



**Minutes of a meeting of the Governing Body of Mickle Trafford Village School held on 25<sup>th</sup> February at the school at 5:15pm**

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

**1. Apologies**

Neil Gordon had provided apologies for absence.

Clare Arnold and Lucy Ward had informed that they would be late.

It was agreed that the start time of future meetings would be 5:30pm.

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. Minutes of the previous FGB meeting**

Resolved: That the minutes of the Full Governing Body meetings held on 12<sup>th</sup> December 2019 and 28<sup>th</sup> January 2020 be approved as a true record and signed by the Chair.

**STRATEGIC**

**17:25 Clare Arnold joined the meeting**

**4. Membership review**

The Clerk reminded Governors that there were 2 Co-opted Governor vacancies and a LA Governor vacancy. It was an option for an eligible Governor to move to the LA Governor position if they wished to apply.

The Headteacher informed that there had been some interest from parents who had recently visited. The Chair informed that there been an expression of interest from a local person.



## **5. Receive SSDP progress report and review Governor actions**

The Headteacher informed that there had been a SIP visit and an ASIA report.

The SSDP was being updated later in the week. The DHT informed that each priority would have a Governor assigned. Governors would be sent the SSDP for consideration of which priority they would like to be involved with.

Action: The SSDP to be considered at the next meeting.

## **DATA AND CURRICULUM**

### **6. Review school and national data from 2019 national tests**

#### **a. to include attendance report and**

#### **b. report on attendance verses national data for the previous year**

The national data reports (IDSR and SPS summary) were considered by Governors. The Headteacher explained the colour coding and noted that results were largely good with some key strengths.

The Headteacher highlighted that in the previous year attainment in key stage 2 was good but progress had been noted as an area to improve on. The Headteacher directed Governors to the following areas in the current report:

- a) A declining trend in the entry level standard for reception pupils was appearing.
- b) Phonics was a strength at Year 1 and was inline with national levels at Year 2 (4 pupils had re-sat the test).
- c) Key Stage 1 – reading was above average at the expected level and seen as a strength of the school at greater depth. Writing was an area for improvement. Maths progress was also an area to be considered further. The DHT informed that it was important to consider the data against what were appearing trends and what was cohort specific.

Governors noted that the ASIA had reported that data was positive.

There was a lengthy discussion in relation to cohort specific contexts, the impact of pupils joining in KS2 and individual pupil need that impact on data.

Governors had also been provided with a benchmarking report comparing pupil groups to national data.

The termly internal school data reports were provided to Governors for maths, reading and writing.

The SEF was circulated to Governors and the Headteacher explained how the document was linked to the SSDP and would be used in staff appraisals.

Resolved: That the data reports be received with thanks.

### **7. SEN Pupil Progress**

SEN data and progress reports had been included in the reports above for Governors to consider.

## **REPORTS**

### **17:50 Lucy Ward joined the meeting**

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## **8. Receive reports from Governors with special responsibility**

It was noted that History, RE and music curriculums had been considered in the autumn term.

The DHT informed that the history curriculum had been re-written to ensure that teachers had precise information. Teachers had found this helpful.

Governors were informed that PE, computing and science would be the next presentations by staff in the summer term.

Action: PE, computing and science curriculum presentations to be reviewed in the summer term due to the SFVS and budget requiring consideration and approval at the next meeting.

## **9. Headteacher's report**

The Headteacher's report was read by Governors.

The Headteacher highlighted the following:

- a) class structure
- b) safeguarding.
- c) There were no incidents to report nor exclusions.
- d) PPF and SPF reports had been updated and published on the website.
- e) The ASIA report had been received. The ASIA would return to discuss "deep dives" with subject leaders and would then would prepare a further report.
- f) Attendance was noted to be very good and in the top 20% of "like schools".

Resolved: That the Headteacher's Report be received.

## **10. Budget update – short report**

The up to date budget position and changes were considered by Governors. The SBM informed that there were no significant changes to note. Narrative had been provided where required. Governors read through the report and felt it provided a clear overview of the budget and changes that had been made throughout the year.

It was noted that the projected carry forward to the end of the financial year was £50,429.

The termly budget meeting with the Local Authority had been held and the Headteacher and SBM had attended.

Resolved: That the budget update be received.

## **STATUTORY**

### **11. SFVS update**

Natalie Harrison informed that the SFVS had been considered in detail. The following Governor actions were requested:

- a) Autumn term need to include Governor skills and experience.
- b) A Governor was required to complete a separate IT asset register and asset maintenance log – Linda Peate agreed to do this and report to the next meeting.
- c) An asset register audit needed to be completed in the summer term – Natalie Harrison confirmed that she would complete this.
- d) Benchmarking to be conducted each year before the budget is set.



It was noted that benchmarking had been completed in December by the SBM and a Natalie Harrison had audited the report. It had been noted that staffing costs were higher than other similar schools. The DHT informed that the school staffing cost data was impacted by School's Direct and TAs appointed for pupils in receipt of SEN funding.

- e) Gifts and Hospitality Policy - it was confirmed that a register was kept of all gifts that required reporting by staff.
- f) Governors were informed that the Headteacher and DHT had prepared a Business Continuity Plan in June 2019. The plan was noted and agreed that it would be reviewed and approved again in the summer term.

Governors discussed the decision made by the school not to follow external curriculum plans in order to provide a unique curriculum for the school.

Action:

- 1. Linda Peate to complete the IT asset register and asset maintenance log and report to the next meeting.
- 2. Natalie Harrison to complete the asset register audit in the summer term and report to the July meeting.
- 3. Gifts and Hospitality report be provided for the next FGB meeting.
- 4. Business Continuity Plan to be approved in the July FGB meeting.

## **12. Policy and document review**

- a. Safeguarding / Child Protection – completed 22/10/19
- b. Review MIFP - completed 22/10/19
- c. SEN statement – The DHT informed that the Local Offer and SEN report had been provided to Governors as referred to in the SEN policy approved by Governors on 22/10/19.
- d. SCR – the audit was completed by Johnny Williamson at the meeting. It was agreed that this would be completed termly and allocated to Clare Arnold.

The Staff Disciplinary and Grievance policies were not due for review. The Headteacher re-circulated the existing policies and confirmed that the LA had not issued updated policies.

Action: Clare Arnold to audit the SCR termly.

## **13. Receive any urgent action taken by the Chair**

There were no actions reported.

## **14. Note Governors that have attended training**

The Headteacher informed that the Ignite Partnership provided training that Governors could attend as part of the annual package. Governors were encouraged to view the Ignite website.

The Clerk reminded Governors of their responsibility to undertake training and keep their skills up to date.

The Headteacher reminded Governors that they had access to the School Bus website which was a helpful training resource.

Natalie Harrison informed that she would be attending training on 11<sup>th</sup> June and would report back to Governors.



**15. Date of the next FGB meeting**

It was agreed that the next meeting would be held on 24<sup>th</sup> March 2020 at 5:30pm.

6:45pm Julie Cox left the meeting

**16. Charging rates – item considered at the end of the meeting**

The Headteacher informed that the Local Authority charging rates had been obtained for school use by outside organisations. The following hourly rates were agreed by Governors:

- Hall by a non profit organisation £10
- Classroom by a non profit organisation £8
- Hall by a profit making organisation £20
- Classroom by a profit making organisation £15
- Brownies to be charged at the above rate per session and not per hour.

Governors agreed that the above rates would be reviewed if necessary in future.

Resolved: That the above charging rates be adopted.

SIGNED.....

DATED.....

**Actions**

1. The SSDP to be considered at the next meeting.
2. PE, computing and science curriculum presentations to be reviewed in the summer term due to the SFVS and budget requiring consideration and approval at the next meeting.
3. Linda Peate to complete the IT asset register and asset maintenance log and report to the next meeting.
4. Natalie Harrison to complete the asset register audit in the summer term and report to the July meeting.
5. Gifts and Hospital report be provided for the next FGB meeting.
6. Business Continuity Plan to be approved in the July FGB meeting.
7. Clare Arnold to audit the SCR termly