**TORKINGTON PRIMARY SCHOOL GOVERNING BOARD MINUTES**

**AUTUMN TERM 2022**

 Date: 23rd November 2022

 Time: 6:30pm

 Venue: School

GOVERNORS PRESENT

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

IN ATTENDANCE

Mrs A Pietrzak Associate Member

Mrs L Halliwell Governor Support Officer

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

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| Clerk | OPENING THE MEETING AND ELECTION OF CHAIR |
|  | Election of Chair |
|  | The meeting convened at 6:34pm.It was noted that Mr A Hirst had declared an interest in the position of Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.  |
|  | It was proposed by Mr A Buckler, seconded by Mrs A Thompson and unanimously RESOLVED that Mr A Hirst be elected Chair for the agreed term of two years.  |
|  | **Mr A Hirst in the chair.**  |
| 1. | WELCOME AND APOLOGIES |
|  | Governors were welcomed to the meeting by the Chair. The newly appointed governors were warmly welcomed. An apology for absence was received from Miss S Dodgson and accepted by the governing board. |
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| 2. | ELECTION OF VICE CHAIR |
|  | Mrs H Merrick declared an interest in the position of Vice-Chair. Additional nominations or expressions of interest were invited; there were no further candidates.  |
|  | It was proposed by Mr A Buckler, seconded by Mr A Hirst and unanimously RESOLVED that Mrs H Merrick be elected Vice-Chair for the agreed term of two years. |
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| 3. | DECLARATION OF A.O.B. |
|  | The Chair invited governors to declare any items for discussion under AOB; one declaration was made:-* Appointment of Associate Member
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| 4. | DECLARATION OF INTERESTS |
| a) | Declaration of Business Interests |
|  | Governors were asked to declare any business, financial or personal interests in any agenda items; one declaration was made:-* Mr A Buckler – wife works for One Education
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| b) | Business Interest Form |
|  | Copies of the Business Interest form 2022-23 had been circulated prior to the meeting. Governors were asked to complete and sign the form and return it to school for upload to the website. **ACTION 1** |
| c) | DBS Checks and Section 128 Checks |
|  | The SBM confirmed that DBS checks were in place for all governors and that Section 128 checks had been carried out. Governors were asked to complete and return the annual declaration form to the SBM. **ACTION 2** |
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|  | **CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS AND STRATEGIC DIRECTION** |
| 5. | SCHOOL DEVELOPMENT PLAN (SDP) AND SEF |
|  | The Headteacher advised that the School Development Plan was in the process of being finalised with the Senior Leadership Team. Governors were advised that the current judgement of the school was good. The Headteacher explained that an audit had recently taken place.It was noted that there were new coordinators for science and music. There would be a focus on science and pupil voice. It was noted that pupil voice had just been conducted across four subjects.***Q – A governor asked was the audit completed by the LA.*** The Headteacher confirmed that it was completed by the LA and was an audit of the data.The Headteacher agreed to circulate the School Development Plan once finalised. **ACTION 3**  |
| 6. | CORE BUSINESS |
| a) | Committee Structure and Remits |
|  | Governors reviewed the committee structure and there were no changes proposed.Updated model committee remits had been circulated prior to the meeting; these were AGREED by the governing board.  |
| b) | Committee Membership and Link Governors |
|  | Governors reviewed and agreed the committee membership and link governor roles as per Appendix 1. The Chair advised that any governor could attend any committee however only those listed on the membership could vote and count towards the quorum.The Chair agreed to confirm the changes with Miss S Dodgson who was unable to attend and check if she wished to continue with any of the link governor roles. **ACTION 4**Governors were asked to inform Mrs A Thompson of the days / times that were convenient for a governor visit to be arranged. **ACTION 5*****Q – A governor asked who did pupil voice.*** The Headteacher advised that it was a member of staff with a sample of children from across school.***Q – A governor asked how often pupil voice took place.*** The Headteacher advised that the aim was to carry out pupil voice on all subjects before the end of term and the information would be used to inform the School Development Plan.***Q – A governor asked was pupil voice conducted about general school experience rather than a subject.*** The Headteacher confirmed that a more general pupil voice was completed annually. ***Q – A governor asked how the questions were decided.*** The Headteacher advised that some were from the Ofsted website and some were specific to school. It was noted that parent voice would also be undertaken using Survey Monkey. Governors were advised that the One Voice Conversation and the Headteacher Performance Management meeting would take place on 13th December 2022.  |
| c) | Policy Schedule |
|  | Governors were referred to the policy schedule circulated prior to the meeting. The SBM agreed to check through when the policies were due for review and allocate them to the relevant committee for agreement. **ACTION 6**  |
| d) | Adoption of Governor Code of Conduct |
|  | Governors were referred to the previously circulated document and considered the proposed amendments. The Governing Board Code of Conduct 2022-23 was duly adopted. |
| e) | Previous Governing Board Minutes |
|  | It was RESOLVED that the minutes of the meeting held on 20th July 2022, copies circulated previously, be approved, signed by the Chair and authorised for publication. |
| f) | Action Points and Matters Arising from the Previous Meeting |
|  | ***Q – A governor asked what the plans were for academisation in the short and medium term.*** The Headteacher explained that due to the time invested into the academy process, the school were further behind in the curriculum review therefore this year would be spent reconnecting and focusing on the health and wellbeing of the school community. The situation would be reviewed in a years’ time. Governors discussed the financial implications of the academy process. The actions from the summer term minutes were reviewed as follows:

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| **ACTION NO.** | **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **UPDATE AS OF 23.11.22** |
| 1 | 5a | Governors were reminded to complete the skills audit and pen portrait, to be returned to the Chair. | All Governors | Governors were asked to check the Mellor Primary School website for examples. **ACTION 7** |
| 2 | 5a | Read the 2022 KCSIE document and confirm on GovernorHub.  | All Governors | It was noted that all staff had received the training. Governors were reminded to read the document. **ACTION 8** |
| 3 | 5a | Pupil Premium link governor to meet with the Headteacher to review the spend of the funding and covid catch up money. | Headteacher / Mrs H Merrick | The Headteacher advised that there were plans for the spending of the funding. It was noted that the strategy would be published on the school website.  |
| 4 | 6b | Parent election process to take place in the autumn term.  | Headteacher | Completed |
| 5 | 6c | Staff governor election process to take place in the autumn term. | Headteacher | Completed |
| 6 | 6e | Governors were invited to give some thought to the roles and contact the Clerk prior to the autumn term full governing board meeting in order to express an interest.  | All Governors | Completed |
| 7 | 6e | Confirm if Miss S Dodgson would be expressing an interest in the role of joint Vice Chair. | Chair  | No longer applicable |
| 8 | 6f | Advise governors of the dates of the learning walks. | Headteacher | Ongoing |
| 9 | 7 | Respond to the Green Paper consultation on SEND. | All Governors | Completed |
| 10 | 10a | Meeting on subject moderation was to be arranged. | Headteacher / Mr C McFarlane | No longer applicable as the system wasn’t purchased. |
| 11 | 12 | Discuss with the Eco Council to run a poster competition and design a leaflet to put on cars. | Headteacher | The Headteacher advised that the children had been checking the speed of cars at the top of Torkington Road.  |
| 12 | 13b | Committee dates to be confirmed. | Chair / Headteacher | Completed |

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| g) | Policies |
|  | Governors considered the following policies which had been circulated prior to the meeting:* Pay – the Chair advised that the draft policy had been agreed by the Resources Committee last Thursday and had been sent to staff for consultation. It was agreed for any comments to be considered by the Pay Committee for final approval, before considering the pay recommendations. **ACTION 9**
* Attendance – policy approved.
* Exclusion – policy approved.
* Safeguarding – policy approved.
* Respect – policy approved.
* Children with Health Needs who cannot attend School – policy approved.
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| 7. | BOARD/STRATEGIC DEVELOPMENT |
| a) | Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans) |
|  | It was agreed for all governors to complete a pen portrait detailing the skills and experience brought to the role. It was noted that the skills gaps needed to be considered for succession planning and recruitment.  |
| b) | Feedback on Governor Visits  |
|  | A governor provided positive feedback on the school trip to the Cenotaph.  |
| c) | Board Vacancies |
|  | Governors noted a vacancy on the board for 1 x LA governor. The Clerk explained the appointment process. Governors were asked to consider if there was anyone interested in joining the board. |
| 8. | BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY |
|  | Governors were referred to the briefing paper circulated prior to the meeting and noted updates on the following:- |
|  | * Governance Update and Governor Development
* The White Paper and the LA’s Response
* School Effectiveness Update
* The New Inclusion Service
* DfE Attendance Guidance
* Revised Guidance on Suspensions and Permanent Exclusions
* Keeping Children Safe in Education (KCSIE) 2022
* Schools Finance Update
* Early Years Update
* Pupil Premium - the Headteacher confirmed that the updated Pupil Premium strategy statement would be published on the school’s website by 31st December. **ACTION 10**
* 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** |
| 9. | The Headteacher’s Report had been circulated to the governors prior to the meeting; key points were noted and questions invited:-* Governors were referred to the update on attainment and progress. The 3 key Ofsted area for development were:-
* Progress of the brighter children from Reception to KS1.
* Progress and attainment in Maths across the school.
* Progress of Middle band into achieving greater depth.
* This years CPD had been focused on reviewing the curriculum and ensuring it was fit for the new inspection process.
* There had been a LA audit of Early Years and they were pleased that the curriculum ran from Nursery to Y6.
* ***Q – A governor asked what percentage of children attended Nursery but didn’t continue through the school.*** The Headteacher advised that there were usually around 10 children. It was noted that the school had 76 applications last year and accepted 30. The Headteacher advised that a number of families had already been shown around for next year.
* In terms of monitoring and assessment, all year groups have had summative assessments using end of year tests. Target setting had taken place and interventions have been implemented and were successful. The Headteacher provided an overview of the assessments which were really positive.
* Ms Lobley had achieved her NPQML accreditation and had been asked to lead the Y2 cluster for the LA. Mr Waugh had begun his NPQML accreditation. Ms Denton was a qualified mental health lead.
* The Headteacher advised that he was working with another local school to provide support in relation to leadership and management and behaviours for learning. ***Q – A governor asked was there a charge for the service.*** The Headteacher confirmed that there was and the LA would confirm the charge by the end of the week.
* A replacement caretaker had been appointed. The Y1 and Y2 floor had been completed during October half term.
* Governors were referred to the finance report circulated prior to the meeting. The additional government funding wasn’t yet known. The Headteacher advised that the 5% increase on teachers salaries had cost an additional £40k. The SBM explained that the overspend in expenditure would be reviewed in March 2023 to provide a comparison of how much the costs had increased. The energy costs were manageable until April 2023 as the school had been overpaying due to a faulty boiler. The Chair advised of the training available to governors on Schools Finance. The budget was agreed and passed to the chair for signing.
* Behaviour was still consistently high and the sanction cards were broadly in line with the same period last year.
* Safeguarding training was up-to-date. The Headteacher would complete the safeguarding audit with the link governor once it had been issued by the LA.
* Parents evening had been well attended and the new appointments system met the needs of the majority of parents either by telephone or in person. A new electronic booking system was being purchased to make the appointments easier for parents. A parent Ofsted feedback questionnaire was due to be sent out next week.
* The Harvest Festival and class assemblies had been undertaken for the first time in 3 years. EYFS and KS1 were rehearsing for their Nativity performances.
* Governors were updated on the grant received from Stockport Eco Council for a new meadow. ***Q – A governor asked was it self sustainable.*** The Headteacher confirmed that it was. Consideration was being given on whether to level the school roof. New flooring had been fitted throughout school and the process of painting the classrooms was due to commence. There were plans to redesign the library before Christmas.
* ***Q – A governor asked would it be possible to review the school electricity bills.*** The Headteacher confirmed that it was. The school were in the process of applying for a solar panel grant.
* ***Q – A governor asked was the annexe on the same power supply.*** Mrs Thompson confirmed that it was.
* ***Q – A governor asked for an update on the PTA.*** Ms R Stuart confirmed that there were a number of volunteers interested and a meeting was being held tonight. Plans were in hand for a Christmas Fayre on Friday 16th December.
* Governors were provided with a curriculum update.
* The Headteacher outlined the wider opportunities and curricular enrichment activities that had taken place. Governors discussed the increasing cost of coaches. ***Q – A governor asked how much could school charge for a trip.*** The Headteacher advised that the price was capped at £18.50. ***Q – A governor asked was there a reduced rate for Pupil Premium children.*** The Headteacher advised that they didn’t pay. Governors were advised of the financial implications for school covering the cost of the trips for some children. ***Q – A governor asked was this due to a donation not being made.*** Mrs Thompson confirmed that it was or if a child decided not to go on the trip after the numbers had already been confirmed and paid for. ***Q – A governor asked was the information sent out and parents pay on ParentPay.*** Mrs Thompson confirmed that they did. It was noted that details of the Y6 trip were being sent out now to Y5 and deposits were being taken. ***Q – A governor asked were the debts chased when the children left.*** Mrs Thompson confirmed that they were. ***Q – A governor asked if a contribution wasn’t made, would the school cover the costs.*** Mrs Thompson confirmed that they would. The governing board agreed to increase the price cap of trips to £21 to minimise the losses. It was noted that there would be fundraising activities throughout the year towards the cost of trips.

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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| 10. | TEACHING & LEARNING |
| a) | Committee Minutes |
|  | The minutes of the committee meeting held on 15th November 2022 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 AND MAKING SURE ITS MONEY IS WELL SPENT** |
| 11. | RESOURCES & BUDGET |
| a) | Committee Minutes |
|  | The minutes of the committee meeting held on 15th November 2022 were noted by the governing board. |
| b) | Ratification of Policies |
|  | There were no policies recommended for ratification. |
| c) | Budget Update |
|  | Previously discussed under agenda item 9.  |
| d) | SFVS Preparations |
|  | The SBM advised that preparations were in hand for the submission of the SFVS.  |
| e) | Report on the Spending and Impact of Pupil Premium Grant, Sports Grant, Tutor-Led Programme |
|  | Governors were referred to the Pupil Premium report circulated prior to the meeting. The Headteacher provided an overview of the scale scores and advised that the report would be updated on the school website. Governors were referred to the school website for the Sports Premium report.It was noted that the school didn’t take part in the tutor-led programme. ***Q – A governor asked didn’t the school take advantage of the grant.*** The Headteacher advised that the grant was prescriptive and internal staff couldn’t be used to deliver the programme.  |
| 12. | PREMISES, HEALTH AND SAFETY |
|  | The Chair advised that the health and safety audit had been completed. There were only minor actions raised and the majority had been completed. The SBM advised that the legionella report had now been signed off.  |
| 13. | DATES |
| a) | Full Governing Board |
|  | Spring Term – Wednesday 1st March 2023 at 6:30pmSummer Term – Wednesday 12th July 2023 at 6:30pm |
| b) | Committee Meetings |
|  | To be confirmed – **ACTION 11.** |
| 14. | A.O.B. |
| a) | Appointment of Associate Member |
|  | The Chair explained that Mrs K Fortune’s term of office as a parent governor had ended. The board considered the value Mrs K Fortune contributed to the board and agreed to appoint Mrs K Fortune as an Associate Member, for a 1 year term of office with effect from 23rd November 2022.  |
| b) | Term Time Holidays |
|  | The Headteacher explained that traditionally the school had honoured term time holidays for families working for the NHS, police, armed forces etc where their holidays were not negotiable. The Headteacher highlighted that there was an increasing number of multiple requests.The governing board agreed for the requests to be restricted to one term time holiday in a 12 month period and also for supporting evidence to be provided from the employer that the shift pattern wasn’t negotiable.  |
|  | The Headteacher explained the processes in place for monitoring attendance. |
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|  | With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8:57pm. |

**TORKINGTON PRIMARY SCHOOL**

 **AUTUMN TERM 2022 GOVERNING BOARD MINUTES**

**MEETING ACTION POINTS**

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| **ACTION NUMBER** | **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **DATE ACTION TO BE COMPLETED** |
| 1 | 4b | Complete and sign the business interest form and return it to school for upload to the website.  | All Governors | Post meeting |
| 2 | 4c | Complete and return the annual declaration form to the SBM.  | All Governors | Post meeting |
| 3 | 5 | Circulate the School Development Plan once finalised.  | Headteacher | Post meeting |
| 4 | 6b | Confirm the changes in committee membership and link governor roles with Miss S Dodgson who was unable to attend and check if she wished to continue with any of the link governor roles. | Chair | Post meeting |
| 5 | 6b | Inform Mrs A Thompson of the days / times that were convenient for a governor visit to be arranged.  | All Governors | Post meeting |
| 6 | 6c | Check through when the policies were due for review and allocate them to the relevant committee for agreement.  | SBM | Post meeting |
| 7 | 6f | Governors were reminded to complete the skills audit and pen portrait, to be returned to the Chair. | All Governors | Deferred from summer term |
| 8 | 6f | Read the 2022 KCSIE document and confirm on GovernorHub.  | All Governors | Deferred from summer term |
| 9 | 6g | Pay Committee to consider consultation responses before approving the final Pay Policy. | Pay Committee | Post meeting |
| 10 | 8 | The Headteacher confirmed that the updated Pupil Premium strategy statement would be published on the school’s website by 31st December. | Headteacher | 31st December 2022 |
| 11 | 13b | Committee meeting dates to be arranged. | Committee Chairs | Post meeting |

**APPENDIX 1**

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|  |  | Torkington Primary SchoolCommittees |  |  |
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|  | Pay Appeals Committee |
|  |
|  | Mrs Debbie Martin  |
|  | Mr Calum McFarlane  |
|  | Miss Rebecca Stuart  |
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|  | Pay Committee |
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|  | Mrs Nichola Halford  |
|  | Alan Hirst  |
|  | Helen Merrick  |
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|  | Performance Management Group |
|  |
|  | Alan Hirst  |
|  | Mr Calum McFarlane  |
|  | Helen Merrick  |
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|  | Resources Committee |
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|  | Mr Andy Buckler  |
|  | Mrs Nichola Halford  |
|  | Alan Hirst (Chair) |
|  | Mr Calum McFarlane  |
|  | Andrea Thompson  |
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|  | Steering Committee |
|  |
|  | Mr Andy Buckler  |
|  | Alan Hirst  |
|  | Helen Merrick  |
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|  | Teaching & Learning Committee |
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|  | Mr Andy Buckler  |
|  | Miss Sophie Dodgson  |
|  | Mrs Nichola Halford  |
|  | Alan Hirst  |
|  | Helen Merrick (Chair) |
|  | Miss Rebecca Stuart  |
|  | Andrea Thompson  |
|  | Mrs Rachael Weeden  |
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**Link Governor Roles:**

* Computing Governor - Calum McFarlane
* DEAL Governor - Sophie Dodgson
* Development Governor - Helen Merrick
* Diversity Council Governor - Rebecca Stuart
* Eco Council Governor - Calum McFarlane
* Health & Safety Governor - Sophie Dodgson
* LAC Governor - Rachael Weeden
* Literacy / English Governor - Nichola Halford
* Maths Governor - Andrea Thompson and Alan Hirst
* PE Link Governor - Andrea Thompson
* PHSE Governor - Rebecca Stuart
* Pupil Premium Governor - Rachael Weeden
* Safeguarding / Young Carer Governor - Helen Merrick and Rachael Weeden
* Science Governor - Debbie Martin and Alan Hirst
* SEN/Disability Governor - Helen Merrick and Rachael Weeden
* Wellbeing Governor – Rebecca Stuart