



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON THURSDAY 25th
FEBRUARY 2021 AT 6.00pm DUE TO EXCEPTIONAL CIRCUMSTANCES WITH
CORONAVIRUS HELD VIA TEAMS**

Members of the Governing Body

Name	Category of Governor	Date of end of tenure	Designated Role	Attend ed
Mrs Sarah Tomlinson	H/T		Headteacher	✓
Mr Richard Strachan	Co-opted	19/05/2024	Chair	✓
Mrs Angela Holden	Co-opted	13/05/2021		✓
Mr Rob Burrows	Co-opted	23/11/2021		✓
Ms Jackie Stringer	Co-opted	13/05/2021	Vice Chair	Apols
Mrs Jen Hughes	Parent	08/03/2021	Vice Chair	✓
Mrs Joan Bailey	Staff	15/10/2021		✓
Mrs Steph Crane	Co opted	09/05/2023		✓
Mr Chris Bate	Co-opted	09/05/2023		✓
Mrs Hayley Rigby	Parent	13/02/2024		✓
Mr Colin Meachin	LA	09/07/2024		✓
Vacancy	Co-opted			
Also in Attendance				
Stephen Ewell	Clerk to Governors			✓
Jane Barry	Locum Clerk			✓

Part One Minutes

1. APOLOGIES

Apologies for absence were received from Jackie Stringer.

RESOLVED: That the apologies for absence received from Jackie Stringer were accepted

2. DECLARATION OF PECUNIARY INTEREST

RESOLVED: That there were no additional declarations of pecuniary interest for this meeting.

3. MEMBERSHIP/CONSTITUTION

Governors discussed that there remained a vacancy for a Co-Opted Governor.

The Chair noted that to effectively fill the position it was necessary to wait to find the right person with the right mix of skills.

Governors noted that Mrs J Hughes a parent governor's term of office was due to end on 8th March 2021. Mrs Hughes had indicated her desire to continue in the role and the Governors were in agreement that Mrs Hughes should continue in the role.



The Chair noted that as the position was a parent governor appointment, there was insufficient time to hold an election.

The Governors considered the best possible options given the timescales, including determining whether a six-month extension would be allowable due to the current covid restrictions, and if not then to appoint Mrs Hughes as a Co-Opted Governor.

RESOLVED:- Governors agreed to appoint Mrs Hughes as a Co-Opted Governor on 08.03.2021 if an extension of office as parent governor was not permitted, and then subsequently hold an election to replace the parent governor position.

The Headteacher stated that consistency within the FGB was important at this time. Governors discussed that two other governor terms of office were expiring on 13th May 2021 and agreed to discuss these positions at the next FGB in March.

4. MINUTES OF LAST MEETING

Governors considered the non-confidential minutes of the meeting of 21st January 2021, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the last meeting held on 21st January 2021 were confirmed to be a true record.

The minutes would be signed electronically.

5. MATTERS ARISING

Governors reviewed the matters arising/action log items. The updates are detailed below:

Work Stream	Agenda No	Date Opened	Action Manager	Action	Action Update	Target Date	Status
Gov	9	21.11.19	HT	Headteacher to reschedule Learning Visits with Mrs J Hughes & Mrs A Holden. To be rescheduled. Initial meeting held. Future dates to be confirmed when school re-opens. Core subject leaders to contact Jen Hughes to have Team meetings. Staff presentation will be virtual. Each of the 4 Acting Assistant Headteachers will present at future FGB's.	Virtual programme being arranged. Mrs J Hughes to email her availability to Headteacher with other governors being scheduled in subsequently.		Ongoing



Pres	1	16.01.20	HT	Steph had sent videos to Mr Baxendale to upload.	HT to check this had been done.		Closed
Admin	9		H/T	Headteacher to update website with Colin Meachin and Steph Crane. Also, to add the latest Safeguarding & Behaviour Policies.	SC & CM updated in Govs on Website. Safeguarding Policy is up to date. Behaviour Policy requires confirmation.		Ongoing
Membership Constitution	3	21/01/21	HT	S Tomlinson to update the email addresses for J Stringer and J Hughes as new Co-Vice Chair.	No longer required.		Closed.
Finance	6	21/01/21	N Mulholland	N Mulholland to check on the ruling for additional funding for children who had left or were still in care.		Feb 2021	Closed.
Finance	6	21/01/21	H/T	Headteacher to look into PP training for C Meachin (PP link governor) and for C Bate.	Updated report uploaded to Teams > Jan2021 folder	Feb 2021	Closed.
Finance	6	21/01/21	H/T	Headteacher to look into PP training for C Meachin (PP link governor) and for C Bate.	Headteacher to send Powerpoint training to C Meachin	March 2021	Ongoing
Finance	6	21/01/21	H/T	Headteacher to circulate dates for next Finance Committee.	Meeting set 25/02/21		Closed
Finance	6	21/01/21	H/T	Headteacher to invite R Burrows to the meeting regarding the all-weather track.	Done		Closed
Policies	8	21/01/21	H/T	Policies To be presented at the next FGB meeting on 25 th February 2021	On agenda for FGB meeting 25/02/21	Feb 2021	Closed
Teaching and Learning	10	21/01/21	H/T	Headteacher to break down the remote learning engagement of PP children next to non PP children.		March 2021	Ongoing



Teaching and Learning	10	21/01/21	H/T	Headteacher to upload the SEND update for governors' information.	Send information now all up to date on the website		Closed
Health and Safety	11	21/01/21	H/T	Headteacher to facilitate Health and Safety training for H Rigby	This training has been requested.	March 2021	Ongoing

Governors discussed the provision of new e-mail addresses for the two Co Vice Chair positions. It was decided to retain existing e-mail addresses.

RESOLVED: That the two new e-mail addresses for Vice Chair positions are no longer required.

Governors discussed the provision of clerk e-mail address and agreed this should be provided to the new Clerk

RESOLVED: That the new Clerk be provided with the clerk e-mail address.

6. FINANCE

The Chair informed the Governors that the Finance Leads had met earlier in the day with Kristy Gomery from CWAC Finance. Following the meeting some amendments to the overall budget position were made to remove a £20k deficit.

The Headteacher presented the updated budget file that had been prepared by Helen Young:

- The school fund audits for 17/18 and 18/19 were attached.
- The 19/20 school fund audit is due to go to the auditor and should be available for the April meeting.
- **Staff Absence Claims:** The school has been able to claim for two TAs and one teacher who have been shielding since March last year. Funds have been received up to December with another £15k for January and February due to be received.
- **DFC:** The budget also includes Devolved formula capital (DFC) funding. DFC funding this year has been utilised to purchase some tablets, and also for fencing and canopies in the early years playground area.
- **Pupil Premium:** The budget includes Pupil Premium funding for 16 children within Caterpillars nursery. Going forward by capturing parent data when children are admitted to nursery, we will increase the number of claims from children identified
- **Building Works:** Library roof is still leaking after a number of years. There are no funds left available in the current year budget, so the school is top of the list for the 21/22 academic year. The cost will be circa £8k.
- **Handley Hill:** There is still £47k available from 2011 from the sale of Handley Hill. These funds are ringfenced for grounds improvement. We will defer this spend until the new Key Stage 2 site is developed.



- **Contracts:** In terms of contracts, we are looking to save money on grounds maintenance, waste collection and the telephone system.
- **Grants:** School has applied for a further £5k in grants. Rob is supporting in looking into available grants. We have made good progress this year on accessing grants.
- **SFVS:** The SFVS will be presented to the March meeting.
- **School Fund:** The school fund balance is £10,107. This is money that has been donated or raised on behalf of the school. The report is available on the website.

The Headteacher presented the forecast opening position of £361.

Brought forward from 19/20	(8,361)
Net Surplus	9,043
Forecast carry forward for 20/21	361

This was seen as a great result considering all the additional covid related costs incurred during the year.

Budget Plan A would generate a £7k surplus for the year. This was based on no reduction in teachers, but a reduction in TA hours and Nursery Assistant hours, as increased nursery staff hours tended only to be needed later in the academic year as more children are admitted. Also there is budgeted less premises staff hours.

Budget Plan B which includes two additional TA roles for circa 65 hours a week would result in a deficit of £19k. The school should get an additional £24k of catch-up funding which would offset the deficit.

Q:- The Chair asked for clarity on the decision governors needed to make. It was his understanding that governors needed to approve 'Plan A' which was a balanced budget and did not give a deficit. The Chair's understanding was that the school preferred 'Plan B' but would be unable to agree this at the moment because governors could not pass a deficit budget. The Chair pointed out that when the catch-up funding came in, the school could move to 'Plan B'. The Chair pointed out that this didn't need to be agreed until the end of March. He asked if approval was postponed until the next meeting whether there was a possibility governors could agree 'Plan B' rather than 'Plan A'.

A:- The Headteacher responded that the consultation would not in any case be going out to staff until after the next meeting, but that she would like to start drafting plans on the consultation based on 'Plan A' because it showed a healthy position. 'Plan A' allowed for a teacher to teach 'Forest School' for two days a week, it also allowed for a sports specialist teacher to teach four afternoons a week, it allowed for a non-teaching DHT, it allowed for three specific teaching assistants to work as part of an SEN team to deliver high impact interventions, it allowed for two ELSA assistants. 'Plan A' provided a positive staffing structure. The Headteacher pointed out that if the school received more money into the budget, paying for more teaching assistants wasn't the only or necessarily the best way forward. Extra money could be put to resources or an NQT.



The Chair invited any further questions or discussion.

RESOLVED: That the Plan A balanced budget for 21/22 be ratified.

Action:- Headteacher to present the SFVS to the next FGB.

7. LEADERSHIP AND MANAGEMENT

To receive updates and report on the LA Review

- The Headteacher presented the LA Report prepared by the school.
- All the positive aspects had been collated and then some concerns had been detailed.
- One concern raised was the level of engagement with remote learning, and 30 more children are now considered vulnerable due to a lack of engagement.
- The report details numbers of children in school and not in school including looked after children and SEND children.
- There was provided 119 devices to children in Years 1-5.
- All year 6 children have been provided with an IPAD.
- The report was provided to the LA and subsequently the school was visited by Ann Gill who prepared a "School Improvement Visit Report."

The Headteacher informed the Governors that the school was now oversubscribed for next academic year starting in September 2021, which was a real positive outcome.

The Chair noted that there was nothing highlighted by the LA review that the FGB was not already aware of, and in summary it was a positive report.

The Chair invited any further questions or discussion.

8. POLICIES

The Headteacher reported that the school was working on getting all the policies into a consistent format. The policies need to be presented to a FGB meeting to be ratified, and then diarised for future approval when they expire. There is a need to prioritise processing the policies that are required to be ratified by the FGB.

The Chair noted that this still needs to be progressed, but that getting them into a consistent format was a good start.

Action:- Headteacher to present the appropriate policies for ratification to the FGB as soon as possible.

The Headteacher asked for thanks to be recorded to Sarah Jardine for all her hard work on this matter so far.



9. Governance

The Chair noted that the website update had already been discussed at the previous meeting, and that there was a need to have a meeting with Ms Stringer and Mrs Hughes to determine Co-Vice Chair roles and training requirements. The Directors Termly Bulletin is now available in the February folder for access and review.

Action:- Chair to schedule a meeting with Ms Stringer and Mrs Hughes. to determine Co-Vice Chair roles and governor training requirements.

10. CURRICULUM, TEACHING AND LEARNING

The update on Remote Learning was received by the Governors.

The Chair informed that the Headteacher and the Team had been very busy updating plans for the children's return to school scheduled for the 8th March.

The Headteacher reported as follows:

- An explanatory video had been prepared for the children to view prior to their return.
- It is envisaged there will be a problem with some parents who won't send their children back into school.
- An Action Plan has been prepared for families whose children do not return to school.
- One family has not sent their child in to school since March 2020. There is a requirement here to get the Education Welfare Officer (EWO) involved.
- There is also another family where the parents are very worried about sending their child back to school.
- There is lots of reassurance work taking place with parents and apart from some exceptions, it is envisaged that most children will return to school, although lateness may be an initial problem.
- There will be phased starts at 8:30am and 8:40am and phased pick up times at 3:00pm and 3:20pm.
- There will be a return to eating meals in the school dining hall.
- There will be no mixing between different year groups.
- Some staff may not be returning which may require the use of agency Nursery Assistants.
- Staff meetings will be held next week to review the return to school plan, but the SLT are confident it will be successful.



11. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

To be outlined in Part Two.

12. DECISION SUMMARY

- Governors agreed to appoint Mrs Hughes as a Co-Opted Governor and then subsequently hold an election to replace the parent governor position.
- That the two new e-mail addresses for Vice Chair positions are no longer required.
- That the new Clerk be provided with the clerk e-mail address.
- That the Plan A balanced budget for 21/22 be ratified.
- Received an update on the process to standardise policies.
- Received update on Remote Learning.
- Received the LA Review Report.
- Received an update on the Return to School Plan.

13. DATE AND TIME OF NEXT MEETING

The next meeting will be on Thursday 25th March 2021 at 6.00pm

Signed:Date:

ACTION PLAN

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				Acting Assistant Headteachers will present at future FGB's.			
Admin	9		H/T	Headteacher to update website with Colin Meachin and Steph Crane. Also, to add the latest Safeguarding & Behaviour Policies.	SC & CM updated in Gobs on Website. Safeguarding Policy is up to date. Behaviour Policy requires confirmation.		Ongoing
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Policies	8	25/02/21	HT	Headteacher to present the appropriate policies for ratification to the FGB as soon as possible.			Ongoing
Governance	9	25/02/21	CH	Chair to schedule a meeting with Ms Stringer and Mrs			Ongoing



				Hughes to determine governor training requirements.			
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