



<b>MINUTES OF THE FULL GOVERNING BODY MEETING MICKLE TRAFFORD VILLAGE SCHOOL</b>		
<b>Date</b>	<b>13<sup>th</sup> March 2024 at 5pm</b>	
<b>Venue</b>	<b>Mickle Trafford Village School</b>	
<b>Present:</b>	Linda Peate (LP) Wendy Lyon (WL) Mat Hutchinson (MH) Sara Hayes (SH) Jill Cutler (JCu) Adrian Ralph (AR) Nicola Lasikiewicz (NL)	Co-opted Governor Headteacher Co-opted Governor Staff Governor LA Governor <b>Co-Chair</b> Co-opted Governor <b>Vice Chair</b> Parent Governor
<b>Attending remotely:</b>	Yvette Brindle (YB) Clare Arnold (CA)	Co-opted Governor Co-opted Governor
<b>In attendance:</b>	Nicole McNally (NMc) Julie Cox (JC) Annette Jones (AJ) Andrew Canham (AC)	Observer Observer Governance Clerk Observer
<b>Apologies:</b>	Anouska Youds	Parent Governor <b>Co-Chair</b>

*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 (29.11.23)**
- **Headteacher's report**
- **School Development Plan**
- **SEF**
- **Policies and Procedures**

**The meeting was quorate.**

**The meeting started at 5.06pm**

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>
	The Chair welcomed governors to the meeting and welcomed Andrew Canham (AC) and invited him to introduce himself. AC advised that he had previously been a governor at 2 other schools starting in 2017 and is currently a governor at Helsby High School.
<b>Resolved:</b>	To accept the apologies from AY.

<b>AGENDA ITEM 2</b>	<b>DECLARATION OF ANY OTHER BUSINESS</b>
	<ul style="list-style-type: none"> <li>• New DfE Governance Guidelines.</li> <li>• Local Living Wage</li> <li>• Critical Incident WhatsApp Group</li> <li>• Leaky radiator</li> </ul>

<b>AGENDA ITEM 3</b>	<b>DECLARATIONS OF INTEREST</b>
	NMc advised that she is the spouse of Tommy McNally contractor.

<b>AGENDA ITEM 4</b>	<b>PART ONE MINUTES OF THE LAST MEETING (29.11.23)</b>



<b>Resolved:</b>	To approve the minutes of the last meeting (29.11.23) as a true and accurate record of the meeting.
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<b>AGENDA ITEM 5</b>		<b>MATTERS ARISING</b>			
<b>Raised</b>	<b>Agenda item</b>	<b>Action</b>	<b>By Whom?</b>	<b>By When?</b>	<b>Completed / Not completed / deferred</b>
29.11.23	6.1	To include experience / willingness to become a Chair once experienced in the role was a desirable.	WL	ASAP	Completed. A sentence on this criterion is included in the governor recruitment information.
29.11.23	6.2	To approve/set up Governor's allowances/expenses scheme at the Spring FGB meeting.	All	17.01.24	Covered in agenda item 6 below.
29.11.23	6.3	To agree a succession plan by Easter 2024.	All	Easter 24	Covered in agenda item 6 below.
29.11.23	9.1	To complete the training as identified - Co-Chairs to do Chairs training, NL to do the Induction training, AR to review and look at H&S training and JCu and LP to undertake HT Appraisal training.	JCu, LP, AR, AY, NL	ASAP	Covered in agenda item 8 below.
13.03.24 <b>Update:</b>	<p>JCu advised that there was no Chairs training on The Key, but she has read the guidance. AR advised that he had completed the Chairs training &amp; H&amp;S training on the Knowledge – National College.            LP &amp; JCu – not yet completed the appraisal training as the Headteacher appraisal took place before the training.            NL to check her progress with the Induction checklist.</p>				
<b>Action:</b> <b>6.9.1</b>	NL to check the progress with the Induction checklist.				
29.11.23	9.2	To record their training on their GH profile.	All	Ongoing	Completed
29.11.23	9.3	To download the training record for each FGB meeting.	AJ	17.01.24	Completed
29.11.23	10.1	All governors to plan their Spring Term visits and contact teachers to arrange. Please click <a href="#">here</a> .	All	17.01.24	<b>Pending.</b> Governors were reminded to action.
29.11.23	10.2	To check the access to the Google Doc.	AJ	ASAP	Completed
29.11.23	11.1	To review the self-evaluation tools and consider how they could use the tools to measure impact.	All	17.01.24	Covered in agenda item 7 below.
29.11.23	11.2	To agenda set the governing board's self-evaluation.	AJ	17.01.24	Completed
29.11.23	18.1	To add the data in readiness for the submission of the PP strategy to the DfE.	MH	31.12.23	Completed
29.11.23	20.1	To look at expected progress. MH to discuss with CA and LP as the lead governors.	MH	17.01.24	<b>Pending.</b> To advise at the end of the



					year.
29.11.23	21.1	To form a working group to investigate Academies.	JC, NL, SH, WL, MH & JCu	17.01.24	Covered in agenda item 20 below.
29.11.23	22.1	To investigate minibus, hire contacts and report back to NM.	JCu	17.01.24	<b>Pending.</b> JCu to report at the next meeting.

## GOVERNANCE

AGENDA ITEM 6	GOVERNING BODY MEMBERSHIP & DIVERSITY
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>To address the 2 co-opted governor vacancies. Andrew Canham (AC) to be invited to be a Co-opted Governor following the meeting.</li> <li>Forthcoming ends of terms of office – none for 23-24</li> <li>Appointments/elections – none required.</li> <li>There have been multiple reports over the years that highlight not just the lack of diversity on governing boards, but the objective benefits of increasing this diversity. To get started on this area, have a look at The Key’s article: <a href="#">resources for tackling diversity on your board</a>, which also goes into further detail on why diversity matters. There is also a <a href="#">free tool</a> to audit the diversity of your school community.</li> </ul> <p>Discussion took place regarding the diversity of the Board and difficulties experienced in recruitment. It was agreed to utilise the tools outlined above and agenda set again to review the outcomes.</p> <ul style="list-style-type: none"> <li>To approval of SIP/External advisor – To identify a new SIP for the rest of the year from ECM or Susan Walters.</li> </ul> <p>Recommendations were shared in advance of the meeting. Governors discussed the services, quotes, and recommendations. WL reported that she does not have a preference. Points that were highlighted were: ECM is a company. SW used to be the Headteacher at Mill View. Previous models of SIP support included a visit in the Autumn, half a day visit, plus the Headteacher appraisal, one day visit in the Spring and Summer. Having one day per term would be the preferred model. This could be reviewed next year.</p> <ul style="list-style-type: none"> <li>Skills audit - AR shared the results in advance of the meeting.</li> </ul> <p>AR advised that there were no significant gaps. The 4 areas that scored the lowest were highlighted. These included - Chair experience and curriculum. It was worthwhile doing and would be worth doing annually. Governors were asked to review the outcomes.</p> <ul style="list-style-type: none"> <li>Succession Planning - There was an agreement to aim to have a succession plan in place by the end of the Spring Term.</li> </ul> <p>The Chair reported that Ideas have been shared in previous meetings. Some governors have no aspirations to be Chair. The willingness to Chair has been included on the vacancy information. AC was consulted on his experience in other schools. AC reported on several Chair experiences he’d had. Availability more than the commitment is the barrier. The Headteacher’s wellbeing was highlighted as a significant part of the role. It was agreed to ascertain who would be willing to Chair in the future.</p> <ul style="list-style-type: none"> <li>To approve/set up Governor’s allowances/expenses scheme. Governor Allowance Policy is due for review Spring 24.</li> </ul>
<b>Action: 6.1</b>	JCu to write to AC to invite him to join the Board as a Co-opted Governor.
<b>Action: 6.2</b>	To readvertise the Co-opted Governor vacancy. 3 <sup>rd</sup> party organisations to be contacted.



<b>Action: 6.3</b>	AC to advise of 3 <sup>rd</sup> party charity contact for governor recruitment.
<b>Action: 6.4</b>	Governor to update their diversity details on GH by Easter.
<b>Action: 6.5</b>	AJ to pull off diversity reports from community & GH in readiness for the next meeting.
<b>Resolved:</b>	To appoint SW as a SIP for 3 days a year. To start in the summer term.
<b>Action: 6.5</b>	AJ to contact governors to gauge interest in the role of Chair.
<b>Resolved:</b>	To approve the Governor's Allowances/expenses scheme.

<b>AGENDA ITEM 7</b>	<b>GOVERNOR SELF EVALUATION &amp; ACTION PLANNING 23-24 (Deferred from the November meeting)</b>
	<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 in light of last year's achievements and challenges.</li> <li>To review governor attendance at meetings 22-23.</li> </ul> <p>This came about due to a few absences. It was agreed to commit to as many meetings as possible. The SCS &amp; FH&amp;S committee model was discussed as to whether the Board has a flat model of 6 FGB meetings a year.</p> <ul style="list-style-type: none"> <li>To plan how the Board will self-evaluate and action plan for 23-24. Please see self-evaluation tools <a href="#">here</a>.</li> <li>To consider an independent Governance Review.</li> </ul>
	<p><b>Priorities identified:</b></p> <ul style="list-style-type: none"> <li>Succession Planning,</li> <li>Stability of the Board.</li> <li>Wellbeing for the Headteacher and staff.</li> <li>A cohesive relationship between Board members and SLT.</li> <li>Recruit to the vacancies on the Board.</li> </ul> <p><b>Self-Evaluation:</b> AC mentioned the free LA external evaluation offered a few years ago. An external review is very useful to guide the Board as to what's going well and what needs addressing. The cost is circa £2,000. It was agreed that the Board would start with a self-evaluation.</p>
<b>Action: 7.1</b>	To revisit the NGA 20 self-evaluation questions – AJ to post on GH.
<b>Resolved:</b>	To restructure the Board to a flat model of 6 meetings a year.

**CA left the meeting at 5.50pm and returned later.**

<b>AGENDA ITEM 8</b>	<b>GOVERNOR TRAINING REQUIRED/ATTENDED</b>
	<ul style="list-style-type: none"> <li>To receive feedback from training undertaken since the last FGB meeting.</li> <li>Training identified for the Spring term includes: <ul style="list-style-type: none"> <li>Co-Chairs to do Chairs training.</li> <li>NL to do the Induction training.</li> <li>AR to review and look at H&amp;S training.</li> <li>JCu and LP to undertake HT Appraisal training.</li> </ul> </li> </ul> <p><b>Please view governor's training records <a href="#">here</a>.</b></p> <ul style="list-style-type: none"> <li>To identify further training required linked to governor roles and responsibilities and to address any gaps on the Skills Audit.</li> </ul> <p>This was covered in Matters Arising above. AJ highlighted the need for a governor to complete Cyber Security training – JCu has already completed. AR to complete.</p>
<b>Action: 8.1</b>	JCu to upload her training certificates on GH.
<b>Action: 8.2</b>	AR to complete Cyber Security training

<b>AGENDA</b>	<b>GOVERNING BOARD VISITS/REPORTS ATTENDED SINCE LAST MEETING</b>
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<b>ITEM 9</b>	
<b>Discussion:</b>	To receive reports of any governor visits that have taken place recently and note any questions or actions arising from this. CA completed a SEND monitoring visit. AR to complete a D&T monitoring visit. AR has completed a H&S walk around. AR visited to complete the SFVS with NMc. JCu visited last Tuesday to support JC with her NPQH.
<b>Action: 9.1</b>	Governors to complete a RoV template following visits.

<b>AGENDA ITEM 10</b>	<b>CHAIR'S ACTION</b>
	The governors noted the Chair's action to approve Mr Reed to fulfil the cleaning of the school as an emergency action.
<b>Action: 10.1</b>	NMc to contact the previous cleaning company who had quoted and if unsuccessful source another company to quote for the cleaning contract.

<b>AGENDA ITEM 11</b>	<b>COLLABORATION AGREEMENT (reminder)</b>
	For any boards who haven't confirmed the collaboration agreement via the terms of reference circulated in autumn 2023, this must be arranged as soon as possible to prevent any breaches in process. This is in the event that governors need to 'borrow' governors from another board.  WL reported that Louise Gibson Chair of governors at Huntington Community Primary School has agreed to a Collaboration Agreement. WL shared an email confirming the agreement.
<b>Action: 11.1</b>	AJ to send a Collaboration Agreement template to WL.
<b>Resolved:</b>	To agree to a Collaboration Agreement with Huntington Primary School.

## SCHOOL IMPROVEMENT

<b>AGENDA ITEM 12</b>	<b>HEADTEACHER'S REPORT</b>
<b>Discussion</b>	The Headteacher's Report was circulated in advance of the meeting. Questions were asked in advance. These can be viewed in Appendix 1. The Report Included: <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Admission Applications / Appeals</li> <li>• Attendance update</li> <li>• Exclusions (FTEs and PEs) update – are there any trends to be aware of affecting status of procedure and policy.</li> <li>• Complaints (informal and formal) from previous academic year - are there any trends identified which should generate any change in policy/procedure?</li> <li>• Data protection</li> <li>• Mental health &amp; wellbeing</li> <li>• SEN</li> </ul>
	<b>Q</b> JCu asked about the admission numbers? <b>A</b> WL reported that there are 13 first and 12 second choices. Sharon McKeown previously supported WL to look at the local demographics and advised that a fall in numbers were not anticipated. WL intends to go back to her to discuss any actions the school can undertake. WL proposed that the school promotes the Open Day and marketing the school more. Governors agreed to start posting about the school on their networks. The governors discussed the lower numbers attending the Open Evening. Parents feedback that they're out of area and the school is oversubscribed, this affects their choices The perception is that



	<p>parents consider the school is full and it's a risk to put it as a first choice. Actual numbers will be available in late April, early May. The wrap around care is a positive feature to promote. WL will review what other schools are doing to promote their schools. The impact on the budget was highlighted.</p>
<b>Action: 12.1</b>	Governors to promote the school on their networks.
	<p>AR referred to the questions he posted in advance of the meeting on the Q&amp;A document (<b>see Appendix 2 below</b>)</p> <ul style="list-style-type: none"> <li>• SOAP Report – number of incidents. AR expressed a concern that it sets a new baseline. <b>Q</b> AR asked the school to confirm the reasons why more staff are reporting incidents? <b>A</b> MH reported that the incidents that weren't reported in the past are now being reported. The level of tolerance has been lowered due to parental feedback.</li> <li>• AR highlighted staff wellbeing and the number of sickness days taken, he highlighted that there are 210 days absence for <b>17</b> staff – <b>Q</b> how does this compare with previous years. How can governors help? – <b>A</b> referred to Part 2.</li> </ul> <p><b>Q</b> SH asked when staff will be involved in the discussion around action for wellbeing? <b>A</b> WL reported that staff will be consulted and be included in any changes to policies and procedures.</p>

<b>AGENDA ITEM 13</b>	<b>SCHOOL DATA 2022-23</b>
<b>Discussion:</b>	<p>Governors should receive the update on progress against targets for 2023.</p> <p>The following questions can be used to aid discussion:</p> <ul style="list-style-type: none"> <li>• Where are the strengths and weaknesses?</li> <li>• What is being done to address any particular areas of concern?</li> <li>• How do the results inform governors' work for the remainder of the year?</li> <li>• Are any additional resources needed in particular areas of the school to support the School Development Plan?</li> <li>• Do governors understand the Analyse School Performance system and where the school compares nationally?</li> </ul>
<b>Action: 13.1</b>	Data to be collected on the 20 <sup>th</sup> of March and shared on GH for governors' review.

<b>AGENDA ITEM 14</b>	<b>SCHOOL DEVELOPMENT PLAN 2023-24 FOR REVIEW</b>
<b>Discussion</b>	<p>Governors are accountable for the standards in the school and therefore should monitor the Plan priorities and their progress:</p> <ul style="list-style-type: none"> <li>• Are priorities on track? If not, what is being done to address this?</li> <li>• Are governors making arrangements to visit the school to better understand how the school is outworking its priorities?</li> <li>• What impact is the SDP having on raising standards in the school?</li> </ul>
<b>Action: 14.1</b>	To update the SDP at the end of term and upload to GH at the beginning of the summer term for governor's review.
	<p>Governors discussed the need to focus on the data and progress in meetings. WL explained the process of self-evaluation, review and how the new SDP objectives are generated. AR expressed that he wants to see the headlines and to know, at a strategic level, where there are concerns. This is shown through the RAG rating of the SDP. Governors expressed that they want to be able to have a focussed discussion on the headlines identified on the SDP. AC highlighted the need to link the SDP with the budget.</p>
<b>Action: 14.2</b>	WL & NMc to present the SDP with headlines and linked to the budget for next year's 2024/25 SDP





<b>AGENDA ITEM 15</b>	<b>EXTERNAL REPORT/S</b>
	<ul style="list-style-type: none"> <li>To receive external school appraisal report</li> </ul> <p>There were no external reports since the last meeting.</p>
<b>AGENDA ITEM 16</b>	<b>SCHOOL SELF EVALUATION FORM FOR REVIEW</b>
	<p>Governors should receive the most recent SEF and ensure that the section on governance is up to date. The SEF can be reviewed annually, not at every meeting unless the chair specifically asks for this or unless the school is expecting an Ofsted soon in which case encourage the governors to familiarise themselves with this as inspectors will test their knowledge of the school which should match the SEF.</p> <p>WL advised that the SEF has been uploaded to GH.</p>
<b>Action: 16.1</b>	Governors to review the SEF the section on governance and quality assure that it is up to date.
<b>AGENDA ITEM 17</b>	<b>FINANCE UPDATE</b>
<b>Discussion</b>	<p>Governors received a full finance update of the school's budget, year-end projections and forecast for the new financial year on 1<sup>st</sup> April 2024 at the FPH&amp;S meeting on 07.02.24.</p> <ul style="list-style-type: none"> <li>SBM to advise governors of any updates since the FPH&amp;S meeting.</li> <li>Governors should also be preparing for submission of <b>SFVS</b> by 31<sup>st</sup> March 2024. Approval must be prior to the 31<sup>st</sup> of March either by the Finance committee or FGB.</li> <li>School Funds Accounts</li> <li>SLAs</li> </ul>
<b>Resolved:</b>	To approve the SFVS for submission by 31 <sup>st</sup> March 24.
	<p>NMc advised that the last budget meeting took place on the 6th of March. The Budget has been set for next year. There's still a shortfall but with a predicted positive carry forward for 2025. The school is actively working at reducing the deficit.</p> <p><b>Q</b> AC asked about the forecast for teacher's pay rise? <b>A</b> NMc replied that 3% has been factored in.</p> <p><b>Q</b> AC asked whether the budget considers the fall in numbers? <b>A</b> NMc confirmed that the budget has factored the reduction in numbers to 25 new starters in Sept 2024.</p>
<b>Resolved:</b>	To approve the 2024-25 budget.
	AR posted the SFVS on GH. Some of the actions recorded in the SFVS related to this meeting which will feed into the final version prior to submission. NMc thanked all governors for their work and AR thanked NMc.
<b>Resolved:</b>	To approve the SFVS to be submitted by the 31 <sup>st</sup> of March 24.
	<p>NMc referred to the School Fund, there are 2 more transactions to be added before they're audited.</p> <p>SLA's – NMc highlighted those ready for renewal. These included: Lunchtime Sports Coach, whole class music, CWAC services bought last year to be renewed and White Rose Maths. Insurance services for staff absence will be considered but currently this is continuing.</p>
<b>Resolved:</b>	To approve the renewal of the SLAs as itemised above.
<b>AGENDA ITEM 18</b>	<b>COMMITTEE MINUTES (since the last FGB)</b>
	<ul style="list-style-type: none"> <li>Chairs of the following committees to raise any points e.g. recommendations to the board which need to be approved.</li> </ul> <p><b>FPH&amp;S</b> - 07.02.24 Please view minutes <a href="#">here</a>.</p> <p><b>SCS</b> – 17.01.24 Please view minutes <a href="#">here</a>.</p> <p>There were no recommendations or matters for the FGB from FPH&amp;S or SCS committees.</p>



AGENDA ITEM 19	PUPIL & STAFF WELLBEING
<p><b>Discussion</b></p>	<p>Mental health and wellbeing in the education sector is generally poor and is continuing to decline – as shown in Education Support's <u>teacher wellbeing index</u>. As a board, ask yourself the following questions:</p> <ul style="list-style-type: none"> <li>• How are we supporting the wellbeing of our <u>headteachers</u>? How do we know if they're coping with their workload and achieving a healthy work-life balance?</li> <li>• What is being done to improve wellbeing for different groups, such as headteachers, senior leaders, staff, and pupils?</li> <li>• Does the board have action plans to improve wellbeing?</li> <li>• What's the intended impact of these initiatives? How does the board know whether they're working?</li> <li>• Do senior leaders survey staff to understand their needs? For example, using a <u>wellbeing questionnaire</u></li> <li>• Does our board vision include a commitment to improving mental health and wellbeing? If not, should we review the vision together with senior leaders?</li> </ul> <p>Any concerns can be clarified with the headteacher or senior leaders.</p> <p>WL reported that staff wellbeing forms part of the appraisals, there's a Low-level Concerns Policy, JC &amp; WL have carried out wellbeing meetings for TAs this term, My Happy Mind and other strategies are being used with the pupils. There's also support for staff including a Wellbeing Policy, Assistance Policy, OH support and an Open Door Policy.</p> <p><b>Q</b> JCu asked about using a staff questionnaire? <b>A</b> WL replied that it had been done in the past, but the meetings are more informative. The Ofsted questionnaire was very positive.</p>
<p><b>Action: 19.1</b></p>	<p>To repeat the staff wellbeing questionnaire in the summer term.</p>
	<p><b>Q</b> YB asked about the relationship between staff absence and wellbeing? <b>A</b> WL replied that there's not a direct correlation with school. More will be discussed in Part 2.</p> <p><b>Q</b> AR expressed that the questionnaire done twice a year is not enough. <b>A</b> WL replied that the open-door policy is more informative in the small school environment and is more supportive. <b>A</b> MH replied that twice a year is sufficient.</p>
AGENDA ITEM 20	ACADEMIES
	<p>The School's White Paper outlined that by 2030, all schools will be part of a multi-academy trust (MAT) or will have plans to join or form one. While there are no current measures to force well-performing schools to become academies, governors may wish to ask their school leaders questions about the options available to them.</p> <ul style="list-style-type: none"> <li>• JC, NL, SH, WL, MH &amp; JCu to report back from the working group to investigating Academies.</li> </ul> <p>WL updated the working party on the actions she had taken.</p> <ul style="list-style-type: none"> <li>• Samara Trust – the CEO came in to school and spoke to SLT. The next step is for SLT to talk to staff at other schools in the Samara Trust to gain feedback.</li> <li>• Learning Trust - WL met the Headteacher at Belgrave, it felt very much like MTVS. JCu advised the Board that her school is part of the Learning Trust.</li> <li>• Everton Trust – there's a possibility of MTVS being a Founder school.</li> <li>• Next steps – to decide on a date for the Trusts to present to the working party.</li> <li>• Staff to be updated.</li> </ul> <p>The differences to governance were discussed. WL advised that agendas would come centrally, and some accountability would change.</p> <p>Governors agreed to Tuesday the 16<sup>th</sup> of April for Steve Baker from the Everton Trust to meet</p>





with the working group.

**AGENDA ITEM 21 PROCEDURES / POLICIES FOR REVIEW/APPROVAL**

- Manual of Internal Financial Procedures – folder on GH.
- Gifts, Hospitality & Anti-Bribery Policy
- Business Continuity Plan
- Whistleblowing Policy
- Staff code of Conduct policy
- Fixed Asset Register
- Procedure for dealing with allegations of abuse against staff.
- Governor Allowance and Expenses
- Statement of biometric information – for information
- Staff Financial Skills Matrix results – results were positive. No gaps where staff were highly competent. For renewal next year.

**Resolved:** To approve the policies and procedures as itemised above.

LP left at 7.08pm

**AGENDA ITEM 22 SUCCESSES AND CELEBRATIONS**

- Achieved a balanced budget.
- Completion of the SFVS
- Commitment from governors to school, governors are more visible.

**AGENDA ITEM 23 ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING**

- AJ advised that the new DfE Governance Guidance is now published – as a minimum this should be read by Chairs, Vice Chair & Committee Chairs.
- Critical Incidents – WL requested setting up a WhatsApp Group – this was approved to include the Vice Chair, Co-Chairs and SLT.
- The Local Living Wage is now £12 an hour from 1<sup>st</sup> of April 2024 – approved.
- Leaky radiator – a pinhole hole behind a radiator is leaking. WL has gained quotes - Tommy McNally can repair the hole. To replace the radiator would involve more pipework. A 3<sup>rd</sup> quote is not available due to the urgency. The 2 quotes were presented by WL. She advised that she has brought this to governors as there's a declaration of interest with a contractor. The governors agreed to replace the radiator at a cost of £550 (repairing costs £250) with Tommy McNally.
- SATs – governors were invited to oversee – from the 6<sup>th</sup> of May in the mornings, to monitor the administration.

**Resolved:** To replace the radiator £550 with Tommy McNally.

**Action: 23.1** WL to send out an email to invite governors to attend the SATs tests.

**AGENDA ITEM 24 DATE OF NEXT MEETING/S**

SCS	Wednesday	22.05.24	5.00pm
FPH&S	Wednesday	12.06.24	5.00pm
FGB	Wednesday	03.07.24	5.00pm

AC, SH, JC, and MH left the meeting at 7.17pm

The meeting continued to Part 2  
Appendix 1

Raised	Agenda item	Action	By Whom?	By When?
13.03.24	6.9.1	To check the progress with the Induction checklist.	NL	ASAP



13.03.24	6.1	To write to AC to invite him to join the Board as a Co-opted Governor.	JCu	ASAP
13.03.24	6.2	To readvertise the Co-opted Governor vacancy. 3 <sup>rd</sup> party organisations to be contacted.	JCu	ASAP
13.03.24	6.3	To advise of 3 <sup>rd</sup> party charity contact for governor recruitment.	AC	ASAP
13.03.24	6.4	To update their diversity details on GH.	All	By the end of term
13.03.24	6.5	To pull off diversity reports from community & GH in readiness for the next meeting.	AJ	Before the next meeting.
13.03.24	6.5	To contact governors to gauge interest in the role of Chair.	AJ	Completed
13.03.24	7.1	To revisit the NGA 20 self-evaluation questions – AJ to post on GH.	All / AJ	Before the next meeting.
13.03.24	8.1	To upload training certificates on GH.	JCu	ASAP
13.03.24	8.2	To complete Cyber Security training	MH	Before the next meeting.
13.03.24	9.1	To complete a RoV template following visits.	All	Ongoing
13.03.24	10.1	To contact the previous cleaning company who had quoted and if unsuccessful source another company to quote for the cleaning contract.	NMc	ASAP
13.03.24	11.1	To send a Collaboration Agreement template to WL.	AJ	Completed
13.03.24	12.1	To promote the school on their networks.	All	Ongoing
13.03.24	13.1	Data to be collected on the 20 <sup>th</sup> of March and shared on GH for governors' review.	WL	By the end of term.
13.03.24	14.1	To update the SDP at the end of term and upload to GH at the beginning of the summer term for governor's review.	WL	Before the next meeting.
13.03.24	14.2	To present the SDP with headlines and linked to the budget for next year's 2024/25 SDP.	WL & NMc	At the next meeting.
13.03.24	16.1	To review the SEF the section on governance and quality assure that it is up to date.	All	Before the next meeting.
13.03.24	19.1	To repeat the staff wellbeing questionnaire in the summer term.	WL	By the end of the year.
13.03.24	23.1	To send out an email to invite governors to attend the SATs tests.	WL	ASAP
13.03.24	26.1	To publish the minutes of the Part 2 meeting. On the 5 <sup>th</sup> of March in the Part 2 folder.	JCu	ASAP

## Appendix 2

### PART 1 QUESTIONS RAISED BY GOVERNORS FGB MEETING 13.03.24

Agenda Item	Document Title & Reference	Questions Raised	To	From	Response
12	SOAP	If I interpret the data correctly, we have seen a massive increase in behavioural and safeguarding events compared to the same	WL	AR	Behaviour levels haven't changed but staff are recording more incidents following our Sept Inset training.  More low-level incidents are being recorded than previously recorded.



		<p>period last year (640 v 276) driven by increases in pastoral and behaviour events. Please can you comment further on why this has happened and any actions that have been implemented further beyond what is currently in place?</p>			<p>These are being shared with the wider school staff for support and monitoring.</p> <p>More users have been added to ensure all incidents are being recorded appropriately.</p> <p>TAs and teachers can be tagged to an incident which can generate 2 or more reports. Any follow up actions creates another incident.</p>
12	HT Report-Well being	<p>Do we have any anonymised data on staff sickness and how does our data compare to other similar schools, and do we have any concerns in this regard?</p>	WL	AR	<p>There have been 210 days of staff sickness from Sept 2023 to date. This includes 2 long term sickness and covers 17 members of staff. We will look into comparing our data with another school if we can find another school willing to share their data.</p> <p>We are concerned and are looking into staff insurance to cover us from the first day of absence. I can assure you that our school staff absence policy is being implemented e.g. when a member of staff returns to work following sickness absence, we conduct a return-to-work meeting.</p> <p>Stage 1 Absence Meetings to discuss the absence record, explore reasons for absence, identify areas for support, set targets for improvement are arranged if there are.</p> <ul style="list-style-type: none"> <li>• 10 working days absence in any rolling 6-month period OR</li> <li>• 3 occasions of absence of at least one day in any rolling 6-month period</li> </ul>
12	Attendance report	<p>In the detailed attendance report the two numbers that stick out are in the FSM6 and SEND section. Firstly, what is FSM6 and why does year 1 show a 24% deficit against the National average?</p>	WL	AR	<p>FSM6 are children who are eligible to receive Free School Meals. This funding continues for a further 6 years, regardless as to whether the financial circumstances of their parent's change.</p> <p>The deficit relates to only 1 child in Year 1 in receipt of FSM and the child has already been identified as a persistently absent child. Actions are in place to support and increase attendance.</p>



		Secondly in SEND why do we see a 79% difference to the National average in Year 2?			Again, there are only a small number of children in this group. There is 1 child who has had a lot of illness which has resulted in hospital stays. Actions are in place to support and increase attendance. This child's attendance has improved since January.
12	SEND data	What is the National average across the 3 categories of maths, reading and writing and how does that compare with our data, and do we see any performance trends in each category for the MTVS data? (i.e. is it getting better, showing concern or flat?)	MH	AR	<p>Nationally, children with SEND attaining Age-Related Expectations at the end of KS2 is as follows:</p> <p>Reading: 39% (64% at MTVS)  Writing: 29% (43% at MTVS)  Maths: 36% (57% at MTVS)  Combined: 20%</p> <p>The national data is for KS2 SATS, not whole school, whereas our data is for the whole school. It gives an interesting insight. As you can see, writing is also the lowest attainment for children with SEND nationally, which matches with our school data.</p> <p>If you want more info on national data: <a href="https://explore-education-statistics.service.gov.uk/find-statistics/key-stage-2-attainment/2022-23#dataBlock-7adc5ddf-11c8-4f76-93cb-a9702825f7cb-tables">https://explore-education-statistics.service.gov.uk/find-statistics/key-stage-2-attainment/2022-23#dataBlock-7adc5ddf-11c8-4f76-93cb-a9702825f7cb-tables</a></p> <p>In terms of the trend in our data, it's a little bit hard to compare at the moment due to the streamlining of our SEND register. Last year, we had 30 children on the SEND register whereas this year, we have got 14.</p> <p>2022 (30 children):  Reading: 43%  Writing: 33%  Maths: 33%</p> <p>2023 (14 children):  Reading: 64%  Writing: 43%  Maths: 57%</p> <p>I'll be able to show you more useful data in the following year where we have a more stable SEND register.</p>



13	School Data	It was discussed in the last meeting that further details be included for vulnerable groups (i.e. SEN, PP etc) to assist with the analysis of the data. Can this be provided?	WL	AY	Yes, the next data report to governors will include the data for vulnerable groups
17/23	Finance/AOB	The PTA have been asked to contribute significantly more for swimming lessons than in previous years. I understand £1700 (approx.) has been requested this year whereas in previous years PTA have only assisted with funding the coach (approx. £300). Can an explanation be provided along with comparisons of what has been requested this year and previous contributions made by the PTA?	WL/ NM	AY	I have recently revisited this with the Treasurer of the PTA, and I can confirm they have been asked to contribute £555 towards the cost of coach hire to and from swimming lessons in 2023/24. I will upload a document called 'swimming breakdown' with details of previous contributions.