**TORKINGTON PRIMARY SCHOOL GOVERNING BOARD MINUTES**

**SUMMER TERM 2023**

Date: 12th July 2023

Time: 6:30pm

Venue: The School

GOVERNORS PRESENT

Mr A Buckler (Headteacher), Mr A Hirst (Chairperson), Mrs H Merrick, Mrs D Martin, Mrs A Thompson (SBM), Mrs R Weeden, Ms R Stuart, Mr C Waugh and Mr C McFarlane.

IN ATTENDANCE

Mrs K Fortune Associate Member

Mrs L Halliwell Governor Support Officer

***Q =*** *Question from a governor*

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| 1. | WELCOME AND APOLOGIES |
|  | The meeting convened at 6:34pm.  Governors were welcomed to the meeting by the Chair. The meeting achieved quorum with 9 governors in attendance.  There were no apologies for absence received.  Absent: Mrs N Halford  Governors were advised of the resignation of Miss S Dodgson (co-opted governor). |
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| 2. | DECLARATION OF ANY OTHER BUSINESS (AOB) |
|  | The Chair invited governors to declare any items for discussion under AOB; no declarations were made. |
| 3. | DECLARATION OF INTERESTS |
| a) | Declaration of Business Interests |
|  | Governors were asked to declare any business, financial or personal interests in any agenda items; two declarations were made:-   * Mr A Buckler – wife works for One Education * Ms K Fortune – husband is the Finance Director for TLC   The Headteacher provided an overview of the SATs results received yesterday. Governors were provided with a breakdown of the data and noted the huge achievement. The Chair, on behalf of the governing board, asked for thanks to be passed on to all the staff and children. |
|  | **CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS & STRATEGIC DIRECTION** |
| 4. | CORE BUSINESS |
| a) | Previous Governing Board Minutes, Actions & Matters Arising |
|  | It was RESOLVED that the minutes of the meeting held on 8th March 2023, copies circulated previously, be approved and signed by the Chair and authorised for publication.  The actions from the spring term minutes were reviewed as follows:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **ACTION NO.** | **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **UPDATE AS OF 12.07.23** | | 1 | 4a | Complete and sign the business interest form and return it to school for upload to the website. | Mrs N Halford | Outstanding – **ACTION 1** | | 2 | 4a | Governors were reminded to complete the pen portrait. The Chair agreed to circulate an example. | Chair / all Governors | Deferred – **ACTION 2** | | 3 | 4a | Email the governors who hadn’t confirmed they had read the 2022 KCSIE document on GovernorHub. | Chair | Completed | | 4 | 4b | Delegate the approval of the Leave of Absence Policy to the Resources Committee. | Resources Committee | Completed –  no comments received from the staff | | 5 | 4d | Contact the School Improvement Adviser re: Headteacher performance management meeting. | Headteacher | Completed | | 6 | 4f | Delegation of the draft budget to the Resources Committee for further scrutiny and approval prior to submission to the Local Authority by 31.5.23. | Resources Committee | Completed | | 7 | 5a | Send a copy of the updated NGA skills audit to the Chair for consideration at the Resources Committee. | Clerk / Resources Committee | Completed | | 8 | 6 | Academisation to be an agenda item for the summer term meeting. | Clerk | Completed | | 9 | 7 | Draft the communication to parents and send to the Chair for agreement. | Headteacher | Completed | | 10 | 7 | Share the completed LA safeguarding audit with the safeguarding link governor. | Headteacher | Completed | | 11 | 11b | Committee meeting dates to be arranged. | Committee Chairs | Completed | | 12 | 12a | Contact Miss S Dodgson to ascertain her intentions. | Clerk | Completed | | 13 | 12c | Review the link governor roles in line with the School Development Plan. | Teaching & Learning Committee | To be completed in the autumn term | |
| b) | Committee Membership |
|  | The Pay Committee membership was considered and agreed as:   * Mr A Hirst, Mrs H Merrick and Mrs R Weeden   The Headteacher Performance Management panel was considered and agreed as:   * Mr A Hirst, Mrs H Merrick and Mr C McFarlane |
| c) | Pay Committee Remit |
|  | Governors were referred to the remit circulated prior to the meeting. The board agreed for the Pay Committee to be delegated responsibility for setting the Pay Policy.  The remit was approved by the governing board. |
| d) | Policy Approval |
|  | Governors were referred to the Supporting Pupils’ Medical Conditions in Schools Policy circulated prior to the meeting. The Chair advised of the addendums received from the LA detailing updates to the policy. The policy and the updates detailed in the addendum were APPROVED by the governing board.  The Headteacher advised that the service provided by the School Nursing Team was now online including training on video. |
| e) | Safeguarding Audit |
|  | The Headteacher updated the board on the completion of the Safeguarding Audit. Governors noted that the audit had been submitted to the Local Authority by 26th May.  The Chair referred to the rag rated system and highlighted that the areas requiring further action could be discussed further at the Resources Committee.  The Headteacher highlighted the requirement for all governors to complete the safeguarding training. **ACTION 3** |
| f) | School Policies for review |
|  | The SBM confirmed that the policy schedule was up-to-date and the policies due for review would be considered by the relevant committee. |
| 5. | BOARD/STRATEGIC DEVELOPMENT |
| a) | Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans) |
|  | A governor recommended completing the GovernorHub Healthcheck as a tool to evaluate the board and identify areas for development. **ACTION 4**  The board discussed the pen portraits and using a standardised format.  It was noted that there was safeguarding training planned for September 2023.  ***Q – A governor asked was there any safer recruitment training planned.*** The Clerk advised that new dates would be detailed in the 2023/24 training booklet when released.  The Clerk agreed to circulate the link to the Prevent e-learning. **ACTION 5** |
| b) | End of Term of Office |
|  | Governors were advised that the following terms of office were due to end:-   * Mr A Hirst (co-opted governor) ends 14th July 2023. * Mrs H Merrick (co-opted governor) ends 14th July 2023. * Mrs A Thompson (co-opted governor) ends 14th July 2023. * Mr C McFarlane (parent governor) ends 19th September 2023.   The board considered and approved the re-appointment of Mr A Hirst, Mrs H Merrick and Mrs A Thompson as co-opted governors for a 4 year term of office with effect from 15th July 2023.  It was noted that a parent election would need to take place in the autumn term. The Clerk agreed to provide the Headteacher with a parent election pack. **ACTION 6** |
| c) | Board Vacancies |
|  | Governors noted the following vacancies on the governing board:-  1 x co-opted and 1 x LA governor  The board discussed identifying the skills required and ideas of where to advertise the role to include the school newsletter and Governors for Schools. |
| d) | Feedback on Governor Visits |
|  | Mrs Thompson provided feedback on the visits she had completed to include a maths learning walk, book look and pupil voice.  The Chair highlighted that there was a vacancy for a health and safety link governor. The Chair asked for expressions of interest and agreed to cover the role in the interim. The SBM added that a health and safety walkaround was due. |
| 6. | BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY |
|  | Governors noted the following updates detailed within the briefing paper:   * Governance update and governor development * A Stocktake of our Outcomes in Stockport 22-23 and the Impact of the Pandemic   ***Q – A governor asked did the data show that any of these issues (exclusions, attendance etc) applied to the school.*** The Headteacher advised that there hadn’t been any suspensions. The unauthorised absence and persistent absence was high due to not authorising any holidays.  ***Q –*** ***A governor asked how did the attendance compare to the LA.*** The Headteacher advised that there were very few persistent absentees however there were a lot taking unauthorised holidays.  ***Q – A governor asked were there any concerns about poor attendance due to school avoidance.*** The Headteacher explained that there were a few families being monitored with the EWO. It was noted that some were reporting as ill when on holiday therefore medical evidence was being requested. The Headteacher provided an overview of the number of sessions lost due to unauthorised absence.  ***Q –*** ***A governor asked were the absences relating to children from vulnerable groups.*** The Headteacher advised that they weren’t.  ***Q –*** ***A governor asked were there repeat offenders.*** The Headteacher confirmed that they were and the fines weren’t a deterrent. Governors were updated on the process and when fines were triggered.  ***Q –*** ***A governor asked was there a process for the attendance plans.*** The Headteacher explained that there were two families with attendance around 88% however the vast majority were between 90%-95%. Included on the school reports this year was the child’s attendance for the last 3 years compared to the LA and National average. Anyone with attendance below 95% was discussed with the Education Welfare Officer.  ***Q –*** ***A governor asked had the LA developed a strategy on working together to improve attendance.*** The Headteacher wasn’t aware and advised that the School Age Plus worker had changed.  ***Q – A governor asked were there any concerns with behaviour and exclusions.*** The Headteacher advised that there wasn’t and there hadn’t been any exclusions.  ***Q –*** ***A governor asked were any of the persistent absentees also linked to the vulnerable groups.*** The Headteacher advised that they weren’t.   * Young Carers – the Headteacher advised that the school had managed to involve one child with Young Carers. ***Q – A governor asked were there difficulties in getting involvement.*** The Headteacher advised that it was originally opened up to siblings but then it changed as they had too many referred. As the child’s behaviour and progress was suffering, they had managed to get support. ***Q – A governor asked was there a link governor for young carers.*** The Headteacher explained that it fell within the remit of the safeguarding link governor. * Improving School Attendance * Early Years Update * SEND Update – the Headteacher provided an update on the LA Educational Psychology Service. ***Q – A governor asked did the lack of service affect the ability for assessment.*** The Headteacher advised that the school hadn’t missed a visit yet however for next year they had extended it to 4 terms to receive the visits and were charging the same as they would for 3 terms. ***Q – A governor asked could the service be bought back from another provider.*** The Headteacher advised that the LA was good value for money if providing the service. The issue had been discussed as a group of Headteacher’s and the lack of Educational Psychologists was a national issue. The school were comfortable with the timeframe for the children involved in the process. ***Q – A governor asked had consideration been given within the budget that money may be needed for external Educational Psychology support.*** The Headteacher advised that the service level agreement was from April 2023 therefore consideration would need to be given for April 2024. ***Q – A governor asked if the LA couldn’t provide the service, would a refund be issued.*** The Headteacher explained that they had given an additional term of support instead. * DfE Updates for Schools - ***Q – A governor asked would the school be signing up to the DfE for the sharing of attendance data.*** The SBM confirmed that they had already signed up. |
|  | **CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS** |
| 7. | HEADTEACHER’S TERMLY REPORT AND SCHOOL DEVELOPMENT PLAN |
|  | The Headteacher’s Report had been circulated prior to the meeting. The Headteacher highlighted the following and questions were invited:-   * Governors were updated on the moderations the school had been involved in this year to include a financial audit, health and safety audit, Eco School, Proud Trust, Ofsted, moderation by the LA for KS1 and also the safeguarding audit. Governors noted that the provision was very strong and the areas highlighted by Ofsted were factored in. The Headteacher advised that the school had bought a scheme recommended by Ofsted. * There was a focus on attendance however it was still a significantly strong point of the school with overall attendance at 96.5%. * Governors were referred to the report for an update on the School Development Plan. * The Headteacher provided a staffing update and advised of two members of staff who were leaving. ***Q – A governor asked was there a timescale for recruitment.*** The Headteacher explained that there had been an extension to the advert but no suitable applicants. Therefore an arrangement had been made with an agency and after 12 weeks the school could appoint permanently. ***Q – A governor asked what was Miss Lobley’s role on SMT.*** The Headteacher advised that it was literacy and another area to be discussed. * The Headteacher provided an update on the recent incidents relating to children bringing mobile phones to school. It was noted that the governing board had previously agreed a ban on mobile phones in school. The governing board reviewed the decision and agreed to continue with the ban on mobile phones. * The Chair referred to the CFR Report circulated prior to the meeting. It was noted that the budget was based on not replacing the HLTA. Governors were referred to the commentary detailed on the report and noted the £13k deficit. * Governors were updated on the afterschool club. The Headteacher advised of the profit made. ***Q – A governor asked what arrangements had been made with the existing staff member.*** The Headteacher advised that they were TUPE’d over to the new provider. ***Q – A governor asked was the building being used during the day.*** The Headteacher confirmed that it was for childcare. ***Q – A governor asked what was the length of the afterschool club contract.*** The Headteacher advised that it was for one year. The SBM advised of the debt of £1800 from the previous provider. |
|  | The Headteacher was thanked for his report and there not being any further questions, it was RESOLVED that the Headteacher’s report be received. |
| 8. | TEACHING & LEARNING |
| a) | Committee Minutes |
|  | The minutes of the committee meeting held on 28th June 2023 were noted by the governing board. |
| b) | Ratification of Policies |
|  | There were no policies recommended for ratification. |
|  | **CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL & MAKING SURE ITS MONEY IS SPENT WELL** |
| 9. | RESOURCES & BUDGET |
| a) | Committee Minutes |
|  | The minutes of the committee meeting held on 24th May 2023 were noted by the governing board. |
| b) | Ratification of Policies |
|  | The following policies were considered by the committee and duly RATIFIED by the governing board:   * Leave of Absence Policy |
| c) | Approval of Finalised 2023-24 Budget |
|  | It was noted that the 2023/24 budget had been approved by the Resources Committee. |
| d) | Budget Update |
|  | Previously discussed under agenda item 7. |
| e) | Evaluation of Pupil Premium, Sports Grant, Tutor-Led Spending |
|  | Governors were updated on the spend of the Sports Premium funding on resources and PE planning.  ***Q – A governor asked had there been an evaluation of the Pupil Premium.*** The SBM advised that it was on the school website and would be updated late autumn.  Governors discussed the reasons for the change in sports provider and of the new arrangements in place.  ***Q – A governor asked how often did the children do PE.*** Mr C Waugh advised that they had 2 hourly slots per week.  ***Q – A governor asked how long was the agreement with the provider.*** Mr C Waugh explained that it was for one year. |
| f) | Residential Trips |
|  | The following residential trip was considered and APPROVED by the governing board subject to all appropriate risk assessments being in place:-   * Y6 – October 2023 to High Adventure |
| 10. | PREMISES & HEALTH & SAFETY (H&S) |
|  | The Headteacher advised that there were no accidents to report. Online forms were completed for any visits to hospital.  Governors were updated on the ongoing maintenance required to the school roof to prevent future leaks.  The Headteacher advised of the painting programme to be completed in the classrooms over the summer. |
| 11. | DATES |
| a) | Full Governing Board |
|  | Autumn Term – Wednesday 22nd November 2023 at 6:30pm  Spring Term – Wednesday 6th March 2024 at 6:30pm  Summer Term – Wednesday 10th July 2024 at 6:30pm |
| b) | Committee Meetings |
|  | Governors discussed having hybrid meetings to provide the option of accessing the committee meetings virtually if held during the school day.  Meeting dates were to be confirmed. **ACTION 7** |
| 12. | ANY OTHER BUSINESS |
| a) | Homework System |
|  | A discussion took place regarding the system used for homework and of the difficulties for parents if they didn’t have the hardware or technical knowledge. Mr C Waugh explained that the process was being trialled at the moment to fact find and there were positives and negatives. It was noted that there had been an increase of homework being submitted by those who wouldn’t usually. |
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|  | With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8:22pm. |

**TORKINGTON PRIMARY SCHOOL**

**SUMMER TERM 2023 GOVERNING BOARD MINUTES**

**MEETING ACTION POINTS**

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| **ACTION NUMBER** | **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **DATE ACTION TO BE COMPLETED** |
| 1 | 4a | Complete and sign the business interest form and return it to school for upload to the website. | Mrs N Halford | Deferred from spring term |
| 2 | 4a | Governors were reminded to complete the pen portrait. The Chair agreed to circulate an example. | Chair / all governors | Deferred from spring term |
| 3 | 4e | All governors to complete the safeguarding training. | All governors | Post meeting |
| 4 | 5a | Complete the GovernorHub Health check as a tool to evaluate the board and identify areas for development. | All Governors | Post meeting |
| 5 | 5a | Circulate the link to the Prevent e-learning. | Clerk | Post meeting |
| 6 | 5b | Provide the Headteacher with a parent election pack. | Clerk | Autumn term |
| 7 | 11b | Committee meeting dates to be confirmed. | Headteacher | Post meeting |