



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
MIDDLEWICH PRIMARY SCHOOL
HELD REMOTELEY VIA MS TEAMS ON 25th NOVEMBER 2020 AT 5PM**



Governors Present:	Lee Turner	(LT) Chair
	Sandie La Porta	(SLP) Headteacher
	Cheryl Bertoni	(CB)
	Jane Mayhead	(JM)
	Stuart Mayhead	(SM)
	Vicky Williams	(VW)
	Amy Harding	(AH)
	Mark Edwards	(ME)
	Alison Sumner	(AS)
	Robert Bunn	(RB)
	Lucy Lee	(LL)
	Katherine Nielsen	(KN)
	Laura Platt	(LP)
Also in attendance:	Louisa Moseley	(Clerk)Clerk to the Governors
	Kathy Spreadbury	(KS) Observer
	Gemma Reynolds	(GR) Observer
	Bev Stephens	(BS) Bursar
	David Atkinson	(DA) Observer

PART ONE – NON-CONFIDENTIAL BUSINESS

		Actions
1	<p>APOLOGIES & ADDITIONAL AOB ITEMS</p> <p>Barbara Halliwell was absent from the meeting. There were no apologies to receive or accept.</p>	
2	<p>CONFLICT OF INTEREST</p> <p>No conflict of interest was declared specifically for the meeting, but all governors present completed a Declaration of Pecuniary Interest on Governor Hub.</p> <p>ACTION: All new governors to complete KCSiE confirmations and Declarations of interest on Governor Hub.</p> <p>There were no expected conflicts with the business of this meeting.</p>	New Govs
3	<p>ELECTION OF CHAIR</p> <p>The Clerk confirmed that she had not received any nominations for Chair.</p> <p>LT agreed to remain as the Chair for a further three months or until the school resume face to face meetings.</p>	

	<p>It was proposed that LT be appointed as Chair of the FGB for a further three-month term of office with the intention of stepping down from the role in March 2021.</p> <p>Governors approved the re-appointment of Mr Lee Turner as Chair of the FGB.</p>	
4	<p>ELECTION OF VICE CHAIR</p> <p>The Chair nominated ME for the position of Vice Chair. The proposal was seconded by SM. ME agreed to accept the position of Vice Chair of the FGB for a one-year term of office until November 2021.</p> <p>The Governors approved the appointment of Mr Mark Edwards as Vice Chair of the FGB.</p>	
5	<p>MEMBERSHIP</p> <p>a) Governors welcomed David Atkinson as an observer to the meeting with a view to becoming a co-opted member of the Governing Board.</p> <p>b) The Chair welcomed Laura Platt as a new co-opted governor for the agreed four-year term of office beginning 25.11.20 until 24.11.24.</p> <p>c) Governors considered the 3 co-opted governor vacancies in accordance with the constitution. It was proposed that David Atkinson be appointed as a co-opted governor. The governors approved the appointment with immediate effect from 25th November 2020 for a four-year term of office until 24th November 2024; subject to the criminal records checks.</p> <p>The chair agreed to contact another potential co-opted governor and propose the appointment at the next FGB meeting in Spring.</p> <p>ACTION: Chair to contact Rebecca Gibson to establish if she is still interested in becoming a Co-Opted Governor.</p> <p>ACTION: To consider the third co-opted governor role in the Spring FGB meeting.</p> <p>d) Governors reviewed the following terms of office that were due to expire before the next meeting:</p> <p>Jane Mayhead – 29/11/20</p> <p>Vicky Williams – 29/11/20</p> <p>Governors approved the re-appointment of JM and VW for a further 4-year term of office until 24.11.24.</p> <p>Governors noted that Barbara Halliwell’s term of office had expired on 18/11/20.</p> <p>e) The SBM agreed to arrange criminal record checks for David Atkinson and Laura Platt within 21 days of their taking office.</p> <p>ACTION: To ensure all criminal record checks are completed on Laura Platt within 21 days</p> <p>ACTION: To ensure all criminal record checks are completed for David Atkinson within 21 days.</p> <p>f) The SBM confirmed that the Section 128 checks for all governors had been completed.</p>	<p>Chair</p> <p>Clerk/ Govs.</p> <p>BS</p> <p>BS</p>

	<p>g) There were no associate members to appoint or assign voting rights to at committee level.</p> <p>ACTION: School to allocate Middlewich email addresses to Laura Platt and David Atkinson</p> <p>ACTION: Clerk to send out an induction pack and Gov Hub link to Laura Platt and David Atkinson.</p>	<p>BS Clerk</p>								
<p>6</p>	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>Governors confirmed the Part One minutes of the summer term board of governors meeting on 23rd June 2020 as a true and accurate record and the minutes were electronically signed by the Chair.</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"> • ME to attend the LA Exclusion training course when made available. • SLP to invite ME into school to look at reading & writing when available. • SLP to invite Science Leads and Science Ambassadors to attend Spring FGB. 	<p>ME SLP SLP</p>								
<p>7</p>	<p>CHAIR'S ACTION</p> <p>The Chair reported that no action had been taken on behalf of the governing board since the summer 2020 full governing board meeting.</p>									
<p>8</p>	<p>COMMITTEES & NOMINATED GOVERNORS</p> <p>a) Governors updated the membership of committees for the 2020/21 academic year as follows:</p> <table border="1" data-bbox="209 1238 1347 1733"> <thead> <tr> <th data-bbox="209 1238 493 1402">Safeguarding, Finance and staffing</th> <th data-bbox="493 1238 777 1402">Pupil Welfare, Curriculum and Partnerships</th> <th data-bbox="777 1238 1061 1402">Pay committee</th> <th data-bbox="1061 1238 1347 1402">Headteacher Performance Management Panel</th> </tr> </thead> <tbody> <tr> <td data-bbox="209 1402 493 1733"> Sandie La Porta Stuart Mayhead Lee Turner Robert Bunn Cheryl Bertoni Laura Platt </td> <td data-bbox="493 1402 777 1733"> Mark Edwards Jane Mayhead Sandie La Porta Vicky Williams Amy Harding Alison Sumner Lucy Lee Lee Turner Kate Nielsen </td> <td data-bbox="777 1402 1061 1733"> Robert Bunn Mark Edwards Sandie La Porta Stuart Mayhead </td> <td data-bbox="1061 1402 1347 1733"> Lucy Lee Lee Turner Alison Sumner </td> </tr> </tbody> </table> <p>b) Governors appointed a chair for each of the committees for 2020/21 school year at the relevant committee meetings as indicated in bold.</p> <p>c) Governors reviewed the list of functions to be delegated to committees and individuals by the governing board as follows:</p> <ul style="list-style-type: none"> • SEND Governor – Lucy Lee • Safeguarding Governor – Alison Sumner 	Safeguarding, Finance and staffing	Pupil Welfare, Curriculum and Partnerships	Pay committee	Headteacher Performance Management Panel	Sandie La Porta Stuart Mayhead Lee Turner Robert Bunn Cheryl Bertoni Laura Platt	Mark Edwards Jane Mayhead Sandie La Porta Vicky Williams Amy Harding Alison Sumner Lucy Lee Lee Turner Kate Nielsen	Robert Bunn Mark Edwards Sandie La Porta Stuart Mayhead	Lucy Lee Lee Turner Alison Sumner	
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	<ul style="list-style-type: none"> • HSE Governor – Mark Edwards • Coronavirus Catch-up Premium Governor – Lee Turner • Remote Learning Governor – Katherine Nielsen • Science – Rob Bunn • Pupil Premium – Stuart Mayhead <p>The Chair agreed to review any further gaps in Link Governor positions and allocate roles via email prior to the next FGB meeting in Spring.</p> <p>Governors agreed that DA should attend both the SFS and the PWCP committee meetings before deciding which committee to join.</p> <p>ACTION: Chair to allocate any outstanding link governor roles via email.</p> <p>d) Governors agreed to adopt the constitution and Terms of Reference for each of the Governing Board standing committees following their review at the relevant committee meeting.</p> <p>e) Governors agreed the constitution of adhoc committees would be organised as and when needed. The FGB reviewed and approved the terms of reference for the:</p> <ul style="list-style-type: none"> • Pupil Discipline Committee • Staff Disciplinary/Dismissal Committee • Staff Appeals Committee • Pay Committee 	Chair
9	<p>CONSTITUTION AND ARRANGEMENT OF THE HEADTEACHERS PERFORMANCE MANAGEMENT, INCLUDING THE APPOINTMENT OF THE EXTERNAL ADVISER</p> <p>a) Governors reviewed and approved the constitution and terms of reference for the Headteachers Performance Management Panel.</p> <p>b) Governors confirmed the Headteachers performance Review panel for 2020/21 as listed under agenda item 8a.</p> <p>c) Governors agreed the appointment of Mark Williams as the External Adviser and the external support for the Headteacher’s Performance Management Review process.</p> <p>d) The HTPMP had been scheduled for Tuesday 1st December 2020.</p>	
10	<p>GOVERNORS’ CODE OF PRACTICE</p> <p>Existing governors had reviewed and agreed a code of practice/governors’ charter for the Governing Board and confirmed on Governor Hub.</p> <p>ACTION: All new governors to complete the Code of Conduct on Governor Hub.</p>	New Govs
11	<p>FULL SCHOOL OPENING AND ASSOCIATED UPDATES</p> <p>a) Governors confirmed the risk assessment for the full opening of school in September 2020 was reviewed and approved by the governing board.</p> <p>b) Governors received and considered an update on the following:</p>	

Pupil and staff wellbeing

Addressed under agenda item 15 of the Headteacher Report.

Pupil attendance

The attendance report had been shared on Governor Hub prior to the meeting. Both the SFS and PWCP committees had received attendance updates.

The school were running in line with pre-Covid-19 numbers. 31 pupils had below 90% attendance and were a noted concern. 22 of the 31 pupils had been self-isolating or waiting for family test results. 82 absences were related to Covid-19 which equated to 19.5% of the school population. Pupil Premium attendance was 95.6% compared to 98.6% non-Pupil Premium attendance. There had been very few leave of absence requests, six out of eight were not approved.

Q: Should Covid related absences be included in the attendance statistics?

A: The School have looked at all absences to see how many children have been absent due to Covid-19. The official attendance stands at 97.4% not including Covid-19 related absences.

Governors noted that overall the attendance was very good and reflected the confidence parents had in the school and the risk assessments in place.

Staffing matters

The school had not had to close any classes due to staffing issues. Supply teaching cover was being used as and when needed.

Coronavirus Catch-up Premium

A report had been shared on Governor Hub prior to the meeting.

The school were due to receive £80 per pupil, approx. £32K over the academic year. The school were following the research provided by the Education Endowment Fund (EEF) to set actions for pupils under the following:

- Teaching of whole school strategies
- Targeted support
- Wider strategies.

Teachers had completed assessments and RAG rated pupils to identify the needs of individuals and the pupils that need additional support.

Health and safety

A Health and Safety report had been shared on Governor Hub prior to the meeting.

All risk assessments were in place and had been reviewed by governors.

The school had followed DFE guidance to ensure the safety of the pupils. Governors thanked Paul Taziker, the Health and Safety Lead and Gemma Reynolds, DHT, for their hard work in ensuring a Covid secure school.

Safeguarding

The amended Child Protection Policy had been shared with Governors on Governor Hub and approved under agenda item 20.

	<p>The Section 175 Audit had been completed the week beginning 16.11.20. CB and GR to arrange a meeting with AS. the Safeguarding link governor, as soon as possible.</p> <p>ACTION: CB and GR to arrange a safeguarding meeting update with AS.</p> <p>Governors were informed that Safer Recruitment training was needed for GR, BS and SLP. All staff had received the statutory safeguarding training.</p> <p>ACTION: GR, BS, SLP to complete Safer Recruitment training.</p> <p>The Designated Safeguarding Lead (DSL) met with the Safeguarding Children in Educational Settings (SCiES) team for a virtual conference. They were advised that Operation Encompass was still an ongoing concern across Cheshire and the vulnerable persons alert process was being investigated further. The school were informed that Operation Encompass was to be relaunched. Governors agreed to monitor the provision moving forward and evaluate at the next FGB meeting in Spring.</p> <p>ACTION: SLP and GR to monitor any changes to the initiative Operation Encompass and report back at the Spring FGB meeting.</p> <p>The School's contingency plan and recovery curriculum were covered in the Headteacher's Report under agenda item 15.</p> <p>Governors wished to thank the staff for their hard work during the pandemic and send a message of appreciation.</p> <p>ACTION: SB to supply governors with the contact details of 4/5 members of staff to send a message of gratitude for their hard work.</p>	<p>GR, CB, AS</p> <p>BS, GR, SLP</p> <p>SLP, GR</p> <p>B/ All Govs</p>
12	<p>GOVERNANCE STATEMENT</p> <p>Governors approved the annual Governance statement to be published on the school website.</p>	
13	<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:</p> <ul style="list-style-type: none"> • PWCP committee minutes 15.10.20 • SFS committee minutes 13.11.20 <p>b) Governors had nothing further to report.</p> <p>There were no other reports from committees to receive or recommendations requiring the approval of the board of governors.</p>	
14	<p>FINANCIAL MATTERS</p> <p>a) Governors received a copy of the annual accounts of the Unofficial School Fund and the audit certificate. The balance of the school Fund was £4.5K.</p> <p>b) Governors confirmed the auditor of the Unofficial School Fund for the forthcoming year as Marianne Kettle. Governors agreed that Marianne</p>	

- Teachers had RAG rated reading, writing and maths and assessed the attitudes to learning as well as academic levels. The vast majority of pupils showed a positive attitude to learning.
- The school were prioritising reading across the curriculum.
- Year 2 phonics assessment had been completed with a 93% pass rate and an average score of 37 This compares favourably with national figures of 82% and an average score of 34 in 2019.
- Target setting had been aspirational, but Year 5 teachers had been cautious due to the amount of missed learning during the first national lockdown.
- The school were monitoring the pupils not in line to reach expected targets and supporting them with the Catch-Up Premium and PP funding.
- Additional history, geography and science modules have been taught in Year 4, 5 and 6 to ensure pupils have the knowledge required to build on future learning in these areas.
- Individual music lessons in guitars, keyboards or drums were being offered to vulnerable pupils and peripatetic teaching was still available to the rest of the school.
- PE was still a priority, but the original curriculum could not be offered due to Covid-19 restrictions. Swimming was currently on hold, but the school intend to offer lessons to higher year groups when the provision can resume.
- Clubs were not being run due to the increased workload of staff and the restrictive bubbles.
- Breakfast club was still being offered with 34 children attending, split over 2 sites with additional staff.

Remote Learning

A remote learning policy had been shared with governors prior to the meeting on Governor Hub. The school had a whole school strategy for remote learning in place and had shared it as an example of good practice within the local authority. When Mrs Dutton started maternity leave, Mrs Parker took on the role of Remote learning co-ordinator.

The governors were informed that children are contacted by the teaching assistants to monitor their learning when self-isolating due to Covid-19.

Remote learning had enhanced teachers' practice in terms of Continuous Professional Development (CPD) but the workload had increased with the production of Sway lessons.

Further training on remote learning for teachers was scheduled. The difficulty for teachers was when one or two children were self-isolating, and the class was still in school. Sway lessons were available on the school website and were being used in class to ensure continuity of learning.

Pupil and staff wellbeing

Pupil wellbeing was reported as positive with only a few isolated behaviour issues. Children were receiving advice and support through assemblies, circle times and lessons. The staff were working hard and managing the additional responsibilities. SLP had been in touch with HR to seek advice on how to support staff as and when required.

	<p>Some staff have had additional preparation time to manage their responsibilities. This is done on an individual basis as required.</p> <p>Governors raised the need for the Senior Leadership Team (SLT) to be mindful of their own wellbeing.</p> <p>Q: How are the SLT addressing their wellbeing?</p> <p>A: SLP is having Cello lessons that help develop a sense of wellbeing. The SLT have a good sense of camaraderie and the Chair regularly contacts the SLT to offer support.</p> <p>Q: Some families have decided to continue home-schooling their children. Do you have any safeguarding concerns for the three children who have come off roll?</p> <p>A: The school has followed all LA guidance and protocols, sharing all safeguarding concerns as appropriate.</p>	
16	<p>SCHOOL DEVELOPMENT PLAN / SELF EVALUATION</p> <p>The School Evaluation Form (SEF) and action logs had been updated. The overview had been shared on Governor Hub. The 2019/20 actions were being carried over in to 2020/21 with the addition of new actions.</p> <p>SLP agreed to upload the updated action logs to Governor Hub on completion.</p> <p>ACTION: SLP to upload action logs to Governor Hub.</p>	SLP
17	<p>SCHOOL PERFORMANCE</p> <p>School performance was addressed within the Headteachers Report covered under agenda item 15</p> <p>The Pupil Premium impact statement had been shared on Governor Hub.</p>	
18	<p>DIRECTOR'S REPORT</p> <p>The clerk advised all governors to read the precise of the Director's Report and email with any queries.</p> <p>The following areas were highlighted by the clerk:</p> <ul style="list-style-type: none"> • Modern Governor Online courses • School website compliance • Governor Monitoring • National Tests (SATS) arrangements • NQT guidance • Cheshire East Information, Advice and Support Service (CEIAS) SEND link Governor • Cheshire East Safeguarding Children's Partnership (CESCP) Multiagency Assessment Toolkit 	
19	<p>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</p> <p>Laura Platt agreed to the role of Training Liaison Governor.</p> <p>ACTION: All new and existing Governors to complete any mandatory governor training modules through Cheshire East training programme and Modern Governor.</p>	Govs

20	<p>SCHOOL POLICIES</p> <p>a. Governors agreed that the following policies will be reviewed by:</p> <ul style="list-style-type: none"> • Data Protection – RB • Behaviour Policy and Addendum – LL • SEND policy – LL • Supporting Medical Needs – LL • Remote Learning – LT • Lettings Policy – SFS committee • RSE committee – PWCP committee and then the FGB for approval. <p>The RSE policy had gone to consultation with parents. The school intended to begin its implementation in January 2021. It was agreed the PWCP committee would review and agree the policy at committee level and then approve it formally at the next FGB in retrospect.</p> <p>ACTION: PWCP committee to be emailed the RSE policy to review then approve formally at the Spring FGB.</p> <p>ACTION: Clerk to add RSE policy review to the PWCP committee agenda.</p> <p>ACTION: Clerk to add approval of RSE policy to the Spring FGB meeting agenda.</p> <p>b. Governors received and approved the following policies:</p> <ul style="list-style-type: none"> • Admissions arrangements • Child protection Safeguarding Policy • Pay policy for teachers • Pay policy for non-teaching staff members 	PWCP/ Clerk Clerk Clerk									
21	<p>CONFIRM TERM DATES FOR 2021-22</p> <p>Governors confirmed the term dates for 2021-22, including 5 INSET days have been approved and published on the school website.</p>										
22	<p>MEETINGS</p> <p>Governors confirmed the dates and times of the remaining full board of governors’ meetings to be held during the academic year 2020-21.</p> <table border="1" data-bbox="209 1480 1334 1675"> <thead> <tr> <th>FGB meetings at 5pm</th> <th>PWCP committee at 4pm</th> <th>SFS committee at 8am</th> </tr> </thead> <tbody> <tr> <td>23/03/21</td> <td>04/02/21</td> <td>05/03/21</td> </tr> <tr> <td>22/06/21</td> <td>13/05/21</td> <td>11/06/21</td> </tr> </tbody> </table>	FGB meetings at 5pm	PWCP committee at 4pm	SFS committee at 8am	23/03/21	04/02/21	05/03/21	22/06/21	13/05/21	11/06/21	
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23/03/21	04/02/21	05/03/21									
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23	<p>ANY OTHER BUSINESS</p> <p>There was no other business to consider.</p>										
20	<p>IMPACT STATEMENT</p> <p>Governors have:</p> <ul style="list-style-type: none"> • Reviewed the remote learning policy and contingency plans for the school • Questioned how the gaps in pupils learning will be addressed. • Ensured the necessary risk assessments were in place to protect the school. 										

	<ul style="list-style-type: none"> • Ensured the website was updated and compliant. • Acknowledged the hard work of the staff and SLT and ensured the wellbeing of pupils and staff is being considered by the school. • Held the school to account around safeguarding and approved the policy. • Appointed new governors and allocated responsibilities accordingly. • Monitored the spending of Coronavirus Catch-Up premium. • Pursued concerns around Operation Encompass and mobility and the impact on Safeguarding. 	
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The meeting moved to Part 2

.....Chair

.....Dated