**TORKINGTON PRIMARY SCHOOL GOVERNING BOARD MINUTES**

**SPRING TERM 2021**

 Date: 3rd March 2021

 Time: 6:30pm

 Venue: Microsoft Teams

GOVERNORS PRESENT

Mr A Hirst (Chairperson), Mr A Buckler (Headteacher), Miss S Dodgson, Mrs N Halford, Mrs D Martin, Mrs A Thompson and Mr C McFarlane.

IN ATTENDANCE

Mrs L Halliwell Governor Support Officer

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| 1. | WELCOME AND APOLOGIES FOR ABSENCE |
|  | The meeting convened at 6:38pm.Governors were welcomed to the meeting. The Chair welcomed Mrs N Halford (new co-opted governor) to the meeting. Apologies for absence were received from Mrs R Titley, Mrs H Merrick, Mrs K Fortune and were accepted by the governing board. |
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| 2. | DECLARATION OF BUSINESS INTERESTS |
|  | Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made. |
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| 3. | DECLARATION OF A.O.B. |
|  | The Chair advised that no declarations of AOB had been received.  |
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| 4.  | CHAIR’S ACTION |
|  | The Chair advised that no Chair’s action had been taken since the previous meeting. |
|  | *6:40pm - Mrs D Martin joined the meeting.* |
| 5. | HEADTEACHER’S TERMLY REPORT |
|  | The Headteacher provided a verbal update to the governors and questions were invited:* Governors were provided with a staffing update including the internal cover arrangements in place and the recruitment that was ongoing. It was noted that the class cover arrangements were needed until at least the end of term, possibly into the summer term. Governors were advised of the support needed in relation to SEND referrals.
* Governors were briefed on the support required for a Y1 child.
* ***Q – A governor asked how staff wellbeing was.*** The Headteacher advised that the staff were happy with the risk assessment in place. All staff were keen to welcome the children back to school. Timetabling had been discussed due to the senior team being reduced. The lateral flow testing had gone well.
* Governors were provided with a curriculum update. The Headteacher advised that the staff would build on the plans put in place for the autumn term, with a greater emphasis on sport and creativity. It was noted that there had been a high level of engagement with the home learning.
* The Headteacher advised that when the children returned to school, there would be a 3 week period to complete assessments and plan the catch up curriculum which would focus on social and emotional support.
* ***Q – A governor asked were there any changes in relation to the risk assessment.*** The Headteacher advised that the school would be following the procedures and processes set out in the autumn term. The only change was that parents would be asked to wear face coverings on site and colleagues would wear face coverings to collect the children from the playground.
* ***Q – A governor asked was there social interaction in the playground at school drop off.*** The Headteacher advised that there was, and a letter had been sent out to parents last week. There were also a couple of families arriving late. The governing board agreed to produce a letter to reinforce the message to parents. **ACTION**
* Governors were provided an update on the remote learning offer. The Headteacher advised that a parental survey would be conducted at the end of term for feedback.
* The Headteacher updated governors on the planned building work to convert part of the library into two classrooms. Governors were advised of the alterations being made to the wooded area to create a large play area and an area for 6 picnic benches. ***Q – A governor asked were the costs in line with the figures previously discussed.*** The Headteacher advised that there could be potential savings however not all materials had been received yet.
* Governors discussed the buyback of LA services. The Headteacher raised concerns regarding value for money and the need to review the buyback for School Improvement. ***Q – A governor asked what service had been received this year.*** The Headteacher advised there had been one visit this academic year and several phone calls. ***Q – A governor asked what service was being received before that wasn’t being received now.*** The Headteacher explained that the service performed two roles; firstly, to quality assure the school and secondly to monitor the statutory obligations and progress in terms of the curriculum. The service cost £5,500 and there hadn’t been the support and challenge in providing value for money. ***Q – A governor asked was the service affected due to Covid-19.*** The Headteacher advised that from next week school would re-open and other services such as Behaviour Support and Learning Support had meetings arranged to come into school. No visits were arranged with School Improvement.
* The Headteacher advised that there were no incidents to report in relation to racism, bullying, homophobic or physical interventions.
* Governors were advised that the risk assessment for Covid-19 specified that no team teach strategies would be used to bring a child into school. As a result of the risk assessment, there were a couple of children not attending school.

The Headteacher was thanked for his report and there not being any further questions, it was RESOLVED that the Headteacher’s report be received. |
| 6. | WELLBEING |
|  | Governors noted the resources, support and action available from GovernorHub:-<https://app.governorhub.com/s/stockportgs/resources/5c41a73e44cb532825c0ec6b>The Clerk agreed to email the link to the Chair. **ACTION** |
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| 7. | GOVERNOR DEVELOPMENT |
| a) | Vacancies and End of Term of Office |
|  | Governors noted the vacancies on the board for 1 x staff governor and 1 x LA governor.The Chair advised of Mrs R Titley’s intention to step down at the end of the academic year or sooner if the governing board would like to appoint a replacement earlier. The governing board agreed for the Chair to ask Mrs R Titley to continue until the end of the academic year. **ACTION**The Chair explained that Miss S Dodgson’s term of office as a co-opted governor was due to end on 11th July 2021. Miss S Dodgson confirmed that she would like to seek re-appointment. The governing board agreed to re-appoint Miss S Dodgson as a co-opted governor, for a four year term of office with effect from 12th July 2021.  |
| b) | Governing Board Development Plan, Induction, Training and Succession Planning |
|  | It was noted that the working group had been unable to meet to discuss the Governing Board Development Plan. The Chair advised that the health check function on GovernorHub would be used to inform governor development.  |
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| 8. | BUSINESS |
| a) | Full Governing Board Minutes |
|  | It was RESOLVED that the minutes of the full governing board meeting held on 25th November 2020 and 20th January 2021, copies circulated previously, be approved and signed by the Chair and authorised for publication. |
| b) | Action Points from Previous Meeting |
|  | The actions from the autumn term minutes were reviewed as follows:

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| **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **UPDATE AS OF 03.03.21** |
| 4b | Complete and sign the business interest form electronically and return it to school for upload to the website. | All Governors | Mrs A Thompson had emailed those outstanding to complete and return the business interest form. |
| 4c | Circulate the DBS renewal proforma to all governors. | Mrs A Thompson | Mrs A Thompson had emailed those outstanding to complete and return the DBs renewal proforma. |
| 6 | All buybacks to be reviewed to ensure value for money. | Governing Board | Previously discussed under agenda item 5. |
| 7a | Arrange a meeting in school with the Headteacher, Chair and prospective governor to discuss the role. | Chair / Headteacher | Completed |
| 7a | Discuss the governor vacancy with staff and liaise with the Assistant Headteachers regarding their representation on the governing board.  | Headteacher | The Headteacher advised that no expressions of interest had been received. |
| 7d | Review the skills set of the governing board and to develop a GB development plan. | Chair / Mrs Merrick / Mr McFarlane | Previously discussed under agenda item 7b. |
| 8b | Prepare the SFVS return.  | Chair / Mr McFarlane | Mrs A Thompson advised that the submission date had been extended to the end of May 2021. Mrs A Thompson agreed to circulate the SFVS return to AH and CMcF for completion / agreement and circulate the associated documentation to all governors. **ACTION** |
| 9b | Consider the vacancy for a Pupil Premium link governor which could also incorporate the catch-up premium | All Governors | Outstanding – **ACTION** |
| 9b | Circulate the NGA Pupil Premium guidance for governing boards. | Clerk | Completed |
| 9f | Invite the School Improvement Partner in to provide an update to governors.  | Headteacher | Previously discussed under agenda item 5. |
| 9f | Arrange a virtual meeting with the new co-ordinator for literacy. | Mrs R Titley | Governors were asked to consider the vacancy for a link governor for literacy. **ACTION** |
| 9f | Teaching & Learning Committee date to be arranged. | Miss S Dodgson | It was agreed for a date to be arranged for the summer term. **ACTION**The Headteacher provided an overview of the plans for the children returning next week. |
| 9f | Check what wellbeing resources were available. | Miss S Dodgson | Miss S Dodgson advised that she was arranging a virtual meeting with the LA for updates in relation to health and safety. |
| 9g | Reconsider the committee meetings for the spring term.  | Chair / HT / Miss S Dodgson | It was agreed for the committee meetings to be arranged for the summer term.Mrs A Thompson advised that a budget setting meeting would be taking place with the LA next week. It was agreed to delegate the approval of the 2021/22 budget to the Resources Committee.**ACTION** |
| 9h | Review and circulate the final version of the Appraisal Policy and Safeguarding Policy for approval.  | Headteacher | Completed |
| 9j | Read the revised document and confirm on GovernorHub. | All Governors | Governors were reminded to read the revised document and confirm on GovernorHub. |
| 12c | Co-Vice Chair arrangement to be agreed by Miss S Dodgson. | Chair / Miss S Dodgson | Completed |

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| c) | Pay Committee Recommendations |
|  | The Chair of the Pay Committee confirmed that the pay recommendations had been received from the Headteacher and considered by the committee.  |
| d) | Policy Review |
|  | It was agreed for the schedule of policies to be reviewed by the appropriate committee as and when required. |
| e) | Approval of Inset Dates |
|  | The Headteacher advised that the INSET days for the academic year 2021/22 hadn’t been set therefore this agenda item was deferred. **ACTION** |
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| 9. | RESOURCES |
| a) | Resources/Finance Committee Minutes |
|  | There were no committee minutes to note.  |
| b) | Ratification of Policies |
|  | Not applicable. |
| c) | Budget Update |
|  | Governors were advised that there were no changes since the budget update provided 3 weeks ago. |
| d) | Approval of the Budget 2021/22 |
|  | It was agreed to delegate the approval of the 2021/22 budget to the Resources Committee. |
| e) | Changes to the Buyback of LA Services |
|  | Previously discussed under agenda item 5. |
| f) | Approval of SFVS Documents |
|  | The Chair of the Resources Committee advised that the completion of the SFVS was in hand and the documentation would be circulated to all governors, as discussed under agenda item 8b. |
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| 10. | TEACHING AND LEARNING |
| a) | Teaching & Learning Committee Minutes |
|  | There were no committee minutes to note. |
| b) | Ratification of Policies |
|  | Not applicable. |
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| 11. | BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY |
|  | * Governance Update
* School Estates
* Safeguarding
* Equality Act
* Early Years

Governors noted the guidance within the reports. The Chair referred governors to the additional Finance update provided by the LA on GovernorHub. ***Q – A governor asked had the Covid-19 funding been received.*** The Headteacher advised that it was expected this month. It was noted that a claim had been made for the learning sheds and outdoor resources. |
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| 12. | DATES |
| a) | Full Governing Board |
|  | Summer term - Wednesday 14th July 2021 at 6:30pmAutumn term - Wednesday 24th November 2021 at 6:30pm |
| b) | Committee Meetings |
|  | To be arranged. |
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| 13. | ANY OTHER BUSINESS |
|  | No declarations of AOB had been received. |
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|  | With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 7:45pm. |

**TORKINGTON PRIMARY SCHOOL**

 **SPRING TERM 2021 GOVERNING BOARD MINUTES**

**MEETING ACTION POINTS**

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| **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **DATE ACTION TO BE COMPLETED** |
| 5 | Governing board to produce a letter to reinforce the message to parents.  | All governors | Post meeting |
| 6 | Email the link for the Wellbeing resources to the Chair. | Clerk | Post meeting |
| 7a | Ask Mrs R Titley to continue until the end of the academic year. | Chair | Post meeting |
| 8b | Circulate the SFVS return to AH and CMcF for completion / agreement and circulate the associated documentation to all governors.  | Mrs A Thompson | Post meeting |
| 8b | Consider the vacancy for a Pupil Premium link governor which could also incorporate the catch-up premium. | All governors | Deferred from the autumn term |
| 8b | Consider the vacancy for a link governor for literacy | All governors | Post meeting |
| 8b | Teaching & Learning Committee date to be arranged. | Miss S Dodgson | Deferred from the autumn term |
| 8b | Resources Committee date to be arranged to approve the 2021/22 budget. | Resources Committee | Summer term |
| 8e | Approval of INSET days 2021/22. | All governors | Post meeting |