



**Minutes of a virtual meeting of the Governing Body of Mickle Trafford Village School held on 10<sup>th</sup> February 2021 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                              |
| Natalie Harrison      | Chair of Governors arrived at 17:55       |
| Johnny Williamson     |   |
| Neil Gordon           |   |
| Clare Arnold          | Chair of Governors                        |
| Linda Peate           |   |
| Ian Ford              |   |
| Lucy Ward             |   |
| Karen Burnett         | Present from 17:40                        |
| <u>In attendance:</u> |   |
| Tracy Averill         | Associate Member, School Business Manager |
| Cat Oakes             | Clerk to Governors                        |

**1. Apologies**

Natalie Harrison and Karen Burnett had provided apologies for lateness.

Resolved: That the apologies for lateness above be received.

**2. Declarations of Interest**

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

It was noted that all governors had completed their annual Declaration of Interest form and the updated register had been added to the school website.

**3. Membership**

The Clerk reminded Governors that there remained 2 Co-opted Governor and 1 LA Governor vacancy.

The Chair requested that adverts be sent to parents and placed in the local press.

Action: Governor adverts to be sent to Governors and placed in local press.

**4. Minutes of the last meeting**

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

Actions arising:

1. Ian Ford to complete annual Declaration of Interest form and return to the school before the next meeting - completed
2. Clerk to send Governor advert again - completed



3. Governors to circulate Governor advert in local press, parent mail and social media - carried over
4. Walk around to be completed by Ian Ford – completed and all actions in hand. Mr Ward reported that he had reviewed the discrepancy with the Local Authority regarding LED lighting. The grant had been reviewed by Governors previously but would take 7 years to pay back so Governors had decided not proceed. Mr Ward felt that the school had not received like for like quotes as they ranged from £5100-£9800. The Local Authority quote was £22,000. Mr Ward confirmed that he would review the specifications.

IT was reported that confidential waste disposal had been completed and there were no significant health and safety risks, some cosmetic works required and replacement of the pathway due to flooding. Fire exits and extinguishers had been checked.

Mr Ward informed that the temporary fencing should be considered and permanent solution agreed.

5. Claire Arnold to audit the SCR in the spring term and report to Governors – will be completed for the next meeting
6. Linda Peate and Johnny Williamson to start to prepare the SFVS answers and provide update to the next meeting – on going to be completed by the next meeting.
7. Governor group to meet to consider the plan for future residential visits – Natalie Harrison, DHT and Lucy Ward - on-going

## STRATEGIC

### 5. Remote Offer Action Plan - Home schooling and key worker provision

The Remote Learning Offer had been provided to Governors for consideration before the meeting. The Headteacher informed that it had been sent to parents. A parent questionnaire had also been sent out and feedback had been positive. An issue in relation to reception parents' access had been quickly resolved.

#### Key Worker provision

The Chair informed that a number of letters had been sent to encourage parents to keep pupils at home where possible. The Headteacher informed that pupil numbers in school were higher than national average but the letters had helped to reduce requests.

#### **Q: How are staff managing the number of pupils in school?**

**HT: There are a few staff absences and some have reservations. We have covered absences using SR Football who have been attending for a day a week and a play worker is also working a day a week. This has reduced supply cover costs. Staff have gone above and beyond expectations to meet pupil needs which has been positive.**

#### **Q: What is the level of engagement at home?**

**HT: There has been high engagement. If pupils do not send in work then the class teacher will contact parents initially. Mostly work not completed is due to parent's work commitments or IT equipment. I receive a weekly report to monitor which pupils**



are in school and engagement levels at home. I have not had to contact any families due to non-engagement.

**Q: Have pupils been provided with sufficient work to ensure progress is maintained?**

**HT: All curriculum areas that should have been covered have been by remote learning and in the classroom. A broad curriculum has been offered to all pupils.**

**Q: Are you expecting gaps in learning?**

**HT: We are not expecting gaps but any will be picked up with interventions when pupils return.**

**Q: Can teachers track progress of home learners as well as those in the classroom?**

**HT: Yes this is done through marking and also through online registration each day.**

**Q: Which staff are in school and who is at home?**

**HT: Teachers are at home and TAs are in school. Some teachers are in school one day a week so can visit their classes. The arrangement is working well.**

**Q: Are pupils using online submission or working in their books?**

**HT: There is a mixture of both.**

**Q: How are TAs managing with the number of pupils in the classroom?**

**HT: Where there is a need a second member of staff is put in the classroom to assist. A member of SLT is also in school each day to support. This SLT member is also supporting at lunchtimes.**

Resolved: That the Remote Offer be approved.

## **6. Covid risk assessment and update**

The Covid risk assessment had been sent to Governors for consideration before the meeting. The document had been updated in relation to Lockdown 3.0.

Governors thanked the Headteacher for the detail included in the document that was regularly updated as circumstances and restrictions changed.

The Headteacher informed that the Catch Up Premium Plan had been completed and would be sent to Governors for information. This would be uploaded on to the school website.

Resolved: That the updated Covid risk assessment be approved.

Action: Catch Up Premium Plan to be sent to Governors for review.

## **7. Rapid testing in school**

Governors were informed that the testing kits had been provided to staff and were being used by all staff despite not being compulsory. Tests were taking on a Sunday and Wednesday evening and results reported to the Headteacher to ensure that any staffing changes could be put in place before the next day.

17:40 Karen Burnett joined the meeting

## **REPORTS**

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#### **8. Receive reports from Governors with special responsibility - H& S report**

The Health and Safety report had been sent to Governors before the meeting.

Resolved: That the Health and Safety report be approved.

#### **9. IT asset register and asset maintenance log**

The IT asset register had been audited by Linda Peate in the spring term 2020.

Natalie confirmed that she had completed an audit of the Asset Register this term and report would be sent.

#### **10. Receive Headteacher's report**

The Headteacher's Report had been sent to Governors to consider before the meeting.

Governors noted that the report was detailed and thanked the Headteacher.

Resolved: That the Headteacher's Report be received.

#### **11. Budget short report**

The budget papers dated 30<sup>th</sup> November 2020 had been received by Governors and considered at the last Full Governing Body meeting on 8<sup>th</sup> December 2020.

Governors had received the budget update dated 12<sup>th</sup> January for consideration before the meeting and questions had been asked via email in readiness for the meeting. The budget papers included the draft budget for 2021/22 and 3-year summary. It was noted that there was a larger than expected carry forward due to savings made. This was despite after school club losses. Governors expected the after school provision to be profitable in the future once the school could reopen.

Governors thanked the SBM for her work.

The SBM confirmed that the 3-year summary had been sent to Governors and highlighted that there was a predicted deficit as follows:

2021/22 predicted carry forward £42,307

2022/23 predicted carry forward £22,068

2023/24 predicted deficit £11,480

17:55 Natalie Harrison joined the meeting

The Headteacher reported that the DFC funds would be spent on interactive boards for the club house for interventions and one for the hall. Replacement of staff laptops was also required.

Governors were informed that the school had received £15,732 in Covid Catch Up funding. The school was considering the purchase of an online geography programme with this funding and it would also be focused on individual pupil needs.

A benchmarking report had been sent to Governors for consideration before the meeting.



Governors were informed that the draft budget for 2-21/22 included a full time DHT should Karen Burnett retire and a full time teacher although currently the position was only filled on a 0.8 contract.

The Headteacher reported that the purchase of playground equipment was still on-going. The PTA was completing a grant but due to the need to make the purchase for the KS1 playground, the Headteacher had requested that the grant be transferred to the KS2 playground and donation be made instead for KS1. Pupils voice had been obtained and a £14,193 quote obtained. School funds would pay £8,000, SPF £4,000 and the balance from PTA if possible.

**Q: Were 3 quotes obtained?**

**HT: Yes and then pupils asked.**

Resolved: That

- a) the 2021/22 draft budget be received and approved.
- b) the 3-year summary be received and approved.
- c) the budget papers and Budget Summary Report dated 30.11.2020 as considered at the FGB meeting on 08.12.20 be received and approved.
- d) the budget papers and Budget Summary Report dated 12.01.2021 be received and approved.

## **SAFEGUARDING**

### **12. Safeguarding update**

The Headteacher confirmed that the safeguarding update was included in the Headteacher's report. In addition some 1:1 support was being provided by TAs.

The Headteacher confirmed her level 3 refresher on 22<sup>nd</sup> February.

## **POLICIES**

### **13. Policies and documents**

The following documents had been sent to Governors for consideration and approval before the meeting:

- Whistleblowing Policy
- Critical Incidents Plan
- Scheme for Financing Schools
- MIFP
- The Scheme Specific Financial Regulations
- Business Continuity Plan

Resolved: That the above policies be approved.

### **14. Date of the next meeting**

The next meeting will be held on 24<sup>th</sup> March 2021 at 5pm virtual.

SIGNED.....

DATED.....

Mickle Trafford Village School  
Full Governing Body meeting, 10<sup>th</sup> February 2021



## **Actions**

1. New Governor advert to be sent to parents and local press
2. Redecoration of classrooms to continue on a cyclical basis
3. LED lighting quotes to be reviewed by Ian Ward.
4. SFVS to be completed by the next meeting
5. SCR audit in the summer term – Clare Arnold
6. Governor group to meet to review residential visits
7. Catch Up Premium Plan to be sent to Governors for review