



**Minutes of a virtual meeting of the Governing Body of Mickle Trafford Village School
held on 26th May 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	
Lucy Ward	
<u>Absent:</u>	
Ian Ford	
Neil Gordon	
<u>In attendance:</u>	
Tracy Averill	Associate Member, School Business Manager
Cat Oakes	Clerk to Governors
Matthew Hutchinson	SEND, Observer
Julie Cox	Deputy Headteacher, Observer

1. Apologies

Ian Ford and Neil Gordon had provided apologies for absence.

Resolved: That the apologies for lateness above be received.

2. Declarations of Interest

No declarations of interest were made specific to the business being discussed at the meeting.

It was noted that Julie Cox's husband did some contractual work for the school.

3. Minutes of the last meeting

Resolved: That the minutes of the Full Governing Body meetings held on 24th March 2021 be approved as a true record and signed electronically by the Chair.

Actions arising:

1. Governor advert to be sent to parents and placed in local press – the applications received will be circulated to Governors after the meeting.
2. Health and Safety review required – Headteacher and Ian Ford. Carried over.
3. Natalie Harrison to complete the Asset Register audit. Carried over.
4. PHSE Policy to be put on website – signed by Chair at the meeting.

4. SEND

The SEND report had been circulated to Governors for consideration before the meeting. Matthew Hutchinson (SENCO) was available at the meeting to answer questions.



A Governor suggested the SENCO visit local secondary schools to build links to assist with transition of year 6 pupils with SEND.

Mr Hutchinson reported that he was waiting to find out from the Local Authority whether the funding applications made had been successful.

Resolved: That the SEND report be received with thanks.

5. Curriculum review

The curriculum review had been circulated to Governors for consideration before the meeting.

The DHT informed Governors of the changes to the internal transition process for cohorts.

Resolved: That the curriculum review report be received with thanks.

6. Headteacher's Report

The Headteacher's Report had been circulated to Governors for consideration before the meeting.

The Headteacher reported 3 further safeguarding incidents.

The Headteacher informed that the school had received 5 Fair Access Requests from the Local Authority for children wishing to join the school. This would impact 4 classes and a detailed response had been provided. This would go to panel on 27th May and a decision would be reported.

Q: Have the incidents where pupils have required hospital attention needed any further action by the school?

HT: Both were considered accidents and a full report provided to the Local Authority.

Resolved: That the Headteacher's Report be received.

7. Attendance

The Headteacher informed that one pupil's attendance was causing concern and the Headteacher was going to speak to parents.

Q: Is the absence COVID related?

HT: No.

Governors were informed that FFT Aspire provided an attendance tracker which compared the school to other schools. This also allowed comparison of pupil groups.

It was noted that pupil attendance was above national average.

8. Present and discuss expected end of year budget position

The latest budget papers received on May 2021 had been circulated to Governors ahead of the meeting for consideration.



The SBM reported on the following:

- a) the expected carry forward for the current financial year was £50,734. This was however achieved by using the £90,000 carry forward from the previous budget. Deficit budget were predicted for the following 2 years of £16,644 and £84,146. This would require consideration.
- b) COVID funding being considered.
- c) Clubhouse income had been projected based on 147 pupils (current number of pupils) a week attending. This would produce a credit by the end of the financial year which would be put towards soft furnishings. Thereafter Clubhouse was expected to have on going credit balances.

Q: Will the school be running any holiday clubs?

HT: Over 2 weeks of the summer holidays the KS1 are will be having improvement work done so not possible.

DHT: Tennis Club are running a camp.

Matthew Hutchinson informed that the tennis club had requested access to the school field for their club. Governors discussed this and noted that insurance would be the tennis club's responsibility.

Action: SBM and the Headteacher to discuss charges for the use of the field by the external holiday club.

- d) Current staffing costs could not be sustained due to predicted deficit.

Q: What is the COVID catch up plan and timeline?

SBM: HT looking at NCP grant offer and this will be utilised to support pupils. This has already started.

The Headteacher informed Governors that she was exploring other options too. Governors felt using teachers/TAs would be positive to assist pupils as they were known to them. It was confirmed that the school had a year to spend the funding.

Q: What is the ClubHouse expected profit?

SBM: On predictions £1656. Future years on going profit will continue to be invested back into the Clubhouse.

Q: Overtime for TAs looks high?

SBM: This is for TAs doing Busy Bees and additional support for PPF pupils. This is not a cost to the budget as PPF is used.

Benchmarking

The SBM reminded Governors that benchmarking had been completed at the FGB meetings on 10th February and 24th March. Comparison of non-staff expenditure v DFE recommended national deals was however referenced in the SFVS and needed action. The SBM had therefore reviewed this and noted the previous benchmarking exercise had used 10 schools across the country with similar pupil numbers. There had been no concerns against these schools.

Governors were reminded that the school used Cheshire Ignite and Buying Hub recommendations where possible.



Resolved: That the 2021/22 budget be approved.

Action: Future years' predicted deficit to be considered as appropriate by Governors.

9. Complete and approve the SFVS

The SFVS had been completed by the SBM and Johnny Williamson.

Johnny Williamson informed that he was not able to upload the Excel spread sheet.

The SBM informed that the RAG data had been reviewed as part of the SFVS completion. This was to track and monitor the school against national deals. The school compared as green for all areas.

Governors noted the recommendation to look at the pupil : teacher ratio. The SBM felt that the ratio could be justified.

It was also noted that the overspend in the current financial year was alerted as amber. This would be considered further due to future predicted deficits.

Resolved: That the SFVS be approved and submitted to the Local Authority.

10. Premises

Governors were informed that quotes were being obtained for decorating classrooms, grass under climbing frames and electrical work to the library as this had been turned into a Year 1 intervention area.

The Headteacher informed Governors that the new Police House had taken fencing away. Temporary fencing had been put in place and a permanent solution needed to be considered.

Q: Where will the budget for the work come from?

SBM: DFC funds.

POLICIES

11. Policy review

Resolved: That the following policies be received for information:
Teacher Initial Training

12. Receive any urgent action taken be the Chairs

No urgent action had been taken.

13. Date of the next meeting

The next meeting will be held on 8th July 5:30pm.

14. Training

Governors were reminded that they could access Edsential, Ignite and School Bus training resources.

SIGNED.....

DATED.....

Mickle Trafford Village School
Full Governing Body meeting, 26th May 2021



Julie Cox and Matthew Hutchinson left the meeting

Actions

1. Governor applications to be considered.
2. Health and Safety review required – Headteacher and Ian Ford.
3. Natalie Harrison to complete the Asset Register audit.
4. Headteacher and SBM to consider charges for the use of the school field.
5. Future year estimated deficits to be considered by Governors.