**TORKINGTON PRIMARY SCHOOL**

**GOVERNING BOARD MINUTES SUMMER 2024**

Date: 10th of July 2024

Time: 18.30pm

Venue: Virtual

GOVERNORS PRESENT

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

IN ATTENDANCE

Sarah Robinson Governor Support Officer

Mrs K Fortune Associate Member

|  |  |
| --- | --- |
| 1. | WELCOME AND APOLOGIES |
|  | Governors were welcomed to the meeting by the Chair. The meeting achieved quorum with 9 governors in attendance.  Apologies for absence were received from, Mr C Waugh and accepted by the governing board. |
|  |  |
| 2. | DECLARATION OF ANY OTHER BUSINESS (AOB) |
|  | The Chair invited governors to declare any items for discussion under AOB. |
|  | * Election day |
| 3. | DECLARATION OF INTERESTS |
| a) | Declaration of Business Interests |
|  | Governors were asked to declare any business, financial or personal interests in any agenda items;   * Mrs K Fortune- Husband is TLC finance director. * Mr Buckler’s Wife works for the schools music provider * Ms R Weedon works for the SEN provision at the Local Authority   *Mrs H Merrick joined at this juncture* |
|  | Governors were reminded that they should declare any interest which arose during the meeting. |
| b) | Business Interest Forms |
|  | The Headteacher confirmed that completed Business Interest Forms had been received from all governors. |
|  |  |
|  | **CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS & STRATEGIC DIRECTION** |
| 4. | CORE BUSINESS |
| a) | Previous Governing Board Minutes, Actions & Matters Arising |
|  | It was RESOLVED that the minutes of the meeting held on 6th of March 2024, 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: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | Mr H Burkitt to complete | |
| 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 | Carried Forward **ACTION**  The GSO confirmed that all members of the board were registered on the NGA. A governor tested this in the meeting and confirmed their access. | |
| 4 | | 5a | | One Voice report to be circulated to the board | HT | Due to meet NW on the 15th of July. | |
| 5 | | 5f | | Approval of Term and Inset Days 2024-25. Final dates to be circulated to the board. | HT/FGB | To be discussed today | |
| 6 | | 6b | | A Parent Election will be required in September. | HT/GSO | Autumn | |
| 7 | | 11 | | Chair will plan in a Health and Safety walk prior to the April Audit. | Chair | Complete | |
| 8 | | 11 | | ECO council to be engaged with a walking to school comms to assist with the parking issues. | HT | Extra parking wardens had been out. It had not resolved the issue. Mr Bessel is leading a road safety campaign | |
|  | |  | |  |  |  | |
| b) | | Approval of INSET days (if not covered at the last meeting) | | | |
|  | | The inset dates were communicated by the Headteacher and Governors duly APPROVED the following INSET days for the academic year 2024-25; | | | |
| c) | | Approval of committee remits; Pay committee, Pay appeals, HTPM. | | | |
|  | | Governors were referred to the committee remits which were circulated prior to the meeting. The following were approved with no amendments.   * Pay Panel Remit 2024 * Pay Appeals Remit 2024 * Headteacher Performance Management | | | |
| d) | | Committee membership | | | |
|  | | Governors considered membership of the following committees/panels;  Membership of the Pay Panel was agreed as:   * Mr A Hirst, Mrs H Merrick and Mrs R Weeden   Membership of HTPM was agreed as:   * Mr A Hirst, Mrs H Merrick and Mr C McFarlane   Membership of the Pay appeals panel was agreed as;   * Mr C McFarlane, Ms R Stuart and Mr H Burkitt | | | |
| e) | | Approval of Policies | | | |
|  | | Governors considered and APPROVED the following policies which had been circulated prior to the meeting:  There were no policies for approval at this meeting. | | | |
| f) | | Review of Audit | | | |
|  | | The report had been circulated and the board discussed the items raised by the audit. A governor highlighted that whilst the Chair’s work and knowledge is very much appreciated, it is a single point of failure for the board. The board discussed the need to succession plan. *The GSO advised that the board strategic development is on the agenda for this evenings meeting.*  It was highlighted by the Chair that it is not recommended that the same person Chair the FGB and Committee meetings. It was requested that moving forward he would like the board to consider expressions of interest for chairing the Resources committee and Teaching and Learning committee.  **Q: Could the committees be at a different time to allow for parent governors to be able to attend, after the school day?** The Headteacher explained that this has been offered in the past, however it hadn’t improved attendance. He confirmed that he would be happy to look at hybrid meetings in order to improve the attendance.  The audit had highlighted that the bank account didn’t contain SMBC in the wording. The SBM advised that she had been working on the areas highlighted by the audit. It was noted that the other items had been actioned with the auditor. The board acknowledged and noted the findings. Further questions were invited.  **Q: Item 6, what was the authorisation that wasn’t ratified** **by the committee?** The Headteacher explained that it was payments to a supplier. The payments had been totalled yet had been paid as singular monthly payments. As monthly payments they are within the Headteachers limits. | | | |
| 5. | | BOARD/STRATEGIC DEVELOPMENT | | | |
| a) | | Strategic development of the board – may include skills audit, induction, training, succession plan. | | | |
|  | | The board are to meet to action the NGA skills audit. It was noted that this will help gain the understanding of the skills needed with the two board vacancies.  Mrs D Martin advised that this is her last FGB meeting, and she is stepping down as of the new Autumn term. **ACTION** | | | |
| b) | | Agree length of term for Chair and Vice Chair (e.g., one year/two years) | | | |
|  | | Governors duly AGREED a change of the current arrangements. Terms of office are to be at one year from the date of the Autumn term meeting 2024; the Chair and Vice Chair to remain in office until the date of the Autumn term meeting 2024 | | | |
| c) | | Expressions of interest for Chair, Vice Chair, Committee Chair roles | | | |
|  | | Governors were invited to give some thought to the roles and contact the Clerk prior to the autumn term full governing board meeting in order to express an interest.  **ACTION**  Mr A Hirst made an expression of interest for the position of Chair  Rachael Weedon made an expression of interest for the position of the T&L Chair  The board discussed the need for succession planning and attracting new parent governors. A suggestion was made for parent governors to promote the roll and do something different in order to promote the recruitment. Governors offered their time to hold a drop in, in the school hall for the parents to talk to them about the role. **ACTION**  The Headteacher advised that their maybe a parent who is interested.  GSO to speak to governor for schools to support the Co-opted and LA vacant positions. **ACTION** | | | |
| d) | | Agree governor visits linked to SDP priorities | | | |
|  | | Covered within the Headteachers update | | | |
|  | |  | | | |
| 6. | | BOARD ADMINISTRATION | | | |
| a) | | End of Term of Office | | | |
|  | | No terms ending | | | |
| b) | | Board Vacancies | | | |
|  | | Governors noted the following vacancies;  1 Co-opted  1 LA | | | |
| 7. | | BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY | | | |
|  | | Governors noted the following papers:   * Governance update and governor development.   *Could you consider planning which presentations would be useful for your board for the next academic year?*  *Have you set your board and committee dates for next year?*   * Anti-Racism Training Programme * Education Welfare Update   *Has your school seen pupils leaving to be home educated?*   * Poverty Proofing Stockport Update   *Would your school find Poverty Proofing useful?*   * Early Years Update 1 * Early Years Update 2-Expanded Childcare | | | |
|  | | **CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS** | | | |
| 8. | | HEADTEACHER’S TERMLY REPORT | | | |
|  | | The Headteacher’s Report had been circulated to the governors prior to the meeting and questions were invited: There were no questions at this juncture.  The Headteacher highlighted some key areas from the report.  SATs and Phonics screening  Attainment Y6 – The Headteacher expressed that overall, the results are very pleasing. There had been a couple of appeals for incorrect marks made. The results indicated that 82% of children were meeting and 32% achieved higher standard in all 3 subjects. It was noted that overall, the school results have increased. The scores for reading were at 109 and 108 for maths. The board were advised that with the scaled score for GLD at 110, the results achieved are great. 69% of children achieved a higher standard in reading. 2 children had just missed, which resulted in the drop in the combined figure. KS1 phonics had seen results increase on last year.  The school had bought a new phonics scheme and training had been undertaken. The English lead had developed an impact statement and funding had been used to purchase new reading materials.  The board were made aware of a subject access request that had been made for 2 children dating back several years. The request had been completed; however, it had been a 3month process, which had taken a considerable amount of time.  Staffing  Two new HLTA’s will join the school from September. It was explained that the appointments will help to mitigate the need for supply staff. Cover for the maternity leave had been put in place.  Behaviour and Attendance  Behaviour is good within the school and instances of red and yellow cards have reduced.  The board noted that 35 Education penalty notices had been issued this academic year, with 4 more in plan. There had been between 20 and 25 that could not be issued as the children were under 5. The Headteacher explained the impact on the attendance figures, the high volume of unauthorised absence had. He conveyed that despite the numerous communications and fines being instigated, the numbers had not dropped.  Finance  The renewal of the current fire alarm system had been identified. The school are awaiting information that is outstanding since November 2023. In February / March the school had received a letter to advise that funding would be provided, and the school would be required to contribute £15-20k. The school had requested three quotes. The existing maintenance contractors had been contacted and they had confirmed that the alarm is fully functional. The school are still awaiting the quotes.  The Headteacher explained that the school had one more year to run on the loan taken for the extension works. It was proposed that with this in mind, no expenditure was made on a new fire system. The board supported the Headteachers thoughts. Discussion was undertaken to understand what is deemed to be ‘end of life’ with the system and the proposed benefits of a new system. The Headteacher suggested that he holds a meeting with those instigating the change to pose the questions.  The board suggested that the school move to more frequent inspections to mitigate any risk and noted that all actions from previous inspections had been undertaken. The overall cost to replace the system is not understood at this time.  CPD  The Headteacher explained that the core CPD had been delivered around the new phonics scheme. Additional support had been purchased for next year to support the development of the staff. They will conduct observations of model lessons with the new phonics scheme. Wider CPD and STEM will be visited in the Autumn term.  Monitoring and Evaluation.  The board noted that the moderators were assured and the KS2 judgements were deemed accurate, for which the school was commended.  **Q: Phonics screening test, what were the year 2 re-sits?** All pupils passed.  **Q: Authorising absence – What is the policy?** The policy is very clear. Leave is only authorised under extenuating circumstances. Requests from a Chief Constable for a member of staff who had constraints around their leave and also from a Firefighter who had fixed leave patterns had been received. These were approved as extenuating circumstances. It was explained that authorised leave had been given for sporting excellence. The Headteacher reached out for support, asking that the governors are very clear if asked, that there will be a fine for every family that takes their child out of school without authorisation.  **Q: PE provider – Do we have a replacement?** Yes, we have got them in now, the requirement is very clear. The school want something different, which the new provider is delivering. They are offering a wider opportunity for the children, lunchtime clubs and inter-competitions that they already run. The providers have offered to support with PPA cover and use a tailored approach to support the differing ages within the school. Support for the PE lead with Ofsted has also been offered.  **Q: Reduction in yellow and red** **cards, has behaviour changed, or is it the issuing of them that has changed?** Low level disruption had reduced. It was agreed that there is a grey area and what constitutes a red requires a review. It was explained that there are no patterns and that the behaviour on the whole is very good.  **Q: Learning walks with link governors, please can we have some early on in the Autumn term.** Yes.  The school had made 2 safeguarding referrals to MASH and supported 3 children with TAF. The school do not currently have any cared for children. | | | |
| 9. | | TEACHING AND LEARNING UPDATE | | | |
| a) | | Committee minutes | | | |
|  | | These were not available | | | |
| b) | | Ratification of policies considered by the committee | | | |
|  | |  | | | |
| 10. | | WELLBEING | | | |
|  | | Staff and Pupil wellbeing were noted as being good. | | | |
|  | | **CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL & MAKING SURE ITS MONEY IS SPENT WELL** | | | |
| 11. | | RESOURCES & BUDGET | | | |
| a) | | Approval of finalised 2024/25 budget | | | |
|  | | The Board APPROVED the budget. The SBM advised that she will send the update from the finance meeting. | | | |
| b) | | Budget update | | | |
|  | | A recent finance meeting had been undertaken. The carry forward was noted at £25k for the end of this year with a £18k deficit the following year. The Headteacher conveyed a £20k deficit is held for contingency for next year should it be needed. The Finance Officer had confirmed that they were happy with the projections made by the school. | | | |
| c) | | Report on Sports Grant and Covid Catch Up Spending | | | |
|  | | A percentage of the sports grant will be used to support the new Sports provision. | | | |
| d) | | Approval of Residential Trips (category 3 & 4) | | | |
|  | | The trips were noted as the same as last year. The governors DULY approved the residential trip. | | | |
|  | |  | | | |
| 12. | | PREMISES & HEALTH & SAFETY (H&S) | | | |
| a) | | To receive an update on health and safety | | | |
|  | | Instances of injury were noted whereby children attended hospital. It had not been necessary to make changes to the existing risk assessments as a result of the instances.  The Chair is to arrange a visit for the H&S walk. **ACTION** | | | |
| b) | | To receive an update on premises | | | |
|  | | New LED lighting had been installed within the school at a cost of £15k. | | | |
| c) | | Dates of fire drill and lockdown drills | | | |
|  | | One unannounced fire drill to take place before the end of term. | | | |
| 13. | | DATES | | | |
| a) | | Full Governing Board | | | |
|  | | Autumn 20/11  Spring 12/03  Summer 25/06 | | | |
|  | |  | | | |
| 14. | | ANY OTHER BUSINESS | | | |
|  | | Election – Polling Day  A parent had raised concerns that the school remained open when it was polling day. A Risk Assessment had been conducted 2.5 weeks in advance and the school had negotiated with the election team to have additional cover based in the corridor. No parents had raised any concern with the Headteacher.  The governors advised they supported the process and viewed it similarly to that of having the annex open and parents/family attending a sports day. The Headteacher emphasised his upset at parents thinking that the school would place any of the children at risk. No concerns had been raised with the Headteacher or other staff members. **Q: What** **was absence like?** 11 children were not in school. The plan had been to close the school, and this will be enforced where possible for next year.  *Thanks were requested to be minuted for the staff for their continued hard work over the past 12 months.* | | | |
| 15. | | REFLECTION - Optional | | | |
|  | | *How has this meeting helped to meet the board’s core objectives?*  *How has the meeting supported the school vision and ethos?*  *Are there any suggestions for future development or agenda items?* | | | |
|  | | With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 20:05pm. | | | |

**TORKINGTON PRIMARY SCHOOL**

**SUMMER TERM 2024 GOVERNING BOARD MINUTES**

**MEETING ACTION POINTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTION NUMBER** | **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **DATE ACTION TO BE COMPLETED** |
| 1 | 4a | NGA skills audit to be completed. Chair to arrange a meeting. | CH | Post meeting |
| 2 | 5a | Parent Election in the Autumn term | GSO/HT | Autumn Term |
| 3 | 5c | Parent governors to hold a drop in, in the school hall to promote the parent governor roll. | FGB | Post meeting |
| 4 | 5d | Expressions of interest for Chair/Vice Chair and Committee chairs to be send to GSO | FGB | By the 20/11/24 |
| 5 | 5d | Governors for Schools to be engaged to support recruitment for Co-opted vacancy | GSO | Post meeting |
| 6 | 12 | Health and Safety walk to be arranged | CH/SBM | Post meeting |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |