



**MEETING 1 PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING
OF MILL VIEW PRIMARY SCHOOL**

Date	Tuesday 14th September 2021 at 6pm
Venue:	Mill View Meeting Room

Attending (Governors):	
Stephen Webb (SAW) - Kate Doyle (KD) Laura Edwards (LE) Ali Gibbons (AG) Sam Glendenning (SG) Hailey Kelso (HK) Jane Beston (JB) James Brown (JBr) Anuska Dostalova (AD)	Co-opted Governor/Chair of LGB Principal Co-opted Governor Staff Governor Staff Governor Parent Governor/Vice Chair of LGB Parent Governor Co-opted Governor Parent Governor
Apologies:	
Denise Noble (DN)	Co-opted Governor
Also in Attendance:	
Debbie Tomkinson	

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 DN were accepted.

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY/BUSINESS INTEREST (Statutory)
Discussion:	Annual declaration forms were circulated in advance of the meeting. Governors who have not already done so were asked to complete the electronic forms. There were no interests in relation to any of the agenda items.
	ACTIONS Governors to complete the Annual Declarations of Personal and Pecuniary Interest and to confirm they agree to follow the Code of Conduct 2021/22

AGENDA ITEM 3	PART ONE MINUTES OF MEETING – JULY 2020
Discussion:	The Part One minutes of the meeting of 14 th July 2020 were circulated in advance of the meeting and accepted as a true and accurate record. All agreed.
DECISION	RESOLVED: That the Part One Minutes – 13th July 2021 be accepted as a true and accurate record. All agreed.

AGENDA ITEM 4	MATTERS ARISING
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Signed _____ Dated _____

Discussion:	<p>SEND information to be included in data reports. It was confirmed that relevant data will be included in reports to governors. COMPLETE</p> <p>To appoint a link training governor on completion of parent governor election. Clerk to send parent governor election forms to KD. ONGOING</p> <p>Internal Audit report to be circulated to governors. COMPLETE</p> <p>Annual Impact Statement to be completed. This was discussed under agenda item 5. COMPLETE</p> <p>KD and DT to discuss schedule of visits – KD and reported on their plans for a governor visit schedule which would ensure that visits were focus on key strategic school development priorities. COMPLETE</p> <p>Data for children working at greater depth to be included in the next data report. COMPLETE</p> <p>Governors to email the clerk with details on how they have had an impact in the current academic year. COMPLETE</p> <p>Health and Safety Audit report to be circulated to governors. COMPLETE</p> <p>Privacy Notice for Governors and Trustees to be circulated to governors. COMPLETE</p>
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AGENDA ITEM 5	GOVERNANCE AND RISK
Discussion	<p><u>Election of Chair and Vice-Chair</u></p> <p>A nomination was received for SaW as Chair of Governors. SaW left the meeting whilst the nomination was considered. Governors unanimously appointed SaW as Chair of Governors.</p> <p>LE advised that she would be willing to stand as Vice Chair but given that her term of office will be expiring it was suggested that it may be beneficial from a succession planning point of view for another governor to be appointed Vice Chair.</p> <p>HK advised that she would be willing to stand as Vice Chair. She left the meeting whilst governors discussed her appointment and she was unanimously appointed Vice Chair of the Local Governing Body (LGB).</p> <p><u>Link Governors</u></p> <p>The following link governor roles were agreed</p> <p>Safeguarding - JB Finance - HK Health and Safety - LE SEND - DN Data Protection - JBr PPG and LAC - AD Equality and Diversity - JB</p> <p>Governors considered the appointment of subject link governors. They acknowledged the potential risk of becoming too operational it was agreed that given the strategic responsibility for the curriculum it was agreed that the LGB would take a conscious collective responsibility for the curriculum which would be facilitated through the formalised governor visit process and reports from subject leaders.</p>

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Dated _____

LGB Membership

The terms of office for the LGB were circulated in advance of the meeting and noted by governors. There is one vacancy for a parent governor and one for a co-opted governor. Clerk to circulate nomination forms to KD.

The importance of succession planning was highlighted as the term of office for seven governors expires at one time. Clerk to advertise the co-opted vacancy through Inspiring Governance.

Skills Audit

An electronic version of the updated NGA Skills Audit was circulated in advance of the meeting and governors were asked to complete this. Clerk to collate results and report back to the LGB.

LGB Annual Planner

Governors received and noted the LGB annual planner.

LGB Impact Statement – 2019/20

The impact statement was circulated in advance of the meeting. The purpose of the report was as a review of the board for the previous academic year and as a template for Ofsted inspection preparation. The statement included key information to demonstrate the efficiency and effectiveness of the LGB and to validate its strategic impact.

It is important that governors know, understand and engage with the school vision and how governors contribute to it. The school is currently in the process of re-writing the vision and governors have been involved in discussions to help shape this.

Governors have a good understanding of teaching and learning and fulfil their strategic role through discussions at LGB meetings and through governor visits. SaW gave the example of how SEND practice has been changed through the challenge and debate provided by the SEND governor during her visits.

Governors were of the view that the report provided a very good summary of the work that has been undertaken and provides evidence of how the LGB has developed since the previous statement was written.

It was agreed that the document could be circulated to the Trust Board as a living document which can be amended or added to as necessary.

Other areas that the LGB considered included discussions on how progress and attainment is assessed and reported.

It was recognised that the overall data for the school was very positive but that there was a need to focus on specific groups of learners. It was suggested that the information could be further refined to make it clearer for governors to see how individual groups of learners (such as those with additional needs) are progressing.

	<p>Governors also requested further information about non-core subjects to ensure there is a broad and balanced curriculum which enriches and supports the attainment and progress figures that the school is striving for. It was suggested that it would be useful for governors to have an understanding of how the curriculum is fulfilling the vision. It was agreed that middle leaders would address this through their action plans and could attend LGB meetings to talk about their subjects.</p> <p>It was agreed that curriculum would be included as a standing item on each agenda.</p> <p><u>Pay Appeals Panel</u></p> <p>The Pay Panel was approved as SaW, JB and LE.</p> <p><u>Scheme of Delegation and Terms of Reference</u></p> <p>Governors received and noted the Scheme of Delegation and Terms of Reference.</p>
	<p>ACTIONS</p> <p>Clerk to circulate parent governor nomination forms to KD Curriculum to be included as a standing item on each agenda Governors to complete skills audit. Clerk to collate results Clerk to advertise co-opted governor vacancy through Inspiring Governance</p>
	<p>RESOLVED: That SaW be appointed as Chair of the LGB. All agreed.</p> <p>RESOLVED: That HK be appointed as Vice Chair of the LGB. All agreed.</p> <p>RESOLVED: Governor who will form the Pay Panel were agreed as SaW, JB and LE.</p>

AGENDA ITEM 6	EDUCATIONAL PERFORMANCE
Discussion	<p>Covid Update</p> <p>KD provided governors with a Covid update. A number of teachers had positive LFT tests. As a result some restrictions were introduced such as not having whole school assemblies. Following negative PCR test results, these restrictions were lifted.</p> <p>There has been a positive start to the year. Risk assessments are in place and were circulated to governors in advance of the meeting along with the Outbreak Management Plan. If there was an outbreak of cases in the school, KD would liaise with Public Health England.</p> <p>Teachers are testing twice per week in order to make sure the school is as Covid free as it can be but there was also an acknowledgement that there is likely to be a case in school at some point.</p> <p>Attendance</p> <p>Attendance is 97.8% which is positive. There are some children who do not attend on a regular basis and KD and AG have discussed how this can be addressed with parents. There is a link between attendance and achievement and the children who do not attend school are the ones who are low in their academic achievement.</p> <p>Parents will be contacted if a child has attendance below 96%. At the last attendance review, KD and AG spoke to each child and this improved attendance rapidly. There is still a small cohort of children whose attendance is challenging.</p> <p>Outcomes</p>

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	<p>Star testing is due to take place. Previously if a child has significantly under-performed and they are emotionally and mentally able to they would have been asked to re-sit the test. No child will be asked to re-sit the test this year.</p> <p>Y1 children will be tested to provide baseline data. This will be a light touch test and the results will be used in conjunction with teacher assessment.</p> <p>Safeguarding</p> <p>The building next door to the school is an issue as it is regularly broken into during the day. A security firm is now on the site and the school will be installing CCTV on that side of the building.</p>
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AGENDA ITEM 7	VISION AND STRATEGY
Discussion	<p>School Development Plan/Self-Evaluation Form</p> <p>The SDP/SEF was circulated in advance of the meeting. It is a work in progress and will be amended after the review of the data from the Star tests. The three areas that the school needs to focus on are boys writing, SEND and disadvantaged children. KD advised that as the SDP/SEF is updated she will circulate this to governors.</p> <p>School Vision Inset Day</p> <p>SaW led the school vision Inset day with some members of the LGB and most staff. It was a very positive session. All participants agreed with the vision and this is evidence of how strong the vision is and how it is 'owned' by the current staff and governors. The wording will be refined and shortened and it is important that everything the school does relates to the vision.</p>

AGENDA ITEM 8	HR/FINANCIAL PERFORMANCE
Discussion	<p>Admissions</p> <p>There were 162 applications for the Reception class. 32% of families who applied received their first choice. The admissions numbers are in line with the most over-subscribed school in Cheshire and this highlights that Mill View is a school that families want to send their children to.</p> <p>Nursery</p> <p>Planning permission for the nursery has been approved. There were no objections to the application. Governors thanked the Business Manager for the work that she did over the summer holidays.</p> <p>Ground work will begin shortly and a project manager has been appointed. It is hoped that the nursery will be open for the summer term. This will enable the 'rising 5s' to be invited into the nursery and will enable staff to get to know the children for the final term.</p> <p>A lot of work has taken place on policies and KD confirmed that the Admissions Code is in place.</p> <p>Recruitment of staff needs to take place and it will be important to ensure that the right staff are employed.</p> <p>Q: Do you foresee any disruption caused by the work?</p>

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Dated _____

	<p>A: KD acknowledged that there could be some disruption and that it may be necessary to do some re-organisation around the main entrance. It is important, however that the ground work is completed as quickly as possible.</p> <p>Q: What will the reaction of parents be who want the nursery to be open in January? A: The school does not have any control over the access to materials needed for the building work. There is a soft waiting list but this does not guarantee a place as there will be an admissions criteria. No promises about the opening date have been made to parents.</p> <p>Staff attendance</p> <p>KD provided an update on staff attendance including information on a number of staff who were absent due to illness at the start of term.</p> <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> <p>POST MEETING ADDENDUM: KD confirmed that a tender process for work on the nursery has been entered into in line with Trust financial policies and procedures.</p>
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AGENDA ITEM 9	EQUALITY AND DIVERSITY (including wellbeing)
Discussion:	<p>It was confirmed that the Equality Policy meets statutory requirements.</p> <p>Mill View is in an area where there is not a lot of diversity and so it is important that everyone has equal opportunities. KD acknowledged that the curriculum is not quite good enough yet. Contact has been made with the Inclusion Lab and they will complete a review of the school's resources and the school will be provided with support and guidance. One of the actions will be to create a working party of interested staff members, parents, people from unrepresented groups across the school and governors.</p> <p>Meetings have taken place with staff and they are exploring their own understanding of equality and diversity. There have been discussions on the school's statutory obligations and what is important to the school and what more can be done.</p> <p>Q: How does No Outsiders fit into the work with the Inclusion Lab? A: No Outsiders is still part of the curriculum and KD will lead assemblies linked to No Outsiders. The review by the Inclusion Lab will help staff understand if they are using the right resources.</p> <p>Q: How are resources verified as being appropriate? A: The Inclusion Lab will help with this. It is important that all children and families are represented. This includes elements such as visual representations in books. SG stressed the importance of using high quality text books and gave the example of Power Maths textbooks which includes images of people of different ethnicities and religions. The Inclusion Lab will identify if the correct resources are being used.</p> <p>SG let the meeting at 19.30</p>

AGENDA ITEM 10	COMPLIANCE AND SAFEGUARDING
Discussion:	<p>Safeguarding Policy</p> <p>The Safeguarding Policy was circulated in advance of the meeting. The updated poly includes changes from the Keeping Children Safe in Education guidance. There is a greater focus on child-on-child abuse, online safety, exploitation and signposting to mental health resources.</p>

Signed _____ Dated _____

	<p>Online safety will be covered by the school's PHSE team as the school is seeing more and more online incidents.</p> <p>It was noted that it can be difficult to engage parents in issues of online safety and there are plans to address this earlier with parents. There have also been discussions with the local PCSO and advice is being sought from the computing team to see what can be offered to families.</p> <p>The Safeguarding Policy was approved by governors.</p> <p>RSE Policy</p> <p>There have been no changes to the RSE policy which was a new policy written last year based on statutory guidance.</p> <p>No Outsiders material is being used for the RHSE curriculum and there will be three distinct sex and relationships lessons linked to Christopher Winter resources.</p> <p>Governors were asked to confirm that they have read the Keeping Children Safe in Education guidance.</p> <p>Trustee and Governor Privacy Policy</p> <p>Governors received and noted the Trustee and Governor Privacy Policy</p> <p>Stakeholder Engagement</p> <p>Staff surveys are sent from the Trust on a regular basis and this information will be reported back to LGBs.</p> <p>It was agreed that parent engagement can be addressed through the use of Ofsted style parent surveys.</p> <p>Governors discussed how engagement with pupils could be linked to feedback on school development priorities in their simplest form.</p>
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ACTIONS	Governors to confirm they have read Keeping Children Safe in Education statutory guidance.
DECISION	RESOLVED: That the Safeguarding Policy be approved.

AGENDA ITEM 11	DATE OF NEXT MEETING
Discussion:	Tuesday 12 th October 2021 at 6pm – via Teams

Signed _____

Dated _____