

MELLOR PRIMARY SCHOOL TRUST BOARD MINUTES

SUMMER TERM 2022

Date: 6th July

Time: 6.30pm

Venue: The School

TRUSTEES PRESENT

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

IN ATTENDANCE

Ms G Parkin	Deputy Headteacher – DHT
Miss E Wyborn	School Business Manager - SBM
Ms J Castledine	Governor Support Officer

1. WELCOME AND APOLOGIES

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

2. DECLARATIONS 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:

- SATS (JN)
- Governance capacity going forwards (PA)

4. APPROVAL OF PREVIOUS MINUTES

It was RESOLVED that the minutes of the meeting held on 27.4.22, copies circulated previously, be approved and signed by the Chair and authorised for publication.

MINUTE POINT	ACTION REQUIRED	ACTION FOR	UPDATE
4	Trustees to complete NSPCC training and record this on GovernorHub	Clerk/trustees	Completed
6	Consider the CPOMS data and identify if any trends exist which may require specific school action	JN	Completed – within HT Report. DHT to meet with Safeguarding trustee in autumn term to discuss tailoring a report for trustees

7d	Finance Manual to be reviewed at the July FGB meeting	Clerk	See agenda item 7
----	--	-------	-------------------

5. HEADTEACHER'S REPORT

The report was uploaded to GovernorHub prior to the meeting; comments and questions were invited.

Will you have capacity to run ELKLAN and NELI interventions in Reception? No pupils have been identified as requiring the NELI intervention but three are due to be re-screened. The DHT explained that a third member of staff trained recently in ELKLAN will support a whole school approach rather than a targeted intervention. The ELKLAN training was fully funded by the LA; the plan for the autumn term is for the three trained staff members and the Speech & Language co-ordinator to deliver whole staff training.

Headteacher's Priorities since Previous Report

The Headteacher highlighted developing connections which will benefit the Trust's direction and future growth.

What's the latest schedule for the building work? A meeting was held with Lancaster Maloney; there were mistakes within the contract which will now be corrected. The work will begin straight after the school closes to the pupils for the summer holiday. The roof project should be finished by the start of the autumn term, providing that the weather stays favourable and there are no supply issues.

Attendance to 5/7/22

The Headteacher has received a spate of requests for absence over the past term, but the picture overall is fairly positive. The Chair commented that the year-on-year attendance data is very useful. He requested that a similar column is added to the CPOMS report
ACTION.

Staffing Structure for September 2022

The Headteacher confirmed that a new teacher has been appointed to work in Year 3 from September; he briefly explained the complexities around the appointment and ensuring that the right person was recruited to work for the school. Mr Humphrey-Taylor was thanked for supporting the process.

The class numbers were noted as showing a positive picture. As discussed within the Education & Standards committee, the Headteacher confirmed that the school is subject to the Admissions Code and would be required to take additional pupils onto roll if no suitable places were available in other local settings.

Year 5 pupils have been trained in bee keeping alongside the Forest Schools practitioner.

Staff Wellbeing and Absence

How are the staff? The Headteacher carries out a daily check in; a trauma counsellor has been working with some staff and this has bonded them as a group. Staff have shown a very professional attitude and are working hard. The school has been thinking about how Mrs Townley can be remembered; various suggestions are being considered. The Headteacher shared that he had had a very honest conversation with the Safeguarding trustee about the impact of Mrs Townley's death upon the leadership team.

Sporting Events

Trustees commented positively on the number of sporting opportunities available to the pupils. The Headteacher commented that Sports Day had competitive events so that some children were required to draw on their resilience to cope with losing.

6. BUSINESS

a) Torkington Primary School – Conversion Date

An email from the Headteacher at Torkington Primary School (TPS) was shared prior to the meeting; this advised that the school's governing board had made the decision to delay conversion to 1.1.23.

The Headteacher tabled a letter received earlier today from the Headteacher and Chair of TPS stating that the governing board had decided not to join the Honeycomb Education Trust (HET).

The Headteacher has been in touch with Browne Jacobson solicitors and the DfE to understand any impact upon the anticipated establishment of the HET on 1.9.22. The Headteacher confirmed that he and the Chair are continuing talks with other interested primary schools, but Mellor Primary School will be the only school within the HET if the DfE agrees that the conversion can go ahead in September 2022.

Trustees expressed their disappointment at TPS's decision; a detailed discussion ensued. It was agreed that the Chair will draft a response to the Chair of the governing board at TPS and circulate it to the trustees **ACTION**.

b) MAT Progress Report

There were no comments or questions and the report was NOTED.

c) School Development Plan (SDP)

The SDP 2021-22 Update was shared prior to the meeting. The Headteacher stated his intention to review progress on the SDP with the staff and identify priorities for next year. A new SDP will be shared with trustees in the autumn term.

A trustee suggested that a 3-year SDP could be developed.

Policies

The First Aid policy was not ready for review. Trustees agreed to defer this to the autumn term meeting **ACTION**.

Finance Manual

The Finance Manual still requires some work and will be reviewed at the autumn term Finance & Resources meeting **ACTION**.

The Headteacher noted the SBM's hard work in developing the manual for use across two Trust schools.

7. FINANCE AND RESOURCES

a) Committee Draft Minutes

The draft minutes were noted by the board.

The committee Chair highlighted the following:

- The budget is in a much healthier position in comparison with this time last year.
- The new financial management systems are in place which will have a significant impact upon the SBM and the office team's ways of working.

The SBM shared the training undertaken by the office team in relation to learning the new financial management systems; she complimented her colleagues' positive response to this. Thanks were recorded to the SBM, Mrs Mochan and Miss Sinclair.

The SBM briefly outlined current challenges with submitting a VAT return. The board was reassured that there would be no significant financial impact and the issue will be resolved before the end of term.

b) 3 Year Budget Forecast Return

The Headteacher explained that the SBM was requested to produce a draft HET 3-year BFR which required a substantial amount of in-depth hard work, including assumptions around rising energy costs and teacher salary increases. Due to TPS no longer joining the HET, communication from the DfE is awaited prior to submitting a BFR either as Mellor Primary School or the HET.

The BFR was approved in principle by the board. The SBM will add provision for anticipated teacher pay awards and circulate to the trustees for final approval prior to submission
ACTION.

8. EDUCATION AND STANDARDS

Committee Draft Minutes

The draft minutes were noted by the board. In the absence of the committee chair, Mrs Ashton was invited to share highlights from the meeting:

- The data drop looks very positive for Reception and Year 1.
- Year 2 was disadvantaged nationally due to the impact of lockdown on their first two years of school and additionally at Mellor due to Mrs Townley's death. The cohort still performed well in Reading & Maths. There will be consistency in staffing for the cohort next year.

The DHT shared additional data with the board. Year 4 sat their multiplication check – in the absence of an official pass mark, the DHT assumed a pass mark of 80% which was achieved by 24/29 pupils. Ten pupils achieved full marks (34%); one child was absent from school; one child did not sit as they are not currently working at the level of the test.

9. ANY OTHER BUSINESS

a) SATS

KS2 SATS data was tabled. The DHT stated that it showed strong results whilst noting the impact of in-year transfers into the cohort and poor attendance by some pupils. The 108 average scaled score was noted as being down on previous years but still above the national average; the DHT confirmed that the cohort was very confident and able, and had engaged well with the online offer during lockdown.

The board acknowledged the pleasing results and the school staff's hard work.

b) Governance Capacity

Trustees acknowledged with sadness that Mrs Gwyther's poor health had prevented her attendance at recent meetings. She and Mrs Aldred will have served for two full terms of office on 30.9.23 and will then be required to step down from their governance positions in accordance with the Articles of Association.

Trustees agreed that governance capacity cannot be discussed fully until a DfE decision regarding the establishment of the HET is received. If the HET is established as an empty MAT there will be two parent trustee positions on the board; Mrs Ashton could take up one of these positions.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8.26 pm.

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

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
5	Add a column onto CPOMS data report to show year on year comparisons	JN	Post meeting
6a	Chair to draft response to TPS Chair and circulate to trustees	DH	Post meeting
6c	Review of First Aid policy to be added to autumn term FGB agenda	Clerk; GP	Autumn FGB meeting date
6d	Review of Finance Manual to be added to autumn F&R agenda	Clerk; EW	Autumn F&R meeting date
7b	Finalised 3-year BFR to be circulated to full board for email approval prior to ESFA submission	EW	26.7.22