



**MIDDLEWICH PRIMARY SCHOOL**  
**Minutes of the Safeguarding, Finance and Staffing Committee**  
**Friday 10<sup>th</sup> June 2022 at 8am via Teams**



Present: Sandie La Porta (SLP)                      Headteacher  
David Atkinson (DA)                                  Chair  
Rob Bunn (RB)  
Cheryl Bertoni (CB)

Also in attendance: Louisa Moseley                      Clerk to Governors  
Beverley Stephens                                  Bursar  
Gemma Reynolds                                  Observer  
Katie Davies    Observer

<b>PART 1 -</b>	<b>Action</b>
<b>1. Apologies and Additional AOB Item</b>	
Governors received and accepted the apologies of Alison Sumner.  There were no other items of business to be discussed.	
<b>2. Conflict of Interest</b>	
All declarations of interest had been recorded on Governor Hub. There was no expected conflict for the business of this meeting.	
<b>3. Minutes of the previous meeting</b>	
The part one minutes of the meeting held on Friday 4 <sup>th</sup> March 2022 were <b>approved</b> as a correct record, to be signed by the Chair and retained by the school. <b>ACTION:</b> Chair to sign previous minutes when next in school: Summer SFS 2022	DA
<b>4. Actions &amp; Matters Arising</b>	
All actions not addressed within this meeting agenda were confirmed as completed and closed as appropriate with the exception of the following:  <b>ACTION:</b> CB to check a final attendance report by CE is shared on Governor Hub ready for the FGB meeting. <b>ACTION:</b> SLP to check if there is a more recent version of the policy – Data Protection for DA to review.	CB  SLP
<b>5. Safeguarding</b>	
<b>5.1 Safeguarding update</b> CB provided a verbal update on safeguarding. <ul style="list-style-type: none"> <li>• VW and CB attended Digital Safeguarding training provided by the police plus child in need meetings.</li> <li>• The school intend to complete the Section 175 safeguarding audit this month before 29<sup>th</sup> July.</li> <li>• There have been two Operation Encompass emails.</li> <li>• The new dinner lady has received training in safeguarding including reading KCSIE and the child protection policy.</li> <li>• CPOMS is working well. The way it is being used is improving over time.</li> </ul> <b>Q: What is Operation Encompass?</b> <b>A: The police inform the school via email of any domestic violence incidents, relating to pupils in the school, whether directly or not, through the Central</b>	

Police Agency, so schools are aware, keep records and monitor the children involved. This is now working better than in previous years.

## 5.2 Attendance

The attendance data had been shared on Governor Hub prior to the meeting. Governors noted:

- The change in coding for Covid related absences has impacted data.
- Whole school attendance is 94.5%
- Of the 63 pupils with less than 90% attendance, most have had Covid.
- 23% of pupils have 100% attendance..
- The attendance gap between Free School Meals (FSM) and non-FSM pupils is notable at 91.18% compared to 95.01%
- There have been 60 holiday requests submitted and only 14 approved due to special circumstances.
- Autumn term absence rates have increased nationally in 2021.
- Absence rates for Middlewich Primary School in autumn term 2021/2022 were 5.5%. (1.4% below the national average).
- 20.1% of pupils, 83 pupils, at Middlewich Primary School were persistently absent in the autumn term 2021 (i.e., missed 10% or more sessions) Any pupils with an attendance rate under 90% are considered Persistent Absentees (PA's).
- The SLT have attended webinars on how schools can increase attendance.

The school intend to analyse the attendance data and note any patterns of behaviour (not Covid related) and reasons for poor attendance. All attendance data will be shared in end of year school reports.

### **Q: How are non-authorized holidays recorded and what action is taken by the School/ Local Authority (LA)?**

**A:** Non-authorized holidays are recorded as a G on the register. Some schools are fining parents already, but Middlewich Primary has not yet issued a fine. This will most likely commence in the autumn term.

## 5.3 Premises update; including risk assessments and H&S review.

The Health and Safety Report from March 2022 by Paul Taziker– Health and safety Co-Ordinator and Matthew O'Donoghue – Health and Safety Advisor, had been shared on Governor Hub prior to the meeting.

RB provided a brief summary of the report as CoG. Governors noted a positive review.

- All 2021 actions have been completed.
- The boiler room, a main concern, has been cleared.
- The Asbestos in the floor of Reception is regularly reviewed and assessed rather than being removed.
- The Legionella risk assessment was completed on 12/03/2022.
- All hazardous substances and hand sanitizers are appropriately labelled and identified on COSHH risk assessments.
- Lone worker protocols are now in place.
- The site is now compliant.

RB asked governors to consider appointing a long-term Health and Safety link governor for the role with the necessary experience and suggested the school consider a deputy Health and Safety co-ordinator alongside Paul Taziker for succession planning.

The following actions were agreed:

**ACTION:** Governors to consider H&S link governor role at the summer FGB meeting and the Staff governor review meeting on 29<sup>th</sup> June as part of the School Improvement priorities.

Govs  
H&S link Gov

<p><b>ACTION:</b> The newly appointed link governor to complete a site walk for H&amp;S</p> <p><b>5:4 Fire drill update.</b> The school have not yet had a repeat fire alarm drill this term but plan to complete one before the end of the academic year.</p> <p><b>5.5 Cyber security-</b> The school have changed their IT support and agree to review all cyber security needs including the possibility of multifactor authentication. The clerk agreed to email over the following expectations as stipulated on the spring Directors Report 2022:</p> <ul style="list-style-type: none"> <li>• Consider finances to support infrastructure.</li> <li>• Consider adding to SIP</li> <li>• Ensure an incidence response plan is in place – reviewed and tested.</li> <li>• Ensure part of school risk register</li> </ul> <p><b>ACTION:</b> GR to liaise with the IT support and ensure all actions are considered and implemented if required.</p>	GR
<b>6. Finance</b>	
<p>The CE finance meeting with FMSO is scheduled for 14<sup>th</sup> June. Governors agreed to review all the finance items 6.1 to 6.3 and 6.6 at the FGB meeting on 21st June when all financial documents will be finalised.</p> <p><b>Q: Are there any concerns around the budget to note?</b> <i>A: No. The school has a healthy carry forward.</i></p> <p><b>ACTION:</b> Clerk to add to the FGB agenda: the Budget Update, the final budget for the financial year 2022/23 and the School Fund update. BS to upload documents to Governor Hub after the FMSO meeting on 14<sup>th</sup> June for governors to review and prepare questions.</p> <p><b>6.1 Staffing structure</b> Addressed under Part 2 agenda item 3</p> <p><b>6.5 Benchmarking</b> The benchmarking report had been shared on Governor Hub prior to the meeting. <b>Q: Is the school in line with other primaries?</b> <i>A: Yes. Middlewich Primary has spent more on Teaching Assistants than other schools but more Higher-Level Teaching Assistants (HLTA's) are employed at the school to meet the needs of pupils. The SLT have looked at the staffing for next year to address this overspend.</i></p> <p>Governors noted that the interview process for the SBM required an analysis of benchmarking data so the new SBM will have a good understanding of where the school is financially in comparison to others.</p> <p><b>6.6 School Fund</b> Governors agreed to review the school fund at the FGB meeting.</p> <p><b>6.7 SFVS</b> The HT confirmed the SFVS had been submitted by the 31<sup>st</sup> March 2022, having been reviewed and approved by governors in the spring FGB meeting.</p> <p><b>6.8 Purchase of annual contracts</b> All annual contracts including ChESS had been purchased as agreed in the spring FGB meeting.</p>	Clerk/BS/Govs
<b>7 Charging For School Trips</b>	

<p>The HT informed governors that two parents had queried the cost of school trips. The school want to ensure the extra curricula activities can continue despite the growing expense by using some of the school budget, so all children have access to this provision and the cost is not too great for parents.</p> <p><b>Q: Do the PTA contribute towards school trips?</b></p> <p><b>A:</b> Yes. They have given the school £600 towards the Chill Factor trip. The school plan to use Sports Funding Premium and other pots of money where possible to ensure families can afford to send their children on these valuable experiences.</p> <p>Governors <b>agreed</b> this is a good idea.</p>	
<p><b>8 Staffing</b></p>	
<p><b>Training and Development</b></p> <p>The staff training log summer update for 2022 had been shared on Governor Hub prior to the meeting. The following questions were asked by governors:</p> <p><b>Q: Do new members of staff receive a list of standard training to complete?</b></p> <p><b>A:</b> All new staff have to complete safeguarding and Child protection, curriculum, and induction training as standard.</p> <p><b>Q: Could they have a written document with statutory and non-statutory training recommended by the school as part of their CPD?</b></p> <p><b>A:</b> Safeguarding is the only statutory training, so this is not needed. The school would like to enrol members of staff on the National qualification for Literacy and the National Qualification for Behaviour moving forward.</p> <p><b>Q: Does the school have an historical record of training?</b></p> <p><b>A:</b> Yes, within personal files and online.</p> <p><b>Q: Do the school do a gaps analysis for training?</b></p> <p><b>A:</b> Gaps are identified in performance management reviews and discussed in person as and when relevant.</p>	
<p><b>9 SDIP and Self Evaluation</b></p>	
<p>Governors reviewed the School Improvement Plan, circulated on GovernorHub prior the meeting. Governors noted the green text were the most recent updated actions. Governors were informed of the following key points:</p> <ul style="list-style-type: none"> <li>• The school have embedded the phonics programme ‘Little Wandle’ but now need to see the impact.</li> <li>• The Dingle and Middlewich Primary leaders have peer reviewed the delivery of the Synthetic Phonics Programme within both settings.</li> <li>• Maths requires further lesson observations moving forward.</li> <li>• The school have revised the geography curriculum and produced assessment sheets.</li> <li>• Assessments for all other foundation subjects are being developed.</li> <li>• The EYFS curriculum is complete and in line with Development Matters and the New Framework.</li> <li>• Pupil Premium Catch-up funding was being used for Spring term interventions in Year 6 but is now being used in Year 5.</li> </ul> <p>Governors also noted the significant workload for the SENDCo lead in school. This was further addressed and recorded under Part 2 item 3.</p> <p><b>Q: Could the school provide a breakdown of the acronyms within the SDIP?</b></p> <p><b>A:</b> The HT will be discussing the SDIP and what it means for staff and governors at the review meeting on 29<sup>th</sup> June. The clerk recommended the glossary of NGA terms, available on Governor Hub in the Governor information folder under induction materials.</p>	

<p>The SLT asked the clerk to find out how long first aid records need to be retained in paper form. The HSC and The Key recommend 3-years but the Retention of Records Management Policy states 25 years. The clerk agreed to look into this further.</p> <p><b>Q: Are accidents recorded anywhere else?</b>  <b>A:</b> Yes. Any serious incident is recorded on Prime, an online software management system.</p> <p><b>Q: How does the school submit reports to Prime?</b>  <b>A:</b> All submissions are digital. When the office is back to full capacity, all accidents recorded on paper can be scanned onto the system.</p> <p><b>Q: Could Accidents be automatically recorded digitally to avoid using paper?</b>  <b>A:</b> The Midday supervisors would find it difficult to record all incidents each playtime digitally and it would be difficult to maintain.</p> <p><b>ACTION:</b> Clerk to find out how long first aid records need to be retained. HSC recommends 3 years but Retention of Records Management states 25 year.</p>	Clerk
<b>10. Policies</b>	
<p>All polices for review were CE model policies.  The following policy was reviewed and <b>approved</b>:</p> <ul style="list-style-type: none"> <li>• First Aid for schools (RB)</li> </ul> <p>Governors agreed to review and approve the following policies on Governor Hub this term:</p> <ul style="list-style-type: none"> <li>• Data protection (updated version) (DA)</li> <li>• E- Safety policy (AS)</li> </ul> <p>Governors noted that the premises documents had been referred to in the H&amp;S review and an external LA report on premises had been completed.</p> <p><b>ACTION:</b> Clerk to add the premises management documents (LA visit) to the autumn term SFS agenda  <b>ACTION:</b> AS to review the E-safety policy and approve via Governor Hub.</p>	Clerk  AS
<b>11. Spring Directors Report</b>	
<p>The Directors Report had been circulated on Governor Hub at the start of the summer term. The Clerk gave a brief overview of items on the report, including the green and white paper recommendations, alongside a precise on Governor Hub and recommended governors read the full report.</p> <p>Governors noted the need to approve a £1 increase for the 4 affected teaching staff to trigger the recalculation process for their final salary pensions at the FGB.</p>	
<b>12. Any Other Business</b>	
<p>There were no items of other business under Part one to address.</p>	
<b>13. Next meeting</b>	
<p>The meetings for next academic year were agreed as follows:</p> <ul style="list-style-type: none"> <li>• SFS Friday 4<sup>th</sup> November 2022</li> <li>• SFS Friday 3<sup>rd</sup> March 2023</li> <li>• SFS Friday 9<sup>th</sup> June 2023</li> </ul> <p>Pay committee meeting - Tuesday 15<sup>th</sup> November 2022.</p> <p>All meetings will be virtual via MS Teams and will commence at 8:30am</p>	

Moved to part 2. CB and BS left the meeting.