

MELLOR PRIMARY SCHOOL GOVERNING BOARD MINUTES**SPRING TERM 2020**Date: 4th March 2020

Time: 6pm

Venue: The School

GOVERNORS PRESENT

Mrs L Gwyther (Chair), Mr J Nicholson (Headteacher), Mrs C Smith, Mr T Lowe, Mrs L Hadfield, Mr B Humphrey-Taylor, Mrs K Aldred

IN ATTENDANCE

Mrs A Bowker School Business Manager

Ms J Castledine Governor Support Officer

It was agreed to take the items in the following order: 1,2,3,5 (Resources only),4, 5 (Education), 6, 7, 8, 9, 10, 11, 12

1.	<u>APPOINTMENT OF CHAIR AND VICE CHAIR</u>
	<p>The Clerk invited nominations for the position of Chair. Mrs Gwyther was nominated by Mrs Smith, seconded by Mrs Aldred and duly ELECTED into the position of Chair until the date of the autumn term governing board meeting 2020.</p> <p>Mrs Gwyther in the chair.</p> <p>The Chair invited nominations for the position of Vice Chair. Mrs Smith was nominated by the Headteacher, seconded by Mrs Aldred and duly ELECTED into the position of Vice Chair until the date of the autumn term governing board meeting 2020.</p>
2.	<u>WELCOME AND APOLOGIES FOR ABSENCE</u>
	<p>Governors were welcomed to the meeting by the Chair; there were no apologies for absence.</p> <p>Governors noted the recent resignations of Mr Sharp (parent governor), Mr Robertson (Co-Opted governor), Mr Sokill (Co-Opted governor and former Chair). Thanks were recorded for all their hard work on the board. The Headteacher undertook to write to Mr Sokill in recognition of his hard work and dedication, and inform the parent community of his resignation. ACTION</p> <p>Mrs Hadfield invited governors to sign a card for Mr Sokill.</p>
3.	<u>DECLARATION OF BUSINESS INTERESTS</u>
	Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made.
	Governors were reminded that they should declare any interest which arose during the meeting.
4.	<u>PRESENTATION TO THE GOVERNORS</u>

	<p>Mrs Parkin (Deputy Headteacher) entered the meeting with Mr Joe Barker (Headteacher - Marple Hall School), Mr Colin Sharp (Deputy Headteacher – Marple Hall School).</p> <p>Mr Barker and Mr Sharp were welcomed by the Chair and invited to speak to the governors regarding Marple Hall's plans for the creation of a Multi Academy Trust (MAT).</p> <p>The Clerk noted key points from the presentation and undertook to share these with the governors. ACTION</p> <p>Mr Barker and Mr Sharp were thanked for their presentation and left the meeting at 7.23pm.</p>
5.	<p><u>COMMITTEES</u></p> <p><u>Finance</u></p> <p>The Finance minutes from 3.10.19 and 4.12.19 were agreed to be an accurate record of the meetings.</p> <p><u>Finance – Matters Arising from the Previous Minutes</u></p> <p>Auditor's Report – the Headteacher recorded his thanks to Mrs Bowker for her hard work on the audit.</p> <p><u>School Budget Monitoring</u></p> <p>Mrs Bowker gave an update to the governors:</p> <ul style="list-style-type: none"> • All budgets are on track at the moment – were a substantial variation to arise, Mrs Bowker would speak to the Headteacher and the board would be notified as appropriate. • Staff pay awards are included in the budget. The support staff pay award is currently under negotiation and not expected to be finalised before June. • Delegation Grid – Mrs Bowker explained adjustments made to the document which was APPROVED and signed by the Chair. • Benchmarking – the Headteacher confirmed that a benchmarking exercise had been undertaken. He explained that the school was operating within average expenditures when compared with academy schools of a similar scope. • Pupil Premium - the Headteacher advised governors that the strategy had been agreed at a recent Education committee meeting and uploaded to the school website. • Premises, Health & Safety – Mr Humphrey-Taylor confirmed that a health and safety walk had been carried out. • Staffing – the Headteacher updated upon Teaching Assistant cover. He made the meeting aware of an ongoing issue which HR is advising on. <p><u>Education</u></p> <p>The Education minutes from the meeting held on 11th February were agreed to be an accurate record of the meeting.</p> <p><u>Education – Matters Arising</u></p> <p>Governor visits to school will focus upon reading.</p> <p>The Behaviour policy had been approved by the committee and was RATIFIED by the board.</p>
6.	<p><u>HEADTEACHER'S REPORT</u></p> <p>The Headteacher drew governors' attention to Section One of his report – School Priorities 2019-20. He explained that they had been colour coded to indicate those priorities already</p>

	<p>being extensively covered in school and those which are beginning to be worked on.</p> <p>The following key points were noted:</p> <ul style="list-style-type: none"> • The expectations under the new Ofsted inspection framework are greater than ever before • The development of a new curriculum is a key focus • Work is carried out in partnership with a substantial number of other schools and organisations – the Headteacher stressed the importance of maintaining these professional connections and relationships going forwards • <i>At Education committee, we discussed admissions and school numbers. If a place is requested for a child and we have space, is it correct that we cannot refuse them?</i> The Headteacher confirmed that this was correct, adding that the school was legally obliged to accept any child with a Education, Health and Care Plan (EHCP). He noted that the school had worked to ensure that staff have appropriate knowledge and training to support all pupils • Growth and development conversations are continuing this half term; the notion of transformation leadership is being established with the staff • Work is being undertaken to ensure that the quality of pedagogy is consistent across the school in maths and reading • The school’s extensive CPD opportunities were shared • The number of families known to social services was shared • Behaviour incidents involving the Headteacher – 9 since September • A verbal update upon Safeguarding incidents was given • Attendance is good overall; some absence is related to illness, poor health and pupils’ special needs • 10 Pupils are in receipt of Pupil Premium funding; the school’s total grant is £12.440 <p>The governors thanked the Headteacher for his informative report and commented positively on the new format.</p>
7.	<u>GOVERNOR DEVELOPMENT</u>
	This item was not discussed.
8.	<u>BUSINESS</u>
a)	<u>Parent Governor Vacancy</u>
	<p>The board discussed the parent governor and two co-opted governor vacancies, agreeing that prospective governors with a financial background would be very beneficial for the board. Mr Lowe suggested that a nominations committee should be formed to support the process. It was noted that the Members had emailed all governors inviting them to nominate prospective governors.</p> <p><i>Should there be a teacher on the board?</i> The Headteacher advised that the members had recommended that there should be representation from the staff on the governing board. The Headteacher undertook to speak to the staff about this ACTION He reminded the meeting that in the past there had been issues with confidentiality relating to staff governors.</p> <p>The Clerk undertook to send a parent governor election pack through to the school ACTION Governors agreed that the pack should highlight a particular requirement for individuals with financial skills. It was noted that, should more than one parent be nominated, the “unsuccessful” parent could be recommended for co-option if their skill set</p>

	<p>was appropriate for the board.</p> <p>The board requested clarity from the members around the issue of the appointment of co-opted governors, noting that the Articles of Association gave the governors the power to appoint, whereas the members' Terms of Reference stated that it was their responsibility. The Headteacher undertook to clarify this with the members. ACTION</p> <p>The board noted that the Headteacher had been appointed as a trustee with full voting rights by the members. It was agreed that this was a positive step, giving the Headteacher an equal voice in all future discussion.</p>
b)	<u>Committee Membership</u>
	The Headteacher suggested that the membership remain unchanged until new governors have been appointed.
c)	<u>Finance Committee Chair Appointment</u>
	Mr Humphrey-Taylor was unanimously APPROVED as Chair of the Finance committee.
d)	<u>Members' Requests – to consider and respond</u>
	<p>Mr Lowe raised an issue relating to the minutes of a previous governing board meeting and a previous members meeting; a detailed discussion ensued and Mrs Parkin and Mrs Bowker were asked to leave the meeting 8.26pm.</p> <p>As part of this discussion, it was RESOLVED that the minutes of the meetings held on 30.9.19, 17.10.19, 11.12.19 and 25.1.20, copies circulated previously, be approved for publication, subject to the amendments detailed below:</p> <p>Minutes of 17.10.19 – the action recorded at item 13 to be amended to read – that Tim Lowe agreed to approach Dame Kathy August, a known contact who is a member of the national Ofsted committee, about the possibility of writing a report about the future options for the school.</p> <p>The board agreed that discussions around clerking (17.1019), and MAT discussions (all four sets of minutes) did not require to be recorded in such detail. The Clerk undertook to consolidate the discussions ACTION.</p> <p>Discussions around the minutes of previous governors' and members' meetings continued; Mr Lowe expressed dissatisfaction with the outcome and circulated letters to the governors which contained his resignation from the board. The governors expressed their sadness at Mr Lowe's resignation and he left the meeting at 8.39pm.</p>
e)	<u>Full Governing Board Minutes</u>
	The Chair outlined the procedure for the approval of governing board minutes going forward: the Clerk will forward a draft copy of the minutes to the Chair and Headteacher and invite comments and amendments. The draft copy will then be shared with the governing board. The draft minutes will be circulated with the rest of the paperwork seven days prior to the next full governing board meeting, at which the document will be approved for publication and signed by the Chair. The signed paper copy will be left with the school to be accessed by members of the public upon request.
f)	<u>Action Points from the Previous Minutes</u>
	This item was not discussed.
g)	<u>Trustee Visits policy</u>
	This item was deferred to the extra-ordinary full governing board meeting to be held on 16.3.20.
h)	<u>Policies for Forthcoming Review</u>

	This item was deferred to the extra-ordinary full governing board meeting to be held on 16.3.20.
i)	<u>Trustee Visits to the School</u>
	This item was deferred to the extra-ordinary full governing board meeting to be held on 16.3.20.
9.	<u>FINANCE COMMITTEE ITEMS</u>
	Covered at item 5.
10.	<u>MAT UPDATE</u>
	This item was deferred until the extra-ordinary full governing board meeting.
11.	<u>DATES</u>
a)	<u>Full Governing Board</u>
	16 th March, 6.30pm (Extra Ordinary meeting) 1 st July 2020, 6pm
b)	<u>Committee Meetings</u>
	Education – 11 th July, 6pm Finance – 23 rd June, 6pm
12.	<u>ANY OTHER BUSINESS</u>
a)	<u>School Residential Trips</u>
	This item was deferred to the extra-ordinary full governing board meeting to be held on 16.3.20.
b)	<u>Approval of INSET days</u>
	This item was deferred to the extra-ordinary full governing board meeting to be held on 16.3.20.
	With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 9.04pm.

**MELLOR PRIMARY SCHOOL
 SPRING TERM 2020 GOVERNING BOARD MINUTES
 MEETING ACTION POINTS**

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
2	Send a letter of thanks to Mr Sokill and inform parents of governor resignations	JN	Post meeting
4	Share key points from the MHS presentation with the governors	Clerk	Post meeting
8a	Headteacher to speak to staff regarding representation on governing board	JN	Post meeting
8a	Send parent governor election pack to the school	Clerk	Post meeting
8a	Clarify Co-Opted governor appointment process with the members	JN	Post meeting
8d	Clerk to consolidate four sets of GB minutes	Clerk	Post meeting