**SCHOOL LOGO**

**XX XX Primary School**

**Full Governing Board Meeting**

**Tuesday, 11 January 2022 at 6pm**

**This meeting was held virtually via Zoom**

**Present:**

Chair of Governors (Parent Governor)

Headteacher

LA Governor

Co-opted Governor

Co-opted Governor

Cp-opted Governor

Parent Governor

Parent Governor

Staff Governor

**In attendance:**

Head of School

Deputy Headteacher

Clerk to Governors

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from, and consented for, XX XX and XX XX

1. **ANY OTHER BUSINESS**

The following matter was **approved** for consideration under Item 13 or before if relevant:

* Funding for new climbing frame

1. **DECLARATIONS OF BUSINESS INTERESTS**

There were no new declarations of business interests to record and no governor identified any conflict of interest with any item on the agenda.

1. **MEMBERSHIP/GOVERNANCE MATTERS OF GOVERNING BODY**

It was confirmed that xx xx had been elected as the new Staff Governor for the next four years. Governors acknowledged the time and effort from xx xx as the previous Staff Governor and thanked her for her contribution.

In referring to the new version of the skills audit, the Chair reported that all individual responses and a summary of the collective outcomes had been uploaded on to GovernorHub. He was pleased to announce that there were relatively few areas of weakness and, on the whole, there were no issues to be addressed. There had been several suggestions for governor training including a workshop on equality, diversity and inclusion and on school finances.

1. **MINUTES OF PREVIOUS MEETING (previously circulated)**

The minutes of the previous meeting held on Monday, 13 December 2021 were **approved** as a true record.

1. **MATTERS ARISING**

The following matters arising from the minutes of the previous meeting, and not covered elsewhere on the agenda, were highlighted:

Item 4: it was confirmed that all the documentation required to be signed and returned [as outlined in the September 2021 FGB meeting] had now been completed; this included the form declaring pecuniary and personal interests which had now been provided to the Finance Admin Officer – these details had been uploaded on to the school website.

Item 6: it was confirmed that the School Effectiveness Partner [SEP] report on Maths had been uploaded on GovernorHub in the folder for the December 2021 FGB meeting. This report was to be discussed shortly with xx xx and all actions identified would be moved forward.

Item 12: it was confirmed that all classrooms had now been provided with air purifiers which had been kindly donated by Simply Washrooms Ltd of which the xx xx was the Operations Director.

1. **SCHOOL DEVELOPMENT STRATEGY**

Governors acknowledged that it had only been a matter of a month since they had last seen the School Development Plan and SEF [Self Evaluation Summary]; the Headteacher planned, therefore, to highlight the objectives for the following term and the monitoring areas for Governors.

He also reminded Governors that there was now a fourth priority (to increase the number of pupils on roll). The objective for this meeting was to start to assign priorities to Governors.

The Chair then asked whether Governors were still confident in continuing with the four priorities as set in September 2021 and whether they had any questions. They were reminded that, at the last meeting, they had looked at the Autumn Term assessment data in terms of individual year groups across the main subject areas including EYFS and at the broader curriculum. The Headteacher stated that, with his other current secondment role, he could now compare this school’s data with other xx schools and he could report that this school’s pupils were making very good progress; to that end and based on his observations and the current data, he advised that the priorities remained in place.

**In response to a question as to whether the first priority (to fully embed our broad, balanced and diverse curriculum) should have a statement about consistency,**  the Headteacher, Head of School and Deputy Headteacher all acknowledged that this was being worked on by subject leaders and through the Top Lines document which had been completed with the Autumn 2021 data. It was further explained that this was a document produced to show data by year groups for foundation subjects based on teacher assessment across the school;[[1]](#footnote-1) this would help Governors with an overview of foundation subjects and the percentage of children meeting expected and above expected age related expectations.

**In response to a question as to whether this summary of information was kept in each subject folder**, Governors were advised that this summary view would be used by the Senior Leadership Team [SLT] as a means of looking for issues; 75% was used as the benchmark. **It was then asked how Governors who were monitoring a particular subject area would be able to ascertain how accurate the percentages were.** The Headteacher replied that work in children’s books was always a good guideline but talking to them about what they were learning and how much they understood and were enjoying the curriculum was even better.

Returning to the priorities, the Headteacher advised that there was to be a Parents’ Evening the following week and it would be an opportunity to share and celebrate the broad, balanced and diverse curriculum.

The Headteacher then described the benefits of subject ‘deep dives’ and how these benefited staff in preparation for Ofsted; they needed to have the confidence to respond to inspectors’ questioning. Subject Ambassadors would be meeting shortly with SLT to prepare for these deep dives.

With regard to governor monitoring, it was **agreed** that, having paused this last term, it was now time for Governors to become engaged. Xx xx would remain with monitoring ‘Pupil Voice’ with xx xx, xx xx would focus on creative opportunities and xx xx, with xx xx, would support subject deep dives.

**It was asked whether it would be possible for Governors to join in the discussions with the Subject Ambassadors** but the Headteacher was keen that this did not happen until the teams of Governors had been assigned and had started to engage with the process.

It was further **agreed** that Priority 1 should be amended to ‘To consistently embed our broad, balanced and diverse curriculum’. The aim for that priority would also be amended to ‘Enrich each of the curriculum area through creative, engaging opportunities and experiences.’

Moving on to Priorities 2 and 3 (improving the standard of Writing and Mathematics), xx xx (supported by xx xx) would continue to monitor Maths and xx xx Writing with xx xx focussing again on Pupil Voice in Writing and xx xx in Maths; the Chair would support where required.

It was noted that Handwriting was a major focus for staff this term.

Governors’ attention was then drawn to the new Priority 4. The Headteacher explained that there was now a focus on showcasing the school and working, and engaging, with the community in order to increase the number on roll. It was also imperative that the school continued to achieve high standards of education so that parents saw this a ‘first choice’ school. In March 2020 it had been predicted that the SATs results for Yr6 would have been in the 90s had it not been for their cancellation due to Covid-19. He emphasised the need for governor support with this priority but highlighted that these initiatives had to be driven by staff.

Concern was expressed that, every time there was a housing development application, it was reported that the school was oversubscribed. This was clearly inaccurate but it was used as an objection for future developments. The Headteacher stated that technically KS1 was oversubscribed and also in some year groups. However, if parents are informed that there would be an issue in applying, then they would look elsewhere without looking at the current situation at the school.

Various suggestions were then made about how to showcase the school for perspective parents including becoming involved in the Queen’s Platinum Jubilee celebrations. It was suggested that a plan was generated with a list of activities and events planned so that Governors could see where they could support and offer further ideas.

**Action: Plan generated of activities and events to promote school**

**It was then asked about the SEND learning points raised at the previous complaints hearing** and the Headteacher replied that these had already been discussed with the Deputy Headteacher and he was keen that they were progressed. He asked that xx xx contacted him outside the meeting to discuss further.

**Action: NR to communicate with GA re**

**SEND learning points from complaints hearing**

**In response to a question as to whether there would be new data for the March 2022 FGB meeting**, Governors were advised that there would be data for Reading, Writing and Maths in a one page summary. It was unlikely, however, that there would be a Top Lines document as this included data from the previous term and thus it would be presented at the first meeting of each term.

**In response to a question regarding the end of year targets**, the Head of School replied that he was confident that Yrs 2 and 6 were on track.

It was reported that attendance at the end of the 2021 Autumn Term was at 97.02% with 8.34% unauthorised.

There were no safeguarding concerns to report.

1. **UPDATE ON COVID-19**

Governors acknowledged receipt of the **previously circulated** Risk Assessment. The Headteacher reported that there had only been one positive case of Covid-19 until the Christmas break with some parents testing positive during the break itself. The majority of children had started back in school at the start of the term but seven children had now tested positive with one member of staff. He anticipated that this decline would continue with some disruption if more teachers were off sick.

Governors were assured that the school was following Government guidelines and, if a teacher was absence, this was covered internally. However, he would be closely monitoring the situation and would be taking each day as it came.

The Headteacher then ran through the changes to requirements should a member of staff test positive for Covid-19.

**In response to a question about whether the school was still prepared for providing online learning**, the Head of School replied that the HLTA [Higher Level Teaching Assistant] was providing lessons, supplied by teachers, to individual children who were isolating; it was considered that this was more effective than having a camera in a classroom. However, if the number of children not in school increased, then this initiative would be reconsidered. This was for all year groups except Reception as online teaching was too difficult for them.

**9. FINANCE UPDATE**

Governors acknowledged receipt of the **previously circulated** Month 8 Finance Report. It was noted that there were few changes to report but the greatest impact was the income for the Headteacher’s secondment.

The estimated surplus was £xxk which was a significant increase from the previous predicted deficit of £xxk.

There were currently xx children on roll; Governors were reminded that the school required funding for xxx pupils to be financially viable. It had, therefore, been calculated that, as the surplus diminished year on year, by April 2023 the school would be in a negative budget; this was, therefore, an unsustainable position. This was being closely and regularly monitored by the Lead Governor for Finance, the Chair and xx xx with the Headteacher [the finance monitoring team]. Several prudent steps had already been taken to remove non-essential expenditure projects such as the replacement of the Music Room window and laptop review and, in the previous term, a Teaching Assistant had not been replaced.

The Lead Governor for Finance advised that all non-essential spending was challenged in order for the school to be able to establish a more sustainable footing. However, increasing the number of children on roll continued to be a major focus and it was planned that there would be another meeting of the monitoring team in April 2022 when the school would have received its indicative funding for pupil numbers in September 2022.

**In response to a question as to whether funding for new laptops came out of devolved capital funding**, the Lead Governor for Finance replied that it did and that the school had a capital grant of some £6k; this had, he believed, been spent on the dishwasher. It was confirmed that the grant could be accrued over three years.

At this point, the Headteacher requested that Governors considered the matter of the climbing frame. He reminded them that he had been mentioning the need for this to be replaced over the past three years. A significant amount of money had already been secured from the PTA and there was £9k available from the PE & Sports Premium Grant; he was asking Governors to ring fence the latter sum to partly fund the climbing frame. He continued to look at available grants as he was expecting that the total cost for high quality equipment could be in the region of £20k. The school was anticipating a further £17k for the Sports Premium in April 2022 and some of this could also be ring fenced for the climbing frame.

Concern was expressed that this seemed very expensive but the Headteacher explained that the project would be provided in phases with additional equipment added in following years; the main installation costs would only have to be paid once.

In a discussion about whether any monies should be taken out of the school budget, Governors considered whether this might jeopardise a situation in which unexpected expenditure was required due to an emergency.

**In response to a question as to whether capital funding could be used for this project**, the Headteacher was unsure and agreed to investigate that further.

**Action: GA to report at next mtg as to**

**whether capital funding could be used to fund climbing frame**

**It was then asked whether there were any outstanding invoices which required payment via the Sports Premium funding** and Governors were assured that this had been factored in and there were none outstanding.

The Headteacher confirmed that he had asked companies for quotes for this project; there was a 20 week lead time for the equipment.

**The next question was about the money being offered from the PTA**. The Headteacher reported that it was anticipated that there could be some £xxk.

Governors then returned to the matter of the funding required from the Sports Premium Grant and **asked whether the Headteacher was asking for £9k to be ring fenced for the climbing frame**. He replied that that was correct but he was looking for available grants in order to support this subject to the usual procurement procedures. It was **agreed** that there were no objections to £9k of the Sports Premium grant with the committed PTA money being ring fenced for the new climbing frame.

It was then suggested that the school might wish to get involved in the coin schemes for funding available through local supermarkets. The Headteacher acknowledged that he was aware of this and would be looking into that further.

**Action: update on climbing frame project at next mtg**

The Lead Governor for Finance advised that he was currently reviewing the School Financial Value Standard document and would be presenting a completed version for approval by the Governing Body in advance of the next meeting.

**Action: Completed SFVS to be presented at next mtg for approval**

The financial monitoring team would be meeting with the Headteacher to consider the 2022/23 budget.

**10. HEALTH & SAFETY**

The Headteacher advised Governors that he had, in conjunction with the Admin Officer, reviewed all the H&S policies and procedures and all were compliant. The Lead Governor for H&S confirmed that the school had a very robust system.

It had been planned to hold a fire drill that morning but, due to inclement weather, it had been postponed until the following day.

**11. DATA PROTECTION**

The Headteacher reported that the Admin Officer had updated all the data protection policies [see below] as well as the Framework document (**previously circulated**).

**In response to a question about how the school kept up to date with GDPR requirements**, the Headteacher reported that it bought into the services of the LA’s Information Governance Support (IGS). He suggested that it would be beneficial to have a Governor with an interest in GDPR and xx and xx both volunteered to share the responsibility.

**12. POLICIES FOR REVIEW/APPROVAL (previously circulated)**

The following policies were presented for approval:

* Lone Worker Policy
* Data Protection
* Statutory Request
* Acceptable Use
* Data Handling Security
* Security Incidents
* Records Management
* Consent Procedures
* Minimisation of Personal Data Procedures
* Retention Schedule
* Training & Awareness Procedures
* Publicity of Transparency
* Sharing Data with Other People/Organisations
* Marketing Procedures

All policies/procedures were **approved**.

**13. ANY OTHER BUSINESS**

There were no further matters to report.

**14. PROPOSED DATES FOR 2021/22 MEETINGS**

It was confirmed that the next meeting would be held on Tuesday, 29 March 2022 at 6pm; this would be held via Zoom unless otherwise advised.

*Meeting closed at 8.05*

Signed: Date:

Chair of Governors, xx xx xx Primary School

1. Uploaded on to GovernorHub in 11.1.22 FGB folder [↑](#footnote-ref-1)