**TORKINGTON PRIMARY SCHOOL GOVERNING BOARD MINUTES**

**AUTUMN TERM 2024**

Date: 15th January 2025

Time: 18.30pm

Venue: School

GOVERNORS PRESENT

Mr A Buckler (Headteacher), Mr A Hirst (Chairperson), Mrs A Thompson (SBM), Mr H Burkitt, Mr C Waugh and Mr C McFarlane.

IN ATTENDANCE

Sarah Robinson Governor Support Officer

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| GSO | | OPENING THE MEETING AND ELECTION OF CHAIR | | | |
|  | | Election of Chair | | | |
|  | | 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.  *Mr Hirst remained in the room.* | | | |
|  | | It was proposed by Mr A Buckler, seconded by Mr C McFarlane and unanimously RESOLVED that Mr A Hirst be elected Chair for the agreed term. | | | |
|  | | **Mr Hirst in the chair.** | | | |
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| 1. | | WELCOME AND APOLOGIES | | | |
|  | | Governors were welcomed to the meeting by the Chair. Apologies for absence were received from Mrs R Weeden, Ms R Stuart, K Meagher, Mrs K Fortune and Mrs H Merrick (VC) and accepted by the governing board.  The board is quorate with 6 governors in attendance. | | | |
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| 2. | | ELECTION OF VICE CHAIR | | | |
|  | | It was noted that Mr H Merrick had declared an interest in the position of Vice-Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.  ***The Vice chair was not present at the meeting.*** | | | |
|  | | It was proposed by Mr A Hirst, seconded by Mr A Buckler and unanimously RESOLVED that Mrs H Merrick be elected Vice-Chair for the agreed term.  *The Chair is to inform Mrs Merrick of the board’s decision* | | | |
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| 3. | | DECLARATION OF A.O.B. | | | |
|  | | Governors had been invited to declare any items for any other business.  There were no items received. | | | |
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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; The following declarations were made:   * Mr Bucklers wife works for One Education | | | |
|  | | 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 2024-25 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.  **ACTION 1 -** Governors to complete the circulated business interest form. | | | |
| 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.  **ACTION 2** - Mr H Burkitt to carry out his DBS | | | |
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|  | | **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 2024-25 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 | | | |
|  | | Model remits were adopted by the board. | | | |
| d) | | Appointment of Link Governors | | | |
|  | | Appointments to Link Governor roles were deferred to the Spring term, to allow time to review the core subjects.  **ACTION 3** – Link roles to be determined at the Spring board meeting.  The governing board appointed Mrs H Merrick to the Resources committee and Mrs K Meagher to the Teaching and Learning committee. | | | |
| e) | | Approval of school policy schedule and delegation levels | | | |
|  | | A policy schedule was not available at this time.  **ACTION 4** – Policy schedule to brought to the Spring meeting | | | |
| f) | | Review LA Policies for this term; | | | |
|  | | Personalised policies were not available at this time. Advice was provided by the GSO, that policies are required to be shared with the board in advance of the meeting. Governors require time to review and provide feedback prior to the approval of any policies. The board and Headteacher agreed for all policies outstanding, to be reviewed and circulated to the board prior to the Spring term meeting.  **ACTION 5** – SBM to send personalised school policies for approval to the GSO for uploading to Governor Hub, in advance of the Spring FGB meeting.  Pay Policy  The Headteacher confirmed that the final draught policy is currently out for consultation with the Staff and unions. The Headteacher explained the process for the purpose of the governors.  Discussion took place between the board on the government changes to the Teachers Pay policy and the removal.  **ACTION 6** - GSO to arrange EFGB for the 27th at the end of consultation. | | | |
| g) | | Previous Governing Board Minutes | | | |
|  | | It was RESOLVED that the minutes of the meeting held on 10th July 2024, 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: | | | |
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| **ACTION NUMBER** | | **MINUTE POINT** | | **ACTION REQUIRED** | **ACTION FOR** | **UPDATED** | |
| 1 | | 4a | | NGA skills audit to be completed. Chair to arrange a meeting. | CH | Chair to review and FGB to come together and complete.  **ACTION 7** | |
| 2 | | 5a | | Parent Election in the Autumn term | GSO/HT | Complete | |
| 3 | | 5c | | Parent governors to hold a drop in, in the school hall to promote the parent governor roll. | FGB | Complete | |
| 4 | | 5d | | Expressions of interest for Chair/Vice Chair and Committee chairs to be send to GSO | FGB | No further expressions had been received. | |
| 5 | | 5d | | Governors for Schools to be engaged to support recruitment for Co-opted vacancy | GSO | Action closed. | |
| 6 | | 12 | | Health and Safety walk to be arranged | CH/SBM | Completed | |
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| 6. | | SCHOOL VISION AND ETHOS | | | |
|  | | The board agreed that the vision and ethos of the school remains relevant. | | | |
| 7. | | SCHOOL DEVELOPMENT PLAN AND SEF | | | |
|  | | The Headteacher explained that the development plan is currently with the school improvement officer (SIP). The purpose and process of the One Voice report was explained to the board by the Headteacher.  The progress scores were explained to the board. The board noted the impact on the results data. This was due to Covid schooling restrictions at the point benchmarking would have been undertaken for the co-hort. The attainment is high and above the national level. The school had been asked to support another school within the borough in developing their curriculum leadership. | | | |
| 8. | | BOARD/STRATEGIC DEVELOPMENT | | | |
| a) | | Agree Governing Board Development Plan | | | |
|  | | **ACTION 8 -** Carried forward | | | |
| b) | | Outcome of skills audit | | | |
|  | | This is to reviewed on the completion of ACTION 7 (item 5h) | | | |
| c) | | Plans for new governor induction and succession planning | | | |
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| d) | | End of term of office | | | |
|  | | Mrs K Fortune had expressed an interest in the continuation of the role of Associate Governor for the remainder of the 2024/2025 academic year.  The board DULY agreed to the appointment of Mrs K Fortune as associate governor until the 31/08/2025. | | | |
| e) | | Board vacancies and plans for recruitment. | | | |
|  | | The board discussed the vacancies and the need to recruit for the board. Governors for schools had been approached. | | | |
| f) | | Agree training plan for the year for the board. | | | |
|  | | This is to be concluded on completion of the skills audit under ACTION 7 | | | |
| 9. | | BRIEFING PAPERS OF THE LA | | | |
|  | | Governors noted the following articles:   * Governance update and governor development * School Effectiveness - Outcomes for 2024 * School Effectiveness Service - An Overview * Young Carers Update * *Are governors aware of staff training for Young Carers and how many are in school?* * Educational Welfare Update - School Attendance * Safeguarding Policy and Guidance * *Have governors read KCSiE, at least Part 1? Please declare it on GovernorHub* * Stockport Online Safety Hub * Internal Audit Function * New Statutory Qualification for SENCos * *Does your SENCo have, or are they working towards, the new qualification?* * Early Years-Wraparound Childcare for Primary Schools   *Is your Primary offering Wraparound Care from 8am-6pm?*  *The Headteacher explained the facility that is available and the private provider for wrap around care.*   * MER-Managing Employee Reductions * Ofsted’s Announcement on Inspection Grades * Creating Active Schools invitation | | | |
|  | | **CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS** | | | |
| 10. | | The Headteacher apologised to the board for the late arrival of the Headteachers report. The board were made aware that a technology service had been procured, in order to assist in the collection of the data to be shared in future reports. The board acknowledged the data required and time constraints in collating the information. A verbal update was provided to the board and the following points highlighted:   * Work is continuing with a focus on SEN children and adaptive teaching. * Following observations, 70% of the previous training over the 12 months had been evident in the class room. * The movers project was explained to the board. * The SEN children had their own tailored intervention. An assessment period is approaching and the data will be reviewed. A tracking system had been developed to move with the children through the school. This is for the children who fall just above the SEN markers. The school are looking to revamp the assessments. * 104 applications had been made for 30 spaces for next years reception class. The board noted that the projected numbers are very healthy. * Staffing levels remain good, with 3 teachers progressing with the SLT qualification, with a completion date of September 2025. * Pedagogy – Deans for Impact had been used for the science for learning. The school had completed work on this, and it will be a rolling process that fits with adaptive teaching. * Monitoring evaluation – The school need to work on a scaled score system. Provider ‘Test Base’ were able to provide a product that was affordable and fitted with the school testing model. This was at an approximate cost of £100. * Food provision issues were ongoing with the provider Taylor Shaw. The Headteacher explained the pricing structure, and the challenges with the pricing structure offered. Although the quality of the food had improved, the Headteacher had written to MP Lisa Smart to express the concern over the costs charged to schools by the company. | | | |
| 12 | | Young Carers  **How do you identify them?** The Headteacher explained that the school has conversations with siblings of children with additional needs, and also with parents. | | | |
| 11. | | TEACHING & LEARNING | | | |
| a) | | Committee Minutes | | | |
|  | | A meeting had not taken place at this time.  **ACTION 9** - The Chair of Teaching and Learning is to arrange a meeting in the Spring term. | | | |
| b) | | Ratification of Policies | | | |
|  | | There were no policies to be ratified. | | | |
| c) | | Curriculum and subject update  Discussed within the Headteachers report in item 10. | | | |
| d) | | Performance data from 2024/25  Discussed within the Headteachers report in item 10. | | | |
| e) | | One voice | | | |
|  | | Discussed within the Headteacher report in item 7. | | | |
|  | | **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 31st October 2024 were noted by the governing board. Consider the appointment of a new Chair following the recent audit report. | | | |
| b) | | Ratification of Policies | | | |
|  | | There were no policies to ratify. | | | |
| c) | | Budget Update | | | |
|  | | The SBM advised the board that the pay increases are built in to the budget.  The board were made aware that there will need to be money found for children with SEN needs, in order to provide teaching assistant support for the children. The board were made aware of a child who will be joining the school with significant high need.  **How hard is it to attract the staff?** The Headteacher explained that it isn’t hard, however it can be a challenge to retain the staff. A support plan example was shared with the board.  The board noted that the school finance officer will be visiting the school within the next two weeks. | | | |
| d) | | SFVS Preparations | | | |
|  | | This is currently being undertaken. | | | |
| e) | | Report on the Spending and Impact of Pupil Premium Grant, Sports Grant, Tutor-Led Programme | | | |
|  | | The pupil premium report had been shared with the board within the resources committee minutes. | | | |
| 14. | | PREMISES, HEALTH, AND SAFETY | | | |
| a) | | Provide a report on building; to include any building and maintenance plans. | | | |
|  | | The board were made aware of a leak under the annex. Repairs to the leaking pipe are due to be undertaken during the February half term. The SBM explained that the school will receive a refund on the water utility bill, however, the school have had to pay for the repairs. | | | |
| b) | | Report on health and safety audit and termly link visit | | | |
|  | | A Health and Safety walkaround had been undertaken in November 2024.   * There were no near misses to report. * The new play equipment had been put in place for the children. * A fire drill had been conducted. * The school confirmed that they have a procedure for the lockdown process and a walk through had been undertaken. | | | |
| 14. | | DATES | | | |
| a) | | Full Governing Board | | | |
|  | | 12th March 2025 | | | |
| b) | | Committee Meetings | | | |
|  | | TBC | | | |
| c) | | Date for Pay Committee | | | |
|  | | TBC | | | |
| d) | | Date for Headteacher Performance Management | | | |
|  | | Completed | | | |
| 15. | | A.O.B. | | | |
|  | | The Chair raised that he had not been receiving the NGA Governance matters communication. The SBM confirmed that it had been coming to school and future copies will be passed to the Chair. | | | |
| 16. | | REFLECTION | | | |
|  | | This item was not covered at this meeting. | | | |
|  | | With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 20:15 pm. | | | |

**TORKINGTON PRIMARY SCHOOL**

**AUTUMN TERM 2024 GOVERNING BOARD MINUTES**

**(Meeting held 15th of January 2025)**

**MEETING ACTION POINTS**

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| **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **DATE ACTION TO BE COMPLETED** |
| 4b | Governors to complete the circulated business interest form and return to the business manager. | FGB | Post Meeting |
| 4c | Mr H Burkitt to carry out his DBS. | Mr H Burkitt and SBM | Post Meeting |
| 5d | Link roles to be agreed. | FGB/HT | Spring term FGB |
| 5e | Policy schedule to be developed and shared with the board | SBM | Spring term FGB |
| 5f | Personalised policies to be sent to the GSO for governor review prior to the Spring term FGB | SBM/HT | Post Meeting |
| 5h | Skills audit to be completed, reviewed and training plan developed for the board | Chair/Development Governor | Post Meeting |
| 8a | Agree the board development plan | Chair/HT | Post meeting |
| 11a | Teaching and Learning meeting to be planned for the Spring term | Chair of T&L/Chair of FGB | Post meeting |