



**MEETING 2 PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING
OF MILL VIEW PRIMARY SCHOOL**

Date	Tuesday 11th October 2022 at 6pm
Venue:	Virtual Meeting via Teams

Attending (Governors):	
Stephen Webb (SAW) Kate Doyle (KD) Hailey Kelso (HK) Ali Gibbons (AG) Harry Morris (HM) James Brown (JBr) Anuska Dostalova (AD) Louise Thomas (LT)	Co-opted Governor - Principal Co-opted Governor/Vice Chair/Finance/H&S governor Staff Governor Staff Governor/Training governor Co-opted Governor/GDPR/Assessment governor Parent Governor/PPG and LAC governor Parent Governor/SEND governor
Apologies:	
Jane Beston (JB)	Co-opted Governor/Safeguarding/DEI governor
Also in Attendance:	
Steve Ellis (SE) Debbie Tomkinson (DT)	CEO Governance Professional

The meeting met its quorum

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	SaW welcomed all to the meeting. The apologies of JB were accepted. He welcomed SE who was in attendance to provide an update on the work of the trust.

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY/BUSINESS INTEREST (Statutory)
Discussion:	There were no declarations of interest in relation to any of the agenda items. No new interests were declared.

AGENDA ITEM 3	CURRICULUM UPDATE
	The curriculum update was deferred to the next meeting.

	ACTIONS
	Curriculum Update – the progressive curriculum to be included on the agenda for the November meeting.

AGENDA ITEM 4	PART ONE MINUTES OF MEETING – SEPTMEBER 2022
Discussion:	The Part One minutes of the meeting in September 2022 were accepted as a true and accurate record. All agreed.

RESOLVED: That the Part One Minutes – 13th September 2022 be accepted as a true and accurate record.

AGENDA ITEM 5	REVIEW OUTSTANDING ACTIONS
Discussion:	<p>Governors to complete Annual Declarations of Personal and Pecuniary Interest and Code of Conduct 2022/23. COMPLETE</p> <p>DT to chase a response to prospective governor. It was agreed that the LGB would advertise for a parent governor. DT to send paperwork to KD. ONGOING</p> <p>GDPR link governor visit to take place in October. COMPLETE</p> <p>Governors to complete safeguarding training</p> <p>Governors to advise HM of any training they have undertaken</p> <p>JBr to personalise the front page of the data report with contextual information specific to Mill View.</p> <p>Governors to review the strategies the school has put in place for children at risk of underperformance. It was agreed that DT to circulate suggested dates to governors for the autumn and spring term</p> <p>SaW to write to the CEO and Local Authority in relation to proposed drainage works. A letter has gone to the local authority asking significant questions clarifying what the proposal is and the legal position should any further ongoing work be required. SaW will update when he has received a responses and if appropriate seek advice from the CEO.</p> <p>Governors to complete safeguarding training and confirm they have read the KCSIE guidance.</p> <p>Governors to complete training relevant to their link governor role and to update HM.</p> <p>HM to provide termly training update</p> <p>Governors to complete a learning walk on pupil premium – KD to circulate dates.</p> <p>Staff invited to present to governors on Curriculum progression – to be included on November agenda.</p> <p>STEAM presentation to be included on November agenda</p> <p>DT to circulate equality objectives COMPLETE</p>

AGENDA ITEM 6	EDUCATIONAL PERFORMANCE
Discussion	<p>Pupil Premium</p> <p>AD chaired this section of the meeting as PPG/LAC link governor.</p> <p>She had met prior to the meeting to discuss with AG the updated PP strategy report. The report is based on a standard DfE format and included an update on the previous years' outcomes and successes. The key focus is on the gap between disadvantaged and non-disadvantaged children. Whilst there is a gap at Mill View, it has significantly reduced and this is a very positive picture as the gap has widened in many schools nationally. The introduction of new interventions has had an impact. The Y6 data can be used to triangulate the evidence provided by senior leaders. In 2019, 50% of disadvantaged children met the expected standard in reading and writing and 75% in maths. In 2021-22, 100% of children met the expected standard in reading and maths.</p>

	<p>Senior leaders have set strong targets this year to further reduce the gap. A lot of the interventions will continue but there will be the addition of new elements such as ELSA sessions and training for teaching assistants.</p> <p>Governors agreed that it was a very positive report. It was suggested that it would be beneficial for documents to have an overview of the school's context, what the school is proud of and what needs to improve so that the LGB can focus on its strategic role.</p> <p>Q: How has the funding changed for the current year? A: This year's funding is £46k, this is lower than the previous year as there are fewer children eligible. The includes £3k for Covid recovery funding. The school has spent more than the income it receives on interventions.</p> <p>A letter has been sent to parents asking them to notify the school if they think they may be eligible for free schools meals.</p> <p>Sports Premium</p> <p>Governors received and noted the PE Sports Grant report.</p>
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AGENDA ITEM 7	SCHOOL IMPROVEMENT
	<p>KD advised governors that a peer review had taken place. The report was not available at the time of the meeting.</p> <p>The format of the review was the same as for previous year – colleagues from other schools visited Mill View to look at specific areas to provide challenge and support and to set targets to move areas on. The reviewers looked at PE, computing and the nursery. The review provides a useful opportunity for staff to present and answer questions on their subject. Subject leads were able to demonstrate that there was a well-structured curriculum which included pupil and staff voice. The review for nursery had a different format and the headteacher from Stockbridge Village looked at the environment and practice and she and AG worked on an action plan for the nursery. AG will now work with nursery staff on the plans and some suggested changes have already been made.</p> <p>SE informed governors that staff in the school are doing a very good job, are passionate about their roles and open to feedback. Subject leads were asked some challenging questions and they were able to give very strong answers. The school is performing well and all of the information was able to be triangulated. Reviewers were particularly impressed with the implementation of Seesaw and were able to take some ideas away for their own schools. Teachers were asked about their workload and all said they thought the implementation of Seesaw helped and supported them in their role.</p> <p>HM agreed that it was very useful to have an outside point of view which allows teachers to develop their subject further.</p> <p>Risk Assessment and Mitigation Plan (RAMP)</p> <p>The RAMP was circulated in advance of the meeting and KD highlighted any areas of change. A decision had previously been made not to purchase staff sickness insurance and instead to set aside £10k each year to cover staff absence costs. Absence costs are still within budget but it was noted that staff absences had depleted the money that had been set aside</p>

	<p>Ofsted was categorised as a significant risk as it is likely that the school will be inspected soon although the school is in a very strong position.</p> <p>There are a number of budgetary challenges and KD regularly discusses the budget with the business manager.</p> <p>Progress has reduced to a routine risk and there have been no other changes to the RAMP.</p> <p>It was agreed that for orange or yellow areas in the RAMP that an action for mitigation be included within the mitigation strategy.</p>
	<p>ACTION</p> <p>Action for mitigation of risk to be included in mitigation section of RAMP document.</p>

AGENDA ITEM 8	FINANCE
Discussion	<p>To approve expenditure under the Scheme of Delegation</p> <p>There were no items of expenditure requiring approval under the Scheme of Delegation.</p>

AGENDA ITEM 9	COMPLIANCE
Discussion:	<p>Chair's Action</p> <p>The Chair had not taken any urgent decisions on behalf of the LGB since the previous meeting.</p> <p>Principal's Action</p> <p>The Principal had not taken any urgent decisions on behalf of the LGB since the previous meeting.</p> <p>Trust Update</p> <p>SE was in attendance and provided governors with an update on the work of the trust.</p> <p>Gayton Primary (GPS) has been given their Academy Order and it is anticipated that conversion will take place in January. Stockbridge Village Primary (SVP) have also applied to join CAT but as a result of a strategic review from the Department for Education their application is paused. SVP are in an education investment area and the DfE have a preference for local hubs to ensure schools do not become isolated by joining a trust in another local authority. SE is in negotiation with a number of other schools and he has met with Chairs of Governors and senior leaders from across seven schools in Knowsley. It is expected that at least three schools will want to join CAT in phase one and there will be a phased approach to growth with more schools joining the following year.</p> <p>SE held an Open Day for schools from Cheshire, Knowsley and the Wirral to talk about what it is like to join a MAT. SE is receiving regular requests to talk to headteachers and governors and this is a reflection on the strategy work that has taken place across the trust. The White Paper has an aspiration for trusts to have 7-10 schools or 7500 pupils and growth will be beneficial as it will provide security for the trust. It is important that any school that does join CAT has the same values and ethos.</p> <p>The CAT HQ building is open for use and can be used for meetings of governors and senior leaders and is also a base for the central team.</p> <p>Pay-roll has been taken in house and this will enable the trust to scale-up ready for growth.</p>

Q: Is the size of any local hub of schools something that CAT can control?

A: CAT does not have to have a hub but SVP has the same ethos and values in terms of education and there are two other similar schools in the area who may join which would create a hub. The growth model is a tranche model and so it is preferable for schools to join in groups otherwise all of the pre and post training would need to be provided multiple times.

Due diligence has been entered into with a special school in Cheshire West and if the school does choose to join CAT, the support and models of training and expertise would be of significant benefit.

Safeguarding

Governors received and noted the Single Central Record and Safer Recruitment visit report that had been circulated in advance of the meeting.

Admissions

Governors discussed the process to be followed in relation to admission requests from parents.

Under the Admission Policy and DfE guidance, a parent can request that a child goes into the year below their normal chronological age. Any requests would only be considered by the Principal when a child had been offered a place at the school and any decisions would be made on an individual basis and in consultation with the Admissions Authority.

Policy Update

Governors received a verbal report on operation of the following policies:

Behaviour Policy

This will be reviewed this term alongside new CAT template. SE advised that this year there may be a move away from a Trust template and that schools would have a local policy for their school.

Anti-bullying Policy

There have been no changes to the policy.

Uniform Policy

The uniform is a red jumper and white or red top. Families can buy branded uniform but there is no requirement for any branded items and families are encouraged to buy uniform from supermarkets. Children also require a forest school kit and a PE kit and these are items that can be purchased widely at a lower cost - white polo shirts, black shorts, tracksuit bottoms or leggings. On 9th November school will be holding a uniform swap event for families to swap items of uniform that they no longer require.

AGENDA ITEM 10	GOVERNANCE
Discussion	Governor Visits GDPR JBr met with the business manager in person which gave a good opportunity to triangulate information. There is a systematic automated system in place which is regularly updated. There were two minor incidents last year – one student shared a photo on a WhatsApp group and one

	<p>mistake around sharing a child’s name and address. There were no major issues to report and governors can be assured that even minor incidents are registered and reported.</p> <p>There was one gap around impact assessments and business managers across the schools will discuss this.</p> <p>As the processes and practice is strong in the school it was proposed that the GDPR audits be completed every two years rather than annually. The proposal was approved by governors.</p> <p>Governor Visit Protocol</p> <p>The updated Governor Visits Protocol was circulated in advance of the meeting and approved by the LGB.</p>
	<p>RESOLVED: Governors approved the proposal to move to a biennial GDPR audit.</p> <p>RESOLVED: Governors approved the Governor Visit Protocol</p>

AGENDA ITEM 11	ANY OTHER BUSINESS
Discussion:	There were no items of AOB

AGENDA ITEM 12	DATE OF NEXT MEETING
Discussion:	Tuesday 15 th November 2022 at 6pm

Further discussions took place under the Part Two agenda