**TORKINGTON PRIMARY SCHOOL GOVERNING BOARD MINUTES**

**SPRING TERM 2023**

Date: 8th March 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, Mrs R Weeden, Ms R Stuart and Mr C McFarlane.

IN ATTENDANCE

Ms K Fortune Associate Member

Mrs L Halliwell Governor Support Officer

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

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| 1. | WELCOME AND APOLOGIES |
|  | Governors were welcomed to the meeting by the Chair. The meeting achieved quorum with 8 governors in attendance.  Apologies for absence were received from Mrs N Halford and Mr C Waugh and were accepted by the governing board.  Absent: Miss S Dodgson |
| 2. | DECLARATION OF ANY OTHER BUSINESS (AOB) |
|  | The Chair invited governors to declare any items for discussion under AOB; one declaration was made:-   * Governor attendance |
| 3. | DECLARATION OF INTERESTS |
| a) | Declaration of Business Interests |
|  | Governors were asked to declare any business, financial or personal interests in any agenda items; two declarations were made:-   * Mr A Buckler – wife works for One Education * Ms K Fortune – husband is the Finance Director for TLC |
|  | **CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS & STRATEGIC DIRECTION** |
| 4. | CORE BUSINESS |
| a) | Previous Governing Board Minutes, Actions & Matters Arising |
|  | It was RESOLVED that the minutes of the meeting held on 23rd November 2022, 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 08.03.23** | | 1 | 4b | Complete and sign the business interest form and return it to school for upload to the website. | All Governors | The SBM advised that Mrs N Halford’s form was outstanding.  **ACTION 1** | | 2 | 4c | Complete and return the annual declaration form to the SBM. | All Governors | Completed | | 3 | 5 | Circulate the School Development Plan once finalised. | Headteacher | Completed | | 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 | Ongoing | | 5 | 6b | Inform Mrs A Thompson of the days / times that were convenient for a governor visit to be arranged. | All Governors | Ongoing –  Mrs R Weeden and Ms R Stuart advised of the governor visits they had undertaken. | | 6 | 6c | Check through when the policies were due for review and allocate them to the relevant committee for agreement. | SBM | The SBM confirmed that the policy schedule was up to date. | | 7 | 6f | Governors were reminded to complete the skills audit and pen portrait, to be returned to the Chair. | All Governors | Ongoing – the Chair agreed to circulate an example pen portrait. **ACTION 2** | | 8 | 6f | Read the 2022 KCSIE document and confirm on GovernorHub. | All Governors | Ongoing – the Chair agreed to email those who were yet to confirm on GovernorHub.  **ACTION 3** | | 9 | 6g | Pay Committee to consider consultation responses before approving the final Pay Policy. | Pay Committee | Completed | | 10 | 8 | The Headteacher confirmed that the updated Pupil Premium strategy statement would be published on the school’s website by 31st December. | Headteacher | Completed | | 11 | 13b | Committee meeting dates to be arranged. | Committee Chairs | Ongoing | |
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| b) | Approval of Policies |
|  | Governors considered the Leave of Absence Policy circulated prior to the meeting. It was noted that the draft policy would be sent to staff and trade unions therefore it was agreed to delegate the approval of the policy to the Resources Committee. **ACTION 4** |
| c) | Managing Critical Incidents Guidance |
|  | Updated guidance from the LA on Managing Critical Incidents was noted. |
| d) | Pay Committee Recommendations |
|  | The Chair confirmed that the statutory pay increases had been implemented however the Headteacher performance management meeting was to be arranged. The Headteacher agreed to contact the School Improvement Adviser. **ACTION 5** |
| e) | Agreement of the Draft 2023-24 Budget |
|  | The SBM advised that the school budget had been confirmed however the budget setting meeting wasn’t taking place until next week. Further details would follow after the meeting. |
| f) | Delegation of Draft 2023-24 Budget |
|  | Governors AGREED to the delegation of the draft budget to the Resources Committee for further scrutiny and approval prior to submission to the LA by 31.5.23. **ACTION 6** |
| g) | Approval of Inset Days 2023-24 |
|  | Governors duly APPROVED the INSET days for the academic year 2023-24. |
| 5. | BOARD/STRATEGIC DEVELOPMENT |
| a) | Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans) |
|  | It was noted that there was a skills audit exercise as part of the SFVS process.  The Clerk advised that the NGA skills audit had been updated and agreed to send a copy to the Chair for consideration at the Resources Committee. **ACTION 7** |
| b) | Board Vacancies |
|  | Governors noted the vacancy on the board for 1 x LA Governor.  The board were asked to consider any suitable candidates. The Clerk advised of the appointment process. |
| c) | Feedback on Governor Visits |
|  | Ms R Stuart provided feedback on the PSHE visits she had completed with the PSHE Lead and advised of the training she had completed on inclusion and diversity. It was noted that the information and feedback provided by the PSHE Lead had been really positive. The Chair asked for thanks to be passed on to the member of staff.  It was noted that a SEND link governor visit had been arranged. |
| d) | Stockport Governor Conference |
|  | Governors were encouraged to attend the 2023 GOVAS conference that was taking place on 25th March on Microsoft Teams. |
| 6. | BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY |
|  | Governors noted the following updates detailed within the briefing papers:   * Governance Update and Governor Development * The Schools Bill – Where Now? – the Chair referred to the ‘Academisation Discussion Pack for Governors’ that had been circulated. The Headteacher advised that he would be undertaking the National Professional Qualification for Executive Leadership, starting in the autumn term. It was agreed for academisation to be an agenda item for the summer term meeting. **ACTION 8** * Early Years update – ***Q – A governor asked how many had applied for Reception places.*** The Headteacher advised that confirmation had been received that there would be 25 children. It was noted that it was a low birth rate year for the Reception intake. The numbers would impact the budget the following financial year as the funding was based on the October census. ***Q – A governor asked were the other year groups full.*** The Headteacher confirmed that they were apart from Y5 which had 25 children. It was noted that funding would be received for 4 additional children joining Nursery in April 2023 and there had been an increase in the number of 30-hour requests. ***Q – A governor asked were the numbers low across the borough.*** The Headteacher confirmed that they were. The Chair commented that projected pupil numbers for future years would be useful to manage the budget. * Appeal for Volunteers * 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** |
| 7. | HEADTEACHER’S TERMLY REPORT AND SCHOOL DEVELOPMENT PLAN |
|  | The Headteacher provided a verbal report and questions were invited:-   * The Headteacher provided an overview of the recent Ofsted inspection. ***Q – A governor asked had the school completed the feedback survey.*** The Headteacher confirmed that he had completed the survey on the school’s behalf. ***Q – A governor asked what happened to the parents’ views as it wasn’t referenced in the report.*** The Headteacher explained that the feedback was used by Ofsted to decide on the areas of focus. The overall feedback was the ‘good’ judgement given. It was noted that Ofsted recognised the equality and diversity element of the school. * Governors were advised that the Behaviour Management Policy would be updated before being released to parents. * There were no exclusions, physical interventions or racist incidents to report. * The LAC and SEND children were on target to meet with one child possibly reaching greater depth in one subject. * Pupil wellbeing had taken place and the information fed into the Ofsted process. * Developments were being made with the Learning Council. * The responses to the staff questionnaire were positive and staff wellbeing was good. The wellbeing lead was undertaking the Menopause Champion training and support mechanisms would be put in place following the training. * There was a group of children with attendance between 90% and 95%. The attendance would be highlighted at parents evening. A meeting had taken place with the EWO and letters would be issued following parental discussions with the class teachers. * A lengthy discussion took place regarding holiday requests and how authorisation had previously been given for families working for the emergency services to take one holiday. ***Q – A governor asked what the LA advice was.*** The Headteacher explained that authorisation was at the Headteacher’s discretion. Governors discussed the various roles within the emergency services and how not all were frontline staff with fixed holiday dates. It was suggested for there to be a zero-tolerance approach. Governors were advised of the attendance concerns relating to appointments falling on a Friday afternoon. It was agreed that medical evidence was required for children attending appointments. The Headteacher agreed to draft the communication to parents and send to the Chair for agreement. **ACTION 9** * The summative assessments have been completed. * Governors were advised of the arrangements for the staff performance management process. * Governors were updated on the new hives, meadow and new eco greenhouse that had been built. * The Headteacher advised of the LA safeguarding audit that was to be completed by 25th May. Once completed, the audit would be shared with the safeguarding link governor. **ACTION 10** |
| 8. | TEACHING & LEARNING |
| a) | Committee Minutes |
|  | There were no committee minutes to consider. The summer term meeting was to be arranged. |
| b) | Ratification of Policies |
|  | Not applicable. |
|  | **CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL & MAKING SURE ITS MONEY IS SPENT WELL** |
| 9. | RESOURCES & BUDGET |
| a) | Committee Minutes |
|  | There were no committee minutes to consider. The summer term meeting was to be arranged. |
| b) | Ratification of Policies |
|  | Not applicable. |
| c) | Current School Budget |
|  | The SBM referred to the financial papers circulated prior to the meeting. There were no major changes to report. Governors noted the lower pupil numbers. The Headteacher advised that £6600 had been allocated for 15 new iPads and 5 new Chrome Books. It was noted that the iPads were required for the Y4 multiplication test.  Governors were advised of the £14,500 ringfenced funding from the DfE, to be spent on energy saving. The SBM had researched solar panels however they weren’t cost effective due to the roof space.  Governors discussed the increase in cost for the afterschool provision. It was noted that the charges were high in comparison to other providers. Governors discussed the use of the building and possible rental. ***Q – A governor asked was the building currently vacant during the day.*** The Headteacher confirmed that it was for most of the day. ***Q – A governor asked was the afterschool provision expensive due to the numbers being low.*** The Headteacher advised that the numbers were healthy.  The governing board agreed for the Headteacher to consider the options available and for a new offer to be agreed in relation to the use of the building.  The Chair referred to the benchmarking information circulated prior to the meeting. It was noted that the costings would be reviewed in more detail at the Resources Committee. ***Q – A governor asked what ‘occupation’ referred to on the charts.*** The SBM explained that it related to the make up of the children in school and the funding linked to them i.e. pupil premium, EAL, forces. |
| d) | School Financial Value Standard (SFVS) Update |
|  | It was noted that the SFVS had been reviewed by the Chair and Mr C McFarlane. The SBM was thanked for her work on the completion of the SFVS. |
| e) | Local Authority Buybacks |
|  | The Headteacher advised that there were no proposed changes to the LA buybacks apart from reducing the PE buyback to a lower level. This created a saving of £1200. |
| f) | Scheme of Delegation |
|  | Governors considered the Scheme of Delegation 2023-24. It was noted that there were no proposed changes to the levels of delegation:-   * Headteacher up to £5k * Headteacher and Chair up to £7,500 * Resources Committee up to £10k * Full governing board for spend over £10k   The Scheme of Delegation 2023-24 was approved. |
| g) | Finance Manual |
|  | It was noted that the Finance Manual had been reviewed in October 2022. |
| 10. | PREMISES & HEALTH & SAFETY (H&S) |
|  | The Headteacher advised that the health and safety inspection was taking place after Easter. The SBM highlighted the importance of the health and safety link governor role.  *7:51pm – Mrs D Martin withdrew from the meeting.*  The Headteacher advised that there were no major works planned. It was hoped to repaint the school starting at Easter. ***Q – A governor asked would it include external painting.*** The Headteacher confirmed that it would. ***Q – A governor asked had all the flooring been completed.*** The Headteacher confirmed that it had. The SBM advised of the savings being made through repairs being undertaken by the new Caretaker. |
| 11. | DATES |
| a) | Full Governing Board |
|  | Summer Term – Wednesday 12th July 2023 at 6:30pm |
| b) | Committee Meetings |
|  | To be arranged. **ACTION 11** |
| 12. | ANY OTHER BUSINESS |
| a) | Governor Attendance |
|  | Governors discussed the importance of attendance at meetings. The Clerk agreed to contact Miss S Dodgson to ascertain her intentions. **ACTION 12** |
| b) | Best Value Statement |
|  | The SBM circulated the Best Value Statement for review. The governing board approved the Best Value Statement. |
| c) | Governor Development |
|  | Governors discussed reviewing the link governor roles and subjects. The Headteacher proposed for there to be a rolling programme of one voice presentations on different subjects in addition to the link governor visits. It was agreed for the Teaching & Learning Committee to review the link governor roles in line with the School Development Plan.  **ACTION 13** |
|  | With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8:12pm. |

**TORKINGTON PRIMARY SCHOOL**

**SPRING TERM 2023 GOVERNING BOARD MINUTES**

**MEETING ACTION POINTS**

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| **ACTION NUMBER** | **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **DATE ACTION TO BE COMPLETED** |
| 1 | 4a | Complete and sign the business interest form and return it to school for upload to the website. | Mrs N Halford | Deferred from autumn term |
| 2 | 4a | Governors were reminded to complete the pen portrait. The Chair agreed to circulate an example. | Chair / all Governors | Deferred from autumn term |
| 3 | 4a | Email the governors who hadn’t confirmed they had read the 2022 KCSIE document on GovernorHub. | Chair | Post meeting |
| 4 | 4b | Delegate the approval of the Leave of Absence Policy to the Resources Committee. | Resources Committee | Summer term Resources Committee |
| 5 | 4d | Contact the School Improvement Adviser re: Headteacher performance management meeting. | Headteacher | Post meeting |
| 6 | 4f | Delegation of the draft budget to the Resources Committee for further scrutiny and approval prior to submission to the Local Authority by 31.5.23. | Resources Committee | Summer term Resources Committee |
| 7 | 5a | Send a copy of the updated NGA skills audit to the Chair for consideration at the Resources Committee. | Clerk / Resources Committee | Post meeting |
| 8 | 6 | Academisation to be an agenda item for the summer term meeting. | Clerk | Summer term FGB meeting |
| 9 | 7 | Draft the communication to parents and send to the Chair for agreement. | Headteacher | Post meeting |
| 10 | 7 | Share the completed LA safeguarding audit with the safeguarding link governor. | Headteacher | Post meeting |
| 11 | 11b | Committee meeting dates to be arranged. | Committee Chairs | Post meeting |
| 12 | 12a | Contact Miss S Dodgson to ascertain her intentions. | Clerk | Post meeting |
| 13 | 12c | Review the link governor roles in line with the School Development Plan. | Teaching & Learning Committee | Summer term Teaching & Learning Committee |