



Minutes of a virtual meeting of the Governing Body of Mickle Trafford Village School held on 8th December at 5pm

This meeting was held via Microsoft Teams at the agreement of all Governors due to the Covid-19 pandemic and government regulations in force at the time

<u>Present:</u>	
Wendy Lyon	Head teacher
Karen Burnett	
Johnny Williamson	
Natalie Harrison	Chair of Governors
Clare Arnold	Chair of Governors
Linda Peate	
Ian Ford	In attendance from item 8
<u>Apologies</u>	
Lucy Ward	
Neil Gordon	
<u>In attendance:</u>	
Tracy Averill	Associate Member, School Business Manager
Cat Oakes	Clerk to Governors

1. Apologies

Apologies for absence had been provided by Lucy Ward and Neil Gordon.

Resolved: That the apologies for absence above be received.

2. Declarations of Interest

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

Action: Ian Ford to complete annual Declaration of Interest form and return to the school before the next meeting.

3. Membership

The Clerk reminded Governors of the Co-opted Governor and LA Governor vacancies. These had been discussed previously and some interest had been received from parents and other potential candidates.

It was agreed that more formal action should be taken to recruit Governors to the vacancies.

Action:

- 1. Clerk to send Governor advert again.**
- 2. Governors to circulate in local press, parent mail and social media.**

4. Minutes of the last meeting

Resolved: That the minutes of the Full Governing Body meetings held on 22nd September 2020 be approved as a true record and signed electronically by the Chair.



Actions arising:

- a. All Governors to complete Declaration of Interest forms and return them to the school before the next meeting – see above.
- b. Headteacher to amend the Code of Conduct to include the school motto – to be carried over
- c. Clerk to circulate Link Governor subject list for consideration by Governors - completed
- d. Minutes of the March 2020 and summer term 2020 FGB meeting minutes to be signed by Johnny Williamson as Chair – to be carried over

REPORTS

5. Data report

The data report had been circulated to Governors ahead of the meeting for consideration.

The Headteacher informed that the school had originally compiled data using its own data tool. This had worked well however it was time consuming for staff. The FFT programme was now being offered at £400 for 2 years. It completed all the necessary reporting and was compatible with the Local Authority data. The Headteacher confirmed that the school would transfer to using the FFT data tool which would make data reporting far less time consuming for teachers.

Q: Do you have any concerns in relation to this term's data?

HT: We have considered the data and have identified where interventions are required. There are no significant concerns.

Governors noted that pupil attendance was very positive. The Headteacher reported that adding in Covid related absences would not significantly change the data as these had been low.

Q: How are pupil premium pupils performing in relation to their peers?

HT: We have a very low number of pupil premium pupils and all are performing to their expected standards.

Q: How are we challenging the more able pupils?

HT: Greater depth data has increased to evidence the positive impact of interventions for these pupils.

The DHT informed Governors that greater depth writers would not be expected in the autumn term. The number of pupils at that level would also fluctuate through the year as the curriculum progressed.

Resolved: That the data report be received.

6. Curriculum report

The curriculum report had been circulated to Governors for consideration before the meeting.

Governors thanked the Headteacher for the curriculum overview as it enabled them to easily see where additional support was required.

The DHT reported that SATs would not include SPAG this year. This had not been published previously in any event.



Governors noted that parents understood the remote learning procedures should these be required.

7. Attendance

Attendance data had been provided to Governors before the meeting. Governors were pleased at the positive data for the term in light of the current circumstances.

8. Behaviour

The Headteacher reported that there had been some reports of behaviour largely due to pupils being restricted in bubbles.

5:30pm Ian Ford joined the meeting

9. Recovery plan and Risk assessment

The most up to date Covid recovery plan and risk assessment had been provided to Governors as one document. Before the meeting. The Headteacher reported that both would be updated again as restrictions changed.

Q: Are the think cards working?

HT: Yes these are making a difference.

Resolved: That the recovery plan and risk assessment be approved.

FINANCE

10. Short budget report

The SBM had circulated the most up to date budget papers and Budget Summary Report dated 24th September 2020 to Governor on 5th October 2020 further to the meeting with the Budget Officer on 1st October 2020. Governors had not raised any questions or concerns.

The Budget Officer was due to send the next revised forecast by 15th December 2020 by the Budget Officer. This would be circulated to Governors on receipt.

The SBM reported that £10,933 COVID catch up funding had been received and this would be allocated,

Q: Will parents be told what the allocation is?

HT: It will be reported but not specific to pupils.

Q: Does the funding have to be allocated to specifically to every child?

HT: No it is based on need. Pupils who may not meet expectations will have funding applied to support them. Funding could also be allocated to provide emotional support too.

Q: Could you please provide an update on unspent balances?

SBM: The SPF balance will be considered but it is for the academic year so does not need to be allocated until the end of the summer term.

The DFC balance is £20,307. This is held due to the postponed walk around which is required to determine what is required in terms of maintaining and improving the building.



School Funds

The SBM informed Governors that the £14,193 in school funds was for playground play equipment. The PTA had hoped to share the cost equally and had applied for a grant. It was hoped that this would be accepted. If it was not then the school could provide a higher amount to still allow the equipment to be purchased but save some funds for the KS2 playground.

Forecast

The SBM reported that there were predicted carry forward figures for 2 years but then a predicted deficit which would need to be considered when approving the next budget. Changes were expected towards the end of the financial year. It was noted that the school had missed out on Clubhouse income in summer term due to COVID.

Q: Is the school eligible for the COVID grant funding?

SBM: We have not previously met the criteria. A new grant document has recently been received though and the school might be eligible. I will read and claim where possible.

Q: Is the contracted staff hours budget a concerns?

HT: We have not required a high level of supply teachers this term which has been fortunate for the school. Insurance is in place for teacher and TA absence.

Q: Would the insurance cover COVID absence?

HT: Unsure but there have been no cases.

Resolved: That the latest budget papers and summary report dated 24th September 2020 be received and approved.

Action: Walk around to be completed on 22nd February 2021 by Ian Ward to enable work to be completed in the Easter or summer term breaks.

SAFEGUARDING

10. Update

There were no incidents within school to report.

The Headteacher reported one incident when pupils were approached by a man in a car around 5pm in the evening when walking in the village. The police had been notified.

STATUTORY

11. Policy review

Resolved: That the following policies be approved:

Admissions

Behaviour Principles Statement

Charging, Lettings and Remission

Complaints

Procedure for Dealing with Allegations made Against Staff

School Funds

Serial Persistent Complaints

First Aid and PPE

Special Needs

Statement of Internal Control

Mickle Trafford Village School

Full Governing Body meeting, 8th December 2020



Pay Policy
Staff Code of Conduct

12. SCR audit report

Action: Claire Arnold to audit the SCR in the spring term and report to Governors.

13. Receive any urgent action taken be the Chair

None to report.

14. Note Governors that have attended training

Governors were encouraged to attend virtual training and use online resources.

OTHER MATTERS

15. Date of the next meeting

Resolved: That the next meeting of the Governing Body will take place on 10th February at 5pm. This will be a virtual meeting via Microsoft Teams.

16. SFVS

Action: Linda Peate and Johnny Williamson to start to prepare the SFVS answers and provide update to the next meeting.

17. Residential visits

A Governor requested an update on the plan for residential visits. The Headteacher informed that initial investigations had been made into centres.

Governors felt that residential visits were important and important to plan ahead.

Q: Can bookings be made now?

HT: Yes but we would need to know what the cancelation policy of the centre would be.

Action: Governor group to meet to consider the plan for future residential visits – Natalie Harrison, DHT and Lucy Ward.

SIGNED.....

DATED.....

Actions

1. Ian Ford to complete annual Declaration of Interest form and return to the school before the next meeting.
2. Clerk to send Governor advert again.
3. Governors to circulate Governor advert in local press, parent mail and social media.



4. Walk around to be completed on 22nd February 2021 by Ian Ward to enable work to be completed in the Easter or summer term breaks.
5. Claire Arnold to audit the SCR in the spring term and report to Governors.
6. Linda Peate and Johnny Williamson to start to prepare the SFVS answers and provide update to the next meeting.
7. Governor group to meet to consider the plan for future residential visits – Natalie Harrison, DHT and Lucy Ward.

**Minutes of a virtual meeting of the Governing Body of Mickle Trafford Village School
held on 8th December 2020 at 5pm**

Present as recorded in Part One

CONFIDENTIAL – NOT FOR PUBLICATION

Mickle Trafford Village School
Full Governing Body meeting, 8th December 2020



18. Minutes of the last meetings

Resolved: That the minutes of the Full Governing Body meetings held on 8th December 2020 be approved as a true record and signed by the Chair.

The Headteacher left the meeting

19. Headteacher Performance Management

Governors were informed that the Pay Panel had met to review the Headteacher's objectives. There was no decision to ratify.

The Headteacher returned to the meeting.

20. Staffing matters

It was reported that 2 members of staff were on long term sick leave and insurance claims had been made. 1 member of staff was on leave without pay until February half term and 1 member of staff was isolating and providing remote home learning support.

It was reported that the cleaner had resigned and a new cleaner would be starting in the spring term via Edsential.

21. Nursery

Action: Nursery group to meet on 12th January 2021 – Natalie Harrison, Linda Peate and Claire Arnold.

THE MEETING CONCLUDED AT 6:15pm

SIGNED.....

DATED.....

