



**MINUTES of PART 1  
OF THE FULL GOVERNING BODY MEETING  
OF MICKLE TRAFFORD VILLAGE SCHOOL**

<b>Date:</b>	<b>Wednesday 16<sup>th</sup> March 2022</b>	
<b>Time:</b>	<b>5.30pm</b>	
<b>Venue:</b>	<b>Hybrid</b>	
<b>Attendees present:</b>	Natalie Harrison (NH) Clare Arnold (CA) Wendy Lyon (WL) Linda Peate (LP) Yvette Brindle (YB) Matt Hutchinson (MH) Leslie Smith (LS) Simon Kawycz (SK) Alison Cleary (AC) Anouska Youds (AY) Sean Herbert (SH)	Joint Chair (Co-opted Governor) Joint Chair (Co-opted Governor) Headteacher Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Staff Governor Parent Governor Parent Governor
Co-opted Governor	Rhona Kettle (Clerk) Julie Cox (JC) Tracy Averill (TA)	Governance Clerk Observer Associate Member and SBM
<b>Apologies:</b>		

*The meeting was quorate*

**DOCUMENTS CIRCULATED/TABLED FOR MEETING:**

Minutes of the Previous Meeting  
Head Teachers Report  
Policies/Procedures – GDPR/Data Protection, Serial and Persistent Complaints, Staff and CWAC Code of Conduct, Procedures for dealing with allegations of abuse against staff, Statement of Internal Control

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	Chair welcomed all to the meeting and extended a special governor to new parent governors Anouska Youds and Sean Herbert.

<b>AGENDA ITEM 2</b>	<b>DECLARATIONS OF INTEREST</b>
<b>Discussion:</b>	There were no changes to declarations previously made. NH declared an interest in the services proposal from Happy Minds, which is to be discussed in this meeting, for whom she is an employee.

<b>AGENDA ITEM 3</b>	<b>DECLARATIONS OF ANY OTHER BUSINESS</b>
<b>Discussion:</b>	Requests were received for the following to be included in any other business: <ul style="list-style-type: none"> <li>● My Happy Mind children’s wellbeing services proposal (NH)</li> <li>● Governor Hub database proposal</li> <li>● Brownies’ use of school facilities</li> </ul>



- External clubs charging policy.

**[17:51 Clare joined the meeting]**

<b>AGENDA ITEM 4</b>	<b>PART ONE MINUTES OF THE LAST MEETING (15<sup>th</sup> December 2021)</b>
<b>Discussion</b>	Minutes of the previous meeting on 15 <sup>th</sup> December 2021 have been circulated to governors in advance of the meeting for their review. The governors reviewed the minutes and confirmed they were approved.
<b>Decision</b>	The minutes of the meeting on the 15 <sup>th</sup> December 2021 are approved as a true record.

<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING FROM LAST MEETING</b>
<b>Discussion:</b>	The actions log was reviewed and status of items discussed. Those not completed have been carried forward and remain on the log (See Action Log at end of the minutes)

<b>AGENDA ITEM 6</b>	<b>GOVERNING BODY MEMBERSHIP UPDATE</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>o Vacancies update</li> <li>o Two parent governor vacancies filled -Anouska Youds (AY) and Sean Herbert (SH), who joined their first meeting tonight.</li> <li>o LA Governor – vacancy remains.</li> <li>o Skills audit</li> <li>o The governors reviewed the results of the recent skills audit (with two questionnaires still to be received) and concluded there was reasonable coverage.</li> </ul>

<b>AGENDA ITEM 7</b>	<b>GOVERNOR TRAINING REQUIRED/ATTENDED</b>
<b>Discussion:</b>	Governors reviewed training requirements, and the following were identified: <ul style="list-style-type: none"> <li>o New governor training – LS, AY, SH</li> <li>o Safeguarding – LS, AY, SH plus refresher needed for all others (except YB and WL)</li> </ul>
<b>Action</b>	Organise New Governor Training and Safeguarding training – WL/TA

<b>AGENDA ITEM 8</b>	<b>GOVERNOR VISITS/MONITORING REPORTS SINCE LAST MEETING</b>
<b>Discussion:</b>	Governors updated the meeting with recent visits to school. NH updated on a reading and writing visit, LS on history and geography, YB on languages and sciences, NH on SEND. LP advised governors she is due to attend a SEND meeting with AC next week, and AC has a meeting on Friday on the website. Written reports have been circulated or are to be prepared.
<b>Action:</b>	Prepare a written report on school visit using the report template – All relevant governors

<b>AGENDA ITEM 9</b>	<b>CHAIR'S ACTION</b>
<b>Discussion:</b>	It was confirmed that there have been no Chair's actions on behalf of governors since the last meeting.

<b>AGENDA ITEM 10</b>	<b>COMMITTEE REPORTS FROM COMMITTEE CHAIRS</b>
<b>Inform &amp; Discuss</b>	<b>Staffing Curriculum and Safeguarding Committee</b> last meeting was reported on, including: <ul style="list-style-type: none"> <li>a) Discussion on latest performance data</li> <li>b) Catch-up focus and actions being taken</li> </ul>



	<p>c) DFE funding have widened criteria for reading</p> <p><b>Finance, Premises, Health &amp; Safety</b> last meeting was reported on, including</p> <p>a) Club House letting charges reviewed, discussed funds allocations (eg IPADS)</p> <p>b) Asset register review completed with satisfactory results; LS report circulated</p> <p>c) Premises walk around has been carried out by LS. Results were generally acceptable. There is brickwork along School Lane that requires a review by a structural engineer for risk of falling, and the HSE report mentions the gate for which the school is awaiting a structural engineer to assist. Fascia boards above the Main entrance are in need of repair. LS has circulated his report.</p> <p>b) Whistle Blowing policy was mentioned to staff on Inset Day 1<sup>st</sup> September 2021 and it is also included in school code of conduct issued in March.</p> <p><b>Pay Committee</b> - nothing to report</p>
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AGENDA ITEM 11	HEADTEACHER'S REPORT / OTHER REPORTS
<b>Discussion:</b>	<p>The Headteacher's report has been circulated to governors in advance of the meeting for their review.</p> <p>NH has raised questions from the report directly to WL, who has responded satisfactorily.</p> <p>WL reported the school was back into COVID 2 measures in 3 classrooms, and the risk management plan was operational.</p> <p>Attendance records were discussed. MTVS is 2 % better than the FFT National Average. Circa 7% (14 children) persistent absences and these have been analysed in detail, and they have a range of reasons (Covid, hospital appointments, family circumstances, authorised holidays). WL reported there were 3 children/families where there are real concerns, and these are being followed up actively.</p> <p>WL highlighted that the safeguarding audit from Cheshire SCIE team is scheduled for 21 March 2022 and the report will be circulated when available.</p> <p>CPD recording systems are enhanced so can now also include any personal research and reading.</p> <p>She drew governors' attention to reports from 2 external advisors, Sharon Dean Associate School Improvement Advisor (ASIA) who visited 21 January 2022, and Cathy Parkinson School Improvement Partner (SIP) who carried out deep dive visit on 10<sup>th</sup> February 2022.</p> <p><b>SENCO Report - MH</b> MH updated governors on the current SEND position. He advised following a review the register has been updated to more accurately reflect the current needs position. TA is chasing funding for one child. A new TA <del>employed</del> is working in Year 5</p> <p><b>Sports Funding – MH</b> MH updated governors on the current spending plans, which have circa £2.5k left to spend likely on KS2 equipment and storage. Next year plans include path update, more KS2 equipment and possible clubs support.</p> <p><b>Pupil Premium Report – AC</b> AC updated governors on the current status. Assessments currently underway and working on analysis of costs, relating to 17 children.</p>



<b>AGENDA ITEM 12</b>	<b>EXTERNAL SCHOOL APPRAISAL REPORTS</b>
<b>Discussion</b>	<p>Reports from 2 external advisors have been circulated to governors. WL discussed with governors the key highlights from the reports which were positive and very constructive:-</p> <p>a) Sharon Dean Associate School Improvement Advisor (ASIA) who visited 21 January 2022</p> <p>b) Cathy Parkinson School Improvement Partner (SIP) who carried out deep dive visit on 10<sup>th</sup> February 2022.</p> <p>Governors thanked staff for supporting those visits. JC commented on behalf of the staff that these visits have been very helpful to staff, and the deep dives in particular were a very cost-effective training and support tool for teachers.</p> <p>WL advised that the CWAC Safeguarding Audit has been rescheduled to 21.3.2022 due to COVID.</p>

<b>AGENDA ITEM 13</b>	<b>SCHOOL SELF EVALUATION UPDATE</b>
<b>Discussion</b>	The latest SEF has been circulated to governors ahead of the meeting. Governors reviewed the SEF and approved it.
<b>Decision</b>	SEF is received and approved.

<b>AGENDA ITEM 14</b>	<b>FINANCE (SBM)</b>
<b>Inform &amp; Discuss</b>	<p>A number of finance papers have been circulated to governors ahead of the meeting, including the latest 2021/22 budget outcome forecast, and a three year budget forecast to 2023/24. TA gave the highlights to the governors in the meeting and took questions.</p> <p>The actual results for 2021/22 were a £22.6k in year surplus and carried forward balance of £90.9k. 2021/22 forecast s £7.2k surplus with £98.2k carry forward, 2022/23 £(26.3)k shortfall with carry forward £71.9k. 2023/24 £(40)k shortfall and £31.7k carry forward.</p> <p>TA noted that the 2022/23 budget as presented has been signed off by the Finance Committee, and the governors noted their approval.</p> <p>TA presented the latest results on the Club House, noting numbers still not quite at pre-Christmas levels but thought likely due to COVID and still generating a surplus.</p> <p>Governors have received a debtors report for the end of March which was discussed. Outstanding debt totals £727 but that includes some future bookings for Easter etc. Governors asked that chase letters be sent out this week as an urgent matter, and the Chairs of Governors requested an aged debtors report asap.</p> <p>TA updated governor's that the schools fund audit carried out is for the financial year not the academic year as previously.</p> <p>Governors discussed the current surplus in the clubhouse, and agreed they wish to consider how that can be used for the benefit for the school. TA agreed to review the school overhead/cost re-charges to the clubhouse to ensure they were adequate.</p>



<b>Decision</b>	The budget presented for 2022/23 was approved.
<b>Action</b>	Debtors chase letters be issued this week, and an aged debtor report be provided to Chairs of Governors asap – TA asap Clubhouse surplus – check the school overhead/cost re-charges are sufficient. Review outcome of governors' approval to increase recharges to Clubhouse – TA May 2022

<b>AGENDA ITEM 15</b>	<b>SCHOOL FINANCIAL VALUE STATEMENT (SFVS)</b>
<b>Discussion</b>	<p>It was noted that the governors skills audit has been largely completed and the results were presented by TA. Governors concluded that the breadth of skills was satisfactory.</p> <p>The Terms of References for FGB and sub-committee were also reviewed as part of this process and it was noted they were approved.</p> <p>The SFVS statement is very nearly completed, with NH playing an active role on behalf of governors reviewing the document. NH confirmed that she will email to governors the final version for their approval before submission (deadline 31<sup>st</sup> March 2022).</p> <p>It was agreed in future years the governor input would be split out amongst governors to share the workload.</p>
<b>Decision</b>	Terms of references of governor meetings are approved. Skills audit is a satisfactory result. NH will complete the review of SFVS and sign off on behalf of governors. The governor input role in SFVS will be shared by several governors to spread workload.
<b>Action</b>	Finalise the SFVS and circulate to governors to approve before submission - NH

<b>AGENDA ITEM 16</b>	<b>WEBSITE COMPLIANCE</b>
<b>Discussion:</b>	WL advised that the ASIA confirmed that the school website is compliant. It was noted that SK and AC are now reviewing the website for user friendliness.

<b>AGENDA ITEM 17</b>	<b>POLICIES FOR REVIEW/APPROVAL</b>
<b>Discussion:</b>	<p>The following policies/documents have been circulated to governors for approval, and the governors confirmed their approval of:-</p> <ul style="list-style-type: none"> <li>● GDPR/Data Protection</li> <li>● Serial and Persistent Complaints</li> <li>● Staff and CWAC Code of Conduct</li> <li>● Procedures for dealing with allegations of abuse against staff</li> <li>● Statement of Internal Control/Manual of Internal Financial Procedures</li> </ul> <p>It was agreed that in future policies to have a list of specific names against roles at the end of the document, so that any changes in names can be more easily updated.</p> <p>LS suggested that, unless a statutory requirement/policy, governors should not be required to approve any policies if no changes have been made, albeit it is good practice to confirm in the minutes to whom and when issued. He suggested governors' reviews for non-statutory could then be say every 3 years.</p> <p>Sub-committees have approved a number of policies which they confirmed to the FGB. The FGB ratified those approvals :-</p>



	<p>FYI Other policies reviewed by sub committees to be ratified :-</p> <ul style="list-style-type: none"> <li>● SCS 19<sup>th</sup> January 2022</li> <li>● Admissions</li> <li>● Peer on Peer</li> <li>● School Behaviour</li> <li>● Behaviour Principles and written statement</li> <li>● Complaints</li> <li>● Recruitment</li> <li>● FPHS – 14<sup>th</sup> February 2022</li> <li>● Instrument of Governance/Code of Conduct</li> <li>● Health and Safety Policy</li> <li>● Governors Allowance &amp; Expenses</li> <li>● Contractors Policy</li> <li>● Staff and CWAC Code of Conduct</li> <li>● Bad debt policy</li> <li>● Freedom of Information</li> <li>● Scheme for Financing Schools and Scheme Specific Financial Regulations</li> <li>● Critical Incident Plan</li> </ul>
<b>Decision</b>	Policies approval by sub-committees are ratified by the FGB. Policies and documents presented to the FGB for approval are approved.

**[18:58 NH left the meeting, CA took over as Chair of the meeting]**

<b>AGENDA ITEM 18</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	<p><b>Happy Minds services proposal</b> Governors decided to cover this in Part 2 of the meeting</p> <p><b>Brownies club &amp; External clubs charging</b> Pricing structure was discussed with TA and agreed.</p> <p><b>Governor records database</b> Governors discussed the option to sign up to Governor Hub governance database service (£195 pa). Governors decided to trial using Google instead and review again in the Summer</p> <p><b>List of local buildings of significance</b> LS drew to the governors' attention that a list of local buildings of heritage significance is being created by CWAC Cheshire East and Halton. Governors approved LS to request the school be entered on the list (re the front of the building)</p>
<b>Action:</b>	Set up and trial governance document storage capability on Google, and review in the Summer - (alternative to Governor Hub Service (£195pa)) - TA/MTVS Chairs by May 2022

<b>AGENDA ITEM 18</b>	<b>DATE OF NEXT MEETING</b>
<b>Discussion:</b>	All at 5.30pm



SCS 24<sup>th</sup> May 2022  
 FPHS 14<sup>th</sup> June 2022  
 FGB 28<sup>th</sup> June 2022 – to be combined with a social event (Shrewsbury Arms)

**Part 1 closed at 19:19**

**MICKLE TRAFFRORD FGB PART 1 - 16<sup>th</sup> March 2022  
 ACTION LOG**

<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, <b><i>Postscript – to update status of safeguarding and then publish</i></b>	CA/NH	Mar 2022
16.3.22	Website/ GIAS	U pdate the GIAS and school website for latest governor's details (new governors AY, SH)	TA/Clerk	Mar 2022
4.11.91	Membership	LA governor vacancy recruitment process. <b><i>Postscript – no one on LA waiting list so school can advertise</i></b>	WL/NH/CA	Mar 2022
4.11.91	Skills	Skills audit questionnaires complete and return to NH – <b><i>Postscript – awaiting LP and AY</i></b>	LP, AY	Jan 2022
15.12.91	Safeguarding	Level 2 staff re-fresher training	WL	Summer 22
15.12.91	Budget	Contact SBM peer group to discuss any experience in contacting corporate organisations for CSR funding.	TA	Summer 22
15.12.91	Budget	To update research on funding opportunities - <b><i>Post-script fwd to summer 2022</i></b>	TA	Summer 22
15.12.91/ 16.3.22	Training	Safeguarding training for new governors (LS, AY, SH) and refresher for other governors,	WL/TA	Spring 22
15.12.91	AOB	Review the MT Parish Neighbourhood Plan, provide input from the school's perspective.	ALL	Summer 22
16.3.22	Training	New Governor Training for new governors (LS,AY,SH)	WL/TA	June 2022
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	Debtors chase letters be issued this week, aged debtor report be provided to Chairs of Governors	TA	Asap
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	May 2022
16.3.22	SFVS	Finalise the SFVS and circulate to governors to approve before submission	NH	Before 31/3/22
16.3.22	Governance records	Set up and trial governance document storage capability, and review in the Summer - (as an alternative to Governor Hub Service (£195pa)	TA/Chairs	May 2022