



<b>MINUTES OF THE FULL GOVERNING BODY MEETING MICKLE TRAFFORD PRIMARY SCHOOL</b>		
<b>Date</b>	<b>17.10.22 at 4.30pm</b>	
<b>Venue</b>	<b>Mickle Trafford Primary School</b>	
<b>Attended:</b>	Natalie Harrison (NH) Wendy Lyon (WL) Linda Peate (LP) Matt Hutchinson (MH) Leslie Smith (LS)  Simon Kawycz (SK) Sean Herbert (SH) Sara Hayes (SHa)	Joint Chair (Co-opted Governor) Headteacher Co-opted Governor Co-opted Governor Co-opted Governor (Acting Chair) Co-opted Governor Parent Governor Staff Governor
<b>In attendance:</b>	Julie Cox (JC) Jill Cutler (JCu) Annette Jones	Associate Member Associate Member Clerk
<b>Apologies:</b>	Clare Arnold (CA)  Tracy Averill (TA)  Yvette Brindle (YB)	Joint Chair (Co-opted Governor)  Associate Member and SBM Co-opted Governor
<b>Absent:</b>	Anouska Youds (AY)	Parent Governor

**The meeting was quorate after 4.45pm**

**The meeting started at 4.40pm**

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	LS welcomed governors and explained that he was acting as Chair as NH was unwell but attending online and CA had sent apologies. Apologies were received from CA and TA and were accepted. No apologies received from AY and therefore not accepted

<b>AGENDA ITEM 4</b>	<b>ANNUAL DECLARATIONS</b>
<b>Discussion:</b>	Governors read, completed and signed the declaration statement in relation to the following: <ul style="list-style-type: none"> <li>● Declaration of pecuniary, personal, educational interests.</li> <li>● Code of Conduct</li> <li>● Confirmation of eligibility</li> </ul> Staff completed their declarations on the following dates: MH 14.09.22 WL 15.09.22 Sha 15.09.22 JC 14.09.22 1. Governors checked their details on the GIAS form. 2. It was confirmed that all governors had an enhanced DBS check. A new application had been made for JCu.

**WL joined the meeting at 4.45 – The meeting became quorate at 4.45pm**



AJ left the room at 4.50pm

AJ returned to the room at 4.52pm

<b>AGENDA ITEM 2</b>	<b>APPOINTMENT OF CLERK FOR 2022-23 (STATUTORY)</b>
<b>Resolved:</b>	Second2None and AJ were unanimously confirmed as Clerk for 2022-2023.

<b>AGENDA ITEM 3</b>	<b>APPOINTMENT OF CHAIR &amp; VICE CHAIR FOR 2022-23 (STATUTORY)</b>
<b>Discussion:</b>	WL confirmed that NH and CA were willing to stand as Co-Chairs for 2022-23. Governors unanimously agreed to NH and CA remaining as Co-Chairs for 2022-2023.
<b>Resolved:</b>	NH and CA were unanimously confirmed as Co-Chairs.

<b>AGENDA ITEM 5</b>	<b>PART ONE MINUTES OF THE LAST MEETING 28.06.22</b>
<b>Discussion</b>	Minutes from the last FGB on the 28.06.22 were received in advance of the meeting and approved.
<b>Resolved:</b>	Minutes from the last FGB on the 28.06.22 were approved.

<b>AGENDA ITEM 6</b>	<b>MATTERS ARISING</b>				
<b>Discussion:</b>	To note whether the following matters arising have been completed or not.				
<b>Raised</b>	<b>Topic</b>	<b>Action</b>	<b>By Who</b>	<b>By When</b>	<b>Completed/Not Completed/Deferred</b>
4.11.91	Membership	LA governor vacancy recruitment process - school to advertise.	WL/NH/CA	Summer 2022	Completed
4.11.91	Skills	Skills audit questionnaires complete and returned to NH	LP and AY	Summer 2022	Some gaps to be completed – shared on Google Drive for govts to update. JCu to complete as a new governor. JC to send the questionnaire out again.
15.12.91	Safeguarding	Level 2 staff re-fresher training	WL	01.09.2022	Completed 1.9.2022
15.12.91	Budget	Contact SBM peer group to discuss any experience in contacting corporate organisations for CSR funding.	TA	Autumn 22	Deferred
15.12.91	Budget	To update research on funding opportunities	TA & NH	Summer 22	Deferred
16.3.22	Training	To check with AY to confirm whether she has completed Induction Training.	WL/NH	Summer 22	WL to ask AY
16.3.22	School visits	Complete visit report template for school visits reported to the governors in March meeting	All	March 2022	Still to be completed
16.3.22	Finance - debtors	Continue with debtor's letters.	TA	Ongoing	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	In progress
28.06.22	Governance records	NH to provide LS with some training on using Google Docs.	NH	Autumn 2022	Completed
28.06.02	Governance records	Set up and trial Governor Hub Service (£195pa)	TA/Chairs	Autumn 2022	AJ to ask S2N to set up the free trial.
28.06.22	Governance records	Governors to observe a demonstration on Gov Hub.	SH	Autumn 2022	Next meeting 01.12.22
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	Completed
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	To discuss in agenda item 16
28.06.22	School Development Plan	Lead teachers to meet link governors and share plans by half term.	All	First Autumn half term	To confirm in agenda item 9.
28.06.22	White Paper	WL to view the White Paper Webinar presentation and share the findings with governors.	WL	First Autumn half term	WL informed gobs that there has been a request to extend the school day. This will impact on TA time. WL to send governors more information.
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.	Completed

### SK joined the meeting at 4.55pm

<b>AGENDA ITEM 7</b>	<b>GOVERNING BODY MEMBERSHIP</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Vacancies – LS reported that the LA vacancy had been applied for by JCu. Until her post is confirmed by the LA she has joined the GB as an Associate Governor.</li> <li>• Appointments - none</li> <li>• Skills audit – gaps to be completed and GB to consider any new appointments/training in light of the audit outcomes. (<b>Action:</b> covered in Matters Arising).</li> </ul>



**AGENDA ITEM 8 COMMITTEE STRUCTURE & MEMBERSHIP 2022-23**

<b>Discussion:</b>	<b>The following committee structure and membership was agreed:</b>	
	1. <b>Finance, Premises and Health and Safety committee</b>	SH, LP, LS, NA, WL, JC, YB. NA Chair, LS Vice Chair.
	2. <b>Staffing, Teaching &amp; Learning committee</b>	SK, CA, MH, SHa, JCu, JC, WL, AY. Chair & Vice Chair to be agreed within the committee meeting on the 9 <sup>th</sup> Nov 22.
	3. <b>Pay committee – 3 non-staff governors</b>	NH, CA & LP
	4. <b>Pay appeals committee – 3 non-staff governors</b>	SH,SK & LS
	5. <b>HT Performance Management panel – 2 governors plus external advisor</b>	CA, NH & SIP
	6. <b>Pupil Discipline &amp; Exclusion panel</b>	CA, JCu & AY
	7. <b>Staff Discipline &amp; Dismissal panel – 3 non staff, trained and eligible governors</b>	CA, SK & JCu
	8. <b>Staff Discipline &amp; Dismissal appeal panel - 3 non staff, trained and eligible governors</b>	NH, AY & LS
	9. <b>Complaint appeals – 3 non staff trained and eligible governors</b>	LS, SH & YB
	10. <b>Approval of SIP/External advisor</b>	Governors approved the appointment of Cathy Parkinson as SIP

**AGENDA ITEM 9 REVIEW & CONFIRM GOVERNOR SUBJECT LINKS & LEAD GOVERNOR ROLES 2022-23**

<b>Discussion:</b>	<b>The following roles were confirmed within the School Development Plan:</b>	
	Key Priority 1 <b>Quality of Education (Intent, Implementation, Impact)</b>	NH
	Key Priority 2 <b>Quality of Education (Intent, Implementation, Impact)</b>	SK, LS, YB & JCu
	Key Priority <b>Behaviour &amp; Attitudes</b>	CA & YB
	Key Priority Personal Development	CA & AY
	Key Priority <b>Leadership and Management</b>	NH & CA
	Key Priority <b>Quality of Early Years Education</b>	JCu & LP
	<b>The following Lead governors were confirmed:</b>	
	1. Child Protection/Safeguarding (including Prevent if not a separate role) – statutory	CA
	2. Mental health & wellbeing (staff and pupils)	YB & CA
	3. Attendance	CA
4. Website Compliance	SK	



5.	Pupil Premium	CA
6.	Health & Safety	LS
7.	SEND	NH
8.	GDPR champion	YB

The following Subject Link governors were confirmed:

Languages	Yvette Brindle
Recruitment Governors	Clare Arnold
English	Natalie Harrison
SMSC/PHSE/British Values/Wellbeing	Clare Arnold Yvette Brindle
Music	Simon Kawycz
Computing	Linda Peate
Safeguarding Governor	Clare Arnold
Humanities and RE	Les Smith (History) Jill Cutler (Geography) Anouska Youds (RE)
Maths	Sean Herbert
Science & Climate Leader	Yvette Brindle
Website	Simon Kawycz
PE and SPF	Simon Kawycz Jill Cutler
Art	Linda Peate

<b>Action:</b>	JC to send the link governor's names to staff and staff to contact governors to share action plans, liaise and agree dates to visit.
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<b>AGENDA ITEM 10</b>	<b>TERMS OF REFERENCE 2022-23</b>
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<b>Discussion:</b>	<p>Governors discussed and agreed the terms of reference for the following committees:</p> <ol style="list-style-type: none"> <li>1. Finance, Premises and Health and Safety committee</li> <li>2. Staffing, Curriculum and Safeguarding committee</li> <li>3. Pay committee</li> </ol> <p><b>Action:</b> WL to draft Terms of Reference for:</p> <ol style="list-style-type: none"> <li>4. Appeals committees</li> <li>5. School Collaboration</li> </ol>
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<b>Action:</b>	AJ to source sample ToR and WL to draft ToR for the Appeals committees and School Collaboration.
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<b>AGENDA ITEM 11</b>	<b>GOVERNOR TRAINING REQUIRED/ATTENDED</b>
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<b>Discussion</b>	<p>WL notified governors that there were some gaps in Safeguarding Training and reminded governors that it was essential that they complete it as soon as possible. This is to be done on the National College of Leadership platform. <b>Action:</b> Governors who have not completed Safeguarding Training to complete asap.</p> <p>Governors discussed and considered ways in which to measure the impact of governor training in the last academic year and what may be needed in the new academic year. It was agreed to add training to the Note of Visit proforma for governors to report on any relevant training they have undertaken and its impact or to identify training needs. <b>Action:</b> JC to include training on the Note of Visit proforma.</p>
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	Governors noted that any training or CPD undertaken through governors' roles as part of their day job etc can be included. It was agreed that all governors would include details of their training on their profile.
<b>Action:</b>	Governors who have not completed Safeguarding Training to complete asap.
<b>Action:</b>	JC to include training on the Note of Visit proforma.
<b>Action:</b>	Governors to include training undertaken on their Governor Profile.

<b>AGENDA ITEM 12</b>	<b>GOVERNOR MONITORING REPORTS SINCE LAST MEETING</b>
<b>Discussion:</b>	<p>WL outlined expectations that governors would meet half termly (starting after the Oct half term) with their link teachers/staff and in addition governors are requested to carry out one monitoring each year that includes Pupil Voice.</p> <p>A schedule of visits was discussed and it was agreed that WL would identify opportunities for governors to visit such as Open Evening, visits, budget review etc and assign/invite governors to attend. WL to include visits that are a priority.</p> <p>It was agreed that governors would complete a Note of Visit and send their report to WL.</p> <p><b>Q</b> SK asked whether governors would be invited to meet staff?  <b>A</b> WL replied that yes there are 2 inset days. The 22nd of July would be the Vision Day for the SDP and governors were invited. <b>A</b> WL replied that yes, subject Link Governors would arrange visits with staff before Spring.</p>
<b>Action:</b>	WL -A schedule to be drafted and to be taken to the next FGB.
<b>Action:</b>	Link governors to arrange visits with staff and inform WL to include in the schedule.

<b>AGENDA ITEM 13</b>	<b>GOVERNOR SELF EVALUATION &amp; ACTION PLANNING 22-23 (if not addressed in summer term)</b>
<b>Discussion</b>	<p>It was agreed that NH and CA would meet to consider the work of the board in light of last year's achievements and challenges and report back to the FGB.</p> <p>Governors considered priorities and agreed the following specific priorities for governors this academic year:</p> <ul style="list-style-type: none"> <li>• Induction of new governors.</li> <li>• Monitoring impact of training and monitoring through Note of Visits.</li> <li>• Visiting school to monitor subjects, areas of responsibility and priorities on the SDP.</li> </ul>
<b>Action:</b>	NH and CA to meet to consider the work of the board in light of last year's achievements and challenges and report back to the FGB.

<b>AGENDA ITEM 14</b>	<b>CHAIR'S ACTION</b>
	The Chair reported that there was no urgent action taken on behalf of the board since the last meeting.

SH joined the meeting at 5.50pm

<b>AGENDA ITEM 15</b>	<b>COMMITTEE MINUTES</b>
<b>Discussion</b>	<p>It was confirmed that committees had met regularly and minutes had been circulated.</p> <p>The F,P H &amp; S committee had met on the 11<sup>th</sup> Oct 22, minutes to be circulated soon. SCS has yet to meet on the 9<sup>th</sup> Nov 22.</p> <p>The Pay committee has not yet.</p>





<b>AGENDA ITEM 16</b>	<b>SCHOOL DEVELOPMENT PLAN 2022-23 FOR APPROVAL</b>
<b>Discussion</b>	<p>The SDP was circulated in advance of the meeting and reviewed in agenda item 9 in relation to governor roles. WL reported that the SIP had also reviewed the SDP and passed it.</p> <p>Governors asked about linking financial costs to the plan. WL explained that the targets were written as projects and a brief overlook of finance was included.</p> <p>Governors approved the SDP as a working document. As it is live on Google Drive it will be added to and evaluated following governor visits.</p>
<b>Resolved:</b>	The SDP was approved as a working document.

<b>AGENDA ITEM 17</b>	<b>SCHOOL SELF EVALUATION FORM FOR REVIEW</b>
<b>Discussion</b>	<p>Governors received the most recent SEF.</p> <p><b>Q</b> LS asked why documents in the SEF were 2018?</p> <p><b>A</b> WL replied that 2018 was when data was last published and will be updated when the data is published.</p> <p>WL reported that the SIP had reviewed the SEF and approved it as a thorough and honest reflection of the school.</p>
<b>Resolved:</b>	Governors approved the SEF.

<b>AGENDA ITEM 18</b>	<b>PROCEDURES / POLICIES FOR REVIEW/APPROVAL</b>
<b>Discussion:</b>	<p><b>Safeguarding policy (policy updated with reference to KCSiE guidance)</b></p> <p>Reference was made to a question asked in advance of the meeting:</p> <p><b>Q</b> LS The main alteration to the policy appears to be the amendments arising from Keeping Children Safe in Education (2022). This document has multiple areas where the Governors have to ensure themselves that certain procedures are in place and action taken. Rather than go through these individually can the School Management Team assure us that the procedures and polices mentioned in that document are in place?</p> <p><b>A</b> WL confirmed all procedures and policies are in place and followed when needed - SLT instigated a safeguarding audit in Mar 2022.</p> <p>All governors confirmed that they had read the KCSiE guidance.</p> <p><b>School Pay Policy</b></p> <p>WL reported that she had received an email to say that the 5% Teacher's pay rise had been accepted by the unions. It is still to go through Parliament. Governors agreed to the Pay Policy in principle but would ratify at a future meeting.</p> <p>Consultation is ongoing for support staff pay agreement. WL reported that there is a Trade Union meeting on the 1<sup>st</sup> Nov 22.</p>

<b>AGENDA ITEM 19</b>	<b>ANY OTHER BUSINESS &amp; ITEMS FOR NEXT MEETING</b>
	<p><b>School Meals</b></p> <p><b>Q</b> LS asked if the school meals are costing the school money and are vulnerable pupils being affected?</p> <p><b>A</b> WL replied that the school is not aware of any pupils who are being affected by the cost of the school meals. If staff become aware the school will discuss with parents.</p>



	Discussion took place with regard to the KS1 fruit that if not eaten could be shared with KS2.
<b>Action:</b>	MH to arrange for KS1 spare fruit to be made available to KS2.
	<p><b>Q</b> SK asked about the purpose of the new Friday snack programme?  <b>A</b> WL it came from the School Council, is optional and has no profit. The scheme had worked well in the past (precovid) and will start after half term.</p> <p><b>Ofsted</b>  <b>Q</b> SK asked when the last parent survey was undertaken?  <b>A</b> WL replied that it was last completed in 2020.</p> <p>It was agreed that a parent survey was carried out soon. Governors agreed that it would be useful to gain stakeholder feedback and act if required. <b>Action:</b> JC to draft a questionnaire. SK to review and add questions. MH to add questions specifically for parents of SEND pupils.</p> <p><b>Action:</b> An email to be sent out in advance to notify parents and encourage them to respond before the end of the Autumn Term.</p> <p>Governors aim to gain a 50% response rate.</p> <p><b>Leadership</b>  <b>Q</b> SK reported that the shared headteacher role seemed to be going well and asked for confirmation from WL and JC.  <b>A</b> WL &amp; JC confirmed it was going well.</p>
<b>Action:</b>	JC to draft a questionnaire. SK to review and add questions. MH to add questions specifically for parents of SEND pupils.
<b>Action:</b>	An email to be sent out in advance to notify parents and encourage them to respond before the end of the Autumn Term.

AGENDA ITEM 20	DATE OF NEXT MEETING/S
<b>Discussion:</b>	Please refer to the meeting schedule on Google Drive with the papers for all dates for the academic year. 01.12.22 16.03.22 22.06.23 To agree Pay Panel and set a date for meeting. To agree HT Performance Management meeting.

**Part 1 of the meeting ended at 6.25pm**  
**MH and SHa left the meeting at 6.25pm**

Actions from Matters Arising:					
Raised	Topic	Action	By Who	By When	Completed/Not Completed/Deferred
4.11.91	Skills	Skills audit questionnaires complete and returned to NH	LP and AY	Summer 2022	Some gaps to be completed – shared on Google Drive for govts to update. JCu to complete as a new governor. JC to send





					the questionnaire out again.
15.12.91	Budget	Contact SBM peer group to discuss any experience in contacting corporate organisations for CSR funding.	TA	Autumn 22	Deferred
15.12.91	Budget	To update research on funding opportunities	TA & NH	Summer 22	Deferred
16.3.22	Training	To check with AY to confirm whether she has completed Induction Training.	WL/NH	Summer 22	WL ta ask AY
16.3.22	School visits	Complete visit report template for school visits reported to the governors in March meeting	All	March 2022	Still to be completed
16.3.22	Finance - debtors	Continue with debtor's letters.	TA	Ongoing	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	In progress
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 Gov Hub.	SH	Autumn 2022	01.12.22
28.06.22	White Paper	WL to view the White Paper Webinar presentation and share the findings with governors.	WL	First Autumn half term	WL informed gobs that there has been a request to extend the school day. This will impact on TA time. WL to send governors more information.
<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
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.	



17.10.22	Gov Training	Governors who have not completed Safeguarding Training to complete asap.	Some governors	By the end of half term	
		To include training on the Note of Visit proforma.	JC	Before link gov visits	
		Governors to include training undertaken on their Governor Profile.	All	Ongoing	
17.10.22	Monitoring visits	A schedule to be drafted and to be taken to the next FGB.	WL	01.12.22	
		Link governors to arrange visits with staff and inform WL to include in the schedule.	All	Second half of the 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	
17.10.22	School meals	To arrange for KS1 spare fruit to be made available to KS2.	MH	Second half of the autumn term	
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	
		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	