

**MICKLE TRAFFORD VILLAGE SCHOOL**  
**PART ONE**  
**GOVERNORS MEETING**

Meeting of: Full Governing Body	Term: Summer 2014
Place: Mickle Trafford Village School	Date: 10.06.14, 6 - 9.30 pm
Present: Julia Griffiths Sue Mumford Kevin Unsworth Nicky Bebington Karen Burnett Jayne Kirkham Ben Hodgson (from 6.30) Neil Gordon Myrtle Lloyd Gareth Mulholland  Karen Allen (clerk)	Apologies: Chris Priddey Philip Blackman John Williamson Julie Sharman  In Attendance: Wendy Lyon Deputy Head Lisa Bowes (new Clerk from September 2014) Leanne Jones (Student)
Not present: Tony O'Dell - apologies were received late.	Distribution: All FGB + Wendy Lyon

Item	Minutes	Action	Date
1	<b>Apologies</b> - received from Chris Priddey, John Williamson, Julie Sharman and Philip Blackman		
	Kevin welcomed governors and asked Lisa Bowes and Leanne Jones to introduce themselves to the governors. Lisa reported that she would be taking over as Bursar in the school office and that she had spent the day shadowing Karen Allen. Leanne explained that as a student she wished to learn more about the proceedings of a governing body.		
2	<b>Declarations of Interest</b> None Received. Neil asked governors to note interest declared at previous meetings regarding his business		
3	<b>Review membership of the governing body and Instrument of Government</b> Nicky Bebington explained that the governing body should reconstitute before 1 <sup>st</sup> September 2014 in order to comply with current changes and new regulations. There will no longer be Community Governors, these will be replaced with Co-opted governors and the number of governors could be as few as 7. Following discussion it was agreed that the governing body should remain the same. Kevin, Sue and Myrtle all stated that they would be happy to become Co-opted governors and it was unanimously agreed that they should be reappointed. Julie to be asked if she	KA/JS	

	<p>would also like to be reappointed as a Co-opted governor. Their term of office will run for 4 years from the date of the new Instrument. Although Nicky did not have available all the guidance, it was agreed that she would circulate the regulations. Julia proposed that we would then resubmit the Instrument to include any necessary changes. All agreed with this proposal.</p> <p><b>Note - following the meeting new advice was received from CWAC School Governance Team and we have been advised to review this again at Autumn FGB and reconstitute at that time</b></p>	<p>NB JG/KA</p>	<p>Before Sept 14</p>
4.	<p><b>Appoint new Clerk</b> Kevin explained that as Karen is leaving the governors have two options:</p> <ul style="list-style-type: none"> <li>a) Buy in clerking services via the SBSA</li> <li>b) Appoint another clerk ie the new Bursar</li> </ul> <p>Lisa Bowes agreed that she would be happy to clerk the meetings as it would give her a better insight into the functioning of the school and governing body. All agreed that Lisa should be appointed as Clerk. Karen formally resigned as Clerk and thanked all the governors who she has been very happy and privileged to work with. Kevin and Sue also voted their thanks to Karen</p>		
5	<p><b>Succession Planning</b> It was noted that Chris Priddey will finish his term of office as Vice chair in November 2014 and Kevin asked all other governors to consider taking on this role.</p>	<p>All</p>	
6	<p><b>Minutes of Meeting held on 5<sup>th</sup> March 2014</b> These were agreed as a true and accurate record</p>		
7.	<p><b>Matters Arising</b> <b>Item 4 - SFVS</b> - complete and submitted, Karen advised that she had been requested to submit further information such as minutes of meetings and a copy of the manual. <b>Item 4 - Academy Status</b> - Kevin to follow up on contacting Hoole Primary. Julia reported that there is no apparent rush at primary level to convert to academy status and that finance for start up costs is not great. Although any possible change would not be imminent it was agreed that governors should keep informed. <b>Item 6 - Leveled book marking</b> - Julia to put information onto website. <b>Item 10 - Governors Toolkit</b> - Sue and Nicky to review and feedback to governors. <b>Item 10 - Governor's Vision Statement</b> - Tony O'Dell to complete</p>	<p>JG/KA SM/NB TO'D</p>	
8	<p><b>Head Teacher's Report</b> Julia Presented her report and spent some time explaining achievement, progress and APS points, giving detailed information regarding expectations and how good progress is measured. Kevin posed several very challenging questions regarding the data. The questions were tabled and Julia gave detailed answers to each point raised. The summary of questions and responses is attached. See appendix 1.</p>		
9	<p><b>External School Appraisal Report</b> The report had been circulated prior to the meeting and was accepted with thanks by all present.</p>		

10	<p><b>Admissions Applications</b></p> <p>30 applicants have accepted places for September 2014 in Reception class, 29 first place choice and one 3<sup>rd</sup> choice. A welcome evening has been held and Freda was congratulated on her presentation and how well she has settled into Reception class. There are currently 2 families moving into the village during the summer enquiring for places but at present we are unable to make them any offers. We have places available in Y2 at the time of the meeting, although 2 families asking for places for the start of year 3. Year 4 has one place and Y6 5 places available. Next September the school will be full. It was explained to governors that there are currently 31 children in Y1 as a child was admitted as a permitted exception due to the child being at risk. Under these circumstances a second teacher is not required. The 2 new children from this family have settled well. Kevin asked if the emails of the new families could be made available to him so that he can send welcome letters.</p>	KA/KU	
11	<p><b>Admissions Appeals</b></p> <p>There are no appeals at present</p>		
12	<p><b>Minutes from committees</b></p> <p><b>Sub Committee A - Finance, Premises, H &amp; S</b></p> <p>Gareth presented the minutes and explained that there were not enough governors present at the start of the meeting so any necessary votes would need to be taken to FGB. Governors noted that work had been completed on the cold water storage tanks and calorifier to improved water supply and comply with legionella.</p> <p>Governors were asked to <b>approve the final draft budget</b> which was tabled. Governors discussed the proposed budget, staffing costs were explained and 3 year plan explained. It was noted that any carry forward would be justified via the Balance Control Mechanism and would consist of expenditure committed to staffing, capital spending proposals such as a new main entrance etc.</p> <p><b>Governors at the full governing body meeting held on 10<sup>th</sup> June 2014 approved the budget for 2014-15.</b></p> <p><b>Sub Committee B - Staffing &amp; curriculum</b></p> <p>Sue presented the minutes outlining requirements for provision of free school meals to infants. Julia explained that she had met with the LA who are supplying a new dishwasher and crockery. We will also need to investigate improved ventilation/extractor fan. Potentially we will have approximate 45 additional meals to serve each day (in addition to the 100-115 normally served). There is a big implication for staffing, timing, serving of drinks and Julia is working on proposals to address these issues. Conway costs have been reviewed and parents surveyed for their views. All those responding voted to keep current arrangements for trips with the exception of one family. It was agreed at a recent PTA meeting that they would fundraise to help towards coach travel costs.</p>		

13	<b>To approve the final draft Budget</b> <b>As above Item 12</b> <b>The budget was approved</b>		
14	<b>Policies</b> Critical Incidents, Recruitment and Code of Conduct Policies had all been circulated. These are based on LA models with amendments specifically for this school. These policies were all agreed.		
15	<b>Governor Objectives</b> Defer this item until Autumn Term		
16	<b>Ofsted Criteria</b> Governors divided into 2 groups and each group was set a task of answering typical Ofsted questions. The first group reviewed questions about Achievement, the second Leadership and Management. This was felt to be a very useful task, focusing on what governors are aware of and how they find the evidence. Governors were recommended to use the Data Dashboard	ALL	
17	<b>SEN Report</b> Wendy advised that annual reviews have been taking place and that one child has been assessed for funding and further support during Y6 and transfer to High School. In September we must publish our "Local Offer" detailing our expertise and experience in different areas of need. This will give parents the chance to review which schools would suit their child's need. We aim to welcome needs not so far encountered and hope to develop new skills. Wendy and Julia are receiving training in the new framework developing a health and care plan.		
18	<b>Safeguarding</b> Kevin presented a safeguarding audit highlighting areas of concern and possible next steps. See Appendix 2 Governors were advised that, although one child felt they had been bullied, on investigation this was found not to be the case. It was noted that all staff should be made aware of the code of conduct policy, including students. Visitors' badges should be used at all times.		
19	<b>School Bulletin June 2014</b> This was circulated to governors prior to the meeting. The contents were reviewed and noted. The SBSA has been submitted. Unfortunately no governors were able to attend the conference on 13 <sup>th</sup> June. Dates for data collection are noted in the diary and Karen is working with staff to enter the assessment data onto SIMS and submit. Safeguarding Training has been delivered to all staff Level 1.		
20	<b>Governor Training</b> Nicky reviewed the range of courses available for next year. Kevin urged governors to attend any courses they were interested in. We subscribe to this service via the SBSA and receive a discounted price. All governors attending courses should feed		

	back on course material to governor's meetings.		
21	<p><b>Delegation of Functions</b></p> <p>It was suggested that an additional Pay committee be set up with 3 members to link pay progression and appraisal. This committee would meet annually. It was agreed to appoint governors to this committee in Autumn term.</p>	JG/KU	Sept 14
22	AOB - non, see Part 2		
23	<p><b>Dates of meetings for the next academic year</b></p> <p><b>Proposed:- (All meetings Wednesdays at 6 pm)</b></p> <p><b>Autumn Term:-</b></p> <p>Sub Committee B 24.09.14</p> <p>Sub Committee A 08.10.14</p> <p>Pay Committee tba</p> <p>FGB 05.11.14</p> <p><b>Spring Term</b></p> <p>Sub Committee B 21.01.15</p> <p>Sub Committee A 04.02.15</p> <p>FGB 04.03.15</p> <p><b>Summer Term</b></p> <p>Sub Committee B 29.04.15</p> <p>Sub Committee A 13.05.15</p> <p>FGB 10.06.15</p>		