



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
MIDDLEWICH PRIMARY SCHOOL
HELD IN SCHOOL ON 22nd MARCH 2022 AT 5PM**



Governors Present:	Rob Bunn	(RB) Chair
	Sandie La Porta	(SLP) Headteacher
	Cheryl Bertoni	(CB)
	Vicky Williams	(VW)
	Amy Harding	(AH)
	Alison Sumner	(AS)
	Lucy Lee	(LL)
	Jane Mayhead	(JM)
	Louise Jennings	(LJ) appointed at this meeting item 3
Also in attendance:	Louisa Moseley	(Clerk) Clerk to the Governors
	Katie Davies	(DHT) (KD) Observer
	Gemma Reynolds	(DHT) (GR) Observer
	Donna Webster	(AHT) (DW) observer

PART ONE – NON-CONFIDENTIAL BUSINESS

	<i>The meeting commenced at 5:15pm</i>	Actions
1	<p>APOLOGIES & ADDITIONAL AOB ITEMS</p> <p>Governors received and accepted the apologies of David Atkinson, Mark Edwards and Bev Stephens (SBM).</p> <p>There was no other business tabled for discussion in part one.</p>	
2	<p>CONFLICT OF INTEREST</p> <p>No conflict of interest was declared specifically for the meeting. Governors had completed a Declaration of Interest on Governor Hub.</p> <p>There were no expected conflicts with the business of this meeting.</p> <p>ACTION: LJ to complete declarations of interest and confirmations on Governor Hub.</p>	LJ
3	<p>MEMBERSHIP</p> <p>a) Governors received the following changes to the membership of the board of governors:</p> <p>Governors ratified the reconstitution of the Instrument of Government by the LA, reducing the number of co-opted governors by two, resulting in 14 posts on the full board of governors.</p>	

	<p>The Chair welcomed Louise Jennings; a teacher at Malbank sixth form and secondary college. Governors approved the appointment of Louise Jennings as a co-opted governor with the following terms of office: 22/03/2022 – 21/03/2026</p> <p>LL had agreed to step down from the role of parent governor and be appointed as a co-opted governor at this meeting. Governors approved the appointment of Lucy Lee as a co-opted governor with the following terms of office: 22/03/2022 – 21/03/2026</p> <p>ACTION: Clerk to update terms of office and constitution with changes regarding LL, ME and LJ on Governor Hub and Send LJ an induction email and GH access. SLP to confirm position with ME.</p> <p>b) Governors considered the current vacancies in accordance with the current constitution:</p> <ul style="list-style-type: none"> • X2 Parent Governor • X1 Co-opted Governor <p>The school held parent governor elections in the spring term but had no expression of interest. Governors agreed another election should take place in the summer term following a drop-in session with governors held at the school on Monday 25th April. This, plus further advertising in the newsletter and website, will be organised by the school to promote interest in the role of parent governor.</p> <p>The Chair and HT agreed to advertise the remaining vacant roles via Inspiring governance and the Governors for Schools databases as well as approaching local businesses to appoint new members before the summer FGB meeting. Governors identified Human Resources and Finance as preferable skills required by the board.</p> <p>ACTION: Governors to attend the drop-in session for any parents interested in becoming governors on Monday 25th April 2022.</p> <p>ACTION: GR to hold another parent election in the summer term following on from the governor drop-in session.</p> <p>ACTION: Clerk to send GR information from the Key on advertising the role of parent governor.</p> <p>c) There were no terms of office due to expire before the next FGB meeting.</p> <p>d) LJ agreed to begin the DBS process with BS this week.</p> <p>ACTION: LJ to bring into school two forms of identity and address to begin the DBS process with BS within 21 days (as of 22/03/22).</p> <p>e) All 128 checks had been completed.</p>	<p>Clerk/S LP</p> <p>Govs GR Clerk</p> <p>LJ</p>
4	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>Governors approved the Part One minutes of the autumn term board of governors meeting on 23rd November 2021 as a true and accurate record of the meeting. The Chair signed a copy of the minutes for the school to retain.</p>	

	<p>Governors reviewed the action list from the last FGB meeting and discussed matters arising from the part one minutes which would not be covered elsewhere in the meeting. It was agreed that the following actions be carried forward:</p> <ul style="list-style-type: none"> • c/f: SLP to upload the data analysis from summer term assessments to Governor Hub this term. • The policy, 'Children with Health Needs Who Cannot Attend School,' has been moved to the summer PWCP committee to review and approve. • A curriculum meeting is planned with governors and teachers on 3rd May to review SDIP priorities. <p>All other actions had been completed and closed as appropriate.</p>	
5	<p>CHAIR'S ACTION</p> <p>The Chair reported that no action had been taken on behalf of the governing board since the autumn 2021 Full Governing Board meeting.</p>	
6	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>a) Governors received the following minutes via Governor Hub prior to the meeting and an update from JM and RB.</p> <ul style="list-style-type: none"> • PWCP committee minutes 3rd February 2022 • SFS committee minutes 4th March 2022 <p>b) <u>Safeguarding report</u> Governors received a Safeguarding report completed by VW and CB and shared on Governor Hub prior to the meeting. The report had also been reviewed at the Spring SFS committee meeting. AS, the safeguarding Governor, had been into school in the autumn term to review safeguarding and reported that the following development actions have since been addressed: Giving out safeguarding scenarios to targeted teachers and ensuring office staff are informing the SLT team before sending a child home ill.</p> <p><u>SEND report</u> A SEND report had been completed by LL and uploaded to Governor Hub prior to the meeting. LL informed governors of a positive meeting demonstrating that SEND provision is being monitored well and a range of strategies are in place. The one concern for the school is the increasing numbers of pupils with SEND and how best to manage this demand moving forward.</p> <p>ACTION: LL to arrange a SEND visit in the summer term to look at social inclusion on the playground.</p> <p>The curriculum report has been deferred until the summer FGB meeting once the curriculum meeting has taken place on 3rd May 2022.</p> <p>ACTION: RB and JM to complete a curriculum report following on from the curriculum meeting with lead teachers. Clerk to add to summer FGB agenda.</p>	<p>LL</p> <p>RB/JM/ Clerk</p>

	<p>c) Governors noted the submission and review of the school safeguarding audit form (section 175 return) and associated action plan had been completed in April 2021. A new one will be completed this summer term.</p> <p>d) There were no further monitoring reports to receive.</p>	
7	<p>FINANCIAL MATTERS</p> <p>Due to the recent absence of the SBM and a deferred FMSO meeting with CE finance, the draft annual budget for 2022-23 was unavailable to review and approve in this meeting. The FMSO meeting has been re-scheduled for 23/03/22 and SLP agreed to upload all the budget papers and a brief report on the outcome of the finance meeting onto Governor Hub for Governors to review and approve.</p> <p>Governors agreed the finance items should be deferred to the next SFS or FGB meeting with any approvals to be completed on Governor Hub this term.</p> <p>The following actions were agreed:</p> <p>ACTION: SLP/BS to upload the budget papers and a budget overview including the update on the school fund (short report) for governors to review and approve on Gov Hub once the FMSO meeting has taken place on 23/03/22.</p> <p>ACTION: Clerk to add the budget versus actuals and progress against the three-year budget items to the summer SFS committee agenda plus the staffing structure for approval and minute all finance approvals by the full governing board completed via Governor Hub at the summer FGB meeting.</p> <p>ACTION: DA and AS to review and recommend approval of the SFVS before 31st March with BS. When complete add the SFVS to Governor Hub for all governors to review and approve the document.</p> <p>Governors noted that the SBM from the Dingle school had already reviewed the SFVS to support the school during the SBM's absence. Everything is in place but requires governor oversight.</p> <p>ACTION: AS and DA to go through the MOIFP with BS when completing the SFVS and recommend approval at the summer FGB meeting. The MOIFP must be uploaded electronically to Gov Hub for all Governors to review and approve including the Business Continuity Plan, Asset Register and Scheme of Financial Delegation.</p> <p>ACTION: BS to share a copy of the annual accounts of the unofficial school fund and audit certificate on Governor Hub when it is received 2020/21.</p> <p>The school fund had been audited and signed off by Marianne Kettle but has yet to be uploaded to Governor Hub by BS for Governors to review.</p> <p>Governors monitored the spending and impact of the Catch Up Premium and the Recovery Premium in the PWCP committee. A detailed Pupil Premium strategy had been completed and uploaded to Governor Hub as well as the school website by 31st December and a further report to governors was received under agenda item 8.</p>	<p>SLP/BS</p> <p>Clerk</p> <p>DA/AS/ BS</p> <p>AS/DA/ BS</p> <p>BS</p>

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PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

Governors received the Headteacher's report containing the following matters:

- Self-evaluation, School Development and Improvement
- Pupil Progress
- Early Reading and Phonics
- Early Years Foundation Stage
- Pupil Premium Review
- Staff training
- Pupil Wellbeing
- SEND
- Performance Management
- National Assessments
- School Improvement Partner
- Partnership Working

The following points were addressed in more detail:

Risk assessments

- The Covid-19 risk assessments and contingency plans are in place and have been updated in consultation with the LA.

Q: Is remote learning only offered to pupils with Covid-19?

A: Yes if they are well enough to complete it.

- Pupil progress has been challenging due to staff absence as addressed under Part 2 HT report item 3. The delivery of interventions by class teachers has been beneficial and best practise.

Phonics and reading

- In December 2021, Year 2 completed the phonics screening check and 91% reached the expected standard.
- Governors discussed the use of the Little Wandle Letters and sounds programme across the school. Children are completing regular phonics and reading sessions focusing on decoding, comprehension and prosody. Phonics observations have taken place and areas for development have been identified and fed back to the relevant staff.
- In foundation stage, a significant number of children have been identified as falling behind in phonics, so actions have been agreed to address this with catch-up interventions timetabled throughout foundation stage, KS1 and KS2 where necessary.
- In KS2, children read at least once a fortnight with a teacher, (The aim is once a week). Little Wandle is used for a small group of pupils who require further phonics sessions. Pupils are becoming more engaged with the book club. There are a clear set of books the children work from for writing units as well as the book club texts that relate to areas of the curriculum and link to other books and authors.

Q: Can children read their own choice of books?

A: The school encourage any form of reading. Some children choose to read a book from the book club alongside a book from home. The book club includes

books of interest that appeal to all children and will help stretch their vocabulary and comprehension skills.

Governor comment: Parents could possibly donate books from home to enrich the school library further.

Governor Comment: Pupils could recommend their favourite books in the school newsletter to promote a love of reading.

ACTION: To consider adding book recommendations by the children to the school newsletter to encourage reading.

Governor comment: Secret Reader was a popular initiative the children enjoyed.

EYFS

Donna Webster provided a written and verbal report on Early Years Foundation Stage (EYFS). Governors noted a significant number of children with speech and language difficulties. Due to Covid-19 and lockdown, children have been impacted by a lack of socialisation and the school are focusing on communication and language. Interventions are in place throughout EYFS. There are currently 5 children with an EHCP. Progress is being made but there remains a concerted effort to ensure the highest percentage of children reach a good level of development (GLD) by the end of the year.

Governors thanked DW for the notable progress being made in EYFS.

Pupil Premium

Katie Davies provided a written report and verbal update on the PP review spring 2022. The PP strategy statement had been uploaded to the website by 31st December 2021.

- 59 pupils access free school meals (FSM).
- 22 out of the 59 FSM pupils have a support plan in place. The number of PP children has increased significantly.
- Funding has been spent on high quality teaching, targeted academic support such as structured interventions in maths and English by the class teachers, phonics interventions and maths morning club for Year 6, plus wider strategies.
- 53% of PP children received catch-up interventions in the autumn term and 49% in the spring term (39 PP children in total).
- Governors noted 34% of PP children attended extra-curricular clubs in the autumn and spring terms.
- The average attendance for PP is lower than the rest of the school cohort at 89.61%.
- Governors noted the attainment predictions for PP children to reach age related expectations. (100% equating to 7 pupils for year 6 in reading and GPS.)

Governors thanked KD for the comprehensive report.

Attendance

- Governors noted a significant number of children have had two or more periods of absence since September 2021. The school have sent out letters to parents of pupils with attendance below 85% and class

SLP

	<p>teachers are contacting those with attendance below 80%. Governors reviewed the letters sent to identified families.</p> <ul style="list-style-type: none"> • The school have rewritten the absence request form stating holidays will not be considered exceptional circumstances. • CE have now reintroduced the fining should pupils exceed 10 unauthorised absences. • There are currently 70 pupils with attendance below 90%. <p>Governors recommended the following action:</p> <p>ACTION: SLP to reword the absence request form to clearly state that the LA will be notified of any unauthorised absences exceeding 10 sessions resulting in a potential fine.</p> <p>Q: What kind of response has the school received after sending out the attendance letters?</p> <p><i>A: One parent contacted the school but there have been no other responses as yet.</i></p> <p>Q: Does the school have attendance displays and refer to the impact of lost learning in assemblies?</p> <p><i>A: No. This is a good idea and could be communicated through the school website to parents.</i></p> <p>ACTION: To consider an attendance display in the reception area by the office and on the school website clarifying the impact of missed sessions.</p> <p><u>Pupil Wellbeing</u></p> <p>A written report by Mr Swift was included within the HT report.</p> <p>Outdoor gym equipment had been purchased for the playground.</p> <p>The school are setting up a new initiative via the website, promoting a Personal Development Award involving challenges to complete.</p> <p>Q: What is the time frame for this, and will there be an award?</p> <p><i>A: It is to be completed over the year and the school will arrange an awards ceremony for the children.</i></p> <p><u>SEND</u></p> <p>VW included a written SEND report as part of the HT report and a verbal update during the meeting.</p> <p>Governors noted the number of EHCPs is increasing. A SEND review had been carried out in January 2022 and identified areas of challenge. The rising number of EHCP's, SEN plans and Social Emotional Mental Health (SEMH) needs is impacting the workload for the SENCo and SLT.</p> <p><u>School Improvement Partner visit</u></p> <p>Ben Cox visited the school on 1st December and a written report had been shared on Governor Hub for Governors to review.</p> <p><u>Partnership Working</u></p> <p>Governors noted the Sunflower room is being utilised for community needs. The Early Start Children's Centre Hub are using the room on a Thursday for baby</p>	<p>SLP</p> <p>CB</p>
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	<p>massage,' play can make a difference' and a programme to support parenting until 7th July.</p> <p>ACTION: CB to email the Early Start Children Centre Hub Manager regarding no availability of the room during SATS week.</p> <p><u>Health and Safety review</u></p> <p>A H&S review by CE had taken place on 7th March 2022. The following points are being actioned:</p> <ul style="list-style-type: none"> • To declutter the boiler room of any flammable materials. • To ensure the school have COSHH certificates for hand sanitisers and air fresheners. 	CB
9	<p>SCHOOL DEVELOPMENT AND IMPROVEMENT PLAN</p> <p>The school Development and Improvement Plan 2021-22 had been shared and discussed with governors at committee level and included within the HT report.</p> <p>There were no further questions.</p>	
11.	<p>STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2022-2023</p> <p>Governors agreed to buy back the clerking services from Cheshire East on the same terms as this academic year.</p> <p>ACTION: School to buy back the clerking package from ChESS in the summer term - Statutory plus seven bundles in line with this academic year.</p>	
12	<p>GOVERNOR TRAINING AND DEVELOPMENT</p> <p>A list of training courses attended by governors was shared on Governor Hub prior to the meeting alongside the skills audit and analysis.</p> <p>LJ agreed to join the PWCP committee meeting on 12th May 2022 at 4pm. A link governor role will be decided at the summer FGB meeting.</p> <p>The following actions were agreed by governors:</p> <p>ACTION: LJ to attend the summer PWCP committee meeting on 12th May at 4pm and consider a link governor role to be formally agreed at the summer FGB meeting. Clerk to add to agenda.</p> <p>ACTION: LJ to complete new governor induction training in the summer term and update Gov Hub</p> <p>ACTION: All Governors to ensure they complete safeguarding and Prevent training this year and record under the training records on Gov Hub.</p>	LJ/RB/ Clerk LJ Govs
13	<p>SCHOOL POLICIES</p> <p>Governors reviewed and approved the following policies:</p> <ul style="list-style-type: none"> • Equality Information and Objectives-The school confirmed they have been updated and published. • Statement of procedures for dealing with allegations of abuse against staff. • Staff Absence Policy – approved but with the caveat that the school personalise the standard CE model policy. 	

	<p>The premises documents were deferred until the summer SFS committee meeting.</p> <p>The following actions were agreed:</p> <p>ACTION: KD to add all the physical paperwork for this FGB meeting including the Equality information and objectives policy and the statement of procedures for dealing with allegations of abuse against staff to Gov Hub.</p> <p>ACTION: SLP to amend the staff absences policy by personalising the CE model version and upload to GH.</p> <p>ACTION: BS/ SLP to share any updates on the premises documents for governors to note at the summer SFS committee meeting. Clerk to add to agenda.</p>	<p>KD</p> <p>SLP</p> <p>BS/SLP/ Clerk</p>
14	<p>PLANNED RESIDENTIAL VISITS</p> <p>Governors noted and approved the following residentials:</p> <ul style="list-style-type: none"> • Year 6 in October 2022 to Arete outdoor pursuit centre (current year 5) • Year 3 for one night in the Lake District on 27th April 2022. • Year 5 to Stratford Upon Avon on 23rd May 2022. <p>Risk assessments are being completed.</p>	
15.	<p>MEETINGS</p> <p>Governors confirmed the date and time of the remaining full board of governors' meeting to be held during the academic year 2021-2022.</p> <p>FGB 3 summer term – Tuesday 21st June at 5pm</p>	
16	<p>ANY OTHER BUSINESS</p> <p><u>Website compliance</u></p> <p>RB agreed to work with AH and ensure website compliance and up to date information for governance.</p> <p>ACTION: RB to work with AH to ensure website compliance and all governance information is up to date and in line with GIAS.</p> <p>ACTION: Clerk to send AH the updated terms of office and latest governor information for the website.</p> <p>The Chair asked governors to send in an up-to-date picture for the governance display board in school.</p> <p>ACTION: Governors to send updated photos to SLP for the governors display board in school.</p>	<p>RB/AH</p> <p>Clerk</p> <p>Govs</p>
20	<p>IMPACT STATEMENT</p> <p>Governors have:</p> <ul style="list-style-type: none"> • Reviewed the impact of the Pupil Premium and catch-up grant • Received and approved the Equality information and objectives. • Recognised the impact of Covid-19 and the pandemic as a whole on the pupils and their academic progress. 	

	<ul style="list-style-type: none">• Reviewed the reading and phonics provision across the school.• Considered pupil wellbeing• Discussed attendance levels and how best to reduce the number of absences.• Received Safeguarding and SEND monitoring reports.• Received a Health and Safety update from the school following on from the CE H&S review.	
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The meeting moved to Part 2

.....Chair

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