

**MINUTES OF A MEETING OF THE GOVERNING BODY OF**  
**MARLFIELDS PRIMARY ACADEMY**  
**HELD AT THE SCHOOL ON 8<sup>TH</sup> MARCH 2017**

<b>Governors Present:</b>	Mrs. M. Gartside, Chair	MG
	Mrs. S. Isherwood, Principal	SI
	Miss M Carr, Deputy Principal	MC
	Mr. G. Provis, Vice Chair	GP
	Mr. J Crowther	JC
	Mr. C. Nield	CN
	Mrs. I. Morgan	IM
	Mr. B. Davenport	BD
	Mrs. M. Rice	MR
	Mr. D. Moss	DM

**Due to the absence of the Clerk, minutes recorded by:** Mrs. I. Morgan

**Started: 5.00pm**

**Moved to Part Two: 18.40pm**

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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**1. APOLOGIES AND ADDITIONAL AOB**

Apologies were received by Mr. P. Rowe and Mrs J. Sharman. The apologies were accepted.

***For Trustee information – attendance at meeting.***

	12th Nov 2014	4th Mar 2015	17th Jun 2015	11th Nov 2015	6 <sup>th</sup> Jan 2016	2 <sup>nd</sup> Mar 2016	8 <sup>th</sup> Jun 2016	16 <sup>th</sup> Nov 2016	8 <sup>th</sup> Mar 2017
Brian Davenport	√	√	a.r.	√	√	√	√	√	√
Chris Nield	√	√	√	√	√	√	√	√	√
Dave Moss	√	√	√	a.r.	√	√	√	√	√
Gary Provis	√	√	a.r.	√	√	√	a.r.	√	√
Irene Morgan	√	√	√	a.r.	√	√	√	√	√
Jane Sharman	√	a.r.	√	√	√	√	√	√	a.r.
John Crowther	√	a.r.	√	√	√	√	√	√	√
Kerry Bracegirdle	a.r.	√	a.r.	resignation rec'd	-	-	-	-	-
Mairi Rice	-	-	-	-	-	-	-	√ joined the board	√
Margaret Carr	√	√	√	√	x	√	√	√	√
Margaret Gartside	√	√	√	√	√	√	√	√	√
Paul Hibbitt	√	√	√	√	a.r.	a.r.	x	resignation rec'd	-
Peter Rowe	√	a.r.	√	a.r.	√	√	a.r.	√	a.r.

Sandie Isherwood	√	√	√	√	√	√	√	√	√
Vis Reddy	√	a.r.	√	a.r.	x	√	a.r.	√	resignation rec'd

***Items to be raised under “Any Other Business”***

- Easy Fundraising
- INSET day

## **2. CONFLICT OF INTEREST**

Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.

No potential conflict was declared.

## **3. MEMBERSHIP**

- The Chair shared a letter from Dr. V. Reddy tending his resignation as a Governor. A letter of resignation as a Director of Congleton Primary Academy Trust (CPAT) has not been received. The Clerk will follow this up and then make amendments to Company House records.

Dr. Reddy held the following responsibilities:

Safeguarding – now looked after by MG

Year 2

Maths

PHSCE

Governors agreed to contact the Clerk if they are interested in taking over any of the responsibilities previously held by Dr. Reddy.

***SC to contact Dr. V. Reddy regarding a resignation letter.***

***ACTION: SC***

***The resignation was accepted with immediate effect.***

The Governing Body currently has 2 vacancies for co-opted governors. There are no terms of office due to expire before the next meeting.

- Parents Governors

Articles of Association state that a minimum of two Parent Governors (PA) are required on the Governing Board. The Terms of Office of the current PAs will cease in June 2018, at that time one Governor will no longer be eligible to continue as a Parent Governor.

It was agreed to be open to for any expressions of interest from parents over the next few months and re-visit the issue later in the year.

#### 4. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the meeting held on 16<sup>th</sup> November 2016 were confirmed as an accurate record and signed by the Chair.

<u>Agenda Item &amp; point for action</u>	<u>Person Responsible</u>	
<b>2. <u>Conflict of Interest</u></b>  Governors who had not completed new declarations of pecuniary interest for the school year were asked to return them to the Clerk by the end of the week.	VR and IM	Completed
<b>4. <u>Membership</u></b>  SC to contact Mr. Hibbitt regarding a resignation letter and make amendments to Companies House.	Clerk	Ongoing
<b>6. <u>Part One Reports from Committees and Reports from Governors with Special Responsibilities</u></b>  1. Add Maths & VR to the agenda of the T&L committee meeting. Invite Louise Pearce to the meeting. 2. SI to investigate installing a buzzer system.	Clerk  SI	Completed  Ongoing – SI will report back to the Environment Committee
<b>9. <u>Matters arising from the Principal's Report</u></b>  SI to send the Disability & Access plan to Governors.	SI	Completed – on the website.
<b>10. <u>School Improvement Partner/External Advisor/Self Evaluation Reports</u></b>  SC and SI to send the report out electronically.	SI and Clerk	Completed
<b>11. <u>Governor Development</u></b>  Governors to email SC with their choices of e-module for inclusion in the Academy's training list.	ALL	Completed
<b>18. <u>Any Other Business</u></b>  Governors to email SC with their 100 word profiles for the Academy's website.	ALL	Ongoing – SC has only received 4 profiles.

#### 5. CHAIR'S ACTION

The Chair reported that there has been one 'chairs actions' taken since the last meeting. It will be discussed in the Principal's Report – Part Two.

## **6. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**

The following committee minutes were received:-

**Finance & Audit** - *Minutes of the committee meeting held on 18<sup>th</sup> January 2017 had been circulated to Governors prior to the meeting.*

There is a current overspend of £35,000 against the projected budget, as of December 2016. This is due to the expenditure on the 4G grass.

The National Funding Formula was discussed. Governors were encouraged to respond to the Department of Education's consultation questionnaire.

*It was agreed to discuss the funding changes carefully at the next Finance & Audit committee meeting.*

**SC to send out the link to the DfE consultation for Governors to complete.**

**ACTION: SC**

The Governors expressed their thanks to Melanie Hatton for keeping a tight rein on the Finances.

**Teaching & Learning** - *Minutes of the committee meeting held on 25<sup>th</sup> January 2017 had been circulated to Governors prior to the meeting.*

The Pupil Premium update provided by Sue Radcliffe was very useful and informative.

**Environment & Community Cohesion** – *Part One minutes of the committee meeting held on 3<sup>rd</sup> February 2017 had been circulated to Governors prior to the meeting.*

? - *Are the toilets going to be refurbished during the Easter holidays?*

A – *Our 1<sup>st</sup> choice company is unable to come in at Easter as they are too busy, they want to come in during the summer break. There are 2 back up companies so we are standing firm for refurbishment in Easter holidays.*

? - *Has the Buccaneer Tower flooring been checked yet?*

A – *It was compliant at the time of installation.*

**Mairi Rice arrived at 5.30pm**

? – *Is the defect book being kept up to date now?*

A – Yes

The following reports from Governors with special responsibilities were received:-

**EYFS** – no report was given. The SIP report praises EYFS.

**Cared for Children** – no report was given.

**Safeguarding** – MG has recently taken over the role of Governor with responsibility for Safeguarding, reported that safeguarding is effective.

**SEND** – no report given.

**Nursery** – no report given.

## **7. PRINCIPALS'S REPORT – PART ONE**

Part one of the Principal's report contained the following matters:

- *Quality of leadership in, and management of the school*
- *Parents*
- *Current School Development Plan*
- *SEND*
- *Monitoring and Evaluation*
- *Learning and Teaching of Curriculum Subjects & Extended Curriculum*
  - a. *Core Subjects Reports*
  - b. *Foundation Subjects*
- *Premises & Accommodation*
- *Equality & Safeguarding / Discipline & Behaviour*
- *Current Achievement*
- *Educational Visits, Enrichment and Extended Curriculum*

The report was examined in conjunction with the Self Evaluation Form 2016-17

The following issues arising from the Principal's report were discussed:

### **(p.4 SEF) – Absence**

*? – Are our absences moving in the right direction?*

*A – 2 children have been out of education for 20 days. Police have asked for us to keep them on role. Other children are having difficulties attending school- we are supporting heavily. 4 children are causing the issues in numbers.*

### **(p.7 Report) – Sport**

*? – Are our new PE arrangements working?*

*A – Yes, no detrimental effects – still entering competitions. Some teaching is done in house by teachers, some is supported by Peter Rowe and Tom Capewell. The sports premium wasn't used for Multiflex.*

*? – Will we use it to train staff e.g. Pete Rowe?*

*A – No, unless the need arises – everyone is suitably trained at present.*

### **Self Evaluation Form (SEF)**

*? – Was the SEF useful?*

*A – Yes*

It was agreed that it was a useful document which goes into great depth. However it is very time consuming to produce and keep up to date.

### **Trips**

The trips to Young Voices and Tattenhall were run at a deficit. Current figures available from SI. Most PP families contributed.

The Tattenhall residential was successful. It was suggested to investigate utilising the Academies' outdoor facilities later in the year.

### **School Development Focus (SDF) 2016**

The SDF was shared with Governors prior to the meeting.

*? – Will Governors have training before getting a password to SPTo?*

*A – Yes, only a few currently have access, more training will come in the summer term.*

*? – What is NCETM?*

*A – National Council Education of Teaching Mathematics*

*? – Of the £120k that could be lost due to the funding formula, is it tied to Pupil Premium?*

*A – No PP is a separate sum.*

*? – Is our 0.6 teacher having an impact?*

*A – She is busy and staff are pleased to be able to access her. It's too early to assess impact, impact should be more visible during summer term.*

## **8. SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER/SELF EVALUATION REPORTS**

The SIP report from 8<sup>th</sup> December, previously circulated, was discussed. The focus was on weaker writers and providing greater depth for more able children.

Conversation, a pre cursor to writing, is difficult for many children. at home. It is important to model conversation and work on oral skills, which impact on writing.

It was agreed that it is important to give children broad experiences as many don't access them outside of school.

## **9. DIRECTOR'S REPORT**

SC attended the report briefing on behalf of the Governing Board. All Governors received an electronic version of the report prior to the meeting. SC's report was delivered by IM and is attached to the minutes, including any comments.

The Director's Report for the Spring Term 2017 contained the following matters:

1. School Governance and Liaison Update
2. New Guidance – Part 3 of Staying in Control of your School's Destiny
3. New Ethnicity, Gender and Social Mobility Report from the Social Mobility Commission
4. Primary School Consolidated Report
5. Use of Personal Devices to take Pictures of Children in School
6. Safeguarding Children and Young People affected by Domestic and Relationship Abuse
7. Neglect
8. Bully-Free Cheshire East
9. Cheshire East, Information, Advice and Support (CEIAS)
10. Permanent Exclusion Finance Readjustment
11. Exclusions Training
12. School Admissions 2018-2019
13. What is the Apprenticeship Levy
14. Virtual School Update
15. Responsibility of Schools for Learning Outside the Classroom (School visits and overnight stays)

## **10. GOVERNOR DEVELOPMENT**

SC informed the Governing Body of training updates. Please see the attached training log. Governors were reminded to complete the e-modules on the Modern Governor website.

- a. A copy of the NGA skills audit was given to each Governor for completion.

***Governors to complete and return the skills audit to SC.***

***ACTION: ALL***

- b. Governors were informed that a copy of self-evaluation questions from The Key, in relation to the DfE Governor's Competency Framework, are available on the Governor Portal for them to access.
- c. Governor Mark

**SC to contact Governors regarding the date of next meeting of the sub-committee.**

**ACTION: SC**

## **11. SCHOOL POLICIES**

Governors noted approval at committee level of the following policies:

### **Behaviour and Discipline Policy**

## **12. MEETINGS**

Details of future FGB and Committee meetings are:

- **FGB** – 14<sup>th</sup> June 2017
- **Environment & Community Cohesion** – changed to 21<sup>st</sup> April 2017 at 9.30am
- **Teaching & Learning** – TBA
- **Leadership & Management** – 26<sup>th</sup> April 2017 at 5pm
- **Finance & Audit** – 26<sup>th</sup> April 2017 at 3pm

**The SIP's next visit** – 8<sup>th</sup> June am only

*The Governing Body noted and agreed them.*

## **13. ANY OTHER BUSINESS**

- Easy fundraising

The Academy is registered with Easy Fundraising. SI will recirculate the information and promote awareness.

- INSET

*Approval was given for an INSET day on Friday 28<sup>th</sup> April 2017.*

The meeting moved onto part 2

----- Chair

----- Dated