

MERSEY VALE PRIMARY SCHOOL GOVERNING BOARD MINUTES

SUMMER TERM 2018

Date: 16 July 2018
Time: 6pm
Venue: The School

GOVERNORS PRESENT

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

IN ATTENDANCE

Mrs A Paterson Governor Support Officer
Ms C Varetto Associate Member

1. WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting. Apologies for absence were received from Mrs J Jones and accepted by the governing board. It was noted that Mrs J Jones had resigned from the governing board. The chair undertook to write to thank for her years of service as a governor and in her position as chair of governors. **ACTION**

The chair referred to good practice and governors agreed to consider the school motto at the beginning of each meeting *Working together for a brighter future.*

2. DECLARATION OF BUSINESS INTERESTS

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.

3. BUSINESS

a) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meetings held on 19 March 2018; 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 spring term meeting were duly reviewed as follows:

MERSEY VALE PRIMARY SCHOOL

SPRING TERM 2018 GOVERNING BOARD MINUTES

MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
6	Add SIP planning/review to the agenda for each Committee.	Committee Chairpersons/	ASAP – <i>In progress</i>

		Headteacher	
6	Pupil premium progress review	Headteacher / Inclusion leader	COMPLETED - <i>this takes place twice yearly; the current version was on the website</i>
7a	SIP Updates for Steering Committee	Headteacher/Chair of Governors	COMPLETED
8a	Steering Committee to review governing board development plan and skills audit	Development Governor/ Steering Committee	COMPLETED
9b	Submit SFVS	School Business Manager	COMPLETED

c) Committee Minutes

It was RESOLVED that the minutes of the following meetings:

- Steering Committee 23 April 2018
- Teaching and Learning Committee 14 May 2018
- Resources Committee 14 May 2018

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

d) Approval of revised LA model Managing Medical Conditions in Schools policy

The revised model policy, which had been circulated prior to the meeting; this was personalised to suit the school and duly APPROVED by the governing board.

e) Model Policy – Data Breach

f) Model Policy – Data subject rights

g) LA Parent and Visitor Behaviour Policy

h) Revised guidance - Critical Incidents

The above model policies and guidance (e-h) were duly APPROVED by the governing board.

i) GDPR privacy notices (LA model)

These had been personalised to suit to the school and uploaded onto the school website.

f) Preparation for Model Pay Policy

The Clerk informed governors that the new model Pay Policy would be issued at the beginning of the autumn term. Governors considered the current membership of the Pay committee; it was confirmed that no changes to the membership would be required.

Autumn term meeting dates relevant to the approval of the policy TBC.

4. RESOURCES

a) Budget Update

The SBM tabled a document for governors. The Resources Committee had considered and agreed the revised budget. The budget was healthy.

After School Club - the estimated figure for income would be adjusted accordingly throughout school year. A staffing update was provided; governors were advised that a new After School Club Manager was in post.

Excess balance - the SBM had requested via the LA that this be added to a ring fenced pot for future expenditure. The cumulative surplus and clawback amount was discussed.

A governor asked for clarification about the in-year surplus of £55,368. The SBM explained that this was an in- year figure; although it was likely to reduce based on previous years.

When do we find out about the 2 form entry decisions from the LA? TBC; possibly autumn 2019/20.

Premises – quotes for play equipment were noted; DFC funds would be used. There was approximately £6,000 balance in the Friends of Mersey Vale account.

b) Approval of School Fund Audit/ Audit Arrangements

The SBM proposed that the school continued to use In-Accountancy to complete the school fund audit. The company agreed to continue to provide this service free of charge and the SBM was very happy with their service. It was duly RESOLVED: The governing board duly APPROVED the above proposal.

Are there any changes expected to the admission figures? By the October census the school was likely to be full. Governors were advised that the current data was accurate up to today. Governors noted several enquiries about the 30 hours offer which would be available from September. The admissions and appeals was discussed; currently pupil numbers was set at 30 maximum per class. The governing board considered the pressure on capacity in the Heaton and the local catchment area. A further discussion followed about potential expansion of the school. It was advised that this would not be a one year intake. (see item 6)

c) Approval of the Budget 2018/19

RESOLVED: The governing board duly APPROVED the revised budget.

d) Scheme of Delegation Form 2018/19

The Resources Committee had considered and agreed the scheme of delegation form. RESOLVED: The governing board duly APPROVED the above form.

5. Potential building improvements / expansion

Governors noted the update within the LA briefing papers. Governors considered the issues such as capacity, improvements, and repairs of school buildings and different form entries of other schools. **Why are there some surplus places?** This was due to new builds; it was noted that pupil numbers would increase year on year.

Issues and decisions to be made due to the demise of Carillion were noted. Governors noted the potentially tight timeframe of October. **Would a decision be made any earlier?** The consultation process was discussed. **Why do we have the desire to have extra**

pupils; what is the gain if we double in size? It was noted that the school had land available to build on. The Headteacher highlighted the responsibility of transforming the school to make it a far better equipped learning environment for children and future pupils. Governors considered the layout of the classrooms and how additional buildings had been added onto the original school building over the years. The medium and long term impact on the budget was noted. Governors commented on the community feeling around the school.

6. LEADERSHIP TERMLY REPORT

The Leadership Report had been circulated to the governors prior to the meeting and questions were invited:

Fantastic SATs results were highlighted.

p1– **A governor commented that EAL (English as additional language) was lower than previous years – is the demography changing around the school?** This data was taken from the information provided to the census. Governors considered the definition of EAL. This was very much higher at the school than at the majority of other schools in the LA.

p2 – change in teaching KS2 and SLT / leadership roles – the Headteacher explained the rationale around this. Governors noted the benefits in terms of peer support and opportunities for further development.

One teacher for English and one teacher for Maths (Years 5 and 6) would be implemented from next year. This model had resulted in positive outcomes when used at other schools.

The Headteacher reported that there had been one incident of bullying behaviour during the spring term. Restorative Approach was discussed. **How was this picked up?** During circle time. The Headteacher outlined the circumstances and how this was dealt with.

The Headteacher reported that there had been one incident during the spring term where the use of physical intervention procedures had been necessary; this had been reported to Services to People using the approved recording methods.

Attendance data - **How does it compare to national average?** This was around 96%; close to the national average. **A governor asked how persistent absence compared to previous years.** This was about the same as previous years. The pattern was considered. The Headteacher outlined the interventions which had been in place this had included home visits. There was no trend to report regarding disadvantaged / SEND pupils. A discussion followed about disadvantaged pupils; governors were made aware of the criteria for this.

p4- Outcomes were very pleasing. **A governor asked about the number of Phonics re-sits.** 11; the DHT provided an overview of the background and governors were made aware of the progress that pupils had made and of the support plans which were in place.

Writing – new assessments were in place and work was ongoing within the cluster. The number of pupils writing at greater depth was discussed. 78% of pupils had met expectations; this figure was above the national average. Governors were advised that staff were very rigorous in their assessments and that moderation had taken place this year. A discussion followed. The Headteacher advised that the results for Reading, Writing and Maths combined was 11% above the national average. Maths progress results were within the top 5% of schools nationally and reading progress results within the top 10% nationally.

Year 6 - Tom Gadsby (SIA) had visited the school to look at writing. Governors considered the criteria for greater depth.

p6 – Visits and trips were highlighted.

Governor Engagement with school – the chair invited governors to talk about any highlights of their visits to school this year. The chair had attended Mental Health Week, governors noted the Reading Celebration, Careers Week, Forest School and the Nursery School Open day. Pupils' good behaviour was praised. Governors commented that staff were happy and this was demonstrated throughout the school. Governors highlighted the confidence of pupils and noted that pupils were supportive of each other.

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

7. STANDING ITEMS

a) School Improvement Plan (SIP) 2018/19 update

The latest version of the SIP/SDP was circulated to governors.

Governors noted that the school was working towards meeting the objectives set:

- Writing – **are these rolling targets?** Not always; although the focus on Writing would continue next year. Governors were informed that all subjects had their own individual action plan.
- EEF – Education Endowment Foundation - Stockport LA programme "Maximising the impact of Teaching Assistants" was initiated this year. Good links with local schools (Norris Bank and Tithe Barn as part of Heaton's trio and Arden and St. John's as part of EEF project) were highlighted. The Headteacher advised that three new reports had been uploaded to the governors section of the website and feedback had been given to all teachers. The DHT would report to Teaching and Learning committee about the EEF project. All three schools had found this a useful project. **Would there be a follow up?** Unknown; the Headteacher undertook to speak to Andy Tomlinson (SIA)

ACTION

- SIP 3 – General wellness of young people and staff – the LA Wellbeing strategy was highlighted. Mr S Bray was happy to be the Wellbeing link governor. Governors to consider how the school meets the strategy.
- Develop STEM – Good contacts were noted with the new car showroom construction site nearby. Year 1 and 2 had visited the site. **How was this arranged?** The DHT talked about the contacts which had been made. The visit had improved pupils awareness of health and safety, planning and the environment.

It was agreed that governors who were currently aligned to a SIPS target would continue this for a further year.

b) Appraisal Update

Appraisals had been completed.

c) Report on Racist, Bullying, Homophobic Incidents

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

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.

d) Report on Physical Interventions

See item 6.

e) Young Carers Update

See item 6.

f) Reviewed Policies/ Policies for Ratification

Publication Scheme - DEFERRED - The SBM undertook to check if this was superseded by GDPR policies. **ACTION**

8. GOVERNOR DEVELOPMENT

a) Succession Planning

It was noted that there was two Co-opted Governor vacancies.

b) End of term of office 31.08.18

The meeting was informed that Dr W Goundry's term of office would end on 31st August 2018. It was noted that he would be eligible for re-appointment. Dr W Goundry expressed an interest to continue for a further term of office.

Co-opted governor appointment wef 01.09.18

RESOLVED: The governing board duly AGREED to appoint Dr W Goundry as a Co-opted governor with effect from 1st September 2018.

The Headteacher and Clerk would agree an election timetable for the Parent governor vacancy in September. **ACTION**

See item 11.

c) Training Feedback

Governors were encouraged to attend training courses made available by Governor Services which were available to book via GovernorHub. The governing board were welcome to attend staff meetings; in particular for governors who were aligned to a SIP target. The timeline would be sent out in the autumn term. In-house training was highlighted.

Term date cards for next year were provided for all governors. Governors were encouraged to attend an event related to their SIP link.

SIP Target 1 – Writing (Chair)

SIP Target 3 – STEM - governors expressions of interest were invited for the autumn term. **ACTION**

The Headteacher would email the events list to governors. **ACTION**

d) Terms of Office for Chairperson/Vice Chairperson and End of Term Date

Governors duly AGREED to change the current arrangements. Terms of office would remain at two years from the date of the autumn term meeting 2018 for the Chairperson; and at one year from the date of the autumn term meeting 2018 for the Vice Chairperson.

e) Expressions of Interest for the Posts of Chair/ Vice Chair/ Chairs of Committees

- Dr W Goundry expressed interest in the role of chairperson of the governing board.
- Ms A Harrington expressed interest in the role of vice chairperson of the governing board.

9. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

a) Governors' Report from the Headteacher

- Governors considered the new template and AGREED to its adoption with effect from the autumn term.

b) Early Years Update

c) Schools Capital Update

- Governors noted the guidance.

d) Wellbeing Strategy Update

- Governors agreed that Stephen Bray would be the named lead for wellbeing.

e) GDPR Update

- The Headteacher updated governors upon the school's progress towards GDPR compliance.

f) Governance Update

- Governors were informed that the DfE has allocated funding for various training opportunities. Interested governing boards, Chairs and potential Chairs were directed towards more detailed information which had been uploaded to GovernorHub.

10. DATES

a) Full Governing Board

- *Monday 3 December 2018, 6pm
- Tuesday 2 April 2019 6pm
- Monday 15 July 2019 6pm

**Post meeting, Tom Gadsby offered to do a brief presentation to governors about results and Analysing School Performance (ASP). This will take place at 5.30pm before the Autumn term GB meeting on Monday 3rd December.*

b) Committee Meetings

- Steering Committee – Dates TBC via email post meeting. **ACTION**
- Teaching and Learning Committee and Resources Committee - 8 October 2018, 11 February 2019 and 20 May 2019

11. ANY OTHER BUSINESS

- a) End of Term of Office – see item 8
- b) 100% Attendance / Rewards update

A governor asked about the discussions which had taken place at the Steering committee regarding 100% attendance. The Headteacher referred to golden tickets. **What about pupils with medical conditions?** The criteria was discussed. The committee felt it was worthwhile to continue with the awards system and end of year certificates. A governor commented on the impact in terms of persistent absence. Improvement texts were discussed; these were sent to parents to celebrate improvements; the child could also achieve an award. Governors recognised the challenges with this but also agreed that it was important to celebrate good attendance of pupils.

What is the new badge? A School Badge would be created for pupils who adhered to the golden rules for 10 consecutive days; alternatively badges could be removed for 10 consecutive days. This was to promote consistently good behaviour amongst pupils and in recognition of pupils who were always doing the right thing.

With no further business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 7.47pm.

MERSEY VALE PRIMARY SCHOOL

SUMMER TERM 2018 GOVERNING BOARD MINUTES

MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	The chair undertook to write to thank Mrs J Jones for her years of service as a governor and her position as chair of governors	Chair	Post meeting
7a	<i>EEF - would there be a follow up?</i> Unknown - the Headteacher would speak to Andy Tomlinson (SIA)	Headteacher	Post meeting
7f	Publication Scheme - DEFERRED - The SBM undertook to check if this was superseded by GDPR.	SBM	Post meeting
8b	The Headteacher and Clerk would agree an election timetable for the Parent governor vacancy in September.	Headteacher / GSO	September
8c	SIP Target 3 STEM - governors expressions of interest were invited for the autumn term	Governing board	Autumn term
8c	The Headteacher would email the events list to governors	Headteacher	Post meeting
10b	Steering Committee – Dates TBC via email	Headteacher	Post meeting

