

MICKLE TRAFFORD VILLAGE SCHOOL

PART ONE

GOVERNORS MEETING

Meeting of: Full Governing Body	Term: Autumn 2013
Place: Mickle Trafford Village School	Date: 05.03.14, 6 - 9.00 pm
Present: Julia Griffiths Sue Mumford Kevin Unsworth Nicky Bebington Julie Sharman Karen Burnett Jayne Kirkham Ben Hodgson Karen Allen (clerk)	Apologies: Gareth Mulholland Myrtle Lloyd Chris Priddey Neil Gordon Philip Blackman Tony O'Dell In Attendance: Wendy Lyon Deputy Head
Not present:	Distribution: All FGB + Wendy Lyon

Item	Minutes	Action	Date
1	Apologies - received from Chris Priddey, Myrtle Lloyd, Neil Gordon, Philip Blackman and Gareth Mulholland, also Tony O'Dell had advised that he would be late arriving (Note Tony was unable to attend)		
2	Declarations of Interest None Received		
3	Minutes of the meeting held on 06.11.13 These were accepted as a true and accurate record		
4.	Matters Arising <ul style="list-style-type: none"> • Item 4 Succession planning - see Agenda Item 5 • Item 6 Questionnaire - see Agenda Item 10 • Item 8 SFVS - the updated form must be submitted from the Chair's email account by 31st March 2014. Julia and Karen have updated the form and all issues raised from the previous submission have been addressed. Chris and Kevin to review and submit. • Item 9 Safeguarding audit - See Agenda Item 13 • Item 11 complete • Item 20 complete • Item 23 Academies - Julia reported that Head Teachers in Cheshire believe that the LA political agenda is still about moving all school to academies and that all political parties are in favour of academies, free schools or parent led schools. LA position is to work with all schools whatever 	CP/KU	31.03.14

	<p>their nature. HTs have questioned the benefits when the costs of conversion can be in the region of £40K. It was noted that only 2 schools in Cheshire have chosen to become academies; Kelsall and Delamere. Initial incentives are no longer available and it is difficult to obtain impartial advice. Governors discussed the options and agreed that we could not ignore the possibility of being pushed to convert in the future. Governors need to prepare and obtain as much information as possible. It was agreed that Julia and Kevin would contact Hoole Primary who have carried out research, and that Julia and Chris would attend presentations/course when possible. Julia advised that governors need to keep abreast of the situation and Kevin proposed that this topic is revisited at the next FGB.</p> <ul style="list-style-type: none"> • Item 24 complete • Glossary of Acronyms - complete 	<p>JG/KU</p> <p>JG/CP</p> <p>All</p>	<p>Summer 14</p> <p>A/R</p> <p>Summer 14</p>
5	<p>Succession Planning</p> <p>Governors agreed that succession planning is essential to ensure understanding of school issues, strong governance and expertise. It was noted that Chris Priddey had expressed a desire to end his term of office as Vice Chair next Autumn and Kevin asked governors to consider if they would be willing to take on this role. Julie wished to ensure that absent members had an opportunity to express their views but stated she would be willing to take on further responsibilities as a governor. (Nicky Bebington joined the meeting)</p> <p>It was noted that 5 governors' terms of office would be finishing in 2015. Kevin asked all governors to consider their future options and to take any necessary training they felt may be useful. Nicky to continue to send governor training updates.</p> <p>Julia advised that the governor skills matrix will need to be reviewed next year.</p> <p>Following a question Nicky advised that parent governors who wish to continue in office after their term has expired need to be re-elected.</p>	<p>All</p> <p>NB</p>	<p>Autumn 14</p> <p>A/R</p>
6	<p>Head Teacher's Report</p> <p>Kevin thanked Julia for her report and asked governors for questions on any points.</p> <p>Achievement of learners - Julia reviewed the data presented and explained the figures. Kevin advised that he had met with Julia previously and challenged the data. With further explanation and review of levels and APS progress he was more than satisfied that progress was better than expected and governors agreed they were happy with performance.</p> <p>Julia explained the tracking and data with regard to Free School meals pupils and Ever 6 (those pupils who have ever been eligible for FSM within the last 6 years).</p> <p>Governors noted that children's views on reading had highlighted the need to give parents further information.</p> <p>Following a question from Sue regarding the Levelled Book Marks, Julia agreed that this information would be put onto the website for parents to access and Julia will meet with Sue to give more detailed explanations of the data information.</p>	<p>JG</p> <p>JG</p>	<p>Summer 14</p> <p>Mar 14</p>

	<p>Quality of Teaching, Learning and Assessment - A new monitoring tool has been introduced whereby the children can show how they have made progress; they will review previous comments in literacy books, date an issue they aim to improve, and address it in their next piece of work.</p> <p>Sue asked if the school has any issues with children's ability to see various colours and it was explained that we have many resources in place such as different coloured pens, Irlens overlays, coloured paper and various colours of exercise books to enable all children to see and read more clearly.</p> <p>Behaviour and Safety - It was noted that children's attitude to learning needs to be focused and impeccable and Kevin complimented the teachers in every class for their supervision of behaviour and management of distractions. Julia advised that teachers need the ability to adjust and adapt a lesson following unforeseen circumstances.</p> <p>Following a question from Ben Julia explained that grammar in Reception class begins with the use of full stops, capital letters and sentences and at any level children will be corrected for the use of incorrect grammar.</p>		
7	<p>SSDP progress review: Kevin asked Julia to review the key points and invited questions from governors.</p> <p>Julia explained that the impact of training received for literacy will have more impact by the Summer term following changes to the curriculum.</p> <p>In RE Julie Cox was complimented for her subject leadership skills eg knowledge and review of resources and Kevin confirmed the positive enthusiasm from the children in being taught new units of work e.g. Sikhism. Further work needs to be done around developing a programme of enrichment e.g visits to different places of worship.</p> <p>Karen Burnett and Liz Jackson have worked on all aspects of progression in PE. Governors were made aware of the Sports Premium grant and the need to ensure accountability for this funding which will include training for staff, opportunities for children to undertake new activities, competition within school and inter school, ensuring participation for children with SEN and vulnerable groups.</p> <p>It was noted that Liz Jackson has attended E-Safety training and that the policy is under review.</p>		
8	Curriculum co-ordinators' reports - to follow		
9	<p>Minutes from committees Sub Committee B - Staffing & Curriculum</p> <p>Sue presented the minutes and summarised the main points including review of policies and changes to the curriculum. Sue asked governors to note that primary school teachers are not required to have a foreign language but complimented our school 's abilities and use of French in particular. In addition Sue felt it was important and inspirational to cover topics not specified by the new curriculum such as the use of Drama. Sue also complimented Julie</p>		

	<p>Cox for her fantastic work with RE. Julie asked how the school manage children who opt out of religious assemblies. It was explained that very few opt out and that they work in the IT suite for the time of the assembly. Some of the older children now choose to remain in assembly and are given the option to make their own prayers as required. Sue advised that we should monitor the levels of future intakes to the school, although it was felt that a drop in birth rate would not adversely affect our intake in the near future. No exclusions have been necessary and any behaviour issues have stabilized at present.</p> <p>Sub Committee A - Finance, H & S, Premises Kevin presented the minutes from the meeting held on 5th February and asked governors to note the status of the budget. Benchmarking activities are currently in progress with the EIP schools. It was explained that School Fund has an available balance of approximately £14K as the majority of funds held in this account are committed for School Direct and various trips etc. With regard to contracts Kevin wanted to make governors aware of the discussions which had taken place in February with regard to renewal of the Gas and Electricity contract. It was noted that county award this contract to West Mercia Energy and gave schools very little notice before committing to renewal. Although Neil Gordon offered to source alternatives, it was not possible to obtain enough information on prices and deals available from either the LA or other suppliers before the deadline. We therefore opted to remain with the county contract for the next 2 years. Johnny wanted to ensure that governors set up a procedure for addressing this issue next time and it was agreed that it should remain an agenda item to be highlighted as part of the review of all contracts and in advance of the next renewal. With regard to the installation of a fat trap in the kitchen Karen advised that the quotation received was for a trap linked to the sink waste, but could not be attached to the waste disposal. It was agreed that spending £1000 for a product which would not fulfill the need was unnecessary at this stage. Julie advised that she has met with Julia to review the Health & Safety audit.</p>		
10	<p>Governor Objectives Kevin advised that Steve Palin will be in school for his next SIP visit on 31st March and that he hoped to arrange for Steve to meet with governors at 4 pm. Please advise Kevin if you wish to be involved before 14th March in order that he can set an agenda for Steve. The new governors toolkit is available on disk. Nicky has taken this for review and will return it by Friday 7th March. Governor safeguarding training will take place on 1st April. Please advise Karen by 14th March if you will be attending (if you have not already done so). It is preferable that as many governors attend as possible. Kevin tabled a parents' letter which will be issued this week and</p>	ALL	14.03.14
		ALL	14.03.14

	<p>published on the website. Karen will highlight the link to ParentView and paper copies will be made available as usual. A questionnaire for children will be drawn up and circulated next week.</p> <p>Tony O'Dell is working on a governor's vision statement and this will be brought to the next meeting.</p>	<p>KA</p> <p>KU</p> <p>TO'D</p>	<p>07.03.14</p> <p>March</p> <p>Summer</p>
11	<p>Governor questions - Ofsted</p> <p>Governors should review the new governor toolkit. It may also be possible to receive further information from Steve Palin during his visit.</p>		
12	<p>SEN report</p> <p>Wendy presented the SEN Report and highlighted the fact that there will be changes to systems and reviews from September but there is no information or training available yet.</p> <p>Governors noted that one recent review has resulted in a child reducing their time with us to one day per week, eventually attending Dee Banks full time. A further child is being supported for transition to high school and an application is being made for a statement for this child so that essential support can be continued at high school.</p> <p>Monitoring and support programmes are in place and reviewed - see also Part 2.</p> <p>Johnny apologized for being unable to meet with Wendy this term for the SEN review.</p>		
13	<p>Safeguarding</p> <p>Governors to attend safeguarding training on 1st April, 3.30 pm. A safeguarding information evening is planned for parents for the summer term and the E-Safety policy will be updated by then. Governors are to complete a safeguarding audit to ensure processes are in place and governors are aware of these processes.</p>	<p>All</p> <p>All</p> <p>KU/ALL</p>	<p>01.04.14</p> <p>Summer 14</p> <p>Summer 14</p>
14	<p>School Bulletin February 2014</p> <p>Governors noted the contents.</p> <p>Julia advised that there was some concern regarding the provision of a free meal for all infants from next September and that it needed to be made absolutely clear to parents that entitlement for Free School Meals was different and should still be applied for. Clear standard wording and explanation has been requested and Nicky will follow up on this.</p> <p>It was noted that block funding has been reduced. Governors were made aware that we do have children who are absent for performances and entertainment reasons.</p> <p>It was noted that Cosocius has now replaced IT and Shared Services</p>	<p>NB</p>	<p>Summer 14</p>
15	<p>Governor Visits</p> <p>Julie advised that she has visited Y3 in December and was impressed with their understanding of Maths and their targets. Kevin spent 2 days in Years 2, 3 and Reception and complimented the good teachers in all 3 classes. He also met with the school council, and thanked the children for their help with the governor notice board.</p>		

	<p>John advised that through his business he could provide resources which Karen Burnett felt would be very helpful for the current Food topic.</p> <p>Julie also offered resources and educational facilities in her capacity working for the Canals and Waterways department.</p> <p>Kevin asked governors if they were happy to approach school for visits and asked that they give notice, offer alternative dates and ask which teachers would be happy to see them. He also asked that they do not visit during busy SATs periods.</p>		
	<p>AOB none</p>		
	<p>Dates of future meetings: Note all meetings to commence at 6 pm unless stated</p> <p>Safeguarding training - 01.04.14, 3.30 pm</p> <p>Summer Term Sub Committee B - Wednesday 30th April 2014 Sub Committee A - Wednesday 14th May 2014 Full Governors - Tuesday 10th June 2014</p>		