



MINUTES PART 1 FULL GOVERNING BOARD MEETING MICKLE TRAFFORD		
Date	28th June 2022 at 17.30pm	
Venue	Shrewsbury Arms (Changed to the school)	
Present	Natalie Harrison (NH) Wendy Lyon (WL) Linda Peate (LP) Yvette Brindle (YB) Mat Hutchinson (MH) Leslie Smith (LS) Alison Cleary (AC) Sean Herbert (SH)	Joint Chair (Co-opted Governor) Headteacher Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Staff Governor Parent Governor
Apologies	Tracy Averill (TA) Anouska Youds (AY) Clare Arnold (CA) Simon Kawycz (SK)	Associate Member and SBM Parent Governor Joint Chair (Co-opted Governor) Co-opted Governor
In attendance	Julie Cox (JC) Annette Jones	Observer Clerk

The meeting was Quorate

The meeting started at 17.40

AGENDA ITEM 1	WELCOME AND APOLOGIES FOR ABSENCE
	Apologies were received and accepted from Tracy Averill (TA), Anouska Youds (AY) Simon Kawycz (SK) and Clare Arnold (CA).

AGENDA ITEM 2	DECLARATIONS OF INTEREST
	JC declared that she is a Director of Leaswood Landscaping. WL asked for approval for the landscaping quote as it is under £5,000. This was agreed.
Decision	The landscaping quote under £5,000 was agreed.

AGENDA ITEM 3	DECLARATION OF ANY OTHER BUSINESS
	There were no other Items of Business.

AGENDA ITEM 4	PART ONE MINUTES OF THE LAST MEETING (16th March 2022)
Discussion	Minutes of the previous meeting on 16 th March 2022 have been circulated to governors in advance of the meeting for their review. The governors reviewed the minutes and confirmed they were approved.
Decision	The minutes of the meeting on the 16 th March 2022 are approved as a true record.

AGENDA ITEM 5	MATTERS ARISING
Discussion	The actions log was reviewed and status of some items discussed as noted below. Those not completed have been carried forward and remain on the log (See Action Log at end of the minutes)



- Governors to send impact to chair who will send a letter to parents. This would include new appointments, resignations and Governor impact, **Postscript – to update status of safeguarding and then publish. Completed March 2022.**
- Update the GIAS and school website for latest governor’s details (new governors AY, SH) **Updated with new govs and confirmed every 60 days.**
- LA governor vacancy recruitment process. **Postscript – no one on LA waiting list so school can advertise. On-going** – the LA Governor vacancy was discussed. It was agreed to advertise locally for someone who is employed by the LA. WL to share with the Cluster Headteachers. An advert is to be prepared, shared with **Governors and then sent out.**
- Skills audit questionnaires complete and return to NH – **Postscript – awaiting LP and AY.**
- Level 2 staff re-fresher training. **L2 training mop up completed 23.6.2022 – all staff due for renewal planned for Inset day 1.9.2022.**
- Contact SBM peer group to discuss any experience in contacting corporate organisations for CSR funding. **Deferred as an action for TA.**
- To update research on funding opportunities - **Post-script cfwd to summer 2022 Deferred as an action for TA.**
- Safeguarding training for new governors (LS, AY, SH) and refresher for other governors, **LS Safer Recruitment, How to become a trusted adult to engage, encourage and support/primary, YB L3 CWAC Safeguarding. SH L3 CWAC Safeguarding.**
- Review the MT Parish Neighbourhood Plan, provide input from the school's perspective. **LS reported back that there was no housing impact on the school to report.**
- New Governor Training for new governors (LS,AY,SH) **LS An introduction to school Governance completed by SH and LS. Check whether AY has completed.**
- Complete visit report template for school visits reported to the governors in March meeting. **Completed.**
- Debtors chase letters be issued this week, aged debtor report be provided to Chairs of Governors. **Completed, the balance is now £1,567. The governors extended their thanks to NMc and HH.**
- Pre-school surplus – check the school overhead/cost re-charges are sufficient. Review outcome of governors’ approval to increase recharges to Clubhouse. **Deferred as an action for TA.**
- Finalise the SFVS and circulate to governors to approve before submission. **Completed.**
- Set up and trial governance document storage capability, and review in the Summer - (as an alternative to Governor Hub Service (£195pa). **Discussion took place regarding the pros and cons of Google Docs verses Governor Hub. LS requested some training on using Google Docs. It was agreed that NH would provide LS with training, Governor Hub would be trialled in September and SH would demonstrate Gov Hub at the next FGB meeting.**

Action	NH to provide LS with some training on using Google Docs.
Action	Set up and trial Governor Hub Service (£195pa) TA/Chairs.
Action	Governors to observe a demonstration on Gov Hub. SH.

AGENDA ITEM 6	BOARD GOVERNANCE
Discussion:	<ul style="list-style-type: none"> • Membership and/or vacancies to address. LA Governor vacancy covered in Matters Arising. Staff vacancy from September – WL reported that an election would take place before the end of term.



	<ul style="list-style-type: none"> • The dates and time of meetings was reviewed, agreed and published on Google Docs. It was agreed that YB would join the Curriculum Committee. • The review of Google Documents as a hub for Governor information was covered in Matters Arising. • The governor school visit schedule is to be agreed on the Vision Inset Day. • There was no Chair's Action since the last meeting.
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AGENDA ITEM 7	GOVERNOR TRAINING REQUIRED/ATTENDED
Discussion:	Covered in Matters Arising.

AGENDA ITEM 8	GOVERNOR VISITS/MONITORING REPORTS
Discussion:	LP reported back on her visit to observe the SATs Administration. She reported that it was very well managed, secure and well controlled.

AGENDA ITEM 9	HEAD TEACHER REPORT / OTHER REPORTS
	<p>The Headteacher's Report to Governors June 2022 was shared in advance of the meeting via Google Docs, this included:</p> <ul style="list-style-type: none"> • Class & staffing structure current and provisional for Sept 2022 • Safeguarding update, including behaviour • Incidents to report • School Trips, including residentials (Enrichment tracker) • Pupil & Staff wellbeing update <p>Questions were invited in advance of the meeting and answered and recorded within the shared drive on Google Docs. These were highlighted in the meeting.</p> <p>NH expressed her thanks and appreciation of the report especially in relation to pupil feedback on procedures and involvement. The pupil voice element was valuable and the chair found the report very good.</p> <p>Q NH Asked if the school required any support with the TAF. A WL Replied not currently.</p> <p>WL highlighted absence data with the FFT at 13.1 as a national average during lockdown. Although WL had emailed the EWO service they do not have the current data. Persistent absence is now lower, closely monitored and procedures followed with letters going out.</p> <p>Residential visits were discussed, the SLT had reviewed the visits in light of the rising cost of living. The proposed changes were outlined as: Year 4 – 1 night away. Year 6 – 2 nights at PGL, if done at a different time of year the cost goes up. Years 3 and 5 – in-school sleep over (workshop based).</p> <p>Q NH Asked if the school received feedback from parents. A WL Replied that a survey could be sent to parents to capture their views.</p> <p>Discussion took place regarding inclusivity and making trips affordable for parents.</p> <p>Q MH Asked if a survey resulted in concerns – how would they be addressed? A NH Replied that governors would review the outcomes and agree how to deal with them.</p>



	<p>It was agreed that a survey would be produced which would include asking parents and pupils what activities/themes would interest them.</p> <p>Discussion took place with regard to 'hard to reach' families and consideration of neighbours. It was agreed to factor these into the plans.</p>
Action	To produce a survey for parents and pupils asking for their views and feedback on residential activities. (NH and WL)

AGENDA ITEM 10	COMMITTEE REPORTS FROM COMMITTEE CHAIRS
Inform & Discuss	<p>Staffing Curriculum and Safeguarding Committee (<i>Minutes available on Google Drive</i>) As CA had given her apologies there was nothing further to report.</p> <p>Finance, Premises, Health & Safety (<i>Minutes available on Google Drive</i>) NH</p> <ol style="list-style-type: none"> Year-end budget outturn 2021-22 - had been discussed at the committee. Analysis of reserves/claw back plans – an interim budget report with changes in finance had been shared with some staff changes. Approval of new budget 2022-23 – the budget was approved. Budget planning 2022-23 Financial requests requiring governors' approval above the Headteacher or SBM's delegated spending limits approved by the committee – music provision and spend for implementing lockdown procedures were agreed.
Decision	The 2022-23 Budget with changes was approved by the FGB.
	<p>Decisions referred to FGB from the FPH&S Committee:</p> <ul style="list-style-type: none"> To receive a profit and loss report on the Club House (TA). Deferred To review the Terms and Conditions and discuss and agree the Club House Fees for 2022/23. Deferred. <p>Discussion took place with regard to the use of the Clubhouse. The challenge questions from CA were noted and recorded within the Google Docs. WL has spoken to the Brownies and reported that Brownies at the school goes back 30 years and has provided community continuity which could be lost if they were charged. The Caretaker is paid overtime during the Brownies meetings but uses this time to carry out maintenance work and would need to be paid at another time to do this work. The Brownies have offered to donate to the school through fundraising activities, in-kind. This was agreed.</p>
Decision	To advise the Brownies they can continue with donations through fund raising.
	<p>SR Football and CEPD were discussed. WL reported that the school would be the only school charging them and there is a concern that the school could lose their services. The relationship and buy back was acknowledged as excellent and it was agreed to maintain clubs for pupils.</p> <p>Digital Wizards and Mad Science are charged as they're profit making organisations delivering activities for 6 weeks. WL requested that governors permit the headteacher's discretion to charge a nominal fee ensuring that costs are covered and pupils benefit. This was agreed.</p>
Decision	Headteacher's discretion to be applied to cover costs and ensure inclusivity for pupils in school clubs.
	<p>Governors were invited to decide on whether the school continues with School Direct longer term.</p> <p>JC updated governors on the changes to School Direct and the impact it is having on her time. The future of the programme, its benefits and viability were discussed. It was recommended</p>



	that after 2022-23 the School Direct programme is stopped and the school will focus on the links with Chester University to retain all the benefits of Teacher Training within the school.
Decision	It was agreed to cease School Direct after 2022-23 and focus on links with Chester University.
	<ul style="list-style-type: none"> To receive feedback from CWAC regarding the viability of the proposal to set up a school charity. (TA) Deferred. To decide as to whether to set up a school charity. Deferred.

AGENDA ITEM 11	PUPIL STANDARDS AND DATA UPDATE
	<p>A report on pupil progress and attainment was shared in advance of the meeting on Google Docs.</p> <ul style="list-style-type: none"> KS2 SATs - predicted results are good. The results will be published on the 5th of July. The school is confident the pupils are ready for High School. <p>Q LS Asked whether some parents take up private tutoring. A WL Replied that some do.</p> <ul style="list-style-type: none"> Reception: Reading 94%, Writing 80%, Mathematics 83%. KS1 results – WL reported that there are parent evenings for pupils not achieving. Year 2 End of KS1 Data - 55-60% pass rate. The tests are the same as 3 years ago, no allowances have been made for Covid and some thresholds have gone up. Writing 52%, Mathematics 66%. There has been a huge amount of work to support pupils and they are still tracked closely. The aim is to close the Covid gap by the end of Year 4. Parents will be invited in and the school will explain that they have made progress and how parents can support learning. Y1 Phonics - 93% passed which was a fantastic result and congratulations were passed to AC. 5 out of 6 pupils in Year 1 who didn't pass have now passed in Year 2. 1 pupil is SEN. EYFS data – 97%, a strong cohort coming through. Vocabulary tests are used early on to capture pupils with lower vocabulary skills. There may be an impact from home learning during Covid. Attendance – some pupils with persistent absence have additional needs. The school is working with the parents. A chickenpox outbreak is having an impact. Punctuality – 5 flagged as persistent late. 3 out of the 5 are SEN and have appointments which impact on punctuality. Lateness has improved. Wake-up, shake-up is offered.

AGENDA ITEM 12	SCHOOL DEVELOPMENT PLAN UPDATE
	<p>Governors were invited to join Inset Vision Day 21.7.2022 10.30-12.30pm to review the School Development Plan and meet with senior leaders to set high-level objectives for next year.</p> <p>The School Development Plan is available on Google Drive and governors were asked to review in readiness for the Inset Vision Day.</p> <p>WL reported that 2 Inset days were planned to review data, surveys and information then the second day to create the vision.</p> <p>NH confirmed attendance virtually, LS confirmed attendance in school, YB & LP not available.</p>



Action	Governors who are unable to attend the Inset Vision Day to contribute through the circulation of a draft following the Inset days.
Action	Lead teachers to meet link governors and share plans by half term.

AGENDA ITEM 13	WHITE PAPER
	The impact on the school of the government's White Paper regarding academisation has been identified as a piece of work for the summer holidays. A webinar presentation will be viewed and shared.
Action	WL to view the White Paper Webinar presentation and share the findings with governors.

AGENDA ITEM 14	NEW SCHOOL UNIFORM GUIDANCE - DfE
	Discussion took place with regard to the DfE guidance on school uniform. Governors: <ul style="list-style-type: none"> • Reviewed the school's uniform policy and agreed it. • Discussed second-hand uniforms and agreed that parents would be contacted regarding pre-loved uniform. • It was agreed that refugee pupils would be gifted uniform to support the families.
Decision	Governors agreed the School Uniform Policy.
Action	WL to publish the school uniform policy on the website and talk to TA regarding renewing SLAs with suppliers every 5 years.

AGENDA ITEM 15	SEND UPDATE
	<p>The SENDCO Report was shared in advance of the meeting on Google Docs. The chair felt it was a very good report. MH highlighted aspects of the report: It has been a positive year with applications for EHCPs being successful. A Band B pupil is leaving which will impact on the funding available. There is one EHCP Needs Assessment in progress and 1 parental application that's gone to appeal.</p> <p>Another EHCP application awaits parent's comments prior to submission. Another application for top-up has been declined and MH is investigating why it has been declined.</p> <p>Q LS Asked whether the year 4 figure of 10 was correct. A MH Replied yes, and reported that it was still below national figures. 1/3rd of all pupils in the school are identified as SEN but not necessarily of a high need. The school is aware of pupil's needs and will track.</p> <p>Dyslexia screening and assessment is very expensive for parents at £500/600 per pupil. As a result, the school supports some pupils in terms of screening in readiness for High School.</p> <p>MH reported that the SENDCo time is staying the same. LW is providing emotional support which is really benefitting the school. Pupils are calming down before returning to class from the playground.</p> <p>NH mentioned practice from My Happy Mind where a calming room with an inviting environment was made available to pupils. Discussion took place regarding involving more pupils in provision for emotional support and reinstating the Golden Table. The Clubhouse room could be enhanced to provide a suitable environment. The Mental Health Grant could be used.</p> <p>NH thanked MH for his report.</p>



AGENDA ITEM 17	CYBER SECURITY
	WL reported that CWaC's IT services were brought in and they managed the security and Firewall. They also provided advice as and when it was needed.

AGENDA ITEM 18	POLICIES AND PROCEDURES
Decision	Governors reviewed and agreed the Accessibility Plan.
Action	NH to sign the Accessibility Plan and WL to publish on the website.

AGENDA ITEM 19	Any Other Business & Items for next meeting
Discussion:	<p>Safeguarding</p> <p>WL reported that following a Safeguarding visit in the Spring Term (January 22) the Section 175 audit was completed and submitted on the 4th April 2022. This is published on the drive for governors to review and is updated every year.</p> <p>The arrangements of Safeguarding training for governors in light of requirements of the new KCSiE from September were highlighted.</p> <p>WL notified that Safeguarding Training is available for governors via the National College and governors were asked to look out for updates.</p> <p>It was noted that there is now a 5-day transition for safeguarding information between settings for in- year transfer.</p> <p>Next meeting:</p> <ul style="list-style-type: none"> - Budget 22-23 update and financial forecast. - Review and publish details of the PE and Sport Premium funding - Monitor recovery premium funding - Board effectiveness - Pupil standards and data update 2022 - Successes & celebrations

AGENDA ITEM 20	DATE OF NEXT MEETING/S
Discussion:	01.12.2022 at 5:30pm

Governors formally thanked AC for being a staff governor.

The meeting closed at 19.30 MH and AC left the meeting Part 2 discussion continued.

MICKLE TRAFFORD FGB PART 1 - 16th March 2022				
ACTION LOG				
Raised	Topic	Action	By Who	By When
4.11.91	Membership	LA governor vacancy recruitment process - school to advertise.	WL/NH/CA	Summer 2022
4.11.91	Skills	Skills audit questionnaires complete and return to NH	LP and AY	Summer 2022
15.12.91	Safeguarding	Level 2 staff re-fresher training	WL	01.09.2022



15.12.91	Budget	Contact SBM peer group to discuss any experience in contacting corporate organisations for CSR funding.	TA	Autumn 22
15.12.91	Budget	To update research on funding opportunities	TA & NH	Summer 22
16.3.22	Training	To check with AY to confirm whether she has completed Induction Training.	WL/NH	Summer 22
16.3.22	School visits	Complete visit report template for school visits reported to the governors in March meeting	All	March 2022
16.3.22	Finance - debtors	Continue with debtor's letters.	TA	Ongoing
16.3.22	Finance – Clubhouse recharges	Pre-school surplus – check the school overhead/cost re-charges are sufficient. Review outcome of governors' approval to increase recharges to Clubhouse	TA	Autumn 2022
28.06.22	Governance records	NH to provide LS with some training on using Google Docs.	NH	Autumn 2022
28.06.02	Governance records	Set up and trial Governor Hub Service (£195pa)	TA/Chairs	Autumn 2022
28.06.22	Governance records	Governors to observe a demonstration on Gov Hub.	SH	Autumn 2022
28.06.22	Residential Visits	To produce a survey for parents and pupils asking for their views and feedback on residential activities. (NH and WL)	NH / WL	Autumn 2022
28.06.22	School Development Plan	Governors who are unable to attend the Inset Vision Day to contribute through the circulation of a draft following the Inset days.	YB & LP	First Autumn half term
28.06.22	School Development Plan	Lead teachers to meet link governors and share plans by half term.	All	First Autumn half term
28.06.22	White Paper	WL to view the White Paper Webinar presentation and share the findings with governors.	WL	First Autumn half term
28.06.22	School Uniform	WL to publish the school uniform policy on the website and talk to TA regarding renewing SLAs with suppliers every 5 years.	WL/TA	Before the end of the summer term.