

MELLOR PRIMARY SCHOOL TRUST BOARD MINUTES

AUTUMN TERM 2021

Date: 13th October 2021

Time: 6.30pm

Venue: School

TRUSTEES PRESENT

Mr P Armstrong, Mrs L Ashton, Mrs H Greatorex, Prof D Hoult (Chair), Mr B Humphrey-Taylor, Mr D Johnson, Mr J Nicholson (Headteacher).

IN ATTENDANCE

Ms G Parkin	Deputy Headteacher (DHT)
Mrs A Bowker	School Business Manager (SBM)
Miss E Wyborn	School Business Manager (to observe the meeting)
Ms J Castledine	Governor Support Officer

Clerk **OPENING THE MEETING AND ELECTION OF CHAIR**

1. **Election of Chair**

It was noted that Prof Hoult had declared an interest in the position of Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.

It was proposed by the Headteacher, seconded by Mr Humphrey-Taylor and unanimously RESOLVED that Prof Hoult be elected Chair for one year.

Prof Hoult in the chair.

2. **WELCOME AND APOLOGIES**

Trustees were welcomed to the meeting by the Chair. Apologies for absence were received from Mrs Aldred, Mrs Scott, Mrs Gwyther and accepted by the board.

3. **ELECTION OF VICE CHAIR**

It was noted that Mr Johnson had declared an interest in the position of Vice Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.

It was proposed by the Headteacher, seconded by Mr Humphrey-Taylor and unanimously RESOLVED that Mr Johnson be elected Vice Chair for one year.

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

No declarations of AOB were made.

5. **DECLARATION OF INTERESTS**

a) **Declaration of Business Interests**

No declarations of business, financial or personal interests in any agenda items were made.

b) Business Interest Form – Annual Return

The SBM advised that a Jot form will be sent out electronically for completion and return to the school office.

c) DBS Checks and Section 128 Checks

The SBM confirmed that DBS and Section 128 checks have been carried out for all trustees.

6. APPROVAL OF PREVIOUS MINUTES

It was RESOLVED that the minutes of the meeting held on 7.7.21, copies circulated previously, be approved and signed by the Chair and authorised for publication subject to three minor corrections being made.

The actions from the summer term minutes were reviewed as follows:

MINUTE POINT	ACTION REQUIRED	ACTION FOR	UPDATE
5	Contact the Clerk to express an interest in the roles of Chair, VC, or Chair of a committee	All interested trustees	Completed
6b	Minutes from the Members AGM to be made available at the next FGB meeting	Clerk	Completed
6d	Reflect upon the SDP 2021-22 and submit any comments to the Headteacher	All trustees	Completed
6d	Mr Armstrong to share ideas in relation to SDP with Headteacher	PA	Completed
6d	SDP 2021-22 to be an item for the October FGB meeting	Clerk add to agenda	Completed
6e	Mr Humphrey-Taylor to convene a meeting of the sub-group tasked with developing a Business Continuity Plan	BH-T	Completed
6g	Approval of Dignity at Work policy to be postponed until the autumn term FGB meeting	Clerk add to agenda	F&R committee review & approve in the spring term
6g	TURA to be reviewed at October FGB meeting	Clerk add to agenda	To be reviewed by F&R committee this term
7b	SBM to re-draft 3 year budget forecast and circulate by email	AB	Completed
8a	Agree upon accurate wording of E&S draft summer minutes at item 7	E&S committee	Completed

7. SCHOOL DEVELOPMENT PLAN (SDP)

The Headteacher has added a new safeguarding section to the SDP; the revised SDP document will then be brought to the December FGB meeting for approval **ACTION**

The Headteacher explained that a new model safeguarding policy has been shared by the local authority; the Mellor policy will be revised in light of recent further guidance and, following a meeting with the Regional Director for Ofsted (Andrew Cook) relating to sexual exploitation and peer-on-peer abuse, additional staff training has already been planned for Monday 18th October. Further staff safeguarding training will be delivered at the November Inset day with regards to 'Prevent'; trustees were warmly invited to attend this session. The Headteacher will also go through all safeguarding-related documents and training opportunities with staff for the benefit of newer colleagues.

Do you have a paper record that confirms staff have read KCSIE 2021? This was confirmed. The DHT stated her intention to carry out a Google quiz when all staff have read the document. Staff have a WhatsApp group specifically for safeguarding updates.

Staffing

The Headteacher has made an application to the government Kickstart Scheme to recruit into several roles at school.

8. CORE BUSINESS

a) Committee Membership, Appointment of Chairs, Review of Committee Remits

Trustees discussed and reviewed committee structure, membership and appointed Chairs as per Appendix 1.

Updated model committee remits were circulated prior to the meeting; these were AGREED by the board.

b) Establishment of Joint Consultative Committee (JCC)

The Chair proposed the establishment of a JCC to consult with staff on HR issues. Membership was proposed as:

Two senior members of staff: Headteacher and SBM

One trustee: Mr Humphrey-Taylor.

Does the Headteacher have a conflict of interest with regard to his role within the Stockport NAHT? The Headteacher explained that there was no conflict of interest.

The committee membership was APPROVED by the board.

c) Review of Link Roles

Trustees reviewed and AGREED link roles as per Appendix 2.

d) Review and Approval of Documents

Pay Policy

The Headteacher explained that, due to the late publication of the School Teachers' Pay and Conditions document, the model pay policy has not yet been released. It was AGREED to delegate responsibility for the approval of the policy to Pay committee who will meet later in the term.

Safeguarding policy

A revised safeguarding policy has been issued by the local authority but has not yet been personalised to the school. The current safeguarding policy was therefore reviewed and APPROVED by the board. The revised policy will be circulated for approval later in the

term. Trustees were reminded of the requirement for them to read *Keeping Children Safe in Education 2021* and confirm they have done this on GovernorHub **ACTION**.

Relationships and Sex Education (RSE) policy

The Headteacher reported only positive comments received during the parent consultation. Thanks were recorded to Miss Haynes for her hard work on the document. ***If teachers are due to deliver a lesson with more challenging content, will parents be made aware?*** The Headteacher confirmed that parents are always forewarned of lessons with challenging content; there is no follow-up communication after the lesson. The policy was APPROVED by the board.

The following policies were reviewed and approved by the board without comment:

- Designated Teacher for LAC and Previous LAC
- Managing Medical Conditions
- SEND

e) Approval of the Removal of a Contact Day from 2021-22 Term Dates

Trustees APPROVED 28th July 2022 to be removed as a contact day.

9. STRATEGIC DEVELOPMENT

a) MAT Update

The update was noted by the board.

b) SAT to MAT Application

The application was shared on GovernorHub prior to the meeting. The Chair asked trustees to get in touch with any comments.

Have you had any more interest from schools? The Headteacher briefly updated the meeting. It was hoped that the application could be processed in a timely manner in order to open the MAT in September 2022 with Mellor and Torkington Primary as its academy schools. The importance of the alignment of philosophy between prospective schools and the MAT was stressed.

At what point is this information shared with the local community? A consultation has already taken place with the school's parent community; Torkington Primary will undertake a similar exercise once their application to convert from a maintained school to an academy has been submitted. Trustees discussed the possibility of holding a launch event in September.

The Chair gave a brief overview of processes to be undertaken prior to the opening of the MAT.

Mr Humphrey-Taylor recorded a vote of thanks to the Chair and Headteacher for all their hard work on the application.

The meeting briefly discussed the prospective membership of the MAT's trust board.

c) Strategy Day

The agenda for 16.10.21 was noted.

d) Minutes of the Members AGM

The minutes were noted.

e) Resignation of Mrs Ansty

Mrs Ansty's resignation from the board was noted. It was agreed that the school will send a gift through to her.

10. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

Trustees noted the following articles:

- Governance update and governor development
- SEND 1
- SEND 2
- Safeguarding
- Schools Finance
- Early Years Update
- Procedure for School Trips

The DHT reminded trustees of the e-training available via the NGA's Learning Link site.

11. TEACHING AND LEARNING

a) Teaching and Learning/Curriculum Update

Teachers are having to make adjustments to the curriculum, depending upon their particular cohort, to ensure the focus is on the areas where most learning time was lost over lockdown. There is a focus on catching-up lost learning in PSHE, particularly within the older year groups and ensuring that Year 6 are 'high school ready'.

The Headteacher acknowledged that Ofsted may query changes made to the curriculum with subject leaders; the school simply does not have the capacity to address all gaps in learning and at the same time teach its usual broad and balanced curriculum. ***Has the children's mental health suffered as a result of Covid and lockdown?*** No significant change has been seen; the Forest Schools provision may have been instrumental in supporting children's mental health and wellbeing. ***Children probably spent more time playing on devices over lockdown; have you reinforced e-safety messages with them?*** The Headteacher confirmed that this has been done.

b) Covid Recovery Plan

An external advisor is working with the school to support reading and writing through drama.

12. RESOURCES AND BUDGET

a) Budget Update, Approval of Revised 2021-22 Budget

The SBM was pleased to report an unconfirmed total carry forward of just below £143,000 for the 2020-21 budget.

She has been advised by the local authority that the Minimum Funding Guarantee (MFG) has not yet been finalised for 2022-23, but it is anticipated to remain at 0.5%. Two budget forecast scenarios were circulated prior to the meeting – one as a pessimistic view without MFG and the other with MFG included at 0.5%.

A revised budget 2021-22 including an additional day per week for 12 months for a member of the support staff was circulated prior to the meeting.

The revised budget for 2021-22 was APPROVED by the board.

Staffing

Miss Lockwood has tendered her resignation; the Headteacher recorded his thanks to her. A new teacher has been recruited to start at the beginning of the spring term.

CIF Bid

A CIF bid has been initiated with support from an external consultant for new windows and repairs to a section of the school roof.

School Grounds Maintenance

A tree surgeon has been contacted to help deal with ash dieback on some of the school's trees.

b) Approval of 2021-22 Delegation Grid

The delegation grid was APPROVED by the board.

c) Report on Pupil Premium, Sports Grant Action Plan

The meeting agreed to the deferment of this report to Education & Standards committee.
ACTION.

d) Covid Catch Up Spending and Impact

The meeting agreed to the deferment of this report to Education & Standards committee.
ACTION.

13. DATES

a) Full Board

8th December, 6.30pm.

b) Committee Meetings

It was agreed that the Education & Standards meeting will be rescheduled to 10th November, 6.30pm.

Resources & Finance – 24th November, 6.30pm

c) Pay Committee and Performance Management Committee

Date to be circulated post meeting.

14. ANY OTHER BUSINESS

The board expressed their thanks and best wishes to Mrs Bowker for a happy retirement.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8.32pm.

MELLOR PRIMARY SCHOOL
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MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
7	Approval of revised SDP 2021-22 to be added to next FGB agenda	Clerk	8.12.21
8d	Trustees to read KCSIE 2021 and confirm this on GovernorHub	All trustees	Post meeting
12	Reports to be considered at E&S Committee: Pupil Premium & Sports Grant Action Plan Covid Catch-Up Spending and Impact	Clerk/JN	11.11.21

APPENDIX 1

Mellor Primary School Committees

Education and Standards

Mrs Kit Aldred
Mrs Leanne Ashton
Mrs Helen Greatorex
Mrs Lynda Gwyther
Mr David Johnson (Chair)
Mr Jim Nicholson
Ms Gemma Parkin (DHT in attendance)

Finance and Resources

Mr Paul Armstrong
Professor David Hault
Mr Bob Humphrey-Taylor (Chair)
Mr Jim Nicholson
Ms Gemma Parkin (DHT in attendance)
Mrs Kate Scott
Miss Eleanor Wyborn (SBM in attendance)

Health & Safety

Mr Bob Humphrey-Taylor (Chair)
Mr Jim Nicholson
Mrs Caroline Boardman (teaching staff rep), Mr Gary West (support staff rep)
Miss Eleanor Wyborn (SBM in attendance)

Pay and Performance Management

Professor David Hault (Chair)
Mr Bob Humphrey-Taylor
Mr David Johnson
Mrs Kate Scott
Mr Jim Nicholson (in attendance); Miss Eleanor Wyborn (SBM in attendance)

APPENDIX 2**Trust Board Roles**

Chair	Prof David Hoult
Vice chair	Mr David Johnson
Diversity & Inclusion Trustee	Mrs Helen Greateorex
Pupil Premium Trustee	Mrs Lynda Gwyther
Safeguarding & Medical Needs Trustee	Mrs Leanne Ashton
SEND Trustee	Mrs Helen Greateorex
Staff Liaison Trustee	Mrs Lynda Gwyther
Wellbeing Trustees	Mr Paul Armstrong
Whistleblowing Trustee	Mr David Johnson