# Minutes of Governing Body Meeting, 22nd March 2022, Via Zoom.

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

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| **22/43** | **Receive Apologies for Absence –** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose - Decision*  Apologies received in advance via email accepted by all in attendance.  CofG to send another (now final) email to G Firth regarding whether being a governor is no longer a viable possibility for him, if not viable (or no reply) to be removed from board, with thanks.  Item to consider  Co-Opt of C Buckle, meeting held already with CofG and Headteacher with potential to deliver in many of the areas needed within the governing body that C Buckle would bring experience to the role and would be most appropriate as a new co-opted member.  Parent vacancy discussed and may well be advertised in the summer term as we have a returning governor with expansive experience who may be interested in the role.  **Agreed by all governors** | |
| **Actions Arising / Resolutions 22/43** | | |
| Accepted all absences submitted  Resolutions: Co-Opt of C Buckle  The above resolution for Co-Opt of C Buckle has been applied unanimously.  **Agreed** (All) AbstainNone  Clerk to re- send all documents for safeguarding checks. | | **Chair**  **Clerk** |

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| **22/44** | **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 22/44** | | |
| N/A | | **NA** |

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| **22/45** | **Agree Minutes of Past Meeting and Consider Matters Arising** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose – Information*  REF 22/35 Crash and Disaster plan discussed at Cofg and Headteacher Friday meeting, but not viable. We do have a school contingency plan that is fit for purpose - difference and the unique needs of the pupils and classes means each absence brings different demands. | |
| **Actions Arising / Resolutions 22/45** | | |
| Previous minutes a true reflection and accepted as such unanimously | | **N/A** |

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| **22/46** | **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 and consider Draft Start Budget * Review and finalise SFVS (School Financial Value Standard) * Review Contract Schedule (if available)   Current budget year, As the year goes on, we have many contingencies for repair and additional costs so being nearer the end of the year we can remove some of those contingencies, which makes us a little healthier at the end of this school year.  **Where have savings come from?**  Considerable saving on fuel than what we had originally considered, number of meals cost has also reduced slightly improving the balance and additional funding for children on EHCP (Education Health and Care Plan), so we should be on a smaller in year deficit with a £283,000 carry forward, but you can see with the 3-year plan how this will rapidly reduce over time.  **Explain then, how does this work with the cost of living going up regarding the children meal prices, will the loss sit with the school?**  Each September we enter a contract for the academic year, each year the catering service tells us what the cost is for that fiscal year, normally it is around May for the next academic year, current price is £2.40, and for those in KS1 we get grant funded so all those are funded at £2.34 per meal and this is dictated by uptake of meals on the census days in October and January. This average gives us allocated funding from the government, which should cover what meals we are charged for by NYCC Catering, as all children do not take a meal every day of the year. The meal prices are costed from the staff costs and the cost of food per meals produced on and economy of scale, so this really is an advantage to our school, in also being a provider of meals to Pickhill as our staff are producing more meals.  Confidential item.  Held on file by Headteacher and CofG and removed from this main area of minutes.  **Do you envisage the 100sqn closure to have a negative impact on pupil numbers and budget?**  No, we do not have any pupils from parents within 100sqn, and of course there are other bases close by closing, that may benefit our schools.  **Unfortunately, pupil numbers could get worse with the new housing plan for military that is being trialled, encouraging parents to buy, or rent locally to reduce military maintenance on property. Are you aware and do you have strategies in place?**  Yes, there are lots of unknowns, but this all needs to be a factor going forward. It really will be about flexibility in how we manage our class structure as discussed within other areas of this meeting and of course the continual monitoring and adapting of our financial plans/forecast.  Review and Finalize SFVS  All governors agreed that the SFVS can be finalised, as not many new additions to the report.  **How have the answers been arrived at for the SFVS?**  The financial working party have scrutinised the SFVS in great detail and have discussed all points prior to submitting to the Governors as a final document for approval and submission.  Contract review.  Only real change is the ICT tech we have, this is an adjusted contract and has almost quadrupled the work we can have for the same amount of cost that was previously being paid to SICT for support.  Staff absence buy-in is broadly the same cost, but we have changed the cover to compliment the current set up of staff | |
| **Actions Arising / Resolutions 22/46** | | |
| Resolutions: All tabled policies carried (SFVS)    The above SFVS document tabled in advance of the meeting have been adopted unanimously.  **Agreed** (All) AbstainNone | |  |

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| **22/47** | **Consider Meeting Focus – Resources** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Headteacher*  *Purpose – Information*  *Resources*   * Review LA H&S Visit Outcomes * Safeguarding Audit Completion (biennial due 20)   **Regarding the recent fire audit were there any raised concerns that need addressing urgently?**  No, school had just had their annual fire service equipment checked and had actions in place for repair/maintenance of any items noted in that report. We have not received the report in full, from the NYCC audit, but we do not have any concerns, as none were raised on the day.  **Is the upcoming safeguarding audit of concern, any key issues that are anticipated to be reported or issues that have not been dealt with?**  No, currently we do not have outstanding major concerns. Any concerns we have identified ourselves are already being addressed and will be raised with the auditor at the meeting to ensure full disclosure.  Governors will have sight of the Safeguarding report when it is published. | |
| **Actions Arising / Resolutions 22/47** | | |
| NA | | NA |

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| **22/48** | **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 as per policy schedule:   * *Assessment* * *Teaching and Learning*   No Questions.  Delegated authority to head teacher for these policies is in place already, governors not required to vote, inclusion for information only as per previous governor request. Confirmed both policies to be updated by headteacher. | |
| **Actions Arising / Resolutions 22/48** | | |
| Resolutions: All tabled policies delegated.    The above policies tabled in advance of the meeting have been delegated to headteacher unanimously.  **Agreed Not** **required Abstain Not required** | | **NA** |

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| **22/49** | **Receive Monitoring Reports – 22/49** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose – Information*  *Possible Monitoring: English, Maths, Science, CP (Child Protection) and Safeguarding, Resources, Curriculum, H&S*  Projected amendments to link governor roles with governors leaving and new starters. Head and CofG have discussed amendments, and this will be published via team's portal for all to digest.  *Science monitoring report*  **Explain why all subject leaders do not have equal time to manage their subjects?**  A slightly different approach to a normal report monitoring report was received for the science monitoring which raise questions within the report for the governing body. Comments within the report have raised several questions in relation to allowing more planning time for subject leadership, whereby all subject leaders should have the same time allocated time. This is not how this is managed within our school as this is not cost effective, and each subject has different requirements.  To put this in context: most schools would allocate 1 afternoon per term for subject leadership. What we have been trialling this year has been to allocate extra time in staff meetings to allow staff to manage subject leadership. This cannot cover all elements as they cannot, for example, audit pupils in school during this time. In an ideal world it would be wonderful to allocate every teacher time off timetable to allocate purely to the subject they are leading, but to have this every week is simply not tenable within the tight financial parameters schools adhere to.  **Do subject leaders have the freedom to ask to explore a new program or for more time if their subject needs it, are they aware of this and is this request fairly met by SLT?**  If a subject leader comes to SLT with a set requirement/task that they need to do, then we will do our best to accommodate this in the time that we have available for all subject leads, within our week where we do have cover available to deploy.  **Can the subject leads have their own subject financial pots for the entire year, so they have the freedom to manage what they need without having to check their spends continually?**  Some schools do this where a set amount is allocated, we do not manage this as from a budget point of view it creates an onerous administrative burden where every single order needs to go via the office to be coded against the subject pot. How we currently operate allows staff to request what they need to enhance their subject lead provision, be it a digital platform or physical items and this is balanced across the available school budgets and school improvement needs.  *Personal Development monitoring visit*  **What has been addressed from these comments from pupils re sexualised comments etc.?**  The school has put in place a full action plan that will be audited by the SEA at next visit. A recently commissioned report by Ofsted suggests such issues are currently widespread in schools.  The information from the pupil conferencing and details that have come back are quite worrying for our own school, with some students feeling they are “forced to grow up too quickly”.  We are therefore currently overhauling and updating our process for delivering Relationships and Sex education. We have also sent parents a significant update this week. We want to be transparent as how children act online is indeed a possible safeguarding concern. We have a very robust plan to go forward for this area and we will deliver this to you at the next meeting to show how we are progressing. Staff have noted that UKS2 are talking about these issues and online use far more than any other classes at this level and teachers are ensuring pupils learning accurately regarding sex education rather than the playground/online chatter. | |
| **Actions Arising / Resolutions 22/49** | | |
| Add Link Governors updated sheet to Teams | | **Head** |

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| **22/50** | **Discuss SEND – 22/50** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose – Information*  Teams' portal for governors has had a full SEND summary uploaded today, snapshot being delivered via meeting today, please however refer to full report within Teams portal.  We are currently at 24% SEND an increase, despite losing SEND pupils recently. The percentage across year groups has been broken down so that the staff teams are aware why there are higher levels of support, much in upper key stage 2 and in year 3 to bring a level of understanding to staff regarding staff deployment.  We have 32 pupils at a lower level SEND.  We do have a new high needs child within year 6 with historic exclusions and an extremely high level of need, some funding has been secured as unfortunately the EHCP awarded in his last authority has not crossed over to our LA due to not having an EP in place. This has presented significant challenges for that team and the pupils within these classes as it brings a daily impact to the class. We have children moving to specialist provision, but they are currently doing very well with ourselves, testament to the quality of our provision. 2 applications in process for health care plans.  We also have a meeting with head of SEND this Thursday following our complaints. We have, since submitting our complaints, had a minor increase in interaction with the SEND hub, but not substantial to our need or to our issues.  We have 2 TA staff training on Talk Boost this term, one to be based in KS2 with great evidence base regarding the impact for pupils for speech and language needs allowing us to address and recognise quicker.  We also have TA staff providing IDL program from 0830 in the morning with students to support need and we routinely screen progress, we have noted a child has doubled their progress in the last 3 months regarding their reading ability, and we have an average of 15 pupils 3 days a week accessing this additional support.  Currently recruiting a 15-hour TA position per week to supplement our SEND provision. | |
| **Actions Arising / Resolutions 22/50** | | |
| NA | | **NA** |

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| **22/51** | **Discuss AOB – 22/51** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair/Clerk*  *Purpose – Information*   1. *Curriculum strategy and principles:* as per SEF and the SIP an overarching curriculum document has been being developed. This is to address the question of what is special / important about the curriculum we deliver for our school – it needs to be personal and bespoke to our context. The challenge is that our unusual context makes our school complex for subject leaders to be able to design their planning with this in mind. We are currently looking at 8 key principles and this will be a core document that governors need to have an awareness of. This has already been tabled to governor teams for you to view in next month's folder, which gives you a good quantity of time to digest the principles. 2. *Link governors:* this has been updated with head and CoG, if this is ok to all we a proposing a few tweaks and this will come out via email for all governors to view. 3. *LA Governor:* thanks, from all governors to C Ditch for his dedicated time and service to the governing body and good luck in his imminent move. | |
| **Actions Arising / Resolutions 22/51** | | |
| NA | | **Clerk** |

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| **22/52** | **Confirm Date of Next Meeting – 22/52** | |
| *Summary of Discussion* | *In person - 10th May Time TBC1300hrs* | |
| **Actions Arising / Resolutions 22/52** | | |
| Check for best dates and times for all Governors | | **CofG** |