



**PART ONE MINUTES  
OF THE FULL GOVERNING BODY MEETING  
OF MICKLE TRAFFORD VILLAGE SCHOOL**

<b>Date:</b>	<b>Thursday 4<sup>th</sup> November 2021</b>	
<b>Time:</b>	<b>5pm</b>	
<b>Venue:</b>	<b>Zoom meeting</b>	
<b>Attendees present:</b>	Natalie Harrison (NH) Clare Arnold (CA) Wendy Lyon (WL) Linda Peate (LP) Simon Kawycz (SK) Yvette Brindle (YB)	Joint Chair (Co-opted Governor) Joint Chair (Co-opted Governor) Headteacher Co-opted Governor Co-opted Governor Co-opted Governor
<b>In Attendance:</b>	Rhona Kettle (RK) Julie Cox (JC)	Governance Clerk Observer
<b>Apologies:</b>	Lucy Ward (LW)	Parent Governor
<b>Absent:</b>	Tracy Averill (TA)	Associate Member and SBM

*for all sets of minutes and backing papers it is taken that all will have been pre-read and coverage will therefore be limited to: • accuracy • action points • challenge*

***The meeting was a quorum***

<b>Documents circulated/tabled for meeting</b>
1 Annual Declaration Forms
2 Proposed Governor Links/Lead subjects
3 Safeguarding Policy

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	Joint Chairs welcomed governors to the meeting. Apologies had been received from Lucy Ward and were accepted by governors. Tracy Averill is currently on sick leave.

<b>AGENDA ITEM 2</b>	<b>APPOINTMENT OF CLERK FOR 2021-22</b>
<b>Discussion</b>	It was proposed that clerking services be provided by Second2None School Support, represented by Rhona Kettle
<b>Decision:</b>	That Second2None School Support be appointed for clerking services and that Rhona Kettle will take on that role.

<b>AGENDA ITEM 3</b>	<b>APPOINTMENT OF CHAIR &amp; VICE CHAIR FOR 2021-22</b>
<b>Discussion:</b>	Governors discussed suitable candidates on the Board to take on Chair and Vice Chair roles. There were no nominations for Vice Chair.
<b>Decision:</b>	Natalie Harrison and Clare Arnold were approved as Joint Chairs for 2021-22. Vice Chair remains a vacancy.



AGENDA ITEM 4	ANNUAL DECLARATIONS
<b>Discussion:</b>	<p>Governors were advised they are required to read, complete and sign the declaration form that had been pre- circulated prior to the meeting, which covers :</p> <ul style="list-style-type: none"> <li>• Declaration of pecuniary, personal, educational interests.</li> <li>• Code of Conduct</li> <li>• Confirmation of eligibility</li> </ul> <p>Governors' details including declared interests need to be published on school website and updated on GIAS government website.</p> <p>It was noted that Governors should enhanced DBS checks arranged by the School. Any new applications for checks must be done within 21 days of appointment/election of governors.</p>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Governors to return their completed Annual Declaration forms to the Clerk – ALL</li> <li>• Governors' details to be compiled (inc interests) and update on Website and GIAS – Clerk/WL</li> <li>• School to ensure enhanced DBS checks in place for all governors inc those new to role eg SS YB LS -WL</li> </ul>

AGENDA ITEM 5	GOVERNING BODY MEMBERSHIP 2021-22
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• <b>Vacancies</b> <ol style="list-style-type: none"> <li>I. <b>Staff Governor Vacancy</b> – election process is being arranged. It was noted that Matt Hutchinson would be interested in one of the two Co-opted Governor roles if not successful in the Staff Governor election.</li> <li>II. <b>Co-opted Governor. Vacancy</b> – Parish Councillor Les Smith has been approached and is willing to stand. Governors discussed his suitability as a governor. It was agreed that Les would make an excellent governor and his appointment was approved for a four year term. There remains one vacancy.</li> </ol> </li> <li>• <b>Parent Governor</b> – LW's Parent Governor's term expires on 27 November 2021. That will then leave two parent governor vacancies for which school needs to run a parent governor election process.</li> <li>• <b>LA Governor</b> – There remains a vacancy. It was noted that LW may have relevant background, were she be interested in such a role, but that it was CWAC's decision as to who was appointed and CWAC can appoint their own candidate. WL to contact CWAC Governance to discuss how to proceed with the vacancy.</li> <li>• <b>Skills audit</b> – Governors discussed the last time this was carried out last year. SK and YB have only just completed their assessment forms. It was agreed that the other governors were to complete an updated form and send to TA to compile the results.</li> </ul>
<b>Decision</b>	<ul style="list-style-type: none"> <li>• Les Smith be appointed as Co-opted Governor for a four year term</li> <li>• Governors (other than SK and YB) to send updated governor skill forms to TA</li> <li>• To compile the governor skills audit results – TA</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Organise a Staff Governor election -WL</li> <li>• Organise a Parent Governor election – WL</li> <li>• Contact CWAC Governance team to discuss how to proceed on LA vacancy. WL/Chairs</li> <li>• Governors send in skills audit questions to TA to compile a summary- TA/ALL</li> </ul>

AGENDA ITEM 6	COMMITTEE STRUCTURE & MEMBERSHIP 2021-22
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<b>Discussion:</b>	<p>The Chairs presented a proposed return to a sub-committee structure that had been in place some years before, as follows:</p> <ol style="list-style-type: none"> <li>1. TLSAB (Teaching, Learning, Standards of Achievement &amp; Behaviour)</li> <li>2. LMF (Leadership Management and Finance)</li> <li>3. Pay committee – 3 none staff governors</li> <li>4. HT Performance Management panel – <i>Chair plus min 1 FGB member plus CDAT CEO appointed advisor.</i></li> </ol> <p style="text-align: center;"><b><u>Adhoc panels – membership to be confirmed if panel required</u></b></p> <ol style="list-style-type: none"> <li>5. Pupil Discipline &amp; Exclusion Panel</li> <li>6. Staff Discipline &amp; Dismissal Panel</li> <li>7. Pay Appeals Committee</li> <li>8. HT Performance Management Appeals Panel</li> <li>9. Staff Discipline &amp; Dismissal Appeal Panel</li> <li>10. Complaints Appeals</li> </ol> <p>Governors also discussed and agreed who would attend which of the sub-committee meetings. Governors approved Cathy Parkinson to act as advisor on the HT Performance Review.</p>
<b>Decision</b>	Governors approved the sub-committee structures and membership

<b>AGENDA ITEM 7</b>	<b>AGREE GOVERNOR SUBJECT LINKS &amp; LEAD GOVERNOR ROLES 2021-22</b>
<b>Discussion:</b>	<p>A paper on the proposed governor subject links/lead governor roles allocations was circulated and discussed with governors. Some minor changes were made and WL agreed to circulate the updated list.</p> <p><u>Lead Governor Subject Links to include:</u>          Child Protection/Safeguarding – CA          Pupil Premium – CA          Health &amp; Safety – LS          SEND – NH          Data protection/GDPR – YB</p> <p><u>Subject Link Governors</u>          English - NH          SMSC – CA          Science – YB          Maths – LW</p> <p>See separate document for further roles.</p>
<b>Decision</b>	Agreed governor subject links/lead governor roles for 2021-22
<b>Action</b>	Update the schedule of governor subject links/lead governor roles and circulate – WL

<b>AGENDA ITEM 8</b>	<b>PART ONE MINUTES OF THE LAST MEETING (14<sup>th</sup> July 2021)</b>
<b>Discussion</b>	<p>Governors received and approve the minutes of the last meeting. Any points of accuracy should be addressed in this item.</p> <p><b><i>This was agreed to be carried forward to the next meeting</i></b></p>

<b>AGENDA ITEM 9</b>	<b>MATTERS ARISING FROM MINUTES OF THE LAST MEETING</b>
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<b>Discussion:</b>	To review the actions in minutes and note whether matters have been completed or not. <b><i>This was agreed to be carried forward to the next meeting</i></b>
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<b>AGENDA ITEM 10</b>	<b>POLICIES FOR REVIEW/APPROVAL - SAFEGUARDING</b>
<b>Discussion:</b>	Governors were reminded that the Safeguarding policy A) must be updated with reference to latest KCSiE guidance issued September 2021, and publish on website ) B) Governors need to read KCSiE guidance/Safe Guarding Policy by November and advice Clerk when done so. Governors approved the updated Safeguarding Policy. Governors confirmed they have read KCSiE latest guidance.
<b>Decision</b>	Safeguarding policy was approved.

<b>AGENDA ITEM 11</b>	<b>DATE OF NEXT MEETING/S</b>
<b>Discussion:</b>	2021/22 Meeting dates/times were discussed and agreed as per below. It was agreed to trial the start times as 5.30pm, and it would be face to face subject to confirmation on each meeting (to take into account COVID/Quorum). Staff wellbeing was also discussed as a possible negative for the later 5.30pm start so agreed it to be a trial. <b>Autumn 2021</b> 22 <sup>nd</sup> Oct 2021 ( <b>held</b> ) – Pay Panel (Clare, Nat, Wendy) 24 <sup>th</sup> Nov 2021 – Headteacher’s Performance Mgt(Clare and Nat and external advisor) 9 <sup>th</sup> Nov 2021 – Curriculum 23 <sup>rd</sup> Nov 2021 Finance ( <b>subsequently deferred to 14<sup>th</sup> Dec 21 due staff illness</b> ) 1 <sup>st</sup> Dec 2021 FGB ( <b>subsequently deferred to 15<sup>th</sup> Dec 21 due to staff illness</b> ) <b>Spring 2022</b> 19 <sup>th</sup> Jan 2022 - Curriculum 14 <sup>th</sup> Feb 2022 – Finance 9 <sup>th</sup> March 2022 - FGB <b>Summer 2022</b> Tues 24 <sup>th</sup> May 2022 - Curriculum Tues 14 <sup>th</sup> or 21 <sup>st</sup> June 2022 Finance – <b>WL to confirm with TA</b> Tues 28 <sup>th</sup> June 2022 - FGB  Next FGB meeting to include <ul style="list-style-type: none"> <li>- Approve the Minutes from the last Summer Term 2021 FGB meeting (Part 1/Part 2) and 4<sup>th</sup> November 2022, and consider any matters arising</li> <li>- Finance Report</li> <li>- Headteacher’s report</li> <li>- Governor Training/Self Evaluation (post input from November Curriculum/Finance)</li> <li>- Governor school visit schedule (post input from November Curriculum)</li> <li>- School Development Plan Update (post Committee input November)</li> <li>- SEF (post Committee input November)</li> <li>- Policies update approval (proposals from Curriculum/Finance Committees)</li> </ul>

<b>AGENDA ITEM 1</b>	<b>CONFIDENTIAL MATTERS</b>
<b>Discussion</b>	There were none

**Meeting closed 1742.**



## Actions

### **13.7.91 (to review at next meeting)**

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.

### **4.11.91**

1. Governors to return their completed Annual Declaration forms to the Clerk – ALL
2. Governors' details to be compiled (inc interests) and update on Website and GIAS – Clerk/WL
3. School to ensure enhanced DBS checks in place for all governors inc those new to role eg SS YB LS -WL
4. Organise a Staff Governor election -WL
5. Organise a Parent Governor election – WL
6. Contact CWAC Governance team to discuss how to proceed on LA vacancy. WL/Chairs
7. Governors send in skills audit questions to TA to compile a summary- TA/ALL
8. Update the schedule of governor subject links/lead governor roles and circulate – WL
9. Confirm the Finance Summer meeting date of 14<sup>th</sup> or 21<sup>st</sup> June 2022. – WL
10. Approve the minutes of the 14<sup>th</sup> July 2021 and discuss matters arising - ALL