



Full Governing Body

Meeting Minutes

18th March 2021

4-6.00pm- Zoom Meeting

Present: Rob Cooper (RC), Sally Coleman-Lewis (SCL), Catherine Fehilly (CF), Mark Juba (MJ – acting Chair), Vanessa McGeachin (VM), Rob Shepherd (RS), Ray Williams (RW), Karlyn Layzell (KL).

Apologies: Hannah Jefferies (HJ - Co Chair)

Minutes: Oli Sharpe (acting as Clerk to the Governors)

Quorum: 9 governors – the meeting was quorate

RC	Safeguarding update around CPOMs 101 categories at next FGB.
RC	Will find out and report back the maximum class size possible.
FGB (OS/HJ to ensure)	FGB to look at a staffing strategy.
RS	Parking 1: Ping message next week to parents
RC	Parking 2: Simple banners up after East holiday
RS	Parking 3: Develop longer term plan to make parking safer
RC??	Send out pack of information about Judicium

The meeting started at 4:02pm.

Item	
1.	<u>Apologies</u>
1.1	Hannah Jefferies could not attend. Ray Williams could only attend from around 4:30 As Oli Sharpe was acting as Clerk, therefore Mark Juba kindly offered to act as Chair for the meeting.
2.	<u>Declaration of Interest in an Agenda Item</u>
2.1	OS, RW & MJ (& HJ) are trustees of the Middle Street School Fund charity No other interests declared.

3.	<p><u>Consent agenda item</u></p> <p>Whistle blower policy approved:</p> <p>SCL: Noticed a grammatical issue on diagram in model policy</p> <p>As the whistle blower policy talks about reviewing the register every year FGB took the opportunity to discuss this.</p> <p>RC: Nothing in the register.</p> <p>RC: Are phone numbers model policy will valid? CF: numbers are forwarded</p> <p>RS: Is there a route to governors if HT is the issue</p> <p>RC: Yes.</p> <p>RS: What if the whistle blower goes straight to the LA? How will the school find out about the issue?</p> <p>CF: LA would initiate an investigation if necessary and contact appropriate people in the school as necessary.</p>																		
4.	<p><u>Matters arising</u></p> <table><tr><td>SENDCO (KJ)</td><td>SENDCO to report back at the end of the summer terms about rechecking the SEND assessments of reception year.</td><td>n/a</td></tr><tr><td>OS</td><td>Send around governor responsibilities and form.</td><td>DONE</td></tr><tr><td>RC</td><td>Send out date for meeting for the budget monitoring group</td><td>DONE</td></tr><tr><td>RW</td><td>Report to next FGB on what the dashboard says.</td><td>DONE</td></tr><tr><td>RW</td><td>RW to send final version to get signature to go to LA.</td><td>NOT yet done RC to send out to be signed.</td></tr><tr><td>RW</td><td>Annual self audit checklist and RW to monitor that.</td><td>n/a</td></tr></table>	SENDCO (KJ)	SENDCO to report back at the end of the summer terms about rechecking the SEND assessments of reception year.	n/a	OS	Send around governor responsibilities and form.	DONE	RC	Send out date for meeting for the budget monitoring group	DONE	RW	Report to next FGB on what the dashboard says.	DONE	RW	RW to send final version to get signature to go to LA.	NOT yet done RC to send out to be signed.	RW	Annual self audit checklist and RW to monitor that.	n/a
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5.	<p><u>Headteacher's report</u></p> <p>RC presented his report.</p> <p>RC also presented the latest information regarding child protection and safeguarding issues. In total there were 101 safeguarding incidents.</p>																		

	<p>RC: The number is as high as 101 because of Covid lockdown attention</p> <p>The number of Looked After Children went down from 2 to 1 because of a data entry admin error in SIMS. It should never have been displaying a count of two.</p> <p>OS: Does this mean that there was an error in SIMS against a particular child.</p> <p>RC: It was wrong date against a child.</p> <p>RS: But the services provided to a child wasn't changed by that?</p> <p>RC: No, KJ works with all of the children and there were only four possible children that were miscategorised. So this admin error would have had no impact on the support given to any child.</p> <p>RS: Regarding the 101 safeguarding issues, is there a breakdown?</p> <p>RC: They are subcategorised, yes, when the data is entered a set of categories are ticked, including a narrative.</p> <p>RS: Could that be shown to governors so that we can understand the issues better?</p> <p>RC: ACTION: Safeguarding update around CPOMs 101 categories at next FGB.</p> <p>RC: Really useful report from LA about how to prioritise the work for Year 6 to get them ready for secondary.</p> <p>VM: Yes, it's a really useful document.</p> <p>RC: Indicative administration for next is that Middle Street was first place for 26 children.</p> <p>MJ: Is there an upper limit to kids in each year group?</p> <p>RC: There isn't really room for so many children upstairs, so space is the limiting factor, rather than statutory class sizes.</p> <p>RC ACTION: will find out and report back the maximum class size possible.</p>
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Budget update

RC: Presented a budget update.

Drop of financial position into a deficit is mostly because of lost income during Covid lockdowns.

There was very little narrative of intent with the existing line items of the planned budget that RC and Barbara Walker (BW) started with from Martine Rhodes (MR). This was probably because MR will have expected to be here when setting the budget. BW has had to take a long time unpicking and reworking the budget so that now every line item makes sense to BW and RC.

Big challenge in doing this was a lack of paper work supporting the finances.

Every week of lockdown causes a significant loss to the budget.

Covid also had impact of doubling up teachers who had to stay at home because of vulnerabilities.

Lots of complicated hangovers from the partnership. Taken a lot of time to unpick that.

To save some money haven't replaced TA hours and SBM, but that take up other staff time, including SLT time.

Expended costs to improve reception, and studio.

Hoping that the deficit will be down to around 15K for the end of March, despite earlier projections that it might be much higher than this.

Working with the principle of trying to be as accurate as possible, rather than working with worst or best case scenario.

Pupil numbers has a huge impact the budget.

BW and RC did an evaluation of expenditure over the last four years to work out what the average expenditure, to help make better educated guesses of what values to put into each category.

Predictions of incomes were also done on principle of accuracy, based on latest information and historical averages. Planning for what is likely, not what we're hoping for.

	<p>Extra children could easily wipe out the deficit. It would also help if we get a big letting for school premises when they are not being used.</p> <p>RC has been developing a plan for what provision will come back in if there is extra money.</p> <p>OS: How have LA responded to this proposed budget?</p> <p>RC: Lots of support from LA. Doesn't think that 20K is huge deficit as long as we have a three year plan to get back into surplus. Feedback was good, wanted extra narrative to help understand the thinking. There has be constructive challenge.</p> <p>VM: What about IT funding?</p> <p>RC: We have quite a bit of IT equipment in place. Next thing to upgrade is the classroom boards.</p> <p>SCL: Clawing back 15K is impressive. Concerned about the reduction in counselling hours, especially during these times.</p> <p>RC: Yes a big concern for us too, especially SENDCO, KJ. The other choices would be to lose some TA support. Reducing access to counselling to be essential. But we wouldn't say no if someone needed it. But we have to get the money from elsewhere.</p> <p>MJ: Does the LA set a max deficit that we need to hit. Do we need to drop the deficit so fast? Could we not continue with a slightly higher deficit?</p> <p>RC: There's a 25% cap on the budget, but you have to be able to get back to the black within 3 years.</p> <p>RC: Worry is that if we have another year like this and we can't get any lettings we'll be back in the deficit.</p> <p>MJ: One specific issue: how did the electricity bill get reduced so much?</p> <p>RC: Don't know how, it's a prediction from the energy team at the council and we've been back to LA three times as it doesn't make sense to us either.</p> <p>MJ: Can't put in any explicit contingency?</p> <p>RC: No LA asked us to take them out. Money we get this year is meant to be spent on the provision within the year.</p>
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	<p>RS: Very impressive presentation. If the LA are wrong about the electricity, is there a place to find another 5k to cover the apparent gap?</p> <p>CF: Council have re-procured their energy supplier.</p> <p>MJ: You've highlighted some of things that might bring in positive changes to the budget. Are there things that could impact negatively on the budget?</p> <p>RC: Most things for a school a predictable.</p> <p>SCL: Parents were sent out details for making donations to support the school. But this never happened since I've been at the school.</p> <p>OS: Those cards come from the Middle Street School Fund (MSSF), not from the school itself. And, yes it is time for MSSF to send out another card, but we've had a series of things that meant it hasn't felt the right time to send out a card for a while. First Julie retiring, then Covid.</p> <p>KL: Is ECAR in budget?</p> <p>RC: Not yet</p> <p>OS: One thing to note is that the MSSF was setup before the drive to support the ECAR role and so while we did run a campaign to support the ECAR role (which was successful) that doesn't have to be the focus of fundraising going forwards.</p> <p>RW: Governors should look at our strategy for staffing. How specific staff are deployed should be an operational issue.</p> <p>RC: And we have ongoing contracts that need to be honoured.</p> <p>RS: Would have thought it is the governing bodies responsibility to decide how quickly to drive down the deficit versus putting in place interventions.</p> <p>RC: FGB should set the strategic outcome and the SLT set the exact way that things are implemented.</p> <p>MJ: Just a reminded that 3 of us will be meeting with RC next week where we will be looking in more detail at the budget.</p> <p>Action: FGB To look at a staffing strategy.</p>
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7.	<p><u>Health & Safety</u></p> <p>RW: Early next term RW will have a meeting with RC to look at what RW can do to help monitor H&S.</p>
7.1	<p><u>Parent parking outside school</u></p> <p>Report presented by RS.</p> <p>CF: Definitely a good idea. Prepared to contribute if the FGB is going to help purchase the boards. Have seen them work at local school.</p> <p>MJ: Parents are only parking illicitly because there is no parking provided and there are many parents who might need to drive for one reason or another. Unless we know how many parents need to drive, it might be difficult to stop parents parking.</p> <p>KL: At Downs Junior, they've done a great job at stopping illicit parking nearby. As parent who has to do that, you just have to factor in the extra time.</p> <p>MJ: But downs is in residential. MS is in the middle of centre with no real nearby options for parking.</p> <p>RS: It has always been an aspect of the school. And this is not just an inconvenience, this is a health and safety issue.</p> <p>MJ: Are there any signs to stop the commercial traffic down there.</p> <p>RS: There are some, but could be better.</p> <p>VM: Some years ago, MS pushed to have Boyce's Street pedestrianised. Local business were in favour of that. Hoped that council would support that. Developers are keen on having it pedestrianised. Right now might not be a great time for it because covid is making people less keen to catch the bus. But the corner of Boyce's street is very dangerous. We've never had the yellow marks there. Even the railing has been bent like that for decades.</p> <p>RC: The barrier is going to be replaced in the next few weeks as the barrier itself is the wrong height and dangerous. Experience of tackling parking [at other schools] has not been positive and could undermine a lot of good work between the school and parents. Wouldn't want to put staff in the position</p>

	<p>of telling people not to park there. But it would be useful if we had the signs ups.</p> <p>RC: Always been interested in doing some kind of drive through drop off. Another idea would be a walking bus. So maybe we can offer a solution so that we are providing an option for people who need to park.</p> <p>RS: There are some spaces near by that could be used for that.</p> <p>RC: Would be it be good to get some conversations with the council.</p> <p>CF: The person to talk with in the council is Charles Field.</p> <p>OS: We governors should have a short term and longer term project on this, and have someone responsible for it.</p> <p>RW: Agree. Thanks RS for a great report. Might be worth having a local councillor to get involved.</p> <p>SCL: Does feel like a peak at the moment. So, thank you for the report.</p> <p>RS: I could speak to the councillors.</p> <p>RC: Banners are free. Maybe Pronta Print would be interested in doing some decent boards that they might be interested in sponsoring.</p> <p>SCL: Before any action is taken we need to let the parents know.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. Ping message next week to parents 2. Simple banners up after East holiday 3. Longer term plan to make parking safer. <p>RS offered to continue to own this project.</p>
8.	<p><u>Monitoring responsibilities:</u></p> <p><u>Finance monitoring</u></p> <p>This item was moved to the next FGB.</p>

9.	<p><u>New clerking arrangements with Judicium</u></p> <p>OS: We've looked at two different clerking service providers and had various meetings with them and, after some initial hesitation over the cost, the Co-Chairs, Vice Chair and Head agreed to go ahead with using the clerking service provided by Judicium.</p> <p>RC: it's a small spend compared to SLT, and it's really important to help get the governance part right. Having a professional clerking service can help [support the governors before their function well.]</p> <p>RW: Hasn't got anything from GovernorsHub. Does the budget for the next 3 years include Judicium?</p> <p>RC: Yes. RW asked about Judicium approval, and it is just above the 4K limit.</p> <p>SCL: Would it be possible to send information about the package that we have signed up to.</p> <p>ACTION: Send out pack of info.</p> <p>RS: How does 4.5k compare to previous year's costs.</p> <p>RC: Last year it was [???</p> <p>Governors approved the spend to use Judicium.</p> <p>VM: Would we have training [through Judicium]?</p> <p>RC: Yes there is training that comes with the package.</p> <p>OS: We have also still kept the BEEM training as that will keep us in touch with</p> <p>RW: Could we set all of the remaining meeting dates?</p> <p>OS/RC(?): Yes, but these will need to be agreed with the clerk.</p>
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10.	<p><u>Correspondence received by the chair</u></p> <p>None</p>
11.	<p><u>A.O.B.</u></p> <p>OS: Thank you to RC and all the staff for getting school open again so smoothly.</p> <p>All governors agreed.</p>

Meeting closed at 6.04pm.

Date of Next Meeting 4th May 2021

Signed:

Date:

Chair of Governors