received from staff and analysed. Questions had gone to staff and once answers had been received it would be provided to Governors.

Q: Do you have any concerns?

HT: Internal data is looking positive.

Q: Is progress looking positive?

DHT: It is not possible to score progress anymore. Age related evidence is provided.



Staff helped Governors to understand the need for commentary behind data to provide narrative for each cohort. This had been a focus of the year to evidence progress.

End of key stage data had been circulated to Governors before the meeting for consideration. This was provisional until results were published.

Governors considered the data received.

Action: Cohort data to be provided to Governors by the Headteacher and KS2 end of year national test results.

STRATEGY

8. SIP review

The Headteacher informed that the SLT had attended SIP (School Impact Plan) training and the school SIP would now be finalised. SEF training had also been attended.

Once completed with end of year data, the SIP would be circulated to Governors.

Action: SIP to be approved at the next meeting.

REPORTS

9. Governors' Report

SEND

The SEND Governor thanked the SENCO for their work and noted that training was being provided to the member of staff due to take over the role in September 2020.

The work of the SENCO had been reported to Sub A including supporting pupils and applying for grant funding where required.

The SENCO informed that grant funding application results were still awaited and this could impact on recruitment for September and staffing. Appeals were also to be expected.

Governor visits

Johnny Williamson, Shelley Long and Clare Arnold had joined school trips during the summer term. Natalie Harrison would join a school trip later in the year.

Neil Gordon had dug a pathway to assist with access to support the school.

Linda Peate had visited to complete a lunchtime observation and accessibility walk around.

Clare Arnold had visited as PPF Governor.

Governors had also visited the school to monitor national tests.



10. Governor impact

Chair confirmed that he would write a letter reporting on the work of the Governing Body. A Governor requested that the budget position be included to highlight this to parents.

It was requested that the Chair mention volunteering opportunities including the gardening day on 28th September.

Action: Chair to write impact statement in the form of a letter to parents.

11. Headteacher's Report

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

A Governor requested that Governor voice be included in the report highlighting visits and actions taken.

Governors were pleased at the amount of enrichment activities that had been offered and requested that this be noted in the Chair's letter.

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

12. Curriculum reports

There were no reports from Governors to receive.

The DHT informed that Ofsted would review reading and at least 2 foundation subjects across 2 year groups from September during an inspection. Literacy should therefore be a priority.

A Governor suggested a further Teaching and Learning review and the Headteacher informed that the same outcome could be achieved by working closely with other schools. This would be more cost effective.

Action: Literacy and maths reviews to be completed in the autumn term and reported to the first FGB meeting.

Policies

13. Policy review

The following policy had been circulated to Governors for consideration:

- a. SEN annual statement
- b. Governor allowances – move review to December.

Resolved: That the above policy be approved.



14. Chair's Action

The Chair reported an action that had been taken since the last meeting. No Governor approval was required and the matter had been concluded.

15. Governor Training

There was no Governor training to report.

Action: Governors to read the resource pack for the new Ofsted framework on School Bus.

16. Summer term meetings

The following meeting dates were set for the autumn term:

Staff: Governor – 17th September 2019 @5-7pm
FGB – 22nd October 2019 @5-7pm
FGB – 19th November 2019 @5-7pm

SIGNED.....

DATED.....

Action List

Governors

1. Skills matrix to be completed by all Governors before the next meeting.
2. Governors to approach appropriate candidates for the 2 x Governor vacancies and LA Governor.
3. Natalie Harrison and Linda Peate to attend Induction training.
4. Volunteer impact statements to be obtained for the website after the volunteer days in the summer.
5. Literacy and maths reviews to be completed in the autumn term and reported to the first FGB meeting.
6. Governors to read the resource pack for the new Ofsted framework on School Bus.

Clerk

Clerk to circulate a proforma FGB planner for the Headteacher and Chair to consider.

Headteacher

1. Cohort data to be provided to Governors by the Headteacher and KS2 end of year national test results.
2. SIP to be provided for approval at the next meeting.

Chair

Chair to write impact statement in the form of a letter to parents.