

Marlfields Primary Academy
Full Governing Board Meeting
Date: 3rd March 2020
Venue: Marlfields Primary Academy

Present: Sandie Isherwood (SI), Gary Provis (GP) (Chair), Jane Sharman (JS), Nicola Davies (ND), Clare Foster (CF), Beth Charlesworth (BC), Mairi Rice (MR) (from 6pm)

Minutes taken by: Judith Provis (JP) (Clerk)

Meeting Started: 5.00 pm **Meeting Finish:** 6.55pm

Part One

Agenda	Notes	Action
1. Apologies Received & Additional AOB Items	Apologies have been received from Margaret Gartside, Stuart Gruber, Margaret Carr, Chris Nield and accepted by the Chair.	
2. Conflict of Interest	One pecuniary interest form required follow up.	JP to follow-up
3. Membership	Note taken that a governor family may need to self-isolate on return from India. A parent has expressed interest in joining the Governing team as a Parent Governor. He currently works for Potts and his input would be very welcome in the Environment area. No pecuniary interest except for any future discussion that could be associated with Potts work; this would then need to be declared. Agreed to go forward.	SI to contact parent about joining as a Parent Gov.
4. Part One Minutes and Matters Arising	Error on action list numbering noted: Membership should be number 3, not 2. A previously highlighted individual is no longer available to be a Governor as gone elsewhere. Part One Minutes from 12 th November 2019 confirmed. The Governors Areas of Responsibility and Contact List was agreed. Currently need more members especially to cover the Environment Committee. Further discussions are needed with the new parent governor. The Environment Committee should ideally meet during the day (in daylight), to enable a walk around of the school.	Clerk to email Governors to join the Environment committee.
5. Chairs Action	Update of emergency cascade Agreed. Keeping Children Safe Part 1 Confirmation The form was signed. Signatures still required from two governors.	JP to add into GovHub JP to follow-up Part 1 record completion.

<p>6. Part One Reports from Committees and Reports from Governors with Special Responsibilities</p>	<p>Teaching and Learning 4th February 2020 T&LMinutes – need to change BC to CF for time of leaving.</p> <p>?: The question and answer in the minutes show the meetings as interactive. Is this considered a good format. A: Yes we've had feedback that this is considered good practice. ?: We have the SIP visit report from November. Has she been in since? A: Yes She came in January, but the report has not yet arrived as she has been poorly. This has been chased and will be available when received. ? Is the SIP report information up on the Hub? A: I'm not sure but will action if not. ? Was the oral feedback good from January? A: Yes it was.</p> <p>Finance and Audit 28th January 2020 ? Any questions for this. ? For the staff Health care level, what is the latest information? A: The staff survey was completed and discussed, and considered that all staff should have this.</p> <p>? Anything more about the DfE visit that was requested. A: They visited and talked to me and a number of staff. This was confidential for each person, so I can only talk about my discussion. Questions included; how many staff, how paid, why are there so many staff, our healthy budget and why is it so healthy; I explained everything. I asked them to take back some information too for example impact of national formula, need for TA 1:1s. Marfields was the only school interviewed from Cheshire East, with the nearest from Blackpool. They were happy with all the answers, but they were not arguing, just listening. We were the first school to check DBS. They had never been asked before and this has improved their practice. I checked their details from their office, so were impressed on our Safeguarding. But will not hear anything as feedback.</p> <p>? Can we have some more detail on the Health care usage? A: Yes 10 out of 13 staff replied – 6 used dental; 6 used opticians (4 of same six). The rate was at £11.11 per month for the full-time staff. If all staff are included now; this is 29 staff. The cover on offer is now different: Level 3 is at £10.40/month and Level 4 at £14.22/month, so the range of cost is between £3619 and £4948.</p> <p>?: Is it valued? A: It's not just dental and opticians, but other items are also covered and has to be declared as a Benefit in Kind. One staff member didn't join initially, but joined later and had no chance to claim. ?: Could there be a different wellbeing item. A: The cover included any serious incident – up to £450 can be claimed. Tests and scans also included and the use of health assessment during the year. Inpatient - £20 per day. Inoculations can claim as well up to £75. Prescriptions £30 per year; GP online. ? There is quite a lot of benefit then.</p>	<p>JP to make alternations</p> <p>JP to ensure SIP report is on GovHub</p>
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	<p>A: Yes and you can also add their family, if so wish. Also 50:50 payments can be an option, however if you need to claim, it is quite a hassle. Originally this was only given to full time employees but could now be offered to all 29, and it does show that we are taking care of our staff. ? Do we need to make a decision on this now? A: No Remaining discussion moved to Part Two.</p> <p>Safeguarding The report was walked through by the Clerk on behalf of the Chair. The questions were based on the Cheshire East materials received at the Safeguarding Training for Governors. The finalised Safeguarding Policy was agreed and signed.</p> <p>Reports from Governors Report was moved to Part Two.</p>	<p>JP to load report onto Gov Hub and Policy onto school website</p>
<p>7. Principal's Report – Part One 8. Matters Arising</p>	<p>MR joined the meeting at 6pm by phone.</p> <p>The date of the previous Ofsted was March 2017, so are likely for a visit again soon.</p> <p>?: Anything else to raise? A: Yes on page 3, our teacher pupil ratio is equivalent to the national ratio. At the bottom of page 3, I wanted to point out that governance is Good and it is important to maintain the monitoring Trustee targets. Please can all training records be up to date. The need for the renewal of Modern Governor was discussed at the T&L meeting. It has now been confirmed that ChESS can still purchased. This will be actioned tomorrow. On page 4, welcome our new Clerk. Quality of Learning and Teaching is judged good overall; however, some teaching does need improvement, and this is being monitored. ? At the bottom of P4 , why has the quality dropped to 20/80 in Autumn 2. A: There was a new member of staff in November, so it was prudent to drop this percentage as we are not yet sure of her new potential. As time progresses, I anticipate raising this number as it is looking good.</p> <p>? At the top of page 5, what is the acronym LAC. A: This stands for Looked After Children. ? Is it possible to have a Glossary?</p> <p>Gov: Friends of Marlfields have put in a lot of work with the next event for Mothering Sunday; please can thanks be fed back from the Governors.</p> <p>Gov: On page 6, it was noted that the renewal of the IQM Flagship had been completed. Please feedback congratulations and thanks to the staff for completing this action.</p>	<p>SI to purchase Modern Governor training.</p> <p>JP to create a glossary and add to GovHub</p> <p>SI to feedback thanks to Friends of Marlfields</p> <p>SI to feedback to staff</p>

Gov: The Attendance figures are bordering, but are being dragged down by only one or two children, so are not reflecting the good work going on.

? Do you want to do requests for absence?

A: Yes

One family requested 5 days after half term due to work commitments in Australia. Supporting letters have been received from the company. The parents will make the trip as educational as possible.

Confirmed – authorised by the Governors

? Please can the Pupil Premium Plan be clarified as I had a look on the website, and couldn't find the correct information.

A: This will be reviewed.

Gov: I would like to note the fact that there have been 6 incidents of staff being hurt, which is a concern. This will be discussed further in Part Two.

? Do you give approval for Glan Llyn for Y6

A: **Yes approved**

? Do we do alternate year trips for Y3 and Y4?

A: Yes alternate years

? Any more information on the Cadbury Trip.

A: This trip is a WOW start to our Science Week. All children will have work from this. Y3/Y4 have a workshop as part of their STEM and will design wrappers

Y5/6 have to design a chocolate bar using different ingredients – they build the choc bar and have a chocolate race for how fast chocolate melts.

R will look at changes of state, and gruff learning with goats

On Monday, there is a robots session.

On Thursday, the Market Place is open to parents.

All activities are STEM centric. There will also be a display.

? Is there a risk assessment on boiling chocolate etc.

A: Yes and also 4 children are not going on the trip due to allergies but there will be free from follow-up work with those children.

The coach is leaving at 8am.

The children will not be handed the chocolate but will be given to them later.

Also PSHE work is included; should some of the children give some of their chocolate to the food bank?

Gov: Sounds really good, thanks for the extra details.

?Is there more information about Forest School?

A: This can be added to T& L agenda

? When are the other Enterprise events being completed?

A: Y2/Y5 will complete this as part of their assembly.

Y1 are planning to make Flauks and cakes.

SI to review the website

JP to add Briefing on the Forest School to T&L agenda

	<p>Termly Reports The Governors confirmed that they really like the new format, especially the actions and attainment. They are much easier to read, are clear and a significant improvement.</p> <p>? Are the Y4 results a system error? A: Yes. More training will be given on this; there were some boxes left empty. This must be checked more carefully going forward. There are lessons to learnt on the system and on presentation.</p>	
<p>9. School Improvement Report/Partner Report</p>	<p>This was covered earlier. Waiting for SIP report for January and didn't keep the February date.</p>	
<p>10. Director's Report</p>	<p>An overview of the Director's Report was given. There was a discussion on the funding model from Cheshire East. There are to be follow-up meetings.</p> <p>Relationship Education are new policies. There are a number of courses for Heads. There will need to be a questionnaire to parents by September and is a large part of Ofsted.</p> <p>?: Do we have self-harm and suicide included A: This should come into this policy. There is also Mental health and wellbeing, and these policies will be put together. We are quite ahead as the ASEED award was completed last year.</p> <p>The process of gaining feedback from parents was discussed. The process of gaining feedback at the parents evening wasn't so successful as the parents were always in a rush. ? What about in the hall where the parents are waiting. ? Could we use technology and use on phones for a survey monkey. Post-it notes could also be used. Phones was considered a good idea as some parents may feel that easier to answer than on the spot at a parents evening.</p> <p>? For the Daily Mile, how about finishing lessons in the morning then go for the mile before they have their lunch, as they do in Buglawton A: We like to have physical activity for every class every afternoon and there is also the swimming.</p> <p>? Maybe we should consider Saturday morning recreation as passes and use sport money for next year. A: Lets discuss this at a future meeting.</p> <p>? How about a path created around playing field? Is this an option, as we can't use the field in winter, but they could run around a path. A: The Environment committee could consider this, but there could be some resistance to this option.</p> <p>? We have a lot of data collection, is everything needed? Do we need to allow for more creative teaching and less data assessment? A: This needs to be put this to a future meeting, as current levels could be due to the current cohort. The staff put in data into Educator, but there is other data in the classroom as back-up to</p>	<p>SI to consider the use of a Survey Monkey in future</p> <p>JP to add Saturday recreation passes and the path to future meetings</p>

	<p>Educator, so there could be too much information in the classroom because of feeling the need to have back-up by the teachers.</p> <p>?: Can more be done to bring subjects together? A: Teachers have different strengths, so peer sharing should be more possible? There is an example where two of the teachers swapped their roles and there is a link up with Eaton bank.</p>	
11. Governor Development	It was agreed that two specific training modules will be completed each year.	JP to update the Modern Governor training list and load on GovHub
12. School Policies	Safeguarding Policy Agreed and signed above.	
13. Any Other Business	None raised.	
14. Impact Statement	<ul style="list-style-type: none"> • There has been Increased knowledge on Safeguarding. • Clear knowledge of finance • Questions raised which challenged the school and will be covered up at future meetings. • Focus on wellbeing, especially for staff. • School development plan reviewed and clear understanding of the school direction and progress. 	
Date & Time of Next Meeting	Thursday 19 March 2020 5pm	All to note and attend

Margaret Hartside ----- Chair

17 July '20 ----- Dated