

MERSEY VALE PRIMARY SCHOOL GOVERNING BOARD MINUTES

SPRING TERM 2017

Date: 20 March 2017
Time: 6pm
Venue: The School

GOVERNORS PRESENT

Dr W Goundry (Chairperson), Mrs J Mullane (Headteacher), Mrs L Wilkinson, Mr U Gill, Mrs M Jennings-Aziz, Mrs J Jones, Mr S Farrell, Ms A Harrington, Cllr T McGee

IN ATTENDANCE

Ms C Varetto Associate Member
Mrs A Paterson Governor Support Officer

1. RAISEONLINE PRESENTATION - Senior SIA Tom Gadsby

Governors received a presentation and key data was highlighted. **Will small schools have more of a challenge?** Yes; although this could be counteracted as one pupil has a larger percentage. Data regarding pupils who do not sit the tests was included. **Does this reflect on Ofsted's view?** Ofsted would be advised of the backstory as appropriate. **A governor asked about KS1 teacher assessments.** Key level assessments were highlighted and the impact of the data was noted.

Writing (KS2) disadvantaged middle attaining pupils – The Headteacher was looking into this area as a line of enquiry. Governors considered the sample sizes within the cohort.

The Inspection Dashboard had been emailed to the governing board prior to the meeting.

It was suggested that middle achieving children leaving early years was a challenge for consideration. **How are pupils performing at Year 3 (interventions / barriers) regarding Maths?** A governor suggested to consider how to accelerate progress over KS1.

National average Phonics screening data – what programme do we have? How do we support the parents and what is the support in school?

Phonics re-sits - **what is being done to support the children who had not passed the Phonics Screening test?**

Governors noted the challenge to ensure that progress was sustained across the school.

Governors were advised of how to access the RAISEonline data. **A governor asked if comparisons of the data could be made with other local schools.** Data was available, although it was difficult to make comparisons due to a lack of information about the background to the data.

6.50pm – Mr T Gadsby was thanked for his presentation and withdrew from the meeting.

2. WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting. Apologies were received post meeting from Mrs A Mohammed.

3. DECLARATION OF BUSINESS INTERESTS

Signed:



Date:

17/03/17

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Governors were asked to declare any business, financial or personal interests; no declarations were made. Governors were reminded that they should declare any interest which arose during the meeting.

The governing board confirmed that they had received the various formats of school data reports previously circulated. Governors commented that it was useful to have an overview of the level of data available in RAISEonline.

4. BUSINESS

a) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 28 November 2016, copies circulated previously, be approved and signed by the Chairperson and authorised for publication.

b) Action Points from Previous Governing Board Minutes

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

AUTUMN TERM 2016 GOVERNING BOARD MINUTES

MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4b	Dr W Goundry and Mrs L Wilkinson were requested to complete the business interest forms and return to the Headteacher post meeting.	SBM / Dr W Goundry / Mrs L Wilkinson	Post meeting
4c	SBM to chase up outstanding DBS checks	SBM /Headteacher Governing Board	ASAP

c) Committee Minutes

It was RESOLVED that the minutes of the following meetings:

- Resources Committee 13/02/17
- Teaching and Learning 13/02/17
- Steering Committee 18/01/17

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

d) Matters Arising from Previous Committee Meetings

- Resources Committee 13/02/17
- Teaching and Learning 13/02/17
- Steering Committee 18/01/17

There were no further matters arising.

- e) POLICIES – Governors were referred to the previously circulated policies which had been agreed at the relevant spring term committee meeting:

Governing Board Development Plan (see item 7)

- Lettings Policy
- Home Learning Policy
- Young Carers Policy
- Anti-Bullying Policy
- School Equality Policy
- Critical Incidents Management Plan including roles and responsibilities for the governing board – The Headteacher and SBM regularly updated this information. Hard copies were tabled for governors. The SBM to confirm that this was posted on the governors section of the website. Governors discussed lock down drills.

RESOLVED: Governors duly APPROVED the above policies.

5. RESOURCES

- a) Budget Update

The SBM tabled a report for governors. The budget for 2016/17 was signed off at the Resources Committee meeting on 13 February 2017, and was duly ratified by the governing board.

£93,000 claw back was noted for a potential future building project. The key figure was to remain below £110,000 at year end; this was currently £114,000.

Discussions had taken place at the Resources Committee about replacing the interactive screens. The costs for three classrooms and a community room was a total of £13,000; this would leave the budget in a comfortable position by year end.

It was noted that the SBM and Headteacher had attended a budget planning session.

- b) Approval of the Budget 2017/18

A budget for the new financial year was being produced; a copy would be signed off at the next Resources Committee in line with the usual procedure.

- c) Approval of School Fund Audit/ Audit Arrangements

Governors noted that In Accountancy carried out the school audit. The audit would be available at the next Resources Committee.

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

A summary of last year's buy backs was provided. It was recommended to continue with the existing buy backs, plus the Health and Safety service. Governors noted the savings made as a result of the recommendations from the recent fire audit.

- e) Scheme of Delegation Form 2017/18

There were no changes made. Governors duly approved the form and it was presented to the chair for signature.

f) SFVS

The SFVS had been completed and submitted to the LA; there were no changes to note; and the Chair of Resources Committee had agreed to authorise this. Some recommendations were made regarding the review of policies. There were no outstanding actions to note.

The Chair of the Resources Committee referred to the meeting that had taken place with Phil Beswick at the LA before Christmas regarding £93,000 for building project. Cllr T McGee undertook to chase up a response. **ACTION**

7.12pm - Ms L Wilkinson withdrew from the meeting

Future budgets – governors noted that there was a trend of FSM numbers dipping – ***Is this a real dip or is this because people are not claiming?*** The SBM advised of the systems which were in place at the school in order to try to capture this information.

6. LEADERSHIP TERMLY REPORT

The Leadership's termly Report had been circulated to the governors prior to the meeting; questions were invited. It was noted that copies were available on GovernorHub and governors were advised how to download documents to print in the correct format.

The number of pupils on roll was currently the highest ever.

A report from Trio Teachers was included; governors heard how this information was collated and strategies were shared. This had also been uploaded onto the Governors section of the school website.

A Learning Walk would take place on 22 April 2017 with a focus on writing and particularly the writing of disadvantaged pupils and boys.

SEF summary was provided; this was also available on the school website.

Attendance was 95.5% - this was the highest result for Years 1 – 6. Statutory attendance was from age five. Governors recognised the challenges and impacts on the figures.

The Headteacher reported that there had not been any racist incidents in school during the autumn term.

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

Inspection dashboard – The Headteacher and Chair had discussed the attendance of SEN / ECHP pupils.

Feedback to children – A new Marking key system was explained; this ensured consistency throughout the school. This system was working well and was understood by pupils.

Autumn assessment – Governors were referred to the breakdown of figures for Reading, Writing and Maths. ***RAISEonline use three measures – in terms of mapping how does this work?*** The DHT explained the measures which were in place at the school. Governors noted that benchmarks were available.

SPAG scores were very good. Results for writing were not as good. Pupils were praised for their good understanding of the use of rules. Pupils with English as an additional language

were noted and the work around vocabulary was highlighted. Governors were advised that teacher assessment of writing had been quite stringent.

KS1 data was strong.

Inclusion – Governors were referred to the report from Ms C Whitehead. SEN support and interventions noted. A governor asked about the Nursery inclusion figures, governors were advised that appropriate support and funding was in place.

Pupil Premium Review – there was a focus on the Pupil Premium strategy and a mid- point summary was provided. **A governor asked about barriers to learning.** The Headteacher advised that parental consent was required in order to work with the Educational Psychologist.

Spring Celebration Assembly was taking place on Wednesday 29 March at 9.15am – governors were welcome to attend. The governing board was thanked for their support to school events. Governors commented on the positive experiences and praised parental engagement.

Eco Committee – governors were invited to view the updated display.

School Improvement Plan - an update was provided. The school had registered for the Leading Parent Partnership Award (LPPA). Governors were advised that the application process involved ten objectives and that this would take place over a 12 month period.

The Chair provided an update on the GOVAS conference. The importance of full engagement of parents was highlighted; governors considered parents as 'partners'.

The Headteacher undertook to email the governing board to ask for a Parent governor volunteer for the LPPA. **ACTION**

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

TEAM AROUND THE SCHOOL

An update was provided and the process was explained. A multi-agency meeting would take place each term to discuss support to specific families. The School Age Plus Worker, Headteacher, Learning Mentor, Ms C Whithead, Education Welfare Officer and the School Nurse were invited to attend. Meetings had been successful; governors heard that it was sometimes challenging to engage with some parents. School needs to consider ways to address this.

YOUNG CARERS

A Register of Young Carers had been produced and would be reviewed each term. Mrs M J Aziz had completed young carers training. Governors considered the impact on the education of young carers. Signposts to Stockport Young Carers was discussed.

7. STANDING ITEMS – Governors were referred to the Leadership Report

a) School Improvement Plan (SIP) Update

The latest version of the SIP was circulated to governors.

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

b) Appraisal Update

Teacher's interim appraisals were completed in February. The Headteacher's interim appraisal would take place in April.

- c) Report on Racist, Bullying, Homophobic Incidents
- d) Report on Physical Interventions
- e) Young Carers Update

8. GOVERNOR DEVELOPMENT

The chair referred to the presentations at the GOVAS Conference.

The National Funding Formula was discussed.

Governors considered how to develop a strong governing board and how individuals could develop and utilise their skills. Governing board recruitment and its effectiveness would be considered in terms of succession planning. ***How well are governors linked to the school? Do we engage enough with the school?*** Understanding of potential link area / link governor – governors were requested to keep updated on their link areas. It was recommended that the Link governor make contact with their relevant link person and meet once per year. The Headteacher referred to 'job descriptions' of the link roles and highlighted the responsibilities of these.

The GSO advised that the Pupil Premium and the Attendance link governor job description roles were under review by Pam Dunham Governor Services Co coordinator and would be shared when available.

Pupil Voice – Governors were invited to attend the Eco Committee / School Council. It was agreed that pupils would make contact with governors to invite them to these meetings.

ACTION

Parents Voice Open Evening in July – Governors were welcome to attend and were referred to the school planner for key event dates throughout the year. Governor attendance at events would be discussed at the summer term governing board meeting.

ACTION

Identify future training opportunities

GovernorHub - A copy of the Training Programme was tabled for information. Governors were encouraged to make use of GovernorHub to access this information and book training. The New Governor Training was encouraged. A governor Skills Audit would be revisited so that governors could match skills to relevant training events. Online training was discussed.

Governors were encouraged to attend training courses made available by Governor Services. Governor training information would be uploaded onto the governors section of website; this would include any completed external training sessions. The SBM undertook to maintain a spreadsheet of governor training; governors were requested to advise the SBM of any training that they had completed.

ACTION

Governor Conference

It was noted that this year's conference had taken place at Marple Hall School on Saturday 11th March 2017.

9. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

- a) Schools' Finance Update

- Guidance upon the completion of the SFVS was noted; and the return had been submitted to the L.A.
- Governors were updated upon the key drivers informing the school budget 2017/18.
- 30 hours criteria was noted

b) Capacity Issues in Stockport Schools

- Governors noted the guidance.
- Governors noted that no funding was available for capital expansion

c) Safeguarding

- Governors noted the guidance.
- Governors were made aware that Safeguarding and Prevent were crucial areas of focus in terms of Ofsted.

d) Early Years Update

- Governors noted the guidance.

e) Governance Issues

- The Headteacher confirmed that DBS checks were in place for all governors.
- The Headteacher confirmed that the required governor information had been uploaded to the Edubase website.

10. DATES

a) Full Governing Board

Monday 17 July 2017, 6pm

b) INSET Dates for coming year:

Monday 4 September 2017

Wednesday 3 January 2017

Thursday 3 May 2018

Monday 30 and Tuesday 31st July 2017 – this was proposed across the Heatons cluster in order to a run joint training event.

RESOLVED: The governing board duly APPROVED the above dates.

c) Committee Meetings

- Steering Committee – Wednesday 19 April 2017 8.30am
- Resources Committee – Monday 22nd May 2017, 6pm
- Teaching and Learning Committee – Monday 22nd May 2017, 6pm

11. ANY OTHER BUSINESS

a) End of Term of Office

The meeting was informed that there were no governor's term of office due to end on 31st March 2017.

With no further business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 8.04pm.

MERSEY VALE PRIMARY SCHOOL

SPRING TERM 2017 GOVERNING BOARD MINUTES

MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
5f	Cllr T McGee undertook to chase an update regarding the meeting that had taken place with Phil Beswick at the LA before Christmas.	Cllr T McGee	Post meeting
6	The Headteacher undertook to email the governing board to ask for a Parent governor volunteer for the LPPA.	Headteacher	Post meeting
8	Pupil Voice – Governors were invited to attend the Eco Committee / School Council. Pupils would make contact with governors to invite them to the meetings.	Pupil Voice / Governing Board	Post meeting
8	Governor attendance at school events would be discussed at the summer term governing board meeting.	Headteacher / Governing Board	Summer term governing board meeting
8	The SBM undertook to maintain a spreadsheet of governor training; governors were requested to advise the SBM of any training that they had completed.	SBM	On going