



**PART ONE MINUTES
OF THE STAFFING, CURRICULUM & SAFEGUARDING MEETING
OF MICKLE TRAFFORD VILLAGE SCHOOL**

Date:	Tuesday 9th November 2021	
Time:	530pm	
Venue:	Zoom meeting	
Attendees present:	Clare Arnold (CA) Wendy Lyon (WL) Lucy Ward (LW) Simon Kawycz (SK)	Joint Chair (Co-opted Governor) Headteacher Parent Governor Co-opted Governor
In Attendance:	Rhona Kettle (RK) Julie Cox (JC) Matt Hutchinson (MH)	Governance Clerk Observer Teacher
Apologies:		
Absent:		

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

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion:	Governors were welcomed to the meeting. There were no apologies to receive.

AGENDA ITEM 2	DECLARATIONS
Discussion	There were no declarations of interest in relation to the items on the agenda.

AGENDA ITEM 3	APPOINTMENT OF CHAIR AND VICE CHAIR
Discussion:	Governors discussed the role of Chair and Vice Chair. Governors approved the appointment of Committee Chair as Clare Arnold and Vice Chair of Committee as Lucy Ward
Decision:	Clare Arnold is appointed as Chair of this committee and Lucy Ward as Vice Chair of this committee.

AGENDA ITEM 4/5	MINUTES OF THE LAST MEETING/MATTERS ARISING
Discussion:	<p>Governors approved relevant sections of the FGB minutes of 14th July 2021. There also reviewed relevant matters arising to confirm if completed as follows:-</p> <ol style="list-style-type: none"> 1. Headteacher to report on COVID catch up funding in order for governors to consider in the autumn term. See below – completed. 2. Governors to send impact to Chair who would then send a letter to parents. This would include new appointments, resignations and Governor impact. Carry Forward (CA) <p>WL outlined the £16,266 Covid catchup funding that had been received of which</p>



	<p>£8,300 had been spent so far which WL itemised for governors. She explained the 3 December 2021 data set results will give indication of effectiveness.</p> <p>Funding from catch-up and other funding sources, such as the PTA, will be spent on:-</p> <ol style="list-style-type: none"> 1. Read Writing Programme focusing on phonics where children's skills have not developed as expected during the COVID shutdown. Quotes are due in for books required. 2. Preference for Pathways to Writing approach for writing aspects. <p>A presentation was being prepared for parents to explain the programmes planned.</p> <p>Q – What results have other schools seen from these programmes? A – WL – A positive impact with good results</p>
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AGENDA ITEM 6	TERMS OF REFERENCE
Discussion:	A review of the terms of reference for this committee was in progress by the Chair and WL ahead of presenting to the next FGB.
Action	Complete review of Terms of Reference and present to governors at the next FGB - CA

AGENDA ITEM 7	2021 PROGRESS & ATTAINMENT
Discussion:	<p>WL provided an update to governors on progress and attainment since the beginning of term. The school is using Fisher Family Trust to track attainment. A report has been pre-circulated to governors showing detailed attainment results. Governors noted that for certain aspects the results were below expectations, particularly Years 2, 3 and 6. WL explained this was largely due to the lost time due to the impact of COVID shut down.</p> <p>Q Year 3 results appear below desired, so what support is being given ? A WL confirmed that interventions are being put in place. The data set due in December will better inform the interventions plans required.</p> <p>CA noted that whilst some years had results below expectations in certain aspects, there were also some positive results.</p> <p>WL advised that staff have been regularly re-evaluating pupils this term, and are working very hard to give the pupils the support they need after such disruption to their education. However, to be realistic this may take more like 2 to 3 years for some pupils catch-up.</p> <p>Governors thanked WL and the staff for their hard work supporting the children and working on the intervention work.</p>

AGENDA ITEM 8	SDP/SEF
Discussion:	<p>The Self Evaluation Summary (SEF) 2021-22 and SDP have been pre-circulated to governors. WL walked the governors through key aspects of the SEF.</p> <p>WL asked if the governors approved of the governor responsibilities which they confirmed. It was agreed that SK will take on the role of governor monitoring under Leadership &</p>



	<p>Management.</p> <p>Q – Under Behaviours what is demand reducing language ? A – WL – There are particular scripts that help tutors defuse situations. Also Amber cards are used. LW suggested consideration be given to sharing the approach with parents for consistency with home.</p>
Actions:	WL agreed to focus on in greater detail an aspect of the SEF in future meetings. WL requested governors meet staff during the year to review in more detail - ALL.

AGENDA ITEM 9	PROSPECTUS
Discussion	A copy of the prospectus has been pre-circulated to governors ahead of the meeting. Governors confirmed they had reviewed the prospectus and they approved the document and its publication
Decision	Prospectus is approved by governors and can now be published

AGENDA ITEM 10	WIDER CURRICULUM
Discussion:	<p>Enrichment WL outlined the process that staff complete an enrichment tracker for governors to then review to ensure all pupils requiring support are covered.</p> <p>Q Where does the enrichment tracker get shared with parents? A : WI – advised that previously it was included in the term newsletter and she agreed to take this forward.</p> <p>Residential MH outlined the locations currently being assessed as options for residential trips this year. SK pointed out Liverpool University have a centre that might be an option.</p> <p>MH outlined current planning:-</p> <ol style="list-style-type: none"> 1. Years 5 & 6 – Provisional booking of 7th to 9th March 2022 at PGL centre Boraton Park in Shropshire, which has had soe very positive reviews. 2. Year 4 – potentially Tattenhall or other options. <p>Governors discussed the benefits and risks, and decided overall it would be beneficial to pupils and approved the plans.</p>
Decision	Approved the residential trip plans for 2021-22
Action	Share the enrichment tracker outcomes with the parents such as in the newsletter- WL

AGENDA ITEM 11	ADMISSIONS
Discussion:	<p>WL outlined admissions statistics for governors. 29 reception (15 girls, 14 boys). 1 starter in Year 5. Leavers of 1 boy and 1 girl.</p> <p>Open Day with Year 6 was run in October with some very positive feedback received, covering 21 families and a further 6 families have booked visits.</p>



AGENDA ITEM 12	SAFEGUARDING
Discussion:	<p>WL advised that all training leads were up to date to Level 3. E Safety Officers are in place for Year 5. Online system used. Basic Awareness Training held on 29th September 2021. Majority of staff did full training in Summer 2019 so will undertake full training in Summer 2022.</p> <p>Changes to the Safeguarding Policy this term following updated DofE guidance have been made and shared with governors. This was reviewed at a staff meeting on 2nd November 2021 and all teaching staff have completed the online training.</p> <p>WL advised there has been one safeguarding case this term and the case is now closed.</p>

AGENDA ITEM 13	PUPIL PREMIUM, SPORTS PREMIUM
Discussion	<p>MH provide detailed updates to governors on how the pupil premium and sports premium funding was being utilised.</p> <p>MH confirmed a programme has been drawn up to ensure the 5 key indicators are met eg sports coaching at lunchtimes, more physicality in english and maths classes.</p> <p>MH looking into local competition opportunities, such as Chester School Sports Partnerships. Rich Waring is providing half days cover including football coaching.</p> <p>£27.980 funding received so far, and support provided for pupils includes:</p> <ul style="list-style-type: none"> a) Wrap around care b) Music for Life c) Busy Bees homework club d) Boosters e) Speech therapy f) EISA Emotional Support g) Books <p>Q – can we have FFT data going forward? A WL – yes will be provided</p>

AGENDA ITEM 14	EXTERNAL ADVISORS REPORT
Discussion	WL advised that Cathy Parkinson is an external advisors for the school. She is carrying out detailed curriculum reviews with teachers who will then coach others.
Action	Share External Advisors Curriculum Review reports with governors - WL

AGENDA ITEM 15	SEND REPORT
Discussion	<p>MH has prepared a detailed SEND report which has been pre-circulated to governors.</p> <p>From an initial review of the register, MH noted that there appears to be a higher than national level of SEND pupils (16.3% v 15.9%). However, these figures may be lowered as the school is currently revisiting the identification criteria being used.</p> <p>His report outlines the current number of children and support being provided and or planned.</p>



	<p>Q What is Team Teach ? A : MH – way of de-escalating in safe manner</p> <p>Q Regarding the two funding applications how hopeful are we of receiving them? A MH – More hopeful of getting one, with KSI funding generally harder to obtain.</p> <p>Q Year 4 currently reporting 13 pupils is high so what support is being provided ? A MH – Some TA support and some medical support needed. Some may not need support as this is part of the re-assessment process underway.</p>
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AGENDA ITEM 16	GOVERNOR MONITORING
Discussion	<p>WL advised she has notified the Lead teachers the names of the assigned governors. WL advised she will share the teachers email addresses with the relevant governors, and asks governors to proactively contact teachers to arrange meetings.</p> <p>WL will also resend the agreed assigned governor to lead teachers list. WL asked governors to be respectful of teachers well being when setting timing of meetings.</p> <p>WL advised a Teacher/Governor meeting is being planned for the Spring 2022.</p> <p>WL encouraged governors to join in with school activities such as going on school trips and support pupil voice process.</p> <p>CA added her encouragement to governors to aim to meet at minimum once per term with assigned lead teaching staff.</p>
Action	<p>Circulate list of assigned governors/lead teachers and teacher email addresses – WL</p> <p>Arrange Teachers/Governors meeting in Spring 2022 – WL</p> <p>Governors contact lead teachers and set up meetings at least once per term - ALL</p>

AGENDA ITEM 17	POLICIES FOR REVIEW
Discussion	<p>A number of policies have been pre-circulated to governors to review and approve:</p> <ol style="list-style-type: none"> 1. Equal Opportunities Policy 2. E Safety Policy 3. Grievance Policy <p>Policies were approved by governors.</p>
Decision	Policies presented to this meeting are approved.

AGENDA ITEM 18	ANY OTHER BUSINESS
Discussion	<p>Parents Evening WL reported that the evening had been well received. Parents noted their pleasure that the children were now back at school.</p> <p>COVID Restrictions WL advised that in line with LA/D of E guidance some restrictions were slowly being reduced. Some mixing/grouping was starting to happen. Reception to Year 4 are now having lunch</p>



together, and from next week Year 5 and 6 will join them. Buddy reading system has restarted. Children are beginning to be allowed to move more freely around the school.

Part 1 of meeting closed 1921.

Actions

14.7.91 Meeting

1. Chair to issue governors impact statement via a letter to parents. This would include new appointments, resignations and Governor impact - CA

9.11.21 Meeting

1. Complete review of Terms of Reference and present to governors at the next FGB - CA
2. Focus on a SEF area each meeting to review in greater detail - WL
3. Governor/staff meetings throughout the year to review SEF sections in more detail -ALL
4. Share the enrichment tracker outcomes with the parents, such as in the newsletter- WL
5. Share External Advisors Curriculum Review reports with governors - WL
6. Circulate list of assigned governors/lead teachers and teacher email addresses – WL
7. Arrange Teachers/Governors meeting in Spring 2022 – WL
8. Governors contact lead teachers and set up meetings at least once per term - ALL