

MELLOR PRIMARY SCHOOL TRUST BOARD MINUTES**AUTUMN TERM 2021**Date: 8th December 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 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 Gwyther, Mr Johnson, Mrs Aldred and accepted by the board.

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

CIF loan.

3. **DECLARATION OF INTERESTS**

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

4. **APPROVAL OF PREVIOUS MINUTES**

It was RESOLVED that the minutes of the meeting held on 13.10.21, copies circulated previously, be approved and signed by the Chair and authorised for publication subject to a correction to the attendance recorded.

| MINUTE POINT | ACTION REQUIRED | ACTION FOR | UPDATE |
|---------------------|--|-------------------|--|
| 7 | Approval of revised SDP 2021-22 to be added to next FGB agenda | Clerk | Completed |
| 8d | Trustees to read KCSIE 2021 and confirm this on GovernorHub | All trustees | Clerk to contact trustees who have not done so ACTION |
| 12 | Reports to be considered at E&S Committee: Pupil Premium & Sports Grant Action Plan Covid Catch-Up Spending and Impact | Clerk/JN | Completed |

5. CORE BUSINESS

a) Pay Committee Minutes

The minutes were noted by the board. The Chair confirmed that the Headteacher's Performance Management was carried out very thoroughly by the Performance Management committee alongside Phil Beswick (former Director of Education at the local authority). The Headteacher highlighted the item discussed under AOB in relation to the impact of this year's pay freeze on the final pension calculation.

b) Adoption of Governor Code of Conduct

The Clerk had suggested that the board consider the addition of two statements to the Code of Conduct, as added to the NGA's most recent revision. The board agreed to the inclusion of the two statements and the Code was APPROVED.

c) Approval of Data Protection Self-Assurance Statement

The Statement was APPROVED by the governing board.

d) Approval of Policies

- Child Protection and Safeguarding
- Reporting Low Level Concerns – review annually
- School Site Security – to be added into the Health & Safety policy **ACTION**
- Feedback – thanks recorded to the DHT for her work on the Feedback policy, which is a complete reworking of the Marking policy. **How have staff taken to it?** Staff and pupils have responded positively. The policy will be reviewed by the Education and Standards committee biannually.

The above-named policies were APPROVED by the board.

e) Feedback on Trustee Visits

No visits have been made this term. Trustees briefly discussed the implications of making a visit during school hours whilst some Covid-related restrictions remain in place. The Headteacher agreed that this would be a personal decision, stating that trustees would be welcome to visit school should they wish to do so.

f) Approval of Residential Trip

Two separate residential trips (Year 5 and Year 6) to Castleton during the summer term 2022 were APPROVED by the board, subject to DfE guidance at the time.

6. HEADTEACHER'S TERMLY REPORT

The Headteacher's Report was uploaded to GovernorHub prior to the meeting; questions were invited from the trustees:

Are staff feeling more comfortable with process of logging concerns on CPOMS? This was confirmed. **How do the figures compare with last year?** A direct comparison cannot easily be made as the way the monitoring figures are captured has recently changed. The Headteacher would assume that low-level negative behaviours have slightly increased in comparison with last year due to pupils coming back into school and having to re-learn how to behave appropriately in the setting. **There are 38 behaviour-related incidents logged, are they for a large number of children or a small number who have behaved poorly on multiple occasions?** The Headteacher stated that the 38 incidents related to a very small number of pupils. He agreed to incorporate this information into the reporting in future in an anonymised format. **ACTION**

Trustees noted with pleasure that the school choir has restarted and took part in the Marple Bridge Winter Wonderland event.

Trustees noted that the number of pupils on roll has increased by five since the last Headteacher's report. Interest has been expressed in the one remaining place at the school. ***A number of classes are now oversubscribed, how have additional places been allocated?*** Places have been allocated over PAN due to families launching appeals with the Fair Access Panel. The Chair noted that concerns have been raised by a few parents of children now in a class of 32. The DHT informed the meeting that this particular class has additional teacher support three days a week and volunteers also offer support on two more half days.

The school's application to the DWP's Kick-Start scheme has been approved; funding for 10 places has been allocated – 7 TA positions, a support caretaker, a clerical assistant and a cleaner.

7. SCHOOL DEVELOPMENT PLAN (SDP)

The Headteacher explained that the SDP has had a safeguarding section added to it. The revised SDP was APPROVED by the board.

8. MAT PROGRESS REPORT

The application to convert from a SAT to a MAT has been approved by the Regional Schools Commissioner. It has been assumed that the MAT's start will be September 2022; trustees noted that this may be moved forward to as early as May 2022. Trustees recorded their appreciation for all the Headteacher's hard work over the past few years towards this significant point.

The Headteacher gave a brief update on potential partner schools.

The Chair explained the Trust Capacity Fund (TCaF) – the closing date for bids is 17th December.

Do we have plans for the governance structure following conversion to a MAT? The Chair briefly explained his thoughts on how to best ensure continuity moving forwards. The Headteacher noted that trustees would benefit from some professional development. The importance of good quality PR support was highlighted.

9. OUTCOMES FROM THE STRATEGY DAY

A document summarising the outcomes was shared prior to the meeting. Trustees commented positively on the vision statement and ethos acronym; both were APPROVED by the board.

10. TRUSTEE AND BOARD DEVELOPMENT

Appropriate Safeguarding training for trustees was discussed. The DHT spoke positively about the NGA's Learning Link e-learning module; the Clerk agreed to circulate the link. Trustees were asked to complete the e-learning and add the detail to their GovernorHub training record **ACTION**.

11. EDUCATION AND STANDARDS

The draft committee minutes from the meeting held on 10.11.21 were noted by the board.

The following policy review schedules were agreed upon:

- Missing Child policy – annual review

- Mobile Phone Use – biannually
- Promoting British Values policy – triannually

12. FINANCE AND RESOURCES

a) Committee Minutes

The draft committee minutes from the meetings held on 24.11.21 and 30.11.21 were noted by the board.

b) Audited Accounts

The draft copies were made available on GovernorHub prior to the meeting. The Chair informed trustees that the auditors have been requested to make some corrections to the text; the finalised documents have not yet been returned to the school. The sole material amendment is to the wording of the Reserves policy which will be amended as at item 10d.

PROPOSED: that the board approves the audited accounts and agrees to Chair's Action for the approval of the amendments to the text.

The audited accounts were **APPROVED** by the board. The Chair will approve the amendments to the final accounts prior to submission to the ESFA and report as Chair's Action at the February FGB meeting.

c) Expenditure Proposal

The DHT's expenditure proposal paper was shared on GovernorHub prior to the meeting. The Headteacher acknowledged some concerns about the school's current financial position and outlined a compromised proposal to the meeting. Trustees noted the frustrations of working with outdated and unreliable equipment and the impact on pupil engagement. The Chair noted that the school has had an in-year deficit for the past three years; a fourth year may have implications for the MAT conversion. The Headteacher explained that the school's income has been significantly reduced due to the impact of Covid upon the Out Of School Care facility – parents' employment circumstances, working practices and requirement for child care have undergone substantial change. The SBM was asked to investigate any funding streams which could be accessed **ACTION**.

Following a detailed discussion, it was **AGREED** that:

- the school will purchase and install new Wi-Fi points throughout the school and a new Switch in the hub – total cost including installation £3,000.
- Friends of Mellor will be asked to fund the purchase of ex-demo equipment from Stockport AVA – total cost including Google Licences, set up, charging trolley £3,425
- School budget to be reviewed at the February FGB meeting **ACTION**

d) Proposed Reserves Policy

The following Reserves policy was proposed and **APPROVED** by the board: *The academy's policy is to carry forward a prudent level of resources. To that end, the academy will aim to maintain reserves at a level between 5% and 10% of annual income, allowing for at least one month's operating costs at any one time. The policy will be subject to annual review*

e) Financial Scheme of Delegation Grid 2021-22

The delegation grid was **APPROVED** by the board.

f) Working Party Membership

Membership of a working party to develop a MAT communications strategy was agreed as:

Mr Humphrey-Taylor, Mr Armstrong, Helen Greatorex.

Mr Armstrong agreed to pass on details of a professional contact to Mr Humphrey-Taylor **ACTION**.

13. DATES

Health & Safety committee – 19.1.22, 4pm

Full governing board – 9.2.22, 6.30pm

Education & Standards committee – 2.3.22, 6.30pm

Finance & Resources committee – 16.3.22, 6.30pm

14. ANY OTHER BUSINESS

Inset Days

The Inset days for 2022-23 were APPROVED as 1st, 2nd September, 31st October, 22nd December, 9th January.

CIF Loan

Trustees discussed the scenario of a 10% contribution (£26,004.84) to the CIF bid by way of a 5-year loan with an interest rate of 1.28%. Documents outlining the loan scenario and repayment breakdown were uploaded to GovernorHub prior to the meeting.

The board duly APPROVED a 10% contribution to the CIF bid by way of a 5-year loan.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8.16 pm.

MELLOR PRIMARY SCHOOL
AUTUMN TERM 2021 TRUST BOARD MINUTES
MEETING 8.12.21 ACTION POINTS

| MINUTE POINT | ACTION REQUIRED | ACTION FOR | DATE ACTION TO BE COMPLETED |
|---------------------|--|---------------------|------------------------------------|
| 4 | Clerk to contact trustees who have not confirmed that they have read KCSIE 2021 | Clerk | Post meeting |
| 5d | School Site Security policy to be added into Health & Safety policy | Headteacher | Post meeting |
| 6 | CPOMS data to indicate the number of pupils involved in behaviour-related incidents | Headteacher | Next HT report |
| 10 | Trustees to complete NGA Safeguarding e-training | All trustees | Post meeting |
| 12c | Investigate any funding streams which could be accessed re: upgrading of IT equipment | SBM | Post meeting |
| 12c | School budget to be reviewed at February FGB meeting | Clerk add to agenda | February FGB meeting |
| 12f | Mr Armstrong to pass on professional contact details to Mr Humphrey-Taylor (re: MAT communications strategy) | PA | Post meeting |

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 Houlton
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 Houlton (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 |