

MERSEY VALE PRIMARY SCHOOL GOVERNING BOARD MINUTES

SPRING TERM 2019

Date: 2 April 2019

Time: 6pm

Venue: The School

GOVERNORS PRESENT

Dr W Goundry (Chair), Mrs J Mullane (Headteacher), Mr S Bray, Ms M Akhtar, Ms A O'Brien, Mr T Gough, Mrs M Jennings-Aziz, Mr S Farrell, Ms A Harrington

IN ATTENDANCE

Mrs A Paterson Governor Support Officer
Mrs C Varetto Associate Member

1. WELCOME AND APOLOGIES FOR ABSENCE

The chair reminded governors of school motto; '*working together for a brighter future*'.

Governors were welcomed to the meeting and introductions were made for the new parent governors.

Apologies for absence were received from Cllr T McGee and accepted by the governing board.

6.05pm – Ms A Harrington in attendance.

2. 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.

3. LA GOVERNOR REAPPOINTMENT

Governors duly APPROVED the reappointment of Cllr T McGee for a further 4 year term of office.

4. LEADERSHIP TERMLY REPORT

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

- A guide to acronyms was provided

Manchester Airport Writing Competition update – a pupil from the school had won first prize. Governors were asked to suggest ideas / theme for the school book. The author would attend the school to start work in May; suggestions included the outdoors and Forest School. The Headteacher explained the prize of 6 workshops and for each child to receive a copy of the book. **How are we going to make sure all pupils have an input?** Via School Council and Class Council. We are proposing to ask for a parental contribution of £5 per pupil for the book.

Staff are attending literacy focus project – is there a cost? This was delivered by Early Excellence, £60 charge (plus supply cover costs). **Could this training be delivered in house?** No. **A governor asked about cursive handwriting costs.** The cost of the resources for Year 1- 4 and teacher resources for Reception were discussed. **When do we teach cursive handwriting?** Stand-alone lessons were held each week, and preparation in Year 1.

Learning Walk was held around the importance of learning new vocabulary and writing for learning.

Monitoring of the Nelson Handwriting scheme in Year 1 had taken place and observations in Early Years and KS1.

Lacey Green School, Wilmslow, Phonics hub – the school had submitted a bid to participate in the work of the hub.

The updated leadership report would be added to GovernorHub post meeting.

Are we sure this will have an overall improvement in Phonics? Yes; the Headteacher referred to the observations, guided reading sessions, and 1 to 1 intervention which would be put in place.

When do we find out if we are successful? After the Easter break. An application had been submitted.

What happens to pupils who do not pass in Year 2? Re-sits were explained and back stories considered. 67% of pupils had met expected in Year 1.

Update on STEM Learning Walk/ STEM Exhibition – a number of governors had attended this and were impressed with the learning and understanding of the children. Ms A Harrington was thanked for her help with the STEM Learning Walk.

Kingswood residential for Year 6 and 11x Year 5s would take place in April. Workshops on coding and drones had been booked for remaining pupils in Year 4 and 5.

Target 3 - Visit to Mercedes garage - Pupils had enjoyed their visit and had been invited back. Governors noted the good community link and how to continue links with the local community. **Is there any potential for the company buying into community links / school?** The DHT had made good contacts with the construction company. Pupils had enjoyed the visit and learnt about landscaping and plants. The company was praised for their support and the information provided to pupils. Ms A Harrington emphasised that in her experience it is important to develop strong links and relationships between schools and companies first.

English, Mathematics, Science and History Book Look – monitoring of books to take place during Summer term. To be viewed and discussed as a whole group of staff, in line with the new LA approach to training.

Committee Meetings were coordinated with the Book Looks on 20 May 2019, 5pm. Governors were invited to attend.

Writing Record Books showed progress for each child and also progress across other years; two books for Meeting Expected Standard and Mastered were to be viewed. **Could we see books of children who had not met the expected standard?** Governors had requested this at the previous book look; there was a large volume of books. It was suggested that link governors could look into this. **When you are looking at Science books will you be looking at the same pupils for Writing?** Consistency was discussed; and was being monitored by Rachael Mather.

Ways forward for next term were highlighted. This would include a summary and actions from Teaching and Learning observations.

Outcomes – **A governor commented on the gender gap – is this normal?** This had been previously investigated via lines of enquiry and information shared with the governing board.

Assessments / SATs test – pupils were on track to meet targets. EHCP pupil were noted. Governors discussed the disapplication process and different progress measures which could be used.

A summary of internal data would be added to the website post meeting. **ACTION**

Assessment governor vacancy – TBC under relevant agenda item.

Attendance – **What is the level of turnover of pupils and is there any way of baselining this?** Generally, numbers were stable and mobility was due to relocation. The SBM offered to circulate analysis for governors' information. **ACTION**

Attendance – 94% Nursery and whole school 95.1%; this was quite strong. This may be linked to 30 hours childcare offer. Some Nursery pupils had 100% attendance.

Bullying – 0 incidents to report. **What is the level it rises to before it is recorded?** The Headteacher explained the system which was in place and the process for recording the data. Details of incidents were recorded by Headteacher / DHT and all staff. Governors considered the different categories a discussion followed about behaviour and Golden Time and how to incidents were tracked to monitor any pattern. **How long is Golden Time?** 45 minutes. **Have we improved the golden time offer?** Yes, a variety was offered. **Is there any disturbance to other pupils if pupils are joining in after missing some minutes of golden time?** No. **Does it tend to be the same pupils?** Yes; the time varies and is personal to the circumstances. The Headteacher suggested to include number of minutes of golden time lost in the end of year individual annual pupil reports to parents. Dojo points was a good incentive for pupils.

Leadership and Management – Monitoring of subject leader files – Governors invited to look at these prior to the summer term FGB meeting, from 5pm. **ACTION**

An E-safety event was led by Tanya Cross, LA. Tanya had offered to continue to support the school in ways forward around PSHE. The Headteacher advised that a number of parents were concerned and wanted to discuss some issues around PSHE. A working party would be held on 8 May 2019, 9.30am. The Headteacher advised that a diverse range of governors were invited to participate.

Governors noted that a number of concerns had been raised by some parents in light of recent media reports on the subject. **Who from staff would be there?** Headteacher, PSHE lead and the Computing Lead.

Online relationships – Apps, social media and how to keep children safe in real world and virtual world was highlighted.

The Headteacher had sent a link to the PSHE DfE guidance for information and reminded parents to be aware that the subject would be taught in line with age appropriate information. **Can the Headteacher get support from any other local schools?** Governors noted that there was a lots of interest in media / reports which had raised concern amongst some parents. PSHE was statutory. Governors discussed the safe, open and inclusive values of the school and noted that there was a good balance of governors to attend the working group. Governors were happy to share the email and any questions from governors. The SBM would set up school email address for parent governors to use. **ACTION**

Governors commented on the format of the report – good links etc.

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

- School Improvement Plan
- Appraisal
- Behaviour in school
- Physical Interventions
- Young Carers
- Team Around the School
- Safeguarding matters

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

5. GOVERNOR DEVELOPMENT

a) Governing Board Development Plan

The Chair and Vice Chair had produced a GB Development Plan which had been shared prior to the meeting. Links with Friends of Mersey Vale group were noted and governors were invited to join to support the group. An updated version of the plan was available on the governor website.

b) Skills Matrix

SBM would share copies via email, governors were requested to update this for review at the Steering Committee. **ACTION**

c) 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:

- New governors would book onto the new governor training
- Ms M Akhtar had attended safeguarding training at work

d) Succession Planning / GB Committee membership

Teaching and Learning

Ms M Akhtar and Mrs A O'Brien agreed to join this committee.

Committee chair

Expressions of interest were invited; there were no candidates.

Ms A Harrington agreed to continue to chair for the next meeting, then new governors were invited to shadow with a view to chairing the committee from the autumn term.

Link governors vacancies

Assessment governor - **what does this entail?** A discussion followed. Mrs A O'Brien agreed to take on this role.

Inclusion governor – Tim Gough

An updated list would be added to website and GovernorHub. **ACTION**

e) Stockport Governor Conference

Governors noted that the GOVAS Governor Conference had taken place on Saturday 23rd March 2019 at Marple Hall School.

6. BUSINESS

a) Policy Review Document

The following policies had been identified as due for review:

- Governing Body Development Plan
- E-safety Policy
- Anti-Bullying Policy (Nov 2018, LA model policy)
- Promoting British Values Policy
- Spiritual, Moral Social and Cultural Education Policy
- SEND Policy
- Employee Relations Policy
- Flexible Working Policy
- Whistleblowing Policy
- Health & Safety Policy (LA model policy)
- Asset Management Policy

LA Model policies:

- Drug policy
- Data Protection policy
- Consent policy

The above-named policies had been circulated prior to the meeting and were duly APPROVED by the governing board.

b) Section 128 Checks for Governors

The local authority (LA) has recommended that Section 128 checks are carried out by the school and that the Single Central Record is updated with this information. SBM had completed this, and advised governors about the details of the additional check.

SBM would send a link to governors to complete the DBS check. **ACTION**

7. RESOURCESa) Budget Update

The year end, final outturn indication would be confirmed at the schools finance meeting.

The SBM provided a copy of the budget and advised that all buy backs and staffing costs were included.

The final outturn was £102,000 brought forward; last year the figure was £118,000. Governors noted that careful monitoring of the budget would continue.

Governors considered the impact of increased staffing costs and a reduction in pupil premium. A staff cost increase of £34,000 in 2017/18 was noted. Reserves were reducing year on year.

Income had been achieved by actively promoting the Nursery, after club and breakfast club.

£103,000 was in the LA pot for potential expansion of the hall and future building work. Pressure on places and capacity was discussed. **Could we invite the School Organisation Team a GB meeting?** Michelle Booth, LA was leading this team. It was suggested to invite Cllr D Fitzpatrick, Lead member for Education to a GB meeting. Schools Forum meeting minutes were noted.

Have we discussed holiday clubs at the school? Not yet, consideration would be needed to ensure that any club would make profit. Sports holiday clubs had been held previously.

Supply teacher insurance cost was high – **What is 'other staff related' insurance?** Non-teaching staff. **What are the other insurance costs?** Public liability insurance, most were LA buy backs and agreed as best value by the Resources Committee. **Have we claimed on this, in last 12 months?** Yes. **Is it cost effective?** No It is difficult, like any insurance, to ascertain when will need to claim. A governor commented on the significant increase of teacher insurance. The SBM advised that other providers had been considered, although the LA buy back offers were more competent.

Governors discussed potential funding ideas and were advised to contact Friends of Mersey Vale.

DFC funds - £7,000 per year. Friends of Mersey Vale confirmed that they would help towards costs for improvements at the school. Governors praised the good links and support from the group.

A School Funding March would take place on Friday 14 June 2019 in Manchester for governing boards and Headteachers. Governors were invited to attend.

The chair agreed to write to Cllr D Fitzpatrick for an update and would invite him to attend a meeting. **ACTION**

The Headteacher undertook to continue to contact Michelle Booth at the LA for an update.

b) Approval of Budget 2019/20

The provisional budget was discussed above. This was delegated for approval at the summer term Resources Committee.

c) To Consider and Approve Any Changes to the Buyback of LA Services

No changes to the buy backs were proposed

The SBM highlighted that the school had proposed to buy in at the lowest level for Sports. **Was this adequate?** Yes

d) Scheme of Delegation Form 2019/20

The form had been circulated prior to the meeting and was duly APPROVED by the governing board. There were no changes to note.

8. MINUTESa) Full Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 3 December 2018, copies circulated previously, be approved and signed by the Chair and authorised for publication.

b) Action Points from the Previous Minutes

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

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
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 – on agenda
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	Completed

7a – A new kitchen oven purchased - Governors were referred to the Resources committee minutes for an update.

c) Committee Minutes

The minutes of the following meetings were noted by the governing board:

- Teaching and Learning Committee – 11.02.19
- Resources Committee – 11.02.19 – Governors remembered Abida Bibi, a staff member who had passed away in February. The Headteacher commented on the support from staff and referred governors to the committee minutes.
- Steering Committee – 21.01.19

9. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

- SEND – Local Area Inspection Update – the Headteacher provided an update for governors and outlined next steps.
- Governance Update – consultation on term dates 2020-21. **Have the consultation results come out?** Yes, changes had been made in response to the consultation.
- GOVAS – Stockport Governor Conference

Governors noted the guidance within the reports.

10. DATESa) Full Governing Board

Monday 15 July 2019, 6pm with look at subject leadership files from 5pm

b) Committee Meetings

- Teaching and Learning Committee - 20 May 2019, 6pm
- Resources Committee, 20 May 2019, 6pm with Book Look from 5pm
- Steering Committee – 13 May 2019, 5pm

11. ANY OTHER BUSINESSa) End of Term of Office

The meeting was informed that the following Co-opted governor's term of office would end on 13.07.19. It was noted that they would be eligible for re-appointment:

- Mr S Farrell
- Ms A Harrington - TBC

Governors duly approved the above appointments for a further 4 year term of office with effect from 14.07.19. **ACTION**

b) School Residential Trips

The governing board duly APPROVED the following residential trip:

- Kingswood trip

c) Approval of INSET days

Governors were referred to the Leadership Report and duly APPROVED the following INSET days for the academic year 2019-20.

d) Funding

Governors considered how to incentivise support for Friends of Mersey Vale as a funding stream. A governor suggested that pupils produce a letter to encourage parents support. It was agreed to contact Rachel Mather for this suggestion to be discussed at the next School Council meeting. **ACTION**

e) Parent partnership meeting

Governors noted a change in the demographic in parents in the area and considered appropriate timing for the meeting. **Would school provide facilities for an after school hours meeting? Could a meeting be held at the same time as a GB meeting?** Yes, this was a possibility

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8.05pm.

MERSEY VALE PRIMARY SCHOOL
SPRING TERM 2019 GOVERNING BOARD MINUTES
MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4	A summary of internal data would be added to the website post meeting.	Headteacher / SBM	Post meeting
4	Pupil attendance / Mobility - The SBM offered to circulate analysis for governors' information	SBM	Post meeting
4	Leadership and Management – Monitoring of subject leader files – Governors invited to look at these prior to the summer term FGB meeting, from 5pm.	Governing board	Prior to the summer GB meeting, 5pm
4	The SBM would set up school email address for governors to use	SBM	Post meeting
5b	Skills Matrix - SBM would share copies via email, governors were requested to update this for review at the Steering Committee.	SBM	Post meeting
5d	An updated list would be added to website and GovernorHub.	GSO / SBM	Post meeting
5b	SBM would send a link to governors to complete the DBS check.	SBM	Post meeting
7a	The chair agreed to write to Cllr D Fitzpatrick for an update and would invite him to attend a meeting.	Chair	Post meeting
11a	Governors duly approved the above appointments for a further 4 year term of office with effect from 14.07.19	GSO	14.07.19
11d	A governor suggested that pupils produce a letter to encourage parents support. It was agreed to contact Rachel Mather for this suggestion to be discussed at the next School Council meeting.	Headteacher / R Mather	Post meeting