

Marlfields Primary Academy
Full Governing Board Meeting
Date: Wednesday 28 June 2023
Venue: In School/Zoom

Present: Sandie Isherwood (SI), Margaret Gartside (Chair), Sofia Angelara (SA), Clare Foster (CF), Jane Garnett (JG-Member), Zoe Griffiths (ZG), Gary Provis (GP), Mairi Rice (MR), Jessica Rosson (JR), Kelly Vincent (KV)

New Trustee: Mike Wall (MW)

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

Meeting Started: 5.30 pm **Part One Meeting Finish:** 7.45 pm

Part One

Agenda	Notes	Action
1. Welcome and Introductions	The Chair welcomed everyone to the meeting.	
2. Procedural Items	<p>2.1 Apologies for absence CN had sent in apologies and were accepted by the Chair.</p> <p>2.2 Confirmation of Quorum Confirmed.</p> <p>2.3 Declarations of Interest None were declared.</p>	
3. Notification of AOB	No items were notified.	
4. Membership	<p>Election to the Board Michael Wall was proposed by MG and seconded by GP to join the Marlfields governing body, and confirmed by vote from all Trustees present.</p> <p>Michael was welcomed to the Board and introductions were made around the table.</p>	
5. Part One Minutes and Matters Arising	<p>The Part One Minutes from 22 March 2023 were confirmed as an accurate record and signed by the Chair. There were no matters arising. Proposed: GP Seconded: KV</p> <p>Part One Actions were reviewed: 5/ First meeting of new H&S committee to be arranged (SI) <i>The first meeting has taken place, attended by GP and included two Year 5 students and 1 teacher. Each year two new students will be rotated into the role. The children were engaged and have been given an action.</i></p> <p>5/ Agreed that the Deputy should take on the role. <i>This will be arranged when recruited.</i></p>	<p style="color: purple;">Complete</p> <p style="color: purple;">Close</p>

	<p>5/ JP to advertise externally for governors <i>An advert is still available on Inspiring Governors. It was agreed that the key skill required covers Facilities or Buildings Management. There can be up to 16 trustees on the Board. SI confirmed recent discussions with Pulse Fitness.</i></p> <p>5/ MG/SI to agree timing of Equality visit and include annual equality statement. <i>KV taking on new trustee role of Equality, Inclusion and Diversity. A draft role description is available for discussion.</i></p> <p>5/ JP to send out Chair 360 review questions <i>The Chair thanked Trustees for their feedback. The Chair commented that more opportunities need to be made for Trustees to talk together, maybe with smaller topic meetings outside of committee meetings.</i></p> <p>5/ SI to purchase new badge machine <i>This will be available in September.</i></p> <p>5/ JP to support update Exclusion policy for next FGB. <i>The latest suspensions and exclusions guidance has just been released. The draft policy is available for review and will be presented to the Autumn 1 Resources meeting. MG and GP will be attending Exclusion Panel training in July and there is an opportunity to review the draft alongside the training.</i></p> <p>5/ Update of Financial Handbook to be presented to Resources by SI. <i>The Handbook is currently being updated. Haines Watts are also 2 Terms behind in auditing requirements.</i></p> <p>5/ JP to investigate costs of HTP training from other providers. <i>Two options presented and July training agreed for KV and CF.</i></p> <p>6/ SI to pass on thanks to staff (SACRE letter outcome)</p> <p>8/ SI to review the reports and timings with the subject leads.</p> <p>10/ SI to arrange building works for the fire doors. <i>Work is ongoing. A firm will be measuring on Friday and will then quote for work over the summer. A discussion will take place with the insurance company as the door surround will be compromised during the measuring process.</i></p> <p>10/ SI to pass on thanks to staff (SHSE visit outcome)</p> <p>12/ All to check personal training recorded in the Hub and add certificates as appropriate</p>	<p>All Trustees to consider suitability of any contacts</p> <p>New Clerk to continue recruitment process</p> <p>KV/SI to arrange visit and statement in 1st week of holidays</p> <p>Complete</p> <p>MG to arrange meetings as appropriate</p> <p>Complete</p> <p>JP to send Exclusions draft policy to MG and GP before 11th July.</p> <p>SI to ensure Financial Handbook is presented to Resources.</p> <p>Complete SI to arrange booking of HTP training.</p> <p>Complete</p> <p>Complete</p> <p>Forward</p> <p>Complete</p> <p>Complete</p>
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	13/ SI to ensure latest Scheme of Delegation is loaded on the website	Complete
<p>6. Correspondence</p>	<p>A letter has been received congratulating the school on achieving the Eco-Flag Award with Distinction.</p> <p>The Chair congratulated the school, being great for the children, able to fly the flag and show the community what the children have achieved.</p> <p>? What about other awards. Is there something for Keep Britain Tidy?</p> <p>A. The school is always looking for other opportunities. A grant has been submitted for £500 from the Hydro Group for the children to complete a project.</p> <p>A. There is another project for solar panels for schools but the school already has some.</p> <p>? Can we bid for this money but do other things?</p> <p>With her background knowledge, SA offered to support any discussions in this area.</p>	<p>MG to discuss grant support with Peter Aston, Chair of Congleton Partnership</p>
<p>7. Principal's Report – Part One</p>	<p>The following Spring Term subject reports were received: Art, Computing, DT, English, EYFS, Humanities, Maths, MFL, Music, PE, Phonics, PSHE, RE and Science.</p>	
<p>8. Matters Arising from the Principal's Report</p>	<p>Following the feedback from the last meeting, the Principal outlined the work completed with the teachers to produce more relevant reports for the Board. This included 2 days of training supported by the SIP, with each subject lead had been given 6 hours subject time.</p> <p>The trustees discussed the reports in detail. In summary, there had been an improvement in the reports overall but they were not there yet, with differences in formatting, linkage to the development plan and consistency in detail. It was agreed that the report should be no longer than 2 pages, to support the teachers in their workload.</p> <p>The trustees highlighted the subject reports nearest and the furthest away from requirements.</p> <p>The trustees agreed that a sub-committee was required to produce a standard format, aligned with the SIP presentation. GP offered to present the Board requirements to the teachers.</p> <p>? Are we being realistic?</p> <p>A. As part of my role, I report to the governors. They wish to know the data in each subject, which is included in the end of year documents. They want to know, are the children on track to achieve the required outcomes.</p> <p>A. On the Marlfields 3-year plan, maintaining subjects will also have more data that developing subjects.</p>	<p>SI to send SIP slide deck to GP/CF.</p> <p>GP/CF to work with SI to produce a standard format and agree next steps</p> <p>All to send Subject Report comments to GP.</p>
<p>9. Chairs Action</p>	<p>It was confirmed that following contact by CE, an amendment was required for the Admissions policy. This was approved by the Chair. This latest version was then subsequently approved at Resources for ratification.</p>	

10. Minutes (Part One) from Committees and Reports from Governors with Special Responsibilities

10.1 Resources – 16 May 2023

There were no questions raised. The minutes were approved.

10.2 Curriculum – 14 June 2023

? Are there any questions?

? I was not sure by the comment that you were 'hopeful' for the Reading outcomes.

A. The tests had not yet been completed, so the outcomes were not known at the time.

The Principal outlined the results known so far:

Year 1 – PHONICS

There are 28 children in the class: 20 have passed, scoring 71%. Of the 8, 2 have recognised EHCP's, 1 was absent, 2 more children are on the path for EHCP assessment making 5. The 3 others have poor attention.

Year 2 – SATs

Reading 66%

Maths 62% - 3 of these are at greater depth

Science 66%

Writing 48% which is our weakest area as you know in school

There are recognised EHCP in this class.

Year 6 will be published on 11th July.

? Why is there such a gap between reading and writing?

A. The scheme of work for reading, where the class use the same book, is having impact and the results are coming through. We use a different scheme for writing and this is not switching the children on, so are considering changes. There are now weekly planning and evaluations in place for reading. There is also going to be one English folder for the staff, where there were multiple folders previously.

? What about Little Wandle?

A. This will work through the whole school and everyone is trained. The eight children in Year 1 will retake their phonics in Year 2. The children are progressing, and we are stretching children too.

10.3 Resources – 21 June 2023.

This was confirmed as being cancelled as quorate couldn't be achieved.

10.4 Health & Safety Committee

This was covered earlier.

10.5 Chair 360 Review

This was covered earlier.

10.6 Safeguarding Update

The safeguarding report was presented. There were no areas of concern and is well managed.

<p>11. 2023-24 Budget</p>	<p>The budget figures were presented. The budget is being managed well. The Chair thanked the Principal and SBM for their hard work on the budget, which is now ready to load.</p>	
<p>12. Risk Register</p>	<p>The Risk Register was reviewed and agreed to the following changes.</p> <p>Following discussion on the subject reports and that the link governor roles haven't moved back into routine monitoring following Covid, it was agreed that Section 1.7 (Reporting) should be increased from 4/2 (yellow) to a score 4/3 (pink). This will be mitigated by arranging for new trustees to receive some monitoring training from a consultant, agree a governor walking week to visit school in the Autumn Term and complete the planned actions for the subject reports.</p> <p>There was a discussion on how often the link governors should come into school for subjects monitoring. The following was agreed:</p> <p style="padding-left: 40px;">Developing Subjects: 1 per term Enhancing Subjects: 2 per year Maintaining Subjects: 1 per year</p> <p>Other areas recommended for change, associated with not yet securing the employment of a deputy were: Section 2.2: Increase from 3/2 (green) to 3/3 (yellow) Section 2.4: Increase from 3/2 (green) to 3/3 (yellow)</p> <p>With the start of the H&S committee, change: Section 5.1: Decrease from 4/2 (yellow) to 3/2 (green)</p>	<p>SI to contact A. Gadden for selection of dates in September</p> <p>MG/SI to agree the governors walking week</p> <p>GP/JP to update the Risk Register</p> <p>JP to load into Governor Hub</p>
<p>13. Director's Report and Other Matters</p>	<p>13.1 Summer Director's Report The summary of the CE Director's report was presented and discussed.</p> <p>13.2 Trustee Actions for September The Clerk highlighted the actions required including reading Keeping Children Safe in Education and completing declarations and confirmations on Governor Hub.</p> <p>13.3 Proposed 23-24 Meeting Dates Subject to the availability of a Clerk, the dates and agenda plan were agreed.</p> <p>13.4 Emergency Cascade The Trustees checked and agreed the emergency cascade.</p> <p>13.5 Trustee Responsibilities and Link roles The Trustees checked, amended and agreed responsibilities and link roles for September 2023.</p> <p>13.6 Register of Business Interests The Trustees checked and agreed the register of business interests for loading onto the website.</p>	<p>JP to add amended and agreed dates and documents to Governor Hub and website, as required.</p>

<p>14. Governor Development</p>	<p>14.1 Report of Governor Training The training completed by trustees this term was presented.</p> <p>14.2 Modern Governor Updates The latest changes to modern governor were presented, along with the latest catalogue. The four new training pathways were highlighted as well as an update on the report sent to the Clerk via Modern Governor which will include repeated courses completed from September.</p> <p>14.3 Proposal for Training GP presented the proposed training for Trustees following the new training pathways plus some additional modules. This was agreed by all Trustees.</p>	<p>JP to load into training area of Governor Hub</p>
<p>15. Policies and Documents</p>	<p>15.1 Ratification of Policies and Documents presented at Committee Level The following policies and documents were agreed and ratified by the Trustees: <i>Admission Policy 24-25v2</i> <i>Dinner Time Policy 2023</i> <i>PE Policy 2023</i> <i>PSHE Policy 2023</i> <i>Remote Learning Policy 2023</i> <i>SEND Policy 2023</i> <i>Business Continuity Plan for Disaster Recovery</i> <i>Scheme of Delegation</i> <i>Section 175 Safeguarding Audit Response</i></p> <p>15.2 Review and approval of Policies and Documents presented to the FGB The following documents were reviewed: <i>Administration of Medicines Policy</i> <i>Asthma Policy</i> <i>Attendance Policy.</i> - <i>This was noted as a huge area at the moment. It was requested that the attendance flow-chart be loaded into the document.</i> <i>Directed Time Policy.</i> - <i>The Principal walked through background to this policy.</i> <i>Equality Policy</i> <i>Medicines Policy</i> <i>Pecuniary Interests Policy</i> <i>Governing Board Code of Conduct</i> <i>Member and Trustee Visits Policy and Observations/Report Forms</i> <i>Sports Premium Report</i> - <i>There was a discussion on the impact of Congleton pool closure and the increase in costs to travel elsewhere. The new pool prices are higher than expected so going forward there will be time split between Congleton and Biddulph. Swimming lessons will begin in Year 3 to get them used to the wate earlier.</i></p>	<p>JP to add Flow-Chart into Attendance Policy</p>

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	<p>? What has happened about getting our own pool? A. This was not supported by the teaching staff.</p> <p>? Aren't swimming outcomes a key requirement of the curriculum? A. Yes, it is the only one, along with water safety. I am delighted to say we have 11 rooky lifeguards in Year 5 and are very enthusiastic in their role.</p> <p>All documents and policies were agreed by the Trustees.</p>	
16. Any Other Urgent Business	The were no items to discuss.	
17. Impact Statement	<ul style="list-style-type: none"> • A new Trustee with Finance skills was welcomed to the Board • The Phonics and SATS results were discussed and briefed on the actions being taken. • The budget for 2023-24 was agreed for submission to ESFA • The risk register was amended and mitigations agreed where appropriate • Training reviewed and agreed for Trustees going forward • Materials and actions for September agreed • Policies and documents approved 	
18. Confidentiality	This was reviewed.	
19. Date & Time of Next FG Meeting	Wednesday 29 November @ 5pm (after AGM)	All to note and attend

Part One Meeting Close: 7.45pm

Move to Part Two

Mrs. M Gartside
 ----- Chair

29.11.2023
 ----- Dated