

Marlfields Primary Academy
Full Governing Board Meeting
Date: Wednesday 9 March 2022
Venue: Marlfields Primary Academy & Zoom

Present: Sandie Isherwood (SI), Margaret Gartside (Chair), Beth Charlesworth (BC) from 5.37pm, Nicola Davies (ND), Jane Garnett (JG-Member), Chris Nield (CN) from 6.04pm, Gary Provis (GP), Jessica Rosson (JR)

On Zoom: Clare Foster (CF) until 6.55pm, Mairi Rice (MR) from 6.04pm

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

Meeting Started: 5.35 pm Part One Meeting Finish: 7.05 pm

Part One

Agenda	Notes	Action
1. Welcome and Introductions	The Chair welcomed everyone to the meeting and to first full governing board meeting in person since the start of the pandemic and to members joining online.	
2. Procedural Items	2.1 Apologies for absence None received. 2.2 Confirmation of Quorum Confirmed. 2.3 Declarations of Interest None were declared.	
3. Notification of AOB	Items raised to be covered in Part 2.	
4. Membership	The Chair noted that Hannah Reyner has resigned from the Board on 26 January. The Chair was grateful for her contribution and a card has been sent on behalf of the governors.	
5. Part One Minutes and Matters Arising	<p>BC arrived at 5.37pm</p> <p>The Part One Minutes from 24 November 2021 were confirmed as an accurate record and signed by the Chair. There were no matters arising.</p> <p>Proposed: GP Seconded: BC</p> <p>Part One Actions: <i>Complete Teaching Regulatory Agency checks and report back The process was attempted but not able to find list to download. All governors have DBS checks.</i></p> <p><i>RE and D&T subject reports to be included at next FGB meeting</i></p> <p><i>Give thanks to the teachers for their hard work in support of the students (though Covid)</i></p>	<p>Action Closed.</p> <p>Agenda Item. Action Closed.</p> <p>Complete.</p>

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	<p><i>Add Remote Learning policy to Curriculum agenda – 22nd March</i></p> <p><i>Send (Sexual Abuse) training slides to Clerk to load into Hub: Slides requested from Cheshire East (CE). The links provided have been loaded into hub under safeguarding. The Chair gave an overview of the training and that it should be assumed that Sexual Abuse is happening. The Principal gave an overview of the work with pupils within PSHE and updates shared with staff. The Principal confirmed that the school receives the platinum services from CE.</i></p> <p><i>Add questions for governing boards to committee agendas</i></p> <p><i>All trustees to complete annual training</i></p> <p><i>Investigate future access to ModGov and inform Trustees</i></p>	<p>Covered by Curriculum Committee.</p> <p>Complete.</p> <p>Agenda Item</p> <p>Agenda Item</p> <p>Complete.</p>
6. Correspondence	<p>The letter received from ESFA concerning the reorganisation of the RSC team from 1st April was discussed. At this time, it is unclear whether the school is staying within West Midlands or will be transferred to the North West region. The Principal confirmed that the relationship with the current RSC has been good, with a number of discussions over recent times, including being chosen for a number of audits and the establishment of the Resource Base at Marfields.</p>	
7. Principal's Report – Part One	<i>Covered in Part Two</i>	
8. Matters Arising from the Principal's Report	<i>Covered in Part Two</i>	
9. Chairs Action	None to report.	
10. Minutes (Part One) from Committees and Reports from Governors with Special Responsibilities	<p>10.1 Part One Minutes from Resources 19 January 2022 were confirmed as an accurate record and signed by the Chair. Proposed: GP Seconded: MG</p> <p>? Any questions?</p> <p>? What is the status of the insurance cover for the Cornerstones flood?</p> <p>A. The Insurance company has now agreed to meet the costs, and the work will be completed over Easter.</p> <p>? What is the timing for the playground equipment?</p> <p>A. This will arrive in May</p> <p>? What is the status of the Fire Doors into the Hall?</p> <p>A. At this time, a manufacturer has not been found, as these doors need to be specially made. There is another company Atlantic visiting soon. They are not standard size and vision panels are required, so not straight-forward.</p> <p>? The hospital have a numerous fire doors, so I could find out who the contact may be.</p> <p>A. Yes please.</p>	<p>ND to confirm contact for Fire Doors at Hospital.</p>

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	<p>? What if the door area was made smaller to become a standard size? A. This will be checked to see if this is possible and discuss at the next Resource meeting.</p> <p>Governors Reports</p> <p>10.2 Environment (GP) The report was presented. No specific items were highlighted.</p> <p>10.3 Health & Safety (GP) As part of the Health and Safety visit, the manual and policy were reviewed. The suggested changes have been incorporated into the latest documentation, including the separation of names and roles. A new separate document with the correct names against roles has now been created. A new Health and Safety committee is also to be established with wider input. It was confirmed that GP, as link governor, will sit on this committee and report back to the full board.</p> <p>10.4 Physical Education (ND) Unfortunately the subject lead was not available at the time of the visit. A review of Ministry of Sport is in progress and a new company Progressive Sport is being trialled over half-term. Plans are in place for entering competitions. A complaint is in progress with Everybody for swimming. Marlfields are currently using Biddulph pool. A new PE Parents Forum is currently under discussion to get more parents involved, and also looking at alternative sports.</p> <p>? What sports are being considered? A. Curling is an example, with the stones on wheels. ND confirmed being happy with the way the sports premium is being spent, and hopeful the school receives funding for next year.</p> <p>? Any progress on purchasing the swimming pool? A. Not yet, however there may be progress through a contact in Wales, which may be better value for money.</p> <p>10.5 Science (GP) GP gave an overview of the visit, which went well. The Principal had arranged for all classes to have science lessons; the engagement was excellent from all the children, and all were contributing to their lessons. The work books were looked at, however, there appeared to be a discrepancy in the quality of the written material between year groups, especially as science is an integral part of the curriculum. Y4 was very good and an example for others.</p> <p>? Is there anything needed to support the teachers? A. There are lots of good materials online that can be shared, including whole lesson plans. A. There is also the potential for additional peer mentoring between staff.</p>	<p>Fire Door update to be added to next Resource agenda (JP)</p> <p>First meeting of new H&S committee to be arranged (SI)</p>
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11. Director's Report	<p>11.1 Spring Directors Report Each section of the report was discussed. It was agreed that the document was good supporting material for any future Ofsted visit, but needed expanding in places.</p> <p>The Principal confirmed that the Catch-up Premium monies has been spent on 15 hours 1:1 tuition for Y5 and some Y4 pupils. This year an extra member of staff has been employed rather than on 1:1 tuition, focussed on filling gaps in learning, especially Maths, English and in particular Writing. On Tuesdays, all Y6 also stay to 4.15pm to catch-up on learning. More funding is needed.</p> <p>It was confirmed that MG is the Equality link governor. A visit will be timetabled.</p> <p>11.2 Questions for Governing Boards The Clerk confirmed that the list of questions is based on the current set of NGA 20 SAT and 21 MAT questions for Governing Boards. This has resulted in 23 questions in total. The Clerk has been supported by the Chair and the Principal in amalgamating responses. The document was reviewed and agreed.</p> <p>The Chair confirmed being happy to complete the 360 review, however there is significant cost for the online version. If anyone has any contacts who has completed a more recent review, who would be happy to share the questions, this would be suitable way forward.</p> <p>There was a discussion on the need to recruit new governing board members. A suggestion was made who has the potential to be a new governing member.</p> <p>It was agreed that there will be an annual discussion between Chair and each governor before the start of each academic year.</p> <p>11.3 Governor Mark The Clerk gave an overview of the governor mark process and the work that would be needed by governing board members. ? What are your views?</p>	<p>JP/SI to expand answers to questions and share with governors</p> <p>MG/SI to agree timing of Equality visit</p> <p>Consider contact with other Chairs to find review questions (All)</p> <p>JP/MG to discuss skill requirements for recruitment</p>

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	<p>A. This seems a lot of work at a time when we need to concentrate on our pupils catching up from Covid</p> <p>A. It is also quite a lot of money at this time.</p> <p>A. I have been involved in these types of exercises before and it has been very beneficial</p> <p>A. It is well received by Ofsted.</p> <p>A. I'm sure we have a number of examples where we have made impact</p> <p>A. The area of community engagement has been hit by Covid. We have not even had a coffee morning yet.</p> <p>? Can we do something less time consuming at this time?</p> <p>A. I could start the process of Section 1 and ensure that the material for supporting roles and responsibilities are in place. The process to pull materials together for link roles is progressing.</p>	<p>JP to update materials and review with JR for next FGB.</p>
<p>12. Governor Development</p>	<p>The Clerk shared the latest training records and confirmed the three annual training courses covering Safeguarding and Prevent. All courses are available via Modern Governor, though there are also courses available via the Cheshire East training tab in Governor Hub.</p> <p>? What about other similar courses attended but not via Modern Governor.</p> <p>A. This is perfectly fine. Please just send through your certificates to the Clerk who will record against governor training achievements.</p>	<p>Ensure completion of annual courses (All)</p> <p>Send through training certificates, as appropriate (All)</p>
<p>13. Documents and Policies for Approval and Ratification</p>	<p>A number of documents and policies were presented and discussed for approval and ratification by the governing board.</p> <p>Documents for Approval The following documents were approved:</p> <ul style="list-style-type: none"> • Pupil Premium Strategy 2021-22: Report 2020-21 • Sports Premium Impact Report 2020-21 • Safeguarding Information for Visitors 2022-23 • Safeguarding Statement 2022-23 <p>Proposed: GP Seconded: JR</p> <p>Policies for Approval The following policies were approved:</p> <ul style="list-style-type: none"> • Data Protection and Privacy Notice • Dealing with Racist Incidents • Equality Policy and Objectives • Health and Safety Policy Handbook • Health and Safety Manual • Health and Safety Section 6 Arrangement Summary GP noted that some edits were required to the names in the summary arrangement document, but otherwise correct. • Child Protection and Safeguarding Policy Annex Jan22 • Fairtrade Policy 2022 • Phonics and Early Reading Policy • Whole School Food Policy 	

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	<p>? I'm presuming that we do not allow nuts in school? A. All schools ban nuts in school.</p> <p>? Are we taking Natasha's Law fully into account. A. Yes. The content of school food is fully covered and the Law is referred to in the policy.</p> <p><i>CF Left the meeting at 6.55pm</i></p> <p>Proposed: GP Seconded: ND</p> <p>Policies for Ratification The following policies were agreed for ratification:</p> <ul style="list-style-type: none"> • Admissions Policy 2023-24 • Gifts and Hospitality • Parents Code of Conduct • Selecting and Managing Contractors <p>Proposed: CN Seconded: GP</p>	
14. Any Other Urgent Business	<p>? Please can we be issued with new governor badges now that visits are now possible in school? A. Please just send through a head and shoulder picture to the office (admin@) and new badges will be issued.</p>	Send photos to the office, as required (All)
15. Impact Statement	<ul style="list-style-type: none"> • Reports from governors reviewed and discussed including a new H&S committee being formed. • Safeguarding report reviewed, noting identified actions had been completed. • Governing Board Questions reviewed, with next steps agreed. • CE Children Services report discussed, with agreed expansion of Marlfields responses to be recorded. • Initial steps on ensuring clear roles and responsibilities agreed during Governor Mark discussions. • A number of policies and documents were agreed, supporting school compliance. 	
16. Confidentiality	None raised.	
17. Date & Time of Next FG Meeting	Wednesday 6 July @ 5.30pm	All to note and attend

Part One Meeting Close: 7.05 pm

Move to Part Two

M. Gostole Chair

06/07/22 Dated