

MELLOR PRIMARY SCHOOL
Meeting of Trustees
held on Wednesday 7 December 2022 at 6.30pm

Director		End of office	Category
Kit Aldred	KA	30 September 2023	Co-opted
Paul Armstrong	PA	16 May 2025	Parent
Leanne Ashton	LA	20 September 2024	Parent
Helen Greatorex	HG	24 June 2024	Member Appointed
Lynda Gwyther	LG	30 September 2023	Co-opted
David Hoult	DH	25 May 2024	Chair
Bob Humphrey-Taylor	BHT	30 September 2023	Co-opted
David Johnson	DJ	24 June 2024	Member Appointed
Jim Nicholson	JN	Ex Officio	Headteacher
Kate Scott	KS	24 June 2024	Member Appointed

In Attendance

Carole Owen remote	CO	Governance Professional
Eleanor Wyborn	EW	SBM (Mellor)
Gemma Parkin	GP	DHT

MINUTES

1. Welcome DH

DH welcomed everyone to the final meeting of the term including HG and CO who attended remotely.

2. Apologies CO

Apologies were received and accepted from LG.

3. Quorum met CO

The meeting met its quorum.

4. Declaration of interests CO

The annual declaration of interest form was circulated for completion at the end of the meeting. There were no declarations of interest in this agenda.

6. Declaration of AoB DH

There were no additional items of business.

7. Minutes of the meetings held on

DH

1. 19 October 2022

The minutes of the last meeting were agreed as a true record and signed by DH as Chair.

Matters Arising and Actions from the last meeting

DH

Meeting	Agenda item	Action	Who	Completion
Oct 22	8.1	Update Governance Structure document	CO	√
	8.3	Skills Audit completion and collation	All	Item 9.1
	11.3	Financial Handbook to be updated at F&R	EW	√
	11.4	Lettings Policy at F&R	EW	√
	12.1	Admissions Policy published on website by 28/2	JN	√
	12.2	Child Protection Policy at next meeting	JN	Ongoing due to complexity and length of the document. The existing policy will remain in force until the next meeting.
	12.6	Attendance Policy on E&S	JN	√
	12.10	Equality & Diversity Policy and Objectives at next meeting	GP	Item 11.2 The whole document is being rewritten. This will be carried over to the next meeting.
	13.1	Read and confirm KCSIE 2022	All	Governors have read the document and some need to confirm this on Governor Hub.

8. Headteacher Report

1. To receive the Autumn Term Report

DH thanks JN for a comprehensive report and asked for questions.

LA raised the issue of CPOMs reports and its usefulness of identifying trends.

JN: CPOMs reports show every behaviour incident. It is helpful in tracking concerns.

DH: p1 bullet 3, the SRMA had raised the issue of the certainty of pupil numbers for financial planning. Is there any clarification on this?

JN: There are 5 years of projections showing numbers at 31 however, the number of births in the locality are lower. We are looking at second and third choices to sustain this and are waiting to see what information we receive from Stockport.

DH reported from CoG meetings that admissions planning had been an item for discussion.

BHT: How have home education numbers been affected post pandemic?

JN referenced the last bullet re compromise to Nursery admissions. Stockport emailed parents to say their place had been retracted and therefore other children on the waiting list were offered a place. As a consequence, 3 families were offered a place which takes the number over PAN.

Governors noted the potential damage to reputation of the school as a result and that communication from Stockport Admissions had been poor.

DH: p6 Families requiring extra support and the impact on the school. Is there anything that Trustees can do?

JN: We are seeing more families asking the school for help. WE have had to allocate time for meetings and conversations have been extensive. The EHCP application process is taking a huge amount of time as the number of children presenting challenges has increased. The turnaround time to access additional support is great. We may need to make short term financial decisions about support for some children. Societal issues are presenting themselves in school; levels of anxiety in the community have increased.

There followed a discussion regarding the inclusion agenda and levels of provision in local schools and across the authority compared to other areas. Specialist schools are at capacity. GP noted that one school has been approached to provide a specialist resource base. The infrastructure of Social Care is not as comprehensive as in the past.

PA: How do we strategically plan for the future when things are so uncertain?

DH: We may need to have a special meeting to consider the implications of the withdrawal of the Education Bill as announced today. The current system is very fragmented and the urgency for Academisation/creation of MATs has lessened somewhat however, it is not expected that this agenda will change.

JN: There is little satisfaction with school improvement, collaboration etc. across the Local Authority. However, some Headteachers wish to retain their autonomy. There is an opportunity to develop a unique offer based on a collaborative approach. Primary schools will receive additional monies as announced by the Chancellor which will cover additional staffing costs but not extra energy costs. The benefits of collaboration need to be developed. I have a meeting with DfE next week which should provide further information on the way forward.

Resolved

To receive the Headteacher's Report and note the contents.

1. **Governing Body development: To review the summary of the skills audit and agree the Governor Action Plan for 2022/23**

The audits were completed by those present at the meeting.

Action: Collate responses for the next meeting CO

2. **To receive feedback from Governor visits**

Trustees reported as follows:

LA: Safeguarding Visit: During the visit there was a discussion about SEND, CPOMs etc. and resources needed to support children including time for conversations with individual parents and children. The potential reduction in the number of TAs due to salary levels presents a risk. She made a suggestion that Team Teach strategies be considered. Staff wellbeing was discussed as well as safeguarding training. JN is CEOP (Child Exploitation and Online Protection) accredited; GP is to undertake L1 training on 9 December. The Safeguarding Audit will be completed before Christmas. The SCR has been checked for volunteers.

There are 10 children eligible for Pupil Premium which is a slight increase.

Individualised approaches are being implemented to deal with punctuality issues with some families. Attendance is above national by 1.5-2%. Holidays in term time have increased and are not authorised.

HG: SEND Visit: During the meeting with GP the increased time required to support children socially and emotionally as well as academically was discussed. There has been a surge in demand from parents wanting to talk about their children and the preparation of paperwork/meetings in preparation for their child's transition to high school. HG suggested that GP be given some time to work from home to undertake this.

JN thanked Trustees for their support. He added that there will be a need to review the leadership and management structure of the school to resolve the SEN issue.

3. **To note any training undertaken since the last meeting**

LA reported that she had completed Prevent training.

4. **Trust communications/updates**

JN reported that he would be attending additional meetings with DfE due to particular concerns about drug trafficking. Stockport is developing a strategic response to this including questions for Governors to ask. Additional funding for schools was announced in the Chancellor's Autumn Statement. The amount to be received by individual schools has yet to be confirmed. £16k additional capital funds is expected.

Resolved

To note the Governance updates.

10. Committee Reports

Chairs

- 1. To receive the report and minutes from the Education & Standards Committee held on 16 November 2022**
- 2. To receive the report and minutes from the Finance & Resources Committee held on 23 November 2022**
- 3. To receive the notes from the presentation of accounts to the Finance & Resources Committee**

The committee reports were received and reviewed and received for information.

At the Finance & Resources Committee, the preferred format of the management accounts was agreed. There is a folder on Governor Hub for monthly posting.

EW reported that there were no opening balances in the October and November reports as the sign-off of accounts had not been completed. Once this is done in January, reports will be more meaningful.

Governors noted the huge task of implementing the new MIS and New financial system simultaneously.

Although the 3-year plan shows increasing constraints on school finances, the position is positive.

DH congratulated JN, GP and EW for managing the finances during the last year so successfully.

PA: A school like Mellor could be in a vulnerable category without this.

JN: The strength of financial management of the Trust is a clear selling point to potential schools joining the MAT. We are in a stronger position than many similar schools who have no Reserves etc.

The in-year surplus has resulted in Reserves of £125k. This is in line with the Reserves policy and provides a cushion for the future.

Resolved

To receive Committee Reports.

11. Financial Matters

EW

- 1. Financial Statements 2021/22 including confirmation of the out turn for the last financial year**
- 2. Annual Report 2021/22**

Corrections are required to the Annual Report. This will be circulated outside of the meeting for agreement.

Action: Circulate revised reports for agreement on line EW

Resolved

To receive the draft Financial Statements and Annual Report, subject to textual amendments to be circulated and the report approved by email.

12. Pupil Premium

1. To review the Pupil Premium statement

This was shared and scrutinised at both E&S and F&R committees. There was no national published data for 2021 however, school data has been included in the statement.

Resolved

To ratify the Pupil Premium Statement.

13. Policy Review/Approval

JN

Statutory Policies

1. Child Protection Policy and Procedures including Safeguarding
2. Supporting Children with Medical Needs Policy

Non Statutory Policies

3. Equality and Diversity Policy and Objectives
4. Menopause Policy

The Child Protection Policy and Procedures and Equality and Diversity Policy will be carried over to the next meeting.

Supporting Children with Medical Needs Policy

This was agreed subject to one amendment regarding children hospitalised with asthmas during the last 12 months.

Menopause Policy

This was agreed unanimously without change.

Resolved

To adopt the Supporting Children with Medical Needs and Menopause Policies.

14. AoB: Business of an urgent nature as deemed by the Chair

Chair

There were no additional items of business.

Staff members left the meeting at this point.

Confidential Meeting

15. 1. To receive the report from the Pay Committee held on 23 November 2022

There was an extensive discussion regarding pay progression for the senior leaders, including the Headteacher, deputy Head and School Business manager.

The meeting unanimously endorsed the recommendations of the Pay and Performance Committee.

Resolved

To ratify the Pay and Performance Committee pay recommendations.

16. Date and time of meetings 2022/23

Chair

Spring Term 2023

15 February

FGB

1 March

Education and Standards Committee

8 March

Finance and Resources Committee

Summer Term 2023

3 May

FGB

14 June

Education and Standards Committee E&S

28 June

Finance and Resources Committee

5 July

FGB

The meeting closed at 8.05pm