



MINUTES MICKLE TRAFFORD VILLAGE SCHOOL FULL GOVERNING BOARD MEETING		
Date	22nd June 2023 at 4.30pm	
Venue	Mickle Trafford Village School	
Attendees expected	Clare Arnold (CA) Sean Herbert (SH) (virtual) Wendy Lyon (WL) Mat Hutchinson (MH) Leslie Smith (LS) Simon Kawycz (SK) Anouska Youds (AY) Sara Hayes (Sha) Jill Cutler (JCu)	Co-opted Governor Parent Governor Headteacher Co-opted Governor Co-opted Governor (Chair) Co-opted Governor Parent Governor Staff Governor LA Governor
In attendance	Hannah Vincent (HV) Nicole McNally (NMc) Julie Cox (JC)	Minutes Observer Observer
Apologies	Yvette Brindle (YB) Linda Peate (LP)	Co-opted Governor Co-opted Governor

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.

The meeting was quorate.

AGENDA ITEM 1	WELCOME AND APOLOGIES FOR ABSENCE
	The chair welcomed everyone to the meeting which began at 4:50pm.

AGENDA ITEM 2	DECLARATIONS OF INTEREST
	There were no declarations.

AGENDA ITEM 3	DECLARATION OF ANY OTHER BUSINESS
	To consider any other Items of Business for later in the meeting. <ul style="list-style-type: none"> • LS declared 'To discuss the audit of contracts undertaken by CWaC'. • WL declared 'Changes to school day following DfE White paper'. • WL holidays to change • 2 day strike

AGENDA ITEM 4	PART ONE MINUTES OF THE LAST MEETING 16th March 2023
Decision:	The minutes of the last meeting were approved.

AGENDA ITEM 5	MATTERS ARISING
	To address any matters arising/actions from the previous meeting:



Raised	Agenda item	Action	By Whom?	By When?	Completed/ Deferred/ Pending?
16.03.23	2.1	To complete the confirmations and declarations on GH.	All	End of Term	
16.03.23	6.5	To complete a Skills Audit analysis by the 31st of March and share the results with the FGB and SK in readiness for the advertisement for a co-opted Governor.	AY & MH	March 23	See agenda item 6
16.03.23	6.6	To hold a meeting to discuss the succession plan and bring proposals to FGB.	JCu & JC	Summer Term	Linked to agenda item 12 below.
16.03.23	8.1	To receive a list of pupils due to compete. To pass the list to the sports coaches to ensure they prepare the pupils.	NMc	Ongoing	Ongoing still
16.03.23	10.1	To present proposals for addressing the Board's priorities at the next FGB.	LS	By the next FGB	Circulated and received 2 replies.
16.03.23	17.1	To review the National Cyber Security Centre questions in the following link: https://www.ncsc.gov.uk/information/school-governor-questions	FPH&S	Summer Term	See agenda item 13
16.03.23	18.1	To terminate the extra phone line in the office, reduce the sports coaches to two and replace one coach with one lunchtime supervisor and discontinue the Splash Top software licence.	NMc	March 23	Others reduced except phone line not completed yet.
16.03.23	18.2	To review the SLAs, identify SLAs expiring and create a rolling programme to be presented to the FRH&S Committee.	NMc	Summer Term	The up to date SLA spreadsheet was made available in GH. The review is pending.
16.03.23	20.2	To add the signature of the claimant to the governor claim for expenses. Approved in principle, Chair to sign off once completed.	NMc & LS	March 23	The agreed changes to the Governors' Allowances and Expenses Policy have been made. Chair to sign off.



AGENDA ITEM 6	BOARD GOVERNANCE
<p>Discussion:</p>	<p>Clare Arnold – Term of Office until 14th September Clare would like to be reappointed for another term. The Board discussed the number of terms being set at 2 and in what circumstances a third term could be accepted. There is value in the experience.</p> <p>Decision: The Board approved to another term of office for Clare Arnold.</p> <p><u>Co-opted vacancy</u> One applicant seems suitable and had 2 positive referees and a positive meeting with the Chair. The Chair proposed that Adrian Ralph becomes co-opted as a Governor. The Chair left the meeting for the next decision.</p> <p>DECISION: The Board approved extension of the tenure of the current Chair to the first FGB in September (27.09.23)</p> <p><u>Skills Audit analysis/action</u> The audit was shared on the hub and CPD and training suggestions have been highlighted.</p> <p><u>Chair's Action since the last meeting</u> Signed off the internal and financial procedures, FSPS and the budget. Which will be ratified by the Board. Met with more headteachers and logged on the governor hub.</p>
<p>Action: 6.1</p>	<p>Chair to welcome the new governor.</p>

AGENDA ITEM 7	HEADTEACHER REPORT
	<p>The report was provided in advance for the Board. The Board discussed the report and one of the roles highlighted and the support/training needed. There were no other questions.</p>

AGENDA ITEM 8	FEEDBACK/RECOMMENDATION FROM COMMITTEES
<p>Discussion</p>	<p>The Board received a verbal update from the Committee Chairs.</p> <p><u>FPH&S 14.06.23</u> The Committee approved the new budget and 3-year plan. There were no questions from the Board. The changes made since the last FGB meeting where the report was presented was talked through, specifically the savings.</p> <p>DECISION: The Board approved the recommendations by the FPHS Committee.</p> <p>£2700 left over for this academic year from the PE budget which can now be used to purchase playtime equipment. The priorities for the spending were discussed including the equipment, sports events and a minibus. The Board discussed subscribing to Teach Active.</p> <p>The school funds audit certificate has been uploaded to GH for the Board to read.</p> <p><u>SCS 24.05.23</u> A meeting of non-teaching governors to be set up. There are no health and safety issues to highlight to the Board.</p>
<p>Action: 8.1</p>	<p>To set up a meeting of non-teaching governors.</p>



AGENDA ITEM 9	PUPIL STANDARDS AND DATA UPDATE
Discussion	<p>The Board received a verbal update on pupil standards and data. The current data sheet was presented. The EYFS are having a moderation meeting on the 23rd, currently 86% reading, 69% writing, 79% maths. The targets and objectives have changed for EYFS. Phonics screening will be a minimum score of 32/40; it is currently 77%, which is lower than would have hoped for. 7 children working below the target and there are known reasons for this such as being away from school for a week. This is not uncommon at this stage of learning.</p> <p>KS1 - the SATs did come out on the 1st June. Reading score down by 1 mark and maths stayed the same. 83% in reading, 79% maths, 60% writing. It was acknowledged that good reads make good writers. There will be a view of the school overall in the next meeting.</p>

AGENDA ITEM 10	SCHOOL DEVELOPMENT PLAN UPDATE
Discussion	<p>The plans for the current year and the year ahead were shared with the Board in the papers. Staff meetings have been used as a space to involve wider colleagues. The Ofsted report has fed into the priorities. It was highlighted that colleagues will be more engaged in achieving the plan if they have developed it.</p> <p>The Board are happy with this approach and the 2023/24 draft.</p>

AGENDA ITEM 11	CONSIDERATION OF BOARD STRATEGY 2023/24
Discussion	<p>The Board discussed meeting to develop the Board strategy and if they were to meet what would be the outcomes from it. External support and guidance have been offered. It was discussed keeping the structure as it is and embedding in as it is new. The use of the governor hub noticeboard was discussed to solve queries in advance of meetings to keep meetings succinct. It was discussed if the governors should meet without the leadership present.</p>
Action: 11.1	To set a meeting date to discuss Board strategy, ideally early evening.

AGENDA ITEM 12	BOARD EFFECTIVENESS 2023/24
Discussion	<p>The full impact statement is to be produced in September. The impact letter from the Chair is to be shared in the last school newsletter.</p> <p>Some comments included: changes in language and the amount of detail of the PTA fundraising. This letter also goes out at the same time as the PTA letter.</p>
Action: 12.1	Board members to add suggested comments to the impact statement and return to the Chair via governor hub by 10 th July.

AGENDA ITEM 13	CYBER SECURITY
Discussion	<p>The Board submitted questions to the Leadership in advance of the meeting and has reviewed the responses prior to this meeting.</p> <p>The Head confirming it is a firm called InTrust that manages the firewall and this is managed by IT. Anti-virus protection is purchased as a package by the school and renewal is due Sept 2023, approx. £700 for 3 years. Staff security training is being rolled out.</p> <p>There were no further questions.</p>

AGENDA ITEM 14	POLICIES AND PROCEDURES
Discussion:	First Aid Policy



	<p>DECISION: The Board approved the First Aid Policy.</p> <p><u>Food allergy and fruit and nut free Policy</u></p> <p>DECISION: The Board approved the food allergy policy</p>
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AGENDA ITEM 15	SUCSESSES AND CELEBRATIONS
Discussion	Ofsted has been a long wait since the last audit. Successful safeguarding audit. Successful fundraising and residential. Involvement with community projects and large numbers of children taking part in sporting events in KS2.

AGENDA ITEM 16	ANY OTHER BUSINESS & ITEMS FOR THE AUTUMN TERM MEETING
Discussion	<p><u>To discuss the audit of contracts undertaken by CWaC.</u> NMc internal financial audit for the related party transactions. 2 transactions have occurred and procedure was followed. Declarations of interest were completed. No concerns expected from the audit.</p> <p><u>Building work</u> The Board discussed some building work required, this can be authorised by the Head but it has been brought to the Board for transparency, 3 quotes are being gathered and will be shared with the Board. The Board approved this approach.</p> <p><u>Safeguarding</u> Installing some additional door security. The work is quite niche, and so as many quotes cannot be gathered and the cost is at least £3000 and it is ideal to use the company previously used to ensure the systems are the same.</p> <p><u>Changes to school day following DfE White paper.</u> This item was raised as it was thought it should have already been implemented. All gates will open at 8:40 for all children and reg at 8:45. Concerns with the short window were discussed but opening earlier causes a financial cost with the TA's needing to be in earlier. KS2 children can come in through the KS1 area if they have a sibling in KS1 to save time. The letter to parents was discussed which needs to clearly state school will start at 8:45. A regular reminder to the parents is thought to needed through the transition period. The end of the day timings were discussed and 3:15 gates open was agreed.</p> <p>It is not a statutory requirement yet.</p> <p><u>Holiday dates</u> 25th July start of holiday 2024 agreed as an inset but can't be as it is the start of a holiday. Could have end year on 23rd and inset day 24th. Or add it on the Friday 24th May 2024 or 3rd. the benefits of the options were discussed.</p> <p>DECISION: 24th May 2024</p> <p><u>Strikes</u> NEU strikes could impact 1 class and teacher's or TA's childcare.</p> <p><u>Residential</u> The residential location was discussed and the option of one not too far from the school. This could be an option for the Y5s. It needs to be looked into further and a visit made. Y4 and Y6 residential are already agreed.</p>



AGENDA ITEM 17	DATE OF NEXT MEETING/S
Discussion:	To agree a meeting schedule for 23-24 (Please see proposed meeting schedule here.) The Board discussed the timings noting that there were some apologies for today's meeting. The meetings are a mixture of Wednesdays and Thursdays and are in line with the budget cycle.
Action: 17.1	To move the last FGB meeting 2024 into July.

**The meeting continued to Part 2
MH and NMc left the meeting.**

Raised	Agenda item	Action	By Whom?	By When?
22.06.23	6.1	To welcome the new governor.	LS	ASAP
24.05.23	8.1	To set up a meeting of non-teaching governors.	LS	ASAP
22.06.23	11.1	To set a meeting date to discuss Board strategy, ideally early evening.	LS	ASAP
22.06.23	12.1	Board members to add suggested comments to the impact statement and return to the Chair via governor hub by 10 th July.	All	By 10 th of July 23
22.06.23	17.1	To move the last FGB meeting 2024 into July.	WL / AJ	September 23