



<b>MINUTES OF THE FULL GOVERNING BODY MEETING MICKLE TRAFFORD PRIMARY SCHOOL</b>		
<b>Date</b>	<b>01.12.22 at 4.30pm</b>	
<b>Venue</b>	<b>Mickle Trafford Primary School</b>	
<b>Present</b>	Natalie Harrison (NH)  Clare Arnold (CA)  Linda Peate (LP) Mat Hutchinson (MH) Leslie Smith (LS) Simon Kawycz (SK) Anouska Youds (AY) Sean Herbert (SH) Sara Hayes (Sha)	Joint Chair (Co-opted Governor)  Joint Chair (Co-opted Governor)  Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Parent Governor Parent Governor Staff Governor
<b>In attendance</b>	Julie Cox (JC) Annette Jones (AJ)	Associate Member Clerk
<b>Apologies</b>	Jill Cutler (JCu)  Yvette Brindle (YB) Wendy Lyon (WL) Tracy Averill (TA)	LA Governor (ratified below) Co-opted Governor Headteacher 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*

**Documents sent ahead of the meeting or tabled:**

Minutes of the previous meeting  
Documents in the meeting folder on Governor Hub.

**The meeting was quorate.**

**The meeting started at 4.37pm**

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>
	Governors were welcomed. Apologies were received from WL, YB and JCu. These were accepted. <b>Resolved:</b> Governors ratified JCu's appointment as the LA Governor.
<b>Resolved:</b>	Governors ratified JCu's appointment as the LA Governor.

<b>AGENDA ITEM 2</b>	<b>DECLARATIONS OF PECUNIARY INTEREST</b>
	There were no new declarations of interest.

<b>AGENDA ITEM 3</b>	<b>DECLARATIONS OF ANY OTHER BUSINESS</b>
	LS requested an item of other business related to trips and voluntary contributions.

<b>AGENDA</b>	<b>PART ONE MINUTES OF THE LAST MEETING 17.10.22</b>
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<b>ITEM 4</b>	
	Part 1 minutes of the last FGB meeting on the 17 <sup>th</sup> October 2022 were accepted as a true and accurate record of the meeting.
<b>Resolved:</b>	Governors accepted the Part 1 minutes of the FGB meeting on the 17 <sup>th</sup> October 2022 as a true and accurate record of the meeting.

<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING</b>				
<b>Raised</b>	<b>Topic</b>	<b>Action</b>	<b>By Who?</b>	<b>By When?</b>	<b>Completed/Not Completed/Deferred?</b>
4.11.21	Skills	Skills audit questionnaires complete and returned to NH - some gaps to be completed – shared on Google Drive for governors to update.	LP and AY	Summer 2022	To be discussed under agenda item 9 below.
15.12.21	Budget	Contact SBM peer group to discuss any experience in contacting corporate organisations for CSR funding.	TA	Autumn 22	Deferred for the next term.
15.12.21	Budget	To update research on funding opportunities	TA & NH	Summer 22	Completed.
16.3.22	Training	To check with AY to confirm whether she has completed Induction Training - WL to ask AY	WL/NH	Summer 22	AY to complete 02.12.22
16.3.22	School visits	Complete visit report template for school visits reported to the governors in March meeting	All	March 2022	Covered under agenda item 8 below.
16.3.22	Finance - debtors	Continue with debtor's letters.	TA	Ongoing	Ongoing.
<b>Update:</b>	<p>JC provided an update and assured governors that the debts are being dealt with. With Parent Pay there's very few cash payments. <b>Q</b> NA asked if any parents were struggling? <b>A</b> JC assured governors that the school is aware of families who are struggling and are putting steps in place to support them. Discussion took place regarding the affordability of clubs for parents. JC highlighted that pre loved uniforms had been made available and there is an increased take up. Free clubs are going on after school and a competitive edge of equipment between pupils has been reduced. AY highlighted the need to re-inform parents of the Pupil Premium application process. This was agreed. <b>Action:</b> to re-inform parents of the Pupil Premium application process.</p>				
<b>Action:</b>	To re-inform parents of the Pupil Premium application process.				
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	See update below:

**YB joined the meeting at 4.49pm**

**YB left the meeting at 4.58pm**



<b>Update:</b>	JC informed governors that the Clubhouse letter had been updated to include the cancellation policy and charges. JC reported that there was a huge take-up. The Wake-up & Shake-up is very popular. <b>Action:</b> NMc to check. NA to follow-up with WL for any further updates.				
<b>Action:</b>	NMc to check. NA to follow-up with WL for any further updates.				
28.06.02	Governance records	Set up and trial Governor Hub Service (£195pa) AJ to ask S2N to set up the free trial.	AJ	Autumn 2022	Completed
28.06.22	Governance records	Governors to observe a demonstration on Governor Hub.	SH	Autumn 2022	Covered in agenda item 6 below.
28.06.22	White Paper	WL to view the White Paper Webinar presentation and share the findings with governors. WL informed governors that there has been a request to extend the school day. This will impact on TA time. WL to send governors more information.	WL	First Autumn half term	A Power Point Presentation has been shared. See agenda item 14.
<b>New Actions:</b>					
17.10.22	Link Governor Roles	To send the link governor's names to staff and staff to contact governors to share action plans, liaise and agree dates to visit.	JC	By the end of half term	Completed. Governors asked about arrangements for meetings. JC highlighted that there is some flexibility around meetings before the end of term due to staff absence. Governors are to contact teachers.
17.10.22	Terms of Ref	To source sample ToR and WL to draft ToR for the Appeals committees and School Collaboration.	AJ	By the end of Nov.	Covered in agenda item 7 below.
17.10.22	Governor Training	Governors who have not completed Safeguarding Training to complete asap.	Some governor s	By the end of half term	AY to complete 02.12.22
		To include training on the Note of Visit proforma.	JC	Before link goverbor visits	Covered in agenda item 8 below.
		Governors to include training undertaken on their Governor Profile.	All	Ongoing	Covered in agenda item 6 & 9 below.
17.10.22	Monitoring visits	A schedule to be drafted and to be taken to the next FGB.	WL	01.12.22	Covered in agenda item 8 below.
		Link governors to arrange visits with staff and inform	All	Second half of the	Covered in agenda item 8 below.



		WL to include in the schedule.		autumn term	
17.10.22	Self-Evaluation	To meet to consider the work of the board in light of last year's achievements and challenges and report back to the FGB.	NH & CA	01.12.22	Covered in agenda item 9 below.
17.10.22	School meals	To arrange for KS1 spare fruit to be made available to KS2.	MH	Second half of the autumn term	Completed
17.10.22	Parent questionnaire	JC to draft a questionnaire. SK to review and add questions. MH to add questions specifically for parents of SEND pupils.	JC, SK & MH	Second half of the autumn term	Completed – see update below.
		An email to be sent out in advance to notify parents and encourage them to respond before the end of the Autumn Term.	JC	Second half of the autumn term	

<p><b>Update following the parent questionnaire :</b></p>	<p>JC reported that there was a very positive response to the questionnaire with a 46% response. There were some contradictions in responses that need reviewing. 80-90% responded that children felt safe and happy at school. There were 4 action points emerging:</p> <ul style="list-style-type: none"> <li>• <b>Communication with parents.</b> A parent who works in communications has offered support.</li> <li>• <b>Clubs</b> – there are a huge number of clubs some offered voluntarily from teachers &amp; TAs. Awareness and accessibility to be reviewed.</li> <li>• <b>SEN</b> responses require some follow-up.</li> <li>• <b>Post Covid</b> – catch up for pupils working at greater depth focus.</li> </ul> <p><b>Action:</b> To share the results of the questionnaire with governors.</p> <p>SK proposed sending out a clear message pre and post-Christmas directing parents to what the website and what the website provides with regards to information so they know to go there first before contacting the school. This was agreed. <b>Action:</b> To send a letter to parents pre and post-Christmas to inform them about the website.</p> <p>SK highlighted that 'negative' feedback is a good thing as it gives the governors things to respond to and demonstrates governors being responsive to parents and others.</p> <p>It was agreed that analysis of usage of the website could be informative e.g. which pages are visited. It was agreed that it was time to update parents and inform them that the website has been updated and blogs are published.</p> <p>JC proposed teaching the children about the website and setting homework for them to share with parents. A worksheet could be created asking things like what did your parents like? What new things did you learn? Post the homework then another analyse of the usage could be completed. <b>Action:</b> To teach the pupils about the website and set a homework for them to show parents. <b>Action:</b> To analyse the usage of the website pre and post setting the</p>
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	pupils homework.
<b>Action:</b>	To share the results of the questionnaire with governors.
<b>Action:</b>	To send a letter to parents pre and post-Christmas to inform them about the website.
<b>Action:</b>	To teach the pupils about the website and set a homework for them to show parents.
<b>Action:</b>	To analyse the usage of the website pre and post setting the pupils homework.

<b>AGENDA ITEM 6</b>	<b>GOVERNOR HUB DEMONSTRATION - SH</b>
<b>Demonstration:</b>	SH confirmed that GH was set up in the same way as he had experienced. He encouraged governors to continue using it. AJ encouraged governors to continue to use the features and at the next FGB she would demonstrate some other features.

<b>AGENDA ITEM 7</b>	<b>TERMS OF REFERENCE 2022-23</b>
<b>Discussion:</b>	It was agreed to defer this agenda item to the next meeting where governors would be asked to agree the terms of reference for the following committees: <ol style="list-style-type: none"> <li>1. Appeals committees</li> <li>2. School Collaboration</li> </ol>

<b>AGENDA ITEM 8</b>	<b>GOVERNOR MONITORING REPORTS SINCE LAST MEETING – JC &amp; WL</b>
<b>Discussion:</b>	<p>The master note of visit proforma was shared in advance of the meeting and discussed. JC highlighted the different fields to be completed. AJ proposed that reference is made to SDP objectives. To have a section for impact as a result of the visit and a section for any further action either school or governor follow up action.</p> <p>Discussion took place about the value of the note of visit. It was agreed that the visits were beneficial both for governors and for the teaching staff. It enabled teachers to have a greater understanding of the governor's roles. It was agreed to add a section for staff to add questions. NA informed governors that the draft note of visit proforma was shared with Kathy Parkinson. <b>Action:</b> JC to add the additional fields and do an assembly on who the governors are and explain governor's roles and why they visit.</p> <p>The draft schedule of visits was shared in advance of the meeting. JC explained that 'All' doesn't mean everyone, it could be one governor. <b>Action:</b> Governors to review the schedule and indicate which visits they would like to do to enable a loose plan.</p> <p>Discussion took place regarding the governor self-evaluation tools shared by Kathy Parkinson. <b>Action:</b> It was agreed that all governors would read the documents from Kathy Parkinson, complete the NGA self-evaluation form and up-load to a folder on GH before the end of term.</p> <p><b>Action:</b> SH to collate the outcomes of the self-evaluation returns and create a summary in January 2023.</p>
<b>Action:</b>	JC to add the additional fields and do an assembly on who the governors are and explain governor's roles and why they visit.
<b>Action:</b>	all governors would read the documents from Kathy Parkinson, complete the NGA self-evaluation form and up-load to a folder on GH before the end of term.
<b>Action:</b>	SH to collate the outcomes of the self-evaluation returns and create a summary in January 2023.

<b>AGENDA ITEM 9</b>	<b>GOVERNOR SELF EVALUATION &amp; ACTION PLANNING 22-23 - NH &amp; CA</b>
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<b>Discussion</b>	<p><b>Action:</b> It was agreed that CA &amp; NA will look at the vision and priorities following the collation of the skills matrix and the self-assessment. This will include the Impact Statement.</p> <p>SK highlighted that in the training with Kathy Parkinson it was discussed that governors should have some time to identify priorities for the school to work on, identify governor goals and what governors would want as aims / objectives for the year - this would be part of the self-evaluation and action planning.</p>
<b>Action:</b>	CA & NA to look at the vision and priorities following the collation of the skills matrix and the self-assessment by the end of next term. This will include the Impact Statement.

<b>AGENDA ITEM 10</b>	<b>INDUCTION PROGRAMME - NH</b>
<b>Discussion:</b>	WL intends to ask at the Cluster meeting of headteachers for an example of an induction programme. <b>Action:</b> JC or WL will report back from Cluster meeting regarding a sample induction programme. <b>Q</b> SHa asked whether the induction would include her as a staff governor? <b>A</b> NA confirmed that it would.
<b>Action:</b>	WL or JC to report back from the Cluster meeting regarding a sample induction programme.

<b>AGENDA ITEM 11</b>	<b>CHAIR'S ACTION – NH &amp; CA</b>
	There were no urgent actions taken on behalf of the board since the last meeting.

<b>AGENDA ITEM 12</b>	<b>COMMITTEE MINUTES – NA &amp; CA</b>
<b>Discussion</b>	<p>The following committee meetings had taken place:</p> <ul style="list-style-type: none"> <li>• Finance &amp; Staffing committee (12.10.22)</li> <li>• Staffing, Curriculum and Safeguarding committee (09.11.22)</li> <li>• It was confirmed that the Pay committee has met. (31.10.22)</li> </ul> <p>Discussion took place regarding the sharing of information from the committee meetings. It was agreed that as all minutes are available on GH governors would sign off committee the minutes and use the notice board to raise questions and respond.</p> <p>The headteacher's performance management has taken place on the 13<sup>th</sup> October. JC confirmed her performance management had been completed too with Kathy Parkinson.</p>
<b>Action:</b>	Governors to read and sign off committee minutes and raise any questions in the noticeboard on GH.

<b>AGENDA ITEM 13</b>	<b>PROCEDURES / POLICIES FOR REVIEW/APPROVAL</b>
<b>Discussion:</b>	<p>SEND Policy &amp; Report and Local offer - approved</p> <p>Appraisal - approved</p> <p>Admission Policy – some changes were highlighted</p> <p>Procedures for dealing with allegations of abuse against staff</p> <p>Critical Incident Management Plan 2022-23</p> <p>School Fund Policy – deferred</p> <p>The Critical Incident Management Plan was discussed – change TA as critical contact. Logistics were discussed. JC explained that attendance by governors at a critical incident could be virtual within the first hour of the incident. Discussion took place regarding the cascade of responsibility. It was agreed that professional judgement would be applied.</p>





<b>Resolved:</b>	The SEND Policy & Report and Local offer, the Appraisal, the Admission Policy, the Procedures for dealing with allegations of abuse against staff and the Critical Incident Management Plan 2022-23 were approved.
<b>Action:</b>	The Chairs are to sign off the policies on GH.
<b>Action:</b>	The School Fund Policy to be deferred to the next FGB.

<b>AGENDA ITEM 14</b>	<b>ANY OTHER BUSINESS &amp; ITEMS FOR NEXT MEETING</b>
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	<p><b>Visits and Trips:</b></p> <p>LS referred governors to a letter sent to parents regarding a visit. The letter said that without parental contributions the visit would not go ahead.</p> <p><b>Q</b> LS asked whether the Pupil Premium should pay for a visit if parents couldn't pay? If there is a genuine need – is there something to pay? <b>A</b> JC replied that technically there wasn't or if a pupil's trip was covered by the school it was on the condition that the parent/s paid the school back over a period of time. JC reinforced that if contributions aren't made the trips can't be funded.</p> <p>JC explained that if there were pupils in genuine need of support the school would be supporting the pupil and family through helping them in applying for benefits etc. JC said that, unfortunately, there isn't a fund for trips.</p> <p>Discussion took place regarding participation in trips and governors agreed it was a difficult situation as the school wants to be inclusive.</p> <p><b>Q</b> LP asked about why some provision, such as music, are funded and others such as the Sikhism activity aren't? <b>A</b> JC replied that music provision was budgeted for and is a priority in the SDP whereas the Sikhism is over and above the RE provision that is delivered by staff.</p> <p><b>The White Paper:</b></p> <p>It was agreed to defer the presentation on the White Paper to a future meeting when WL could present and a longer discussion could take place. JC briefly talked governors through the presentation and advised governors that the impact of changing the school day needs to be discussed at the Finance, Resources and Health &amp; Safety committee. Discussion took place regarding the impact of changing the school day.</p> <p><b>Q</b> SK asked when the changing of the school day is being implemented? <b>A</b> JC replied after the Finance, Resources and Health &amp; Safety meeting the school would look to implement it for the summer term. The statutory requirement is from from September. The school proposes to run the new day for the summer term to review and ensure all is in place for September. SK highlighted the need to communicate to parents that the changes to the school day are coming and are as a result of a directive from the government. The more notice parents have the less issues arise and it demonstrates that governors are being proactive. JC agreed but the budget needs to be confirmed and staff need to be informed first. <b>Action:</b> A letter is to go out to parents in January 23 explaining the requirements of the White Paper and that the governors are discussing the impact and plans.</p> <p><b>Q</b> LS asked if there is a protocol for classroom visits and classroom observation. <b>A</b> JC replied that there was one but only used to be used by professionals.</p> <p>JC informed governors that an extra holiday would take place on the 8<sup>th</sup> May 23 for the coronation. The SATS would now take place on the Tues, Wednesday and Thursday instead.</p>
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<b>Action:</b>	A letter is to go out to parents in January explaining the requirements of the White Paper and that the governors are discussing the impact and plans.
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<b>AGENDA ITEM 15</b>	<b>DATE OF NEXT MEETING/S</b>
<b>Discussion:</b>	Please refer to the meeting schedule on Governor Hub with the papers for all dates for the academic year. 16.03.22 22.06.23

Raised	Agenda item	Action	By Who?	By When?
16.3.22	5 (Debts)	To re-inform parents of the Pupil Premium application process.	JC	End of term
16.3.22	5 (Clubhouse)	NMc to check. NA to follow-up with WL for any further updates.	NMc & NA	End of term
16.3.22	5 (Parent questionnaire)	To share the results of the questionnaire with governors.	JC	End of term
16.3.22	5 (Parent questionnaire)	To send a letter to parents pre and post-Christmas to inform them about the website.	JC	End of January
16.3.22	5 (Parent questionnaire)	To teach the pupils about the website and set a homework for them to show parents.	Teachers	End of January
16.3.22	5 (Parent questionnaire)	To analyse the usage of the website pre and post setting the pupils homework.	JC	End of February
01.12.22	8 (Gov visits)	To add the additional fields and do an assembly on who the governors are and explain governor's roles and why they visit.	JC	End of January
01.12.22	8 (Gov visits)	Read the documents from Kathy Parkinson, complete the NGA self-evaluation form and up-load to a folder on GH before the end of term.	All	End of term
01.12.22	8 (Gov visits)	To collate the outcomes of the self-evaluation returns and create a summary in January 2023.	SH	End of January
01.12.22	9 (Self-evaluation)	CA & NA to look at the vision and priorities following the collation of the skills matrix and the self-assessment by the end of next term. This will include the Impact Statement.	CA & NA	End of February
01.12.22	10 (Induction)	To report back from the Cluster meeting regarding a sample induction programme.	WL / JC	End of term
01.12.22	12 (Committee meetings)	Governors to read and sign off committee minutes and raise any questions in the noticeboard on GH.	All	Ongoing
01.12.22	13 (Policies)	The Chairs are to sign off the policies on GH.	NA & CA	Ongoing
01.22.22	13 (Policies)	The School Fund Policy to be deferred to the next FGB.	JC	16.03.23
01.22.23	14 (White Paper)	A letter is to go out to parents in January explaining the requirements of the White Paper and that the governors are discussing the impact and plans.	JC	End of January

**AY left the meeting at 6.00pm**  
**CA left the meeting at 6.06pm**  
**MH & Sha left the meeting at 6.09pm**  
**The meeting continued to Part 2**