

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
MARLFIELDS PRIMARY ACADEMY
HELD AT THE SCHOOL ON 11th JULY 2018**

Governors Present:	Mrs. M. Gartside, Chair	MG
	Mr. G. Provis, Vice-Chair	GP
	Mrs. S. Isherwood, Principal	SI
	Miss M. Carr, Vice-Principal	MC
	Mrs. I. Morgan	IM
	Mrs. M. Rice	MR
	Mrs. J Sharman	JS
	Mr. C. Nield	CN
	Mrs. J. Charlesworth	JC

Also in attendance: Mrs. S. Camp, GB Clerk CLERK

Started: 5.10pm

Moved to Part Two: 7.05pm

PART ONE – NON-CONFIDENTIAL BUSINESS

1. APOLOGIES AND ADDITIONAL AOB

Apologies were received from Brian Davenport. Apologies were accepted by the Chair.

For Trustee information – attendance at meeting.

	16 th Nov 2016	8 th Mar 2017	14 th Jun 2017	14 th Nov 2017	7 th Mar 2018	22 nd Mar 2018 (informal)	7 th Jun 2018 (informal)	11 th July 2018
Brian Davenport	✓	✓	✓	✓	✓	✓	a.r.	a.r.
Chris Nield	✓	✓	✓	✓	✓	✓	✓	✓
Dave Moss (Parent Governor)	✓	✓	a.r.	a.r.	resignation rec'd	-	-	-
Gary Provis	✓	✓	a.r.	a.r.	a.r.	✓	✓	✓
Irene Morgan (Parent Governor)	✓	✓	✓	✓	✓	✓	✓	✓
Jane Sharman	✓	a.r.	✓	✓	✓	a.r.	✓	✓
John Crowther	✓	✓	✓	✓	a.r.	a.r.	a.r.	resignation rec'd
Mairi Rice	✓ joined the board	✓	✓	✓	a.r.	a.r.	a.r.	✓
Margaret Carr (Vice-Principal)	✓	✓	✓		✓	✓	✓	✓
Margaret Gartside	✓	✓	✓	✓	✓	✓	✓	✓
Peter Rowe (Staff Governor)	✓	a.r.	a.r.	resignation rec'd	-	-	-	-
Sandie Isherwood (Principal)	✓	✓	✓	✓	✓	✓	✓	✓

Items tabled for discussion under 'Any Other Business' in Part Two.

- a. Staffing Update

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

- a. *Appointment of Joy (Beth) Charlesworth*

Beth Charlesworth was welcomed to the meeting and unanimously appointed onto the Board of Governors. She joined the meeting at this point.

PRESENTATION BY DAMIEN SWEENEY FROM THE CRESCENT (minuted in part 2)

- b. *Resignation of John Crowther*

The Chair shared that Mr. J. Crowther had tendered his resignation as a Governor of Marlfields Primary Academy and Director of Congleton primary Academy Trust.

The resignation was accepted with immediate effect.

- c. *Parent Governors*

The Clerk informed the Board that according to the Articles of Association there should be a minimum of two parent Governors on the Board and that Irene Morgan will no longer be eligible to be a Parent Governor at the end of the school year in 2018.

A notice calling for Parent Governor nominations had been send out to parents during June 2018. The Clerk confirmed that the Academy had received no nominations.

The Principal confirmed that she had spoken to a parent who was considering putting their name forward for nomination but to date no nomination has been received.

In accordance with Section 56 of the Articles of Association,

"In appointing a Parent Director or Parent member of a Local Governing Body or Advisory Body the Directors shall appoint a person who is the parent of a registered pupil at an Academy; or where it is not reasonable practical to do so, a person who is the parent of a child of compulsory school age."

As the only Governor in office with a child of compulsory school age, Irene Morgan agreed to be named as a 'Governing Board appointed Parent Governor', after her child leaves Marlfields in July 2018

The Board agreed to name Irene Morgan as a Governing Board appointed Parent Governor, in accordance with the Articles of Association.

It was agreed that the Clerk and SI should approach the parents again in September 2018 with the aim of recruiting Parent Governors.

SI and Clerk to contact parents in September 2018 with the purpose of promoting the role of Parent Governors and canvassing for interest.

ACTION: SI and Clerk

4. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the meeting held on 6th March 2018 were confirmed as an accurate record and signed by the Chair.

The minutes were proposed by GP and seconded by CN.

<u>Agenda Item & point for action</u>	<u>Person Responsible</u>
3. MEMBERSHIP 1. SI and SC to contact parents in KS1 and KS2 with the purpose of promoting the role of Parent Governors and canvassing for interest. 2. SC to register the Academy with organisations that match Governors with vacancies. 3. SI to canvass the staff with regard to attending Governor meetings as an observer, should they be interested.	SI and Clerk <i>ongoing</i> Clerk <i>completed</i> SI <i>completed – SR will join meetings as an observer.</i>
4. GOVERNOR HUB 1. Clerk to contact GovernorHub regarding their compliance with GDPR, gaining a statement for file. Once the statement has been obtained, point 2 below can be actioned. 2. SI and Clerk to arrange purchase of GovernorHub with Melanie Hatton via ChESS.	Clerk <i>completed</i> SI and Clerk <i>completed</i>
12. GOVERNOR DEVELOPMENT 1. Clerk to resend the GDPR policy out to Governors.	Clerk <i>completed</i>

5. CHAIR'S ACTION

The Chair reported that there had been no 'chairs actions' taken since the last meeting.

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

- a. The following committee minutes were received:-

Teaching & Learning - Minutes of the committee meetings held on 15th March 2018 had been circulated to Governors prior to the meeting.

Irene Morgan had attended the meeting but her name was missed off the minutes.

The Impact Statement had been agreed at the committee meeting but is missing from the minutes.

Clerk to amend the T&L minutes to include Irene Morgan and the Impact Statement.
ACTION: Clerk

It was agreed to focus on the Primary Writing Project at the next meeting of the committee.

There were no further questions or comments from the Governing Board.

Finance & Audit - Minutes of the committee meeting held on 3rd May 2018 had been circulated to Governors prior to the meeting.

CN reported that the current budget is showing £45K surplus for the financial year.

The budget for 2018-19 has been a challenge to set. There is a reduced fund available for delivery and this will have an impact. There is a depreciation of £125K which has to be accounted for even though Marlfields Primary Academy does not own the building.

The Budget for 2018-19 is currently set at a deficit, however if the depreciation is removed then the budget is no longer at a deficit.

The Board examined the Income/Expenditure Report for the Current Year + Next 5 Years.

It was noted that the Total Revenue Income for 2017-18 is £1,084,015. With a reduction in 2018-19 to £1,011,174 and proposed Total Revenue Expenditure is £1,203,647.

The Teaching staff budget had been reduced from £584,655 to £491,773. Contracts have always been given prudently, therefore temporary contracts have been in the past. This has meant that there have been no redundancies this year. Going forward all staff are on permanent contracts.

It was noted that the income from the solar panels is profitable. It is hoped that the income figure will rise after the exceptionally long spell of sunny warm weather that has been experienced recently.

The Governing Board agreed and accepted the draft budget for 2018-19. It was acknowledged that the budget set is a deficit one, however if the depreciation is removed then the budget is no longer at a deficit.

Environment & Community Cohesion - Minutes of the committee meeting held on 3rd May 2018 had been circulated to Governors prior to the meeting.

Congratulations were expressed by the board on the successful grant application from Condition Improvement Fund (CIF) for the development of the building next to the art studio.

The Academy is still awaiting the visit report from Faithful Gould; a DfE Surveying Organisation. The visit took place on the 22nd May 2018 and there is a 12 week turnaround for the production of the report.

ChESS Hygiene Audit; 26.06.18 – The report was shared with the Board prior to the meeting. A Hygiene rating of 5 has been awarded. Governors noted the comments regarding the temperatures of the staff fridges. SI informed the meeting that staff had been asked to keep checking the temperatures, especially when putting or removing food in the fridges.

Health & Safety Review; 20.06.18 – The report was shared with the Board prior to the meeting. It was noted that there were no items requiring action. The Board expressed their congratulations to SI and the staff.

d. The following reports were received:-

Looked After Children – No report was given.

Safeguarding – MG informed the meeting that the action plan from the Safeguarding Audit; reported at the previous FGB meeting, will be reviewed on the 17th July. The result of the review will be reported at the next FGB meeting in November 2018.

SEND – SI shared the Cheshire East SEND Partnership Standard Quality Audit with the Board. SI drew their attention to the Action Plan and took them through the points.

SI and MC will set up the Child Protection Online Management System (CPOMS) over the summer break and staff will be trained on the INSET day in September. The calendar of events and meetings on CPOMS will be online but password protected. Governors will have access to a login on CPOMS but will not have access to a child's identity.

SI has been supporting S Booth; who is the SENCO. It is intended that the SENCO will take on responsibility for the role on her own eventually but SI is supporting so that she doesn't take on too much too soon and becomes overloaded.

It was agreed to arrange a Learning Walk with the SEN Governor, SENCO and Principal to look specifically at children with SEN.

EYFS - JS gave a written report to the Governors.

Recently, in the Reception class I have been helping by hearing guided reading groups which involves teaching reading strategies. The children are responding well to new reading challenges and are becoming excited by their new skills.

The Year 1 class have been focusing on phonics in order to do well in the National Phonics Test therefore I have been helping with the teaching of phonics.

I have also been hearing reading groups in Year 1 and it is pleasing to see some of the children are becoming enthusiastic readers although it is also concerning that there are children who have so few reading experiences at home.

Nursery –No report was given.

Marfields Finance Manual

The Responsible Officer from Cheshire East will be visiting the Academy on the 12th July.

The Marfields Primary Academy Finance Manual was agreed and approved by the Board.

7. PRINCIPALS'S REPORT – PART ONE

Part one of the Principal's report was presented to the Governing Board. It contained the following matters:

- *Quality of leadership in, and management of the school*
 - a. Staffing
 - b. Governance
- *Quality of Learning and Teaching in 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*
- *Educational Visits, Enrichment and Extended Curriculum*

8. MATTERS ARISING FROM THE PRINCIPAL'S REPORT

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

p.3 - It was confirmed that Louise Pearce will not be visiting Shanghai in December to observe how Maths is taught there.

Governors were requested to take note of the proposed dates for Governor meetings and inform the Clerk if any dates were not suitable. MR informed the Board that she would be available to join the FGB meetings via video conference but due to work commitments would not be able to attend the meetings in November or March in person.

p.4 – It was noted that the Parents' Forums are not popular but that 'Thumbs Up Thursday' ; when parents are free to come into school at the start of the day to look at work, is very popular.

p.5

? - Is there any feedback from Cheshire East regarding the current level of support 'Targeted'?

A – No, they just inform us that there is no support available.

? – How many 2 year olds can we take?

A – We can only take 8 children and we're full. The staffing ratio is 3 children : 1 adult. Therefore the limit is capped at 8.

? – Some figures in the table are worrying low?

A – It's the Spring data and therefore some objectives have not been taught at that time. The Summer data is better but our children do struggle to reach age related expectations. The Summer data will be reported at the next Teaching and Learning meeting.

p.6 - It was noted that the table of attendance figures was not very clear. It was explained to the Board that the third column related to the attendance percentage for the whole cohort and not authorised absence. It was noted that it is often the persistent absence of one or two pupils who affect the attendance figures for the cohort.

? -Is it possible to include data on lateness in the next report?

A – Yes, that will be possible

MG will visit school prior to the publication of the next report to work with SI and JY to ascertain more detailed attendance data for the table.

ACTION: MG and SI

p.7

?- Is the 'Mile a Day' challenge something that we could encourage?

A – Yes, some classes have carried on some form of activity even though as a school wide initiative it has finished.

The Board gave a directive that from September 2018 the Mile a Day activity will be included in the school day.

Congratulations were given to Shelley Carter on the work she has done with the Forest School.

p.9

? – Is TT Rockstars popular?

A – Yes, it helps and improvement can be seen for those who go on it.

p.12

It was noted that only 3 red cards have been given since the last report.

p.13

It was noted that the Marfields Bee is now situated in Manchester Cathedral.

IM left the meeting at 6.50pm

9. POLICIES

The Lockdown Policy was agreed by the Board.

10. DIRECTOR'S REPORT

An electronic copy of The Director's Report for the Summer Term 2018 had been sent out to all Governors prior to the meeting. It contained the following matters which were noted and discussed by the Board:

1. School Governance and Liaison Update
2. New Education Travel Policies and Sustainable Modes of Travel
3. Virtual School Update
4. Revised DfE Guidance for Free School Meals
5. Make the Mile Campaign
6. Elective Home Education Consultation
7. Safeguarding Children in Education Settings Primary School Safeguarding Conference
8. 'Timely Support for Children and Families' Document
9. Signs of Safety
10. Local Children's Safeguarding Board
11. National Children's Day UK
12. Changes to Bus Services
13. Governing Board Documents – Storage/Retention/Good Practice Guidelines

11. GOVERNOR DEVELOPMENT

The Clerk informed the Board that MG had attended Exclusion Training in March 2018.

The meeting moved onto part 2 at 7.05pm

----- Chair

----- Dated