

MERSEY VALE PRIMARY SCHOOL GOVERNING BOARD MINUTES

SUMMER TERM 2017

Date: 17 July 2017
Time: 6pm
Venue: The School

GOVERNORS PRESENT

Dr W Goundry (Chairperson), Mrs J Mullane (Headteacher), Mrs L Wilkinson, 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. **WELCOME AND APOLOGIES FOR ABSENCE**

Governors were welcomed to the meeting.

6.15pm – Mrs A Harrington in attendance

Apologies for lateness due to traffic were noted from Mrs A Mohammed and Mrs Paterson. Apologies for absence were accepted from Mr U Gill.

6.20pm – Mrs L Wilkinson and Mrs A Mohammed in attendance.

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 20 March 2017, 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 / completed as follows:

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	Cllr T McGee	Post meeting

1  22/11/17

	with Phil Beswick at the LA before Christmas.		
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

c) Committee Minutes

It was RESOLVED that the minutes of the following 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

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

d) Action Points from Previous Committee Meetings

Actions raised at the committee meetings were duly reviewed as follows:

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

e) Approval of Overnight Visits

Governors duly APPROVED the following residential trips and noted that Risk Assessment documentation would be signed by the Chair:

The Headteacher proposed to continue with Kingswood for the foreseeable future and the school was very happy with the quality of the provision including health and safety and accommodation. The price was still reasonable.

The chair suggested that the governing board adopt a fresh approach each time governors consider the elements within the risk assessment given the familiarity with the venue to ensure that all risks were comprehensively covered.

The following policies (f-i) were proposed for adoption and were all ratified by the governing board. There were no contentious issues within the documents other than some minor amendments to wording.

f) Approval of Managing Stress Policy

The model Managing Stress policy, which had been circulated prior to the meeting and had been considered in detail at the relevant committee meeting, was duly APPROVED by the governing board.

The chair proposed that governors continued a proactive approach, particularly regarding staff stress management and wellbeing.

h) Approval of School Food Policy

The model School Food policy, which had been circulated prior to the meeting and had been considered in detail at the relevant committee meeting, was duly APPROVED by the governing board.

i) Model Consultation procedure

The model consultation procedure, which had been circulated prior to the meeting was considered and duly APPROVED by the governing board.

j) School Council

It was discussed that the School Council attended a joint visit with Gawsworth Primary School to the town hall. Pupils had asked excellent questions and should be complimented on their behaviour and manners. Thanks were offered to Cllr T McGee for his assistance in facilitating this.

k) Governor events

A list of the Governor events was circulated amongst Governors to allow them to consider attending the various sessions.

4. RESOURCES

a) Budget Update / Approval of the Budget 2017/18

The budget was signed off at the last Resources Committee meeting and was duly ratified by the governing board. The SBM confirmed that despite a reduction in the actual PPG income of £9,000 vs the original projection from the LA, the budget was in a more positive position by around £20,000. Further updates would be issued to the Resources committee and governing board in due course as the year's spending progresses, but a positive revenue position for the next 3-5 years at least was noted.

Nursery numbers were discussed, the SBM confirmed that the 30 hours provision was unlikely to have a major impact albeit the position was being carefully managed and monitored. It was anticipated to have 24 pupils in Nursery from September 2017, which meant that the projected figure was £17,000 lower than the actual figure; this represents part of the reason for the increased revenue position referred to above.

A new projector costing just over £1,000 had been installed as the old one failed. This had a five year warranty. **A governor asked what the supply insurance of £6517 relates to.** The SBM explained that it covered the possibility of Teacher absence for longer terms and is seen as an essential safeguarding measure against high supply costs. **A governor**

asked what I18 Additional Grants related to? The SBM confirmed that this related to the PE grant and UIFSM money for Reception-KS1 children's meals.

b) Statement of Internal Control

The Statement of internal control and Best value statement 2017-2018 were both signed by the appropriate parties (Chair, Headteacher and Cllr T McGee). There were no changes to note to the documents in 2016/2017.

c) Best Value Statement 2017/18

As above.

5. LEADERSHIP TERMLY REPORT

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

The leadership report was discussed.

At 247 pupils in school, this was the highest ever pupil numbers.

Stockport Family - Some clarity was needed as to the roles of various practitioners as there was an element of confusion at the current time. For example, a School Age Plus Worker had recently attended the Parents' Report Sharing meeting but did not have banners, flyers or other materials to promote the support that is available to parents/ carers.

It was noted that Class Teachers 2016/2017 should be amended to reflect next year. There were no changes to Teachers / Year Groups.

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 - 100% attendance and winners of the most golden tickets for excellent behaviour were looking forward to the cinema treat. Staff with no absence in 2016-2017 were also attending.

The chair asked when the appeals results are announced. It was noted that the Heaton's appeals had now been heard.

6.50pm – GSO in attendance.

The Headteacher talked about the data for inclusion; SEN support and EHCPs was noted.

p5 – Summary of Pupil Premium – governors noted that a twice yearly report was produced by Ms C Whitehead. Governors commented that it was useful to be able to unpick the data in this way.

p8 – Achievements – School Council visits / school trips highlighted. A Year 4 trip had taken place at Lyme Park along with pupils from St Winifred's Primary School. **A governor commented that some parents had questioned why Year 6 were going on an educational trip to Chatsworth, at this late stage in the year.** The Headteacher explained that it was both educational and a treat for pupils. A discussion followed.

RA Champions – is this a role for next year? Yes; training for next year had commenced for Year 5 students. Staff had also undertaken this training. It was noted that this approach had worked well in other schools and that it would be embedded throughout the school.

p10 – Targets had been reviewed at the relevant committees and an Action Plan was in place. Governors were happy with the targets, although a governor said that target 3 was a worry; ***how would this be measured by the governing board?*** Governors considered Pupil Voice and the use of soft data which could be used to evaluate the impact of the governing board. It was suggested to produce a benchmark questionnaire, the Headteacher undertook to discuss this further with Ms C Whitehead. **ACTION**

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

TEAM AROUND THE SCHOOL UPDATE

Ongoing termly meetings continued. ***Is persistent absence picked up here?*** Governors were advised that were advised that an EWO had not attended the two most recent Team Around the School meetings. The Headteacher talked about the procedures which were followed by the school and monitored by herself, the SBM and the attendance Governor.

Early Years data was considered although this was non–statutory data. Extended holidays / term time holidays were highlighted as a concern and governors discussed the impact of this.

6. STANDING ITEMS

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

The latest version of the SIP/SDP 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

Final appraisal meetings would take place this week.

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 nil return 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 Interventions

See Leadership Report.

e) Young Carers Update

The Headteacher advised that the school had produced a register of young carers. This was reviewed on a termly basis and governors were advised of the ongoing monitoring which was in place. ***In response to a governors' question, the Headteacher informed governors that there were no issues around attendance for young carers.***

f) Reviewed Policies/ Policies for Ratification (see item 3)

A discussion followed about the Prevent policy. It was noted that this was contained within the school's Safeguarding policy. Governors considered whether Prevent should be added as a standard GB agenda item and if this section of the safeguarding policy should be reviewed. The GSO undertook to obtain some guidance around this. **ACTION**

7. GOVERNOR DEVELOPMENT

a) Training Feedback

Governors were encouraged to attend training courses made available by Governor Services.

It was noted that governors had attended the following sessions / learning walks at the school:

- Mr U Gill – IT
- Cllr T McGee – Maths
- Dr W Goundry in his capacity as English Governor had met with Mrs Bradley, subject lead for English to discuss the curriculum, the reading/writing SIP for 2017/18, and further improving phonics in EYFS.

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

It was noted that a two-year term of office had been agreed previously so there was no requirement for an election to be held in September 2017.

c) Expressions of interest for chairs of committees / succession planning

Governors were invited to express interest in these roles at least 3 weeks prior to the autumn term governing board meeting.

Dr W Goundry expressed in interest in continuing as chairperson of the Steering Committee.

Cllr T McGee expressed in interest in continuing as chairperson of the Resources Committee.

It was noted that Mrs A Harrington was also the Vice chairperson and that it was good practice for further expressions of interest to be invited for chairperson of the Teaching and Learning Committee. Mrs L Wilkinson agreed to consider the role of committee chairperson.

e) End of Term of Office 31.08.17 (Associate Member)

The meeting noted that the following Associate Member's term of office would end on the 31st August 2017; and that she would be eligible for re-appointment:

- Ms C Varetto (Associate Member)

Ms C Varetto requested time to consider her work like balance and whether a re-appointment was appropriate. TBC at the autumn term governing board meeting. **ACTION**

f) Website

Governors noted that regular updates were completed by the SBM, Headteacher, Deputy Headteacher, teachers and subject leaders.

A governor said that it would be useful to have some data analysis around the use of the website. The SBM undertook to provide a report on this. **ACTION**

8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

a) Schools' Finance Update

b) Council Motion on Schools' Education Funding

c) Capacity Issues in Stockport Schools

- Governors noted the guidance.

d) Safeguarding

- Governors recommended to review staffing and employment procedures.

e) Health and Safety

- Health and Safety governor to consider the procedures detailed within the briefing paper. A Health and Safety Audit was taking place tomorrow.

f) School Sport, PE and Physical Activity

- To consider a link governor role for PE / Wellbeing link governor. TBC at the Teaching and Learning Committee.
- It was agreed to invite the PE lead to attend the next committee. **ACTION**

g) Early Years

h) Relationships and Sex Education

- Governors noted the guidance

i) School Food Advice

- Governors noted the guidance, having agreed to adopt the model policy at item 3.

j) SEND – Local Area Inspections

- Governors noted the guidance.

9. DATES

a) Full Governing Board

Governors considered whether it would be useful to hold one of the governing board meetings at an earlier time, and noted the benefits of this such as staff involvement.

- Autumn – Monday 27 November 2017, 6pm
- Spring – Monday 19 March 2018 6pm - Date TBC with GSO **ACTION**
- Summer – Monday 16 July 2018, 6pm

b) Committee Meetings

- Steering Committee – Thursday 21st September 2017 8am, Monday 22nd January 2018 8am, Monday 23 April 2018 8am

- Resources Committee – Monday 9th October 2017 6pm, Monday 5th February 2018 6pm, Monday 14th May 6pm
- Teaching and Learning Committee – Monday 9th October 2017 6pm, Monday 5th February 2018 6pm, Monday 14th May 6pm

c) Events for governors to attend 2017-18

Governors were referred to the document which had been circulated for information.

d) Agreement for governors to be added to school texting service

Governors duly AGREED to be to the texting service to receive reminders and information. Email mobile contact numbers to the SBM to add to the school mailing list.

10. ANY OTHER BUSINESS

End of Term of Office (Associate Member) – see item 7

With no further business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 7.38 pm.

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SUMMER TERM 2017 GOVERNING BOARD MINUTES

MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
5	It was suggested to produce a benchmark questionnaire, the Headteacher undertook to discuss this with Ms C Whitehead.	Headteacher	Post meeting
6f	Governors considered whether Prevent should be added as a standard GB agenda item and if this section of the Safeguarding policy should be reviewed. The GSO undertook to obtain some guidance around this.	GSO/Chair	Post meeting
7e	Ms C Varetto to consider work like balance and whether a re-appointment was appropriate.	Ms C Varetto	Autumn term GB meeting
7f	A governor said that it would be useful to have some data analysis around the use of the website. The SBM undertook to provide a report of this.	SBM	Post meeting
8f	It was agreed to invite the PE lead to attend the next Teaching and Learning committee.	Teaching & Learning Chair / Headteacher	Autumn term committee meeting
9a	Spring term GB meeting date / cover TBC Monday 19 March 2018 6pm.	GSO	Spring term 2018 GB meeting