**TORKINGTON PRIMARY SCHOOL GOVERNING BOARD MINUTES**

**AUTUMN TERM 2021**

Date: 24th November 2021

Time: 6:30pm

Venue: Video Conference

GOVERNORS PRESENT

Mr A Buckler (Headteacher), Mr A Hirst (Chairperson), Mrs H Merrick, Mrs D Martin and Mrs N Halford.

IN ATTENDANCE

Mrs L Halliwell Governor Support Officer

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

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| 1. | WELCOME AND APOLOGIES |
|  | The meeting convened at 6:33pm  Governors were welcomed to the meeting by the Chair. Apologies for absence were received from Mrs A Thompson, Mrs K Fortune, Mr C McFarlane and accepted by the governing board.  Absent: Miss S Dodgson |
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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. |
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| 3. | DECLARATION OF 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. |
| b) | Business Interest Form |
|  | Copies of the Business Interest form 2021-22 had been circulated prior to the meeting. Governors were requested to complete and sign the form electronically and return it to school for upload to the website. **ACTION 1** |
| c) | DBS Checks and Section 128 Checks |
|  | The Headteacher confirmed that DBS checks were in place for all governors and that Section 128 checks have been carried out. |
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|  | **CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS & STRATEGIC DIRECTION** |
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| 4. | SCHOOL DEVELOPMENT PLAN (SDP) AND SELF EVALUATION FORM (SEF) |
|  | The Headteacher advised that he was awaiting a decision tomorrow from the Regional Schools Commissioner on academisation and had discussed with Mr J Nicholson regarding producing an interim School Development Plan (SDP) identifying the areas of joint working in preparation for September 2022.  It was noted that work continued on science and the two weaker areas outlined in the One Voice report; arts and modern foreign language. The Headteacher advised that the One Voice Conversation had taken place last week with the School Improvement Adviser (SIA) and the school was judged as solidly good in all areas. Governors were briefed on the main highlights:-   * Interconnectivity of the curriculum was an area to develop. * In terms of developing the workforce, the NQT would formally qualify at Christmas and would be treated under the ECT framework i.e. mentoring and support through the academic year. * There were no concerns in relation to learning and teaching. * There was a concern in terms of the effect Covid-19 has had on attendance. The attendance rate was 96% however there were a small number of families who were struggling to attend. * The meeting was positive and the SIA was impressed with what had been achieved during lockdown.   The Chair advised that the trustees were developing the trust vision and ethos. The Headteacher explained that there would be an 8 month plan of joint working with Mr J Nicholson in readiness for September 2022. |
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| 5. | CORE BUSINESS |
| a) | Committee Structure, Membership and Committee Remits |
|  | Governors discussed and reviewed the committee structure and membership as per Appendix 1.  It was agreed to add all governors to both the Teaching & Learning Committee and Resources Committee to ensure the meetings were quorate.  It was agreed for Mrs N Halford to join the Pay Committee. It was noted that a meeting would be arranged. **ACTION 2**  The Headteacher advised that all performance management meetings had taken place.  Updated model committee remits had been circulated prior to the meeting; these were AGREED by the governing board. |
| b) | Appointment of Committee Chairs and Linked Governors |
|  | It was AGREED by governors that Mr A Hirst be elected the Chair of the Resources Committee.  It was AGREED by governors that Miss S Dodgson be elected the Chair of the Teaching and Learning Committee, subject to her acceptance. It was noted that the Chair would confirm with Miss S Dodgson. **ACTION 3**  Governors discussed and AGREED the link governor appointments as per Appendix 2.  The Headteacher advised that the school had two new pupil councils; an eco-council and a diversity council therefore it would be useful to have link governors for those areas. The Chair agreed to check with those governors not in attendance. **ACTION 4**  The Clerk agreed to produce an updated link governor list and provide to the Chair for circulation. **ACTION 5** |
| c) | Policy List |
|  | Governors considered the updated policy list and the review date cycle. It was noted that Mrs A Thompson had ensured all the annual checks were completed. The policies would be allocated to the appropriate committees to review. |
| d) | Review of revised Governor Code of Conduct |
|  | Governors were referred to the previously circulated document. The Governing Board Code of Conduct 2021-22 was duly adopted, and it was agreed for the Chair to sign the document on behalf of the board. |
| e) | Previous Governing Board Minutes, Actions & Matters Arising |
|  | It was RESOLVED that the minutes of the meeting held on 14th July 2021 and 29th September 2021, copies circulated previously, be approved and signed by the Chair and authorised for publication.  The actions from the summer term minutes were reviewed as follows:   |  |  |  |  | | --- | --- | --- | --- | | **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **UPDATE AS OF 24.11.21** | | 5 | Invite SEND and Literacy co-ordinators to the FGB autumn term meeting to talk through their reports | Headteacher | Governors were updated on the pressures staff were facing therefore the co-ordinators hadn’t been invited to present however there had been a comprehensive presentation provided at the One Voice meeting. It was noted that the presentations had been circulated to all governors. | | 5 | Share an impact statement on the Transformative Communication Project at the autumn term FGB meeting | Headteacher | Governors were referred to the Headteacher’s Report for an update. It was noted that the training had been completed however the planned parent meeting hadn’t taken place due to Covid-19 restrictions. A final analysis would be completed in spring 1. | | 5 | Circulate new SDP at the start of the autumn term | Headteacher | Previously discussed under agenda item 4. | | 6a | Parent governor election to be held at the start of the autumn term | Clerk | Completed. It was noted that Mrs D Martin had put herself forward to continue. There was still 1 parent governor vacancy which would be advertised in the Christmas newsletter and via Class Dojo.  **ACTION 6** | | 6e | Consider the roles of Chair, Vice Chair and Chairs of committees and express an interest to the Clerk | All interested governors | Completed | | 6e | Check whether committee chairs are appointed annually or every two years | Clerk | Completed | | 7b | Consider the vacancy for a Pupil Premium link governor which could also incorporate the catch-up premium. | All governors | Completed | | 7b | Consider the vacancy for a link governor for literacy | All governors | Completed | | 7e | Update personal details on GovernorHub | All governors | Ongoing | | 7f | Appoint a governor onto the Pay committee | Governing board | Completed | | 12a | Read through Academy key documents on Mellor Primary School’s website | All governors | Completed | | 12a | Meet over Zoom to discuss academisation and identify any points for further clarification | Chair to convene meeting | Completed | |
|  | The actions from the autumn term (1) minutes were reviewed as follows: |
|  | |  |  |  |  | | --- | --- | --- | --- | | **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **UPDATE AS OF 24.11.21** | | 3b | Governors were reminded to complete the skills audit | All governors | It was noted that only a few completed skills audits had been received. Governors were reminded to complete and return to the Chair. **ACTION 7**  Governors were encouraged to complete a pen portrait and were referred to Mellor Primary School’s website for examples. **ACTION 8** | | 3b | Governors were asked to consider putting themselves forward to input into Trustee level. | All governors | Completed. It was noted that the Chair had been appointed as a Trustee. Mrs A Thompson had expressed an interest but wasn’t eligible as a member of staff.  ***Q – A governor asked how many trustees were there.*** The Chair advised that there were currently 7.  ***Q – A governor asked should there be an equal number from each school.*** The Chair advised that all governors were invited to put themselves forward.  ***Q – A governor asked how many trustees were required and what was the term of office.*** The Chair explained that it was dependent on the Articles of Association.  ***Q – A governor asked was the Trust audited.*** The Headteacher confirmed that it was.  ***Q – A governor asked would this governing board cease when joined with Mellor.*** The Chair explained that there would still be a Local Governing Board for each school, working under the terms of delegation agreed by the Trust Board. | | 3b | Clarify with Mr J Nicholson the skillset requirements of the Trust. | Headteacher | Completed | | 4 | Committee meeting dates to be arranged. | HT / Chair / Miss S Dodgson | Outstanding – **ACTION 9** | |
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| f) | Approval of Policies |
|  | Governors considered the following policies which had been circulated prior to the meeting:   * Safeguarding – the Headteacher advised that the policy had been personalised to the school. The Level 1 safeguarding update training had taken place with staff and further training would take place in the spring term for parental helpers and volunteers. The Headteacher agreed to add the Chair’s Statement and circulate the policy.**ACTION 10** * RSE – LA model policy.   The above policies were approved by the governing board.   * Pay Policy – The Chair explained that the draft policy had been delegated to the Resources Committee for approval. Following this it would be sent to staff for a 2 week consultation then the Resources Committee would consider any comments received. |
| g) | Feedback on Governor Visits |
|  | It was noted that no governor visits had taken place due to the Covid-19 restrictions. |
| h) | Approval of Removal of One Contact Day from 2021-22 Term |
|  | The governing board approved for the removal of one contact day from the last day of the summer term 2022. |
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| 6. | BOARD/STRATEGIC DEVELOPMENT |
| a) | Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans) |
|  | The completion of the skills audit had previously been discussed under agenda item 5e. The Chair highlighted that the skills audit would be helpful in identifying any skills gaps which could be used to identify new governor appointments.  It was noted that the pen portraits would be useful to highlight the skills of the governing board. |
| b) | Board Vacancies |
|  | Governors noted the three vacancies on the board for 1 x LA governor, 1 x staff governor and 1 x parent governor.  The Clerk agreed to provide the Headteacher with a staff election pack in the spring term. It was noted that Mrs A Thompson (co-opted governor) would be eligible to apply.  **ACTION 11** |
| c) | Stockport Governor Conference |
|  | Governors were advised that the 2022 GOVAS conference had been arranged for 26th March 2022. |
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| 7. | BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY |
|  | Governors noted the following updates detailed in the briefing paper:-   * Governance update and governor development * SEND 1 * SEND 2 * Safeguarding - governors undertook to read the KCSIE document and confirm on GovernorHub. **ACTION 12** * Schools Finance * Early Years update * Procedure for school trips – the Headteacher advised that staff had received in-house training on the procedure for school trips. * DfE updates for schools |
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|  | **CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS** |
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| 8. | HEADTEACHER’S TERMLY REPORT |
|  | The Headteacher’s Report had been circulated to the governors prior to the meeting. The Headteacher highlighted the following and questions were invited:-   * Governors were updated on the issues with the CO2 monitors. Advice had been sought from the Health & Safety team and the monitors had been programmed and re-distributed. * The school were following the LA guidance in relation to Covid-19 i.e. asking visitors to wear masks, having a one way system and following the cleaning protocols. The risk assessment had been updated to include the new approach of the CO2 monitors. An updated copy would be circulated to all governors.   **ACTION 13**   * The Headteacher advised that attainment was down by approximately 4-5% on the 2019 data. Interventions were in place and it was noted that the younger children had been more affected by lockdown. ***Q – A governor asked how the baseline on entry compared to pre Covid-19.*** The Headteacher advised that there was a mix. A lot of children who had spent time at home had come in higher however there were children with siblings and working parents who had come in lower than anticipated. The social, emotional, independence skills were more of a concern in Early Years. ***Q – A governor asked had the number of Pupil Premium children increased.*** The Headteacher advised that the numbers were the same although an increase was expected after Christmas when the government schemes stop. It was agreed for the Pupil Premium link governor to meet with the Headteacher to review the spend of the pupil premium funding and covid catch up money.   **ACTION 14**   * In terms of CPD, staff had completed a lot of CPD in relation to SEND. Dyslexia friendly classrooms had been set up and the parental feedback was that the children were happier in the learning environment with the adjustments that had been made. * A new provision map had been purchased which tracked the children more effectively. The data imports from SIMS therefore the monitoring was more effective. All staff had received training. * Governors were updated on the INSET day that had taken place, focusing on inclusion. * There was a continued focus on the wider enriched curriculum. * The One Voice conversation had taken place and the Headteacher was pleased with the response from the new School Improvement Partner. * Staffing remained stable with just short term sickness absences. * Governors were advised that a new pump had been fitted to the boiler. The school had recently had a fire safety inspection. * The Headteacher provided a curriculum update and advised that he was pleased with the opportunities the children received and the assessments within it. The trips and visits were re-starting however parental engagement in school was still on hold. Music celebrations were taking place outside and the Harvest Festival had been filmed. ***Q – A governor asked were music lessons taking place.*** The Headteacher advised that it was hoped to reintroduce music in the spring term and it would be considered for an after school activity. It was noted that Stockport County were running a club at the moment as it was held outside. * The attendance rate was 96% and there were a number of families causing concern. Discussions had taken place with the School Improvement Partner and the concerns would be discussed with the Education Welfare Officer tomorrow. * Governors were informed that behaviour was really good and there had been no red cards. There were no exclusions or physical interventions to report. * The Headteacher advised of a new system that had been purchased for SEN and a trial one for safeguarding. * A Beacon counsellor was working in school for 1 day a week to work with specific children who had been identified. Children could also self-refer to their teacher to see a counsellor on a clinic basis. In the spring term, the intervention sessions would be reduced and the clinic offer increased. The costings had been factored into the budget until the end of the academic year. * Staff remained committed and attendance had been good. The positivity and passion from the staff had been demonstrated in the recent presentations.   The Headteacher was thanked for his report and there not being any further questions, it was RESOLVED that the Headteacher’s report be received. |
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| 9. | WELLBEING |
|  | It was noted that the wellbeing link governors were not in attendance. The Headteacher advised that Ms Denton was the mental health and wellbeing champion in school. Ms Denton had enrolled on an 18 month mental health and wellbeing professional development opportunity.  It was agreed to invite Ms Denton to the spring term meeting to provide an update. The Chair would advise the link governors of the point of contact. **ACTION 15** |
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| 10. | TEACHING & LEARNING |
| a) | Committee Minutes |
|  | It was noted that no committee meetings had taken place. |
| b) | Ratification of Policies |
|  | There were no policies to consider. |
| c) | Teaching & Learning / Curriculum Update |
|  | Previously discussed under agenda item 4 and 8. |
| d) | Covid Recovery Plan |
|  | Previously discussed under agenda item 4 and 8. |
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|  | **CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL & MAKING SURE ITS MONEY IS SPENT WELL** |
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| 11. | RESOURCES & BUDGET |
| a) | Committee Minutes |
|  | It was noted that no committee meetings had taken place. |
| b) | Ratification of Policies |
|  | There were no policies to consider. |
| c) | Budget Update |
|  | Governors were referred to the Headteacher’s Report for a budget update. It was noted that an up-to-date budget had been circulated and moderated by the LA. |
| d) | School Financial Value Standard (SFVS) Preparations |
|  | Governors discussed the preparations for the completion of the SFVS paperwork and its return to the LA by 31st March 2022. |
| e) | Report on Pupil Premium (PP), Sports Grant, Covid Catch Up Funding |
|  | Deferred until the spring term meeting. **ACTION 16** |
| f) | Residential trips for 2021/22 |
|  | The governing board approved the Y6 residential trip to Yorkshire, taking place in the summer term 2022.  ***Q – A governor asked was Conwy no longer used for the residential.*** The Headteacher advised that the availability didn’t suit and the self-contained block previously used wasn’t available. |
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| 12. | PREMISES & HEALTH & SAFETY (H&S) |
|  | The Headteacher advised that a health and safety audit had taken place in the summer term and there were no areas of concern. The Headteacher agreed to circulate the report to governors. **ACTION 17**  A fire safety audit had taken place on Monday involving a 3.5 hour visit. The school were awaiting the report. |
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| 13. | DATES |
| a) | Meeting Arrangements |
|  | The Chair advised that the meeting arrangements would continue in line with the LA advice. Governors discussed meeting face-to-face as a smaller group for a committee meeting, subject to a risk assessment. |
| b) | Full Governing Board |
|  | Spring Term – Wednesday 2nd March 2022 at 6:30pm  Summer Term – Wednesday 13th July 2022 at 6:30pm |
| c) | Committee Meetings |
|  | To be arranged. |
| d) | Pay Committee and Performance Management Committee |
|  | To be arranged following approval of the Pay Policy. |
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| 14. | ANY OTHER BUSINESS |
|  | There was no any other business raised. |
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|  | With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 7:50pm. |

**TORKINGTON PRIMARY SCHOOL**

**AUTUMN TERM 2021 GOVERNING BOARD MINUTES**

**MEETING ACTION POINTS**

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| **ACTION NUMBER** | **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **DATE ACTION TO BE COMPLETED** |
| 1 | 3b | Complete and sign the form electronically and return it to school for upload to the website. | All Governors | Post meeting |
| 2 | 5a | Pay Committee meeting date to be arranged. | Chair / HT | Post meeting |
| 3 | 5b | Chair to confirm with Miss S Dodgson her acceptance as Chair of Teaching & Learning. | Chair / Miss S Dodgson | Post meeting |
| 4 | 5b | Check with those governors not in attendance for the eco council and diversity council link governor roles. | Chair | Post meeting |
| 5 | 5b | Produce an updated link governor list and provide to the Chair for circulation. | Clerk | Post meeting |
| 6 | 5e | Parent governor vacancy to be advertised in the Christmas newsletter and via Class Dojo. | Headteacher | Post meeting |
| 7 | 5e | Governors were reminded to complete the skills audit and return to the Chair. | All Governors | Post meeting |
| 8 | 5e | Governors to complete a pen portrait. | All Governors | Post meeting |
| 9 | 5e | Committee meeting dates to be arranged. | Committee Chairs | Post meeting |
| 10 | 5f | Add the Chair’s Statement to the Safeguarding Policy and circulate. | Headteacher | Post meeting |
| 11 | 6b | Provide the Headteacher with a staff election pack. | Clerk | Spring term |
| 12 | 7 | Read the KCSIE document and confirm on GovernorHub. | All Governors | Post meeting |
| 13 | 8 | Updated risk assessment to be circulated to all governors. | Headteacher | Post meeting |
| 14 | 8 | Pupil Premium link governor to meet with the Headteacher to review the spend of the funding and covid catch up money. | Mrs H Merrick / Headteacher | Post meeting |
| 15 | 9 | Invite Ms Denton to the spring term meeting to provide an update.  Advise the link governors of the point of contact. | Headteacher  Chair | Spring term FGB meeting |
| 16 | 11e | Report on Pupil Premium (PP), Sports Grant, Covid Catch Up Funding deferred. | Headteacher | Spring term FGB meeting |
| 17 | 12 | Circulate the health and safety audit report to governors. | Headteacher | Post meeting |

**APPENDIX 1**

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|  |  | Torkington Primary School  Committees |  |  |
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|  | |  |  |  | | --- | --- | --- | |  | Pay Appeals Committee | | |  | | |  | Miss Sophie Dodgson | |  | Mrs Debbie Martin | |  | Mr Calum McFarlane | |  |  | |  | Pay Committee | | |  | | |  | Mrs Nichola Halford | |  | Alan Hirst | |  | Helen Merrick | |  |  | |  | Performance Management Group | | |  | | |  | Miss Sophie Dodgson | |  | Alan Hirst | |  | Helen Merrick | |  |  | |  | Resources Committee | | |  | | |  | Mr Andy Buckler | |  | Miss Sophie Dodgson | |  | MRS Kathryn Fortune | |  | Mrs Nichola Halford | |  | Alan Hirst (Chair) | |  | Mrs Debbie Martin | |  | Mr Calum McFarlane | |  | Helen Merrick | |  | Andrea Thompson | |  |  | |  | Steering Committee | | |  | | |  | Mr Andy Buckler | |  | Miss Sophie Dodgson | |  | Alan Hirst | |  | Helen Merrick | |  |  | |  | Teaching & Learning Committee | | |  | | |  | Mr Andy Buckler | |  | Miss Sophie Dodgson (Chair) | |  | MRS Kathryn Fortune | |  | Mrs Nichola Halford | |  | Alan Hirst | |  | Mrs Debbie Martin | |  | Mr Calum McFarlane | |  | Helen Merrick | |  | Andrea Thompson | |  |  | | | |  |
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**APPENDIX 2**

**Governing Board Roles**

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| Chair | Alan Hirst |  |
| Co Vice Chair | Sophie Dodgson and Helen Merrick | × |
| Clerk | Linzi Halliwell |  |
| Computing Governor | Calum McFarlane | × |
| DEAL Governor | Sophie Dodgson | × |
| Development Governor | Helen Merrick | × |
| Diversity Council Governor |  | × |
| Eco Council Governor |  | × |
| Health & Safety Governor | Sophie Dodgson | × |
| LAC Governor | Helen Merrick | × |
| Literacy / English Governor | Nichola Halford | × |
| Maths Governor | Andrea Thompson and Alan Hirst | × |
| PE Link Governor | Andrea Thompson | × |
| PHSE Governor | Sophie Dodgson and Kathryn Fortune | × |
| Pupil Premium Governor | Helen Merrick | × |
| Safeguarding / Young Carer Governor | Helen Merrick | × |
| Science Governor | Debbie Martin and Alan Hirst | × |
| SEN/Disability Governor | Helen Merrick | × |
| Wellbeing Governor | Sophie Dodgson and Kathryn Fortune |  |