**TORKINGTON PRIMARY SCHOOL GOVERNING BOARD MINUTES**

**SPRING TERM 2024**

Date: 6th March 2024

Time: 6.30pm

Venue: School

GOVERNORS PRESENT

Mr A Buckler (Headteacher), Mr A Hirst (Chairperson), Mrs H Merrick (VC), Mrs D Martin, Mrs A Thompson (SBM), Mrs R Weeden, Ms R Stuart, and Mr C McFarlane.

IN ATTENDANCE

Mrs S Robinson Governor Support Officer

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| 1. | WELCOME AND APOLOGIES |
|  | Governors were welcomed to the meeting by the Chair. The meeting achieved quorum with 8 governors in attendance.  Apologies for absence were received from Mrs K Fortune and Staff governor Mr C Waugh and accepted by the governing board.  The board were informed of the resignation of Mrs N Halford. |
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| 2. | DECLARATION OF ANY OTHER BUSINESS (AOB) |
|  | The Chair invited governors to declare any items for discussion under AOB. |
|  | No items were declared. |
| 3. | DECLARATION OF INTERESTS |
| a) | Declaration of Business Interests |
|  | Governors were asked to declare any business, financial or personal interests in any agenda items; one declaration was made.   * Mr A Buckler – wife works for One Education |
|  | Governors were reminded that they should declare any interest which arose during the meeting. |
| b) | Business Interest Forms |
|  | The SBM to inform the chair of any outstanding Business Interest Forms. **ACTION 1** |
| 4 | Election of Co-opted governor  Consideration of the board for the appointment of Co-opted governor.  Governors considered the individual merits of Mr H Burkitt prospective governor for co-option to the governing board.  It was noted that Mr Burkitt has a good financial background which will be of benefit to the skills of the board.  It was proposed by Mr Buckler seconded by Ms Stuart and unanimously RESOLVED that Mr H Burkitt be appointed as co-opted governor for the agreed term. 06.03.24 – 05.03.28  All agreed he be appointed to the resources committee. |
|  | **CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS & STRATEGIC DIRECTION** |
| 5. | CORE BUSINESS |
| a) | Previous Governing Board Minutes, Actions & Matters Arising |
|  | It was RESOLVED that the minutes of the meeting held on 22.11.2023, copies circulated previously, be approved, and signed by the Chair and authorised for publication.  The actions from the autumn term minutes were reviewed as follows: |

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| **ACTION NUMBER** | **ACTION REQUIRED** | **ACTION FOR** | **UPDATE** |
| 1 | Governors to email the Head with dates for learning walks | All | Completed |
| 2 | Safeguarding policy to be circulated with amendments for approval at FGB | HT | Completed |
| 3 | Governors were reminded to complete the pen portrait. | All | Completed |
| 4 | Complete the Governor Hub Health check as a tool to evaluate the board and identify areas for development. | All | **ACTION 2** for SUMMER FGB |
| 5 | The board to meet and complete the NGA skills audit as a group | All | **ACTION 3** GSO to have a look as, it was mentioned by the chair that they are charging for it. |
| 6 | One Voice report to be circulated to the board | All | Head teacher to email the board post meeting.  **ACTION 4** |
| 7 | Taylor Shaw to be contacted to request and action plan within 7days of the request | HT | Action plan received and the provision is better, however still some concerns. They aren’t monitoring it themselves. Q: has to food improved? The HT isn’t sure at this time. |
| 8 | School to go out for new catering tender | HT/SBM | Totally locally were approached. They advised it is a 2-person kitchen not 3. Their pricing was £2.92 and more for parents and school to pay.  Governors approved the HT to contact the director if required. |
| 9 | Look into if all catering staff have to be TUPE if moving supplier. | HT/SBM | Yes, however there is an issue with the |
| 10 | Chair to encourage the upload of school documents to governor hub within the statutory time. | Chair | It was noted that documents were circulated to the board earlier than previously. |

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| b) | Approval of Policies |
|  | Governors considered and APPROVED the following policies which had been circulated prior to the meeting:  Approval of School Policies:   * Safeguarding Policy – deferred from Autumn. * Approval of Model Health and Safety Policy November 2023 |
| c) | Pay Committee Recommendations |
|  | The Chair of Pay committee confirmed that pay recommendations had been received from the Headteacher and considered by the committee. |
| d) | Agreement of the Draft 2024-25 Budget |
|  | The board were informed that the draft budget 2024-25 had not been received and that the schools finance officer will be visiting the SBM next week. |
| e) | Delegation of Draft 2024-25 Budget |
|  | Governors AGREED to the delegation of the draft budget to the Resources committee for further scrutiny and approval prior to submission to the local authority by 31.5.24. |
| f) | Approval of Term and Inset Days 2024-25 |
|  | This item has been deferred to the Summer FGB in July. **ACTION 5**  The Headteacher invited the governors thoughts on using 2 inset days at the end of the Summer term. This is to balance with the high school term dates. The board confirmed that this has worked well with twilights.  **Q: What is the staff feeling?** They like it.  A governor commented that the school finish relatively late in the year. The Headteacher shared his concerns with not taking the days at this time as attendance historically falls. |
| g) | Approval of Finance Manual |
|  | The Finance Manual was recommended for approval by the Resources committee and duly APPROVED by the governing board. |
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| 6. | BOARD/STRATEGIC DEVELOPMENT |
| a) | Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans) |
|  | The Chair requested that governors consider the position of development governor to take over from Mrs H Merrick. Mrs Merrick and the GSO gave an overview of what is involved in the role of development governor. |
| b) | End of Term of Office |
|  | No end of terms.  Mrs D Martin advised that she will not be continuing at the end of this school year.  A Parent Election will be required in September. **ACTION 6** |
| c) | Board Vacancies |
|  | 1 Co-opted vacancy, following the co-option of Mr Burkitt at this meeting.  1 LA governor |
| d) | Feedback on Governor Visits |
|  | The governors fedback that the session with Nicki White went well. A governor reviewed the humanities curriculum with Mr Waugh. It was fedback, that it looked broad, and it was evident that there is challenge within the content. It was observed that Mr Waugh has a very clear vision on how he is using it this year and how he is going to position it next year. The governor fedback that it is a good investment and on the next visit a book look will be conducted to see how it is being taught.  The Headteacher advised that the school had purchased some books from the LA. It positions the scheme in 4 bands. The governors were shown a diagram and discussed where the school would sit within the categories. The Headteacher requested that the governors review this for each curriculum subject. The approach is to take it slowly, however go into more depth.  The board were informed that the School has 3 years to develop the curriculum. A governor thanked the Headteacher for arranging the meeting with Nicki White and how it evidenced how much hard work is going into the subjects. The governors fedback that the CPD’s are great and recognised that the teaching staff work very hard in developing the subjects. The Headteacher advised that Mrs Astell overseas this and it is allowing for consistency and succession planning, with 4 teachers currently undertaking the NPQSL courses.  A request was made by a governor for teachers to show case their subjects. They were advised that this is in progress and discussion took place on how this could be built into twilights. |
| e) | Stockport Governor Conference |
|  | Details are not available at this time.  The board fedback that they like the face-to-face conference. |
| 7. | BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY |
|  | Governors noted the following papers:   * Governance update and governor development * Safeguarding update * Finance * Academy Conversion * Early years Update * DfE updates for schools   Discussion took place around the benefit of reading the paperwork. |
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|  | **CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS** |
| 8. | HEADTEACHER’S TERMLY REPORT AND SCHOOL DEVELOPMENT PLAN |
|  | The Headteacher’s report had been circulated to the governors prior to the meeting and the board were informed about the need to future proof and ensure the school was in the best position possible.  Q’s were invited: -  **Q: Maternity cover. In the report, you mention not much success in applications.** There have since been some applicants. I will be reviewing these. It is a job share and the candidate needs to be suitable to ensure a good working relationship within the shared roles. It is .6 of an FTE. 7 applicants are being reviewed.  **Q: Your project for year 5, you mention it is going well, what particularly has gone well?** The Movers project has looked at the banding, on a scale score of around 85. The interventions weren’t working. The intervention teaching is working very effectively. It is prescriptive, but now very effective. **Q: Literacy or Numeracy?** There are not as many movers with numeracy. We will pilot this and then review the next steps.  The board were informed that post SATs the team will look at the accelerated learning, moving into the exceeding band.  The Headteacher informed the board that the writing for GD is subjective. The Headteacher and governors discussed moving some of the higher order skills into the year below as they noted this has been achieved with reading.  **Q: Has the movers project been across the school?** Yes, it has, and the pupil performance meetings are being reviewed by the SMT.  **Q: When is the new phonics scheme in place?** On the 3rd of May there is a training day. We will then launch the scheme in September. The school have been offered a free year of KS2 spelling. It is a different structure with different characters, so a big launch is needed, and we will do parent sessions as part of that.  The board noted a letter from the Minister for Schools recognising the school are in the top 1% of attainment. The governors commended the Headteacher and teaching staff for the hard work in supporting and developing the children at the school.  The Headteacher updated the governors upon matters arising from the Report:   * CPD and impact * Attendance and behaviour   The board were informed that results will be seriously impacted due to one child not having attended school since 24.11.23.  **Q: What year?** I would rather not say.  **Q: Are they communicating?** Yes, they are.  **Q: Is EWO involved?** Yes.  **Q: Is there not a timescale?** No, if they are communicating with this, we can not take them off roll.  **Q: I would question if this were a safeguarding issue.** The school are viewing this as a safeguarding issue.  **Q: Are they home schooling?** No  **Q: Are we sending work home?** No, due to the communication received. We have offered support.  **Q: What is the need?** It is medical and cognitive processing. They were achieving in areas of the curriculum. The board noted that school have not had access to the medical records. The child has 44% attendance.   * Exclusions, incidents, physical interventions   There have been no exclusions or physical interventions   * Safeguarding matters, including the LA audit   There have been no safeguarding issues   * Vulnerable children   The school have 4 children with TAC involved.   * Risk assessment * Covid-related update * Staff wellbeing and absence   There is an instance of absence within the non-teaching staff. The Headteacher advised that he has concerns for the wellbeing of the person**. Q: What** **is the long-term impact?** We are having a meeting with them. The Headteacher confirmed he has provided counselling for them through a service the school use.   * Number of complaints at level 2&3 – There have not been any complaints   The Headteacher updated the governors on the School Development Plan’s progress. |
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| 9. | TEACHING & LEARNING |
| a) | Committee Minutes |
|  | The minutes of the committee meeting were noted by the governing board. |
| b) | Ratification of Policies |
|  | There were no policies for review. |
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|  | **CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL & MAKING SURE ITS MONEY IS SPENT WELL** |
| 10. | RESOURCES & BUDGET |
| a) | Committee Minutes |
|  | The Chair advised that the committee did not take place as they were not quorate. |
| b) | Ratification of Policies |
|  | There were no policies for review. |
| c) | Budget Update |
|  | The Resources meeting had not taken place as the committee were not quorate. The SBM advised that the LA finance officer was visiting school on Wednesday of next week and the visit will involve the setting of the budget.  The Headteacher advised the board that the school has around £44k carry forward this year, approximately £30k next year, plus additional savings of around £20k. |
| d) | School Financial Value Standard (SFVS) Update |
|  | This was approved for submission by the board. |
| e) | Report on Pupil Premium (PP), Sports Grant and Covid Catch Up Spending |
|  | The Headteacher advised that the website has been updated with the information on Pupil Premium.  **Q: What has happened about the sports coaching issues we discussed in Autumn?** The personnel have changed following the incident we discussed in the Autumn meeting. We have completed observations with the new member, and we are happy. The service is getting back to what we were seeing in the Summer, which is positive.  **Q: Do you have financial recourse with the provider, as this may provide accountability**? It is within possibilities. We want to give the new member the chance, however we will be looking at other alternatives, as a precaution for if we should need to change provider in September. |
| f) | Local Authority Buybacks |
|  | The Headteacher advised that the package for the buybacks has been received and is around £1,100 more than last year. The Headteacher and SBM talked about reviewing the buybacks; however, on review were happy with the services.  The board noted that there is still no capacity with the Educational Psychologist from the LA. The school have reviewed other providers. One Education provided a quotation. The offer is a 6-day minimum provision at 2.5k a day. The headteacher advised that they also don’t have capacity currently. The school is currently using Turn The Page Counselling.  **Q: What % is the increase in the buybacks?** It is negligible for what we are receiving. |
| g) | Scheme of Delegation |
|  | Governors considered and duly APPROVED the Scheme of Delegation 2023-24. |
| h) | FINANCE MANUAL |
|  | The SBM confirmed she had altered the Finance manual to reflect the reimbursement to staff via BACS.  The updated Finance Manual was reviewed and duly APPROVED by the governing board. |
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| 11. | PREMISES & HEALTH & SAFETY (H&S) |
|  | The board noted that the audit is due in April and that the Chair will plan in a Health and Safety walk. **ACTION 7**  It was confirmed that the caretaker is continuing to conduct the mandatory checks. The SBM confirmed that the final LED light instalments will be completed this week and that the DFC had been used to fund the project.  The driveway to the school was discussed due to the potholes and potential hazard. The Headteacher confirmed that the school have communicated that the driveway should not be walked up. A contact for the driveway repairs has been provided and the school will be exploring the options for repair. The Headteacher and SBM sought approval from the board to issue a communication to advise parents not to use the Carpark. The board approved and discussed the issues and dangerous parking by parents on the roads surrounding the school. The headteacher has requested additional signage from the LA.  **Q: Is there scope for something with the ECO council to get them involved in walking to** **school?** Yes, we can get them involved. **ACTION 8** |
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| 12. | DATES |
| a) | Full Governing Board |
|  | 10th July 2024 |
| b) | Committee Meetings |
|  | TBC |
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| 13. | ANY OTHER BUSINESS |
|  | None |
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|  | With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 19:58 pm. |

**TORKINGTON PRIMARY SCHOOL**

**SPRING TERM 2024 GOVERNING BOARD MINUTES**

**MEETING ACTION POINTS**

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| **ACTION NUMBER** | **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **DATE ACTION TO BE COMPLETED** |
| 1 | 3b | The SBM to inform the chair of any outstanding Business Interest Forms. | SBM | Post Meeting |
| 2 | 5a | Complete the Governor Hub Health check as a tool to evaluate the board and identify areas for development. | FGB | By the Summer FGB |
| 3 | 5a | The board to meet and complete the NGA skills audit as a group. **GSO to look into the NGA access for the board.** | FGB/GSO | Post Meeting |
| 4 | 5a | One Voice report to be circulated to the board | HT | Post Meeting |
| 5 | 5f | Approval of Term and Inset Days 2024-25. Final dates to be circulated to the board. | HT/FGB | FGB |
| 6 | 6b | A Parent Election will be required in September. | HT/GSO | Autumn FGB |
| 7 | 11 | Chair will plan in a Health and Safety walk prior to the April Audit. | Chair | Post Meeting |
| 8 | 11 | ECO council to be engaged with a walking to school comms to assist with the parking issues. | HT | Post Meeting |