



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
MIDDLEWICH PRIMARY SCHOOL
HELD IN SCHOOL ON 21st JUNE 2022 AT 5PM**



Governors Present:

Rob Bunn	(RB)	Chair
Sandie La Porta	(SLP)	Headteacher
Vicky Williams	(VW)	
Amy Harding	(AH)	
Lucy Lee	(LL)	
Jane Mayhead	(JM)	
Louise Jennings	(LJ)	
David Atkinson	(DA)	

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
Bev Stephens	(BS)	Finance administrator

PART ONE – NON-CONFIDENTIAL BUSINESS

		Actions
	<i>The meeting commenced at 5:30pm Governors received a tour of the school and grounds from the HT and DHT before the meeting began.</i>	
1	APOLOGIES & ADDITIONAL AOB ITEMS Governors received and accepted the apologies of Alison Sumner and Cheryl Bertoni. There was no other business tabled for discussion in part one.	
2	CONFLICT OF INTEREST No conflict of interest was declared specifically for the meeting. Governors had completed a Declaration of Interest on Governor Hub. Governors noted a new declaration of interest for Lucy Lee to be added to Governor Hub – James Lee, husband of Lucy Lee, has been appointed the new SBM for the school and will be starting the role in July 2022. There were no expected conflicts with the business of this meeting. ACTION: LL to add the new declaration of interest to Governor Hub	LL
3	MEMBERSHIP a) Governors received the following changes to the membership of the board of governors:	

	<ul style="list-style-type: none"> • The resignation of Mark Edwards as Local Authority Governor in spring 2022. • Governors agreed to consider the new vacancy for a PWCP Vice Chair at the PWCP committee meeting in autumn 2022. • Due to ME resigning, Governors considered membership of the pay committee for autumn 2022 and the following governors were confirmed: David Atkinson, Lucy Lee, and Louise Jennings. The meeting will be held at 8am via Teams on 15th November 2022. • Rob Bunn agreed to continue as Health and Safety interim governor. All other link roles were confirmed as listed in appendix A and B. Priorities and actions for governors on the SDIP 2022/23 will be added once agreed. <p>ACTION: Clerk to add the priorities and actions to the Governor roles appendix B, once agreed in the summer term 2022.</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 local authority Governor • X1 Co-opted Governor <p>The school held parent elections in the spring and summer terms with no expressions of interest. A drop-in session to meet governors and ask questions was advertised in the newsletter but no parents attended. Governors agreed to hand out leaflets on governance at the open evening for new parents to further promote the role of governor.</p> <p>SLP has registered on the platform 'Inspiring Governance' to find a suitable Local authority Governor (LA) and/or co-opted Governor and agreed to follow this up with further searches with the aim of recruiting more governors for autumn 2022.</p> <p>ACTION: Governors to attend the new parents welcome evening on 30th June at 7pm if possible and promote governance.</p> <p>c) Governors noted the following terms of office are due to expire before the next meeting: Amy Harding (staff governor) 18.10.2018 – 17.10.2022.</p> <p>ACTION: The school to hold another staff election in the autumn term for a staff governor.</p> <p>d) All arrangements to apply for a criminal record check for LJ have been completed within 21 days of appointment.</p> <p>e) All arrangements for Section 128 checks for all governors were complete.</p>	<p>Clerk</p> <p>Govs</p> <p>SLP</p>
4	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>Governors approved the Part One minutes of the Spring term board of governors meeting on 22nd March 2022 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> <p>ACTION: LL to arrange a SEND visit in the summer term to look at social inclusion on the playground. This has been scheduled in the diary for the summer term 2022.</p> <p>ACTION: GR to add book recommendations by the children to the school newsletter to encourage reading this summer term.</p> <p>ACTION: LJ to add new governor induction training from the summer term onto Governor Hub training records.</p> <p>ACTION: All Governors to ensure they complete safeguarding and Prevent training this year and record under the training records on Gov Hub. Governors to attend safeguarding level one training in school in September 2022 if possible.</p> <p>ACTION: c/f: RB to work with AH to ensure website compliance and all governance information is up to date and in line with GIAS. Ongoing.</p> <p>ACTION: c/f: Governors to send updated photos to SLP for the governors display board in school.</p> <p>ACTION: BS to find out if Tempest Photography can come into school in the autumn term to photograph staff and governors.</p> <p>All other actions had been completed and closed as appropriate.</p>	<p>LL</p> <p>GR</p> <p>LJ</p> <p>Govs</p> <p>RB</p> <p>Govs</p> <p>BS</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 Spring 2022 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 DA respectfully.</p> <ul style="list-style-type: none"> • PWCP committee minutes 12th May 2022 • SFS committee minutes 10th June 2022 <p>Q: Does the school still offer the Lego workshop to pupils?</p> <p>A: No. This was replaced with the Connex workshop making motorway swing bridges.</p> <p>Q: Now ME has resigned as governor, does the school have regular contact with the high school?</p> <p>A: Yes. The Head of Year 7, and Assistant Headteacher at Middlewich High is in regular contact with the school. The SLT have links with the high school for community projects and transition. This year all the high schools in the local area - Sandbach, Middlewich and Holmes Chapel - are having the same day for transition</p> <ul style="list-style-type: none"> • Governors received the Health and Safety report from link governor (RB) on Governor Hub prior to the meeting. 	

	<p>b) The SEND visit is scheduled for this term and will be reviewed in the autumn FGB committee meeting.</p> <p>ACTION: AS to complete a safeguarding link governor visit and report in the summer term 2022.</p> <p>ACTION: Clerk to add safeguarding and SEND reports to Autumn FGB agenda 2022.</p> <p>RB provided a verbal report on the curriculum visit completed this term. Governors noted:</p> <ul style="list-style-type: none"> • RB received an overview of the music curriculum across the school showing the progression of skills in each year group and how the lessons link to other areas of the curriculum. • Reviewed maths and the scheme – ‘Power Maths’. • Looked at the cross-curricula links between history, geography and English within a topic theme and related text, demonstrating an enriched curriculum. • The music specialist, who teachers across the school, has made a number of sway videos as evidence of learning and progression. A written report from the music specialist was shared during the meeting. 	<p>AS Clerk</p>
<p>7</p>	<p>FINANCIAL MATTERS</p> <p><u>The Budget</u></p> <p>The school had a finance meeting with Cheshire East FMSO on 14th June 2022. The budget review was very positive with the projected carry forward of:</p> <p>Year 1 – 352K Year 2 – 282K Year 3 – 138K</p> <p>Governors noted the changes in staffing have significantly impacted the budget for the better.</p> <p>The HT has plans to make some improvements to the school.</p> <p>Staffing is discussed in Part 2.</p> <p>Governors approved the budget for 2022/23.</p> <p><u>Annual contracts and ChESS purchases</u></p> <p>There were no changes to the purchase of annual contracts and none up for renewal. All ChESS purchases had been completed including the clerking for 2022/23 on the same basis as 2021/22.</p> <p><u>MOIFP</u></p> <p>Governors noted there were no changes currently to the Manual of Internal Financial Procedures (MOIFP). It was last reviewed by governors in March 2022 via Governor Hub.</p> <p><u>Teachers’ Pension Indexation and 2021 Pay Freeze</u></p> <p>The Clerk highlighted the following item from the Summer Directors report 3.2:</p> <p>Governors approved the recommended £1 increase for the year to trigger the required re-evaluation of pensions at minimal cost for the school. Governors noted the following advice from the summer term directors report:</p>	

This affects teachers:

- *Who first joined the Teachers' Pension Scheme (TPS) prior to 1 April 2015*
- *Who have not received any pay increase this year.*
- *Who are within 10 years of retirement.*

For teachers not on the Leadership Scale: The payment of £1 can be made as a Recruitment and Retention Payment.

Teachers on the Leadership Scale are not eligible to receive R&R Payments and therefore would need to have the payment made under additional payments to trigger the re-evaluation.

The payments should be processed via your payroll provider as soon as possible but by August 2022 payroll at the latest.

ACTION: BS to action the £1 pay increase for the pension pots of affected teachers before August 2022.

PE and Sports Premium Funding

Governors noted the ringfenced sports premium will be used for the following:

- Tennis coaching in the summer term for Year 4 and Year 6 classes.
- Fixing the trim trail and jungle climb flooring
- Year 6 trip
- More swimming for UKS2.

The use of the sports premium funding and its impact will be reviewed at the end of the year and future purchases considered. The outdoor activities and equipment have proved to be very popular with the children. LL will be visiting the school during playtime to review personal development. Governors noted DW develops playground rotas and manages the midday assistants, so play is very much promoted in school.

Pupil Premium Funding

The HT informed governors all PP children have access to additional music lessons if they would like them. The PP data is carefully monitored throughout the year and teacher led interventions using catch-up funding are given to PP children where needed as well as non-PP pupils. This will be reviewed in the summer term once data is collated. All new teaching staff will be made aware of the PP children in their classes.

Q: Is the recovery premium continuing next year?

A: From September 2022, all schools will receive National Tutoring funding directly with a 60% subsidy rate.

SFVS – governors confirmed this had been completed, approved, and submitted within the timeframe.

S175 safeguarding audit – The HT informed governors the audit will be completed in the next week.

Copy of the annual accounts of the unofficial school fund and the audit certificate had been received and shared on Governor Hub last term.

BS

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PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING

Governors received the Headteacher's report on Governor Hub containing the following matters:

- Self-evaluation, School Development, and Improvement
- Pupil Progress and Attainment
- Admissions and Attendance
- Arrangements for classes September 2022
- Additional Developments and Community Events

The following points were addressed in more detail:

The SDIP

The School Development and Improvement Plan (SDIP) 2021/22 is being reviewed by the staff and governors on 29th June 2022 and future improvements identified for the 2022/23 SDIP. The next development plan will set out our goals against the five core values: children, learning, quality, teamwork and continuous improvement. Governors noted the importance of ambitious targets reflecting the government's white paper and the national target of 90% of children reaching the expected standard in reading, writing and maths at the end of key stage 2 by 2030.

ACTION: Governors to attend the staff and governor review meeting at 3:30pm on Wednesday 29th June until 5pm.

ACTION: LJ to arrange a meeting with the school in the summer term to discuss curriculum as a link governor.

Govs

LJ

Progress and Attainment

The school are currently collating the NFER data from assessments in Year 3, 4 and 5 and inputting them onto the system. These will be shared at the autumn FGB meeting 2022.

All other year groups have completed national assessments including the Year 4 timetables tests, new this year.

The New EYFS curriculum no longer has an exceeding band. Children are expected to get a good level of development (GLD) in 5 of the 7 strands of learning:

- Communication and Language
- Personal, Social and Emotional Development
- Physical Development
- Literacy
- Mathematics

Governors noted the data shared in the meeting has changed since it was written.

92% of Year 1 children passed the phonics screening check this year. One child was absent.

In Year 2, four children had to retake the phonics check and two passed. One child did not take it and the other has significant needs.

Governors noted the school do not yet have the KS1 data from national SATS assessments but are expecting the results to be disappointing.

Q: Are the school expecting disappointing results across the board?

A: Yes. The result may be lower in one class compared to the other.

Q: Is this a direct impact of Covid-19 and lockdown?

A: It is more than one factor and will need addressing in Year 3 so all the pupils can access the KS2 curriculum. The school need to collate teacher assessment levels too to consider alongside the national assessment results.

The Year 4 times tables result show 92% achieving 20 plus marks out of 25.

In KS2, 73% of pupils are working at expected levels in writing and 75% at expected in science. Only 3 out of 60 pupils reached Greater Depth Standard (GDS) in writing. GDS remains a priority.

Admissions and Attendance

This year the school had 57 first preference requests for places in reception. 60 places were offered, and these were all accepted. There is a waiting list of ten children.

Q: Has the new outdoor equipment attracted more families?

Governor Comment: Parents are very complimentary about Middlewich Primary on social media and the school's reputation is strong.

Governors noted 11 leavers. Eight were due to re-locations, two are now electively home-schooled and one has moved to an early secondary placement.

Of the 60 requests for holidays during term time, only 14 have been approved due to extraordinary circumstances.

Q: How is attendance currently?

A: Governors noted attendance was discussed in both committee meetings and there were no major changes. Multiagency partners such as Early Help and Family Support Workers are working with persistent absentees.

The school are going to consider termly 100% attendance awards.

Community Events

Governors noted the significant efforts of Cheryl Bertoni for organising a stand at the Royal Cheshire Show. Governors were informed the school had won best in show. Governors passed on their thanks to CB for the hard work.

Governors noted the following events that had been planned for the summer term:

- The Labyrinth Project
- Arley Hall Garden Festival
- Year 5 classes will present their adaptations of Macbeth at the Royal Exchange Theatre in Manchester next week as part of the Northwest Drama Shakespeare Festival.
- Young Voices concert at the Manchester arena for Year 5 and 6 children
- Y3/4 end of year production of Peter Pan on 12th and 13th July.

	<p>Governors noted all classes have had at least one trip out of school by the end of this term.</p> <p>ACTION: Clerk to add a review and approval of the SDIP 2022/23 to the autumn term 2022 FGB agenda.</p> <p>Governors asked the HT to provide termly comparative data in the autumn FGB to show the progress made across the terms.</p> <p>ACTION: SLP to provide an updated table of data from summer term assessments showing progress over the three terms ready for the autumn FGB 2022. Clerk to add to agenda.</p>	<p>Clerk</p> <p>SLP</p>
9	<p>SCHOOL IMPROVEMENT PARTNER (SIP)/EXTERNAL ADVISOR</p> <p>The external advisor and School Improvement Partner, Ben Cox from The Dingle primary school, visited Middlewich Primary on 20th May 2022. SLP shared the new styled School Development Plan with the values and assured the SIP that action plans will be attached to the SDP.</p> <p>The SIP looked at Reception and Year 1 and reviewed the phonics scheme – Little Wandle. He was impressed with the provision laid out.</p> <p>The English curriculum was reviewed, noting the links with humanities in KS2 and science in KS1.</p> <p>The geography and history curriculums and links were reviewed.</p> <p>Spelling Punctuation and Grammar (SPaG) was reviewed, and the actions are now being addressed.</p> <p>Governors noted the visit was positive with useful conversations and actions to work towards.</p> <p>Q: Is it an annual visit?</p> <p>A: Ideally it would be once a term, but this is the second visit of the year. The first was in December 2021.</p> <p>Governors discussed the benefits of timetabling free art lessons and creative writing sessions away from the curriculum to demonstrate creativity.</p>	9
10	<p>HEADTEACHER’S PERFORMANCE MANAGEMENT REVIEW (HTPMR)</p> <p>The HTPM review is booked for 27th September 2022 and the panel confirmed as Rob Bunn, Alison Sumner, and Jane Mayhead with Ben Cox as the external advisor.</p>	
11	<p>GOVERNANCE STATEMENT</p> <p>The Governance statement had been updated and shared on Governor Hub. Governors approved the statement.</p>	
12	<p>CONFIRM TERM DATES FOR 2023-24</p> <p>The term dates for 2022/23 were shared on Governor Hub prior to the meeting.</p> <p>Governors noted the term dates were in line with the local authority, but one INSET day has been moved from the end of the year to after the half term holiday in May.</p> <p>Governors confirmed the term dates for 2023-24, including 5 INSET days.</p>	
13	<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 Governor Hub Health check review completed by the board. LL had attached a governor action plan 2022 in response to the board review. The following actions were noted:</p> <ul style="list-style-type: none"> • Investigate in governor meetings how to promote the excellent work done by the school and children on cultural capital (website and in school). • Ask for a report on the improvement in conduct once new starters in EYFS are settled in. • Reinstatement of an update from one subject lead at each FGB. • Curriculum leads to meet regularly with associated Governor lead. • Continue to monitor Phonics for EYFS based on readiness for school of current admissions • Receive regular benchmarking • Consider other ways that the governors can help the staff to celebrate success. <p>Governors reviewed attendance for the board over the year and the school have updated the website.</p> <p>Governors agreed an OFSTED briefing from the HT with a list of questions would be useful in preparation for a visit for staff and governors.</p> <p>ACTION: SLP to consider OFSTED preparation for governors and staff with a list of typical questions/ expectations.</p>				
14	<p>SCHOOL POLICIES</p> <p>Governors reviewed and approved the Exclusions policy shared on Governor Hub prior to the meeting.</p> <p>ACTION: SLP to update data protection policy for DA to review and approve.</p>	SLP/DA			
15	<p>PLANNED RESIDENTIAL VISITS</p> <p>Governors noted and approved the following residential:</p> <ul style="list-style-type: none"> • Year 6 in October 2022 to Arete outdoor pursuit centre (current year 5) • Year 4 will be going to Arete in the spring term 2023. <p>Risk assessments are being completed.</p>				
16	<p>NOMINATIONS FOR CHAIR</p> <p>ACTION: Governors were asked to email the clerk with any nominations for the role of Chair of Governors in autumn 2022.</p>	Govs			
17.	<p>NOMINATIONS FOR VICE CHAIR</p> <p>ACTION: Governors were asked to email the clerk with any nominations for the role of Vice Chair of Governors in autumn 2022.</p>	Govs			
18.	<p>MEETINGS</p> <p>Governors confirmed the date and time of the Governor meetings for 2022/23 as follows:</p> <table border="1" data-bbox="272 1960 1326 2024"> <tr> <td>PWCP</td> <td>Thursday 13.10.22 At 4pm</td> <td>On Teams</td> </tr> </table>	PWCP	Thursday 13.10.22 At 4pm	On Teams	
PWCP	Thursday 13.10.22 At 4pm	On Teams			

	SFS	Friday 04.11.22 at 8.30am	On Teams	
	Pay	Tuesday 15.11.22 at 8am	On Teams	
	FGB 1	Tuesday 22.11.22 at 5pm	In school	
	PWCP	Thursday 02.02.23 at 4pm	On Teams	
	SFS	Friday 03.03.23 at 8.30am	On Teams	
	FGB 2	Tuesday 28.03.23 at 5pm	In school	
	PWCP	Thursday 11.05.23 at 4pm	On Teams	
	SFS	Friday 09.06.23 at 8.30am	On Teams	
	FGB 3	Tuesday 20.06.23 at 5pm	In school	
19	ANY OTHER BUSINESS			
	<u>Surveys</u> Governors recommended the school complete staff, parents and pupil surveys this term to evidence stakeholder engagements and pupil voice. ACTION: BS to send out and collate staff, pupil and parent surveys using QDP this summer term ASAP. ACTION: Clerk to add a review of the results from staff, pupil and parent surveys to the Autumn FGB agenda 2022.			BS Clerk
20	IMPACT STATEMENT			
	Governors have: <ul style="list-style-type: none"> Reviewed and approved the budget and noted the strong financial position of the school. Discussed how the sports funding is being used. Received an update on the school curriculum and a report from the SIP. Reviewed progress and attainment. Noted attendance as an area of concern but moving in the right direction. Received a H&S report and curriculum report from governors. Evaluated the Governor Health check and agreed next steps and priorities in a Governor development plan. Considered the need for staff, parent and pupil surveys to capture the pupils voice and stakeholder engagement. 			

The meeting moved to Part 2

.....Chair

.....Dated

Safeguarding, Finance and staffing	Pupil Welfare, Curriculum and Partnerships	Pay committee	Headteacher Performance Management Panel
Sandie La Porta	Jane Mayhead	Louise Jennings	Jane Mayhead
Robert Bunn	Sandie La Porta	Sandie La Porta	Robert Bunn
Cheryl Bertoni	Vicky Williams	David Atkinson	Alison Sumner
David Atkinson	Amy Harding	Lucy Lee	
Alison Sumner	Alison Sumner		
	Lucy Lee		
	David Atkinson		
	Louise Jennings		

Appendix A

Appendix B

School Improvement Priority	To monitor and report on SDIP actions	Link Governor
Quality of Education/ curriculum Further develop the school's curriculum to ensure the national curriculum is taught and pupils make good progress (know more and remember more)	To be confirmed once SDIP 2022/23 is formed.	J. Mayhead (English). Louise Jennings (wider curriculum) and R. Bunn (maths and science)
Leadership and Management Have appropriate regard for staff well-being and the workload of all	To be confirmed once SDIP 2022/23 is formed.	R. Bunn and D. Atkinson (as pay committee chair)

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<p>staff</p> <p>Ensure all teachers have effective professional development so that the quality of teaching is high and continually improves</p>		
<p>Behaviour and Attitudes</p> <p>To support pupils' well-being, monitoring behaviour in and out of school</p>	To be confirmed once SDIP 2022/23 is formed.	A. Sumner
<p>Personal Development</p> <p>Relationship Education curriculum to be taught in line with school policy</p>	To be confirmed once SDIP 2022/23 is formed. - Equality and disability	L. Lee
<p>Safeguarding</p> <p>All staff to have a deep and secure understanding of the risks to children and how to keep them safe; and pupils to deepen their knowledge and understanding of how to keep themselves safe.</p>	Maintain Effective safeguarding practices across the school community	A. Sumner
<p>SEND</p> <p>All vulnerable pupils, DAPs and those with SEND 'acquire the knowledge and cultural capital they need to succeed in life'.</p>	Ensure the school meets the needs of pupils with SEND	L. Lee
<p>Early Years</p> <p>Further develop the school's curriculum to ensure the EYFS framework is taught, and pupils make</p>	To be confirmed once SDIP 2022/23 is formed.	A. Sumner

<p>good progress (know more and remember more)</p>		
<p>Pupil Premium and Catch-up</p> <p>All vulnerable pupils, DAPs and those with SEND 'acquire the knowledge and cultural capital they need to succeed in life'.</p>	<p>Ensure the school meets the needs of pupils in receipt of PP grant</p>	<p>J. Mayhead</p>
<p>Finance</p> <p>overseeing the financial performance of the organisation and making sure its money is well spent.</p>	<p>Review the SFVS and MOFIP annually and liaise with the SBM before recommending approval to the FGB.</p>	<p>D. Atkinson</p>
<p>Health and Safety</p> <p>Continue to implement all government and LA guidance in relation to COVID to minimise the risks to children, staff and parents</p>	<p>To be confirmed once SDIP 2022/23 is formed.</p>	<p>R. Bunn</p>
<p>Governor Training/ development</p> <p>ensuring clarity of vision, ethos and strategic direction;</p>	<p>Review annual skills audits; identify gaps in skills and knowledge; recommend training modules and collate training records noting statutory training.</p>	<p>C. Bertoni</p>