# Minutes of Governing Body Meeting, 11th March 2025 1300hrs

|  |  |
| --- | --- |
| Present: | C Gilbey (Chair)  R Campbell (Head teacher)  B Calvert  V Sadd  K Russell  N Wiltshire (Staff Governor)  H Halliwell(Staff Governor) |
| In Attendance: | A Clarkson |
| Apologies: | N Maycock, S Moss, A Holland, M Welsh |

|  |  |  |
| --- | --- | --- |
| **25/43** | **Receive Apologies for Absence –** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose - Decision*  Apologies received in advance accepted.  Missing apologies will be chased via CofG  **Agreed by all governors** | |
| **Actions Arising / Resolutions 25/43** | | |
| Accepted  Contact governors re submitting apologies | | **Chair**  **Chair** |

|  |  |  |
| --- | --- | --- |
| **25/44** | **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 25/44** | | |
| N/A | | **NA** |

|  |  |  |
| --- | --- | --- |
| **25/45** | **Agree Minutes of Past Meeting and Consider Matters Arising** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose – Information*  **Actions**  Ref – 25/39 In process with first monitoring planned for 19/03/2025, school staff will be updated on the 12th March re new format. There will be 2 governor sessions to attend annotated via a schedule prior to the date, followed by a governor round table concluding with a staff round table for Q&A  Chair of Governors passed on his grateful thanks to S Moss for stepping into the Chair position for the last 7 months of his absence, and to all the governors for their support and dedication throughout this period of time. | |
| **Actions Arising / Resolutions 25/45** | | |
| Previous minutes a true reflection and accepted as such unanimously | | **N/A** |

|  |  |  |
| --- | --- | --- |
| **25/46** | **Consider Meeting Focus – Finance and Resources** | |
| *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 Contract Schedule (if available)   Bursar update:   * Normally provide full budget and forward plan however as the government have still not updated LA with the changes to NI and how this will be funded we are unable to present a full start budget at this point as without funding there could be a possible £20k deficit from this decision. * The monitoring report presented does give a snapshot of where we sit now at the end of the financial year however this is a snapshot and not the report. * Current snapshot £300k carry forward, this is projected to continue in the black until March 27 however by March 2028 we are projected to be in -£267k deficit even with our continued detailed management. * Liaised with SLT and admin already re projected number so budget can be fluid to where we may sit which is currently projected to be around 158 including 20 reception starters. * Station interaction notes with fiscal spending within base that strategically we should remain secure but may just weather a dip in numbers, it is a mixed picture which is impacted greatly by house purchases and moves off base into the local area. A number of pupils are also moving and leaving due to the military’s Future Accommodation Model and postings. * As soon as we have the data from the government the start budget will be updated and sent out to the governor portal with a forward plan for May. Highly aware that the plan is required to progress staff planning, EHCP support and all strategic needs prior to the new academic year.   **Questions;**  **Do we know the turnaround for postings into base and updates re quarter allocations?**  *Posting are often more abundant in June and July however thank you for updating us regarding the quarter situation where houses are only allocated 6 weeks before a person is now posted in, this could definitely cause some issues considering our summer 6 week holiday for pupils to start in September.*  **In regard to our capital expenditure, have we allocated year ahead projects and spend?**  *Yes, particularly with the required upgrades and future proofing required in IT, the requirement for SEND IT upgrades and maintenance regarding the continued issues with leaking roofs. Recent inventory has seen us dispose of dozens of computers which would not be upgradable and would constitute a cyber-security threat from October, so expenditure is required to replace these. Therefore the capital budget is fully allocated (not inclusive of this upcoming year’s allocation as we are hopeful of the boiler being replaced and this would negate our capital allocation this upcoming year in payment towards the cost of this work as previously discussed within FGBM).* | |
| **Actions Arising / Resolutions 25/46** | | |
| Resolutions: No tabled resolutions due to missing government updates    ~~The above resolutions tabled in advance of the meeting have been adopted unanimously.~~  **~~Agreed~~** ~~(All) Abstain~~~~None~~ | |  |

|  |  |  |
| --- | --- | --- |
| **25/47** | **Consider Meeting Focus – Resources** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Headteacher*  *Purpose – Information*  *Resources*   * Review and finalise SFVS (SCHOOL FINANCIAL VALUE STANDARD)   *The SFVS has been jointly prepared with the governor working party and the headteacher, within the last 2 weeks and presented today as the check of financial due diligence within school.*  *Thanks to the strategic work of the party, the SFVS is fully agreed at vote, unanimously. Point to note that the SFVS skills matrix will need updating in the next 12 months*  ***Questions***  **Has any areas been closed down from last year’s SFVS?**  *Yes, as we have had some external audits recently with no actions required within the audits which has enabled us to close a couple of actions fully within the SFVS. Additionally the asset register has been fully updated and digitised by our IT tech, allowing for much clearer planning and assessment of IT requirements and future proofing tech on purchase to give best lifespan. With recent IT spends anticipated to have a 5-10 year life including IT suite, teacher laptops and Ipads. WEE recycling with safe disposal of tech has been used for numerous out of date equipment that cannot support new data or windows 11 which is required for safeguarding the network.*  **Were we expecting an audit?**  *Not in the traditional sense, historically every 3-5 years schools were individually audited, however now NYC select different auditable areas and multiple schools for these areas, from which all the data is collated and fed back to all schools for best practice. Of course any concerns for the schools individually from the audit will be addressed with the schools and we were very pleased not to have this. Our bursar submitted a considerable amount of work and time to evidence many areas including spending within SEND, PP, Sports etc and we are very grateful for that level of work on our behalf.*  **Why update some tablets have they not got an expansive life for what is needed in school?**  *Unfortunately devices such as iPads no longer supported updates as they were so old, and the iPads are used by the teaching staff for access particularly to Seesaw for parental communication and logging visually of student work and progression. This gives the staff the ability to communicate continually throughout the day in how children are interacting with their studies.*  **Has there been any actual savings from the IT asset check or long term amendments to how we are able to work considering how tech continually evolves?**  *Yes there has which is great news, of course we have spent out of capital to update may IT areas in school over the last 24 months and the flexibility of the tech is interactive within the whole school area. Our most recent saving however is the purchase of a NAS hard Drive and storage (capital approx. £550 total) to replace the NYES provision for double back up of our data off site (£1500per annum. Our IT tech has sourced this solution where a combination of schools now have the NAS storage for a different school on their site allowing for the off-site storage and double back up as required at a fraction of the cost, thus providing the necessary redundancies for our RPA insurance policy to remain valid.*  **Have you analysed the risk for this?**  *We feel the only risk for this is the knowledges and skill set our IT tech has and if they were to move job roles - this would be addressed however in any future recruitment of which all schools involved are aware.*  **Is our IT tech provision working better than anticipated?**  *Yes, it is incredibly valuable with an upshift from half a day to a full day enabling so much more management and vision of our IT. It is also possible that we could reduce our provision to 1 and a half days over 2 weeks with the other half day being used by another local school who may be able to move away from the NYES provision saving more schools money with wide ranging expertise. Our IT tech has also provided after school Minecraft clubs within the IT hours available which has been highly successful.*  **SFVS, amendment required from OC Base to OC Support.**  *Actioned within meeting* | |
| **Actions Arising / Resolutions 25/47** | | |
| Resolutions: All tabled resolutions carried  The above resolutions tabled in advance of the meeting have been adopted unanimously. Safeguarding audit and SFVS both voted upon.  **Agreed** (All) AbstainNone  SFVS and Related party Transaction form to be submitted to NYCC | | NA  Clerk |

|  |  |  |
| --- | --- | --- |
| **25/48** | **Policy Update** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose - Decision*  Policy documents all tabled in advance to all governors.  Policies to be reviewed as per policy schedule:   * Attendance * EYFS * Behaviour * Homework * Staff – Procedures for dealing with allegations of abuse against staff   Attendance and Behaviour had some areas of change during this update.  **Questions**  **Changes re deployment leave, as previously discussed, work well to tighten this area. However, there is a challenge re form completion required. A spouse would not be able to access line managers whilst service personnel away - therefore how is this going to be managed – especially with changing times for MOD going forward?**  *Fully appreciate such concerns with the changing face of deployment and communication with partners deployed. We would aim to operate on a case by case basis – if a spouse couldn’t directly reach an appropriate line manager etc. then they can contact the school and we can flex the evidence requirement to be submitted after the deployment is over etc. Headteacher will amend wording in attendance policy to ensure families aware to contact via admin office for this level of support.*  **Considering this discussion regarding the request for absence is the ability to request absence open and clear for parents?**  *Yes – the policy will be updated on the website and we can signpost parents to this if they approach us about Leave of Absence in Term Time. Ultimately, we want to be supportive of our military community whilst operating within the bounds of DfE policy (and the law), and promoting good attendance for all. Where the criteria is met the absence will be authorised within our own guidance and within the service world/work and family demands.* | |
| **Actions Arising / Resolutions 25/48** | | |
| Resolutions: All tabled policies carried    The above policies tabled in advance of the meeting have been adopted unanimously.  **Agreed** (All) AbstainNone  Headteacher to amend wording in attendance policy as discussed | | **NA**  **HT** |

|  |  |  |
| --- | --- | --- |
| **25/49** | **Receive Monitoring Reports –** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose – Information*  *Monitoring: None scheduled due to new format and monitoring afternoon on 19 March 2025* | |
| **Actions Arising / Resolutions 25/49** | | |
| NA | | **NA** |

|  |  |  |
| --- | --- | --- |
| **25/50** | **H&S - GDPR Update** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose – Information*   1. *Annual boiler panel checks and holidays/time schedule completed* 2. *Boiler still on Concerto schedule for replacement hopeful for this year 25-26 capital due has been allocated towards this project* 3. *PAT testing complete for all school electricals. Oversight by NYC Cleaning and caretaking service they should have been PAT testing their own equipment (we have tested it for the last 8 years)they are due in this week to re test their owned equipment.* 4. *No GDPR incidents to report* | |
| **Actions Arising / Resolutions 25/50** | | |
| Office manager to upload on receipt | | **YS** |

|  |  |  |
| --- | --- | --- |
| **25/51** | **Discuss AOB –** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair/Clerk*  *Purpose – Information*   1. *Headteacher appraisal completed, awaiting letter from CofG to send to LA re result of appraisal to add to HR pay files – successful performance commended.* 2. *Monitoring meeting attendance discussed schedule to follow from CofG for the pm including governor attendance. Noted no MFL nominated governor within old schedule, which will be covered over the new monitoring program.* | |
| **Actions Arising / Resolutions 25/51** | | |
| CofG to forward correspondence to School Admin re Headteacher Appraisal | | **Admin** |

|  |  |  |
| --- | --- | --- |
| **25/52** | **Confirm Date of Next Meeting – 21st May 2025, 1330** | |
| *Summary of Discussion* | *13th May 1330hrs 2025* | |
| **Actions Arising / Resolutions 25/52** | | |
| NA | | **NA** |