



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

Date	Tuesday 12th October 2021 at 6pm
Venue:	Mill View Meeting Room

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

For all sets of minutes and backing papers it is taken that all will have been pre-read and coverage will therefore be limited to: • accuracy • action points • challenge

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

The Meeting met its quorum

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	In SAW's absence, HK chaired the meeting. The apologies of SAW were accepted.

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

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

AGENDA ITEM 4	MATTERS ARISING
Discussion:	<p>Governors to complete the Annual Declarations of Personal and Pecuniary Interest and to confirm they agree to follow the Code of Conduct 2021/22. Clerk to re-send form ONGOING</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>Clerk to circulate parent governor nomination forms to KD ONGOING</p> <p>Curriculum to be included as a standing item on each agenda. ONGOING</p> <p>Governors to complete skills audit. Clerk to collate results ONGOING</p> <p>Clerk to advertise co-opted governor vacancy through Inspiring Governance. IT and business backgrounds. ONGOING.</p> <p>Governors to confirm they have read Keeping Children Safe in Education statutory guidance. Clerk to send form. ONGOING</p>

AGENDA ITEM 5	VISION AND STRATEGY
Discussion	<p>School Vision</p> <p>SaW led a session in his professional capacity and worked through the process of what matters at the school and what the values are. At the end of the Inset session staff and governors had created a summary of the vision and had taken steps towards agreeing the actual wording.</p> <p>During the Inset day there was a discussion about 'Good Things Grow Here'. This is something the school is known for so that statement will be retained. There were four key areas of discussion:</p> <ul style="list-style-type: none"> - Together everyone achieves more – this includes all of the school's teams. - We are ambitious for all – this relates to the inclusive practice in the school. - We listen and notice – relating to the behaviour system and how communication takes place in the school. - We believe in the uniqueness of each individual <p>The aims for the school are to foster and create deep learning opportunities to develop the following skills:</p>

- Confidence
- Communication
- Collaborative skills
- Determination
- Curiosity
- Independence

The discussions have been shared with all staff and in the current Trust peer review. This is not the final vision and the next stage will be for governors to give further consideration to the vision and to decide if it is right for the school.

Feedback from governors attending the session was extremely positive. A governor commented that it was very interesting that all of the groups had similar ideas.

JB joined the meeting at 18.23

A governor also noted how everyone's views were valued and this indicates lots of work has taken place with staff and the vision across the school is strong.

There was a discussion about the importance of distinguishing between the values, strategy and vision. It is also important that what is to be achieved as a result of the vision is identified. JBr to share a document on how to distinguish between a vision and a mission.

It was also recognised that the current vision is too long and any new vision should be succinct so that stakeholders can remember it.

It was agreed that KD would share the wording created by staff and governors. Governors to provide further feedback at the next meeting.

Parent Surveys

KD advised that questions based on the Ofsted parent questionnaire have been sent to parents. Not all of the responses have been returned to the school. The final two questions have been sent to parents. There have been 116 responses to date.

KD provided an overview of the responses that had been received.

In response to the question that their child is happy with the school, one parent with two children commented twice that their child was not happy at the school.

The same family also responded that their children did not feel safe at their school. 72% of families agreed or strongly agreed that their child felt safe at the school.

KD included the definition of bullying with the questions and 78% of parents said their child had not been bullied. KD acknowledged that bullying happens in all schools but where it has happened at MVP, it has been dealt with quickly. AG has also been in contact with the parents who consider their child has been bullied.

Q: What is the school's response where parents disagree with a question?

A: For issues such as bullying this will be addressed with the parents straight away.

	<p>Q: Do the responders know they can be identified? A: As the communication goes out via Ping it is not possible for responses to be anonymous. Other methods could be used in the future if necessary.</p> <p>Q: Are parent responses available from previous years so that governors can compare the responses? A: KD confirmed she would be able to provide this.</p> <p>It was agreed that the feedback was positive and had a good response rate with 145/210 responding to the questions.</p>
--	--

	<p>ACTIONS</p> <p>KD to share vision statement discussed at the Inset day.</p> <p>Vision to be included on next agenda to include governors thoughts on the vision statements</p> <p>JBr to share Vision, Value and Mission statement information.</p>
--	--

AGENDA ITEM 6	EDUCATIONAL PERFORMANCE
Discussion	<p>Pupil Premium Strategy</p> <p>Governors have reviewed the three-year strategy in a previous meeting. There has been a significant strategic change to Pupil Premium (PP) following a peer review in 2019. This includes the appointment of a learning mentor and new Special Educational Needs and Disabilities Co-ordinator (SENDCo) and the creation of an Inclusion team.</p> <p>There are 11 children eligible for free school meals, 3 forces children and 14 previously looked after children (PLAC). MVP has the highest number of LAC in Cheshire West.</p> <p>The data indicates that writing for disadvantaged children is significantly below and this is greater for LAC. There is an emphasis this term on supporting writing and the tutoring money will be used to address this.</p> <p>Nationally, the gap between disadvantaged and non-disadvantaged children is growing wider. At MVP the gap narrowed since 2019 and during the pandemic, the gap has not increased. There will be a focus on closing the gap further this year.</p> <p>The learning mentor is delivering a writing programme to Y2 children and a teaching assistant is working with Y5 and Y6 and will also work with small groups in Y3-Y6 on building writing and foundational skills. The focus will be on ensuring any gaps are filled for disadvantaged children.</p> <p>The creation of an Inclusion Team has meant there is a bigger emphasis on pupil premium. Staff are trying to encourage eligible parents to apply for PP status as this will provide more money for the school to support their child.</p> <p>There is collaboration with the English leads in order to ensure that any additional programmes or support fit in with how English is taught at MVP.</p> <p>Teaching assistants are taking a bigger lead on the needs of pupil premium children. It is important that this is everyone's responsibility. Teachers will always discuss pupil premium and children with special educational needs are discussed at all pupil progress meetings.</p>

AG is completing a course on making a difference for disadvantaged children. The course has identified a group of 'super disadvantaged' families who are on a low income but who do not qualify for an additional support. The Education Endowment Foundation (EEF) highlights that these are the children whose gap is widening and so it is important to identify them. Staff are exploring new ways of reaching hard to reach families in order to make greater connections.

Q: How will super disadvantaged families be identified?

A: Staff do know the children very well and the children generally have similar issues in terms of engagement. Staff have a good understanding of who the families may be.

Q: Are super disadvantaged families more disadvantaged than families eligible for Pupil Premium?

A: Yes as they are not in receipt of any of the benefits that may help make up the gap. In the current climate it is possible that the numbers of super disadvantaged families could increase.

After each session, AG will share her learning on how to make a more research-based approach. AG does use EEF research but during the course a directed plan will be created which can be used for future years.

Governors recognised the importance of identifying strategies for other children who may need support and requested further updates when AG has completed more of the course.

Sports Premium

The Sports Premium document was circulated in advance of the meeting and governors were asked to provide feedback at the next LGB meeting.

Most of the money for last year was spent on sports coaches. The government have allowed any unspent money to be carried over but the income was already used for timetabling and staffing. Some elements of the plan for enhancing playtimes and providing physical opportunities for children beyond PE will roll over into the plan for this year. Two specialists within the school will work alongside teachers to help them teach PE. Work will continue with House of Dance and the Cricket Association as they bring positive benefits to the children.

Wider Curriculum

It was noted that AG is the music lead and a lot of music taking place across the school. This fits in with the strategy of providing a rounded curriculum. The school also has a choir and this has been very popular with children. MVP does provide extra-curricula clubs. The usual position is that each child is limited to one club but due to the popularity of the choir children are able to attend the choir and one other club.

Monitoring of Teaching and Learning - Curriculum

KD provided an update on the peer review process. KD and an external lead reviewer decided the focus of the review and the external reviewer, the CEO and two senior leaders from across the Trust are also involved in the process. KD wanted to ensure this was a valuable experience and the focus was on English, maths, history and inclusion – specifically children with SEND and PP pupils. Reviewers were also asked to comment on behaviour and attitudes and the culture of the school. Feedback was that the culture of the school was very obvious when entering the school.

The review also acted as professional development for subject leaders as they led the day. The reviewers watched some teaching in subjects and leaders shared plans and the curriculum intent and priorities and data for their subjects.

The day was very valuable. The Deputy Headteacher at Bexton Primary was one of the reviewers and this was useful as she was part of the first PPG review and could see the progress being made. KD will share the report with governors which was very positive and a validation of the hard work of subject leaders. The reviewers referred to passive learners and when KD asked about this it related to one child in one history class.

	<p>The reviewers spoke to lots of children and read with them. The children knew what they were doing and were excited about learning, knew what to work on and what to do if need support.</p> <p>The behaviour and attitudes were excellent and KD was proud of the staff and children.</p> <p>KD to circulate the report for inclusion on the next agenda.</p>
	<p>ACTIONS</p> <p>AG to provide update on the development of her course in the spring term.</p> <p>Governors to feedback on Sports Premium at the next meeting.</p> <p>KD to share peer review report with governors</p>

AGENDA ITEM 7	HR/FINANCIAL PERFORMANCE
Discussion	<p>There were no items of expenditure requiring approval under the Scheme of Delegation.</p> <p>The work on the new nursery will go out to tender and that process has begun in line with the CAT financial handbook.</p>

AGENDA ITEM 8	EQUALITY AND DIVERSITY (including wellbeing)
Discussion	<p>Work has begun on Stage 2 of the Inclusion Hub work. This will involve a thorough review of the work the school is doing. An audit of policies and processes, decision making and resources will take place in November.</p> <p>JB attended the staff meeting in her capacity as Equality and Diversity governor and she agreed that it would be useful that the school will receive this external voice.</p> <p>Governors were invited to attend a session for parents about the project. 25 families have responded to say they will attend and this highlights that this is an issue that is important to the school community.</p> <p>Q: How is staff well-being? A : It has been challenging in terms of Covid affecting staff and their families. A lot of new things are in place, the classrooms look amazing and there is a lot of energy around the building. People involved in the peer review process were very happy as they received validation of the work they were doing.</p>

AGENDA ITEM 9	COMPLIANCE AND SAFEGUARDING
Discussion:	<p>The CAT CAT annual safeguarding update was included with the papers for the meeting and governors were asked to read the update and to ask any questions at the next meeting.</p> <p>Governors to receive a verbal update in the operation of the following policies (AG):</p> <p>Behaviour Policy Statement of Behaviour Intent Anti-Bullying Policy</p>

	<p>All of the policies are working well. There have been no changes to the Behaviour Policy and Statement of Behaviour Intent.</p> <p>Governors were asked to provide feedback on the Anti-Bullying Policy as this is a new policy with a definition of bullying based on the Anti-Bullying Alliance definition.</p> <p>Q: There is no reference to peer on peer abuse in the Anti-Bullying Policy and Keeping Children Safe in Education states that it should appear in policies.</p> <p>A: Reference to peer-on-peer abuse is included in the Safeguarding Policy. The Anti-Bullying Policy is not a trust policy as it is not statutory but AG confirmed that she would check for to see if such references should be included.</p>
	<p>ACTIONS</p> <p>Safeguarding Audit to be included on the next agenda – to include questions from governors.</p> <p>Governors to provide feedback on Anti-bullying policy.</p> <p>AG to clarify if the Anti-Bullying Policy needs to include references to peer-on-peer abuse.</p>

AGENDA ITEM 10	GOVERNANCE AND RISK
Discussion:	<p>It was noted that there is currently no governor training lead. Immediate training priorities were identified as governors completing the NGA Safeguarding training and it was agreed that all governors would complete this by the end of term.</p> <p>The governor visits for the next LGB meeting will be</p> <p>SEND – DN PPG – AD</p>
	<p>ACTIONS</p> <p>Governors to complete NGA Safeguarding training by the January meeting.</p> <p>Governor visits for the next meeting were agreed as DN to report on SEND and AD to report on PPG</p>

AGENDA ITEM 11	DATE OF NEXT MEETING
Discussion:	Tuesday 16 th November 2021 at 6pm via Teams.

Further discussions took place under the Part Two agenda