

MICKLE TRAFFORD VILLAGE SCHOOL
PART ONE
GOVERNORS MEETING

Meeting of: Full Governing Body	Term: Spring 2015
Place: Mickle Trafford Village School	Date: 04.03.2015,6 - 9.30 pm
Present: Julia Griffiths Kevin Unsworth Sue Mumford Chris Priddey Karen Burnett Jayne Kirkham Julie Sharman Myrtle Lloyd Tony O'Dell Philip Blackman Nicky Bebbington Lisa Bowes (clerk)	Apologies: Neil Gordon Johnny Williamson
	In Attendance: Wendy Lyon Deputy Head
Not present: Ben	Distribution: All FGB + Wendy Lyon

Item	Minutes	Action	Date
	SPECIAL ITEMS		
	Governor Voting Kevin recommended that Chris Priddey be elected as a Community Governor as his term as parent governor has now expired. All present agreed.		
	SUB A		
1	Due to the recent Sub A meeting being cancelled as meeting would not have been quorate, the budget needed to be reviewed and formally agreed at this FGB. Chris Priddey talked through the budget as presented. It was pointed out that the 15/16 budget was higher than previous years as the government had changed the calculation method for allocation of funds. It is not expected to go up any further in the future and will settle at around £800,000. There is a healthy carry forward from this years budget and this will be explained as part of the BCM as some items have not yet been ordered due to delay in planning permission. Julia advised that numbers were stable at 213 and were not expected to drop below 210. 1111 - Staff Costs. There had been an overspend on this item, which was related to the 1% increase and pension changes. There was also a handover period for the new bursar, the cost of which had been agreed previously. 36132 - Computer Equipment curriculum. The KS2 computers are in need of some replacements. The PTA has agreed to help fund a		

	<p>computer replacement programme A contribution of £5,000 during this budget period had been agreed. Julia provided a working document of quotations received. See appendix. It was proposed that an order be placed in 2 halves 1st Pre March if funds allow and 2nd Post March as required with a budget of £15,000 made up of £10000 LMS and £5000 donations Julia talked the governors through the quotations. MGL has been efficient at providing a quotation, a speedy response, easy to follow quotations and a variety of solutions offered. They were very competitive. Red Top IT (the schools current IT support provider) provided quotations that met the brief and again were competitive. Julia did note that if the 'all in one' solution was chosen, we had a surplus of monitors that had only been purchased 3 years previously. Myrtle Lloyd asked about the possibility of leasing to enable the school to ensure that the latest advances in technology are available. Chris Priddey advised that Windows 8 would not work on the authority network.</p> <p>Julia advised that leasing could only be done through the authority and Boughton Heath had leased its latest computer upgrade. Julia was asked to check the Dell 'all in 1' computers and speak to Boughton Heath about their computer set up.</p> <p>Julia advised that any working pcs would be used in other areas of the school such as Badgers to replace any broken pcs.</p> <p>The governors agreed a spend of £15,000 and it was decided that Myrtle Lloyd, Chris Priddey and Philip Blackman would approve the final choice of computers and provider.</p> <p>Chris Priddey advised that a bench marking exercise had been undertaken with Sandiway Primary school, which has a similar funding figure and size of school.</p> <p>Julia advised that the BCM was due to be completed by 13.03.15. The school has to explain any carry forward from the budget, and should not carry over more than 8% without justification.</p> <p>Further to discussions in previous meetings the commitments carried forward are:</p> <p>Major Capital spend - The extension of the entrance to the school to relieve the bottle neck at the office, and improve the appearance of the office area. The plans have been drawn up and planning permission has been applied for. The outcome of the application is expected 13.03.15.</p> <p>Minor Capital spend - The installation of canopies across the front of the reception classroom and Year 1. The quotation from Coretech had been accepted by governors previously, and planning permission has been applied for.</p> <p>The replacement programme for PCs.</p> <p>All governors approve the spending commitments.</p>	JG	?
	HOUSEKEEPING		
1	Apologies - received from Neil Gordon and Johnny Williamson		
	Kevin welcomed governors.		

2	Declarations of Interest None Received.		
3	The minutes were reviewed and no action was required. Nicky Bebbington should have been noted as sending apologies for the last FGB.		
	CURRICULUM UPDATE		
1	Di Kennedy and Freda Davies provided an update on Literacy and how the new curriculum is being approached. Kevin asked how children in year 2, who were still working on the old curriculum, would cope with the move to year 3, where the new curriculum is being taught. He was advised that Julie Cox, the year 2 teacher, was already working on a period of transition to help with the change over. Julie asked if the new curriculum was better. Karen said that it was as it gives teachers the opportunity to provide breadth and challenge to their year groups whilst still focusing on the objectives for that age rather than trying to rush the children to higher and higher objectives and it was an exciting change. Julia advised that they will need to try and review new ideas, but they hadn't had to throw away the good things that were in the previous curriculum. Julie asked what had driven the change in the curriculum. Karen said that the UK was slipping in the world league tables in maths. Also the old system was very test driven whereas the new system moved towards a more curriculum driven approach. Chris Priddey said that the governors should be aware that our data shows that there is a difference in attainment between writing and reading, and the gap needed to be closed. Progress was good during KS1 but not as good during KS2. He also recommended 2 speeches from You Tube about the move away from levels. Tim Oates - Assessment without levels Nick Gibbs - Why levels are not good Kevin thanked Di and Freda for their interesting presentation.		
	POLICIES AND COMMITTEES All policies had been forwarded to governors prior to the meeting.		
1.	Head Teachers Report Philip Blackman had asked the question - would the TA hours not be better used to fund another teacher. Julia advised that they would not get the spread across the school that is needed to support classes. SEN money is spent on TA s for support of pupils. The TAs in the school are highly qualified and provide effective intervention programmes but we do not use TA's as a cheaper teaching resource E.g. Sally Nieborg is a teacher doing PPA work. Philip also pointed out that Karen Burnett did not appear to work a full week; Julia advised that the missing hours were for Karen's PPA time. Page 4 of The Head Teachers Report related to attainment in year		

	<p>1. Alison Cleary did a screening in January and 47% of the children had reached the level required for the phonics screening with 40% 8 or fewer words away from the standard. Many children last year saw an improvement from January to June of 20 words. There are 4 children quite away from reaching the standard - 2 children are having intensive extra work with Tracy Nicholls. 85% are expected to reach level. The children are further on at this stage in the year than last year.</p> <p>It was agreed that the views of parents were due to be captured; this will be done after the reconstitution of the governing body. Julia advised that EYFS tracking systems were being reviewed and EYFS Baseline was being trialed to make a decision by April. Julie asked if holiday requests during term time had been reduced since the introduction of the changes in 2013. Julia advised that although holidays were still being requested, fewer families were taking more than 1 holiday in term time.</p> <p>Nicky Bebbington advised that there were some training dates available for governors relating to safer recruitment. Julia thought that Wendy Lyon and Karen Burnett should attend this along with some governors.</p>		
2	<p>Ratify minutes from Sub A This had already been done earlier in the meeting.</p> <p>Ratify minutes from Sub B - Sue Mumford advised that the main focus of the meeting had been the new curriculum. No action was required before the new academic year. The minutes were agreed.</p>		
3	<p>Ratify draft budget from Sub A Governors agreed to ratify the draft budget from Sub A.</p>		
4	<p>Update from SENCO and SEND Governor Wendy advised that Johnny had been unable to meet with her. Wendy advised that the Education health care plan for a child (what was the old statement) had been completed before half term as part of the LA schedule. Sue Mumford asked what these were, it was explained that these were plans that were put in for a child with needs and once put in place lasted until they were 25. The requirements are funded by top up funding. This year the top up reviews are to be done in April, which is earlier than last year. The previous plans were expected to remain in place and so would help the level of funding. Training for the Health Care plans had been provided, and the banding gives intervention methods to use and spending funding on.</p>		

5	<p>Safeguarding Update - There were no safeguarding issues to report. Additional training for Julia and Wendy to renew level 2 was in hand. Their names are still on the waiting list and Julia has contacted the LSCB to stress that we feel this is now urgent. The online section 175 audit tool was submitted before Christmas and further improvements made as a result of this. Eg new safeguarding notices in the reception area.</p> <p>A new requirement for teachers and support staff has been introduced disqualification by association. Forms have gone out to teachers and TAs and the SCR has been updated to reflect this information. Julia advised that this related to anybody employed for childcare and teaching of children in EYFS and After School clubs for up to 8 year olds. It is considered best practice to do a wider range of staff members.</p> <p>Chris Priddey advised a change to page 3. <i>See JG copy.</i></p> <p>Sue Mumford suggested that guidelines should be issued to parent helpers before any trips about safeguarding issues, especially the taking of photographs on mobile telephones. It was agreed a single page handout would be suitable.</p>	JG	
6	<p>H&S</p> <p>All required actions had been completed and there was nothing crucial just housekeeping. Since Julia and Julie last met Sharon and Kathy had completed their pediatric first aid training courses. Julia advised that the Fire Service had done an unannounced inspection, and they were pleased with the changes made at school. School is now considered to be a low risk and may not be inspected again in the future.</p>		
SCHOOL PERFORMANCE.			
<p>Governors were asked 2 questions and divided into 3 groups to answer them. The governors were asked to consider all the information available /provided to them to ask/answer the questions.</p> <p>See appendix for comments provided</p>			
1	<p>What comments can you make to support the impact of leadership within the school?</p>		
2	<p>What suggestions could you make to further improve the leadership within the school?</p>		
<p>Sue Mumford suggested meeting other Governing bodies of similar schools to learn and share best practices.</p>			
TOTT RECONSTITUTION OF THE GOVERNING BODY			

1	<p>Kevin advised that the reconstitution committee had met and gave a presentation of their findings. He also provided a time scale for the implementation of the changes required.</p> <p>Nicky Bebbington advised that due to an increase in work commitments she would be unable to continue in her role on the governing body. All governors agreed that they were happy with the current number of governors and wished to move forward with this number.</p> <p>Kevin and Julie gave each governor a skills matrix to be completed. This will help to ensure that the governing body has all the skills required and highlight any training requirements.</p> <p>Kevin advised that when the governing body was reconstituted on 10.06.2015 he would not be standing as Chair again.</p> <p>Julia said that the school and all the governors were very grateful for all the hard work done by Kevin and the support that had been given to the head and school.</p> <p>Julia thanked the reconstitution committee for its work.</p>		
ANY OTHER BUSINESS			
1	<p>Philip Blackman advised that the Parish Council was going through great changes and the number of councilors would reduce from 20 to 14. The parish is developing a neighborhood plan and there are funds available to help implement the changes in the plan. Local groups have been asked a number of questions: What do you like about Mickle Trafford? What do you not like about Mickle Trafford? How would you like to see the village?</p> <p>Philip said that the governing body would be asked its opinions and there will be vote on what the Parish council decides to spend the money on.</p>		