**TORKINGTON PRIMARY SCHOOL GOVERNING BOARD MINUTES**

**SPRING TERM 2022**

Date: 2nd March 2022

Time: 6:30pm

Venue: Microsoft Teams

GOVERNORS PRESENT

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

IN ATTENDANCE

Mrs L Halliwell Governor Support Officer

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

|  |  |
| --- | --- |
| 1. | WELCOME AND APOLOGIES |
|  | The meeting convened at 6:35pm.  Governors were welcomed to the meeting by the Chair. The Chair advised that Miss S Dodgson was expected to join the meeting later and Mrs N Halford advised that she needed to leave early. There were no apologies for absence received. |
|  |  |
| 2. | DECLARATION OF ANY OTHER BUSINESS (AOB) |
|  | The Chair invited governors to declare any items for discussion under AOB, no declarations were made. The Chair advised that an academy update would be incorporated under item 8. |
|  |  |
| 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. |
|  |  |
|  | **CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS & STRATEGIC DIRECTION** |
| 4. | REVIEW SELF EVALUATION FORM (SEF) |
|  | The Headteacher advised that the school were still rated good in terms of the new framework which was the same position as pre-Covid.  *6:36pm – Mrs H Merrick joined the meeting.* |
|  |  |
| 5. | CORE BUSINESS |
| a) | Previous Governing Board Minutes, Actions & Matters Arising |
|  | It was RESOLVED that the minutes of the meeting held on 24th November 2021, copies circulated previously, be approved and signed by the Chair and authorised for publication.  The actions from the autumn term minutes were reviewed as follows:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **ACTION NO.** | **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **UPDATE AS OF 02.03.22** | | 1 | 3b | Complete and sign the form electronically and return it to school for upload to the website. | All Governors | Completed | | 2 | 5a | Pay Committee meeting date to be arranged. | Chair / HT | Completed | | 3 | 5b | Chair to confirm with Miss S Dodgson her acceptance as Chair of Teaching & Learning. | Chair / Miss S Dodgson | Completed | | 4 | 5b | Check with those governors not in attendance for the eco council and diversity council link governor roles. | Chair | The Chair confirmed that Mr C McFarlane agreed to be the eco council link governor.  Governors were encouraged to consider the diversity link governor role.  **ACTION 1** | | 5 | 5b | Produce an updated link governor list and provide to the Chair for circulation. | Clerk | Completed | | 6 | 5e | Parent governor vacancy to be advertised in the Christmas newsletter and via Class Dojo. | Headteacher | The Chair advised that the vacancy had been advertised however no expressions of interest had been received. It was agreed to place a hold on governor recruitment due to possible changes linked to the MAT. | | 7 | 5e | Governors were reminded to complete the skills audit and return to the Chair. | All Governors | Outstanding – the Chair advised that the skills audit and pen portraits would be useful to consider when determining the LGB members. **ACTION 2** | | 8 | 5e | Governors to complete a pen portrait. | All Governors | As above. | | 9 | 5e | Committee meeting dates to be arranged. | Committee Chairs | Ongoing | | 10 | 5f | Add the Chair’s Statement to the Safeguarding Policy and circulate. | Headteacher | Completed – the Headteacher agreed to circulate tomorrow.  **ACTION 3** | | 11 | 6b | Provide the Headteacher with a staff election pack. | Clerk | Completed - it was agreed to place a hold on governor recruitment due to possible changes linked to the MAT. | | 12 | 7 | Read the KCSIE document and confirm on GovernorHub. | All Governors | Outstanding – governors were reminded to read the KCSIE. The Clerk explained how to confirm on GovernorHub.  **ACTION 4** | | 13 | 8 | Updated risk assessment to be circulated to all governors. | Headteacher | Completed | | 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 | Outstanding – **ACTION 5** | | 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 | The Headteacher advised that a book look had taken place and parents evening was next week. An update would be provided at the committee meeting on Friday. | | 16 | 11e | Report on Pupil Premium (PP), Sports Grant, Covid Catch Up Funding deferred. | Headteacher | To be discussed under agenda item 8. | | 17 | 12 | Circulate the health and safety audit report to governors. | Headteacher | Mrs A Thompson advised that the majority of actions had now been completed. Those outstanding were awaiting quotes. | |
|  |  |
| b) | Approval of Policies |
|  | Governors considered and APPROVED the following policies which had been circulated prior to the meeting:   * CCTV – *the policy was noted as no CCTV in place* * Data Breach * Data Subject Rights * Data Protection * Early Career Teachers – *it was noted that there were no ECT’s in post currently.*   The Chair advised that the new Health & Safety Policy would be reviewed by Miss S Dodgson and Mrs A Thompson. **ACTION 6** |
| c) | Pay Committee Recommendations |
|  | The Chair confirmed that pay recommendations had been received from the Headteacher and considered by the committee. |
| d) | Agreement of the Draft 2022-23 Budget |
|  | Mrs Thompson advised of the budget allocated for 2022/23. It was noted that no further details were available at this stage. |
| e) | Delegation of Draft 2022-23 Budget |
|  | Governors AGREED the delegation of the draft budget to the Resources Committee for further scrutiny and approval prior to submission to the local authority by 31.5.22.  **ACTION 7**  Governors AGREED the delegation of the LA buybacks to the Resources Committee for approval. **ACTION 8**  Governors were advised that the majority of the buyback arrangements ended on 31st March 2022. The Chair highlighted that the school would fall under the MAT from September 2022. ***Q – A governor asked what would happen to the buyback arrangements.*** The Chair advised that the MAT would decide on them. The Headteacher explained that the school based SLA’s ran for the academic year. It was noted that the two schools had started the process of reviewing the SLA’s however a substantial number were un-costed at the moment therefore comparisons couldn’t be made. The Headteacher advised that the MAT could still buyback services from the LA. Governors were made aware that the MAT financial year ran from September rather than April. Mrs Thompson added that some agreements may need to be for a 5 month period April – September to fall inline. |
| f) | Approval of Inset Days 2022-23 |
|  | The Headteacher advised that only two INSET days had been planned so far for 2022/23.  Governors duly APPROVED the following INSET days for the academic year 2022/23:   * 1st September 2022 * 2nd September 2022   The additional 3 INSET days would be considered at the next meeting. **ACTION 9** |
| g) | Approval of Finance Manual |
|  | Mrs Thompson advised that the Finance Manual had been completed however couldn’t be circulated due to the size of the file. It was agreed to delegate the approval of the Finance Manual to the Resources Committee. **ACTION 10** |
|  |  |
| 6. | BOARD/STRATEGIC DEVELOPMENT |
| a) | Governing Board Development Plan (Skills Audit, Induction, Training, Succession Planning) |
|  | It was noted that the skills audit had been discussed under agenda item 5a. The Chair advised that the development of the governing board would be identified once the structure of the MAT was in place. |
| b) | Board Vacancies |
|  | The governing board noted the vacancies for 1 x LA governor, 1 x parent governor and 1 x staff governor. Governor recruitment was on hold due to possible changes linked to the MAT. |
| c) | Feedback on Governor Visits |
|  | No feedback was provided. |
| d) | Stockport Governor Conference |
|  | Governors were encouraged to attend the 2022 GOVAS conference on 26th March at Marple Hall School. The Chair provided an overview of the workshops available. |
|  |  |
| 7. | BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY |
|  | Governors were referred to the briefing paper circulated prior to the meeting:-  Governance update and governor development  Governors noted the guidance.  School Uniform  Governors to review the school uniform processes and policy in the light of the new DfE guidance. ***Q – A governor asked was the policy in place.*** The Headteacher confirmed that it was and advised that a uniform sale had taken place and another one was planned. The Chair highlighted a change required to the school website.  School Effectiveness  Governors noted the update on Intentional Educational Recovery. ***Q – A governor asked was there a plan in place.*** The Headteacher confirmed that there was and there had been a comprehensive overview at the start of the year. One Voice had taken place and been built upon therefore there was a strong reading offer in place.  School Sufficiency Investment Plan  Governors noted the guidance.  Holiday Activities and Food Programme (HAF)  Governors to consider how the school has addressed the HAF take up. The Headteacher explained that the FSM children could access free places at Stockport County.  Early Years Update  The Headteacher confirmed that the updated EYFS statutory framework was published on the school’s website.  DfE Updates for Schools  Governors noted the updates. |
|  |  |
|  | **CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS** |
|  |  |
| 8. | HEADTEACHER’S TERMLY REPORT |
|  | The Headteacher provided a verbal report and questions were invited:-   * Governors were advised that a new format of the report was being developed with Mr Nicholson. * The Headteacher referred to the School Development Plan summary previously circulated. Governors were informed that a new art scheme had been purchased. The curriculum was very strong in the core areas particularly English and Maths and there was coverage in the non-core areas. The focus for the remainder of the year was to apply the same methodology used for English and Maths to the non-core subjects. Where possible, a named member of staff would be linked to each area however there were more subjects than teachers. The role of the co-ordinator and CPD was being reviewed. * Attendance had been affected due to a small number of families however there were no significant issues with behaviour. A child counsellor was employed every Thursday for those children who had been referred or self-referred. The Headteacher advised that the children were responding positively. * There were no incidents or exclusions to report. * The Safeguarding Audit had been completed and submitted to the LA. A copy had been provided to the link governor. * It was noted that the vulnerable children were attending and performing well, particularly in Y2 and Y6. The Headteacher advised that an add-on to the SEN monitoring system had been purchased which monitored safeguarding, linking in with SEN and FSM. * Governors were provided with a risk assessment update. It was noted that areas of school were being kept well ventilated and clean however mask wearing wasn’t compulsory. Open days had been held this week and trips / visits were being arranged. There were plans to re-start the clubs and assemblies. ***Q – A governor asked how many Covid cases there were at the moment.*** The Headteacher advised that there was one case and the school had been more affected last half term. * It was reported that staff wellbeing and attendance was good. ***Q – A governor asked were there any wellbeing activities being organised for staff.*** The Headteacher explained that an optional night out had been arranged however some colleagues were still not comfortable about going out. The plans to return to normal effectively would have a positive impact on staff wellbeing. * The Headteacher provided a MAT update and provided feedback following a meeting with the DfE on Monday. Browne Jacobson were the solicitors acting on the school’s behalf. The process was on track in terms of timings and the financial audit had been completed. There was approximately £96k to carry forward and the report would become available in the next few weeks. The next stage of the process was the Land Registry and HR TUPE process. Unions had been notified and the consultation with parents had taken place. Two emails had been received from parents seeking clarification. The Chair and Headteacher had produced a letter that was sent out before half term, with information in the school newsletter and on Class Dojo. £25k conversion money had been received and Mr Nicholson had applied for £60k. ***Q – A governor asked what the conversion money was used for.*** The Headteacher explained that it was for solicitor fees and the conditions survey. Supply costs were also being incurred to enable colleagues from both schools to work together and this was being funded by the MAT. Governors were advised that there was a strategy day planned for Monday. ***Q – A governor asked was there a timeframe to spend the conversion money.*** The Headteacher explained that it was to aid the conversion process therefore would need to be spent before completing the process. Advice had been sought from Schools Finance regarding the outstanding loan of £15k. The LA had confirmed that they were happy for the school to continue to pay the instalments that had been set up. * The Chair provided an update on the work of the Trustees and advised that a Finance Committee meeting would be taking place on Tuesday to consider the Governor Services buyback. ***Q – A governor asked in relation to the Land Registry, would the MAT own the building and the land.*** The Chair confirmed there would be a lease in place. ***Q – A governor asked had the building survey been completed.*** The Headteacher confirmed that it had but the report hadn’t been received. ***Q – A governor asked could other schools join the MAT from outside of the borough.*** The Chair confirmed that they could join from anywhere in the country. ***Q – A governor asked what the best number of schools for a MAT was.*** The Chair explained that the DfE advised 1000 pupils i.e. 4-5 schools. ***Q – A governor asked who decided if a school could join.*** The Headteacher explained that it was the role of the Regional Schools Commissioner.   *7:30pm – Mrs N Halford withdrew from the meeting.*   * Governors were invited to inform the Chair if they were interested in viewing Mellor. * The Headteacher provided the next steps for the school in terms of the curriculum. The Headteacher was proud of how well the staff had coped during Covid. ***Q – A governor asked when Ofsted inspections started.*** The Headteacher advised that it was after December 2021. ***Q – A governor asked would SATs be taking place in summer.*** The Headteacher confirmed that all tests would be taking place.   The Headteacher was thanked for his report and there not being any further questions, it was RESOLVED that the Headteacher’s report be received. |
|  |  |
| 9. | WELLBEING |
|  | Previously discussed under agenda item 8. |
|  |  |
| 10. | TEACHING & LEARNING |
| a) | Committee Minutes |
|  | The committee hadn’t met therefore there were no minutes to consider. It was noted that a meeting was arranged for Friday 4th March 2022. |
| b) | Ratification of Policies |
|  | There were no policies to consider. |
| c) | Teaching & Learning/Curriculum Update |
|  | Previously discussed under agenda item 8. |
| d) | Covid Recovery Progress |
|  | Previously discussed under agenda item 8. |
|  |  |
|  | **CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL & MAKING SURE ITS MONEY IS SPENT WELL** |
|  |  |
| 11. | RESOURCES & BUDGET |
| a) | Committee Minutes |
|  | The committee hadn’t met therefore there were no minutes to consider. It was noted that a meeting would be arranged to consider the 2022/23 budget. |
| b) | Ratification of Policies |
|  | There were no policies to consider. |
| c) | Budget Update |
|  | Governors were referred to the budget information previously circulated. The Headteacher advised that £25k had been ringfenced as the conversion money which ensured the carry forward was below the 12.5% threshold. The Headteacher was obtaining further details on the criteria for spending the conversion money.  ***Q – A governor asked when the next budget meeting was taking place with the LA.*** Mrs Thompson advised that the budget setting was in a couple of weeks therefore the Resources Committee would take place following this. |
| d) | School Financial Value Standard (SFVS) Update |
|  | Mrs Thompson advised that the SFVS was in hand, to be submitted to the LA by 31st March 2022. **ACTION 11** |
| e) | Report on Pupil Premium (PP), Sports Grant and Covid Catch Up Spending |
|  | The Headteacher advised that there was £1k remaining of the Sports Grant to spend on PE for this academic year.  Governors were advised that the majority of the Covid catch-up funding had been spent and the impact statement detailing the spend was published on the school website. |
| f) | Local Authority Buybacks |
|  | Previously discussed under agenda item 5e. |
| g) | Scheme of Delegation |
|  | Governors considered the Scheme of Delegation 2022-23. There were no proposed changes:-   * Headteacher authorised to spend up to £5k * Headteacher and Chair authorised to spend up to £7500 * Resources Committee authorised to spend up to £10k * Over £10k to be approved by the full governing board.   The Scheme of Delegation 2022-23 was approved. |
|  |  |
| 12. | PREMISES & HEALTH & SAFETY (H&S) |
|  | It was noted that the health and safety audit had recently been completed. |
|  |  |
| 13. | DATES |
| a) | Full Governing Board |
|  | Summer Term – Wednesday 13th July 2022 at 6:30pm  2022/23:  Autumn Term - Wednesday 23rd November 2022 at 6:30pm |
| b) | Committee Meetings |
|  | Teaching & Learning Committee - Friday 4th March 2022 at 9:30am  Resources Committee – date to be confirmed **ACTION 12** |
|  |  |
| 14. | ANY OTHER BUSINESS |
| a) | Residential Trips |
|  | Governors were advised of the new location for the residential trip – High Adventure, Yorkshire. It was noted that two members of staff had visited at half term. ***Q – A governor asked why there had been a change.*** The Headteacher explained that the school had previously booked a self-contained unit which was no longer being offered.  The governing board approved the residential trips planned for June 2022 (Y6) and October 2022 (for the current Y5 when in Y6) |
|  |  |
|  | With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 7:49pm. |

**TORKINGTON PRIMARY SCHOOL**

**SPRING TERM 2022 GOVERNING BOARD MINUTES**

**MEETING ACTION POINTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTION NUMBER** | **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **DATE ACTION TO BE COMPLETED** |
| 1 | 5a | Governors were encouraged to consider the diversity link governor role. | All Governors | Post meeting |
| 2 | 5a | Governors were reminded to complete the skills audit and pen portrait, to be returned to the Chair. | All Governors | Carried over from autumn term |
| 3 | 5a | Circulate the Safeguarding Policy. | Headteacher | Post meeting |
| 4 | 5a | Read the KCSIE document and confirm on GovernorHub. | All Governors | Carried over from autumn term |
| 5 | 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 | Carried over from autumn term |
| 6 | 5b | New health & safety policy to be reviewed by Miss S Dodgson and Mrs A Thompson. | Miss Dodgson / Mrs Thompson | Post meeting |
| 7 | 5e | Delegation of the draft budget to the Resources Committee for further scrutiny and approval prior to submission to the local authority. | Resources Committee | By 31.5.22 |
| 8 | 5e | Delegation of the LA buybacks to the Resources Committee for approval. | Resources Committee | Post meeting |
| 9 | 5f | Additional 3 INSET days to be considered at the next meeting. | FGB | Summer term FGB meeting |
| 10 | 5g | Delegate the approval of the Finance Manual to the Resources Committee. | Resources Committee | Post meeting |
| 11 | 11d | SFVS to be submitted to the LA. | SBM | By 31st March 2022 |
| 12 | 13b | Resources Committee date to be confirmed | Chair | Post meeting |