**TORKINGTON PRIMARY SCHOOL GOVERNING BOARD MINUTES**

**SUMMER TERM 2022**

Date: 20th July 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 and Mr C McFarlane.

IN ATTENDANCE

Mrs L Halliwell Governor Support Officer

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

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| 1. | WELCOME AND APOLOGIES |
|  | The meeting convened at 6:35pm.  Governors were welcomed to the meeting by the Chair. There were no apologies for absence received.  Absent: Miss S Dodgson, Mrs K Fortune and Mrs N Halford. |
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| 2. | DECLARATION OF ANY OTHER BUSINESS (AOB) |
|  | The Chair invited governors to declare any items for discussion under AOB; one declaration was made:-   * Academy update – costings: the Headteacher advised that he had requested a reimbursement of supplies money spent.   The Chair expressed his thanks to the Governor Support Officer for producing the minutes promptly following the recent extra ordinary full governing board meeting. |
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| 3. | DECLARATIONS OF INTERESTS |
|  | Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made. |
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|  | **CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS & STRATEGIC DIRECTION** |
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| 4. | SCHOOL DEVELOPMENT PLAN (SDP) |
|  | The Headteacher advised in terms of the school SEF, the school were judged as good. Progress had been made in relation to Science however the co-ordinator was now moving on therefore this would continue to be a focus next year. It was noted that there was a lot of staff CPD taking place in relation to developing the curriculum.  Governors were advised that in line with the One Voice, updates would be presented to governors throughout the year on each curriculum area. The main focus next year would be the curriculum and Ofsted preparations. |
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| 5. | CORE BUSINESS |
| a) | Previous Governing Board Minutes, Actions & Matters Arising |
|  | It was RESOLVED that the minutes of the meeting held on 2nd March 2022, 29th June 2022 and 13th July 2022, copies circulated previously, be approved and signed by the Chair and authorised for publication.  The actions from the spring term minutes were reviewed as follows:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **ACTION NO.** | **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **UPDATE AS OF 13.07.22** | | 1 | 5a | Governors were encouraged to consider the diversity link governor role. | All Governors | It was noted that all link governor roles would be reviewed in the autumn term.  The Headteacher advised that there was a diversity school council who the link governor could link in with. | | 2 | 5a | Governors were reminded to complete the skills audit and pen portrait, to be returned to the Chair. | All Governors | Outstanding – **ACTION 1** | | 3 | 5a | Circulate the Safeguarding Policy. | Headteacher | Completed | | 4 | 5a | Read the KCSIE document and confirm on GovernorHub. | All Governors | It was agreed to update the action to read the KCSIE 2022 version and confirm on GovernorHub.  **ACTION 2**  The Headteacher advised that governors would be invited to the staff safeguarding training, which was likely to take place on Thurs 1st September. | | 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 | Outstanding – **ACTION 3**  The Headteacher advised that the meeting hadn’t yet taken place as the end of year assessments had just been completed. | | 6 | 5b | New health & safety policy to be reviewed by Miss S Dodgson and Mrs A Thompson. | Miss Dodgson / Mrs Thompson | The Headteacher advised that the new policy was complete. A health & safety audit had taken place and the recommendations from the audit were scheduled to be completed.  The Headteacher expressed his thanks to Mrs Howard for her sterling work. | | 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 | Completed | | *6:45pm – Mrs H Merrick joined the meeting.* | | | | | | 8 | 5e | Delegation of the LA buybacks to the Resources Committee for approval. | Resources Committee | Completed  It was confirmed that the governing board would be buying back the LA clerking service once it became available on SLA Online. | | 9 | 5f | Additional 3 INSET days to be considered at the next meeting. | FGB | To be discussed under agenda item 5b. | | 10 | 5g | Delegate the approval of the Finance Manual to the Resources Committee. | Resources Committee | Mrs A Thompson confirmed that the Finance Manual was updated in March 2022. A hard copy would be shared with the Chair as it was too large to share electronically. | | 11 | 11d | SFVS to be submitted to the LA. | SBM | Completed. The Chair thanked Mr C McFarlane for his contributions. | | 12 | 13b | Resources Committee date to be confirmed | Chair | Completed |   It was noted that there were no actions to review from the meetings held on 29th June 2022 and 13th July 2022. |
| b) | Approval of Inset Days 2022-23 |
|  | Governors duly APPROVED the following INSET days for the academic year 2022/23:-   * Thursday 1st September 2022 * Friday 2nd September 2022 * Monday 31st October 2022 * Friday 23rd December 2022 * Thursday 27th July 2023 |
| c) | Pay Committee Membership |
|  | The Pay Committee membership was confirmed as:-   * Mr A Hirst, Mrs H Merrick and Mrs N Halford. |
| d) | Health & Safety Policy |
|  | Previously discussed under agenda item 5a. |
| e) | School Uniform Policy |
|  | The Headteacher explained that the school uniform was non gender specific. The PE uniform had recently been updated to a white top and black shorts. Communication had been sent out to parents. |
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| 6. | BOARD/STRATEGIC DEVELOPMENT |
| a) | Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans) |
|  | The Headteacher advised of the work that was taking place in relation to reviewing the curriculum and explained that governors would be invited to take part in the process to include pupil voice, working with the learning councils and accessing the professional development opportunities available. |
| b) | End of Term of Office |
|  | The governing board noted that Mrs K Fortune (parent governor) term of office was due to end on 20th September 2022.  Mrs D Martin advised of an expression of interest she had received. The Chair advised that the parent election process would take place in the autumn term. **ACTION 4** |
| c) | Board Vacancies |
|  | Governors noted the vacancies on the board for:-  1 x LA governor, 1 x parent governor (plus an additional vacancy from 20th September 2022) and 1 x staff governor.  The Headteacher advised that there had been expressions of interest for the staff governor role. The staff governor election process would take place in the autumn term. **ACTION 5**  It was agreed to appoint Ms A Pietrzak and Ms C Astall as Associate Members, for a 4-year term of office with effect from 20th July 2022. |
| d) | Terms of Office for Chair and Vice Chair |
|  | Governors duly AGREED a continuation of the current arrangements. Terms of office to remain at two years from the date of the autumn term meeting 2022; the Chair and Vice Chair to remain in office until the date of the autumn term meeting 2024. |
| e) | Expressions of Interests in the Roles of Chair, Vice Chair, Chairs of Committees |
|  | Governors were invited to give some thought to the roles and contact the Clerk prior to the autumn term full governing board meeting in order to express an interest. **ACTION 6**  Mr A Hirst expressed an interest in the role of Chairperson.  The Chair highlighted the importance of succession planning.  The Chair agreed to confirm if Miss S Dodgson would be expressing an interest in the role of joint Vice Chair. Mrs H Merrick expressed an interest in joint Vice Chair. **ACTION 7**  It was noted that the election of the committee chairs would take place in the autumn term. |
| f) | Feedback on Governor Visits |
|  | Mrs A Thompson provided feedback on the literacy learning walk that had taken place.  The Chair requested for the governing board to be informed of when the learning walks were taking place. The Headteacher agreed to link the information into the School Development Plan and advise governors of the dates. **ACTION 8** |
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| 7. | BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY |
|  | Governors were referred to the briefing paper circulated prior to the meeting:-  Governance update and governor development  It was noted that declarations of interest were to be made at every governing board meeting.  Recent DfE White and Green Papers  Governors were encouraged to respond to the Green Paper consultation on SEND.  **ACTION 9**  The Headteacher provided feedback from the SEND conference attended by Ms A Pietrzak. Governors were updated on the school’s SEND offer and noted that the data showed the SEND children made really good progress.  Guidance on Headteacher Pay  Governors noted the guidance.  Adaptive Teaching  Governors noted the guidance.  Early Years Update  Governors noted the guidance.  New Guidance on School Uniform  Governors had previously reviewed the school’s uniform processes and policy.  DfE Updates for Schools  Governors noted the updates. |
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|  | **CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS** |
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| 8. | HEADTEACHER’S TERMLY REPORT |
|  | The Headteacher referred to the documentation circulated to the governors prior to the meeting. The Headteacher highlighted the following and questions were invited:   * The Headteacher provided an overview of the data. Governors were advised that the quality first teaching had resulted in the children achieving better results than 2019 despite the Covid disruption and the children’s starting points being significantly lower. It was noted that the progress indicators were significantly above average. * Governors were advised that there had been a delay buying into the LA data service therefore the data pack wasn’t yet available. The full report would be shared with the Teaching & Learning Committee in the autumn term. * The Chair wished to record thanks to the staff, specifically the Y6 staff for achieving remarkable results. * ***Q – A governor asked did the 93.3% indicate there were two children who didn’t meet.*** The Headteacher confirmed that there were two children; one child had an EHCP with 66% attendance and missed by one scale point in Maths and four points in English. The other child only joined the school in Y5 with EAL and missed by six points. * The Headteacher provided a staffing update and advised of the appointments made. It was noted that the Caretaker was currently completing the induction process. The Y5 teacher was an internal appointment. Recruitment was ongoing for an Office Manager. * Governors were advised that three children had been awarded EHCP’s however the amount of funding hadn’t been confirmed by the LA therefore recruitment would take place in the autumn term. * Governors were provided with a budget update and noted the healthy budget position. The Headteacher advised of the plans to extend the outdoor play area. Governors were updated on the negotiations taking place regarding the costs incurred for the academisation process. ***Q – A governor asked was the existing management information system being used now.*** The Headteacher confirmed that the school had reverted back to SIMS. ***Q – A governor asked had any additional costs been incurred.*** The Headteacher explained that the cost was the same as before, £1k per year which included all the support. * The Chair referred to the budget documentation circulated prior to the meeting. ***Q – A governor asked was the Covid cost centre not likely to be spent.*** Mrs A Thompson explained that the counselling for the children was coded against that cost centre as it was felt the emotional wellbeing of the children was important. The Headteacher explained that the intervention work had been covered by existing staff rather than buying in agency staff or the tutoring programme. * Governors were advised that the enrichment activities and clubs were back up and running. There had been £1k of income generated from the clubs in one half term. There were enrichment trips planned to support the curriculum. ***Q – A governor asked were music lessons taking place.*** The Headteacher explained the difficulties in releasing a small group of children from their teaching to attend music lessons. The statutory music was taught however the music lessons may need to take place over lunchtime for those children who opted to do them. * Governors were updated on the CPD completed by staff and noted the impact. * The Headteacher provided an update on behaviour. There were no concerns to report. * Governors were updated on attendance and the steps taken for unauthorised absences. It was noted that attendance was currently 93% (previously 98%). It was agreed for a joint letter to be sent from the Headteacher and governing board regarding the importance of attendance. * There were no exclusions or incidents to report. * The Headteacher provided a safeguarding update and advised that there were three families in the TAC process, one in child protection and four families being monitored closely through the TAS process. * Governors were provided with an update on the vulnerable children. The Headteacher explained that all LAC children at least met age related expectations across the school. It was noted that attendance for the LAC was extremely good, the lowest was 97%. Governors were advised of the counselling support in place. * Governors were updated on the transition arrangements that were in place. The Headteacher explained the new reporting system being trialled for children moving from Y6 to Y7.   The Headteacher was thanked for his report and there not being any further questions, it was RESOLVED that the Headteacher’s report be received. |
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| 9. | WELLBEING |
|  | The Headteacher advised that Mrs Denton (HLTA) had obtained the senior wellbeing qualification. There were a number of strategies in place for staff wellbeing and work life balance.  Governors were informed that staff had designated meeting times to discuss any concerns.  Governors considered the Headteacher’s wellbeing. The Headteacher advised of the support received through having two senior leaders. |
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| 10. | TEACHING & LEARNING |
| a) | Committee Minutes |
|  | The minutes of the committee meeting held on 4th March 2022 were noted by the governing board.  It was noted that the meeting between the Headteacher and Mr C McFarlane on subject moderation was to be arranged. **ACTION 10** |
| b) | Ratification of Policies |
|  | There were no policies recommended for ratification. |
| c) | Teaching & Learning/Curriculum Update |
|  | Previously discussed under agenda item 8. |
| d) | Educational Recovery Progress |
|  | Previously discussed under agenda item 8. |
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|  | **CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL & MAKING SURE ITS MONEY IS SPENT WELL** |
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| 11. | RESOURCES & BUDGET |
| a) | Committee Minutes |
|  | The minutes of the committee meeting held on 18th May 2022 were noted by the governing board. |
| b) | Ratification of Policies |
|  | There were no policies recommended for ratification. |
| c) | Approval of 2022-23 Budget |
|  | It was noted that the 2022/23 budget had previously been approved. |
| d) | Budget Update |
|  | Previously discussed under agenda item 8. |
| e) | Evaluation of Pupil Premium, Sports Grant, Covid Catch Up Spending |
|  | Previously discussed under agenda item 8. |
| f) | Approval of Trips |
|  | The following trip was considered and APPROVED by the governing board subject to all appropriate risk assessments being in place:-   * Y6 residential – October 2022 – High Adventure, Keighley, Yorkshire |
| 12. | PREMISES & HEALTH & SAFETY (H&S) |
|  | It was noted that the health and safety audit had taken place.  The Headteacher advised that there had been a few accidents that had resulted in hospitalisation. All accidents had been reported through the online portal.  ***Q – A governor asked if any signage could be displayed to prevent cars idling outside school.*** The Headteacher agreed to discuss with the Eco Council to run a poster competition and design a leaflet to put on cars. **ACTION 11**  ***Q – A governor asked what impact had the increase cost of gas and electric had on school.*** Mrs A Thompson explained that she had budgeted 100% more than what had previously been charged although the gas bills remained low at the moment.  ***Q – A governor asked were the bills based on meter readings.*** Mrs A Thompson confirmed that they were however the school hadn’t received a regular electricity bill for a while. |
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| 13. | DATES |
| a) | Full Governing Board |
|  | Autumn Term – Wednesday 23rd November 2022 at 6:30pm  Spring Term – Wednesday 1st March 2023 at 6:30pm  Summer Term – Wednesday 12th July 2023 at 6:30pm |
| b) | Committee Meetings |
|  | To be confirmed. **ACTION 12** |
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| 14. | ANY OTHER BUSINESS |
| a) | Staffing Matter |
|  | *7:48pm – Mrs A Thompson withdrew from the meeting.* |
|  | Confidential extract – appendix 1. |
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|  | With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 7:51pm. |

**TORKINGTON PRIMARY SCHOOL**

**SUMMER TERM 2022 GOVERNING BOARD MINUTES**

**MEETING ACTION POINTS**

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| **ACTION NUMBER** | **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **DATE ACTION TO BE COMPLETED** |
| 1 | 5a | Governors were reminded to complete the skills audit and pen portrait, to be returned to the Chair. | All Governors | Deferred from spring term |
| 2 | 5a | Read the 2022 KCSIE document and confirm on GovernorHub. | All Governors | Post meeting |
| 3 | 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 | Deferred from spring term |
| 4 | 6b | Parent election process to take place in the autumn term. | Headteacher | Autumn term |
| 5 | 6c | Staff governor election process to take place in the autumn term. | Headteacher | Autumn term |
| 6 | 6e | Governors were invited to give some thought to the roles and contact the Clerk prior to the autumn term full governing board meeting in order to express an interest. | All Governors | Before autumn term FGB meeting |
| 7 | 6e | Confirm if Miss S Dodgson would be expressing an interest in the role of joint Vice Chair. | Chair | Post meeting |
| 8 | 6f | Advise governors of the dates of the learning walks. | Headteacher | Post meeting |
| 9 | 7 | Respond to the Green Paper consultation on SEND. | All Governors | Post meeting |
| 10 | 10a | Meeting on subject moderation was to be arranged. | Headteacher / Mr C McFarlane | Post meeting |
| 11 | 12 | Discuss with the Eco Council to run a poster competition and design a leaflet to put on cars. | Headteacher | Post meeting |
| 12 | 13b | Committee dates to be confirmed. | Chair / Headteacher | Post meeting |