

## MERSEY VALE SCHOOL GOVERNING BOARD MINUTES

### SPRING TERM 2016

Date: 21<sup>st</sup> March 2016  
Time: 6pm  
Venue: The School

#### GOVERNORS PRESENT

Mr B Lees (Vice Chairperson), Mrs J Mullane (Headteacher), Dr W Goundry, Mrs A Mohammed, Mrs M Jennings-Aziz, Mr S Farrell, Ms A Harrington, Cllr T McGee

#### IN ATTENDANCE

Mrs A Paterson            Governor Support Officer  
Mrs C Chilvers           Associate Member

#### 1.            WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting. Apologies for absence were received and accepted from Mrs J Jones, Mr M Vadiya and Mrs L Wilkinson.

Apologies for a late arrival were received and accepted from Cllr T McGee and Dr W Goundry.

It was agreed that Mr B Lees (Vice Chair) would chair today's meeting.

#### 2.            PRESENTATIONS

Governors were informed that the slides for both presentations were available on the governors section of the school website:

**Stockport Family** – The Headteacher advised that apologies had been received from Cathy Lyall. Governors were referred to the handouts which were tabled for information and governors received a slide show presentation.

*6.10pm – Dr W Goundry in attendance.*

**Assessment Update Session** – presented by Mrs C Chilvers and Headteacher

Governors were referred to the handouts circulated and received a slide show presentation from the Headteacher. Governors watched a short video about progress measures which was presented by SIA Tom Gadsby.

A discussion followed about the average point score and the issues concerned with how to compare the data. ***Is this data of use to anyone outside of school?*** High schools would find this data useful. ***Why is writing always graded by teacher assessment?*** The Headteacher explained that children write in a range of different genres; therefore teachers would consider the range produced over time; moderations were carried out on a regular basis. Governors discussed the three standards. A discussion followed about national comparisons.

**Formative Assessment** – Mrs Chilvers - governors were referred to the slideshow presentation and papers circulated. Tracking pupil attainment and progress / year group expectations was noted.

***The data suggests that pupil premium learners learn slower?*** This would depend on cohort. Pupil premium pupils may make better progress. The data would be more useful over time when comparisons could be made over the spring and summer terms. Interventions should show how pupils make good progress from the starting point. Governors were invited to visit the school for more information.

3. **DECLARATION OF BUSINESS INTERESTS**

Governors were asked to declare a personal interest in any agenda items; no declarations were made.

Governors were reminded that they should declare any interest which arose during the meeting.

4. **BUSINESS**

a) **Previous Governing Board Minutes**

It was RESOLVED that the minutes of the meeting held on 8 December 2015; copies circulated previously, be approved and signed by the Chairperson and authorised for publication.

b) **Matters Arising from Previous Governing Board Minutes**

There were no matters arising.

c) **Action Points from Previous Governing Board Minutes**

The actions raised at the autumn term meeting were duly reviewed as follows:

<b>MINUTE POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>ACTION DATE TO BE COMPLETED</b>
3	Governors noted that with effect from 1 <sup>st</sup> September 2015, governor details and business interests were required to be published on the school's website.	Shane Farrell	Completed
4a	The GSO would update the committee membership list.	GSO	Completed
5	New Ofsted Framework - Governors suggested that it would be helpful to notify parents via the school website. The Headteacher undertook to include this information in the newsletter.	Headteacher	Completed – spring 2 newsletter
11a	Governor Skills Audit – Leah Wilkinson was requested to complete the audit	Leah Wilkinson	Pending
11b	Governors were required to provide a brief Pen portrait alongside either a photograph or a drawing to be published on the website. Governors were requested to send this information to Shane Farrell who would update the website.	Governing board  Shane Farrell	Some outstanding; governors were requested to complete and submit to Shane Farrell.
12	Prevent Slides to be uploaded onto the governors area of the school website	Headteacher	Completed

d) Committee minutes

It was RESOLVED that the minutes of the following meetings:

- Teaching and Learning 01.02.16
- Resources 01.02.16

copies circulated previously, be approved and signed by the Chairperson and authorised for publication.

Matters Arising / Actions from Previous Committee Meetings

- Teaching and Learning 01.02.16 – Governors noted the Assessment presentation under item 2.
- Resources 01.02.16 – Governors were referred to the summary report. A Budget meeting had taken place; governors noted that the budget had been adjusted in order to reflect spend. The 2016/17 budget resulted in a surplus carry forward of £59,000. The costs were outlined for information. The budget was expected to be in a positive position for the next three or four years.
- Free Midday meals for staff may be phased out from September 2016. It was noted that most other schools do not provide this. Governors discussed the increase in the Living Wage to £8.25 per hour and noted that it was difficult to justify the costs of £4000 per year for this provision.
- Buy Back – additional Health and Safety service would be bought back; this was a very good service. Psychology service – would be increased to 3 full days per year. The grounds maintenance service was noted; this was not provided by the LA; a comparison quote was requested from Stockport Homes. Essential Maintenance services had been bought back via Stockport Homes and were better value than the LA. Governors were happy with the services.
- It was anticipated that nursery income would increase. Governors noted the trend for nursery figures regarding the 15 hours of free education; which was mostly taken within children's current nursery.
- Careful consideration would be given around future staffing, potential recruitment and replacements. The budget would continue to be monitored.
- Academy status was noted.

Shane Farrell was thanked for his report.

There were no further matters arising.

e) Ratification of Policies

RESOLVED: Governors **approved** the following policies which had been reviewed in the spring term:

- Relationships and Sex Education
- Teaching and Learning
- Collective Worship
- Educational Visits and Journeys
- Whistleblowing

- Safeguarding
- Inclusion
- Anti-Bullying

5. RESOURCES

a) Budget Update

Governors were referred to the update under item 4d.

b) Approval of the Budget 2016/17

It was also noted that the Resources Committee had considered and agreed the budget. The Chair of Resources undertook to sign the document.

c) To Consider and Approve any Changes to the Buyback of L.A. Services

Governors were referred to the update under item 4d.

d) Scheme of Delegation Form 2016/17

Governors were informed that there were no changes. Governors were happy to continue with the current scheme of delegation form.

7.05pm – Cllr McGee in attendance.

e) National Funding Formula

This was currently under consultation; closing date 17 April 21016. Shane Farrell and the Headteacher would meet to discuss this. A summary of the response would be emailed out for governors for information. **ACTION**

Governors were advised that this was about the fairer distribution of funds. EAL support was discussed. Governors discussed the difference in funding received by different authorities.

7.14pm – Mrs A Mohammed left the meeting.

6. LEADERSHIP TERMLY REPORT

The Headteacher's Report had been circulated to the governors prior to the meeting and questions were invited. The following key items were highlighted: p1 – Safer Recruitment training (Headteacher and Shane Farrell) and Health and Safety training (with Headteacher and Dr Goundry) had been completed. A health and safety audit would be arranged. **ACTION**

p2 – SEF – a summary was available on the governors area of the website.

Staffing update - recruitment of teacher (maternity cover) completed.

Teaching and Learning reviews – Maths completed; this was very impressive across the years. Governors noted that this was a priority. Staff and children were praised for their 'can do' attitude. Peer support sessions, lesson observations; feedback with teacher, identification of strengths and areas for development, book scrutiny, pupil voice, and pupil progress meetings continued. Teachers had been paired up regarding strengths and development needs and a self-audit was completed around peer support session in pairs; which was a focus this year.

Attendance was high; 95%. Holidays during term time was discussed; there had been fewer instances. EPNs had been issued. The Reception to Year 6 figures were clarified.

Learning Mentor was very effective, and key around Stockport Family work.

Assessments – discussed earlier. Governors were referred to the timetable and summary of outcomes.

Predictions for Year 6 – EHCPs were noted and would be included in the data. Governors were referred to the table for information. New starters were noted in Year 6. The cohort size was confirmed as 28. A discussion followed. **Are the EHCPs working better?** Yes; the process had improved.

p7 – Progress attainment of pupil premium children in comparison to non-pupil premium children was noted.

p8 – School Events highlighted including theme week, Mersey Vale Primary's Got Talent. The Headteacher explained how the event worked and said that it had been successful.

SMSC Week – a multi-cultural market was held.

World Book Day – it was noted that the school had received a tweet from David Walliams and Quentin Blake.

Governors were referred to the summary of actions in relation to the Improvement Plan this term.

The Headteacher was thanked for her report and there not being any further questions it was RESOLVED that the Headteacher's report be received.

## 7. STANDING ITEMS

### a) School Improvement Plan (SIP)

Governors were referred to the relevant sections within the Headteacher's report and noted that the school was working towards meeting the objectives set.

The SIP was available for governors on the website.

### b) Appraisal Update

Interim reviews completed.

### c) Report on Racist, Bullying, Homophobic Incidents

The Headteacher reported that there had been one incident of racist behaviour (verbal comment) during the autumn term; this had been reported to Services to People using the approved recording methods.

The Clerk provided a Governors' Monitoring form, which was completed and signed by the Headteacher and Chairperson; the Clerk then undertook to return the form to the appropriate section within Services to People.

The Headteacher reported that there had not been any incidents of bullying or homophobic behaviour during the autumn term.

### d) Report on Physical Incidents

The Headteacher reported that there had been no incidents during the autumn term where the use of physical intervention procedures had been necessary.

e) Young Carers Update

Staff were aware of young carers who had been identified. It was noted that Stockport Family would also link into offer support in this area.

8. GOVERNOR DEVELOPMENT

a) Governing board Development Plan

Update on Skills Review to be completed by all governors.

A discussion followed about Olympics – **is school tying into this?** We have an Olympics Week planned. The Headteacher referred to the Priestnall cluster Sports Partnership. PE Leads from schools would organise a tournament and offer a selection of sports across the cluster; this included the use of Priestnall' s facilities.

Ofsted – HMI inspector had attended the GOVAS conference. The update about the new one day inspection was highlighted.

The consideration of a Strategic Plan for the governing board was recommended.

Academy route - Local heads cluster meeting suggested to organise an information event about academisation; possibly in the autumn term. Governors noted that there was a 4-6 year time frame for this. A governor commented on the need for a plan and consideration of the different options. A governor noted that time was required in to think about options. It was agreed that an information session was needed. A governor suggested contacting (stand-alone) Gatley Primary School governing board about their experience of the Academy route.

Allocation of places – a governor noted concerns over a limited number of places.

One governor highlighted the need for an agreement that a decision should not made at this stage. **Are most academies owned by private companies?** No; they can be part of a trust. A further discussion followed.

b) Induction Plan and Process

There were no new governors.

c) Succession Planning

Nothing new to report; ongoing.

d) Training Feedback

Governors were encouraged to attend training courses made available by Governor Services. The Development Governor was advised that the following courses had been attended:

Mary Jennings-Aziz:

- Looked After Children meeting at Alma Lodge Hotel

- Manual Handling Training

- Also Safeguarding Training in school in January 2016 - several governors had attended

- Health & Safety Training – Dr Goundry. The Headteacher advised of a few actions.

e) Governor Conference

It was noted that this year's conference had taken place at Marple Hall School on Saturday 12<sup>th</sup> March 2016. Dr Goundry and Angela Harrington had attended the GOVAS conference and provided positive feedback. It was a good opportunity to have informal contact with other governors.

9. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

a) Schools' Finance Update

- Guidance upon the completion of the SFVS was noted. The return is to be submitted to the L.A. by 31.3.16. Shane Farrell and Chair of Resources to review and submit to LA. **ACTION**
- The school budget plan linked to the SDP/SIP requirements to be determined and agreed.
- SFVS was completed, pending approval from the Chair of Resources.

b) Personal Development, Behaviour and Welfare (including Safeguarding) Toolkit

- Governors were made aware that the Toolkit – containing key documents and supporting materials relating to an Ofsted inspection – was available via Office Online.

c) Early Years Update

- Governors noted the guidance.
- Governors were encouraged to complete the online survey of wraparound and holiday childcare, which could be accessed at
  - <https://www.gov.uk/government/consultations/wraparound-and-holiday-childcare>

d) Governance Leadership Development Programme- noted

10. DATES

a) Full Governing Board

Monday 18 July 2016, 6.30pm

b) Committee Meetings

Teaching and Learning Committee – 16 May 2016 from 5pm for a Maths Book look; meeting to start at 6pm

Resources Committee - 16 May 2016

Steering Committee - 28 April 2016

11. ANY OTHER BUSINESS

a) NGA – Sharing Contact Details

Governors explained that as part of the Local Authority's standard membership package with the NGA, all governors were entitled to receive weekly e-newsletters; three nominated governors would also receive the bi-monthly Governing Matters magazine by post. It was confirmed that personal information would not be used or shared outside the NGA.

Governors duly **AGREED** the request to pass contact details to the NGA.

*7.56pm - Staff members were requested to leave the meeting for the following confidential item to be discussed. Staff members left the meeting.*

Confidential Item – see Appendix 1

**MERSEY VALE SCHOOL GOVERNING SCHOOL**  
**SPRING TERM 2016 GOVERNING BOARD MINUTES**  
**MEETING ACTION POINTS**

<b>MINUTE POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ACTION TO BE COMPLETED</b>
4c	11a - Governor Skills Audit – Leah Wilkinson was requested to complete the audit	Leah Wilkinson	Pending
4c	11 b - Governors were required to provide a brief Pen portrait alongside either a photograph or a drawing to be published on the website. Governors were requested to send this information to Shane Farrell who would update the website.	Governing board  Shane Farrell	Some outstanding; governors were requested to complete asap
5e	A summary of the response would be emailed out for governors for information.	Headteacher	When available
6	A Health and Safety audit to be arranged	Headteacher / Shane Farrell	Post meeting
9a	The SFVS return is to be reviewed and submitted to the L.A. by 31.3.16.	Chair of Resources / Shane Farrell	By 31.03.16