



Minutes of a virtual meeting of the Governing Body of Mickle Trafford Village School held on 22nd September 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	
Neil Gordon	
<u>Apologies</u>	
Lucy Ward	
<u>In attendance:</u>	
Tracy Averill	Associate Member, School Business Manager
Cat Oakes	Clerk to Governors

Karen Burnett had withdrawn her resignation as Staff Governor since the last meeting and continued with her current term.

1. Apologies

Apologies had been received from Johnny Williamson and Linda Peate for being late.

Apologies for absence had been provided by Lucy Ward.

Resolved: That the apologies for absence and lateness above be received.

2. Declarations of Interest

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

Action: All Governors to complete Declaration of Interest forms and return them to the school before the next meeting.

3. Annual approvals

a. Code of Conduct

The Governing Body Code of Conduct had been circulated for consideration and approval. The Clerk suggested that the school motto be included in the document.

Resolved: That the Governing Body Code of Conduct be approved and adopted for the academic year.

Action: Headteacher to amend the Code of Conduct to include the school motto.

b. Governing Body Terms of Business (year planner)



The Governing Body Terms of Business had been circulated for consideration and approval.
Resolved: That the Governing Body Terms of Business be approved and adopted for the academic year.

c. Committee terms of reference

The Finance Committee and Pay Panel Terms of Reference had been circulated for consideration and approval.

Resolved: That the Committee terms of reference be approved and adopted for the academic year.

d. Committee membership

Resolved: That the following committee membership and Governors with special responsibility be approved for the academic year:

Finance Committee and Pay Panel: Clare Arnold, Johnny Williamson and Natalie Harrison
HTPM: Johnny Williamson and Claire Arnold
Pay Appeals, Discipline, Complaints, Pupil Discipline, Exclusions Committees– any available and independent Governors

Safeguarding Governor – Claire Arnold
SEN Governor – Johnny Williamson
Health and Safety Governor – Ian Ford

Action: Clerk to circulate Link Governor subject list for consideration by Governors.

4. Minutes of the last meeting

Resolved: That the minutes of the Full Governing Body meetings held on 7th July 2020 be approved as a true record and signed electronically by the Chair.

Action: Minutes of the March and summer term 2020 FGB minutes to be signed by Johnny Williamson as Chair.

5. School Development Plan (SDP)

The SDP had been circulated to Governors before the meeting for consideration. The Headteacher informed that the SDP priorities were focused on the impact of Covid-19.

Q: What are the short and long term plan for pupils to cover any gaps in learning following lockdown?

HT: Teachers are collating assessment data and will then put in recovery curriculum. Catch up funding will be considered for each class depending on the pupil needs.

Action: Governors to consider which priority that they would like to join and action plan to be created. It was noted that a Governor group was already in place for the nursery.

Resolved: That the SDP be approved and reviewed again at the next meeting



REPORTS

6. Headteacher's Report

The Headteacher's Report had been circulated to Governors for consideration before the meeting.

The Headteacher highlighted the following:

Admissions

The Headteacher had been required to provide report as to why the school could not accommodate a pupil due to their needs. The Headteacher informed that the number applications being received for pupils with additional needs were increasing.

Governors discussed how the school tried to meet the needs of pupils as far as possible although it was not always possible to make reasonable adjustments. The DHT informed that, where the school could not meet a pupil's needs it would work with the SEN team and parents to find and transfer the pupil to a more appropriate setting.

Resolved: That

- a) the Headteacher's report be received with thanks.
- b) Kathy Parkinson to continue as inspector will be via virtual means

SEN Report

The Headteacher informed that the SEN report had been completed and would be circulated to Governors by email for approval at the next meeting.

FINANCE

7. Present and discuss latest Budget Monitoring; Formula and Devolved Capital

a) Finance update

The budget report had been circulated to Governors before the lesson for consideration. The SBM confirmed that there had been no changes since the last meeting. The next update would be prepared after the budget meeting on 1st October.

a) Review Scheme of Delegation

Resolved: That the Scheme of Delegation be approved for the academic year.

b) Review Best Value Statement

Resolved: That the Best Value Statement be approved for the academic year.

c) Receive School Fund audited accounts

Resolved: That the School Fund be approved for the academic year.

Governors noted the balance held in school funds and requested information regarding the plan for its use. It was proposed the funds be spent on playground equipment and to improve the KS1 playground due to the focus on outdoor learning. Governors asked that pupil voice also be obtained.

SAFEGUARDING



8. Policy review

The Safeguarding/Child Protection Policy had been circulated to Governors for approval before the meeting.

Resolved: That the policy be approved and adopted.

9. Safeguarding training

The Headteacher confirmed that training had been completed by all staff requiring at the start of term.

Johnny Williamson joined the meeting

10. Premises update – H&S Report

The Headteacher informed that, due to Covid restrictions, there had been no health and safety visit in the summer term. Instead the local authority will spot check a number of schools via telephone. The Headteacher had prepared a H&S document and had left this available for SLT staff to provide support if requested. The Headteacher would also circulate the document to Governors.

Q: Are there any outstanding actions from the last health and safety audit?

HT: All have been completed. I am happy to do a walk round with the Health and Safety Governor.

The Headteacher informed that, to ensure Covid-19 compliance, the following additional health and safety measures had been taken:

- Pedal bins had been purchased for each classroom.
- A track and trace system had also been created and was in place. The Headteacher would email this to Governors for information and informed that the school could quickly identify pupils and staff if required. A Governor noted that they had seen this document.

The Headteacher was confident that the system would limit the closure of bubbles as much as possible. This would also include the Wake Up Shake Up bubbles.

- Over the summer holidays internal phones had been installed in classrooms. This prevented staff having to move around school. Walk talkies were being used where a phone was not possible. Walkie talkies were also used by staff on the school gates.
- Security lights will be installed to accommodate extended pick up and drop off times.
- Parents had been reminded that dogs should not be brought on to school premises following parent concerns.

The Headteacher informed that a warmer uniform was required for pupils as doors and windows needed to be left open during the winter. Navy tracksuit with bottoms and a hoodie were suggested. Pupils were currently wearing PE kit on PE days and no changes in behaviour had been witnessed.

Resolved: That the additional health and safety measures be approved and temporary changes to the uniform be adopted during colder weather.



11. SCR Check

Claire Arnold reported that she had audited the SCR and thanked the SBM for it being kept up to date and in good order.

12. Attendance/Punctuality

The Headteacher reported that pupil attendance was above national average. Attendance the day of the meeting had been 97%.

OTHER MATTERS

13. Governor Membership

Governors discussed parent and staff interest in the Co-opted Governor vacancies. It was agreed that more formal action would be taken to obtain confirmation of those interested as to whether they wished to join the Governing Body before the next meeting.

The Clerk reminded Governors that Co-opted Governor vacancies should be filled in accordance with the skills matrix. This was reviewed.

14. Date of the next meeting

Resolved: That the next meeting of the Governing Body will take place on 8th December at 5pm. This will be a virtual meeting via Microsoft Teams.

SIGNED.....

DATED.....

Actions

1. All Governors to complete Declaration of Interest forms and return them to the school before the next meeting.
2. Headteacher to amend the Code of Conduct to include the school motto.
3. Clerk to circulate Link Governor subject list for consideration by Governors.
4. Minutes of the March and summer term 2020 FGB minutes to be signed by Johnny Williamson as Chair.