

TORKINGTON PRIMARY SCHOOL GOVERNING BOARD MINUTES**AUTUMN TERM 2023**Date: 22nd November 2023

Time: 6.30pm

Venue: 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 S Robinson Governor Support Officer

ELECTIONS

Election of the Associate member Mrs K Fortune
All governors are in unanimously in favour.

Mrs Kathryn Fortune has been welcomed as associate member for a further 12 months.
2023 - 2024

1. WELCOME AND APOLOGIES

Governors were welcomed to the meeting by the Chair.
Nichola Halford was absent from the meeting.
The board is quorate.

2. DECLARATION OF A.O.B.

Governors had been invited to declare any items for any other business.

The following items were requested and agreed:

- The distribution timing of the Headteachers report to the governing board.
- Food supplier.

3. DECLARATION OF INTERESTS**a) Declaration of Business Interests**

Governors were asked to declare any business, financial or personal interests in any agenda items;

The following declarations were made:

- Mrs K Fortune- Husband is TLC finance director.
- HT Wife works for the schools music provider

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

b) Business Interest Form

Copies of the declarations of Interest form 2022-23 had been circulated prior to the meeting. Governors were asked to complete and sign the form and return it to the school business manager for the interests register and to update the school website.

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.

The school business manager confirmed that all checks have been carried out.

Q – How often do they have to be completed? Just once and then an annual disclaimer is carried out.

CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS AND STRATEGIC DIRECTION

5. AUTUMN BUSINESS ITEMS

a) Adoption of new 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.

b) Board structure and membership

Governors discussed and reviewed committee structure and membership as per Appendix 1.

c) Review of Committee remits

The board approved the remits.

Q – Do we have a finance manual? SBM confirmed, yes there is a manual.

d) Appointment of Link Governors

Appointments to Link Governor roles were agreed as per Appendix 1.

The board were consulted by the chair as to their agreement to continue in the roles they currently hold. All were happy to continue with their link roles. The role of the development governor will be reviewed following a skills audit.

The board were informed by the Headteacher that he has contacted Nicki White to seek assistance in what to look for in learning walks. He advised this will result in guidance and also help on how to talk to children during the walks. It was noted that this will talk governors through what to look for in the classrooms.

Headteacher requested that the board send him the dates they would like to complete their learning walks.

ACTION

e) Approval of school policy schedule and delegation levels

Governors approved the updated Policy List as held by the SBM and the review date cycle which was to be personalised to the school.

f) Review LA Policies for this term;

Governors considered the following policies which had been circulated prior to the meeting:

- Safeguarding – There have been minor changes and the HT to re-distribute for approval

ACTION

Instrument of governance

Governors duly approved a continuation of current arrangements.

Appendix to the medical needs policy

Governors duly NOTED the supporting medical needs policy appendix.

Pay Policy

The report had not been fully circulated to the whole governing board prior to the meeting. The board adjourned to read the document on the advice of the GSO.

The Headteacher confirmed that a detailed and minuted consultation upon the 2023-24 Pay policy had been held with school staff and/or their union representatives. The policy was APPROVED by the governing board.

g) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 12th July 2023, copies circulated previously, be approved, signed by the Chair, and authorised for publication.

h) Action Points and Matters Arising from the Previous Meeting

The actions from the summer term minutes were reviewed as follows:

Q – What are the challenges with people doing the PEN portraits?

An explanation on how to do these was provided by another governor.

ACTION NUMBER	MINUTE POINT	ACTION REQUIRED	ACTION FOR	Update as of 22 nd November
1	4a	Complete and sign the business interest form and return it to school for upload to the website.	Mrs N Halford	Def Spring Term ACTION
2	4a	Governors were reminded to complete the pen portrait. The Chair agreed to circulate an example.	Chair / all governors	Post Meeting ACTION
3	4e	All governors to complete the safeguarding training.	All governors	Closed
4	5a	Complete the Governor Hub Health check as a tool to evaluate the board and identify areas for development.	All Governors	Carry Forward to Spring FGB ACTION
5	5a	Circulate the link to the Prevent e-learning.	Clerk	Closed
6	5b	Provide the Headteacher with a parent election pack.	Clerk	Closed
7	11b	Committee meeting dates to be confirmed.	Headteacher	Closed

6. SCHOOL VISION AND ETHOS

The Headteacher confirmed the current vision statement as *Nurturing potential, inspiring excellence*. Thoughts were invited from the governing board. All agreed it is a powerful vision and fits the school well.

7. SCHOOL DEVELOPMENT PLAN AND SEF

The headteacher advised the board that this is part of the one voice conversation that had taken place and it had been confirmed that we are solidly good. The document is currently with Nicki White for review.

8. BOARD/STRATEGIC DEVELOPMENT

a) Agree Governing Board Development Plan

b) Outcome of skills audit

The chair raised that the NGA had sent out information of a skills workshop that would be good to complete. It was highlighted that this does involve the board getting together to complete it. There is a form alternative, however the preference would be for the board to meet. **ACTION**

c) Plans for new governor induction and succession planning

The HT has been in contact with the LA about an LA governor.

d) End of term of office

No terms ending

e) Board vacancies and plans for recruitment.

1 Co-opted

1 LA

f) Agree training plan for the year for the board.

Discussion took place and this will be progressed on the appointment of the development governor.

9. BRIEFING PAPERS OF THE LA

Governors noted the following articles:

- Governance update, governor development
- School Effectiveness Update; Data Outcomes 2023
- Safeguarding; Keeping Children Safe in Education 2023
- Inclusion Service
- Health and Safety in Schools
- Schools
- Internal Audit Function

Q - A governor asked about signing documents on Governor Hub – It was confirmed that if you read and re-sign and it will date stamp for the correct year.

The board were informed that the whole school roof is not suitable for solar panels. Alternative solutions were discussed.

Q - is there anything in the scheme that would make it attractive? No, unfortunately as it is a minimum number of panels that the school have to sign up for.

CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS

10. The Headteacher's Report had been circulated to the governors prior to the meeting; key points were noted, and questions invited:

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

- CPD and impact
- Attendance and behaviour
- Exclusions, incidents, physical interventions
- Safeguarding matters
- Vulnerable children
- Risk Assessment
- Covid-related update
- Staff wellbeing and absence

Q - GLD what is this? Good level of development. It was highlighted that the governors did not understand some of the acronyms. The HT advised he will add a key to acronyms to the report.

ACTION

Q – What does SIP stand for? This is the One Voice report.

Q – What are the interventions? Colleagues have set a summative test and gone through the papers to understand where support is needed. This is happening half termly, and it is so that the pace of learning is good, and the learning is progressive. The Headteacher gave an example of the latest test that has been conducted.

The board noted that year 2 SATs are not happening this year.

The Head advised that the school have brought forward the tests so that there are two terms to develop the needs of the children. The staff governor confirmed this has been helpful and it resulted in a collaborative process.

There has been close proximity between years 5 and 6. This is so that staff know what the expectations are in year 6 and it helps start to predict in year 5 what the children should be achieving. The aim is to be able to target the need for support earlier in the process.

Q - Is there any paired practice with year 2 and year 3? We do for maths and English generally and we will use model classes once these have bedded in. An example was provided for the board by the staff governor and confirmed that they do transition sessions to help the children with the move from year 2 to 3.

Q – How does teacher development work with this. First, they need to understand the curriculum and then we will look at more development.

The board were advised that the brightest children last year were using GCSE bite sized progression. They were achieving 40% which was a fabulous result, and at this stage positive outcomes are anticipated.

The Headteacher talked about the signposting for the children, so that they are prepared for the test. The results last year were 93% combined and 96% combined in the preceding year.

Q – How do the younger kids view the tests? In year 1 and 2 it is not a test. We teach them it is just an opportunity to show what you can do. An example of a profoundly dyslexic child was provided to the board. He had a scribe, and he did very well as a result of the preparation.

It was highlighted that some children do get nervous, but most children cope very well.

Q – Mrs George is returning, what is the plan? – She will go back into year 1.

Q - Did I read we are not streaming phonics? No, it is more targeted these days. We have broadly streamed but the groups are bigger. With the previous approach we would get year 1 and year 2 streamed with reception and this was impacting wellbeing of these children.

Q – Are we tailoring their homework? It is a balance, we have commissioned a piece of work for a new scheme, new ways of working. Two schemes in 2 schools will be viewed.

The headteacher emphasised to the board that if a child is struggling and a parent has spent more than half an hour trying with the homework, then, this needs to be flagged in the book. It needs to be highlighted that they are not understanding it, so that the teacher can help.

Discussion continued on the journey of the homework and the volume. The board were advised that the One voice meeting was two weeks ago and that the 2 schemes were signposted as a result.

Q - will this mean new books? Yes, it will.

Q - Which have they signposted. Rocket and another.

Q - Monitoring and valuations what is happening? A review of a new provider is taking place. The old provider is not coming back in. I normally get involved; however, I did not do the session a colleague did. The person was using his phone which he had been spoken to about previously.

Q - What are the arrangements with quality assurance? It was a different coach on the Wednesday which was the issue. The main person was observed over 3 sessions.

Q - HLTA's, what is the timescale on the training? This could be run by a provider that I am looking into. They are currently supporting us with another development.

Q - What can we use apprentice money for? I have not found anything that it can be spent on of benefit to the school as of yet. We are looking for something.

Q - Supply teachers quality? We had an issue with some of the teaching staff in reception from the agency we were using. The TA's are excellent and were ending up leading the lessons.

Q - What was the need for the supply? We lost 2 or 3 colleagues and it was a need.

Q - Have you employed the TA's - Yes, we have, we avoided the finder's fee by working with them and I am paying the HLTA.

Attendance was discussed and it was highlighted that this is worse due to parents taking in term holidays.

The headteacher discussed with the board a request that had come through for in term absence. He showed the board a copy of the letter as the headed paper did not look genuine. The board supported the head to decline the request and to use the DfE ruling on this, as it is very clear.

It was noted that reception and year 1, had taken a lot of holidays.

Q - What can we do to help parents understand the damage it does to the child's education? All discussed the challenges around this, especially with the financial benefits of holidays out of term.

The board were informed there had been no exclusions and that a child protection concern was being triaged.

Q - What is MASH – Multi agency support hub.

11. TEACHING & LEARNING

a) Committee Minutes

The minutes were noted by the board.

b) Ratification of Policies

The following policies were considered by the committee and duly RATIFIED by the governing board:

c) Curriculum and subject update

Discussed at point 10

d) Performance data from 2022/23

e) One voice

The Headteacher confirmed this will be circulated once it is received. **ACTION**

CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL AND MAKING SURE ITS MONEY IS WELL SPENT

12. RESOURCES & BUDGET

a) Committee Minutes

The minutes of the committee meeting held on 01/11/23 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:

c) Budget Update

d) SFVS Preparations

Q - What is SFVS? School Finance Value Statement. It is a questionnaire the school has to answer in terms of process and finance. It was confirmed that the Chair and Mr McFarlane will work with the SBM to produce and publish this.

e) Report on the Spending and Impact of Pupil Premium Grant, Sports Grant, Tutor-Led Programme

The board noted that this had been discussed in detail at the Resources committee and advised the spend fell short by 2k for the sports grant, however it has been allowed for this to be carried over and the school have ideas on how it will be used. The Headteacher confirmed that the grant funds the overtime to support this activity.

13. PREMISES, HEALTH, AND SAFETY

a) Provide a report on building; to include any building and maintenance plans.

The board were made aware that there is a water leak, and a company are coming in to investigate. This is due to 7k litres being used over the previous weekend when the premises were unoccupied. It was the same in the summer and investigations have been initiated.

b) Report on health and safety audit and termly link visit

The action points will be passed to the board. **ACTION**

14. DATES

a) Full Governing Board

Spring Term – Wednesday 6th March 2024 at 6:30pm

Summer Term – Wednesday 10th July 2024 at 6:30pm

c) Date for Pay Committee

d) Date for Headteacher Performance Management

This has been completed.

15. A.O.B.

AOB Point 1

The Headteacher raise with the board the concern regarding the current provision from Taylor Shaw. He highlighted the following:

Due to a declaration of interest Mrs K Fortune left the room

- Unhappy with the provision and standard of food provided by Taylor Shaw.
- Cleanliness, hygiene, cost, and preparation. We bought in to the fresh food ethos and it has tailed off and it is now a lot of frozen food that is served. Deliveries have not been met.
- Extras were being charged for, for Christmas lunch.
- We highlighted the issues to them and did not get the response we needed.
- They have requested a subsidy as the kitchen is making a loss.
- There has been a safeguarding issue with the staff in the kitchen leaving the gate open.

Q - Doesn't the contract have a fixed price? No, we do not have a contract.

Q - What is the pupil voice. It is not good.

It was noted that numbers are dropping, as when they have to pay, there is better food at home, so parents drop the provision and bring packed lunches.

HT to contact Taylor Shaw to request an action plan to be supplied to the FGB within 7 Days.

Q - Are they not supporting their staff well? Are we changing the personnel or the supplier? Both. It is likely that we would have to TUPE the existing staff as we are doing business in the same space. Issues have been raised that the line manager has done no supporting evaluations.

The board discussed that a tender needs to happen and the school are to conduct pupil voice to gain supporting feedback. **ACTION**

Q - What does it cost? £2.53 is what the gov pay. On top, the provider wants an extra £3740 from the school to subsidise their costs.

HT confirmed that he is looking elsewhere. They are imposing unexpected charges.

Q - Do we have to keep the staff? – Yes, I think we do; however, we can check this. **ACTION**

AOB Point 2

The Headteacher left the room.

A governor raised that not all of the schools documents are uploaded within the time limits. Specifically, the headteachers report.

The Chair advised that he will not be forcing the Headteacher to produce it sooner, however this will be encouraged.

The board stated it would like the documents to be uploaded when the GSO uploads the statutory documents, to give them time to read the information. They advised the chair that the documents do not have to be up to date, they accept that there is a cut off and the Headteacher could advise verbally on anything for the board after that point.

The headteacher was invited back and he noted the request.

16. REFLECTION

How has this meeting helped met the boards core objectives?

How has the meeting supported the school vision and ethos?

Are there any suggestions for future development or agenda items?

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 20:51 pm.

**TORKINGTON PRIMARY SCHOOL
 AUTUMN TERM 2023 GOVERNING BOARD MINUTES
 MEETING ACTION POINTS**

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	Governors to email the Head with dates for learning walks	All	Post meeting
2	Safeguarding policy to be circulated with amendments for approval at FGB	HR	Spring FGB
3	Governors were reminded to complete the pen portrait.	All	Post Meeting
4	Complete the Governor Hub Health check as a tool to evaluate the board and identify areas for development.	All	Spring FGB
5	The board to meet and complete the NGA skills audit as a group	All	Post Meeting before Spring FGB
6	One Voice report to be circulated to the board	All	On receipt of the report.
7	Taylor Shaw to be contacted to request and action plan within 7days of the request	HT	Post meeting
8	School to go out for new catering tender	HT/SBM	Post Meeting

9	Look into if all catering staff have to be TUPE if moving supplier.	HT/SBM	Post Meeting
10	Chair to encourage the upload of school documents to governor hub within the statutory time.	Chair	Spring FGB