



MTB Full Governing Board Meeting 14.12.22

Item	Item/comments/notes																																																						
Procedural Matters																																																							
1.	<p>Welcome and Apologies for Absence The meeting began at 5.38pm. Chair welcomed everyone to the meeting. All board members present. No apologies received.</p> <p>Present:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #4b0082; color: white;">Co-opted Governors</th> <th style="background-color: #4b0082; color: white;">Parent Governors</th> <th style="background-color: #4b0082; color: white;">Staff Governors</th> <th style="background-color: #4b0082; color: white;">LA Governor</th> </tr> </thead> <tbody> <tr> <td>Tim Collingwood</td> <td>David Pestridge</td> <td>Clare Davies – Head Teacher</td> <td></td> </tr> <tr> <td>Philippa Denley</td> <td>Matt Crossley</td> <td></td> <th style="background-color: #4b0082; color: white;">Clerk</th> </tr> <tr> <td></td> <td></td> <td></td> <td>Emma Murphy Jay Hooper</td> </tr> </tbody> </table>			Co-opted Governors	Parent Governors	Staff Governors	LA Governor	Tim Collingwood	David Pestridge	Clare Davies – Head Teacher		Philippa Denley	Matt Crossley		Clerk				Emma Murphy Jay Hooper																																				
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2.	<p>Declaration of pecuniary interests Reminder issued. None declared for items on the agenda.</p>																																																						
3.	<p>The minutes of the last meeting Governors agreed the minutes of the meeting on 01.11.22 as a true and accurate record.</p>																																																						
4.	<p>Matters arising not on the agenda Actions update from 20.9.22 and 01.11.22</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #4b0082; color: white;">Item</th> <th style="background-color: #4b0082; color: white;">Action (from 20.09.22)</th> <th style="background-color: #4b0082; color: white;">Actionee</th> <th style="background-color: #4b0082; color: white;"></th> </tr> </thead> <tbody> <tr> <td>7</td> <td>All governors review and re-sign the register of business interest</td> <td>ALL</td> <td>All complete (M signed at meeting)</td> </tr> <tr> <td>8</td> <td>All review the document, in particular the section on Social Media. Agenda for the next meeting</td> <td>ALL Clerk</td> <td>Signed version published; updated version to be signed and published in January</td> </tr> <tr> <td>9</td> <td>MC, TC and DB to complete KCSiE update</td> <td>MC, TC, DB</td> <td>Complete</td> </tr> <tr> <td>10</td> <td>Draft a Mission Statement and Ethos and send to all for approval</td> <td>DP</td> <td>Carry forward; agenda for next meeting</td> </tr> <tr> <td>12</td> <td>Check position for Headteacher Appraisal with DMAT</td> <td>DP</td> <td>B Simber has agreed he will appraise</td> </tr> <tr> <td>15</td> <td>Visit school to review the refreshed school improvement plan</td> <td>MC</td> <td>Carry forward; agenda for next meeting</td> </tr> <tr> <td>16</td> <td>Complete work on policy tracker and share with all</td> <td>DP</td> <td>Carry forward; see item 10</td> </tr> <tr> <td>19</td> <td>Reschedule governor meetings for 2022-23 and share with all</td> <td>DP</td> <td>Dates set and shared; amendments required. Carry forward</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #4b0082; color: white;">Item</th> <th style="background-color: #4b0082; color: white;">Action (from 01.11.22)</th> <th style="background-color: #4b0082; color: white;">Actionee</th> <th style="background-color: #4b0082; color: white;">Status</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Clerk to produce list of key Trust contacts and share with all.</td> <td>Clerk</td> <td>Carry forward</td> </tr> <tr> <td>6</td> <td>Governors to sign declarations.</td> <td>All</td> <td>Complete</td> </tr> <tr> <td>7</td> <td>Chair to review Code of Conduct and send to staff and governors for approval via email</td> <td>Chair</td> <td>Carry forward</td> </tr> </tbody> </table>			Item	Action (from 20.09.22)	Actionee		7	All governors review and re-sign the register of business interest	ALL	All complete (M signed at meeting)	8	All review the document, in particular the section on Social Media. Agenda for the next meeting	ALL Clerk	Signed version published; updated version to be signed and published in January	9	MC, TC and DB to complete KCSiE update	MC, TC, DB	Complete	10	Draft a Mission Statement and Ethos and send to all for approval	DP	Carry forward; agenda for next meeting	12	Check position for Headteacher Appraisal with DMAT	DP	B Simber has agreed he will appraise	15	Visit school to review the refreshed school improvement plan	MC	Carry forward; agenda for next meeting	16	Complete work on policy tracker and share with all	DP	Carry forward; see item 10	19	Reschedule governor meetings for 2022-23 and share with all	DP	Dates set and shared; amendments required. Carry forward	Item	Action (from 01.11.22)	Actionee	Status	5	Clerk to produce list of key Trust contacts and share with all.	Clerk	Carry forward	6	Governors to sign declarations.	All	Complete	7	Chair to review Code of Conduct and send to staff and governors for approval via email	Chair	Carry forward
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	9	Chair to send mission statement ideas to governors for discussion.	Chair	Carry forward
	10	Chair to circulate meeting notes following academisation meeting.	Chair	Complete

Strategic, Monitoring and Accountability

5.	<p>CD had prepared report and shared on screen. Governors went through the report. Highlights included:</p> <p>Q: How are we doing with pupil numbers? A: We have welcomed four additional pupils, with two more starting in January</p> <p>Q: has the school been much affected by the STREP A outbreak? A: We were ahead of the curve, we noticed several instances early on and contacted Health England; the national outbreak followed and so we didn't receive any direct response, other than the national guidance that went out later.</p> <p>Q: Attendance is looking really good at 98.19%. Is there concern about that tiny percentage? A: Attendance is excellent. We are working with the EWO where necessary, and have made changes to the way that sickness absence is reported to ensure accuracy.</p> <p>Q: How are things looking around SEND – are you managing without additional funding? A: We are struggling, but we're hopeful of a small improvement next year. We were notified by DCC in October that educational psychologist support for schools has been withdrawn this term as the council focus on statutory EHCP process. Governors discussed the possibility to flag the issue with DCC, especially given the school has presumably been charged for the service.</p> <p>Q: What does the pupil premium money cover? A: primarily, play therapy, some breakfast club and transport.</p> <p>Q: How is the staffing situation? A: We're at full complement, other than school administration and finance support which is an unfunded gap. DCC is covering some of the business manager role, but help in school is only visible once every half term. We have no finance support from January. Position is becoming unsustainable, especially given the additional pressure of having to serve lunches and clean the kitchen daily, for which there is no staffing at all. Governors noted that CD has been covering the H&S duty, having developed a detailed action plan which she is delivering in person. CD is also taking on teaching duties of a staff leaver.</p> <p>Q: KS1 and 2 Outcomes are really good; the school must be congratulated with Reading, Writing and Maths significantly above national averages. Has anyone looked at the wider curriculum? A: Brian Simber has looked at the curriculum, and we have had a follow up look at EYFS. All areas are fine. We are hoping to roll out forest school to all areas, from January.</p> <p>Q: Are there any safeguarding concerns? A: DMAT have carried out a safeguarding audit, and found no concerns. PD explained she has been in to look at the SCR and procedures. Attended an assembly hosted by the NSPCC with a focus on bullying.</p>
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	<p>Governors looked in detail at the recent parent and child voice questionnaires, which were overwhelmingly positive.</p> <p>Parent questionnaire received 40 responses (of 45 families), which is remarkable, and responses were detailed and helpful. Governors scrutinised areas where responses were less positive, to ascertain if any changes could be made to improve.</p> <p>All agreed the response demonstrates very clear movement forward for the school, and commended CD for her leadership.</p> <p style="text-align: right;">Action: DP will draft an acknowledgement and response for inclusion in the school newsletter.</p>
6.	<p>SEND Audit</p> <p>CD and PD to meet in January to complete.</p> <p style="text-align: right;">ACTION: Agenda for next meeting.</p>
7.	<p>Review of School Development Plan</p> <p>Action still outstanding</p> <p style="text-align: right;">ACTION: Agenda for next meeting</p>
8.	<p>Governor visits and working parties</p> <p>Safeguarding - PD carried out safeguarding visit during which she checked the SCR and a couple of staff files, found no anomalies. Joined an assembly hosted by the NSPCC with a focus on bullying. Was impressed that children able to say how they know who to speak to, and they know where to look on the walls to find information. No negative comments were heard or received.</p> <p>Governors acknowledged that, based on the responses from the parent survey, there are a few parents who don't know who the DSL is; CD ensures the information is on the top of newsletters and all school signage is very clear.</p> <p>Quality Assurance – QA will be an integral part of the review of the school improvement plan. Following the review, MC will report back to FGB.</p> <p style="text-align: right;">Action: Agenda for next meeting.</p> <p>Behaviour and Attitudes – Governors content that there are no concerns in this area that warrant a governor visit.</p> <p>Health & safety – CD has devised and implemented a robust and extensive H&S action plan. Has been hugely time consuming for CD, but all areas of concern have been or are being addressed. Following Resources meeting in November, governors walked round the kitchen. School has paid £180 for a deep clean but need to find a way to manage the regular and ongoing cleaning of the kitchen.</p> <p>Leadership and Management</p> <p>DP described the recent strategic meetings he has attended. Governors will meet separately for a detailed discussion.</p>
9.	<p>Training</p> <p>No training undertaken this half term.</p>
Policies	
10.	<p>EM has sourced copies of the DCC statutory policies, which can be localised for MTB.</p> <p style="text-align: right;">Action: EM / DP exchange policy lists and produce a master list for approval.</p>
Matters brought forward by the Chair	



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11.	<p>Governors discussed at length the workload of staff, and the sustainability of the current arrangements. Staff typically work into the evening.</p> <p>Of particular concern, is the workload of the Head teacher. The incredibly positive response to the parent questionnaire demonstrates how far the school has travelled, and this is down to leadership. With every additional draw on her time (H&S, Administration, and now additional teaching) the Head is taken away from leadership. The good school we have currently, will quickly decline without that continued attention and diligence.</p> <p>Governors acknowledged there are no immediate solutions, but it is a subject that must be kept on the table as it is not sustainable.</p> <p>Governors acknowledged they may need to make conscious decisions on where to prioritise energy and effort, in order to help manage the workloads (for example, update important statutory policies such as Safeguarding, but agree that other policy reviews will slip).</p> <p style="text-align: right;">Action: Governors will talk to staff.</p>
12.	<p>Impact</p> <p>HT report a good summary. Fabulous outcomes Survey results show excellent improvement, and acknowledgement of staff.</p>
Governance	
13.	Date of Next Meeting – 10th January 2023 5:30pm
The meeting ended at 7.02pm	

Action Log from 14.12.22 Governing Board meeting

Item	Action	Actionee	Status
5	DP draft response for newsletter following parent questionnaire	DP	
6	Agenda SEND review for next agenda	Clerk	
7/8	Agenda SIP (with quality assurance) review for next agenda	Clerk	
10	Exchange policy lists ad details	Chair / Clerk	
11	Speak with staff	ALL	