

Southwood Infant School
Minutes of the Meeting of the Full Governing Body
held virtually by Zoom on
Wednesday 12th May 2021 at 6pm

Members Present:

Laura Dobson (LD)
 Nina Lynch (NL)
 Wendy Southgate (WS) - Headteacher
 Jacqui Jennings (JJ)
 Rachel Park (RP)
 Hannah Stiff (HS) – Chair of Governors.
 Mim Cure (MC)
 David Bowers (DB)
 Neil Wilcox (NW)

Guest:

Mrs Jennifer Butterworth - Observing.

In Attendance:

Linda McBrearty – Clerk

	Item	Action												
41.	Welcome and Apologies for Absence The Chair, HS, welcomed governors to the meeting. Mrs Jennifer Butterworth was present as an observer, prior to consideration of her application to join the governing body. There were no apologies, all members were present.													
42.	Any Declaration of Pecuniary/Conflict of Interests There were no declarations of any pecuniary of conflict of interest in association with this Agenda.													
43.	Minutes of the Meeting of 10th February 2021 and Matters Arising. <ul style="list-style-type: none"> • The Minutes of the previous meeting were approved and adopted – copy in folder. • Matters Arising – see table below: - <table border="1" data-bbox="197 1258 1279 1693" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" data-bbox="197 1258 1279 1299" style="text-align: center;">Matters Arising from the Meeting.</th> </tr> </thead> <tbody> <tr> <td data-bbox="197 1299 316 1496" style="width: 15%;">31(f)</td> <td data-bbox="316 1299 1129 1496"> A query was raised about governing body actions relating to new governors, whether that should read in full or” in part”. The governors agreed to accept the SFVS as written and to pick up these items at the next FGB. Item 44(f) of this agenda. </td> <td data-bbox="1129 1299 1279 1496" style="width: 15%;">Clerk for agenda.</td> </tr> <tr> <td data-bbox="197 1496 316 1617">31(f)</td> <td data-bbox="316 1496 1129 1617"> The SFVs was agreed and adopted – AP will submit by 31st March 2021. Completed. </td> <td data-bbox="1129 1496 1279 1617">AP</td> </tr> <tr> <td data-bbox="197 1617 316 1693">33(e)</td> <td data-bbox="316 1617 1129 1693"> HS is doing the safeguarding audit tomorrow. Completed. </td> <td data-bbox="1129 1617 1279 1693">HS</td> </tr> </tbody> </table>	Matters Arising from the Meeting.			31(f)	A query was raised about governing body actions relating to new governors, whether that should read in full or” in part”. The governors agreed to accept the SFVS as written and to pick up these items at the next FGB. Item 44(f) of this agenda.	Clerk for agenda.	31(f)	The SFVs was agreed and adopted – AP will submit by 31st March 2021. Completed.	AP	33(e)	HS is doing the safeguarding audit tomorrow. Completed.	HS	
Matters Arising from the Meeting.														
31(f)	A query was raised about governing body actions relating to new governors, whether that should read in full or” in part”. The governors agreed to accept the SFVS as written and to pick up these items at the next FGB. Item 44(f) of this agenda.	Clerk for agenda.												
31(f)	The SFVs was agreed and adopted – AP will submit by 31st March 2021. Completed.	AP												
33(e)	HS is doing the safeguarding audit tomorrow. Completed.	HS												
CORE FUNCTION 3: Overseeing the financial performance of the school, making sure its money is well spent														
44.	To agree the Recommendations of the Resources Committee Meeting of the 4th of May 2021 for the following: - Finance reports from this meeting and the Minutes of the R&P Meeting had been made available on the Hub, for consideration.													

DB spoke to this item. The school's year-end position had improved by £12k from its predicted deficit, plus an additional £8k received from Public Health. This latter was not related to the school's Covid claim.

It was expected that the final year end carry forward would be a deficit of £12,053.

a) Confirmed FY2020/21 Budget Outturn and Carry Forward, for submission by 31st May 2021.

FY 2020/21	£
Total Expenditure	707,818 Seven hundred and seven thousand, eight hundred and eighteen.
Total Income	724,919 Seven hundred and twenty-four thousand, nine hundred and nineteen.
In-Year surplus/ (Deficit)	17,101 Seventeen thousand, one hundred and one.
Balance B/Fwd.	(29154) Minus Twenty-nine thousand, one hundred and fifty-four
Balance c/Fwd.	(12,053) Minus twelve thousand and fifty-three.

b) To formally approve the School's In-Year 21/22 Budget Plan for submission by 31st May 2021.

Governors noted that the school was expected to come out of deficit during the next financial year and going back into surplus.

FY 2021/22	£
Total Expenditure	735,254 Seven hundred and thirty-five thousand, two hundred and fifty-four.
Total Income	759,677 Seven hundred and fifty-nine thousand, six hundred and seventy-seven.
In-Year Surplus / (Deficit)	24,424 Twenty-four thousand, four hundred and twenty-four
Balance B/Fwd.	(12,053) Minus twelve thousand, and fifty-three.
Balance c/Fwd.	12,370 Twelve thousand three hundred and seventy

- c) To formally approve the School's Three-Year Strategic Budget Plan by 31st May 2021. Submission due 30th June 2021.

Description	FY 2021/22	FY 2022/23	FY 2023/24
	£	£	£
Total Expenditure	735,254 Seven hundred and thirty-five thousand, two hundred and fifty -four.	736,947 Seven hundred and thirty-six thousand, nine hundred and forty- seven	759,975 Seven hundred and fifty- nine thousand, Nine hundred and seventy- five.
Total Income	759,677 Seven hundred and fifty-nine thousand, six hundred and seventy- seven.	746,135 Seven hundred and forty-six thousand, one hundred and thirty- five.	698,923 Six hundred and ninety- eight thousand, nine hundred and twenty- three.
In-Year Surplus / (Deficit)	24,423 Twenty-four thousand, four hundred and twenty-three.	9,188 Nine thousand, one hundred and eighty- eight.	(61,052) Minus Sixty- one thousand, and fifty- two.
Balance B/Fwd.	(12,053) Minus twelve thousand, and fifty-three.	12,370 Twelve thousand, three hundred and seventy.	21,558 Twenty-one thousand, five hundred and fifty- eight.
Balance c/Fwd.	12,370 Twelve thousand three hundred and seventy	21,558 Twenty-one thousand, five hundred and fifty- eight.	(39,493) Minus thirty-nine thousand, four hundred and ninety- three.

The Chair of R&P recommended governing body approval for the Year End 20/21 Out-turn figures, the Budget for 21/22, and the Three-Year Budget

Plan, as agreed at the R&P Committee on 4th May. Approval was unanimous.

d) To receive a report on any issues arising from strategic financial planning, relating to staffing, etc.

Governors discussed various ways of marketing and raising the profile of the school. It is essential to raise the admission numbers coming in the keep the school viable.

DB advised the governing body that the Headteacher and AP had done a remarkable job to reduce the projected deficit by so much. This was agreed. **AP and the Headteacher were commended for their hard work and tenacity.**

The Headteacher remarked that the school had run with a deficit for so long that a tight rein on the budget had become normal. Savings had been made in many areas, including stationery, sundries, etc. and this is still required.

Staffing

The Headteacher reported that the school had to lose one of the two members of staff who were on one-year contracts. This had been a hard decision, but, given that admission numbers, as in other schools, are down by 10 for next year, it was obviously the right decision.

e) To receive the planned Capital Expenditure for the FY2021/22 from the R&P Committee.

Governors discussed the proposed Library project, details of which had been placed on the Hub. Sufficient funding is available from the school's Capital grants (£5,300 p.a.), plus donations from FSIS and two other small £1k grants. In addition, a new carpet had been promised by Cala Homes and also the use of an electrician.

The Library project had been agreed previously, in principle, at the R&P Committee.

Q. For the Capital budget, should we not keep a contingency fund, a reserve, just for safety?

A.DB agreed that there is some scope for a reserve of £1 to 2K. The Headteacher added that the Library will cost about £10k in total, of this, only about £3k is expected to come from the Capital, leaving £2k for contingency. There are sufficient funds for the project and also to do this.

DB pointed out that the main budget had, for the following year, a projected £12k surplus.

Q. We do not want to have a lot left over; we want to spend the money on the children.

A. It will be good for the children to get the new Library, a lovely entrance to the building and a reading area.

Governing body approval for the Library project was given unanimously.

f) Item 31(f) – from Matters Arising.

“A query was raised about governing body actions relating to new governors, whether that should read in full or” in part”.

	<p>The governors agreed to accept the SFVS as written and to pick up these items at the next FGB.”</p> <p>A point had been made, by a governor who has since resigned, that with virtual meetings it is less easy to know when governors are unhappy or require extra support. There is not the same interaction between the governing body members. Governors were mindful of this.</p> <p>DB advised that when he joined there were excellent communications, the current circumstances were outside the governor’s control. It was agreed that a clear protocol needs to be in place, so that governors feel that they can raise any issues with the Chair, or Vice-Chair.</p> <p>LD remarked that this was a valid point, she will put together a page to make it clearer how the governing body deals with this.</p>	LD
<p>CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction. Progress against School Improvement Plan (SIP).</p>		
45.	<p>a) Agree and book whole governor training session, if possible, in the circumstances.</p> <p>To be agreed in the autumn term, to fit in with changes to personnel.</p> <p>b) Consult on schedule for GB meetings next year.</p> <p>A schedule of dates has been submitted and agreed. Posted by the Clerk on the Hub, under documents.</p> <p>c) Virtual governance – to consider the options so far.</p> <p>The continuation of virtual meetings was discussed, as yet there is no further guidance, although some schools have resumed face to face meetings, observing social distancing.</p>	
<p>CORE FUNCTION 2: Holding the HT to account for the educational performance of the school and its pupils.</p>		
46.	<p>a) To receive the Headteacher’s written report.</p> <p>The Headteacher’s Report had been made available on the Hub, prior to the meeting. Governors considered the report to be very comprehensive, there were no questions.</p> <p>MC had been into school for governor monitoring. Thanks were given to RP and the Year R team, really good stuff was happening, the children were all engaged. It was very impressive; the children all knew what they were doing.</p> <p>It is clear from the Headteacher’s report that the school has a good grip of the situation, the children are like sponges, there have been no behaviour issues and no problems. Hampshire have published Minimum Sufficiency Standards, 80% of the children are already reaching that level.</p> <p>There have been some lovely comments from parents, in the survey. 40 parents responded, five or six said that they would have preferred live lessons. This may be considered if the situation arises again. Parents have had a difficult time juggling all of this at home. It was difficult for staff also,</p>	

	<p>as they had their own children at home. Considering the uniqueness of the situation, the school has done brilliantly.</p> <p>Governors discussed online Parents Meetings. There had been some missed appointments and also some over-running. Perhaps staff needed to make time constraints clearer. Parent governors felt that the online meetings had worked very well. The school may consider doing one meeting virtually and one meeting face to face in future. A lot of parents still like to meet teachers face to face. The Headteacher felt that it would be good for parent to have the option of face to face if preferred.</p> <p>b) To receive any items relating to Curriculum and Standards Committee, integrated with this meeting. There have been no further C&S meetings.</p> <p>c) Review any changes to the School’s Risk Assessment. Current arrangements for the Covid 19 crisis. Support for pupils and staff. New guidance came out on Monday, but there is nothing different for the school. As all staff are being tested twice a week, all are happy not to wear masks in the central areas in school. Parents are still being asked to wear masks for pick up and drop off. The school is still being vigilant and following the guidance but will review the risk assessment. Currently, there are two staff rooms and also an outside area which can be used for lunches. Most staff have had a least one jab.</p> <p>d) Ensure Child Protection / Safeguarding Arrangements are on course for audit 30th September. RP and HS will do Safeguarding in September, they are very thorough.</p>	RP, HS
47.	<p>Policies (Inc. Ratification) The following policies and procedures have been read by the Governors with ratification to be confirmed at the FGB:</p> <ul style="list-style-type: none"> • Capability Policy – May 21 – approved and adopted – HCC standard policy. • Capability Guide – May 21 – approved and adopted – HCC standard policy. • Charging Policy – March 21 – approved and adopted. • Collective worship – June 21 – approved and adopted. • Complaints Procedure – March 21 – approved and adopted. • Confidentiality Policy – May 21 – approved and adopted. • Emergency Lockdown Procedure – May 21 – approved and adopted. • First Aid Policy– May 21 – approved and adopted. • Governor’s Allowances – May 21 – approved and adopted. • Lettings Policy– May 21 – approved and adopted. • Looked After Children Policy – March 21 – approved and adopted. • NQT Policy – May 21 – approved and adopted. • Performance Management – May 21 – approved and adopted. • Prevent Policy – agreed at C&S in March, for ratification – ratified. 	

	<ul style="list-style-type: none"> • SMSC Policy – March 21 – approved and adopted. • Social Media Policy – May 21 – approved and adopted. • Supporting Children with Medical Conditions – May 21 – approved and adopted. • Wearing of Jewellery Policy – May 21 – approved and adopted. <p>Additional Items for discussion:</p> <ul style="list-style-type: none"> • Visions and Aims – available on the Hub – no changes. • Governors Roles and Responsibilities and meeting protocols – governors to note, no changes. • Governors Code of Conduct – Governors to check they have used the Declaration button on Hub (under profile). • Instrument of Government – for noting only. 	
48.	<p>GOVERNING BODY ORGANISATION: efficiency and effectiveness: fitness for purpose</p> <p>a) New governor application. An application had been received from Jennifer Butterworth, who had been invited to observe the meeting. Jenny decided to put her application forward and was accepted onto the governing body unanimously. The Clerk will notify Governor Services and set Jenny up on the Hub.</p> <p>b) Succession arrangements and training. Hannah Stiff has recently taken over the Chair following the standing down of Nina Lynch, after six years of outstanding work in the role. NL will remain on the governing body. HS has booked on eight courses</p> <p>c) Agree Election Arrangements for Governing Body Officers. Discuss officers for the following academic year. Hannah’s will stand as Chair in September and unless there are other candidates, will be reaffirmed. The Vice –Chair and DTG role will also need to be offered at that time, governors were encouraged to put their name forward.</p> <p>d) Development and Training Governor. LD discussed the role and urged governors to put themselves forward before the end of the year to allow for a handover.</p> <p>e) Agree storage of GB minutes on School website, in accordance with Governor Services recommendation and the use of Governor Hub as an information source for Ofsted (rather than paper minutes). This was agreed, subject to sensitive timings.</p> <p>f) Review Arrangements for the induction of new governors. “Meet the governors” needs updating, NL and JB to do their summaries. This should be an annual action point.</p>	<p>Clerk</p> <p>Govs.</p> <p>HS</p>

	g) R&P Committee – consideration of additional membership requirements. Please let HS know if any governors are interested in joining the R&P Committee.	Govs.
49.	Governor Visits – Feedback – if appropriate. HS had completed a safeguarding visit last week; a report is to follow. LD had completed a virtual visit for Maths on Friday. Plans were clear, leadership was strong, report to follow. HS had attended a virtual SEND conference and had also done some pupil conferencing. The children were incredibly positive, report to follow. NW had done Health and Safety in March, he will meet up with Chris, the new Caretaker, when he has finished his training. The Headteacher thanked NW and MC for their help with an incident near the school grounds at the weekend and also for taping off the playground. JJ will be coming into school next week; it is nice to have visits resuming and things getting back to normal to some degree.	
50.	Assess Impact of Meeting The governors felt that the meeting had gone well, with lots of positives. The Budget for 21/22 and the Three- Year Plan had been agreed. A new governor had been appointed. The succession of the governing body had been considered and planned. Training needs had been considered. Nina Lynch was congratulated for her six years as Chair of the governing body, for having done a great job. The meeting closed at 19.37.	
51.	Date of Next Meeting: Tuesday 13th July 2021 6pm – to be a face-to-face meeting, if possible.	

Signed as a true and accurate record of the meeting _____ Date _____

Actions Arising from the Minutes.		
44(f)	It was agreed that a clear protocol needs to be in place, so that governors feel that they can raise any issues with the Chair, or Vice-Chair. LD remarked that this was a valid point, she will put together a page to make it clearer how the governing body deals with this.	LD
46 (d)	Ensure Child Protection / Safeguarding Arrangements are on course for audit 30th September. RP and HS will do Safeguarding in September, they are very thorough.	RP, HS
48(a)	The Clerk will notify Governor Services and set Jenny up on the Hub. Completed.	Clerk

48(d)	Development and Training Governor. LD discussed the role and urged governors to put themselves forward before the end of the year to allow for a handover.	Govs
48(f)	“Meet the governors” needs updating, NL and JB to do their summaries. This should be an annual action point.	HS
48(g)	R&P Committee – consideration of additional membership requirements. Please let HS know if any governors are interested in joining the R&P Committee.	Govs.