

MERSEY VALE PRIMARY SCHOOL GOVERNING BOARD MINUTES

SUMMER TERM 2016

Date: 18th July 2016
Time: 6.30pm
Venue: The School

GOVERNORS PRESENT

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

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. There were no apologies for absence necessary.

2. **DECLARATION OF INTERESTS**

Governors were reminded that they should declare any interest at the start of each meeting.

Governors were asked to declare any personal, business or financial interest in any agenda items; no declarations were made.

3. **BUSINESS**

a) **Previous Governing Board Minutes**

It was RESOLVED that the minutes of the meeting held on 21st March 2016, 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 further matters arising.

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

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

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
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4c	11a - Governor Skills Audit – Leah Wilkinson was requested to complete the audit	Leah Wilkinson	COMPLETED
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	COMPLETED
5e	A summary of the response would be emailed out for governors for information.	Headteacher	COMPLETED
6	A Health and Safety audit to be arranged	Headteacher / Shane Farrell	COMPLETED
9a	The SFVS return is to be reviewed and submitted to the L.A. by 31.3.16.	Chair of Resources / Shane Farrell	COMPLETED

d) Committee minutes

It was RESOLVED that the minutes of the following meetings:

- Steering Committee 28.04.16
- Resources Committee 16.05.16
- Teaching and Learning Committee 16.05.16

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

e) Matters Arising from Previous Committee Meetings

There were no further matters arising.

f) Ratification of Policies

RESOLVED: Governors duly **approved** the following policies which had been previously circulated:

- Dignity at Work policy (LA Model policy)
- Health and Safety Policy (LA Model policy)
- Behaviour
- Organisation of school day
- Pupil Premium
- Managing medical conditions in schools
- EYFS policy
- Staff Discipline & Grievance

4. RESOURCES



a) Budget Update

The Chair of the Resources Committee updated governors on a letter from Mr P Beswick at the LA regarding funding; it was advised that no funding would be allocated until 2019. Governors discussed potential concerns such as the increase in the predicted intake and lack of primary school places across the LA. The SBM, Headteacher and Chair of Committee had met with the LA Finance Officer. The budget had a balance of £93,000. A discussion followed. Governors were informed that this funding was earmarked for a building project. Governors discussed how to best utilise the funds and potential capital projects for consideration. It was agreed that Stephen Bell, LA Head of Commissioning School Places, would be invited to attend the autumn term governing board meeting.

Governors considered future long term plans including potential expansions and two form entry. Governors agreed to meet early in September to consider next steps. Governors were invited to send their thoughts / ideas to the Headteacher by end of the summer term.

ACTION

The Chair of Resources Committee agreed to write to Stephen Bell and Phil Beswick (LA) to invite to the meeting.

ACTION

A lengthy discussion followed and governors discussed the capacity of school sites in the area.

b) Approval of the Budget 2016/17

It was also noted that the Resources Committee had considered and agreed the budget. Copies tabled for governors. The budget was in a very strong position for the next five years.

The SBM explained the in-year neutral position being worked on. Governors were advised of £15,000 Banker School fund which was held by the school.

Excess capacity is OK and would continue to be monitored throughout the year.

The SBM outlined the budget and allocated spending under budget headings. SEN costs to be added. Learning Resources was clarified for governors.

Reception / Year 1 intake was 32. The Appeal process was noted.

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

Options TBC over the next few months. Pending.

d) Scheme of Delegation Form 2016/17

Governors noted that the Scheme of Delegation form was agreed at the spring term meeting.

e) Best Value Statement and Statement of Internal Control



Governors were informed that there were no changes. RESOLVED: Governors duly **approved** the Best Value Statement and Statement of Internal Control.

5. LEADERSHIP TERMLY REPORT

a) Questions and Discussion

The Leadership Report had been circulated to the governors prior to the meeting and questions were invited. Hard copies were tabled for information. The following was highlighted:

p1 – Ofsted Parent View results – overall responses were very positive. 100% of parents strongly agree that their child is happy at the school and would recommend the school to other parents. Copies of the responses were tabled for information.

p2 – SIA Note of Visit – copies were tabled for information. The Headteacher referred to SATS results. Governors noted the difficulties with the use of different systems. SEN was noted. Key stage 1 moderation had taken place in Reading, Maths and Writing. Governors were referred to the relevant section of the report for further information.

p2 – A staffing update was provided.

A correction noted – The Headteacher reported that there was one racist incident reported (not three) in the spring term.

Attendance had improved. Good procedures and working practices were highlighted.

Holidays in term-time requests were discussed, an increased number of requests were noted. **What is the target for attendance?** 95%. Governors talked about the request for absence form. 25 children had received 100% attendance reward.

Attainment – EYFS good level of development was 65%; this was an improvement on last year.

Year 1 Phonics – Workshops and training discussed; improvements had been made since last year.

Monitoring – Progress reports would be shared in the autumn term. End of year SIMs reports were noted. **Are there any early indicators about changes to the new education system?** This was unknown at present.

Inclusion / Intervention report was provided. Governors were referred to the Pupil Premium section and noted the progress made. Governors were made aware of the focus on pupil premium funding and the impact of this. Pupil premium attendance / disadvantaged pupil attendance rate was very high. It was noted that some pupil premium children had achieved greater depth. **What information do parents have about pupil premium funding?** Governors were informed that this was a group fund (spend per pupil noted) towards staffing costs and a small budget to contribute towards school trips as appropriate. A more robust system may be considered in future and would be monitored and controlled throughout the year by the school.



The Pupil Premium report was published on the school website for information. A governor suggested that it would be useful to clarify Pupil Premium spending for parents. Catherine, SBM, Headteacher and the Chair of Finance would meet and agree the criteria to be shared with parents at the start of the new academic year.

ACTION

How does TA support fit in with Teachers? TA support follows the needs of the children / cohort. ***Do TA's move up with children during the years?*** Governors were informed that TAs would be matched in accordance to the needs of the child.

Trips and visits noted

SIP was highlighted. Governors were referred to targets as discussed at the relevant committee meetings.

Team Around The School

The Headteacher provided an update. A named Social Worker would visit the school on a fortnightly basis. School Age Plus Worker role and intervention work was explained. Communication about the project was considered and how to engage with parents.

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

6. STANDING ITEMS

a) School Improvement Plan (SIP)/ School Development Plan (SDP) Update

The latest version of the SIP is available on the school website in the governors' area.

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

b) Appraisal Update

Staff appraisals had taken place last week.

c) Report on Racist, Bullying, Homophobic Incidents

The Headteacher reported that there had been one incident of racist behaviour during the spring 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 spring term.



d) Report on Physical Incidents

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

e) Young Carers Update

Governors were referred to the relevant section of the Leadership Report.

7. GOVERNOR DEVELOPMENT

a) Training Feedback

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

Tom McGee had attended Prevent Training

Leah Wilkinson had completed the Governing Board Skills Audit.

The Governor Development Plan would be considered in the autumn term.

A new Governor Training Programme for 2016/17 would be shared with governors when available.

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

The Clerk advised governors of the requirement to approve the date of the end of the term of office of the Chair and Vice Chairperson. A two year term of office was AGREED; the Chair and Vice Chair would remain in office until the autumn term 2018 meeting date.

c) Election of Chairperson with effect from 1st September 2016

Governors noted Mrs J Jones' decision to stand down as Chairperson with effect from the end of July 2016. It was noted that she would remain on the Governing Board as a Co-opted Governor.

Dr W Goundry had expressed an interest in the position of Chairperson. Additional nominations or expressions of interest were invited; there were no further candidates.

It was unanimously **RESOLVED** – that Dr W Goundry, be elected Chairperson for the agreed term.

d) Election of Vice Chairperson

Expressions of interest were invited.

It was unanimously **RESOLVED** – that Ms A Harrington be elected as Vice Chairperson for the agreed term.



h) Expressions of interest for Chairs of Committees

Governors were asked to consider the posts and forward their declarations of interest to the Clerk at least three weeks prior to the date of the Autumn term governing body meeting.

i) GovernorHub

The Clerk was invited to update the meeting.

8. GOVERNING BOARD YEAR 5 VISION

a) Follow-up discussion from cluster meeting for school leaders and governors 17/05/16

The Headteacher provided an update for governors on the meeting with Andy Kent and Ruth Agnew about the Acadamisation agenda. It was advised that this was an information session. Funding was discussed.

Governors were informed of a mini GOVAS Conference on 6th October 2016. Speakers included Vicky Beer, Regional Schools Commissioner and Phil Beswick (LA). The Headteacher and one governor from each school were invited to attend.

It was agreed that more information was required and that a separate discussion should take place about acadamisation. Governors noted the factors for consideration including the new build, funding, school values and non-negotiables.

The Headteacher and Dr W Goundry would attend the mini GOVAS Conference on 6th October 2016. **ACTION**

A separate governing board meeting prior to the autumn term meeting and post GOVAS conference TBC. (see item 10a)

9. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

a) Schools' Finance Update

- Governors noted the guidance. Information on the second stage consultation documentation to be provided later in the summer term.

b) Early Years

- Governors noted the guidance
- The school had consideration the option to apply for a grant for expansion of Early Years. Eligibility for 30 hours was discussed.

c) DBS Update



- All governors to have DBS checks in place by 1.9.16. The SBM undertook to confirm with the LA DBS team / Julia Storey regarding the requirements.

ACTION

d) Safeguarding

- The Prevent Duty guidance was noted.

e) Stockport Family

- The guidance was noted.

10. DATES

a) Full Governing Board - future meetings to start at 6pm

- Extra Ordinary Governing Board meeting (Building item) Tuesday 1st November 2016, 6pm
- Monday 28th November 2016, 6pm
- Monday 20th March 2017, 6pm
- Monday 17th July 2017, 6pm

b) Committee Meetings

- Steering Committee – Wednesday 14th September 2016, 8.30am, Wednesday 18th January 2017, 8.30am, Wednesday 19 April 8.30am
- Resources Committee – Monday 10th October 2016, 6pm, Monday 13th February 2017, 6pm, Monday 22nd May 2017, 6pm
- Teaching and Learning Committee – Monday 10th October 2016, 6pm, Monday 13th February 2017 6pm, Monday 22nd May 2017, 6pm

11. ANY OTHER BUSINESS

a) End of Term of Office

The meeting was informed that the following governor's term of office would end on the 31st August 2016:

- Mrs A Mohammed (Parent Governor)
- Mr M Vadiya (Parent Governor)
- Mrs M Jennings-Aziz (Staff Governor)

The Headteacher and Clerk to agree an election timetable for the 2x Parent Governors and 1x Staff governor vacancy in the autumn term.

ACTION

b) Water and Sewerage Charges to the School

Governors discussed the previously circulated report and **agreed** to send the template letter. The SBM undertook to send letter.

ACTION



c) Cllr Bryan Lees – resignation from Governing Board

The Chair thanked Cllr Lees for all his contributions to the Governing Board over the previous 16 years. Cllr Lees was presented with a gift on behalf of the GB.

d) Mrs J Jones – stepping down as Chairperson

The Headteacher thanked Mrs Jones for all her support as chairperson over the last 24 years. Mrs Jones was presented with a gift on behalf of the Governing Board.

With no further business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 8.26pm.

MERSEY VALE PRIMARY SCHOOL GOVERNING SCHOOL

SUMMER TERM 2016 GOVERNING BODY MINUTES

MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4a	Governors were invited to send their thoughts / ideas to the Headteacher by end of the summer term	Governing board	End of summer term
4a	Building / Funds - To write to Stephen Bell and Phil Beswick (LA) to invite to the meeting	Chair of Resources Committee	Post meeting
5a	Pupil Premium - Catherine, SBM, Headteacher and Chair of Finance to agree criteria to be shared with parents at the start of the new academic year	Catherine, SBM, Headteacher and Chair of Finance	September
8a	The Headteacher and Dr W Goundry would attend the mini GOVAS Conference on 6 th October 2016.	Headteacher and Dr W Goundry	6 th October 2016
9c	All governors to have DBS checks in place by 1.9.16. The SBM undertook to confirm with the LA DBS team / Julia Storey regarding the requirements.	SBM	Post meeting / by 01.09.16
11a	Election timetable for 2x Parent Governors and 1x Staff governor vacancy TBC in the autumn term.	The Headteacher and GSO	September



11b	Water and Sewerage Charges to the School - SBM undertook to send letter	SBM	Post meeting
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Signed:



Date: 28/11/16