



**Minutes of a virtual meeting of the Governing Body of Mickle Trafford Village School
held on 14th July 2021 at 5:30pm**

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
Johnny Williamson	
Karen Burnett	
Clare Arnold	Chair of Governors
Linda Peate	
Ian Ford	
Neil Gordon	
Yvette Brindle	
Simon Kawycz	
<u>Absent:</u>	
Lucy Ward	
<u>In attendance:</u>	
Tracy Averill	Associate Member, School Business Manager
Cat Oakes	Clerk to Governors

1. Apologies

Lucy Ward had provided apologies for absence.

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.

3. Minutes of the last meeting

Resolved: That the minutes of the Full Governing Body meetings held on 26th May 2021 be approved as a true record and signed electronically by the Chair.

Actions arising:

- a. Governor applications to be considered - completed
- b. Health and Safety review required – completed.
- c. Natalie Harrison to complete the Asset Register audit - completed
- d. Headteacher and SBM to consider charges for the use of the school field – completed.
- e. Future year estimated deficits to be considered by Governors – on-going action.

The SBM had answered questions provided by Governors in relation to the deficit before the meeting. The deficit would be considered further in the autumn term as staffing contracts were being reviewed when bubbles were relaxed.



4. Membership

Yvette Brindle introduced herself to Governors. She is a parent at the school and works as a local GP. Yvette sits on the local medical council representing the primary care network. Yvette has strong local connections.

Simon Kawycz introduced himself to Governors. He is a lecturer in sport and exercise psychology. Simon has also had experience in professional development, curriculum development and quality assurance. Simon has been involved in consulting in sports psychology in schools and for healthcare providers.

Resolved: Yvette Brindle and Simon Kawycz be appointed as Co-opted Governors

Action: DBS checks to be completed for both new Governors.

STRATEGIC

5. SSDP REVIEW

The Headteacher informed that she had not been able to access the document whilst isolating. It was agreed that the SSDP would be considered at the next meeting.

Action: Headteacher to email SSDP to Governors before the end of term.

6. Business continuity plan

It was noted that the business continuity plan had been considered at the February FGB meeting and approved.

The DHT informed that Ranstad had been used successfully in the past for trainee teachers and had therefore been chosen again.

Previous tutoring had been based on pupil's previous achievements and targets but teachers had found it disruptive having pupils in and out of the classroom. The impact had also not been positive so would not be continued.

A Governor was aware of another school which had accessed tutoring for pupils before school so as not to disrupt classroom time. Governors discussed the use of COVID catch-up funding for online learning at home for pupils.

7. Health and Safety review

The health and safety review had been circulated to Governors for consideration before the meeting.

The Headteacher informed that the internal audit had been completed in the absence of a Local Authority review. The following had been highlighted:

Governor noted intervention areas were looking really good.

Resolved: That the health and safety review report be received with thanks.

REPORTS

8. Reports from Governors with special responsibility



There were no reports from Governors. This was noted to be a priority from September when Governors would hopefully be able to visit school.

9. Review of Governor impact

Action: Governors to send impact to Chair who would then send a letter to parents. This would include new appointments, resignations and Governor impact.

10. Admissions Report

The Admissions Report had been circulated to Governors for consideration before the meeting.

It was noted that 26 pupils were expected in reception in September.

Q: Will numbers increase nearer the start of term?

HT: Regular phone calls are being received for spaces.

It was noted that less children were coming to the school from Mickle Trafford preschool.

11. Attendance Report

The Attendance Report had been circulated to Governors for consideration before the meeting.

Governors thanked the Headteacher for the information received. The Headteacher informed that the Local Authority had completed the register inspection. This had been positive and only a few actions were required. Governors thanked Nicole for her hard work in preparing for this.

Q: Is the school fining for term time absence?

HT: School can issue fines for holidays in term time over 10 days. I do not consider it appropriate to enforce at present unless absolutely necessary.

It was noted that Attendance remained above national average.

Resolved: That the Attendance Report be received.

12. Behaviour

There was nothing to report under this item.

FINANCE

13. Present and discuss expected end of year budget position

Budget report and update

Updated budget reports and financial documents had been sent to Governors before the meeting.

Sports Premium Funding

The SBM reported that the Sports Premium Funding deficit was due to the Story House invoice which had been noted as a credit in the previous year's budget and a deficit in the current year. This was due to Story House not providing an invoice to the Local Authority in the previous financial year.

School Funds



Governors were informed that the school funds account had been audited and certificate provided.

COVID catch up funding

Action: Headteacher to report on this for governors to consider in the autumn term.

Club House

The SBM reported that pupil numbers had dropped due to COVID but were expected to increase in autumn term. There were currently just under 139 booking a week. The Headteacher informed that the SLT was considering incentives for the autumn term to increase numbers.

Governor noted that new reception children in September had not yet visited the school and when they do may take up some places.

The Headteacher will also obtain pupil voice in September.

Q: Will after school clubs be offered from September?

HT: Yes once bubbles have ended.

It was noted that more parents were working from home and had more flexibility so do not need after school club as they may have done previously. Governors discussed the need for flexibility versus staffing requirements at length to ensure the best offer to parents was provided.

Service Level Agreement

The SBM informed that the same services had been purchased from the Local Authority as previous year and cost £36,062.69. This included

- Health and safety
- HR
- School office primary (bronze) support
- Support for ICT in classrooms, remote back up for server
- Legal
- Occupational health
- Payroll
- Inspections
- Finance
- Insurance for buildings
- Employer liability, public liability and sickness insurance
- Educational library service.

Local Living Wage

Resolved: That the school will continue to be a local living wage employer.

Resolved: The

- a) Budget update be received with thanks
- b) The school Local Authority services purchased be approved

GOVERNANCE

Mickle Trafford Village School
Full Governing Body meeting, 14th July 2021



14. Succession Planning

The following terms of office were noted:

- a. Parent Governor term expires 27th November 2021 (Lucy Ward)
- b. Co-opted Governor term expires 17th October 2021 (Ian Ford)
- c. Co-opted Governor vacancies x3 (including Johnny Williamson)
- d. LA Governor vacancy

Ian Ford confirmed that he would be standing again as Co-opted Governor at the end of his term.

The Clerk suggested the Lucy Ward consider appointment as an LA Governor.

Action:

1. Parent Governor election required in the autumn term
2. Staff Governor required in the autumn term

Chair and Vice Chair positions were discussed:

Resolved: That

- a) Natalie Harrison elected as Chair for the next academic year.
- b) Clare Arnold elected as Vice Chair for the next academic year.

DATA

15. Data reports

The DHT provided Governors with a review of data. A report had been circulated before the meeting for consideration.

The following was highlighted:

- a) FFT 50 – top 50% of schools
- b) FFT 20 – top 20% of schools used usually
- c) FFT 5 – top 5% of schools also used where appropriate.

Year 6 attainment was positive despite disruption. Average attainment was strong.

Year 5 - 20% of children had not been where they would have expected to be in literacy and 7% in maths. These pupils would usually have received targeted intervention which had not been possible due to lockdown. They would receive intervention and support in the next academic year. More able pupils had achieved well and the cohort was above target at greater depth.

Year 4 - good results at the expected level however greater depth children had not achieved the greater depth standard as expected. This would be considered next year.

Year 3 – good progress. Most children were reading at expected levels. There had been a slight dip in those achieving greater depth in maths.

Years 1 and 2 – this cohort were below where needed to be. The target next academic year would be to get pupils to age expectation. Some had already caught up well. Pupils would be identified to intervention as needed in the next academic year.



Year 1 - Reading at expected levels was up to 84% of pupils.

Generally most children had reached expected levels for their year group. This was reassuring based on remote learning. Some were beyond that. More challenging targets would be set for the next year in order for the school to be within the FFT 20. The transition process was identifying specific pupils who still needed to reach the expected standard, make accelerated progress or be challenged to meet greater depth.

Governors were shocked at data for year 1 and year 2 and thanked teachers for the accelerated progress and attainment already seen since the school had reopened to all pupils.

Reception - EYFS data had been shared before the meeting. The Headteacher felt it was a strong cohort and had been supported well during lockdown at home.

Resolved: That the data report be received with thanks.

15. PPF and SPF use and impact reports

The reports had been provided to Governors for consideration before the meeting. It was noted that Alison Cleary would take over as PPF Lead.

Resolved: The PPF and SPF reports be received.

OTHER MATTERS

16. Health and Safety

The Headteacher reported on the recent Health and Safety walk around and noted the surface under the EYFS climbing frame needed remedial work. 3 quotes had been obtained to build a fence where the old police station had been. This work would be completed in the summer holiday or early in the autumn term.

Catch up funding would be used to install astro-turf to improve outdoor learning for each class in KS2. At present the area was overgrown. This could be done in the summer holidays.

Q: Is this the best use of catch up funding?

HT: The funding is for wellbeing as well as academic progress. The astro-turf would enhance pupil's outdoor learning.

Resolved: That the essential fencing to secure the premises be approved and astro-turfing be postponed until autumn term.

17. Note Governors that have attended training

Induction training would be attended by new Governors through eQwip.

Ignite would be used for governance training. Details of courses to be provided to Governors.



New Governor induction – 8th September 1pm

18. Date of the next meeting

The date of the next meeting of the Governing Body will be 13th October at 5:30pm.

Karen Burnett left the meeting

SIGNED.....

DATED.....

Actions

1. DBS checks to be completed for both new Governors
2. Parent Governor election required in the autumn term
3. Staff Governor required in the autumn term
4. Headteacher to report on COVID catch up funding in order for governors to consider in the autumn term.
5. Governors to send impact to Chair who would then send a letter to parents. This would include new appointments, resignations and Governor impact.