



**MEETING 8 PART ONE MINUTES
OF THE LOCAL GOVERNING BODY MEETING
OF MILL VIEW PRIMARY SCHOOL**

Date	Tuesday 8th June 2021 at 6pm
Venue:	Virtual Meeting via Teams

Attending (Governors):	
Stephen Webb (SAW) - Chair Kate Doyle (KD) Laura Edwards (LE) Vice Chair Ali Gibbons (AG) Hailey Kelso (HK) Denise Noble (DN) James Brown (JBr)	Co-opted Governor Principal Co-opted Governor Staff Governor Parent Governor Co-opted Governor Co-opted Governor
Apologies: Anuska Dostalova (AD) Sam Glendenning (SG) Jane Beston	Parent Governor Staff Governor Parent Governor
Also in Attendance:	
Claire Callaghan (CC) Hannah Melanghi (HM) Alison Brennan (AB) Debbie Tomkinson	Academy Business Manager Headteacher, Castleview Primary Trustee Clerk

AGENDA ITEM 1	WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE
Discussion:	SaW welcomed all to the meeting. He welcomed HM, headteacher of a school in Runcorn and AB, link trustee, to the meeting. The apologies of SG and JB were accepted.

AGENDA ITEM 2	DECLARATION OF PERSONAL AND PECUNIARY/BUSINESS INTEREST (Statutory)
Discussion:	There were no declarations of interest in relation to any of the agenda items. No new interests were declared.

AGENDA ITEM 3	HR/FINANCIAL PERFORMANCE
Discussion	<p>SaW welcomed CC to the meeting. The Business Manager's report was circulated in advance of the meeting.</p> <p>HK provided a verbal update on off-line meetings that had taken between her and CC. She reported that the contingency is lower than the recommended figure. There were discussions as to whether the contribution should be increased but The Director of Operations and CC are happy with the current level and so there is no proposal to increase the commitment. Through discussions it is clear that if the nursery proposal is approved the budget would also be able to support other strategic priorities.</p> <p>Main School Budget</p> <p>CC provided an overview of her report. The new risk assessment procedures (RAMP) are based on a template used across the Trust and will be completed every term in collaboration with SE. The deadline for completion of the RAMP is 25th June and on completion governors will be given the opportunity to ask questions of the document. The finance risks have been completed and all risks are low or routine with no areas of concern.</p> <p>The forecast in January was for a £58k surplus. A decision has been made to spend an additional £10k on curriculum resources. £5k has been spent on essential tree work and there have been some additional staffing costs to provide AG with planning time for the support work she is taking at another school. The additional staffing are temporary position The re-forecast is for a £42k surplus at the end of the year.</p> <p>It was noted by governors that the additional spend on curriculum was positive as it is in line with the school's development priorities.</p> <p>Kitchen</p> <p>There have been no significant changes to the kitchen budget. The re-forecast is predicting a surplus of £2681 at the end of the year. This is higher than in January and is the result of schools re-opening earlier than anticipated and an increased uptake in school meals.</p> <p>Miller Club</p> <p>The review process was completed on 30th April and changes came into effect from 4th May including new staff roles and rotas. The feedback has been positive and significant improvements have been made. Bookings are now more organised, numbers are known in advance and the administration time spent on the Club is minimal due to the new booking system. Prior to the changes, the Club had £1k owed to it and this has been reduced to £200.</p> <p>There has been an increase in the number of children attending and income for this term has increased from £758 to £1256. The deficit has been reduced and is now forecast to be £4k instead of the £17k as forecast in January.</p> <p>Impact of Covid-19 on Budget</p> <p>£8k of IT expenditure is directly related to Covid-19 as schools have become more reliant on IT. The most urgent items of expenditure were on staff IT equipment. All staff have been provided with new laptops, headsets and webcams. A decision has been made to update the internet provision over the summer. Covid-19 has highlighted that more investment is needed as part of the three-year plan and the next stage is to invest in pupil resources.</p> <p>Governors noted the updated finance re-forecast.</p> <p>Asset Register</p>

HK is to meet with CC to review the Asset Register in the w/c 14th June 2021.

GDPR

JB and CC to arrange to meet to discuss GDPR but it was confirmed there had been no breaches since the previous meeting.

Internal Scrutiny

Internal Scrutiny by Mitchell Charlesworth has been undertaken. The audit report was not available at the time of the meeting but will be shared with governors when it is available.

Benchmarking Tools

CC provided governors with the link to access the updated Department for Education benchmarking tool and which enables interested parties to choose schools to compare against.

Three year plans

It was confirmed that the Headteacher Board had approved the proposal to open a nursery at Mill View. The three-year budget provided to governors was based on an assumption that the nursery plans would go ahead.

The three-year plans included all school budgets in the forecast although it was noted that the nursery would have its own budget going forward. Income estimations are based on income at Kelsall nursery which is of a similar size and has been open for two years. CC reported that this was a conservative estimate as current attendance figures at Kelsall have been impacted by Covid-19. Extra staffing costs have also been included in the budget. This includes from 1st January 2022 an additional 0.5 teacher, a full-time teaching assistant and five additional cleaning hours. No additional income from the kitchen or Miller Club have been included even though the income is likely to increase.

At the end of Y1 there is predicted to be a surplus of £41k. The nursery project is still at the quote stage but it is likely that the costs will be £140k. £72k was ring-fenced from the project for the nursery which leaves a shortfall of £30k for the build. It was suggested that the surplus funds that are being forecast for the end of next year be used to cover this cost.

Q: Have children who may be entitled to 30-hours provision been taken into consideration?

A: Yes, funding from the government and fees from parents have been factored into the budget.

Governors noted that a significant amount of money will be spent on the project if approved. This is aligned with the strategic development priorities but they also discussed the funding streams that would be available so that the school could finance other strategic priorities.

Q: The 2023/24 budget shows a deficit, is that flagging any concerns?

A: The forecast is based on current staffing levels. Staff for the nursery would, initially be temporary and so in the event that the nursery was not financially viable after the first year it would be possible to close the nursery. The provision is affordable in the short-term.

Q: Is the staffing adequate and will additional staff be required in the future?

A: On the current model, staffing is appropriate and the only way the school would need more staff is if it was using a bigger building.

Q: Is there a trend with staffing costs going up more than income given that this was a similar position to last year?

A: Pay increases have been factored into the three-year budget.

	<p>Governors recognised the important of prioritising the needs of the children currently in school. The budget going forward is similar to the current budget and the school was able to fund the required resources, such as additional IT spend, from the current budget. It was noted that currently resources are being used to support children in Reception and in Y1. The nursery proposal will provide a wider benefit to all children. If any needs can be identified earlier this will mean that gaps will not have to be plugged in future years.</p> <p>Governors recommended that the three-year budget be approved by the Trust Board.</p> <p>It was proposed that the LGB recommend to the Trust that they approve the building of the nursery. This was approved by governors.</p> <p>Governors thanked all of the team for their hard work in driving the nursery proposal forward.</p>
	<p>ACTIONS</p> <p>JBr complete link GDPR governor visit</p> <p>Internal Audit report to be circulated to governors</p>
DECISION	<p>RESOLVED: That governors recommend to the Trust Board the building of a nursery at Mill View.</p> <p>RESOLVED: Governors recommended the three-year budget to the Trust Board</p>

AGENDA ITEM 4	PART ONE MINUTES OF MEETING 6 – March 2021
Discussion:	The Part One Minute of meeting 6 were circulated in advance of the meeting and accepted as a true and accurate record. All agreed.
DECISION	RESOLVED: That the Part One minutes of Meeting 6 be accepted as a true and accurate record. All agreed.

AGENDA ITEM 5	REVIEW OUTSTANDING ACTIONS
Discussion:	<p>HK to review Asset Register. To be completed w/c 14th June. ONGOING</p> <p>Clerk to provide paperwork for parent governor election. It was agreed this be deferred until September when a new set of parents join the school. ONGOING</p> <p>Equality and Diversity to be included as a future agenda item. A member of staff has fully audited resources and the curriculum to ensure the school is as inclusive as it says it is. A parent survey has been completed and Padlet resources have been shared with staff and feedback has been very strong. Additional resources have been purchased so more children can see themselves represented in books and at play times. Training will take place with the Inclusion hub from September. Equality and Diversity to be included as a standing item on each agenda. ONGOING</p> <p>SEND information to be included in data reports. To be included on the agenda for the autumn term. ONGOING</p> <p>Health and Safety Link Governor report to be circulated to governors. To be included on the agenda for the July meeting. ONGOING</p> <p>To appoint a link training governor on completion of parent governor election. This item deferred until the new academic year. ONGOING</p>

AGENDA ITEM 6	UPDATE ON WELLBEING
	<p>Staff have been doing a great job and were able to switch off during half-term. A number of social events have taken place to keep staff connected including a staff running club, football sweepstake and a forest school social. Staff have also celebrated the success of a newly qualified teacher who has passed his NQT year despite all of the difficulties and has been an incredible role model. Governors also passed their congratulations onto the teacher.</p> <p>Pupils have returned back to school relaxed and happy.</p>

AGENDA ITEM 7	VISION AND STRATEGY
	<p>The feedback from governors who attended the Trust vision session was very positive. There has been a lot of thought about the vision and it was explained to governors very well. The vision is applicable to both staff and pupils.</p> <p>Local governors were invited to the school visioning INSET day on 3rd September 2021 so that staff and governors can understand, interpret and engage with the vision and how it links to Mill View's vision.</p>
	<p>ACTIONS</p> <p>Governors were invited to the INSET visioning day on 3rd September 2021</p>

AGENDA ITEM 8	EDUCATIONAL PERFORMANCE
Discussion	<p>Teaching and Learning</p> <p>KD has reviewed books and the Senior Leadership Team (SLT) have also undertaken learning walks.</p> <p>Covid-19 has meant that monitoring has had to be different this year. KD wanted to have an understanding of the actual position of the school in the summer term and she completed book looks over two days – firstly reviewing middle and high attaining children including children with special educational needs or disadvantaged children. During the book looks, KD looked for consistency and progress from children's starting points, presentation and how agreed schemes of work are being taught.</p> <p>KD's second session focused on the bottom 20% of learners and how the work they are doing compares with the middle and higher attaining children. She reviewed the support provided to children, scaffolding of lessons and looked to ensure children were not excluded from the curriculum in the classroom. The lower 20% of children work on the same class themes and so they are still a part of the class team.</p> <p>Staff know when learning walks are taking place and these have continued throughout the year. Leaders will look at the classroom environment and talk to children about their learning. If any issues are noticed this will be highlighted informally at the time.</p> <p>Lots of work staff were doing before Covid-19 are still in place. Books are presented well. All children access the full curriculum despite the obstacles to learning as a result of Covid-19. Children adopted from care had previously struggled with their learning but they are now engaging with the same work that their peers are. Teachers are following the marking policies and the curriculum is being taught.</p>

	<p>There have been a number of discussions about how evidence can be presented on Seesaw. Any evidence has to be obvious to the teacher. There were some inconsistencies such as green pen editing not being used but that has not been a priority for this year. KD felt very proud of the work she saw.</p> <p>Q: Staff are provided with informal feedback during learning walks, how is more formal feedback provided?</p> <p>A: There is a whole school Padlet and general feedback will be provided there. If there is feedback for a specific year group, KD will meet with the teacher and talk to them.</p> <p>CEO VISIT</p> <p>KD had a very positive meeting with the CEO and the Record of Visit was included with the papers for the meeting. KD was pleased that he could see the matters she had spoken to him about were being actioned in the classrooms or in conversations with staff. This indicates the systems are working. The displays and entrance has been revived and KD is proud to welcome visitors to the school.</p> <p>Governors passed on their thanks to all staff for contributing to a very positive CEO report.</p>
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AGENDA ITEM 9	COMPLIANCE AND SAFEGUARDING
Discussion	<p>Chair's Action</p> <p>SaW had not taken any urgent actions taken on behalf of the LGB since the previous meeting. He had been invited into school to show around a Head and Deputy Head of a school who are interested in joining the Trust where he was able to give a governors' perspective of CAT. He confirmed how well the school looked and what a welcoming environment it was.</p> <p>Principal's Action</p> <p>KD had not taken any urgent actions taken since the previous meeting.</p> <p>Safeguarding</p> <p>To note that the Safeguarding Audit has been updated for the Spring term and will be updated for the Summer term to be presented to governors in October.</p> <p>Operation of Policies</p> <p>KD provided a verbal report on the operation of the Health and Safety Policy. The last audit undertaken by the Local Authority was July 2019. There were a number of actions following the audit and KD acknowledged the work of CC and her team who have ensured systems are in place so that the policy operates correctly.</p> <p>The induction process has also been updated to include a requirement that all new staff adhere to the Health and Safety Policy. The school also had an RPA assessment from the DFE. This is a higher level of audit and includes reference to best practice. There were a number of actions including actions relating to fences and work has been budgeted and a date has been set for the work to take place.</p> <p>Health and Safety</p> <p>LE completed a health and safety link governor visit. Her reported to be included with the papers for the next meeting. She advised that a lot of work has taken place on the forest school, there was some work to be completed in the site maintenance offer to ensure it is organised but the</p>

	provision across the school is good. The school is currently waiting for a date for the Local Authority audit to take place.
	ACTIONS
	Health and Safety Governor report to be included on the agenda for the next meeting.

AGENDA ITEM 10	GOVERNANCE
Discussion	<p>The meeting dates for the next academic year were circulated in advance of the meeting and approved by governors.</p> <p>The Governor and Trustee Expenses Policy had been circulated in advance of the meeting. No expenses had been requested by governors.</p> <p>Governor attendance is 94.8% and SaW thanked governors for their attendance throughout the year.</p> <p>Governors to complete the impact statement to include:</p> <ol style="list-style-type: none"> 1 Delegation – there is a flat meeting model with specific functions delegated to link governors. 2 Strategy for monitoring – there are many systems in place for monitoring. Such as link governor visits, presentations from staff and data reports which governors will interrogate. It was suggested that it would be helpful to have a timetable of visits to give more structure. KD and DT to discuss an appropriate schedule of visits. 3 Impact on pupils 4 Training
	ACTIONS
	Annual Impact Statement to be completed. KD and DT to discuss schedule of visits.

AGENDA ITEM 11	ANY OTHER BUSINESS
Discussion:	There were no items of AOB

AGENDA ITEM 12	DATE OF NEXT MEETING
Discussion:	Tuesday 13th July 2021 at 6pm

There were no items of AOB