

**Marlfields Primary Academy
Full Governing Board Meeting
Date: 30 November 2022
Venue: In School/Zoom**

Present: Margaret Gartside (MG - Chair), Sofia Angelara (SA), Clare Foster (CF), Jane Garnett (JG – Member), Zoe Griffiths (ZG), Sandie Isherwood (SI - Principal), Chris Nield (CN), Gary Provis (GP), Mairi Rice (MR), Jessica Rosson (JR)

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

Meeting Started: 6.00 pm **Meeting Finish:** 7.06 pm

Part One

Agenda	Notes	Action
1. Welcome and Introductions	The Chair welcomed everyone to the meeting.	
2. Procedural Items	2.1 There were no apologies for absence. 2.2 The meeting was confirmed as quorate. 2.3 There were no declarations of Interest	
3. Notification of AOB	There were no Any Other Business requests.	
4. Membership	<p>MG, GP and CN confirmed their wishes to be re-elected to the Board for an additional term of office. The trustees voted and confirmed the re-election for each of MG, GP and CN.</p> <p>The new Parent Governor Zoe Griffiths was introduced and confirmed as a trustee to the Board.</p> <p>Sofia Angelara was introduced and proposed by MG to be co-opted onto the Board and was elected by the Trustees.</p> <p>MG gave an overview of training required as Chair and anyone wishing to shadow to understand the role is more than welcome, as will not be in the role forever. MG confirmed willingness to stand as Chair. Proposed: SI Secoded: JR Elected by the Trustees.</p> <p>GP confirmed willingness to stand as Vice-Chair. Proposed: MG Secoded: CN Elected by the Trustees.</p> <p>The Chair also confirmed two Board changes since the last meeting; one trustee stepped down for personal reasons and the other for work location changes.</p>	
5. Minutes Part One: FGB 6 July 2022	<p>The Part One Minutes from 6 July 2022 were proposed, seconded and accepted as an accurate record of the meeting and signed by the Chair. Proposed: GP Secoded: JR</p> <p>The Actions from the meeting were reviewed:</p>	

	<p><i>First meeting of new H&S committee to be arranged (SI) – struggle as no member of staff. It was agreed that the Deputy should take on the role</i></p> <p><i>JP to advertise externally for governors. It was agreed that the Board still required two additional members; HR expertise and Facilities/Buildings Management</i></p> <p><i>MG/SI to agree timing of Equality visit</i></p> <p><i>Keep looking for Chair 360 review questions: ongoing quest</i></p> <p><i>SI to purchase new badge machine. Not yet complete as also looking at other systems, for example as used by Congleton High</i></p> <p><i>SI to draft Ofsted note from governors for MG to approve for the newsletter. Considered now too late. Information on website.</i></p> <p><i>JP to add school promotion to Curriculum Agenda JP to add admissions numbers to Resources Agenda JP to send out latest NGA Skills audit documentation</i></p> <p><i>JP to present updated KCSiE materials at September meeting JP to give update on Governor Mark Section 1 materials</i></p>	<p>Carry Forward</p> <p>JP to support SI in Deputy advertising</p> <p>Carry Forward</p> <p>MG/SI to arrange in Spring Term</p> <p>Carry Forward</p> <p>Way Forward by next FGB</p> <p>Closed.</p> <p>Complete Complete Complete & Agenda Item Complete Agenda Item</p>
<p>6. Correspondence</p>	<p>No correspondence presented.</p>	
<p>7. Principal's Report – Part One</p>	<p>Twelve Summer Term subject reports covering Art, Computing, D&T, English, Humanities, Maths, MFL, Music, PE, PSHE, RE and Science, and the SEND report were received.</p>	
<p>8. Matters arising from the Reports</p>	<p>GP confirmed the Computing learning walk next Wednesday on behalf of Mairi and will also be completing one for Science on the same day.</p> <p>Please give our thanks to the subject leads as their reports were really informative and can see a lot of work was involved. The subject reports were approved by show of hands.</p> <p>Thank you too for a very comprehensive SEND report as it gives a clear overview of what is happening in the school. The SEND report was approved by show of hands.</p>	<p>SI to pass on thanks to the subject leads & SEND lead</p>
<p>9. Chairs Action</p>	<p>There were no Chairs actions.</p>	
<p>10. Minutes (P1) from Committees, Governor reports and Terms of Reference</p>	<p>The Part 1 Minutes from the Committees were discussed and approved as follows:</p> <p>10.1 Governors Planning Meeting held on 21 September 2022 Proposed: GP Seconded: JR</p> <p>10.2 Curriculum Committee held on 23 November 2022 Proposed: JS Seconded: MG</p>	

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	<p>10.3 Resources Committee held on 12 October 2022 (ratification) Proposed: CN Seconded: GP</p> <p>10.4 Resources Committee held on 23 November 2022 Proposed: CN Seconded: GP</p> <p>CN confirmed to the new trustees that the Resources Committee meets once every half-term through-out the school year to maintain regular sight on the finances and other matters.</p> <p>Governors Reports MG gave an overview of her recent EYFS Learning Walk. MG visited Reception with the class teacher and watched a Phonics session. The children were really enjoying the lesson which was going at pace. The children completed a little bit of writing too, though some are not ready yet, but were giving it a go. It was a joy to watch.</p> <p>SI confirmed a new child was starting on Monday, with three children having 1-1s and smoothly integrating.</p> <p>SI confirmed a high percentage of the children have been through nursery, so are much more settled and have the skills.</p> <p>A. Nursery are going a good job, so the more in nursery the better to support the transition into Reception.</p> <p>A. There is no difference from the children's perspective, so the transition is smooth.</p> <p>? If you have a place at Nursery, are you guaranteed a place in Reception?</p> <p>A. There is no guarantee as the process is completed by CE, however the CE admissions team do ask who is in the nursery.</p> <p>A. There are also differences being a maintained nursery that is part of a school as we are, as we must provide a teacher. We are however not open in the holidays. Non-maintained nurseries do not provide a teacher but are usually open all through the year.</p> <p>Terms of Reference The following terms of reference were received. They have been approved at Committee but require confirmation by the Board:</p> <p>10.5 Curriculum Committee 10.6 Resources Committee 10.7 Panels & Extraordinary committees</p> <p>The Board approved the Terms of Reference documents Proposed: MG Seconded: GP</p> <p>Financial Delegation The financial delegation table was reviewed for 2022-2023 and approved by the Board. There were no changes to the previous year. Proposed: GP Seconded: CN</p>	
<p>11. Directors Report and Other Matters</p>	<p>11.1 Local authority Autumn Directors report summary The summary report was presented. It was noted that the Attendance and Behaviour Polices are being presented during the meeting for ratification. The Exclusions Policy will be updated in</p>	<p>JP to ensure Admissions and Exclusion Policies are</p>

	<p>December. The Admissions policy will be reviewed in line with the new admissions appeals code.</p> <p>GP gave an overview on his recent training covering monitoring of systems.</p> <p>The update to the SDP is still being worked on.</p> <p>The Marlfields Financial Handbook update is in progress.</p> <p>GP confirmed that he has received Safer Recruitment Training in October. The Chair requested to be added to the next training session.</p> <p>11.2 Annual Skills Audit – outcome The Chair gave an overview of the skills audit. The lowest scored area is around HT Performance skills. The Clerk has contacted CE to find out when the next training will be held; currently next October. It was suggested that other providers may also offer training.</p> <p>11.3 Other key government documents to highlight The Clerk highlighted a number of presentations and webinars for schools with links in the Hub. The NGA has also produced new inspection advice covering Safeguarding.</p> <p>11.4 Governor Mark Section 1 update No additional work has been completed in this area by the Clerk due to time constraints. The governors agreed not to pursue Governor Mark at this time.</p>	<p>updated for next FGB</p> <p>Updated SDP to be presented to Curriculum</p> <p>Update of FH to be presented to Resources</p> <p>JP to follow-up training for MG</p> <p>JP to investigate costs of HTP training from other providers</p>
<p>12. Governor Development</p>	<p>The Clerk presented the latest training records, with new items highlighted in yellow and the latest catalogue for Modern Governor (ModG) courses. The Clerk receives a monthly output from ModG. There was concern raised that not all training was updated correctly in Modern Governor with new dates not being added to certificates nor included in the report. The governors have contacted system support.</p> <p>The governors confirmed first year and annual list of ModG courses to be completed.</p>	<p>All to let the Clerk know when a course has been completed.</p>
<p>13. Policies and Documents</p>	<p>13.1 To discuss and ratify the following policies: 1 policy from Planning: Governing Board Code of Conduct 10 policies from Resources: Attendance, Behaviour and Discipline, CCTV, Complaints, Anti-Fraud, Educational Visits, Gritting, Child Protection and Safeguarding, Social Media and Uniform 15 policies from Curriculum: Computing, Design&Techology, English, Enterprise Education, Foundation/EYFS, Homework, Mathematics, Modern Foreign Language, Phonics & Early Reading, Planning Preparation & Assessment, Reading, Relationship & Sex Education, Religion & Worldviews, Science and Writing. The polices were ratified by the governing board. Proposed: CN Seconded: GP</p>	

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	<p>13.2 To discuss and ratify the following documents: Sports Premium Report 2022 The report was ratified by the governing board. Proposed: GP Seconded: MG</p> <p>The Principal confirmed that every child should be able to swim 25m and understand water safety by the time they leave school. This has been made more difficult with the closure of Congleton pool. The costs have increased due to transport to Biddulph at £185 per coach trip and a pool was also hired for a few weeks to support swimming interventions. The year 6 activities were also very popular and 2 new indoor curling kits were purchased which have also been greatly enjoyed by the pupils. A significant amount of the £17370 Sports Premium received in 2021/22, 54%, has therefore been spent supporting swimming.</p> <p>? What happened about getting our own pool? A. Swimming every day will be wonderful for the children A. A pool was found on Amazon but this cost £2600, over my credit card limit and I haven't found another way to pay. GP proposed that the credit card limit is raised temporarily to allow for this one-off purchase which had already been agreed, then reduced back to normal levels after payment and receipt. This was agreed by all by show of hands</p> <p>? Please can you assure parents with the new pool that there are no health issues as the school was closed last year for cleaning. A. I can fully assure parents that the sickness outbreak last year was nothing to do with the pool.</p> <p>13.3 Items for Approval The Art Policy was presented for approval. The document was approved. Proposed: CN Seconded: GP</p>	<p>SI to progress the purchase of the pool.</p>
<p>14. AOB</p>	<p>There were no Any Other Business items.</p>	
<p>15. Impact Statement</p>	<ul style="list-style-type: none"> • The Board welcomed two new governors that will strengthen governance with additional skills. • A significant number of policies have been approved, with the policy schedule catching up following Covid. • The school is now confident living with covid embedded in normal practice. • A governance training area has been identified for action 	
<p>16. Confidentiality</p>	<ul style="list-style-type: none"> • None identified. 	
<p>17. Date of next meeting</p>	<p>Wednesday 22 March 2023 5.30pm</p>	

Part One Finished at 7.06 pm.

Myra Garton Chair

22/3/2023 Dated

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