# Minutes of Governing Body Meeting, June 15th, 2021, Via Zoom.

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| Present: | C Gilbey Chair  K Davies Deputy Chair  R Campbell (Head teacher)  Kate Davies  B Calvert  G Firth  S Moss  N Wiltshire  C Ditch  C Rogers |
| In Attendance: | A Clarkson Bursar  Y Scott Clerk |
| Apologies: |  |

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| **21/37** | **Receive Apologies for Absence –** | |
| *Summary of Discussion*  (including  questions and responses) | *Lead – Chair*  *Purpose - Decision*  Full attendance.  **Agreed by all governors** | |
| **Actions Arising / Resolutions 21/37** | | |
| NA | | **NA** |

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| **21/38** | **New Declarations of Interest and Interests Relevant to this Meeting** | |
| *Summary of Discussion*  (including  questions and responses) | Lead – Chair  Purpose – Information  Sent via email prior to meeting with Nil returns required – Nil received.  CofG updated re network CofG meeting. Concerns re lack of depth in governing bodies regarding whether governors had the knowledge to answer questions regarding their schools that Ofsted may bring forward. Little overall support for this level of CPD to support governor’s growth. Therefore, with another school and county council CoG will be creating a governors pack that can support our roles including what is special to your own school, values, classes as well as the overall requirements. This will be a tool to support all governors and the hope is it can be created by Autumn term 2021.  A thank you to our Head Teacher and the bursar, as meeting was really informative re: funding pressures and how many schools are already in significant deficit. It highlighted that we are diligent and committed to delivering the best possible education around the stringent financial parameters we have.  With new Ofsted changes we continue to carry on within school to engage and be informed/challenging re all areas of our school and support all staff accessing the information they need to meet any level of questions raised.  Regarding Ofsted although not due, we should always be aware of our own school and be accountable for good practice and knowledge. | |
| **Actions Arising Resolutions 21/38** | | |
| N/A | | NA |

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| **21/39** | **Agree Minutes of Past Meeting and Consider Matters Arising** | |
| *Summary of Discussion*  (including  questions and responses) | *Lead – Chair*  *Purpose – Information*  Agreed. | |
| **Actions Arising / Resolutions 21/39** | | |
| Previous minutes a true reflection and accepted as such unanimously | | N/A |

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| **21/40** | **Consider Meeting Focus – Financial Year End** | |
| *Summary of Discussion*  (including  questions and responses) | *Lead – Bursar*  *Purpose – Information*  Consider Meeting Focus – Financial Year End – All documents loaded to portal in advance of meeting for governor review.   * Receive year end Budgets. * Agree start budget and forward plan.   Presentation by bursar to highlight summary overview and to accept any questions.  Higher carry forward than we were expecting, due to   * less use of supply agency staff * Reduced training courses being held out of school, results in cheaper virtual courses, negating extra cover requirements and travel costs. * Maintenance and fuel savings due to reduced use of buildings and reduction in global fuel costs * Income from Swaledale Alliance, work still delivered by SLT virtually therefore income stream still intact. * Underspend on PE due to cancelled cluster events, sports not being delivered off site requiring transport costs etc this will be carried over. However, not significant impacts negative or positive as staffing remained throughout.   Also, of note we also continued to take student teachers during lockdown therefore we do have some income from the universities, which we do not normally account for in forward planning as some years there may not be students offered to our school for training.  Looking at one year the accounts appear very healthy, however with the 3 year plan you can clearly see how these changes due to the projected decrease to pupil numbers, also staff changes.  Questions  **The Sports funding carried forward, is this specifically ear marked for further sports?**  *Yes this is sports funding still. Some of the funding is earmarked annually to covers staff CPD for sports, to deliver sports on site and to attend events and cover their absence in school whilst at the event. Funding left from this year will be used to bring in suppliers or pay staff to cover events and will be managed by the sports lead and SLT. Once a full overview is completed, we will deliver to governors.*  Discussion of tabled papers:  Project numbers currently 180 however we have had 6 changes in the last 48 hours, it is constantly in flux. The objective is to maintain the school at a capacity that allows to drop children into appropriate classes on arrival, we currently have the funding and staff structure in place due to the MOD grant, but if the numbers plateau or go down this will need to be addressed.  Constant monitoring required within finance, and this will be priority for the head, bursar and CofG in the coming months.  Capital expenditure, this is very early stages, we do have a reasonably healthy balance but a quote for 2 classrooms to be painted a couple of years ago was £10,000. IT expansion requires some serious consideration as the netbooks are currently really struggling with use ability to meet the need. There may well be the requirement to invest in this in the next 12 months following the curriculum need.  Also linked to the unknowns for funding, we already are aware of SEND transition work and needs regarding incoming pupils who have no funding. Without doubt there will be some TA need in this area, we have one EHCP submitted but not finalised, also 3 unknowns regarding transitional funding which we may be able to access. The bottom line is the staff that are managing those needs behind every number there is a child and a member of staff doing their best to meet the child’s needs. An EHCP is personal to that child and the funding linked to the banding varies from £1400 to £8090 but none of those figures would cover the actual one to one cost required.  Questions  **There is considerable cost for additional hours can we have a better overview of this regarding need, is it able to view this allocated to why these hours have been submitted?**  *Covid catch up built in, also next 2 years we have built in additional hours that should cover ad hoc for years to come. We also use ad hoc hours to cover new SEND needs with relief contracts, and this occurs when children come to our school with either no noted needs or no EHCP, as this does not have guaranteed funding therefore fixed term and established contracts are not used.*  **Water Cooler rental requirement page 4 of 9, H&S said no longer required will this cost go?**  *Currently requested termination of contract with 90 days’ notice given to the company. We are awaiting confirmation regarding costs for this year, but it will not be on year 2 and 3 of the forward plan.*  **£500 hospitality on the ledger what is this for?**  *This is noted for staff events/tea/coffee/milk and is covered via parental and staff contributions throughout the year.*  Slightly different picture from last few budgets, from what the bursar is saying it is the pupil numbers that will be the main relevance to how the budget sits in October. Please note that the work completed to deliver these reports is much appreciated by governors.  **Some of the software packages you have are quite expensive is this reviewed?**  *We have reviewed a lot of the packages this last year due to products not being used effectively. We need to use and deliver packages that deliver relevance to the school needs and how it would support learning. Critical observation is required: an example is Espresso which we trialled and on reflection we said no to this.*  **I believe we discussed re IT support changing last meeting, has this been implemented yet?**  *Yes, the advert is out for the position although no applicants have been received yet, a few changes have been made to the contract and conditions to make it more relevant*  *Update on Rural Gigabyte; application has been submitted for fixtures and fitting funding completed by SICT, and we will hear from DfE if we have any funding allocated for upgrading of switches or such like to supplement and enhance the rural gigabyte program.* | |
| **Actions Arising / Resolutions 21/40** | | |
| NA | | NA |

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| **21/40b** | **Consider Meeting Focus – School Improvement Focus: Stakeholder views (including PDBW)** | |
| *Summary of Discussion*  (including  questions and responses) | *Lead – Headteacher*  *Purpose – Information*  Paper tabled: Bespoke parental survey, which included Ofsted questions as well as questions we felt were appropriate for our setting.  Questions  **Overall, it is an overwhelming positive response to the survey. Very few negative comments, did you have any feedback from the parent who gave you the negative feedback?**  *No, unfortunately not. We have had one return that said we had not dealt with an issue properly but are unaware of what this relates to. Governors are already aware of any complaints that have required the complaints procedure to be instigated. Regarding the bullying we wonder whether this has been incorrectly submitted as those that noted this also said that their child is safe and happy in school, the answers do not correlate, also 100% say they would recommend school to other parents.*  *Question 8 is the central learning point for us, as curriculum was in a state of flux pre covid, and our parental communication has not been as strong regarding this. This has been further impacted by Covid. We need to get our message out from subject leads and ourselves next year in a more helpful manner for the parents and children.*  Paper Tabled: Pupil Voice Survey  The report from the children was collated from a one to one sessions, we thought this would give a dual role for pupil voice as well as a good evidence for our pastoral care. Data was collected from year 4,5,6 students. Individual conversations were held virtually during lockdown with every child. This was to support mental health of the students and enlighten how we could amend life/education in school to support and encourage their learning.  It brought some greatly diverse information, from children with worries that were observed, they had additional check ins scheduled allowing us to do our absolute best to enable children to receive additional interventions, pastoral support or such as highlighted by the data. If we look at the averages at the end it does seem positive, and we have impacted changes to support their return to school.  Going back to our financial decisions and the impact on our children, if you remember discussions on class restructure earlier in the year, which we needed to do for a financial need did have an impact on the children as noted by children in the reports regarding changing teachers. It did indeed go smoothly, but it is to not underestimate how the reality and success we have in school is linked to our strategic leadership.  Questions  **I would be interested to see how this impacts their general happiness in life for them and how the negativity in Covid impacts and whether opening questions to outside school experiences may show how the larger effects in society have influenced their anxieties.**  *Anecdotal evidence suggests there are issues with this - when they are coming in on a Monday morning with wider challenges that are still linked to Covid – e.g. the inability to meet family and anxieties relating to this and many other issues. We are incorporating this into PSHCE as well, we are also conscious not to brand the children as being ‘the Covid generation’. We need them to be able to vocalise this period, but we want to lift their eyes beyond the current situation.*  **How well are the children able to articulate it and do they have the words to sum up how they feel? How are you helping with this?**  *Lots of work on emotional literacy in class, supporting pupils to be given a language to explain their feelings.*  **It appears some members of staff have stepped into a more pastoral role is this the case?**  *Majority of time is spent in class in the mornings but in each year group HLTA staff are completing pastoral check ins which has given the children a place to ‘offload’ as required.*  *The stretch in school has been interesting, with feedback from TA staff saying that trying to be pastoral support, educator, teacher support etc has been challenging. We have the new Service Pupils’ Support Worker who is already ELSA trained which will be a brilliant asset to our pastoral delivery 2 days a week in September that will continue to support the children and will reduce stretch on staff without removing the excellent skills that our current staff continue to implement throughout school.*  Governors noted that the school has been responsive and so fantastic in how the staff’s skills have been developed over a very challenging year and that the team have been exceptional in delivering this for the school community. | |
| **Actions Arising / Resolutions 21/40b** | | |
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| **21/41** | **Policy Update – None to Review** | |
| *Summary of Discussion*  (including  questions and responses) | *Lead – Chair*  *Purpose - Decision*  No policies to review. | |
| **Actions Arising / Resolutions 21/** | | |
| Resolutions: NA    The above policies tabled in advance of the meeting have been adopted unanimously.  **Agreed** () **Abstain** None | | NA |

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| **21/42** | **Monitoring Report – Reading Deep Dive** | |
| *Summary of Discussion*  (including  questions and responses) | *Lead – S Moss*  *Purpose – Information*  Very in depth oversight regarding what is needed, where the gaps are, how the school addresses the gaps etc. The report is very detailed with a lot to cover particularly over the last year, however CN gave great information, to Ofsted style questions that were delivered with no previous knowledge as to what they would be. It was most informative, and it appears to be very impressive considering the change to the curriculum, remote learning, baselining, teaching in person, overall a wide ranging remit that the school is meeting very well. More work to be done on early reading next AY with changes to Phonics.  *S Moss left the meeting at 1500.* | |
| **Actions Arising / Resolutions 21/42** | | |
| Add document to Portal | | **Head** |

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| **21/43** | **Discuss AOB -** | |
| *Summary of Discussion*  (including  questions and responses) | *Lead – Chair/Clerk*  *Purpose – Information*   1. School meal costs reduced to £2.40 wef the new academic year, as per guidance from NYCC, acknowledged by all governors present. 2. Next meeting set for 13th July 1330 hours CofG will confirm if zoom or at school. | |
| **Actions Arising / Resolutions 21/43** | | |
| Update all governors on location of meeting  Resolved: meal price changes. | | **CofG** |

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| **21/44** | **Confirm Date of Next Meeting -** | |
| *Summary of Discussion*  (including  questions and responses) | *Virtual (TBC) Zoom – 13th July 1330 TBC* | |
| **Actions Arising / Resolutions 21/44** | | |
| NA | |  |