



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

Date:	Wednesday 19th January 2022	
Time:	530pm	
Venue:	School	
Attendees expected	Clare Arnold (CA) Wendy Lyon (WL) Simon Kawycz (SK) Matt Huthinson (MH) Alison Cleary	Joint Chair (Co-opted Governor) Headteacher Co-opted Governor Co-opted Governr Staff Governor
In Attendance :	Rhona Kettle (RK) Julie Cox (JC)	Clerk Observer
Apologies:		
Absent:		

Reminder of the School development / Ofsted priorities

Quality of Education	MTVS's challenge of catching up (as with other schools) is to identify missed learning in each subject as a result of the pandemic
Quality of Education	Reading - To further develop children's habit, enjoyment and understanding of reading, towards becoming competent and fluent readers
Behaviours	As a result of covid19, and bubble restrictions, MTVS recognises that some of our behaviour and classroom systems need to be reinstated to ensure consistency and to enable our children to continue to feel safe and reach their potential.
Personal Development	To further develop an inclusive child-centred ethos with a particular focus on mental health, relationships and experience.
Leadership	Further improve leadership and management by continuing to develop the skills, knowledge and understanding of middle leaders and subject leads through a coaching and mentoring approach

Documents to be circulated ahead of or during the meeting here:

- Data update – including PP & SEND
- Catch up funding plan
- Policies – Admission, Peer on peer, School behaviour, Behaviour Principles and Written Statement, Complaints, Recruitment
- SEND update
- SEF Statement (Behaviours)

The meeting was quorate.

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion	Governors were welcomed to the meeting. No apologies were needed.
AGENDA ITEM 2	DECLARATION OF PERSONAL, PECUNIARY & EDUCATIONAL INTEREST
Discussion	There were not interests to declare.
AGENDA ITEM 3	DECLARATION OF ANY OTHER BUSINESS



Discussion	There were not any other business items raised.
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AGENDA ITEM 4	PART ONE MINUTES OF THE LAST MEETING (9.11.2021)
Discussion	Governors have received and reviewed the minutes
Decision	Minutes of the 9 th November 2021 meeting were approved as a true and accurate account of the meeting.

AGENDA ITEM 5	MATTERS ARISING
Discussion	<p>To confirm status of actions from previous meeting</p> <p>9.11.21 Meeting</p> <ol style="list-style-type: none"> 1. Complete review of Terms of Reference, present to governors at the next FGB – CA – COMPLETED 2. Focus on a SEF area each meeting to review in greater detail – WL - NOTED 3. Governor/staff meetings throughout the year to review SEF sections in more detail - ALL - COMPLETED 4. Share the enrichment tracker outcomes with the parents, such as in the newsletter- WL – CFWD to action by end of this term. 5. Share External Advisors Curriculum Review reports with governors – WL CFWD Meeting was re-arranged to 27 January 2022 6. Circulate list of assigned governors/lead teachers and teacher email addresses – WL COMPLETED 7. Arrange Teachers/Governors meeting in Spring 2022 – WL NOTED 8. Governors contact lead teachers and set up meetings at least once per term – ALL COMPLETED

AGENDA ITEM 6	PUPIL PROGRESS / DATA UPDATE 2021-22
Discussion	<p>Governors have received pupil data reports in advance of the meeting for them to review and consider. It was agreed that future reports would be enhanced to include the actions being taken.</p> <p>JC and WL highlighted some key areas of performance for governors awareness:</p> <ul style="list-style-type: none"> • Reading – some concerns over level of performance in the younger years, not surprising given that for Year 1 this is first full year of school . Action is being taken including encouraging reading including at home, using the Read Writing Programme and an additional teacher in Year 5 in Autumn to support learning and behaviour. • Maths – really positive results so far. Again Year 1 & 2 is main area needing additional focus <p>Q What can be done to help with catch-up? A Year 2 has been given a 2nd teacher e days a week, smaller groups and booster additional lessons.</p> <p>Q Are they missing other subject lessons for this catchup work? A No. School varies the times in the teaching calendar and only 20 minutes booster sessions.</p> <p>Q How is Year 6 looking like for SATS? A Current prediction of in the 80% which is a good level.</p> <p>JC advised that the school bought into the White Rose Programme and My Maths and</p>



	<p>SATS Companion products, where have all helped with catchup and during lock down for home teaching.</p> <p>Catchup Programme Governors were advised that the school continually reviews and adapts approach to best meet the needs being assessed. For example current focus on writing. The school's moderator for writing attended a networking event yesterday to keep up to date on best practice.</p> <p>Governors were advised that improving writing skills was another key target.</p> <p>School lead training is the approach being taken which is considered to be the most effective. .</p> <p>SK noted that he took assurance from the quality of the school's response to his active challenging of the data, and on behalf of governors he also thanked JC and all involved in the presentation today and the production of the data reports.</p> <p>Q When is the next assessment planned? A Carried out three times a year and the next time will be towards end of next term.</p>
Action	To include actions taken in future pupil data/performance reports- WL May 2022

AGENDA ITEM 7	IMPACT OF PUPIL PREMIUM, CATCH UP PREMIUM & SPORTS FUNDING ON LEARNING OUTCOMES (see Note 1 on page 2)
Discussion	<p>Catch-up Premium</p> <p>Governors noted that a draft Catchup Up Premium statement has been pre-circulated to them to review.</p> <p>Q Any reason this does not mention Read Writing ? A This is not being funded by catch-up funding, but rather other sources like PTA and The English Hub.</p> <p>CA fed back some detailed enhancements to the statement which were agreed, and WL agreed to update the statement before publishing.</p> <p>Governors commented that it was important to explain to parents how the Read Writing is a change in approach from the previous one of book banding. WL advised that the school is considering running a literacy open day, and a letter to all parents to explain these changes.</p> <p>Pupil Premium</p> <p>Alison presented an update to Governors. She highlighted that writing is where most pupils needed extra support. School is liaising with other schools on what their approaches are to share best practice. She advised currently covers 16 pupils plus 4 pupils on special support.</p> <p>Sports Funding</p> <p>Matt confirmed that nothing has notably changed since the detailed presentation at the last meeting.</p> <p>Q Have all funding sources been explored ? A Matt advised he believed he has as far</p>



	<p>as he is aware. SK volunteered to do some research to see if there were any other funding opportunities.</p> <p>MH advised that the KS1 play area refurbishment was due to start tomorrow after a delay, including new equipment. He advised this was funded by the PTA and Sports Council.</p>
Action	Research funding sources for school sports – SK asap

AGENDA ITEM 8	PLANS FOR EXAMS 2022
Discussion	<p>WL provided an overview to governors of the school's current plans for assessments.</p> <p>She confirmed that primary school assessments were going ahead as normal:</p> <ul style="list-style-type: none"> • EYFS were baselined in Autumn • Yr2 Phonics Autumn completed – 79% pass • Year 2 SATS, Year 6 SATS, Year 4 Multiplication are due end of this year • Year 1 Phonics <p>WL confirmed there are no plans to exclude any pupils at this stage. She added that some pupils have been identified that need some additional time to prepare and applications have been made for this to be given.</p> <p>WL noted that in previous years governors have been invited to observe the assessments and she would welcome that again. Governors confirmed they will support.</p> <p>A SATS evening for parents is also being set up.</p>

AGENDA ITEM 9	EXTERNAL ADVISOR UPDATE
Discussion	WL advised governors that an an ASIA visit (Associate School Improvement Advisor) is scheduled for 21 st January 2022 with Sharon Dean. The SIP visit with Kathy Parkinson has been rescheduled to 27 nd January 2022.
Action	To share reports from ASIA January visit and SIP January Visit – WL when available.

AGENDA ITEM 10	SEND UPDATE
Discussion	<p>MH's latest report on SEND has been pre-circulated to governors for their review. He confirmed that the funding appeal has been won so funding should be received in circa 6 weeks.</p> <p>MH advised he was currently reviewing the SEND register in detail with the other teachers to ensure pupils are correctly identified and needs assessed, as he feels from an initial review there may be some pupils who do not meet the criteria.</p> <p>Q What will you base that assessment on ? A MH commented that there are some inconsistencies across SENCOs on that criteria interpretation but that he will work closely with teaching staff to appropriately assess.</p> <p>Q Are the parents told if their child is on the register ? A Yes and they have the option to remove the child from the register.</p> <p>MH noted that some of the SEND children were exceeding in their performance. He</p>



	advised that the latest SEND report is also on the school website.
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AGENDA ITEM 11	SDP/CURRICULUM/SEF (Behaviour) UPDATE
Discussion	<p>It was noted that a meeting between staff and governors had taken place this afternoon which included discussions on the SDP action plan.</p> <p>WL noted a key focus of the SEF(School Self Evaluation was on behaviour, and she reported that the agreed actions were either completed or well advanced. WL advised that a newsletter has been issued to parents and behaviour training has been completed by all staff.</p>

AGENDA ITEM 12	ADMISSION UPDATE
Discussion	<p>Governors noted that the admissions policy has been circulated (see Agenda Item 15).</p> <p>WL updated governors on the current admission applications, noting the closing date of 15th January 2022. So far, the school has received 49 applications of which 24 are first choices, against a desired target of 30 pupil in-take. Governors noted this information.</p>

AGENDA ITEM 13	SAFEGUARDING
Discussion	<p>WL advised governors she has requested a safeguarding audit by CWAC as best practice, which is scheduled for 7th February 2022. WL advised governors they will wish to interview at least one governor and governors offered their support.</p> <p>It was noted that CA needs to sign off the safeguarding records.</p>
Action	To sign off safeguarding records on behalf of governors – CA by 7/2/22

AGENDA ITEM 14	GOVERNOR VISIT REPORTS
Discussion:	<p>Governors have attended school today to meet with subject leads. Topics covered included Science, Music, PE, Modern languages, RE.</p> <p>CA had also me with teacher Naomi to review RE approach and she also carried out a book review and lesson observation.</p> <p>Q As Naomi is leaving what is the plan for a replacement ? A An advertisement is about to be issued. CA agreed to support WL on the interviewing.</p> <p>Q What is the plans for a Music Lead ? A Looking to see if can source specialist tutor via the PTA through “Music for Life” initiative. WL has also planned a staff discussion on how to introduce this subject and any upskilling opportunities. Governors noted such a resource would provide a real boost to socialisation skills and general moral.</p> <p>CA and WL thanked all governors for visiting and meeting subject leads. CA also asked governors to provide brief written reports on their visits for the school governance records.</p>
Action	Governors to provide brief written reports of their school visits, including January - ALL



AGENDA ITEM 15	POLICY REVIEW / APPROVAL
Discussion	<p>The policies below have been updated and circulated ahead of the meeting to governors for their review:</p> <ol style="list-style-type: none"> 1. Admission 2. Peer on Peer 3. School behaviour 4. Behaviour Principles and Written Statement 5. Complaints 6. Recruitment <p>Governors discussed the policies.</p> <p>On the Peer to Peer policy governors WL asked their view on what school year to start sharing with pupils. Governors noted that it was a fine balance between timing of too soon versus actual need. WL advised staff have reviewed the policy and find it acceptable, and one proposal was to let different parts of the policy to be shared with different year groups. It was agreed that WL would write to parents to seek their views and encouraging them to feed back in person or in writing as to what they feel is appropriate.</p> <p>All other policies were agreed.</p>
Action	Peer on Peer Policy – engage with parents on ideas on which year groups to share policy with – WL February 2022

AGENDA ITEM 16	ANY OTHER BUSINESS
Discussion	<p>School Trips WL advised governors of a Year 5 & 6 overnight trip planned for 7th to 9th March 2022 to PGL's Borton Park. Currently working on resource planning and risk assessment. Parent briefing meeting and pack being arranged. Governors were supportive of the trip.</p> <p>Website audit Governors thanked SK for volunteering to lead the review of the website for compliance and also quality of experience. SK to be given access rights to website so he can update information on behalf of governors as required.</p>
Action	Give SK access to the school website so he can post information on behalf and about governors – TA January 2022.

AGENDA ITEM 17	DATE OF THE NEXT MEETING
	24 th May 2022 5.30pm

Part 1 of the meeting closed at 1930.



ACTION LOG

Raised	Topic	Action	By Who	By When
9.11.21	Data outcomes	Share the enrichment tracker outcomes with the parents, such as in the newsletter-	WL	End Spring Term
9.11.21	External Advisors	Share External Advisor SIP Curriculum Review reports with governors –Meeting was re-arranged to 27 January 2022	WL	When report available
19.1.22	Pupil data	To include actions taken in future pupil data/performance reports	WL	May 2022
19.1.22	Sports funding	Research funding sources for school sports	SK	Asap
19.1.22	External Advisors	To share reports from ASIA January visit	WL	When report available
19.1.22	Governor visits	Governors to provide brief written reports of their school visits, including January	Governors	Asap
19.1.22	Safeguarding	To sign off safeguarding records on behalf of governors	CA	Before 7/2/22
19.1.22	Policies	Peer on Peer Policy – engage with parents on ideas on which year groups to share policy with – WL February 2022	WL	February 2022
19.1.22	Website	Give SK access to the school website so he can post information on behalf, and about, governors.	TA	January 2022