

**MELLOR PRIMARY SCHOOL TRUST BOARD MINUTES****SPRING TERM 2022**Date: 9<sup>th</sup> February 2022

Time: 6.30pm

Venue: The school

**TRUSTEES PRESENT**

Mrs K Aldred, Mr P Armstrong, Mrs H Greatorex, Prof D Hoult (Chair), Mr B Humphrey-Taylor, Mr J Nicholson (Headteacher), Mrs K Scott

**IN ATTENDANCE**

Miss E Wyborn                      School Business Manager (SBM)

Ms J Castledine                  Governor Support Officer



The meeting convened at 6.36pm.

Trustees agreed to take the agenda items in the following order: 1- 4, 6, 7a, 5, 7b -11

1. **WELCOME AND APOLOGIES**

Trustees were welcomed to the meeting by the Chair. Apologies for absence were received from Mrs L Gwyther, Mrs L Ashton, Mr D Johnson and accepted by the board.

Trustees agreed that the Headteacher would join the meeting later in order to make preparations for the second day of the school's Ofsted visit.

2. **DECLARATION OF INTERESTS**

Trustees were asked to declare any business, financial or personal interests in any agenda items; no declarations were made.

3. **DECLARATION OF ANY OTHER BUSINESS (AOB)**

The Chair invited trustees to declare any items for discussion under AOB:


- Safeguarding Report

4. **PREVIOUS MINUTES**

It was RESOLVED that the minutes of the meeting held on 8.12.21, copies circulated previously, be approved and signed by the Chair and authorised for publication.

The actions from the previous minutes were reviewed as follows:

MINUTE POINT	ACTION REQUIRED	ACTION FOR	UPDATE
4	Clerk to contact trustees who have not confirmed that they have read KCSIE 2021	Clerk	Completed



5d	School Site Security policy to be added into Health & Safety policy	JN	Completed
6	CPOMS data to indicate the number of pupils involved in behaviour-related incidents	JN	April FGB meeting
10	Trustees to complete NGA Safeguarding e-training	All trustees	Post meeting it was decided that NSPCC e-training would be purchased, completed by all trustees and added to their GovernorHub training records. <b>ACTION</b>
12c	Investigate any funding streams which could be accessed re: upgrading of IT equipment	SBM	SBM looked into this, but nothing available. School fundraised through Friends of Mellor and raised enough to pay for purchase of laptops.
12c	School budget to be reviewed at February FGB meeting	Clerk	Completed
12f	Mr Armstrong to pass on professional contact details to Mr Humphrey-Taylor (re: MAT communications strategy)	PA	Completed

## 5. WELLBEING

Covid had a significant impact upon staff sickness absence at the start of the spring term, which the Headteacher felt had been unsettling for his team. Certain preventative measures have been retained in school. The Headteacher was pleased to advise that staff morale and commitment to the school was high.

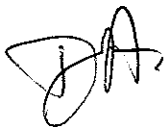
It is becoming evident to staff that some pupils are continuing to struggle with the impact of lockdown – they are at times intolerant of differences of opinion and find it difficult to reconcile differences with their peers.

***A Mental Health Practitioner appointment was made just before the end of the autumn term – how is she progressing in the role?*** The member of staff has done some initial training and has carried out a mental health wellness survey with staff. The Headteacher will invite her to the next FGB meeting to speak to trustees about her role **ACTION**. Mr Armstrong, in his role as Wellbeing link trustee, will make an appointment to meet with the Mental Health Practitioner and share some information with her **ACTION**.

Trustees noted that pupils now have the opportunity to take part in a Wednesday Wellbeing Run before the start of the school day.

## 6. STRATEGIC DEVELOPMENT

A report was uploaded to GovernorHub prior to the meeting. The Chair confirmed that progress continues to be made towards the school's conversion to a MAT. A 'shadow' meeting of the MAT trust board may be held prior to the end of the spring term.



The Trust Capacity Fund (TCaF) bid was successful; a bid was made for £69,670 with £63,670 being allocated.

Governance and clerking support for the MAT will be considered.

Potential personal capacity challenges were noted for some trustees who will, in the short term, be serving on both the current SAT board as well as the incoming MAT board.

Trustees discussed the merits of buying in external support for due diligence processes. Carla Bradshaw (SRMA) has passed on a recommendation; the Chair will circulate details and invite comments before requesting a quotation. Mr Armstrong will pass on any recommendations he may have **ACTION**.

## 7. BUSINESS

### a) Policy Review Schedule

Trustees noted the schedule. Thanks were recorded to the Clerk and Mrs Mochan for their work on policies.

***The Headteacher entered the meeting at 7.03pm and it was agreed to take item 5 next.***

### b) Approval of Policies

The following policies were reviewed and APPROVED by the board:

- Admissions Arrangements
- Data Protection

Trustees requested a minor text correction within the Children with Health Needs who cannot attend School policy. The corrected policy will be forwarded to the Chair for approval by Chair's Action **ACTION**

Trustees agreed that all three policies will be subject to annual review.

### c) Risk Register

Mr Humphrey-Taylor and the SBM will meet to go through the Risk Register, which will then be brought to the Finance and Resources committee for review **ACTION**.

## 8. FINANCE AND RESOURCES

### a) School Budget

The SBM talked the trustees through the current budget (documentation uploaded prior to the meeting). Key points were noted:

#### Income

- More grant monies received than anticipated – Mental Health Lead grant; National Tutoring Programme

#### Expenditure

- Salary costs reduced by £6,154 overall in comparison with last year due to several changes in the staffing structure.
- Premises costs increased by £4,264
- Operating leases decreased by £2,000
- Supplies and Services decreased by £6,802
- Total expenditure currently showing as £10,692 less than anticipated; the SBM expects that once the ICPF split has settled there will be a difference of only £3,692 less than anticipated which indicates the school is on track with expenditure.

### Cash Flow

Not currently a cause for concern.

### Other Points

- National Insurance has been budgeted at 13.08% but will rise in April 22. Stockport LA Finance Team has advised not to budget for the rise until the 22-23 budget year. ***What sort of an increase are we anticipating?*** It could rise to 15.05% in April 22 which would impact the last 4 months of the financial year. Trustees discussed adding a buffer into the current budget to support the anticipated NI increase; it was AGREED to add 2%. ***We are facing a future of greatly increasing energy costs – do we have any initial plans to make the school building more energy efficient?*** The Chair advised that there are grants which can be access to support with this. The Headteacher added that the pupil parliament has plans for saving energy around school. It was agreed that this should be an item for the Resources & Finance meeting agenda **ACTION**.
- 7% buffer was built into the previous budget for gas and electricity; Ofgem has now announced a substantial increase to charges. The SBM proposed increasing the budget by 50% - £7,630 (£1,980 increase for gas and £5,650 for electricity). Trustees AGREED to this increase.

The board APPROVED a revised budget, incorporating a number of agreed modifications to the budget figures in the income and expenditure report. The SBM was requested to circulate a copy of the confirmed budget revision **ACTION**

### TCaF

£63,670 has been awarded to the school; the SBM talked through the allocation of funds to budgetary areas. The school was not awarded £2,000 for website development; £4,000 for communication strategy.

***Mr Armstrong left the meeting 7.34pm.***

#### b) Finance Manual

The SBM informed the trustees that she is working with the Schools Resource Management Adviser to make the Manual more robust. It was agreed to defer review of the Finance Manual to the summer 1 FGB meeting **ACTION**.

### 9. EDUCATION AND STANDARDS

Trustees agreed to defer reports on visits to school to the summer 1 FGB meeting. **ACTION**

### 10. DATES

#### a) Full Governing Board

27th April, 6<sup>th</sup> July 6.30pm

#### b) Committee Meetings

2<sup>nd</sup> March 6.30pm – Education & Standards

8<sup>th</sup> March 6.30pm – Finance & Resources (rescheduled date)

### 11. ANY OTHER BUSINESS

#### Safeguarding – Link Trustee Report

The report was uploaded to GovernorHub prior to the meeting and noted by the trustees.



Mellor Primary School

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 7.37pm.

**MELLOR PRIMARY SCHOOL**  
**SPRING TERM 2022 TRUST BOARD MINUTES**  
**MEETING ACTION POINTS**

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4	Trustees to add NSPCC training to their GovernorHub records when completed	All trustees	Post meeting
5	Invite Wellbeing Lead to next FGB meeting	JN	April FGB
5	Meet with Wellbeing lead to share information	PA	Post meeting
6	Pass on any information/contacts regarding the engagement of external support for due diligence process	PA	Post meeting
7a	Circulate a copy of the confirmed budget revision	SBM	Post meeting
7b	Chair of trust board to approve Children with Health Needs policy by Chair's Action and report to the FGB	DH	April FGB
7c	F&R committee to review Risk Register	F&R committee	Spring meeting 8.3.22
8a	Discussion on making the school building more energy efficient to be added to F&R agenda	F&R committee	Spring meeting 8.3.22
8b	Review of Finance Manual to be added to next FGB meeting agenda	Clerk	April FGB
9	Reports on visits to school to be added to summer 1 FGB agenda	Clerk	April FGB