



**MINUTES
OF THE FULL GOVERNING BODY MEETING
MICKLE TRAFFORD VILLAGE SCHOOL**

Date	29th November 2023 at 5pm	
Venue	Mickle Trafford Village School	
Present:	Clare Arnold (CA) Linda Peate (LP) Wendy Lyon (WL) Mat Hutchinson (MH) Anouska Youds (AY) Sara Hayes (SH) Jill Cutler (JCu) Yvette Brindle (YB) Adrian Ralph (AR) Nicola Lasikiewicz (NL)	Co-opted Governor Co-opted Governor Headteacher Co-opted Governor Parent Governor Co-Chair Staff Governor LA Governor Co-Chair Co-opted Governor Co-opted Governor Vice Chair Parent Governor
Remote attendance:	Yvette Brindle (YB) from 6.20pm Clare Arnold (CA) from 6.23pm	Co-opted Governor Co-opted Governor
In attendance:	Nicole McNally (NMc) Julie Cox (JC) Annette Jones (AJ)	Observer Observer Governance Clerk
Apologies:		

*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 (27.09.23)**
- **Headteacher's report**
- **School Development Plan**
- **SEF**
- **Policies and Procedures**

The meeting was quorate.

The meeting started at 5.12pm

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
	The Chair welcomed governors. There were no apologies.

AGENDA ITEM 2	DECLARATIONS OF INTEREST
	Governors advised that there were no new declarations of interest.

AGENDA ITEM 3	DECLARATION OF ANY OTHER BUSINESS
	<p>Other Items of Business for later in the meeting: JCu – P.E. Transport NM reported that the results of the Finance Skills Matrix were available in GH. It was agreed that the Co-chairs would complete the Finance Skills audit and perhaps SH if it's required.</p> <ul style="list-style-type: none"> • The Chair reminded governors to be mindful of confidentiality and to keep matters strategic rather than operational.



	<ul style="list-style-type: none"> AR encouraged governors to be comfortable to challenge each other around what is operational.
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AGENDA ITEM 4	PART ONE MINUTES OF THE LAST MEETING (27.09.23)
Resolved:	To approve the minutes of the last meeting on the 27 th of September 2023.

AGENDA ITEM 5		MATTERS ARISING			
Raised	Agenda item	Action	By Whom?	By When?	Completed / Deferred / Pending
27.09.23	6.8.1a	To complete the 360 Evaluation of the Chair.	All	November FGB meeting	No longer relevant
27.09.23	6.8.1b	To complete the NGA Governing Board Self-Evaluation questions and RAG ratings.	AR	November FGB meeting	Completed
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	Pending and will be considered once the Board is settled.
27.09.23	6.8.1d	To analyse the Skills Audit and identify gaps.	WL & LS	November FGB meeting	Completed in part
27.09.23	7.1	To advertise for a parent governor as soon as possible.	WL	October 23	Completed
27.09.23	8.1	To appointment the Chair and Vice-Chair of each committee at the first committee meeting.	Committ ees	October/N ov 23	Completed
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	WL is still waiting on costs – deferred to the next meeting.
27.09.23	9.1	To look at The Key for guidance and refer to the SDP.	All	November FGB meeting	Ongoing
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 here .	All	November FGB meeting	Completed in part. To be included in the induction for new governors.
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	Ongoing & included in agenda item 10 below.



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	Ongoing. AJ to pull off a report of training prior to each FGB meeting.
27.09.23	11.2	To meet with new governors to complete the induction.	LS	November FGB meeting	To be re-assigned.
27.09.23	11.3	To view the National College training menu and identify modules relevant to their roles.	All	Autumn term	Ongoing
27.09.23	13.1	To agenda set Governor self-evaluation and action planning deferred actions for the November FGB meeting.	AJ	October 23	Completed
27.09.23	16.1	To share the H&S report with governors as soon as it becomes available.	LS & WL	Autumn term	Completed
27.09.23	17.1	To agree a date for Headteacher's performance management at the next meeting.	All	November FGB meeting	Completed. Included in agenda item 24.

AGENDA ITEM 6	GOVERNING BODY MEMBERSHIP 2023-24
	<ul style="list-style-type: none"> • Vacancies – 2 Co-opted Governor Vacancies. WL reported that the advert is ready to go and has been shared with governors for comment. WL will circulate the final copy to governors, the Council and Headteachers. Governors would share with Nomads, Chester Rugby Club, local businesses, industry, and social media networks such as LinkedIn. The deadline for applications is the 15th of Jan 24. JC explored the external route for recruitment but there were no replies to her enquiry's forthcoming. • Skills audit - AR to consolidate the results. Governors to consider any new appointments in light of the audit outcomes. • Succession Planning. CA reported that a previous succession model had been used where there was a rolling programme of Chair and Vice Chair. Discussion took place regarding how this might discourage applicants. It was agreed that WL would include this when recruiting potential governors as a desirable. The governors were asked to consider whether the post would be Chair for 2 years then the Vice Chair becomes Chair. The Co-Chairs were asked whether for September one of them would become Vice Chair then a Chair is recruited. There was an agreement to aim to have a succession plan in place by the end of the Spring Term. • To approve/set up Governor's allowances/expenses scheme. NM reported that the Governor Allowance Policy is not due for review until Spring 24. Action next FGB meeting.
Action: 6.1	WL to include experience / willingness to become a Chair once experienced in the role was a desirable.
Action: 6.2	To approve/set up Governor's allowances/expenses scheme at the Spring FGB meeting.
Action: 6.3	To agree a succession plan by Easter 2024.

AGENDA	COMMITTEE MEMBERSHIP 2023-24 / SIP
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ITEM 7	
	<ul style="list-style-type: none"> • It was agreed that NK would join the SCS committee. • Approval of SIP/External advisor – To identify a new SIP for the rest of the year from ECM or Susan Walters – Covered in matters arising. • YB to replace LS as a member of the Pay Appeals Panel.

AGENDA ITEM 8	REVIEW & CONFIRM GOVERNOR SUBJECT LINKS & LEAD GOVERNOR ROLES 2023-24
	<p>Governors confirmed replacement Lead and Link Governors as follows:</p> <p>Lead governors:</p> <ol style="list-style-type: none"> 1. Pupil Premium (CA) 2. Health & Safety (AR) 3. Website Compliance (AR) <p>Subject Link governors:</p> <ol style="list-style-type: none"> 1. English link (AY) 2. History & Geography (NL & JCu) 3. RE (NL)

AGENDA ITEM 9	GOVERNOR TRAINING REQUIRED/ATTENDED
	<ul style="list-style-type: none"> • The Governor Induction was reassigned to CA. WL will update the Induction checklist and email to CA & NL. • This agenda item was deferred as governors haven't undertaken training since the last meeting. • Training identified for the next term includes: 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.
Action: 9.1	Governors 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.
Action: 9.2	Governors to record their training on their GH profile.
Action: 9.3	AJ to download the training record for each FGB meeting.

AGENDA ITEM 10	GOVERNOR MONITORING REPORTS SINCE LAST MEETING
	<p>Some governors had reviewed the monitoring plan for the Autumn term and planned the visits. All governors were asked to plan their Spring Term visits. Governors were reminded to contact teachers to arrange the visits and send their monitoring forms to teachers before sharing on GH.</p> <ul style="list-style-type: none"> • To report back on monitoring visits undertaken since the last meeting. AR informed governors that he has posted the monitoring visit form on GH after he had shared it with the teachers. • To report back on the impact of pupil voice during their monitoring in the Autumn term. JC asked for feedback from governors. AY reported that she found it helpful in terms of the purpose and focus of the meeting. Governors felt the focus worked positively. JC will pull the results for Pupil Voice together and share with governors.
Action: 10.1	All governors to plan their Spring Term visits and contact teachers to arrange. Please click here .
Action: 10.2	AJ to check the access to the Google Doc.



AGENDA ITEM 11	GOVERNOR SELF EVALUATION & ACTION PLANNING 23-24
	<ul style="list-style-type: none"> To consider and agree what the specific priorities for governors this academic year are. <p>It was proposed that the priorities for governors are recruitment and to establish a stable governing board.</p> <ul style="list-style-type: none"> To consider the work of the board in light of last year's achievements and challenges. As the Impact Statement had been published this was completed at the end of last term. To review governor attendance at meetings 22-23. <p>WL highlighted that this ties into the priorities of having a stable governing board.</p> <ul style="list-style-type: none"> To plan how the Board will self-evaluate and action plan for 23-24. Please see self-evaluation tools here. <p>WL articulated that part of the evaluation is to reflect on the board's ability to work strategically.</p> <ul style="list-style-type: none"> To consider an independent Governance Review. <p>It was agreed to defer this decision until the board is more settled.</p>
Action: 11.1	Governors to review the self-evaluation tools and consider how they could use the tools to measure impact.
Action: 11.2	AJ to agenda set the governing board's self-evaluation.

YB left the meeting at 5.59pm

AGENDA ITEM 12	CHAIR'S ACTION
	The only urgent action taken was the recruitment of a new Chair/Vice-chair and all governors were involved in this action.

YB re-joined the meeting online at 6.20pm

CA re-joined the meeting online at 6.23pm

AGENDA ITEM 13	COMMITTEE MINUTES
	<ul style="list-style-type: none"> Safeguarding, Curriculum & Staffing – 08.11.23 (CA as VC) <p>The minutes were circulated in advance of the meeting. There were no other matters to report.</p> <p>CA left the meeting at 6.02pm</p> <ul style="list-style-type: none"> Finance, Premises, Health & Safety – 11.10.23 (AR) <p>AR fed back on a meeting he had attended with WL, NM and CWAC which had resulted in sourcing more funds and reducing the deficit. The budget is in a much better place. Thanks, and recognition were given to NM.</p> <ul style="list-style-type: none"> The Pay committee had met and made some decisions.

AGENDA ITEM 14	HEADTEACHER'S REPORT
	<p>The Headteacher's report was circulated in advance of the meeting, this included:</p> <ul style="list-style-type: none"> Safeguarding Admission Applications / Appeals Attendance update Exclusions (FTEs and PEs) update – are there any trends to be aware of affecting status of procedure and policy. Complaints (informal and formal) from previous academic year - are there any trends identified which should generate any change in policy/procedure? Data protection Mental health & wellbeing <p>Questions were invited. Some questions were answered in advance of the meeting (see appendix 2).</p> <p>WL updated governors on the admissions which were up by 2.</p>



	<p>Q AY asked about the data protection regarding the governor group email address? A WL confirmed that it has been updated. NM ensures that as a governor resigns their email account is immediately suspended.</p>
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AGENDA ITEM 15	HOLIDAY DATES / RESIDENTIAL TRIPS
	<ul style="list-style-type: none"> To approve school holiday dates for 24-25 <p>The local school holidays were reviewed including Christleton and Upton. WL proposed that MT is aligned with Upton in terms of Inset days.</p> <ul style="list-style-type: none"> The residential trips were approved at the FPH&S Committee on the 11th of November. The committee will hold the responsibility for this decision going forward.
Resolved:	To approve school holiday dates for 24-25.

AGENDA ITEM 16	SCHOOL DEVELOPMENT PLAN 2023-24 FOR APPROVAL
	<p>The School Development Plan was shared in advance of the meeting. Questions were invited:</p> <p>Q AR asked WL how the intangible (i.e., behaviour) are measured? A WL RAG rated and now intends to go back to consider.</p> <p>Governors discussed how difficult it is to measure some of the softer measures. It was proposed to change some of these measures to a RAG rating where appropriate.</p>
Resolved:	To agree governor roles as indicated on the SDP.

AGENDA ITEM 17	SCHOOL SELF EVALUATION FORM FOR REVIEW
	<p>WL reported that pre Covid governors came in and worked with staff to carry out the self-evaluation together. Governors were invited to attend the staff meeting on the 29th of Jan from 3.30pm-5.30pm to carry out the self-evaluation.</p>

AGENDA ITEM 18	FINANCE UPDATE
	<ul style="list-style-type: none"> Any expenditure for governor approval. <p>There was no expenditure needing governor approval.</p> <ul style="list-style-type: none"> To receive Pupil Premium report to governors and ensure that the PP strategy document is sent to the DfE by 31.12.23. <p>MH was asked by a parent to input some data. This is no longer required by the DfE, but some schools are including it.</p>
Action: 18.1	MH to add the data in readiness for the submission of the PP strategy to the DfE.
Resolved:	To approve the PP strategy with the change actioned above to be sent to the DfE by 31.12.23.

AGENDA ITEM 19	FOOD STANDARDS
	<ul style="list-style-type: none"> To receive a report on the results of the Food Hygiene Inspection 05.10.23. <p>WL reported that the Food Hygiene Standard has gone up from a 4 to a 5. There are some actions to follow up.</p> <p>The school used to have Healthy Schools status, but this has lapsed. Reapplying will be investigated. WL & NM reported that healthy eating is promoted through Policies and newsletters.</p> <p>Q AR asked which member of staff has responsibility? A WL is ultimately responsible. Hutchinson's run the kitchen and are responsible for the Food Standards.</p>



Resolved: To agree AR to be a Link governor for Food Standards.

AGENDA ITEM 20 PROCEDURES / POLICIES FOR REVIEW/APPROVAL

- SEND and Local Offer
- GDPR/Data Protection
- Admissions Policy
- Working from Home Policy

Q AY asked how the Working from Home Policy was produced? **A** WL explained that the working practices were already in place, but the policy formalises the process. WL advised that governors are not required to agree it's not a statutory policy.

Q CA asked whether MTVS had a CWAC moderator on the staffing? **A** WL replied to confirm there wasn't, as the teacher had left MTVS.

Q AR asked a question in advance of the meeting related to Writing. This was 'The Math and Reading figures are encouraging but the writing shows a high number of SEND pupils missing the mark. What is being done to improve this statistic?' **A** MH replied that Writing is below national and is part of the SDP.

The improvement target was discussed. MH explained it would be a progress improvement rather than achievement. JC explained that in terms of Writing it's hard to put a number on it as it depends on why a pupil is on the SEN register.

AR proposed showing a rolling trend for Reading, Writing and Maths for SEND. MH and JC said they can show expected progress rather than expected attainment. It could be sourced from the SEN profile. Discussion took place regarding the context. MH will look at expected progress. MH to discuss with CA and LP as the lead governors

Resolved: To approve the SEND and Local Offer, GDPR/Data Protection and Admissions Policy.

Action: 20.1 MH to look at expected progress. MH to discuss with CA and LP as the lead governors.

AGENDA ITEM 21 ACADEMIES

WL had shared a MAT update with governors in advance of the meeting. She reported that she'd been investigating Academies with the previous Chair. WL attended a meeting on Friday. The Headteachers in the Cluster had shared that all schools were at a different stage. WL will attend another Cluster on Friday. Some schools are making decisions to proceed.

Q JCu asked if there are other options to the Everton Academy? **A** WL replied that its being set up as a MAT so if MTVS joined it would be a Founder member. Some schools are further down the line in terms of governors being involved. 9 schools would be in the Academy including a High school, a Special school, and the remainder Primary.

Governors agreed that they'd like more information.

WL highlighted the information from Steve Baker from the Everton Free School Trust stated that the school would keep their autonomy. MTVS could join later.

JCu proposed to look at other Trusts.

JC reported back from a network contact, who has set up his own Academy, his advice was. To look at as many Academies as possible, the agenda is here to stay, and the school would be best to investigate it sooner rather than later.

As a Founder Member there's more opportunity to shape the Academy.

Action: 21.1 JC, NL, SH, WL, MH & JCu to form a working group to investigate Academies.

AGENDA ITEM 22 ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING

JCu raised transport for PE and reported that the PE lead has found parents not as available



	<p>as they had been previously. The transport costs are very high. He has approached Abbeygate School for some support. It's become a logistical challenge. JCu proposed hiring a mini-bus and will investigate contacts through her school and report back to NM. MH highlighted that it would be a good use of the Sports Grant.</p> <p>Q NL asked about what was involved with the parent volunteers? A MH replied that parents are not volunteering. The timing of the request is short. This could be advised more in advance.</p>
Action: 22.1	JCu to investigate minibus hire contacts and report back to NM.

AGENDA ITEM 23	DATE OF NEXT MEETING/S			
	SCS	Wednesday	17.01.24	5.00pm
	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
	The date for the Headteacher's performance management was agreed as the 8 th of December 23.			

JC, MH, and NM left the meeting at 6.56pm
 The meeting continued to Part 2.
 Appendix 1

QUESTIONS RAISED BY GOVERNORS FGB MEETING 29.11.23					
Agenda Item	Document Title & Reference	Questions Raised	To	From	Response
16	HT report	How do you objectively measure the % achievement for the SDP goals for the Quality of education?	WL	AR	JC - For FFT (Family Fisher Trust) data we set our aspirational goal to be in the top 20% of school achievers. This aims for the majority of the children to be achieving mastery (on track) level and the opportunity to close gaps and support SEND children with interventions and step by step objectives. We use previous years Yr 2 and 6 achievements to judge this goal to remain at MTVS levels and aim to go beyond. In the autumn term percentages are set lower to allow time for the year's new curriculum to be taught and then allowing children who can move beyond the opportunity to do so. This is measured through termly assessments for each year group and pupil progress meetings allow the opportunity for teachers to share interventions and strategies for their class through high quality planning. If levels in a



					class each term are lower than expected subject leaders will support teachers with any challenges. Individual book monitoring and moderation in school also takes place.
20	Policy approvals	Are there any material changes to any of the policies presented versus the previous versions?	WL	AR	No only minor changes.
20	SEND	The Math and Reading figures are encouraging but the writing shows a high number of SEND pupils missing the mark. What is being done to improve this statistic?	MH	AR	<p>MH - This does tend to be a trend across the board nationally. Nationally, writing attainment is lower than Maths and Reading, which is accentuated for children with SEND. We are aware of it which is why it's on our School Development Plan (SDP) which we are all working towards.</p> <p>This can be due to many factors such as fine motor skills, ability to hold information in short term memory, writing ability and more. In order to support children with SEND in writing, we try to adopt the approach that lessons can be adapted for children with SEND rather than pushing for a differentiated outcome. We use the Pathways to Write scheme to support this, as well as Read Write Inc. phonics. There are some tailored interventions in school, such as spelling groups, punctuation groups, handwriting. Much of the support comes from the teacher in class so that children are included in lessons and hear good ideas from peers. We are using Pathways to try to close the gap by 'pulling up' the children with SEND abilities rather than tailoring it to bring down the lesson to suit their needs. (Can explain in more detail tonight). Targeting reading/phonics with Read Write Inc. in KS1 will hopefully see writers improve as they go through their journey in school. There is also a programme called 'Pathways to Progress' which works in conjunction with our Literacy scheme. This hasn't currently been purchased due to</p>



					cost, but something the Literacy leads could look into. KS2 package is £1250.
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Appendix 2

Raised	Agenda item	Action	By Whom?	By When?
29.11.23	6.1	To include experience / willingness to become a Chair once experienced in the role was a desirable.	WL	ASAP
29.11.23	6.2	To approve/set up Governor's allowances/expenses scheme at the Spring FGB meeting.	All	17.01.24
29.11.23	6.3	To agree a succession plan by Easter 2024.	All	Easter 24
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
29.11.23	9.2	To record their training on their GH profile.	All	Ongoing
29.11.23	9.3	To download the training record for each FGB meeting.	AJ	17.01.24
29.11.23	10.1	All governors to plan their Spring Term visits and contact teachers to arrange. Please click here .	All	17.01.24
29.11.23	10.2	To check the access to the Google Doc.	AJ	ASAP
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
29.11.23	11.2	To agenda set the governing board's self-evaluation.	AJ	17.01.24
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
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
29.11.23	21.1	To form a working group to investigate Academies.	JC, NL, SH, WL, MH & JCu	17.01.24
29.11.23	22.1	To investigate minibus, hire contacts and report back to NM.	JCu	17.01.24

Appendix 3

QUESTIONS RAISED AFTER THE DEADLINE BY GOVERNORS FGB MEETING 29.11.23 TO BE RE-DIRECTED OR DEFERRED

Agenda Item	Document Title & Reference	Questions Raised	To	From	Response
	HT report	Curriculum update: Is there an update in terms of where we are up to with monitoring the curriculum, focused around the comments made by OFSTED earlier this year?		CA	Deferred to the next SCS meeting.
	HT report	Data: I know we don't usually get any data at this meeting but how have the most recent assessments gone and when will they be on the tracker, please? Do you anticipate any particular / worrying gaps in		CA	Deferred to the next SCS meeting.



		learning, or areas for concern?		
	General	<p>Christmas: Have had a few families approach me in terms of 'lack' of Christmas activities / fundraising opportunities for school over this festive period, as compared to other years. Is there a reason why there is no school fair (which usually makes the PTA around 1K minimum?) or a lantern parade / carols this year? It is normally nice to see staff engagement at such events too.</p>	CA	As this was not part of the agenda and is about parental questions it was agreed that parents should use the usual communication procedures to ask questions.
	Residential	Is there any information regarding the residentials to review before approving - any price and venue comparisons done?	AY	Given in the FPH&S meeting.
	General	<p>Girls' football tournament. Parents have mentioned concern re how the school was represented - old, incomplete kits used, no training before hand, no provisions (water/snacks), transport (also in AOB) There was no member of staff present for the girls' and boys' tournaments - rather we paid Matt from SR to attend. Why was this? Why were children not wearing new kit provided by a parent (who's child as playing)? Why was a parent not taken up on the offer to attend school for free and in their own time to coach children at lunchtime/after school?</p>	AY	As this was not part of the agenda and is about parental questions it was agreed that parents should use the usual communication procedures to ask questions.
		Parents also expressed concern that they were not made aware of Intruder alarm practice.		As this was not part of the agenda and is about parental questions it was agreed that parents should use the usual communication procedures to ask questions.
	Health & safety report	We have the following control measures in place to monitor wellbeing: Staff Mental Health & Wellbeing Policy, staff wellbeing is monitored by the SLT, through everyday interactions, through our Low-Level Policy and through our open-door policy?	AY	This will form part of the P2 agenda.



		What is the open-door policy and how does this work? How does this align with WFH policy?			
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