# Minutes of Governing Body Meeting, 7th December 2021, Via Zoom.

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| Present: | Katrina Davies (Vice Chair)  R Campbell (Head teacher)  K Davies (Staff Governor)  S Moss  N Wiltshire  C Ditch  B Calvert |
| In Attendance: | Y Scott Clerk |
| Apologies: | K Davies  Cian Gilbey |

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| **22/21** | **Receive Apologies for Absence** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose - Decision*  Apologies received in advance via email  **Agreed by all governors** | |
| **Actions Arising / Resolutions 22/21** | | |
| Accepted CofG to contact non attendee with no apologies | | **Chair** |

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| **22/22** | **New Declarations of Interest and Interests Relevant to this Meeting** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose – Information*  Nil received | |
| **Actions Arising Resolutions 22/22** | | |
| N/A | | **NA** |

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| **22/23** | **Agree Minutes of Past Meeting and Consider Matters Arising** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose – Information*  **REF**  **22/ Complete**  **22/17 Complete**  None to report | |
| **Actions Arising / Resolutions 22/23** | | |
| Previous minutes a true reflection and accepted as such unanimously | | **N/A** |

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| **22/24** | **Consider Meeting Focus – Finance** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – CoG - Headteacher*  *Purpose – Information*  Policy documents tabled in advance to all Governors via portal.  *Finance*   * Receive Revised Budget (half year update), scrutiny and forward plan, including:   + Pupil Premium and Sport Premium reporting * Discuss Benchmarking Reports * Draft SFVS (or delegate to working party) * Oversight of Staff Performance Management   All reports uploaded to the portal. Summary points:   * Notes added are up to 31st October for this fiscal year. Largely on track with budget. Additional spends due to staff absence and SEN children arriving requiring TA cover, and the additional fuel costs due to ventilation required for Covid protocols. End of year surplus advised should reduce by approx. £9,000 at this point * MOD grant is within the revised budget with the full funding awarded from the MOD grant of £58,200 which will positively impact the in year deficit. * The deficit changes the context of the next 3 years forward planning, ending with a negative of £113,00   **Please explain reason for the rising deficit?**  This relates primarily to pupil numbers and how many pupils we have on roll on census date in October, and this is how funding is delivered, we have maintained this at 175. The underlying staffing is already there. In addition, we have had further children coming in with EHCP status, one of which we have received EHCP funding which will be backdated to September. So, the 3rd line down on the budget shows how this reduces our balance, it is a best estimate for the next 3 years.  We have built in all possible current staffing increments and increases to National Insurance to 1.25% from 2022 within the plan  **Surprisingly, when we look at benchmarking though, teaching staff, support etc we seem to be in line; the challenge** **is are we missing anything?**  Yes, we do appear to be inline, however they are historic figures built on 209 pupils, but if we class ourselves as border line between small and medium considering our current numbers we still seem to be within the bracket, with areas to consider.  **Surprisingly, when we look at benchmarking though, teaching staff, support etc we seem to be in line, the challenge** **is are we missing anything? (Confidential response see 22/24A)**  Confidential Response  **With the considerable difficulties regarding SEND and the budgetary impact, could a more multi agency community support be used? Would we be able to get Hive team, Armed Forces Champion, medical centre and such in to discuss the issues we have for these families with additional needs face?**  This would be welcome. Certainly, at a command level, it is about the support network for the families, and it is how we can demonstrate the integration and signposting for parents as to how to access support. However, limit to how much things can be streamlined, as, once the ECAR is submitted it is still a 20-week process to having an answer., however the local authority is also breaching this 20-week window.  **The question is can military children be prioritised?**  Within statutory frameworks, there is no suggestion that the Military Covenant would change this. However, there are often other delays- e.g. how long it takes for the data to be taken seriously - be it by the GP, LA, CAMHs etc. to progress issues for military families. The education guidelines are set at the 20 weeks for processing and as you are aware 6-8 months of work has often already been provided and evidenced to get to the submission of the 20-week stage EHCAR. Any areas that can be enhanced by community co-operation, where appropriate, could make a difference particularly for the family's experience.  **Pupil premium 3-year strategy statements – tabled and discussed.**  Service pupil premium: vast majority of these actions are all ongoing and we will continue to make way with this as the reasons have not changed the issues have not changed. Evidence of positive impact previously, evaluation will continue.  Disadvantaged premium: operation and reporting on this is challenging, as although the numbers may not change the pupils being referred to have. We have no statutory or internal progress data from last year for 2 students as they are new; arriving and leaving mid-year in a short window of time.  Additionally there is a new format from DfE which will require a revision to the strategy statement – this will be sent to Governors in due course.  **Spending Statements Agreed by all**  *SFVS*  The document lists questions asking you as governors if you have enough information to complete the audit appropriately, including how you are involved in the decision making. The format has changed slightly this year, but it still refers to looking at bench marking, making savings, working collaboratively, and evidences how you do this. This must be completed by 31 March each year. The suggestion is that this be delegated to a working group to be reviewed and then signed off by full board.  **In agreement by all to be co-ordinated via CofG and headteacher**  *Oversight of Staff Performance Management* (Confidential see 22/24A)  Confidential Response  Teacher B applied last year for UPS, and this year received a remarkably successful appraisal, therefore my recommendation to you is that this be agreed.  **Noted: You have evidenced a very rigorous process for consideration for increments to UPS, and as teacher B has achieved and exceeded targets despite Covid challenges all governors in vote in agreement to this increment.** | |
| **Actions Arising / Resolutions 22/24** | | |
| Resolutions: Tabled 3-year financial plan carried    The above plan tabled in advance of the meeting have been adopted unanimously.  **Agreed** (All) AbstainNone  Resolutions: Increment to UPS for Teacher B  Unanimously agreed  **Agreed** (all) Abstain None  CofG and Head to arrange SFVS with the finance committee outside of meeting | | **CofG**  **Head** |

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| **22/25** | **Consider Meeting Focus – Resources** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Headteacher*  *Purpose – Information*  *Resources*   * Review LA H&S Document Audit Outcomes, including:   + Health and Safety policy required actions. * Plans for capital projects   Audit outcome all successful all documents up to date and signed off, praise noted by H&S Advisor for work completed by Mrs Scott on behalf of school.  **Regarding the Capital money with the budget what longevity is there for this funding being within accounts?**  Capital money should never be held over 3 years from when issued. Money has recently been spent on 12 new android tablets also looking forward there will be further android tablets added as previous hardware now not compatible. Additionally, we are looking to add touch screen TV to replace white board technology.  Also, to note is that the school boilers are on the NYCC plan to be replaced within the next 2 years, which would require a percentage of funding from our capital pot. | |
| **Actions Arising / Resolutions 22/25** | | |
| Resolutions: All tabled policies carried    The above policies tabled in advance of the meeting have been adopted unanimously.  **Agreed** (All) AbstainNone | | NA |

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| **22/26** | **Policy Update** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose - Decision*  Policy documents all tabled in advance to all governors.  Already reviewed digitally – to be noted.  Policies to be reviewed:   1. H&S Policy 2. Governors' Allowances 3. Budget Management and Scheme of Delegation  * Additional as per policy review schedule   **No Questions** | |
| **Actions Arising / Resolutions 22/26** | | |
| Resolutions: All tabled policies carried    The above policies tabled in advance of the meeting have been adopted unanimously.  **Agreed** (All) AbstainNone | | **NA** |
| **22/27** | **SEND 22/27** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – SEND Co-Ordinator*  *Purpose – Information*   * No updates other than informing Local authority and highlighting our challenges. * Also, some of last EHCP backdated up to the point of the statutory 20-week schedule due to lack of completion within 20-week timeline * Also 4 new SEND no funding from October census, also we carry their data and no EHCP for 3 of them and awareness of the struggle with transition and change, Impact for a partial timetable to start with for the children * Unless the document for EHCP is signed and agreed no funding comes until all the legal document is signed and agrees * Thanks to the wider team for supporting the need and the last-minute arrival of SEND   **Please explain what is a partial timetable is and what is the impact?**  To support transition for the children and to support need for staffing by, for example, starting first 3 weeks in mornings and gradually increasing time within school. It supports the child, family, and school dependent on need.  **Regarding SEND in schools do we feel there is more need now than historically?**  More inclusion and appreciation of children's needs both mentally and physically as a society which then appears to the outside that more SEND is in school. It is a positive change with awareness of so many different challenges for children, that we can be trained and support children and families through. | |
| **Actions Arising / Resolutions 22/27** | | |
| N/A | | **NA** |

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| **22/28** | **Receive Monitoring Reports – 22/28** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose – Information*  *Received phonics and reading monitoring*  *Safeguarding monitoring complete awaiting paperwork*  *Maths monitoring complete awaiting paperwork*  *Possible Monitoring: Safeguarding, EYFS, SEND, Maths, PD and BW (return to school), Phonics, Staff Wellbeing* | |
| **Actions Arising / Resolutions 22/28** | | |
| NA | | **Clerk** |

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| **22/29** | **Discuss H&S – 22/29** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose – Information*  Nothing to report covered in resources. | |
| **Actions Arising / Resolutions 22/29** | | |
| NA | |  |

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| **22/30** | **Discuss AOB – 22/30** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair/Clerk*  *Purpose – Information*  **Can we have a multiple meeting format with both Zoom/Teams and in person to enable those who can have time out of work but not time to travel to meeting?**  Yes, we can, will discuss with CofG, and with our new directly employed ICT tech which we have for a full day, feeding back to governors with suggestions as soon as possible. | |
| **Actions Arising / Resolutions 22/30** | | |
| CofG/Head to look at teams to have meetings and all documents accessible | | **Head**  **CofG** |

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| **22/31** | **Confirm Date of Next Meeting – 22/31** | |
| *Summary of Discussion* | *Location- Platform TBC - January18th, 2022* | |
| **Actions Arising / Resolutions 22/31** | | |
| NA | |  |