

## MERSEY VALE PRIMARY SCHOOL GOVERNING BOARD MINUTES

### AUTUMN TERM 2018

Date: 3 December 2018

Time: 6.30pm

Venue: The School

#### GOVERNORS PRESENT

Dr W Goundry (Chair), Ms J Mullane (Headteacher), Cllr T McGee, Mr T Gough, Mrs M Jennings-Aziz, Mr S Farrell, Ms A Harrington

#### IN ATTENDANCE

Ms C Varetto Associate Member (DHT)  
Mrs A Paterson Governor Support Officer

#### 1. WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting. The chair reminded governors to consider the school motto *working together for a brighter future*. Apologies for absence were received from Mr S Bray and Mrs A Mohammed and accepted by the governing board. Introductions were made.

#### 2. ELECTION OF CHAIR/VICE CHAIR AND CONSIDERATION OF VACANCIES

##### a) Election of Chair (2018-20)

Completed at summer term governing board meeting.

##### b) Election of Vice-Chair (annual - 2018-19)

Completed at summer term governing board meeting.

##### c) Consideration of Vacancies – 1x Parent governor / 1x Co-opted governor

It was noted that Mr U Gill had resigned from the governing board.

The Headteacher and Clerk to agree an election timetable for the Parent governor vacancy in the spring term. **ACTION**

The GSO clarified the current vacancies. Governors discussed the required skills set of a potential candidate for the Co- opted governor vacancy and how this would benefit the range of experience on the board. Cllr T McGee undertook to approach a potential candidate who may be interested in this vacancy.

#### 3. BUSINESS INTERESTS

##### a) Declaration of Business Interests

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

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

##### b) Business Interest Form

Copies of the Business Interest form 2018-19 had been circulated prior to the meeting. Governors were requested to complete and sign the forms and return them to school for upload to the website.

c) DBS Checks

The SBM confirmed that DBS checks were in place for governors and associate members. The SBM advised that this was in progress for the new governor.

Governors discussed the DBS checks; it was confirmed that if there was no gap in service, there was no requirement to update a DBS check. An annual declaration was completed by governors.

4. HEADTEACHERS TERMLY REPORT

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

- The chair commented on the new format and useful hyperlinks. Governors agreed that this was a good format.

SIP – Writing skills target was highlighted, in particular around higher attainers and greater depth. A discussion followed. A revised curriculum was being implemented throughout the school.

Phonics – the Headteacher and four members of Reception and Year 1 staff had visited Lum Head Primary School. **Can we borrow ideas for Writing?** Yes; we also visited a school in Withington. Writing is teacher assessed and teachers tended to err on the side of caution. The chair had attended a learning walk and commented that the traffic light system was working well within the school. Pupils have many different opportunities to write, not just in English lessons. Writing will be teacher assessed at the end of June. Governors discussed the time frame.

SIPs alignment and targets were confirmed as:

1 – Chair

2 – Cllr T McGee

3 – Ms A Harrington

Summary around target 2 – A staff survey was completed last year. It was planned to repeat this with a focus on levels of confidence with pupils and different levels of support. **Was there a gap between what staff and TAs thought they could cope with?** Yes, governors were referred to the details within the report. Middle management skills were considered and individual feedback had been given to staff. We are deploying TAs in a better way and in doing so we are adding value. TAs were now working differently and school was maximising TAs time in lessons, TAs were an integral part of the school. This data would be captured in terms of the impact and a hyperlink would be added to link to the school improvement plan.

**ACTION**

Target 3 – Mr Ellis sessions were commended. Governors heard how STEM was used within the curriculum and it would be broadened. CAS (computers at schools) was praised by staff governors. Ms Whitehead was the lead for this target. Cllr T McGee and Ms A Harrington agreed to attend the Learning Walk during STEM week from 28 February 2019. **ACTION**

Ofsted headings had been used throughout the report. A Teaching and Learning assessment and summary was noted. This linked to the SEF; this was the document which could be submitted to Ofsted.

Outcomes – a governor question had been submitted pre meeting. A governor referred to the low baseline for EYFS – **What are we planning to do to meet this challenge?** 75% of pupils were below typical at the school. **How does this compare to previous years?** This was fairly typical on entry. The value added increases. **Is this typical for the area?** There

was a mix, but it there was a large cohort of children below baseline on entry to school. Governors considered the makeup of the cohort, including pupils with English as an additional language.

The Headteacher had held discussions with EYFS and Reception leaders about the gender gap; in attainment boys were significantly behind girls this year. A line of enquiry was completed by staff. There was a high proportion of summer born pupils, pupil premium pupils and new pupils were also considered. **What do we do about this?** There was an action plan in place. **Are the new pupils new to the school or new to the country?** The Headteacher provided an update. A discussion followed and governors considered the impact of many different factors including social deprivation and cultural gaps.

A second line of enquiry around exceeding judgements (pupils achieving 3s at end of reception) – **how can this be improved?** Starting points were considered. An action plan was in place.

Outcomes – the SIA had referred to the school as outstanding. The school had been asked to support another school in Maths. Governors noted that the school had capacity to support this and that funding could be received for this support.

#### Personal Development and Welfare

**Class dojo is a very useful resource – how many classes have signed up to this?** This was not currently used in Nursery and Reception, as they have a different communication system in place. The Headteacher provided a breakdown of the use of Dojo within other classes; it was used by the majority of families.

Points were delivered to reward positive behaviour. There was an emphasis on points for kindness, this had been very effective. A governor commented that Dojo was a good conversation starter for parents and children to talk about their school day.

#### Leadership and Management

There was a previous SIP target around working with parents. School had signed up to the LPPA and gained the accreditation last month. Mrs A Mohammed was thanked for her conversation with the assessor and her work completed around this in her capacity as a parent governor. The school was recognised for good practice which would be shared with others.

Links to school evaluation – The role of governance was discussed. Governing board challenge and good questions were highlighted.

The Headteacher updated the governors upon matters arising from the Report:

- School Improvement Plan – contained within the Heads report
- Appraisal and Pay – The pay committee would meet post GB meeting today
- Behaviour in School – contained within Heads report – golden time, dojo, a new badge and a revamp of the behaviour reward system for pupils who present constantly good behaviour was highlighted. Governors were invited to view the School Council board to see the range of reward activities or to visit the school on Friday mornings at 10.45am for Golden Time in the spring term. The Headteacher explained that process which was in place and how pupils are given the opportunity to sit together and talk about the amount of golden time that they are missing. **Is it the same pupils?** No. **Are you charting this?** Yes, this information was recorded on a spreadsheet, tallied per class.
- Physical Interventions – 0
- Young Carers – the register of young carers had been updated within school
- Stage on the LA School Protocol of the School Improvement Adviser's Report – Green

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

## 5. GOVERNOR DEVELOPMENT

### a) Governing Board Development Plan

There was no plan in place as yet; it was agreed that this would be considered when all new governors are in post.

### b) 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:

- STEM training and Safeguarding training - Ms M Jennings-Aziz
- Session 2 of the new governor training completed - Mr T Gough
- e-learning completed (Key functions of a GB)- Mr S Bray
- English Learning Walk – the chair
- Partnership award LPPA – Mrs A Mohammed

### e) Stockport Governor Conference

Governors noted that the GOVAS Governor Conference would take place on Saturday 23<sup>rd</sup> March 2019 at Marple Hall School.

Education Summit – Funding in schools to be held at Marple Hall School, 7-9pm

## 6. BUSINESS

### a) Committee Remits, Membership and Election of Chairs

It was agreed that each committee would consider and review its remits within the next committee meeting. An updated copy of the remits would be forwarded to the Clerk.

***What is involved in the Resources Committee?*** The chair provided an overview. The SBM agreed to share the latest information from the committee to Mr Gough. **ACTION**

Mr T Gough agreed to join Resources Committee.

Mr T Gough to take on the role of Inclusion link governor.

Governors discussed and reviewed committee membership and link governors as per Appendix 1.

Governors unanimously **RESOLVED** that Cllr T McGee be elected Chairperson of the resources committee for the agreed term.

Governors unanimously **RESOLVED** that Mrs A Mohammed be elected Chairperson of the teaching and learning committee for the agreed term.

### b) Policy Review

An updated document had been circulated prior to the meeting. It was agreed that policy review would take place throughout the academic year as required.

### c) Governing Board Code of Conduct Review

Governors were referred to the previously circulated document and considered the proposed amendments. It was AGREED that the Governing Board Code of Conduct 2018-19 would be adopted. Confidentiality was highlighted, in particular around the use of social media.

### d) Approval of Policies

#### Pay Policy 2018

The Headteacher confirmed that a detailed and minuted consultation upon the 2018 pay policy had been held with school staff and/or their union representatives.

The pay policy had been considered within the resources committee and was recommended for ratification. The policy was duly RATIFIED by the governing board.

e) Other Policies

The following policies had been circulated prior to the meeting, agreed at the relevant committees and were duly RATIFIED by the governing board:

- Safeguarding
- Parent and Visitor Behaviour Policy
- Recruitment and Selection Policy
- Job Share Policy and Guidance
  - Model Attendance policy
  - Model Managing Employee Reduction policy

7. RESOURCES

a) Budget Update

The SBM was invited to provide an update.

The list of school policies and the review cycle was noted.

The successful installation of new play equipment had been completed in the playground, at a cost of £3,500.

A new kitchen oven had been purchased, an additional oven may be required, at a cost of £5,500.

Year 1 carpet had been replaced and the door would be replaced in due course DFC funding was used for this. £4,000 was remaining in the DFC fund.

Pencil playground – a possible contribution from the friends of Mersey Vale was noted.

The budget had been signed off at the Resources Committee. There was a £9000 drop in nursery due to low numbers, although it was anticipated that numbers would increase in January 2019.

Facebook account – a targeted advert was placed via the SBMC account to advertise to nursery age families and raise the profile. This cost £100-200 and had a positive impact and had reached 6000 parents so far.

Pupil premium forms were being gathered from Nursery throughout the school. **A governor referred to possible issues with computer literacy – do we need to do anything about this?** Paper forms are provided with details for the school to check eligibility on parents' behalf. Office staff were praised for the help which they provide to parents.

The school continued to adopt a prudent approach to budget monitoring. The budget was £30,000 better off than predicted and the budget was looking healthy the next two years. **How have we saved this?** We have not saved this, this had not been spent. The SBM explained that expenditure was built into the budget. After school club - 40 sessions a week - £15,000 annual income was noted, this had been budgeted at £10,000. Governors noted a request for a staff contract.

**Would you consider summer care?** This would be the manager's decision. **How is the After school club and Breakfast club?** Both are popular, governors noted that a good system was in place.

b) Presentation of School Fund Audit Certificate OR Approval of School Fund Auditor

It was proposed to continue to use In accountancy in Hazel Grove; there was no charge to the school and the school would agree to advertise them on their website. RESOLVED: Governors duly agreed to the above proposal.

8. MINUTESa) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 16 July 2018, copies circulated previously, be approved and signed by the Chair and authorised for publication.

b) Action Points from Previous Governing Board Minutes

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

**SUMMER TERM 2018 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>
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	COMPLETED
7a	<i>EEF - would there be a follow up?</i> Unknown - the Headteacher would speak to Andy Tomlinson (SIA)	Headteacher	COMPLETED – TBC by SIA.
7f	Publication Scheme - DEFERRED - The SBM undertook to check if this was superseded by GDPR.	SBM	COMPLETED – <i>this was unaffected by GDPR. The usual review process would continue. All GDPR policies were published on website</i>
8b	The Headteacher and Clerk would agree an election timetable for the Parent governor vacancy in September	Headteacher / GSO	COMPLETED
8c	SIP Target 3 STEM - governors expressions of interest were invited for the autumn term	Governing board	COMPLETED
8c	The Headteacher would email the events list to governors	Headteacher	COMPLETED
10b	Steering Committee – Dates TBC via email	Headteacher	COMPLETED

c) Committee Minutes

It was RESOLVED that the minutes of the following meetings:

- Resources Committee 8.10.18

- Teaching and Learning Committee 8.10.18
- Steering Committee 12.09.18

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

## 9. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

### a) Safeguarding Update

Governors noted the publication of a revised version of Keeping Children Safe in Education (KCSIE), effective from 3<sup>rd</sup> September 2018. The Headteacher confirmed that all staff had read and understood the revised document.

Governors noted the requirement for a mobile phone policy covering pupils' use of mobile data whilst on school premises. The Headteacher attended the termly safeguarding leads network meeting. A staff meeting update was provided and a follow up for all staff.

Peer on peer abuse was noted and the safeguarding procedures which were in place at school. An exercise had been completed with staff.

The updated Safeguarding policy would be discussed at the next committee meeting.

***Does it include all staff?*** The cleaners did not attend the session. It was recommended that the Headteacher updates the headlines for all staff members. **ACTION**

All staff had attended the INSET briefing at the beginning of term.

### b) Facilitated Learning Opportunities for the Primary Sector

Governors noted the range of opportunities available from the Primary School Improvement Team.

### c) Early Years Updates 1 and 2

Governors noted the guidance on assessment and the 30 hours nursery funding scheme. This is on the school website.

### d) Schools' Finance

Governors noted the guidance. Universal credit is being rolled out in Stockport.

### e) HR Update

Governors noted the guidance.

### f) Restorative Approaches

Governors noted the guidance and the training opportunities detailed within the Governor Training Brochure 2018-19.

### g) Hate Incidents – Recording and Reporting

Governors noted the guidance.

### h) Governance Update

Governors noted the guidance.

## 10. DATES

### a) Full Governing Board

- Tuesday 2 April 2019, 6pm

Monday 15 July 2019, 6pm

b) Committee Meetings

Previously circulated

c) INSET Dates for 2019-20

The INSET days for the academic year 2019-20 would be agreed at the spring term governing board meeting. **ACTION**

LA holiday consultation is live until 31 December 2018 – all governors were encouraged to look at this. **ACTION**

11. ANY OTHER BUSINESS

a) Sharing of Email Addresses

Governors AGREED to sharing their email addresses with GOVAS and the NGA.

b) Inclusion of Contact Details on GovernorHub

Governors were made aware that their contact details were visible on GovernorHub to all members of the governing board. The Clerk outlined the procedure for restricting visibility.

c) End of Term of Office 31.12.18

The meeting was informed that Cllr T McGee's term of office would end on 31.12.18. Cllr t McGee expressed an interest to continue; the governing board was happy for a re-appointment.

The clerk would advise Mrs P Dunham, Governor Services of the reappointment. **ACTION**

d) Confidential item

*7.54pm – staff were requested to leave the meeting.*

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8pm.

**MERSEY VALE PRIMARY SCHOOL  
AUTUMN TERM 2018 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>
2c	The Headteacher and Clerk to agree an election timetable for the Parent governor vacancy in the spring term	Headteacher / GSO	Spring term
4	This data would be captured in terms of the impact and a hyperlink would be added to link to the school improvement plan.	Headteacher	Spring term



4	Cllr T McGee and Ms A Harrington agreed to attend the Learning Walk during STEM week from 28 February 2019.	Cllr T McGee and Ms A Harrington	28 February 2019
6a	The SBM agreed to share the latest information from the resources committee to Mr Gough.	SBM	Post meeting
9a	It was recommended that the Headteacher updates the safeguarding headlines for all staff members.	Headteacher	Post meeting
10c	The INSET days for the academic year 2019-20 would be agreed at the spring term governing board meeting.	Headteacher	Spring term
10c	LA holiday consultation is live until 31 December 2018 – all governors were encouraged to look at this.	Governing board	31 December 2018
11c	The clerk would advise Mrs P Dunham, Governor Services of the reappointment.	GSO	Post meeting