



<b>APPROVED MINUTES OF THE FULL GOVERNING BODY MEETING MICKLE TRAFFORD VILLAGE SCHOOL</b>		
<b>Date</b>	<b>27<sup>th</sup> September 2023 at 4.30pm</b>	
<b>Venue</b>	<b>Mickle Trafford Village School</b>	
<b>Present:</b>	Clare Arnold (CA) Linda Peate (LP) Wendy Lyon (WL) Leslie Smith (LS) Anouska Youds (AY) Jill Cutler (JCu) Yvette Brindle (YB) Sara Hayes (SH) Adrian Ralph (AR)	Co-opted Governor Co-opted Governor Headteacher Co-opted Governor Parent Governor LA Governor Co-opted Governor Staff Governor Co-opted Governor
<b>In attendance</b>	Julie Cox (JC)	Associate Governor
	Nicole McNally	Associate Governor & SBM
	Annette Jones (AJ)	Governance Clerk
<b>Apologies</b>		
<b>Absent</b>		
<b>Remote Attendance</b>	Mat Hutchinson (MH)	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.*

Documents sent ahead of the meeting or tabled:

- **Minutes of the last FGB meeting (22.06.23)**
- **Declarations of Interest / Confirmations / Code of Conduct**
- **Terms of Reference:**
  - Staffing, Curriculum & Safeguarding committee
  - Finance, Premises, Health & Safety committee
  - Pay committee.
  - Appeals committees.
  - School Collaboration

**The meeting was quorate.**

**The meeting started at 4.33pm**

**CA, AY and YB joined the meeting at 4.35pm**

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>
	Governors were welcomed to the meeting by the Chair. There were no apologies. LS Chaired the meeting except for agenda item 2 - election of Chair.

<b>AGENDA ITEM 2</b>	<b>APPOINTMENT OF CHAIR &amp; VICE CHAIR FOR 2023-24 (STATUTORY)</b>
	The Clerk informed governors that there had been 1 nomination for Chair and 1 nomination for Vice Chair received.  <b>LS left the room at 4.34pm</b> The governors discussed the nomination for Chair, the length of tenure and voted. <b>LS joined the meeting at 4.55pm</b>



<b>Resolved:</b>	To appoint LS as Chair until the 17 <sup>th</sup> of January up until the term is extended or another chair is elected.
	AR informed LS of the Board's decision, the reasons for the shorter duration period and the support available directly from AR as a coach / sounding board. The governors would support the role and complete a 360 evaluation of the Chair which will be fed back to LS.  <b>JCu left the meeting at 5.00pm</b> Discussion took place regarding the nomination. <b>JCu joined the meeting at 5.03pm</b>
<b>Resolved:</b>	To appoint JCu unanimously as Vice Chair.

<b>AGENDA ITEM 3</b>	<b>APPOINTMENT OF CLERK FOR 2023-24 (STATUTORY)</b>
	<b>AJ left the meeting at 5.04pm</b> Discussion took place regarding the appointment of a Clerk. <b>AJ joined the meeting at 5.10pm</b>
<b>Resolved:</b>	To approve S2N as the service provider and AJ as Clerk for the academic year.

<b>AGENDA ITEM 4</b>	<b>ANNUAL DECLARATIONS</b>
	Most governors had 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 - <b>4 governors are still to confirm.</b></li> <li>• Code of Conduct and Confirmation of eligibility – <b>3 governors are still to confirm.</b></li> </ul> Governors confirmed their details on the GIAS form are correct. WL confirmed that all governors have an enhanced DBS.  Discussion took place regarding the Code of Conduct. All governors agreed to refresh themselves of the CoC and indicate that they have read it using the 3 dots on the document posted on GH. docs.
<b>Action: 4.1</b>	4 governors to confirm their declaration of pecuniary, personal, educational interests on GH.
<b>Action: 4.2</b>	3 governors to confirm the Code of Conduct and Confirmation of eligibility.
<b>Action: 4.3</b>	All governors to refresh themselves of the CoC and indicate that they have read it using the 3 dots on the document posted on GH. This document can be accessed <a href="#">here</a> .

<b>AGENDA ITEM 5</b>	<b>• PART ONE MINUTES OF THE LAST MEETING (22.06.23)</b>
<b>Resolved:</b>	To approve the minutes of the last meeting 22.06.23 with one amendment – agenda item 6 is to have a resolution box indicating that AR had been appointed to the Board.

<b>AGENDA ITEM 6</b>	<b>MATTERS ARISING</b>				
	To note whether the following matters arising have been completed or not.				
<b>Raised</b>	<b>Agenda item</b>	<b>Action</b>	<b>By Whom?</b>	<b>By When?</b>	<b>Completed / Deferred / Pending</b>
22.06.23	6.1	To welcome the new governor.	LS	ASAP	Completed
24.05.23	8.1	To set up a meeting of non-teaching governors.	LS	ASAP	To be linked with the below item
<b>Discussion:</b>	The culture of the Board was discussed. Existing self-evaluation returns and feedback were identified as:				



	<p>Feedback from Ofsted,</p> <ul style="list-style-type: none"> <li>The NGA Governing Board Self-Evaluation questions and RAG ratings analysis. SH's analysis of the governor's responses can be accessed <a href="#">here</a>.</li> <li>The Skills Audit</li> </ul> <p>It was agreed that future self-evaluation and feedback could be gathered from:</p> <ul style="list-style-type: none"> <li>A 360 Evaluation of the Chair.</li> <li>Stakeholder surveys.</li> </ul> <p><b>Q</b> YB asked what the aim of reviewing the data from the various sources was? <b>A</b> governors identified that it was about identifying targets, strengths, and gaps. It was agreed in the first instance to complete the Chair's 360 and revisit the NGA self-evaluation on the Board.</p>				
<b>Actions:</b>					
6.8.1a	Governors to complete the 360 Evaluation of the Chair.				
6.8.1b	AR to complete the NGA Governing Board Self-Evaluation questions and RAG ratings.				
6.8.1c	LS re-visit his proposal of how the Board could operate more effectively and share.				
6.8.1d	To analyse the Skills Audit and identify gaps. WL & LS				
22.06.23	11.1	To set a meeting date to discuss Board strategy, ideally early evening.	LS	ASAP	Deferred. Linked to the actions above in 8.1.
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 <sup>th</sup> July.	All	By 10 <sup>th</sup> of July 23	Letter agreed and sent out. Positive feedback from a parent was received and fed back.
22.06.23	17.1	To move the last FGB meeting 2024 into July.	WL / AJ	September 23	Covered in agenda item 17.

<b>AGENDA ITEM 7</b>	<b>GOVERNING BODY MEMBERSHIP 2023-24</b>				
	<ul style="list-style-type: none"> <li><b>Vacancies</b> <ul style="list-style-type: none"> <li>Parent Governor – Discussion took place regarding the recruitment of a parent governor. WL has posted a letter on GH to be updated by governors. WL will remain the returning officer.</li> <li>Co-opted Governor – To await the response to the parent governor election and then to decide on the appointment of the Co-opted governor.</li> <li>Skills audit - To consider any new appointments in relation to the audit outcomes.</li> </ul> </li> </ul>				
<b>Action: 7.1</b>	WL to advertise for a parent governor as soon as possible.				

<b>AGENDA ITEM 8</b>	<b>COMMITTEE STRUCTURE &amp; MEMBERSHIP 2023-24</b>				
	<p>Governors agreed to the committee structure and membership of the following:</p> <ul style="list-style-type: none"> <li><b>Finance, Premises, Health &amp; Safety committee</b></li> <li><b>Staffing, Curriculum and Safeguarding committee</b></li> <li><b>Pay committee</b> – 3 non-staff governors.</li> <li><b>Headteacher Performance Management panel</b> – 2 governors plus external advisor</li> </ul> <p>Membership can be viewed <a href="#">here</a>.</p>				



	<p>Governors agreed to decide on the membership of the following committee/panels as the need arises:</p> <ul style="list-style-type: none"> <li>• <b>Pay appeals committee</b> – 3 non-staff governors.</li> <li>• <b>Pupil Discipline &amp; Exclusion panel</b></li> <li>• <b>Staff Discipline &amp; Dismissal panel</b> – 3 non staff, trained and eligible governors.</li> <li>• <b>Staff Discipline &amp; Dismissal appeal panel</b> - 3 non staff, trained and eligible governors.</li> <li>• <b>Complaint appeals</b> – 3 non staff trained and eligible governors.</li> </ul> <p>Governors discussed the appointment of the SIP and approved the SIP for the Headteacher's performance management and actioned approving a new SIP for the rest of the year.</p>
<b>Resolved:</b>	To accept the revised <a href="#">Governor with special responsibility paper</a> .
<b>Action: 8.1</b>	To appointment the Chair and Vice-Chair of each committee at the first committee meeting.
<b>Resolved:</b>	To appoint Kathy Parkinson as the SIP for the Headteacher performance management meeting in November 23.
<b>Action: 8.2</b>	To identify a new SIP for the rest of the year from ECM or Susan Walters. AJ to agenda set for the November FGB.

MH left at 5.49pm

YB left at 6.00pm (attempted to log back in remotely but was unable to join due to ICT issues).

<b>AGENDA ITEM 9</b>	<b>REVIEW &amp; CONFIRM GOVERNOR SUBJECT LINKS &amp; LEAD GOVERNOR ROLES 2023-24</b>
	<p>Governors confirmed the lead and link governors in addition to the statutory roles. These can be viewed <a href="#">here</a>.</p> <p>Governors agreed to complete 1 monitoring visit per term.</p> <p>JC proposed that governors include pupil voice as part of their focus for the Autumn term as teachers are currently being asking to include pupil voice.</p>
<b>Resolved:</b>	To undertake 1 monitoring visit per governor (non-teaching) per term – to meet the subject lead.
<b>Action: 9.1</b>	Each governor to look at The Key for guidance and refer to the SDP.
<b>Action: 9.2</b>	Each governor to identify the focus of their visits, the objectives, what they're going to review, when they're going to share the outcomes etc. To access the template to complete this action please click <a href="#">here</a> .
<b>Action: 9.3</b>	Each governor to consider the impact of pupil voice during their monitoring in the Autumn term. JC to share with governors the pupil voice form.

<b>AGENDA ITEM 10</b>	<b>TERMS OF REFERENCE 2023-24</b>
	<p><b>Governors agreed the terms of reference for the following committees:</b></p> <ol style="list-style-type: none"> <li>1. Staffing, Curriculum &amp; Safeguarding committee</li> <li>2. Finance, Premises, Health &amp; Safety committee</li> <li>3. Pay committee</li> <li>4. Appeals committees</li> </ol>
<b>Resolved:</b>	To approve the existing ToR for each of the committees listed above.

<b>AGENDA ITEM 11</b>	<b>GOVERNOR TRAINING REQUIRED/ATTENDED</b>
	<p>Governors discussed the training needs of the Board. Some governors had recorded training on GH. Older records were provided by email to the previous SBM, these are no longer accessible.</p> <p>Going forward governors agreed to upload their training to GH as it's completed. This will include any relevant training or CPD undertaken through governors' roles as part of their day job etc.</p>



	<p>Governors discussed what may be needed in the new academic year in relation to the Skills Audit and roles / responsibilities agreed. The Clerk proposed a training plan is created for 2023-24.</p> <p><b>Q</b> AR asked what the training priorities are as a new governor? <b>A</b> WL signposted AR to training modules on the National College training portal including New to Governance's and Induction. Training modules related to AR's link governor role and safeguarding.</p> <p>The Chair agreed to meet with AR to complete his induction, JCu reported that she had enough previous experience in the role and didn't require induction assistance.</p> <p>It was agreed that all governors would view the National College training menu and identify modules relevant to their roles.</p>
<b>Action: 11.1</b>	Governors to update their training on GH & include anything that's relevant from their work or other roles.
<b>Action: 11.2</b>	Chair to meet with new governors to complete the induction.
<b>Action: 11.3</b>	All governors to view the National College training menu and identify modules relevant to their roles.

<b>AGENDA ITEM 12</b>	<b>GOVERNOR MONITORING REPORTS</b>
	This was covered under agenda item 9 above.

<b>AGENDA ITEM 13</b>	<b>GOVERNOR SELF EVALUATION &amp; ACTION PLANNING 23-24</b>
	<p><b>Discussed during agenda item 6 Matters Arising 8.1, 11.1 &amp; 12.1</b></p> <p>The following discussion points were deferred until new governors are appointed and the 360 Chair's evaluation and Board self-evaluation are completed:</p> <ul style="list-style-type: none"> <li>To consider and agree what the specific priorities for governors this academic year are.</li> <li>To consider the work of the board considering last year's achievements and challenges.</li> <li>Meet to discuss Board strategy.</li> </ul> <p><b>The following actions were completed:</b></p> <ol style="list-style-type: none"> <li>The Governor Impact Statement was shared with parents and feedback shared in Matters Arising.</li> <li>An Impact Statement from the FPH&amp;S committee was created and shared by LS on GH. As the full impact statement had already been circulated to parents an SCS committee impact statement was considered unnecessary by the Chair of SCS.</li> </ol>
<b>Action: 13.1</b>	AJ to agenda set Governor self-evaluation and action planning deferred actions for the November FGB meeting.

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

<b>AGENDA ITEM 15</b>	<b>PROCEDURES / POLICIES FOR REVIEW/APPROVAL</b>
	<ul style="list-style-type: none"> <li>School Pay policy.</li> <li>Safeguarding policy</li> </ul>
<b>Resolved:</b>	To approve the policies and procedures itemised above.



AGENDA ITEM 16	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
	<p>LS reported to governors that:</p> <ul style="list-style-type: none"> <li>The school is free of RAAC.</li> <li>The H&amp;S Audit had been completed that morning. The report will be shared with the Board as soon as it's available. 2 LA officers, LS, WL and NMc attended the audit. It was very thorough.</li> </ul>
<b>Action: 16.1</b>	To share the H&S report with governors as soon as it becomes available.

AGENDA ITEM 17	DATE OF NEXT MEETING/S				
	FGB (Bus)	Wednesday	27.09.23	5.00pm	
	FPH&S	Wednesday	11.10.23	5.00pm	
	SCS	Wednesday	08.11.23	5.00pm	
	FGB	Wednesday	29.11.23	5.00pm	
	SCS	Wednesday	17.01.24	5.00pm	5.00pm – 5.30pm to include the full FGB to elect a Chair.
	FPH&S	Wednesday	07.02.24	5.00pm	
	FGB	Wednesday	13.03.24	5.00pm	
	SCS	Wednesday	22.05.24	5.00pm	
	FPH&S	Wednesday	12.06.24	5.00pm	
	FGB	Wednesday	03.07.24	5.00pm	
<b>Action: 17.1</b>	To agree a date for Headteacher's performance management at the next meeting.				

**NMc, JC & SH left the meeting at 6.48pm**

**The meeting continued to Part 2**

Raised	Agenda item	Action	By Whom?	By When?
27.09.23	6.8.1a	To complete the 360 Evaluation of the Chair.	All	November FGB meeting
27.09.23	6.8.1b	To complete the NGA Governing Board Self-Evaluation questions and RAG ratings.	AR	November FGB meeting
27.09.23	6.8.1c	To re-visit LS's proposal of how the Board could operate more effectively and share.	LS	November FGB meeting
27.09.23	6.8.1d	To analyse the Skills Audit and identify gaps.	WL & LS	November FGB meeting
27.09.23	7.1	To advertise for a parent governor as soon as possible.	WL	<b>October 23</b>
27.09.23	8.1	To appointment the Chair and Vice-Chair of each committee at the first committee meeting.	Committees	<b>October/Nov 23</b>
27.09.23	8.2	To identify a new SIP for the rest of the year from ECM or Susan Walters. AJ to agenda set for the November FGB.	WL & AJ	November FGB meeting
27.09.23	9.1	To look at The Key for guidance and refer to the SDP.	All	November FGB meeting
27.09.23	9.2	To identify the focus of their visits, the objectives, what they're going to review, when they're going to share the outcomes etc. To access the template to complete this action please click <a href="#">here</a> .	All	November FGB meeting





27.09.23	9.3	To consider the impact of pupil voice during their monitoring in the Autumn term. To share with governors the pupil voice form.	All JC	Autumn term
27.09.23	11.1	To update training records on GH & include anything that's relevant from work or other roles.	All	November FGB meeting
27.09.23	11.2	To meet with new governors to complete the induction.	LS	November FGB meeting
27.09.23	11.3	To view the National College training menu and identify modules relevant to their roles.	All	Autumn term
27.09.23	13.1	To agenda set Governor self-evaluation and action planning deferred actions for the November FGB meeting.	AJ	October 23
27.09.23	16.1	To share the H&S report with governors as soon as it becomes available.	LS & WL	Autumn term
27.09.23	17.1	To agree a date for Headteacher's performance management at the next meeting.	All	November FGB meeting