



**Minutes of a meeting of the Governing Body of Mickle Trafford Village School held on
22nd October 2019 at the school at 5:00pm**

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

1. Apologies

Lucy Ward had provided apologies for absence.

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.

Annual pecuniary interest forms were completed at the meeting and provided to the SBM.

Action:

1. Lucy Ward to complete pecuniary interest form and hand to SBM.
2. Register of Governor interests to be completed by the SBM and published on the website.

3. Membership

The following vacancies were noted:

- LA Governor
- 2 x Co-opted Governors

The Chair informed that he had spoken to a potential candidate but had not been successful.

The Clerk reminded Governors that the skills matrix needed to be completed before the vacancies could be considered further.

ACTION:

1. Skills audit to be completed by all Governors before the next meeting.

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4. Minutes of the previous FGB meeting

Resolved: That the minutes of the Full Governing Body meeting held on 3rd July 2019 be approved as a true record and signed by the Chair.

The following actions were reviewed:

Governors

1. Skills matrix to be completed by all Governors before the next meeting – **carried over**
2. Governors to approach appropriate candidates for the 2 x Governor vacancies and LA Governor - **ongoing**
3. Natalie Harrison and Linda Peate to attend Induction training – **Linda and Natalie have training on finance booked as this was considered better value for money. The Headteacher informed that Ofsted training would be circulated.**
4. Volunteer impact statements to be obtained for the website after the volunteer days in the summer.
5. Literacy and maths reviews to be completed in the autumn term and reported to the first FGB meeting – **a Governor meeting held been earlier in the term had reviewed the curriculum. Literacy and maths reviews would be completed when data was presented at the next meeting.**
6. Governors to read the resource pack for the new Ofsted framework on School Bus – **completed.**

Clerk

Clerk to circulate a proforma FGB planner for the Headteacher and Chair to consider – **completed.**

Headteacher

1. Cohort data to be provided to Governors by the Headteacher and KS2 end of year national test results – **completed.**
2. SSDP to be provided for approval at the next meeting – **completed.**

Chair

Chair to write impact statement in the form of a letter to parents - **completed.**

5. Committees

Resolved: That the following committees be approved for the academic year:

Finance Committee	Headteacher, SBM, Linda Peate and another Governor
Pay Panel	Johnny Williamson, Clare Arnold and Natalie Harrison
Pay appeals	3 independent and available Governors
Complaints	3 independent and available Governors
Pupil Discipline	3 independent and available Governors
Staff Dismissal	3 independent and available Governors
HTPM	Clare Arnold and Johnny Williamson

6. Committee terms of business and Code of Conduct

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Resolved: That

- a) the Finance Committee and Pay Panel terms of business be approved.
- b) the Governor Code of Conduct be approved.

STRATEGY

7. School Strategic Development Plan (SSDP) and Governor actions

SSDP

The Headteacher had circulated the SSDP for Governor consideration before the meeting. The Governing Body went through each of the priorities and confirmed their responsibility as drafted by the Headteacher.

Governor actions

It was agreed that the following would form the priorities for the Governing Body during the year:

- a) Curriculum knowledge
- b) Succession Planning

Resolved: That the SSDP and Governor actions be approved.

REPORTS

8. Headteacher's Report

The Headteacher's report had been provided to Governors before the meeting for consideration.

Residential visits

The Headteacher and DHT informed that a review of residential visits would be taking place. This would involve obtaining pupil voice and speaking to other schools. The following residential visits would be taking place during the academic year:

Year 4	Conway Centre
Year 5	Conway Centre
Year 6	Conway Centre

Resolved: That

- a) the residential visits for the academic year be approved subject to risk assessments being completed on Evolve.
- b) The Headteacher's Report be received with thanks.

Action: Headteacher and DHT to review residential visits and report to the Governing Body.

9. SEN Report

The SEN report was provided to Governors at the meeting. The DHT informed that there were currently 8 funded pupils and 4 with EHCPs. The additional funding requested had been approved by the Local Authority. The level of detail and work required by DHT was noted.

Governors were informed that TA interviews had been held and positions accepted.



Q: Are the contracts fixed term?

HT: 3 contracts are for the autumn term and 1 is until the end of the spring term. We have been cautious in contractual terms.

Q: How do SEN pupils compare to national average in terms of their progress and attainment?

DHT: National data will provide these comparisons at the next meeting.

A Governor challenged why reading data was more positive to maths and the Headteacher informed that this was a national trend.

The DHT informed that the school compared SEN children against national average for SEN rather than other pupils in the school. The Headteacher informed that this could be done through FFT.

The Chair informed that he had attended a transition session for pupils with SEN and recommended that this be advertised to Year 5 parents to support an extended transition process to senior school.

Resolved: That the SEN report and update be received.

FINANCE

10. Budget update

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

The SBM highlighted the following:

- a) The 2019/20 budget allocation had been £788,940.
- b) There had also been a carry forward of £83,405 from 18/19.
- c) The predicted overspend for the year was £51,587 so this would mean a carry forward of £31,818 to 20/21.
- d) Ongoing deficits were then predicted for the following financial years.
- e) High educational needs funding had been received and positions offered.
- f) Parent income would cover the gaps in trip costs.
- g) Current balances:
 - a. DFC £18,700.
 - b. SPF £36.24
 - c. School funds £15,864

Expected pupils numbers were noted and the SBM reported on staffing costs budgeted for.

Q: Why is next year's income reduced significantly when pupil numbers are expected to stay the same?

SBM: This is because the grant funding is not confirmed for future years.

Governors noted the need to take action to support the budget in other ways.



The SBM reported that all expenditure had been cut to a minimum in light of the budget position. The biggest overspend was on teacher's salary due to the statutory increase of 2.75%. 2% of this was being provided by the government and the school was required to fund 0.75%. This was an increase of 1.25% on the Local Authority's predicted increase.

Q: How will school funds be allocated?

HT: There is no plan at present. Pupil voice will be obtained.

A Governor suggested that it be used for the KS1 playground.

Q: What are the supplies and services and why is there a significant increase this year?

SBM: This is the impact of School's Direct now being linked to the school budget. The income provided by the university balances out the expenditure.

There was a detailed discussion regarding Schools Direct and Governors were cautious to ensure that provided financial benefit to the school. The DHT informed that there was also a benefit to pupils as students could support a TA during staff absence avoiding the cost of supply teachers.

Q: Will Schools Direct be continued at the school?

DHT: This will depend on the quality of students that we have apply. The income this year is expected to be lower at the number of pupils have reduced.

Resolved: That the budget update be received.

11. Review MIFP

Resolved: That

- a) the Scheme of Financial Delegation be approved subject to Finance Committee being removed.
- b) the Best Value Statement be approved.
- c) The statement of internal control be approved.

12. School Funds Account

The audited school funds accounts had been circulated to Governors before the meeting.

Resolved: That the audited accounts be approved.

SAFEGUARDING

13. Policy review

The Headteacher had highlighted the amendments to the policy in yellow and circulated to Governors before the meeting.

Resolved: That the safeguarding policy be approved.

14. Premises update

Health and safety



The Headteacher informed that the Health and Safety meeting had been completed and report provided.

The only action had been the completion of the vehicle and pedestrian risk assessment. This had been completed. **Governors discussed their concerns regarding the speed of parents driving passed the school. The Headteacher reported a complaint from a neighbour regarding parking.**

Governors asked the Headteacher to send a reminder text to parents regarding speeding and parking problems.

The Headteacher suggested that the school council emailed parents too.

Action: Headteacher to send parent text regarding speeding and parking.

Governor walk around report

The SBM informed that the only outstanding action from the summer term Governor walk around was the LED lighting. The report was still awaited. A decision had been taken not to replace blinds in the staff room to allow funds to be allocated for pupil benefit.

Resolved: That Ian Ford be appointed as Premises Governor.

15. Safeguarding update

This was included in the Headteacher's Report.

1 incident was reported to Governors and it was confirmed that the matter concluded.

The Headteacher would be providing an additional safeguarding training session for new members of staff.

Action: Clare Arnold to complete SCR audit.

16. School Improvement Partner (SIP)

Resolved: That Kathy Parkinson continue as SIP with focus on "deep dives" in subjects.

Action: Governor to attend SIP review session date to be confirmed.

17. Next meeting

The next FGB meeting would be held on 5^h December 2019 @5:30-7:30pm at The Shrewsbury Arms.

18. AOB

The SBM informed that the SFVS feedback had provided the following actions:

- a) MIFP to be approved by the FGB – completed.
- b) Gifts and Hospitality register required to record gifts over £50. The SBM had prepared a policy to cover this although it was noted not to have happened at the school. The register had been emailed to staff and was on the staff share



account. Governors were referred to the Governor gifts register. This was approved.

- c) SSDP – noted to have been approved by the FGB.
- d) Budget – noted to need to be approved at the spring term meeting.
- e) Financial skills audit forms – completed by Governors.

Resolved: That

- a) the MIFP be approved.
- b) The Gifts and Hospitality Policy be approved.

Action: Governor financial skills audits to be completed and provided to the SBM for consideration at the next meeting.

SIGNED.....

DATED.....

Action List

Headteacher

- 1. Headteacher and DHT to review residential visits and report to the Governing Body.
- 2. Headteacher to send parent text regarding speeding and parking.

Governors

- 1. Lucy Ward to complete pecuniary interest form and hand to SBM.
- 2. Skills audits to be completed by all Governors before the next meeting – **carried over**
- 3. Clare Arnold to complete SCR audit.
- 4. Governor financial skills audits to be completed and provided to the SBM for consideration at the next meeting.

SBM

- 1. Governor pecuniary interest report for to be put on the website.
- 2. Register of Governor interests to be completed by the SBM and published on the website.