



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
MIDDLEWICH PRIMARY SCHOOL
HELD REMOTELEY VIA MS TEAMS ON 23rd March 2021 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)	
Robert Bunn	(RB)	
Lucy Lee	(LL)	
Katherine Nielsen	(KN)	
David Atkinson	(DA)	
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
Donna Webster	(DW)	Observer
Katie Davis	(KD)	Observer

PART ONE – NON-CONFIDENTIAL BUSINESS

		Actions
1	<p>APOLOGIES & ADDITIONAL AOB ITEMS</p> <p>Apologies for absence were received and accepted by governors for Alison Sumner.</p> <p>The Chair welcomed DW and KD to the governing board as new members of staff.</p> <p>There was no other business tabled for discussion.</p>	
2	<p>CONFLICT OF INTEREST</p> <p>No conflict of interest was declared specifically for the meeting. All governors present had completed a Declaration of Pecuniary Interest on Governor Hub.</p> <ul style="list-style-type: none"> • Mark Edwards is Deputy Head at Middlewich High School. • Lucy Lee is Headteacher at Dorin Park School. 	

	<ul style="list-style-type: none"> • Stuart Mayhead is a Governor at Middlewich High School. • Jane Mayhead is a Governor at Middlewich High School. <p>There were no expected conflicts with the business of this meeting.</p>	
3	<p>ELECTION OF CHAIR</p> <p>LT agreed to remain as the Chair until the end of the academic year. LT and SLP agreed to consider a replacement for the role of Chair for Autumn 2021.</p> <p>ACTION: SLP and LT to consider a replacement for the position of Chair of Governors in Autumn 2021.</p>	SLP/LT
4	<p>MEMBERSHIP</p> <p>a) There have been no changes to the membership of the board of governors.</p> <p>b) Governors considered the two co-opted governor vacancies in accordance with the constitution. It was agreed the Chair and SLP would advertise for two co-opted governors.</p> <p>ACTION: SLP and LT to advertise for two co-opted governors.</p> <p>c) Governors noted the terms of office for Stuart Mayhead expired on 21.03.21. It was agreed SM be re-appointed for a further four-year term of office 21.03.21 – 20.03.25. Governors unanimously approved the re-appointment.</p> <p>d) The BS confirmed criminal record checks for all new governors appointed/elected within 21 days of their taking office had been completed.</p> <p>e) The BS confirmed Section 128 checks for all governors had been completed.</p> <p>f) There were no associate members of the board to appoint.</p>	SLP/LT
5	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>Governors confirmed the Part One minutes of the Autumn term board of governors meeting on 25th November 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 will not be covered elsewhere in the meeting. It was agreed that the following actions be carried forward:</p> <ul style="list-style-type: none"> • ACTION c/f: School to invite ME into school to look at reading & writing. – ongoing when Covid restrictions are lifted. • ACTION c/f: Invite Science Leads and Science Ambassadors to attend FGB – ongoing when Covid restrictions are lifted. • ACTION c/f: BS to forward Chair the current roles and those outstanding. Chair to allocate link governor roles via email then confirm with Clerk ASAP. 	<p>SLP/ME</p> <p>SLP</p> <p>BS/Chair</p>

	<ul style="list-style-type: none"> • ACTION c/f: All new and existing governors to complete safeguarding and Prevent training modules through CE training programme and Modern Governor by Summer 2021. 	
6	<p>CHAIR'S ACTION</p> <p>The Chair reported that no action had been taken on behalf of the governing board since the Autumn 2020 full governing board meeting.</p>	
7	<p>COVID-19 UPDATE</p> <p>Covid-19 updates had been shared at committee level. The HT provided the following summary:</p> <p>The risk assessment for the full re-opening of the school on 8th March 2021 had been approved by Governors and shared on Governor Hub.</p> <p>The attendance levels are relatively high since the full re-opening of school.</p> <p>One member of staff is shielding but all Critically Extremely Vulnerable (CEV) members of staff are expected back in work after 31st March 2021.</p> <p>The children are following the Covid-19 regulations within school and settling back into a routine.</p> <p>Everyone is following the DFE guidance carefully.</p>	
8	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>a) Governors received a copy of the Minutes of following Committee meetings via Governor Hub prior to the FGB meeting:</p> <ul style="list-style-type: none"> • PWCP committee – 4th February 2021 • SFS committee – 5th March 2021 <p>The Chairs of each committee shared the action logs from the meetings. The following actions had yet to be completed:</p> <ul style="list-style-type: none"> • The Allocation of the sports funding. • The completion of the violence and aggression policy. • Financial awareness training by SFS committee governors. <p>b) Governors received a report on Remote Learning from Katherine Nielsen as the Link Governor via Governor Hub prior to the meeting. KN provided a verbal summary highlighting an effective response from the school to the third National Lockdown and good communication with parents. Governors thanked KN for her detailed report.</p> <p>Alison Sumner had completed a safeguarding governor visit in March 2021 and provided a report on Governor Hub prior to the meeting. The following actions were reported by GR:</p> <ul style="list-style-type: none"> • Safer recruitment training for staff and governors • To update DBS checks for staff <p>GR had arranged a meeting with VW to support the transition into the new role as Designated Safeguarding Lead when GR leaves for secondment.</p> <p>All staff had completed a refresher course in Prevent training.</p> <p>c) Governors noted the school Safeguarding audit form (Section 175 return) and associated action plan had been reviewed and submitted.</p>	

	<p>Q: It is stress awareness month in April. Could this be a focus in school for the pupils and staff?</p> <p>A: Yes. The school could use the stress policy to help deliver this. The school are very mindful of the effects of stress on both staff and pupils. Year 6 have been considering feelings of anxiety about being back in school. The school are currently putting together a whole school wellbeing strategy.</p> <p>ACTION: SLP to consider Stress awareness month – April – to include within the school timetable.</p>	SLP
9	<p>FINANCIAL MATTERS</p> <p>a) The financial budget 3-year plan had been shared on Governor Hub prior to the meeting. SM and BS had attended a budget meeting with Cheshire East (CE) Finance and encountered technical problems with the new system - Unit 4. The Budget vs Actuals had yet to be completed and is currently a work in progress. The SFS committee had received a report on the financial effect of Covid-19 on the budget and progress against the 3-year budget plan. Governors noted a more positive financial picture than in recent times. On the recommendation of the SFS Chair, SM, governors approved the draft annual budget for 2021-2022, including the financial effect of Covid-19 and progress against the 3-year budget plan. Governors to review the Budget vs Actuals for the current year 2020-2021 on completion.</p> <p>ACTION: BS to share the Budget vs Actuals on Governor Hub for governors to review once completed.</p> <p>ACTION: BS and SLP to write to CE with concerns over the change in financial processes using the unit 4 system.</p> <p>Q: Does the school pay for the finance service from Cheshire East?</p> <p>A: Yes.</p> <p>b) The first draft of the Covid-19 Catch Up Premium report had been published on the school website in December. The HT plans to update the report once the school confirm its provision for recovery.</p> <p>ACTION: SLP to update the Covid-19 Catch-up Premium report on the school website.</p> <p>c) A DFE benchmarking report had been shared on Governor Hub prior to the meeting. Governors had previously requested training from CE on interpreting the Arbor report. The HT had sent an email and was awaiting a response.</p> <p>Q: Do we need the Arbor Report if we have the DFE report card to refer to?</p> <p>A: The DFE version names the comparative schools and the layout is more succinct. The Arbor report is very detailed and difficult to decipher. Historically, governors have requested the Arbor report.</p>	<p>BS/Govs</p> <p>BS/SLP</p> <p>SLP</p>

	<p>Governors agreed that now there is a DFE report to refer to, they do not need the Arbor report and the school can save £75 a year by no longer purchasing it.</p> <p>ACTION: SLP to speak to the CE budget officer and ask for advice on which benchmarking report is recommended with the intention of stopping the Arbor report.</p> <p>d) The staffing structure for 2021-2022 was addressed under part 2.</p> <p>e) Governors received and approved the Business Continuity Plan (BCP), shared on Governor Hub prior to the meeting.</p> <p>f) Governors received and approved the Asset Register, shared on Governor Hub prior to the meeting.</p> <p>g) The Scheme of Financial Delegation had been shared on Governor Hub prior to the meeting. Governors noted no changes to the document and approved it.</p> <p>h) The Chair of the SFS committee had reviewed and approved the SFVS, shared on Governor Hub prior to the meeting. A signature from the Chair of Governors was required before being submitted by 28th May 2021.</p> <p>ACTION: LT to sign the SFVS for submission.</p> <p>i) The Chair of the SFS committee, SM, reviewed and approved the Manual of Internal Financial Procedures (MIFP). A copy was available to view in the school office and the document was regularly updated.</p>	<p>SLP</p> <p>Chair</p>
<p>10</p>	<p>PART ONE HEADTEACHER’S REPORT AND MATTERS ARISING</p> <p>Part one of the Head teacher’s report contained the following matters:</p> <ul style="list-style-type: none"> • Self-evaluation, school development and improvement • Spring term partial closure • Pupil Progress and Learning Losses • Curriculum and lock-down learning • Staff training • Partnership Working • Pupil and staff well-being • National Assessments • School Improvement Partner <p>Governors received the Headteacher’s report via Governor Hub prior to the meeting and the following points were made:</p> <ul style="list-style-type: none"> ➤ The school agreed a 75% level of engagement in remote learning was sufficient during lockdown. The numbers of pupils not engaged at this level notably increased towards March. The school are now focusing on the pupils who were below 75% engagement, a significant proportion of whom were in receipt of Pupil Premium. <p>Q: How did the school respond to the reduced levels of engagement?</p>	

A: *The levels of support for families were increased, but the imminent re-opening of the school meant pupils were less concerned about completing the set tasks.*

- The school are aware of the progress and learning losses due to lockdown. Following the opening on 8th March, teachers have been RAG rating pupils as they did in the autumn term to identify those who are most in need of additional support. Assessments are being completed in reading, writing and maths, as well as attitudes to learning and pupil well-being. The needs of the pupils are being addressed with the Catch-Up Premium grant. Recovery strategies are being carefully considered to have the greatest impact.

Q: *When will the school have the most current data from assessments?*

A: *All assessment data will be complete by Friday 26th March 2021.*

- Governors noted the gallery of work by the children, displayed on the school website and around the school to help motivate the pupils.
- Staff had completed CPD training online in their own time.

Governor comment: *Thank you to the staff for completing all their training on top of the additional workload in their own time.*

ACTION: LT to pass on the thanks of the governors via email to the staff for completing the training in their own time.

- The school is continuing to meet with the Middlewich Education Partnership with the High school keen to re-establish links in the Autumn term 2021.
- Pupil and staff wellbeing have been key priorities throughout lockdown and since returning to school. The HT remained in contact with all staff, both home and school teams throughout lockdown. Parents and pupils were contacted on a regular basis to offer support and track engagement. On the full re-opening of school, the head pupils in Year 6 had sent out letters to each class to gather information on feelings about returning to school. RHE is focusing on positive relationships and building self-esteem. The school are monitoring some individuals who are struggling to readjust, and a bespoke programme of support is being provided. A wellbeing strategy for the whole school is currently being developed; to be shared with governors at the summer PWCP committee on completion.

Governor comment: *It is vital that all resources focus on staff and pupil wellbeing at this time.*

ACTION: SLP to bring the Wellbeing strategy to the summer PWCP committee meeting.

ACTION: Clerk to add Wellbeing strategy to the Summer PWCP agenda.

- There will be no national assessments this year, but the school will be completing past test papers and phonic assessments in the summer term, alongside teacher assessment, to gain a clear picture of attainment for transitional years – Year 2 and Year 6.

Q: *Is the term 'Catch-Up' only being used amongst adults or referred to in front of the children? It is not supportive of pupil wellbeing.*

Chair

SLP

Clerk

	<i>A: Some schools have banned the term 'Catch-up'. The school need to be aware of the language used in front of the pupils to support wellbeing. The school could refer to catch-up as recovery instead.</i>	
11	SCHOOL DEVELOPMENT PLAN (SDP) The School Development Plan had been shared at committee level and there were no further changes to report.	
12	SCHOOL EXTERNAL ADVISOR There had been no visit from the school external advisor due to Covid-19 restrictions. The school hoped to arrange a visit in the summer term 2021.	
13	STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2021-2022 The board of governors agreed to continue the LA clerking at the same level as this year. ACTION: BS to buy back clerking hours from ChESS.	BS
14	GOVERNANCE NEWSLETTER The Governance Newsletter had been circulated to governors via Governor Hub prior to the meeting and discussed at committee level. Governors noted Item 2.2 on Self Harm Notification Pathway had been addressed. A letter had been sent out to parents and staff had received the relevant training.	
15	GOVERNOR TRAINING AND DEVELOPMENT Governors confirmed LP as the training link governor. All governors were asked to upload any training certificates and course details to Governor Hub under the training tab on their profile page. The Governor Skills Audit has yet to be completed. LP and BS agreed to send out the relevant documents to governors to compete the skills audit. ACTION: Governors to upload all completed training information to Governor Hub. ACTION: BS and LP to send out the governor skills audit for governors to complete. ACTION: LP to analyse the skills and training requirements of the governing board and report back at the Summer FGB meeting 2021. ACTION: Clerk to add a review of governor training and skills audit to the summer FGB agenda.	Govs BS/LP LP Clerk
16	SCHOOL POLICIES Governors received and approved the following policies: a) Equality Information and Objectives – published on the school website. b) Risk Assessment of Stress Policy c) Risk Assessment of staff homeworkers	

	<p>d) Covid Risk Assessment for the full re-opening of school on 8th March – published on school website.</p> <p>e) Covid-19 specific policies with addendums</p> <p>f) RHE Policy</p> <p>g) SEND policy- approved by LL with recommended amendments.</p> <p>h) Supporting Medical Needs policies – approved by LL.</p> <p>The following policies were approved by the SFS committee at the Spring meeting.</p> <ul style="list-style-type: none"> • Whistleblowing Policy • Charging / Lettings Policy <p>ACTION: SLP/ GR to complete a policy cycle next week and assign policies to individual governors and committees.</p>	SLP/GR
17	<p>PLANNED RESIDENTIAL VISITS</p> <p>There have been no residential visits due to Covid-19 restrictions and lockdown. The school plan to arrange an activity in the summer term for the school on site if regulations allow.</p>	
18	<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> <ul style="list-style-type: none"> • FGB meetings at 5pm 22/06/21 • PWCP committee at 4pm 13/05/21 • SFS committee at 8am 11/06/21 	
19	<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"> • Monitored safeguarding both during the National Lockdown and on the full re-opening of the school, approving the risk assessment. • Discussed the strategies in place for the recovery of missed learning. • Clarified the budget figures and approved the 3-year draft budget and SFVS. • Ensured the wellbeing of staff and pupils is paramount. • Received written and verbal reports on safeguarding and remote learning. • Received a verbal report on PP engagement during lockdown. • Approved school policies and ensured website compliance. 	

The meeting moved to Part 2

.....Chair

.....Dated