

St Michael's CE Primary School

Minutes of the virtual Full Governing Body meeting held on 22nd February 2022.

Present: S Addison (Headteacher), R Baddon (Chair), S Goddard, N Hawkins, P Hutchinson, T Millburn, L Taylor (Vice Chair), E Wood and G Brown (Clerk)

Notes:

Blue highlights Governor questions and challenges.

Green denotes Governor resolutions.

A prayer was said prior to the meeting.

Agenda No	Item	Action
1. Apologies	Apologies were received and accepted from B French and J McDonell. A Robinson is currently on maternity leave. A McPhie-Meiklejon was not present at the meeting.	
2. Declarations of Interest	S Addison – member of staff S Goddard – member of staff E Wood – member of staff	
3. Approval of Minutes	Minutes of the meeting held on 25 th November 2021 were received and accepted as a true record.	
4. Matters Arising	J McDonnell – Data Protection Governor	
5. Headteacher's Report	This report will include where appropriate for each meeting – Attendance, Curriculum Report, Finance Report, Premises, Health & Safety, Staffing Safeguarding & Covid Update. Points to note and items raised: School Fund - What is YV goods? Young voices, which has been rescheduled. School Fund -I notice that Swimming/Trips/Residential has more income than expenditure. When you add up this income it comes to around £4,774. I assume this is committed money that will be transferred to the budget share when payments are due. But as there is only a balance in the School Fund of £2,763.86 will the difference be met from next year's budget share? Plus, will this mean it will leave nothing in the School Fund? The data presented is at the point in time. It does not take into account year end. Funds are received in advance and PO's raised when invoiced. Income Covid additional grant. Can you remind us of what the £4,237 and £775 (Software expenditure) is for and how this has had an impact on the pupils' learning? This is a 3-year package for Lexia. It is a research accredited intervention program which allows pupil to work independently and then the tolls identify gaps. Essentially a tool to monitor the gaps so there is less future impact on missed learning. Estimated 3 months accelerated progress in closing the gaps. Data to be included in the curriculum report for the next meeting. What year groups? Year 1 up to year 6. It is used as appropriate. Does every child access it? Yes, enough licences were bought for each child, but only pupils that require it are now using it.	

	• The financial plan summary predicts a carry forward of £43,572 at the end of this year, £20,767 the following year then a deficit in 24/25 and 25/26. If the current staffing budget is not sustainable, are you looking at options for reducing staffing costs that will provide the best outcomes with the resources available? Staffing restructure is last resort which can take up to a year. Scenario planning must be shown to be taking place. Schools Finance team have requested this information. This piece of work will be taking place this half term. How much flexibility is there? You can be forced to go through a restructure. In general schools finance only look at the next 3 years. • (E04) Premises Staff 21/22 £25,561 but nearly £4,000 less predicted in the next few years. Is (E14) Cleaning and catering replacing this? Is this outside agencies? Cleaning costs now come out of premises costs as a contract cleaning company is now used. • (E07) Cost of Other Staff -Why is there a big drop to the estimate of £26.2k from £40.5k this year? A significant proportion of staffing costs are allocated to grants. These were used to reduce the deficit. • (E12) Building and Maintenance - 21/23 £25,000 spent, but predictions of £10,000 for future years. Why is this year so high? There were unexpected charges, for example the gates and a significant proportion was spent on the boiler repairs as well as some cosmetic work that will not need to be revisited again hence the reduction in future years. • Learning resources how do you know that there is impact for the amounts spent? (E19) Subscriptions (non staff) £2,100 How can we measure the impact for the number of subscriptions to see if they are worth it? This is purely due to coding. Subscriptions have previously come out of licences. In terms of monitoring impact S Addison liaises with staff to see which ones are being used. For example, there was one that was used during Covid but is no longer being used therefore the subscription has been reduced. A survey will be completed before next budget setting to ensure the most appropriate ones are purchased. A lot support with lesson planning, but there is also governor and admin support subscriptions. • (E25) Catering supplies £52,603. Last year £20,686/next year estimate is £34,180. Why the large disparity? Within that CFR code breakdown there is covid grants for free school meal vouchers during the holidays. This is offset by income to grants. Not expected to receive these grants in future years. • (E26) Agency Supply 21/22 £38,300 due to Covid and long-term absence. Down to £5,000 in 23/24. Should we consider a 5-day insurance next year instead of the 10 day we currently have? S Addison proposed 3-day teacher, 5-day support and 5-day admin. Do you know how much this will cost? Not until the figures are released. Can scenarios be planned? S Addison will do this but given previous year's absence and supply costs feels that it would be appropriate to increase the insurance. • Devolved Capital - What plans are there for spending the 22/23 grant of £7,964? Split the music room in to 2 spaces, one for teaching and one for pastoral support. Will there be more than one quote. It's within the approval limits so only one quote required. • The % spent for this year how does this inform future years? Are small overspends also drilled down? Forecast reports are sent to County and any overspends are interrogated to see if future years need to be increased or even decreased.	S Addison
6.SDP	Priority 1 – To further develop the teaching and learning within Reading, Writing and Mathematics across the whole school so that progress is improved and the proportion of children meeting and exceeding the nationally expected standard is increased. Priority 2 – Develop and embed curriculum leadership by enhancing and building leadership capacity (including governance) throughout the school. Who is the reading leader? C Speed. She is an early years teacher. Are all leaders in place and staffing structure for curriculum delivery? Subject leader for each subject, with S Addison picking those up where there are not enough staff. Each teacher has one or 2 depending on responsibilities and level of pay. They have at least 2 half days out of class to work on their leadership development. This has been accounted for in the budget. Long term this amount of time out of class will not be needed, it is purely during implementation.	

	Will assessments data be available for the next meeting? No, after setting the meeting dates it was discovered that the data points were not meeting the needs of the school. Next check point the same week as the next meeting. Next meeting will therefore be a shorter meeting because of this. Data will then be added to the next meeting so questions will need to be tabled in advance. Priority 1c is amber? Lexia is being looked at to see if it can be used in conjunction with IEP's. Waiting for a detailed book scrutiny in order to complete this. Is provision mapping in place? It is in the very early stages. Teachers need to add pupils. There has never been a formalised provision map process in place at St Michael's. IEP's for individual children is in place just not a whole school provision map. What is the EWO? Educational welfare officer, someone who visits a property to check on pupils who are not attending. S Addition feels it is not safe for staff to visit pupil houses. School has good relationships with parents where there is poor attendance so it is not envisaged that the service will not be used very often. How often? Once so far this year. How is the attendance going to be presented in the school newsletters? It is a tricky one. Attendance rewards have been removed as absenteeism isn't always down to the child. So it could be class attendance or termly or just a general note and reminder. Will letters for absenteeism be reintroduced? Yes, data will be analysed now school is functionally fully after Covid. The appropriate way of communicating with parents depending on the reasons for absence will be used. By the end of January 2022 column that are not highlighted? These are ongoing, notes are made for each of these by way of explanation. When are appraisals due and how often? Teacher by end of October and then mid year review March/April with ongoing discussions. TA's and support staff in April. It is not statutory for these staff but is good practice. Priority 2 Governance: • External review of governance action plan and impact log is completed in advance of each FGB and shared with all governors – this is now being completed prior to each meeting • An induction policy and plan for new governors is in place and in use - this has been completed and been shared with governors at this meeting. •	
7. SIAMS & Church School Distinctiveness	Whole school worship has resumed. Staff are also attending. Long term worship plan is now in place which meets values and links to British values as well as current topics. The diocese adviser visit will happen in March.	
8. ERG Report & Action Plan	External review of governance action plan and impact log is completed in advance of each FGB and shared with all governors – this is now being completed prior to each meeting An induction policy and plan for new governors is in place and in use - this has been completed and been shared with governors at this meeting.	

	It was agreed to hold a separate meeting for Governors to RAG rate the ERG plan.	All Governors
9.Policies	None were presented at this meeting.	
10. Governor Visits	The following visit reports were circulated prior to the meeting: • English • GDPR • Safeguarding – The actions in the report are now RAG rated green. • Health & Safety – the annual survey has been completed.	
11. Governor Items	Governor Vacancies – LA & Foundation. To note A McPhie-Meiklejon has not been presented for the last 2 meetings without apologies. Governor Induction & Training (plus report). The governance training report was discussed in detail and responsibilities agreed. To be uploaded to Google Docs as a live document for governors to add training as and when completed.	
12. Items for Next Agenda	RSHE Policy	
13. Date & Time of next meeting (s)	All meetings are at 6.30pm 23rd March 18th May – note 6.00pm start 13th July	