

MELLOR PRIMARY SCHOOL GOVERNING BOARD MINUTES**SUMMER TERM 2022**Date: 27th April 2022

Time: 6.30pm

Venue: School

TRUSTEES PRESENT

Mrs K Aldred, Mr P Armstrong, Mrs L Ashton, Mrs H Greatorrex, Prof D Hoult (Chair), Mr B Humphrey-Taylor, Mr D Johnson, 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

The Chair announced a minute's silence for trustees to remember Mrs Milly Townley

1. **WELCOME AND APOLOGIES**

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

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 A.O.B.**

The Chair invited trustees to declare any items for discussion under AOB; no items were declared.

4. **APPROVAL OF PREVIOUS MINUTES**

It was RESOLVED that the minutes of the meeting held on 9.2.22, 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:

MINUTE POINT	ACTION REQUIRED	ACTION FOR	UPDATE
4	Trustees to add NSPCC training to their GovernorHub records when completed	All trustees	Clerk issue a reminder on GovernorHub ACTION

5	Invite Wellbeing Lead to next FGB meeting	JN	To be deferred to a future meeting
5	Meet with Wellbeing lead to share information	PA	Completed
6	Pass on any information/contacts regarding the engagement of external support for due diligence process	PA	Completed
7a	Circulate a copy of the confirmed budget revision	SBM	Completed
7b	Chair of trust board to approve Children with Health Needs policy by Chair's Action and report to the FGB	DH	Completed
7c	F&R committee to review Risk Register	F&R committee	Completed
8a	Discussion on making the school building more energy efficient to be added to F&R agenda	F&R committee	Completed
8b	Review of Finance Manual to be added to next FGB meeting agenda	Clerk	See item 7d
9	Reports on visits to school to be added to summer 1 FGB agenda	Clerk	Completed

5. BUSINESS

a) MAT Action Plan - Progress Report

The 'shadow' Trust Board will meet on 9th May at Torkington Primary School. ***Do you have an update about the MAT's starting date?*** The Headteacher believes that it will be 1st September 2022.

The following points were confirmed to the trustees:

- Torkington Primary School does not have a deficit budget
- Andy Buckler will continue as Head of School at Torkington Primary School after academization
- It was recommended to the trustees that a leadership structure is communicated with parents in due course, once relevant appointments have been made and structures considered

The Headteacher has been asked to speak to Primary Heads Consortium about academy development on 17th May.

b) SRMA Report

Trustees commented that the SRMA's Report is a highly-quality informative piece of work.

Do you plan to review spending on non-curriculum support staff? The school is significantly above the benchmark threshold of 13%. There are no plans to review the office team as their workload consistently increases in line with the ever-growing requirements of the Academy Trust Handbook. The Chair noted that the Report acknowledges that a comparatively high level of spending on this staffing team may be impacted by the extensive Out of School Care arrangements and Forest School. ***Has there been an increase in the uptake of Out of School Care (OOSC) places?*** Uptake has not yet returned to pre-Covid levels. A questionnaire was sent out to all parents in order to find out exactly what the community needs. A trustee fed back that the questionnaire had sparked conversations in the playground and developed parents' understanding of OOSC as a business. Trustees noted that OOSC places cannot currently be accessed for Nursery children due to the higher adult child ratios which would need to be in place.

The Report was RECEIVED by the Trust board.

Chair's Action

The Chair explained that he had approved the Children with Health Needs policy outside the FGB meeting after minor amendments were made by the DHT.

The Trust board APPROVED the Chair's action.

d) Feedback on Governor Visits

Mrs Ashton will visit the school in her role as safeguarding link trustee. Mr Johnson visited the school last term.

The Chair encouraged trustees to make an appointment to visit the school. Trustees would be welcome to stay for lunch and chat to the pupils.

6. HEADTEACHER'S REPORT

The Report was circulated prior to the meeting; questions and comments were invited:

A high percentage of children with additional needs within one cohort was noted. ***How is this class supported?*** There are always two full time members of staff in the classroom, additional support is deployed as required.

Year 5 has just returned from a residential trip. The Headteacher recorded thanks to all the staff who attended; they will receive a day off in lieu.

The Headteacher commended his staff team who had continued to work steadfastly following the traumatic and unexpected death of Mrs Townley. He added that the support of the local community had been very humbling.

The Ofsted report was very fair. Trustees recorded their appreciation of the hard work of the Headteacher and staff team which had resulted in such a great outcome. The Headteacher thanked the trustees for their support and their willingness to engage in conversations with the Ofsted inspector.

Why have the numbers of incidents recorded on CPOMS increased? The DHT felt that this could be due to staff gaining confidence in the system. ***Does the school analyse the data recorded?*** A trustee suggested that the data could be used to inform staff practice and support mechanisms; this information could then be shared with the link safeguarding trustee.

The Headteacher agreed to consider the CPOMS data and identify if any trends exist which may require specific school action **ACTION**.

The school has procured the IRIS system to replace SIMS and the financial system. The office team's hard work in identifying a suitable system was acknowledged by the Headteacher.

The Report was RECEIVED by the Trust board.

7. FINANCE AND RESOURCES

a) Committee Minutes

The minutes from the meeting held on 8.3.22 were noted by the board.

b) Budget Update

The SBM was invited to give an update to the Trustees. The following changes to the 2021-22 budget were noted as:

- GAG funding is £28,212 more than originally predicted at the start of the year.
- The SBM has increased the GAG Funding inflation factor from 1% to 1.5% for 2023-24.
- ***Have you allowed for significant increases in energy costs?*** A 50% increase was incorporated into this year's budget as a cushion for energy cost increases. Electricity costs have actually increased by 32%, gas by 72%.
- A year end surplus of £24,324 is anticipated.

The SBM was thanked for her update.

c) SRMSAC

The SBM confirmed that the SRMSAC was completed and submitted by the given deadline.

d) Finance Manual

Trustees agreed to defer approval of the Finance Manual to the July meeting **ACTION**.

8. EDUCATION AND STANDARDS

The minutes of the meeting held on 2.3.22 were noted by the committee.

The following points were highlighted:

- The Headteacher will identify a suitable date for the committee members to meet with the School Parliament.
- The school's IT equipment has been successfully upgraded.
- The school band is rehearsing again.
- Curriculum subject leaders will be invited to make presentations at future meetings.

9. DATES

a) Full Governing Board

6th July, 6.30pm

b) Committee Meetings

Education & Standards – 15.6.22, 6.30pm

Finance & Resources – 22.6.22, 6.30pm

10. ANY OTHER BUSINESS

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 7.52 pm.

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

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4	Trustees to complete NSPCC training and record this on GovernorHub	Clerk/trustees	Post meeting
6	Consider the CPOMS data and identify if any trends exist which may require specific school action	JN	6.7.22
7d	Finance Manual to be reviewed at the July FGB meeting	Clerk	6.7.22