



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

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| <b>Date:</b>              | <b>Wednesday 15<sup>th</sup> December 2021</b>   |  |
| <b>Time:</b>              | <b>5pm</b>   |  |
| <b>Venue:</b>             | <b>Zoom meeting</b>  |  |
| <b>Attendees present:</b> | Natalie Harrison (NH)<br>Clare Arnold (CA)<br>Wendy Lion (WL)<br>Linda Peate (LP)<br>Simon Kawycz (SK)<br>Yvette Brindle (YB)<br>Matt Hutchinson (MH)<br>Les Smith (LH)<br>Alison Cleary | Joint Chair (Co-opted Governor)<br>Joint Chair (Co-opted Governor)<br>Headteacher<br>Co-opted Governor<br>Co-opted Governor<br>Co-opted Governor<br>Co-opted Governor<br>Co-opted Governor<br>Staff Governor |
| <b>In Attendance:</b>     | Rhona Kettle (Clerk)<br>Julie Cox (JC)   | Governance Clerk<br>Observer   |
| <b>Apologies:</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 quorate***

**DOCUMENTS CIRCULATED/TABLED FOR MEETING:**

Minutes of the Previous Meeting  
Headteacher's Report  
School on a Page (SOAP)  
SDP  
SES  
Committee TORs ( Pay Committee, Staffing Curriculum & Safeguarding Committee, Finance Premises Health & Safety Committee)  
Pay Panel Minutes 21 October 2021  
Policies – Safeguarding, School Pay, SEN, Appraisal Policy for Teachers  
Holiday dates  
MTVS SEF

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| <b>AGENDA ITEM 1</b> | <b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>  |
| <b>Discussion:</b>   | Governors were welcomed to the meeting. Welcome to Alison Cleary as the new staff governor. |

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| <b>AGENDA ITEM 2</b> | <b>DECLARATIONS OF INTEREST</b>   |
| <b>Discussion:</b>   | Annual declaration forms are required from MH and LS. There were no declarations of interest for this meeting's agenda. |
| <b>Action</b>        | Annual Declaration forms to LS and MH – Clerk   |



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| <b>AGENDA ITEM 3</b> | <b>DECLARATIONS OF ANY OTHER BUSINESS</b>     |
| <b>Discussion:</b>   | Neighbourhood Plan (LS) Research Project (MH) |

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| <b>AGENDA ITEM 4</b> | <b>PART ONE MINUTES OF THE LAST MEETING (4<sup>th</sup> November 2021)</b>                         |
| <b>Discussion</b>    | Minutes of the last meeting were received. Some minor changes were requested and noted.            |
| <b>Decision:</b>     | Minutes of the FGB 4 <sup>th</sup> November 2021 were approved subject to minor changes requested. |

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| <b>AGENDA ITEM 5</b> | <b>MATTERS ARISING FROM LAST MEETING</b>   |
| <b>Discussion:</b>   | <p>The actions noted from the last meeting were reviewed. It was noted actions were completed with the exception of those listed below:-</p> <p><b>13.7.91 Actions</b><br/>Item 5 Governors to send impact to chair who will send a letter to parents. This would include new appointments, resignations and Governor impact – <b>CFWD WL</b></p> <p><b>4.11.91 Actions</b><br/>Item 2 – Update the GIAS and school website for latest governors details – in progress – <b>CFWD TA/Clerk</b><br/>Item 5 – Organise a parent governor election -<b>CFWD WL</b><br/>Item 6 – LA governor vacancy – <b>CFWD WL</b><br/>Item 7 – Skills Audit questionnaire governors complete and return to WL – <b>CFWD ALL</b><br/>Item 9 – Confirm Summer FGB meeting given budget deadlines, as 14<sup>th</sup> or 21<sup>st</sup> June 2022 – <b>CFWD TA/WL</b></p> |

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| <b>AGENDA ITEM 6</b> | <b>GOVERNING BODY MEMBERSHIP UPDATE</b>  |
| <b>Discussion:</b>   | <ul style="list-style-type: none"> <li>• Vacancies             <ol style="list-style-type: none"> <li>1) 2 parent governor vacancies – Lucy Ward's Parent Governor's term of office had expired on 27<sup>th</sup> November 2021. Parent governor recruitment process being arranged (action under Matters Arising).</li> <li>2) LA governor vacancy – WL &amp; Chairs of Governors taking this forward (action under Matters Arising)</li> <li>3) Staff governor – Alison Cleary has been elected and is in attendance today</li> <li>4) Co-opted Governor – Matt Hutchinson, teacher at the school has been nominated for a Co-opted Governor role. Governors discussed this nomination and approved his appointment.</li> </ol> </li> <li>• Skills audit – governors asked at last meeting to send forms to TA to collate – Update - Forms are to now go to NH as TA still off sick <b>CFWD All</b> (action under Matters Arising)</li> </ul> |
| <b>Decision</b>      | <ul style="list-style-type: none"> <li>• Matt Hutchinson's appointment as a Co-opted Governor for four years was approved.</li> </ul>  |

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| <b>AGENDA ITEM 7</b> | <b>TERMS OF REFERENCE 2020-21</b>  |
| <b>Discussion:</b>   | <p>Governors received and reviewed the terms of reference proposed for the following Sub-committees: -</p> <ol style="list-style-type: none"> <li>1. Staffing Curriculum and Safeguarding</li> <li>2. Finance, Premises, Health &amp; Safety</li> <li>3. Pay committee</li> </ol> <p>Governors approved all the terms of references.</p> |
| <b>Decision</b>      | Terms of references for the three sub-committees listed above are approved.  |



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| <b>AGENDA ITEM 8</b>        | <b>CHAIR'S ACTION</b>   |
| <b>Discussion:</b>          | It was reported that there had been no actions Chair has had to taken on governors behalf since last meeting.   |
| <b>AGENDA ITEM 9</b>        | <b>COMMITTEE REPORTS FROM COMMITTEE CHAIRS</b>  |
| <b>Inform &amp; Discuss</b> | <p>Governors discussed with sub-committee chairs key matters arising from the following sub-committee meetings:</p> <ol style="list-style-type: none"> <li>1. Staffing Curriculum and Safeguarding (9<sup>th</sup> November 2022 meeting)</li> <li>2. Finance, Premises, Health &amp; Safety (14<sup>th</sup> December 2022 meeting)</li> <li>3. Pay committee (October 2021)</li> </ol> <p>It was noted that the Pay Committee had approved the School Pay Policy. They had also had received the results of all teachers, support staff and Headteacher appraisals and approved recommendations for pay</p>   |
| <b>AGENDA ITEM 10</b>       | <b>HEADTEACHER'S REPORT / OTHER REPORTS</b>   |
| <b>Discussion:</b>          | <p>Governors have received the Headteacher's report in advance of the meeting and discussed the key highlights with WL in the meeting. These included:-</p> <p><b>Data/performance</b><br/>Currently analysing data, following the 2021-2 Assessment cycle. A data report will be sent to governors Jan 2022 with updated data</p> <p><b>Safeguarding</b><br/>All staff safeguarding training is up to date- majority of staff need Level 2 refresher Summer 2022 - WL to deliver training.<br/>Safeguarding records securely transferred to Upton High School 6.12.2021<br/>Safeguarding updated policies and procedures (inc KCSIE Sept 2021) have been shared with staff.</p> <p><b>Incidents</b><br/>It was noted that school has identified an increase in behaviour incidents since before Covid. It was noted that a number of actions have been taken eg - Behaviour &amp; Attitudes INSET &amp; Staff meetings with a Behaviour and Attitudes focus, Behaviour Policy updated, Behaviour Ambassadors in place, support sought from behaviour specialist Donna Davies Jan 2022 and additional staff deployed.</p> <p><b>Exclusions</b><br/>It was noted there have been no exclusions.</p> <p><b>Absence levels</b><br/>A detailed statistical analysis has been shared with governors covering from start of academic year to 22/11/21. School overall – 94% YTD after COVID outbreaks in Autumn, back up to 96% by 22/11/21. Worst performance in Year 4 and 5 with YTD of 92%/91% respectively but increased back to 95%/100% by 22/11/21.</p> <p><b>External Reports</b><br/>WL advised Cathy Parkinson has visited school this term for subject deep dives which will continue in the Spring. Reports will be shared with governors at the next meeting.</p> |



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|                      | <p><b>SEND Report</b><br/>         SENDCO MH gave a detailed update on SEND to governors. He advised a detailed review per pupil on the SEND register was underway to check the appropriateness of their entry and recorded needs.</p> <p><b>Q What training do all staff receive on SEND?</b><br/> <b>A</b> MH advised that is decided on an individual needs basis given role. For example one staff member has recently done training in autism. WL added that pre-COVID Hinderton Chester school had provided support on specific behaviour types, and quite a lot of staff have now done training.</p> <p><b>Q If pupils are put on to the register, do they stay on the register even if then helped?</b><br/> <b>A</b> It is a document that is regularly updated and pupils can be removed if issue is resolved.</p> <p><b>Sports Premium Funding</b><br/>         MH presented details of the latest statement and plans. He agreed to circulate via email to governors the latest version of the Sports Premium Funding Statement in January 2022. MH offered to go through the position in some detail with linked governor SK.<br/>         CH thanked MH for his hard work, noting pupil feedback has been very positive, including doing well in recent sports competitions.</p> <p><b>Q Do you collect any data on activities out of school ?</b><br/> <b>A</b> It is relevant but hard to collect the data. Do include activities with local community groups such as Tennis Club.</p> <p><b>Pupil Premium Report</b><br/>         AC presented an update to governors in some detail. She advised she was currently preparing an updated Pupil Premium Strategy Document. She noted there are 19 eligible pupils, 15 are SEN Free School Meals and 4 are looked after pupils.</p> <p>Four current key challenges being focused on</p> <ul style="list-style-type: none"> <li>• Attention span/concentration/motivation</li> <li>• Social skills</li> <li>• Well-being</li> <li>• Social &amp; emotional issues – including lack of enrichment activities last 2 years</li> </ul> <p>Some pupils highlighting significant knowledge gaps, with some at risk of falling further behind, with writing been area needing particular focus.</p> <p>As to how to approach the topic, she advised Fischer Family Trust Diagnostic Testing is being used, as well as Read Writing phonic scheme, and Jigsaw for social and emotional learning. For behavioural management looking at staff training and increasing extra curriculum activities.</p> <p>AC confirmed there was circa £29k funding plus £3k from Recovery Fund.</p> <p>On behalf of governors NH thanked AR for the update and her work. NH noted that the impact of COVID was deep as well as broad, and being noted nationwide, and not just PP pupils.</p> |
| <p><b>Action</b></p> | <p><b>Safeguarding</b> – Level 2 refresher staff training summer term – WL<br/> <b>External reports</b> – circulate reports from Cathy Parkinson in Spring Term – WL<br/> <b>Data/Performance</b> – Issue data report to governors in January 2022 – WL<br/> <b>Sports Premium</b> – circulate latest spend analysis and plans to governors – Jan 2022 MH</p>  |



| AGENDA ITEM 11                     | FINANCE (SBM)   |
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| <p><b>Inform &amp; Discuss</b></p> | <p>WL advised governors that the financial position has been discussed in some depth at the Finance, Premises, Health &amp; Safety Sub-committee meeting yesterday. A key action from that meeting was for a review of staff costs forecasts by TA when she returns to school</p> <p><b>Q At a recent networking event, governors had been encouraged to seek funding from large corporate organisations. Has anything been done or considered like that ?</b></p> <p><b>A</b> WL advised this has been looked into in the past. NH added that Corporate Social Responsibility (CSR) policies of such organisation was increasing the focus in that area. It was agreed to email parents to identify any potential organisations and for TA to carry out research on opportunities on her return to work</p> <p>LP commented that it may be more effective to write to larger corporates direct rather than through parents and SK agreed. It was agreed that TA will be asked to contact SBM peer group to ascertain their experiences and advice in contacting corporates for CSR funding.</p> <p><b>Q Are some companies not sponsoring well being activities ?</b></p> <p><b>A</b> NH confirmed she was aware of that and that some organisations are doing match funding. JC noted that she was currently writing a bid for Tesco funding.</p> |
| <p><b>Action</b></p>               | <p>To contact SBM peer group to establish experience in obtaining CSR funding from corporate organisations – TA</p> <p>To update research on funding opportunities including with large corporates – TA</p>   |

| AGENDA ITEM 12           | SCHOOL DEVELOPMENT PLAN UPDATE  |
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| <p><b>Discussion</b></p> | <p>The latest version of the School Development Plan has been shared with governors. Governors reviewed the assigned governors on the plan per subject, for which allocations were then confirmed.</p> <ul style="list-style-type: none"> <li>• Quality of Education – <b>need to replace LW – WL to action</b></li> <li>• Behaviour &amp; Attitude – CA</li> <li>• Personal Development – NH</li> <li>• Leadership &amp; Management – SK</li> <li>• Early Years Education – CA</li> <li>• Any mental health elements - YB</li> </ul> |
| <p><b>Action</b></p>     | <p>Update SDP for governor responsibilities – WL</p>  |

| AGENDA ITEM 13           | SCHOOL SELF EVALUATION UPDATE  |
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| <p><b>Discussion</b></p> | <p>Governors discussed work required to update the school self evaluation. It was felt a special meeting at school in the Spring term would be beneficial to review the SDP and SEF in more depth, in conjunction with curriculum plans. A potential date of 27<sup>th</sup> January 2022 between 4pm and 7pm was suggested.</p> |
| <p><b>Action</b></p>     | <p>To set up a governor session at school to review the SDP. SEF and Curriculum plans (suggestion of 27<sup>th</sup> January 2022 4pm to be confirmed – WL</p>   |

| AGENDA ITEM 14            | SCHOOL HOLIDAYS 2022-23 APPROVAL   |
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| <p><b>Discussion,</b></p> | <p>Proposals for school holiday dates for 2022-23 academic year have been circulated to governors which they reviewed and approved</p> |



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| <b>Decision</b> | The 2022-23 proposed holiday dates for 2022-23 academic year are approved. |
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| <b>AGENDA ITEM 15</b> | <b>GOVERNOR MONITORING REPORTS SINCE LAST MEETING</b> |
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| <b>Discussion:</b> | School visits have not been possible since the last meeting due to COVID instances and restrictions. The meeting suggested for end of January on SDP/SEF would be relevant. WL encouraged governors to contact their link subject staff members in the meantime to provide any encouragement, and when possible, arrange meetings with staff at school. |
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| <b>AGENDA ITEM 16</b> | <b>POLICIES FOR REVIEW/APPROVAL</b> |
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| <b>Discussion:</b> | <p>Governors received the policies listed below.</p> <ul style="list-style-type: none"> <li>• Safeguarding policy – <b>approved</b></li> <li>• Policies from the 2 sub committees to be ratified <ul style="list-style-type: none"> <li>○ SCS - Capability/Appraisal Policy, Pay Policy, Disciplinary, Equal Ops, E-security, Grievance - <b>approved</b></li> <li>○ FPHS – Charging Lettings &amp; Remissions – <b>approved</b></li> </ul> </li> </ul> <p>CA noted that as a parent she had received a parent a couple of letters regarding charges and the wording on contributions could be clearer. WL noted for future letters.</p> |
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| <b>AGENDA ITEM 17</b> | <b>GOVERNOR TRAINING REQUIRED/ATTENDED</b> |
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| <b>Discussion</b> | SK and LS noted they have both attended a recent New Governors Networking Event. CH enquired if new governors had been on the safeguarding training. YB noted she has completed Level 3 and will send a copy of the certificate to the school office. LS noted that he was looking out for a safeguarding course, including in the training opportunities that the office sends out. |
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| <b>Action</b> | Safeguarding training for new governors (LS) – WL/LS |
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| <b>AGENDA ITEM 18</b> | <b>AOB</b> |
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| <b>Discussion:</b> | <p><b>Neighbourhood Plan (LS)</b><br/>LS advised that the Neighbourhood Plan is currently being updated by the Parish and encouraged the school to provide some suggestions/input. It was agreed governors would review the plan on the parish website and provide some ideas as input.</p> <p><b>International Maths &amp; Science Study (MH)</b><br/>MH advised governors that the school had been selected to take part in a study of trends in maths and science teaching, for which it will receive a £100 for taking part. CA noted it was good that the school is involved.</p> |
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| <b>Action</b> | Review the Neighbourhood Plan on the MT Parish website, and provide some feedback on what could be included from the school perspective – ALL |
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| <b>AGENDA ITEM 19</b> | <b>DATE OF NEXT MEETINGS</b> |
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| <b>Discussion:</b> | <p>All at 5.30pm</p> <p>FGB - 9<sup>th</sup> March 2022 5.30pm (subsequently changed to 16<sup>th</sup> March 2022 5.30pm)</p> <p>SCS 24<sup>th</sup> May 2022</p> <p>FPHS 14<sup>th</sup> June 2022</p> <p>FGB 28<sup>th</sup> June 2022</p> |
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Part 1 of the Meeting closed at 19:29 **Error! Not a valid link.**



| <b>ACTIONS LOG</b> |                  |  |               |                |
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| <b>Raised</b>      | <b>Topic</b>     | <b>Action</b>  | <b>By Who</b> | <b>By When</b> |
| 13.7.91            | Impact Statement | Governors to send impact to chair who will send a letter to parents. This would include new appointments, resignations and Governor impact               | WL            | Jan 2022       |
| 4.11.91            | Website/GIAS     | Update the GIAS and school website for latest governor's details   | TA/Clerk      | Jan 2022       |
| 4.11.91            | Membership       | Organise a parent governor election  | WL            | Jan 2022       |
|                    | Membership       | LA governor vacancy recruitment process  | WL/NH/CA      | Jan 2022       |
| 4.11.91            | Skills           | Skills audit questionnaires complete and return to NH  | ALL           | Jan 2022       |
| 4.11.91            | Meeting dates    | Confirm summer 2022 FGB meeting date (14 <sup>th</sup> or 21 <sup>st</sup> June 2022) in liaison with TA   | WL            | Jan 2022       |
| 15.12.91           | Performance      | Data/Performance – Issue data report to governors  | WL            | Jan 2022       |
| 15.12.91           | Safeguarding     | Level 2 staff re-refresher training  | WL            | Spring 22      |
| 15.12.91           | External reports | Circulate Cathy Parkinson's reports on her curriculum deep dive reviews  | WL            | Spring 22      |
| 15.12.91           | Sports Premium   | Circulate the latest spend plans/analysis  | MH            | Jan 2022       |
| 15.12.91           | Budget           | Contact SBM peer group to establish experience and advise in contacting corporate organisations for CSR funding.   | TA            | On return      |
| 15.12.91           | Budget           | To update research on funding opportunities  | TA            | On return      |
| 15.12.91           | SDP              | Update SDP for governor allocation changes   | WL            | Jan 2022       |
| 15.12.91           | SDP/SEF          | To set up a governor session at school to review the SDP. SEF and Curriculum plans (suggestion of 27 <sup>th</sup> January 2022 4pm to be confirmed – WL | WL            | Jan 2022       |
| 15.12.91           | Training         | Safeguarding training for new governor LS  | WL/LS         | Spring 22      |
| 15.12.91           | AOB              | Review the MT Parish Neighbourhood Plan and provide a contribution from the school's perspective.  | ALL           | Jan 2022       |