



**MEETING 3 PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING
OF MILL VIEW PRIMARY SCHOOL**

Date	Tuesday 17th November 2020 at 6pm
Venue:	Virtual Meeting via Teams

Attending (Governors):	
Stephen Webb (SAW) - Chair Kate Doyle (KD) Laura Edwards (LE) Vice Chair Ali Gibbons (AG) Joanna Disley (JD) Hailey Kelso (HK) Jane Beston (JB) Denise Noble (DN) James Brown (JBr) Anuska Dostalova (AD)	Co-opted Governor Principal Co-opted Governor Staff Governor Parent Governor Parent Governor Parent Governor Co-opted Governor Co-opted Governor Parent Governor
Apologies:	
Sam Glendenning (SG)	Staff Governor
Also in Attendance:	
Steve Ellis Claire Callaghan Debbie Tomkinson	CEO School Business Manager Clerk

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	SaW welcomed all to the meeting. The apologies of SG were accepted.

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

AGENDA ITEM 3	PART ONE MINUTES OF MEETING 2 – October 2020
Discussion:	The Part One minutes of meeting 2 were circulated in advance of the meeting and were accepted as a true and accurate record. All agreed.
DECISION	RESOLVED: That the Part One minutes be accepted as a true and accurate record. All agreed.

AGENDA ITEM 4	AOB
	There were no requests for AOB.

AGENDA ITEM 5	FINANCE
Discussion	<p>CC, Business Manager, was welcomed to the meeting. HK had met with CC and KD prior to the meeting to discuss the school's financial position which continues to be positive and is in a stronger position than a year ago. The thinking behind financial decisions are very clear and progress against actions will be reviewed more frequently. The strategy is reflected in the spending plans in addition to taking consideration the impact of covid.</p> <p>The finance report was circulated in advance of the meeting with highlights as follows:</p> <p>The LGB had previously agreed to make an annual contribution to the contingency reserve and the school is still in line to make the contribution for the coming academic year.</p> <p>The main budget for this year was set to break even with the kitchen projected to have a small deficit. The Miller Club was set to have a surplus of £8k.</p> <p>Some risks to the budget have been identified, the main one being the Miller Club. This is due to a reduction in numbers impacting on the income. In addition, some parents had previously purchased childcare vouchers and are now drawing down on these. It is not anticipated that parents will purchase any more vouchers. This issue was identified early and steps have been taken to mitigate this including a reduction in staff hours and, from this week, the use of the furlough scheme. The position at the Miller Club will be monitored regularly with a further review taking place the first week in January.</p> <p>Other risk include a reduction in the numbers of children purchasing school dinners and increased heating costs and the impact of covid on staff absences.</p> <p>Spending due to Covid was tracked last year and will continue this year. Up to the end of October, the spending due to covid was £4k. Some of the costs will increase eg hygiene costs but educational resources may not move that much as there have been a number of one-off costs. It is difficult to make any estimate as to how much supply costs may increase by because it is not known how covid will affect staff absence.</p> <p>Catch-up funding of £17k has been received. A decision has been made to use this grant to fund a part-time teacher for four mornings per week. If this teacher is employed for the entire year it will cost £607 more than the grant but this has been factored into this year's budget.</p> <p>Capital Projects</p> <p>Work on the Early Years outdoor area is underway. The costs of this have been covered by the MBNA grant and some DFC funding. £72k has been ring-fenced for the nursery project. This is in the early stages and CC reported she had spoken to potential suppliers and is awaiting further information on costs.</p> <p>Benchmarking</p> <p>Benchmarking data from all of the schools in the Trust was provided. The report included actual figures from last year and forecasted figures from this year. CC has reviewed the numbers of total non-teaching staff and the figure is 24% and not 27%. The total trading income looks lower than other schools but this is because both Kelsall and Bexton primaries have nurseries which is why their income is higher.</p> <p>Asset Register</p> <p>HK will meet with CC to review the Asset Register</p>

GDPR

The Director of Operations will be offering GDPR training sessions to governors and staff. CC will be undertaking refresher training and GDPR reviews will take place through the year.

JBr advised that he had created a summary GDPR document which he will circulate once the GDPR training has been completed.

Governors thanked CC and welcomed the new format of the financial report which is a very accessible document.

Q: If schools, for reasons for safety, have to spend more on energy is it likely that schools will receive any additional income for this purpose?

A: It is unlikely that schools will receive additional money from government.

CC reported that she had recently reviewed oil costs and the school was paying 45p per litre last year which has reduced to 35p and is likely to reduce further to 25p this term and so this may represent some savings.

There are other areas of spending that may increase. Children are spending more time outside and so carpets are getting weathered and there will be increased cleaning costs but this is necessary spending for the health and safety of staff and pupils.

Q: In the report it states that teachers' salaries are to increase by 2.75% but the actual costs are 10% higher, what is the reason for this?

A: There have been some staffing changes which will account for the increase. More experienced staff have been appointed and the new catch-up teacher is factored into the budget.

Q: How has the Miller Club budget for 20/21 been set. Is it an indicative budget based on last year?

A: It is an indicative budget based on last year but this will change and it will be reviewed and re-set. It is likely the club will be in deficit.

Q: If the club is in deficit, will there be a whole school in-year deficit?

A: No, there is £12k in reserves and early action has been taken to address the situation such as the reduction in staff hours and use of the furlough scheme. It is important that whatever happens to the Miller Club that it does not impact on the whole school and there will be a review of the financial position in January.

Q: What has been the feedback from the parents' survey about the Miller Club?

A: Safety was not a factor in a parents' decision to send their children to the club. The responses indicated that people were uncertain about their own futures and so did not need wrap around care.

Q: Is there a potential for the nursery project to have a positive impact on the numbers in the club?

A: Once the nursery is opened and children pay for lunch this will have an impact on the kitchen budget but the opening of a nursery is too far away to know what impact it will have on the Miller Club.

The Miller Club is an asset to the school but it is also a business and it cannot out the school into an in-year deficit. The school holds a revenue reserve of £50k which does not include DFC income or the money set aside for the nursery so the school is still in a strong financial position.

Governors thanked CC for her report and she left the meeting at 19.15.

Actions	<p>HK to review Asset Register</p> <p>Miller Club update to be provided at the next meeting.</p> <p>Nursery provisions to be included on the agenda for the next meeting.</p>
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AGENDA ITEM 6	REVIEW OUTSTANDING ACTIONS
Discussion:	<p>Parent governors to work with AG on providing feedback on the remote learning provision. Remote learning included in main agenda items. COMPLETE</p> <p>A decision regarding nursery provision to be made by December AG reported on the nursery working party that has been continuing to meet. The group has received advice that if the age range was 2-11 the school would be expected to provide provision for two-year olds if it was requested by a family and, on this basis, the recommendation from the working party is that the age range for the school be 3-11. There are additional risks of two-year old provision including a higher ratio of adults to children. Also, two-year old children who receive additional funding may have significant needs and whilst the school would never shy away from providing for children with such needs, the children currently at the school have to take priority.</p> <p>Brexit is an issue in that companies do not know what any haulage or import costs may be and so are unable to provide quotes at this stage. It is likely that final quotes may not be received until March. AG and KD are comfortable with this timescale.</p> <p>Responses to the consultation have been positive and neighbours have been in contact with the school to offer their support.</p> <p>More information is required on sufficiency in the area and the newly appointed Early Years Commissioner has promised to provide this information as soon as possible.</p> <p>Given the above, the working party were of the view that there is no need to make an application to the Regional Schools Commissioner before December and that this could be made in January.</p> <p>When the group next meet there will be further discussions around potential opening dates.</p> <p>Q: Will the impact of covid on school finances affect whether this project is affordable? A: The money for the nursery is ring-fenced and there is some additional DFC funding or other pots of money that could be used if necessary</p> <p>It was recognised that there does need to be more frequent updates on school spending but based on the current position, the nursery would be affordable.</p> <p>Parent questionnaires to be considered in Spring term. ACTION NOT DUE</p> <p>QA document to be included on the agenda for the November meeting. Discussed in the main agenda. COMPLETE</p> <p>Review of assessment data to be included on the agenda for the November meeting. COMPLETE</p> <p>Clerk to circulate relevant guidance to link governors. ONGOING</p> <p>AG to request that area leads contact their link governor to arrange a virtual meeting. ONGOING</p> <p>Benchmarking to be included as an agenda item for the next meeting. COMPLETE</p>

	<p>Clerk to provide details of NGA training modules COMPLETE</p> <p>JD to audit training spreadsheet COMPLETE</p> <p>Ofsted preparation work to begin in Spring term. ACTION NOT DUE</p>
	Nursery update to be included on January agenda.

AGENDA ITEM 7	VISION AND STRATEGY
Discussion:	<p>Vision and Strategy</p> <p>Prior to covid, governors had discussed holding a staff and governor away day to discuss the vision and strategy. There does need to be consideration of the direction of the school over the next few years including how covid has changed the school's vision.</p> <p>KD reported that she is to meet with the CEO and has requested some support from him. Remote learning and learning platforms will need to be factored into any strategy as the development of technological skills is key now including teaching remotely and online safety.</p> <p>There is a need to move forward with the nursery project to support children and the community and this should be included in the school's long-term plans.</p> <p>There needs to be consideration of the leadership capacity of staff. The school has an expensive staff and this is positive in that people want to stay in the school but there does need to be consideration of how to ensure they remain motivated in their roles.</p> <p>The previous three-year plan had been included with the papers for the meeting. The school continues to work on these areas but there also has to be an acknowledgment of the impact of Covid.</p> <p>Whilst the vision has not changed, the strategy to achieve this vision will need to be modified to accommodate both the positives and negatives of Covid. New areas to consider will be remote learning and learning platforms as the development of technological skills is key including teaching remotely and online safety.</p> <p>Q: What should LGB expect to hear next? A: KD will talk to colleagues across the Trust and she and HK will meet in January to discuss the financial strategy to ensure sustainability.</p> <p>Governors noted that despite all of the challenges covid has presented that the school continues to move forward with its plans such as the development of the Early Years outdoor area.</p> <p>Trust KPIs</p> <p>SE reported that Trust KPI document which was circulated in advance of the meeting was an evaluation of the Trust and its impact and how schools can help the Trust to meet its strategic aims. There are six KPIs for the Trust and some of these areas as relevant to the academies as well. The document has been written to highlight to trustees the work that has taken place in each of the six areas and will link to a contextual evaluation of the Trust.</p> <p>Governors commented that they liked the format of the report which was easily accessible</p> <p>Q: What defines a governor visit for the purpose of the report as it appears that the reported number may be lower than the actual visits that have taken place? A: This is when a governor has visited school to talk to a member of staff which is then reported back to governors.</p>

	<p>There was a discussion about the data in relation to staff vacancies. With a new LGB and headteacher, the focus at Mill View was to ensure consistency and the driving forward of standards. Staffing was key to this and now this has been achieved, the school can move onto the next stage.</p> <p>A governor commented that through her professional experience, the Local Authority has noted the exemplary practice of Conscious Discipline. The difference this approach can make to all learners is huge but particularly so for those with additional needs. This is not the case in all schools and this should be recognised as a strength of Mill View.</p> <p>Q: Why is there a difference in the attendance information at Bexton Primary school? A: This is because the LGB at Bexton operate a committee structure.</p> <p>Q: Why are the average teacher costs in the KPI document different from the financial statement? A: The KPI document was written before the financial statement was re-forecast with the most up-to-date figures.</p> <p>Q: How is information regarding school's progression reflected back to the Trust Board? A: There is wider triangulation through link trustees who will read the minutes from the LGB meetings and will also attend meetings. The Standards committee will review trends over time and the Resources Committee look at the financial data. Trustees do not look at granular data. Headteachers are also invited to report to trustees at the Standards committee where they are able to provide information relating to their schools.</p>
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AGENDA ITEM 8	EDUCATION
Discussion	<p>Governors monitoring school performance</p> <p>A number of governors attended a whole Trust training session on Roles and Responsibilities. This training highlighted the importance of triangulation and the difficulties governors currently face. One of the biggest weaknesses governing boards face in the current climate is how to obtain first-hand information to triangulate other information provided to them.</p> <p>In order to assist in the monitoring of school performance it was agreed that the following areas be included on the LGB agendas:</p> <p>January - SDP and Evaluation February – SENDCO in attendance to report to governors so that they are able to have an oversight of the role and processes in place. March – English and Maths May – Pupil Attainment and Progress June – Inclusion Team in attendance to talk about their work. July – Member of staff to talk about the curriculum for 2021/22 and the thinking behind the vision for the curriculum.</p> <p>Governors agreed that this would be beneficial but would also provide valuable opportunity for teachers to develop their strategic leadership skills.</p> <p>KD has met with an Associate School Improvement Advisor and the report was circulated in advance of the meeting. As an outstanding academy, this visit was not required but KD was of the view that it would be a useful opportunity.</p> <p>A report will be provided to governors following the meeting between SE and KD.</p>

Curriculum

There have been discussions about the impact of covid on the curriculum such as the need to make sure staff and pupils are trained on how to use the home learning provision. There has been more emphasis on internet safety and changes have been made to the PHSE curriculum and this is working well across the school.

The maths and English curriculum has been reviewed to take into account any gaps that the children may have. This has highlighted that the children's mental maths is not as quick as it has been. The Y6 cohort who had lower attainment and progress in any event are two weeks behind what teachers would like to teach and so adaptations have had to be made.

The school is ambitious for its children and whilst there has been a focus on reading, writing and maths there is still a broad and balanced curriculum on offer for the children. It is appropriate to consider how the impact of the foundation subjects can be measured and assessed and subject leaders are looking at this issue.

A wider opportunities curriculum has been introduced this year which enables children to experience the forest kitchen, garden or art sessions. Feedback and engagement has been very positive. Sports provision is provided by experts in their field. Whilst teachers are able to teach a PE curriculum they are not able to teach a specific sport at a high level. Children will experience lessons from experts including cricket, gymnastics and dance.

There is a big focus on Read to Write and Steps to Read has been introduced to ensure there is clear progressive planning in place.

Governors complemented senior leaders on their commitment to the school's vision and values by maintaining a broad and balanced curriculum.

Q: When will the next Star test assessment be?

A: This will take place in the week commencing 30th November and will be followed up with a pupil progress meeting. Further support for Y6 children may be given in the Spring term. The focus will not be preparing the children for their SATs but to try and ensure they are ready for the next stage of their education. Some of the Y6 children are not currently at age related expectations and this is not solely down to the impact of covid.

Parent governors agreed that the variety in the curriculum enhances their children's engagement and there have been improvements on the provision that was already in place.

Parental communication can be challenging as it is not possible to see parents at the moment. A full licence for Seesaw has been purchased to be used for remote learning but also provides an excellent way of communicating with parents by giving them an insight into what goes on in the classroom.

Seesaw has also transformed the home learning provision and has also helped engage parents who may have been hard to reach.

Q: Seesaw allows parents to have direct contact with a teacher and parents have staff emails. Have any staff felt overloaded and is this impacting on the work/life balance?

A: This is something that senior leaders are considering. It is good that children are providing work and this is to be encouraged but it may be necessary to say to parents that work will only be approved at certain points. There also needs to be further consideration given to the method of communication with parents. The school currently uses three systems. Feedback from parents was that Seesaw was beneficial to them and as this can be used to message the whole school it may be that this could be the communication system between school and home.

	<p>Q: Can engagement be tracked through Seesaw? A: More parents have engaged with Seesaw and it seems to appeal to a wider audience. There has been approximately 97% engagement.</p> <p>Two parental surveys have been sent out about the home learning provision. It is clear from the second survey that any issues have been ironed out. Some parents suggested that there be differentiated groups or one to one sessions and if there was a further lockdown this would be considered.</p> <p>Any child with additional needs will receive all of the sessions with the Learning Mentor that they would receive if they were in school.</p>
Actions	Report of meeting between CEO and KD to be circulated in advance of the next meeting.

AGENDA ITEM 9	COMPLIANCE
Discussion	<p>Chair's Action</p> <p>SaW advised he had not taken any urgent actions on behalf of the LGB.</p> <p>Website</p> <p>DT advised that she is currently working on updating the governors' section of the website.</p> <p>Quality Assurance Document</p> <p>The Quality document will be completed and circulated to governors to be submitted for the Trust Board's consideration.</p>
Actions	<p>Clerk to update governors section on the website.</p> <p>Quality Assurance document to be circulated to governors via email.</p>

AGENDA ITEM 10	GOVERNANCE
Discussion	<p>Governor Training</p> <p>A number of governors attended a whole Trust training session and the feedback was that it provided an excellent refresher on understanding the strategic role of governance.</p> <p>JD has completed some work on the training log and has made some recommendations regarding whether a particular module was essential or desirable. Other training will be optional depending on governors' interests.</p> <p>A further Trust session on Effective Challenge and Communication is taking place on 3rd December 2020 and governors were encouraged to attend if at all possible to ensure consistency across the Trust.</p> <p>SE advised that the Trust is looking at providing a training package for governors and trustees and if there are any sessions that governors feel would be beneficial to let DT know.</p>

	SaW also suggested that it may be useful for new governors to the Board to be assigned a mentor and DT advised that she could adapt the Trust Board induction package which may assist in this process.
Action	Governors to advise of any training they think it would be beneficial for the Trust to provide.

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

AGENDA ITEM 12	DATE OF NEXT MEETING
Discussion:	Tuesday 19 th January 2021 at 6pm

Further discussions took place under the Part Two agenda