

**Marlfields Primary Academy**  
**Full Governing Board Meeting**  
**Date: Wednesday 22 March 2023**  
**Venue: In School/Zoom**

**Present:** Sandie Isherwood (SI), Margaret Gartside (Chair), Sofia Angelara (SA), Clare Foster (CF), Jane Garnett (JG-Member), Chris Nield (CN), Gary Provis (GP), Mairi Rice (MR) from 5.41pm, Kelly Vincent (KV)

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

**Meeting Started:** 5.35 pm **Part One Meeting Finish:** 6.50 pm.

## Part One

Agenda	Notes	Action
<b>1. Welcome and Introductions</b>	The Chair welcomed all to the meeting and introductions were made around the table.	
<b>2. Procedural Items</b>	<p>2.1 Apologies for absence                      Apologies were received from Jessica Rosson, Zoe Griffiths and from Mairi Rice who will be arriving late; all accepted by the Chair.</p> <p>2.2 Confirmation of Quorum                      The meeting was confirmed as quorate.</p> <p>2.3 Declarations of Interest                      There were no declarations of interest.</p>	
<b>3. Notification of AOB</b>	No urgent AOBs raised.	
<b>4. Membership</b>	<p><b>Clare Foster</b> was proposed and re-elected to the Board by all Trustees.                      Proposed: GP Seconded: MG</p> <p><b>Kelly Vincent</b> was proposed and elected to the Board by all Trustees.                      Proposed: MG Seconded: GP.</p> <p>The Chair thanked CF and KV for joining the Board for their new term of office.</p>	
<b>5. Part One Minutes and Matters Arising</b>	<p>The <b>Part One Minutes</b> from 30 November 2022 were confirmed as an accurate record and signed by the Chair. There were no matters arising.                      Proposed: CN Seconded: GP</p> <p><i>5.41 MR joined the meeting.</i></p> <p><b>The Part One Actions</b> from 30 Nov 2022 were reviewed:                      First meeting of new H&amp;S committee to be arranged (SI) – <i>Agreed that the Deputy should take on the role.</i>                      JP to support SI in Deputy advertising. <i>The interviews will be taking place tomorrow for four candidates.</i>                      JP to advertise externally for governors – <i>Kelly Vincent has joined with HR expertise; Facilities/Buildings Management search still ongoing.</i>                      MG/SI to agree timing of Equality visit – <i>the clerk confirmed that an annual equality statement also needs to be loaded onto the website which could be agreed during the visit.</i></p>	<p>Forward to Sept</p> <p>Done</p> <p>Carry Forward</p>

	<p>Keep looking for Chair 360 review questions – questions now found – agreed to send out after the meeting.</p> <p>SI to put forward option for ‘badging’ visitors (similar to Congleton High) <i>It was agreed to buy a new machine only for the badges.</i></p> <p>SI to pass on thanks to the subject leads &amp; SEND lead.</p> <p>JP to ensure Admissions and Exclusion policies are updated for next FGB. <i>Admissions complete; Exclusions pending.</i></p> <p>Updated SDP to be presented to Curriculum. Update of Financial Handbook to be presented to Resources. JP to follow-up training for Safer Recruitment for MG JP to investigate costs of HTP training from other providers. All to let the Clerk know when a course has been completed. SI to progress the purchase of the swimming pool. The pool is due to arrive in May.</p>	<p>SI/MG to arrange time in Summer Term</p> <p>JP to send questions to all.</p> <p>SI to purchase new machine.</p> <p>Done</p> <p>Forward</p> <p>In Papers Forward Done Forward Close</p> <p>Done</p>
<p><b>6. Correspondence</b></p>	<p>A letter has been received from SACRE congratulating the school on comments in the Ofsted report relating to spiritual, moral, social and cultural development in pupils’ understanding of faith and culture. The Chair congratulated the Principal and staff on this successful outcome.</p>	<p>SI to pass on thanks to the staff</p>
<p><b>7. Principal’s Report – Part One</b></p>	<p>The following Subject Reports were received:  Art, Computing, D&amp;T, EYFS, Humanities, Maths, Music, PE, PSHE and Science.</p>	
<p><b>8. Matters Arising from the Principal’s Report</b></p>	<p>? Are we happy from the SIP point of view and is the school going in the right direction? A. There is still more work to do.</p> <p>? Some of these reports do not tell us much of what is being achieved and the impact of actions taken. Can this be improved?</p> <p>There was a discussion about the format of the subject reports, the link between the School Development Plan (SDP), objectives, actions and the impact of those actions. There was <b>reflection on the details written in the received reports</b> in alignment with the SDP. It was agreed that there must be a direct link between the SDP and the reports received, with the reports being a progressive journey through the academic year.</p> <p>There was a discussion on <b>monitoring</b> and how the governors could support the process. It was agreed that the link between the subject leads and trustees needs to strengthen through visits (in person or online) and that reports are shared with link governors earlier before the FGB meeting, where final reports should be submitted two weeks before the scheduled meeting.</p>	<p>SI to review the reports and timings with the subject leads</p>
<p><b>9. Chairs Action</b></p>	<p>There have been no Chairs Actions.</p>	
<p><b>10. Minutes (Part One) from Committees and Reports from</b></p>	<p>The following minutes were presented for ratification and approval: <i>10.1 Resources – 1 February 2023 (ratification)</i> <i>10.2 Curriculum – 8 March 2023</i></p>	

<p><b>Governors with Special Responsibilities</b></p>	<p>CN gave an overview of the <b>budgetary situation</b>. The budget continues to be managed well under difficult circumstances but that difficult decisions may be needed in the future. There have been overspends in supporting staffing to improve the outcomes of the children, but there are no surprises.</p> <p>The Principal confirmed that a quote had now been received for the <b>fire doors</b>. The <b>trustees approved</b> the spend of £3700 for the better-quality fire doors.</p> <p>There was a discussion on <b>attendance</b> as highlighted in the Curriculum minutes and that a few children can quickly bring averages down.</p> <p>? How is this managed?          A. The school follow a flow-chart, however support from CE is not forthcoming.          The flow-chart was explained and how some families loop in the process, though a few do get fined.</p> <p>? So the pupils' grades are affected?          A. Yes, but it is sad that not everyone values education and think their children can catch up at high school, which isn't the case.</p> <p>It was highlighted that the school is not unique. Some children have had bad experiences through Covid and anxieties still exist. The emotional affect on some children will probably go on for a number of years.</p> <p>The minutes were <b>ratified and approved</b> by the Trustees.          Proposed: MG    Seconded: GP</p> <p><i>10.4 PHSE Visit CF 29 Nov 22 (verbal update previously given)</i>          The school are doing a good job with the children safe and cared for, which is evidenced from the children. The staff actions put in place are keeping an eye on all families by ensuring connection with the children. This is not the case in many other schools. The Principal was congratulated and was requested to pass on thanks to the staff.</p>	<p>SI to arrange building works for the fire doors.</p> <p>SI to pass on thanks to the staff.</p>
<p><b>11. Director's Report</b></p>	<p><b>11.1 Spring Report</b>          The Clerk walked through the CE Spring Report summary outlining responses from the school on items highlighted. It was noted that the school will not be informed of May Key Stage assessment results until September 2023, even though testing is only one day later starting. It was also noted that the Budget for 2023-24 will be reviewed at Resources in the Summer Term, ready for the FGB meeting.</p> <p><b>11.2 Planning items into Summer FGB</b>          With the Clerk leaving at the end of the summer term, it was agreed that many items covered in September will be brought forward to the Summer FGB to assist Trustees with the start of the new academic year.</p>	
<p><b>12. Governor Development</b></p>	<p>The training records were received from the Clerk. The Clerk had worked with GP to review the current E-learning modules from</p>	

	<p>Modern Governor. It was recommended and agreed that an old Finance module is removed and a new course added: 'Strategic Leadership: obligations, opportunities and pitfalls.'</p> <p>It was also noted that Governor Hub has been updated and now enables certificates to be added into personal training records.</p>	<p>All to check personal training recorded in the Hub and add certificates as appropriate.</p>
<b>13. Policies and Risk Assessments</b>	<p>Ten policies previously approved at committees were presented for ratification: Admissions 2024-25, Charging Remissions and Letting, Communications, Gifts and Hospitality, Humanities, Marking and Feedback, Mental Health &amp; Wellbeing, Pupil Premium, Selecting and Managing Contractors and Whistle Blowing. These were agreed: Proposed MG Seconded GP.</p> <p>It was noted that the Scheme of Delegation on the Website needs updating.</p>	<p>SI to ensure the latest document is loaded</p>
<b>14. Any Other Urgent Business</b>	<p>None raised.</p>	
<b>15. Impact Statement</b>	<ul style="list-style-type: none"> <li>• Two trustees have been elected/re-elected to the board.</li> <li>• Reports from committees accepted and questioned.</li> <li>• Actions given to Principal relating to Curriculum Subject Reports</li> <li>• Director's report received and actions noted.</li> <li>• Training agreed for Trustees.</li> </ul>	
<b>16. Confidentiality</b>	<p>Consideration given.</p>	
<b>17. Date &amp; Time of Next FG Meeting</b>	<p>Wednesday 28 June 2023 @ 5.30pm</p>	<p>All to note and attend</p>

Part One Meeting Close: 6.50 pm.

Move to Part Two

M. Lyttel Chair

28 June 2023 Dated