

**Southwood Infant School**  
**Minutes of the Virtual Meeting of the Full Governing Body**  
**held on Wednesday 10<sup>th</sup> February 2021 at 6pm**

**Members:**

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

**In Attendance:**

Alison Padday – A.O.  
 Linda McBrearty – Clerk

	Item	Action						
28.	<p><b>Welcome and Apologies for Absence</b>            The Chair welcomed everyone to the meeting. All members were present, there were no apologies. The agenda for the meeting was shared on the screen.</p>							
29.	<p><b>Any Declaration of Pecuniary/Conflict of Interests</b>            There were no declarations of any pecuniary interest or conflict of interest in the Agenda items.</p>							
30.	<p><b>Minutes of the Meeting of 25<sup>th</sup> November 2020 and Matters Arising.</b></p> <ul style="list-style-type: none"> <li>• <b>Minutes of the previous FGB meeting of the 25th of November 2020 were approved and adopted.</b></li> <li>• <b>Matters Arising – see table below: -</b></li> </ul> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th colspan="3" style="text-align: center;"><b>Matters Arising from the Meeting.</b></th> </tr> </thead> <tbody> <tr> <td style="width: 10%;">MA 6b</td> <td style="width: 70%;">           MC – Newsletter for the end of next half-term. Christmas edition is ongoing for 14<sup>th</sup> December. MC and DW to organise. JJ contribution on English. NL to do the Chair’s welcome. Draft to be available by 7<sup>th</sup> December, governors to collaborate with the teaching staff.  <b>Completed. Thanks to all for their contributions, this was circulated the week before Christmas.</b> </td> <td style="width: 20%;">           MC/DW            JJ /NL         </td> </tr> </tbody> </table>	<b>Matters Arising from the Meeting.</b>			MA 6b	MC – Newsletter for the end of next half-term. Christmas edition is ongoing for 14 <sup>th</sup> December. MC and DW to organise. JJ contribution on English. NL to do the Chair’s welcome. Draft to be available by 7 <sup>th</sup> December, governors to collaborate with the teaching staff. <b>Completed. Thanks to all for their contributions, this was circulated the week before Christmas.</b>	MC/DW JJ /NL	
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	MA 9c	Staff questionnaire - DW will finish summary of comments, put in actions, where possible, and circulate. <b>It was agreed that DW and LD would be the staff link governors – corrected on Hub – Clerk.</b>	DW Clerk for Hub	
	18 g)	a) <u>SFVS – lead governors / progress.</u> This is in hand; AP will liaise with governors. <b>See item 31 of this Agenda</b>	AP	
	21.	<b>See Agenda item 34.</b> <ul style="list-style-type: none"> <li>• Agree Governing Body Code of Conduct – Clerk to add to “Declarations” on Hub for February meeting.</li> <li>• Governor’s Action Plan.</li> <li>• Governor’s Roles and Requirements – NL will circulate and gather feedback</li> <li>• Prevent Duty – the HT is working on this, to be circulated in the New Year, for February’s meeting.</li> </ul>	Clerk  LD NL  HT	
	22.	NL had missed her Safer Recruitment course but will re-book for February.	NL	
31.		<p>a) <b>To receive the Minutes of the Resources and Personnel Committee of the 3<sup>rd</sup> of February 2021, or verbal report if unavailable.</b>  The minutes of the R&amp;P Meeting had been previously circulated. The Chair (DB) summed up the meeting. All of the budget options were discussed but it was felt that the only realistic way forward in the current financial situation, was with the budget based on five classes. There was an option to delay the decision, but it was felt that this would only put more financial pressure on the budget. The figures for the five classes budget were shared on the screen. It was felt that this was the only scenario which would allow the school to bring the budget overspend within manageable proportions.</p> <p>It was noted that, prior to Covid, the school had managed to claw back £33k from its deficit but has been hit by the loss of lettings income and Covid related costs, which were not re-imbursed.</p> <p>b) <b>To review the Revenue Budget for FY2020/21 - expenditure against Budget to date.</b> (GB required to have sight of finance out-turn figures six times per year -SFVS)  Five Year Budget scenarios had been posted on the hub for governors to consider, prior to the meeting, for both five and six classes.  AP showed the GB where the school had managed to save money.  Supply costs are right down but so are donations and lettings, two essential sources of income. It is not possible to know when this situation will improve. The school has negotiated new lettings income which promises to bring in more income that was previously available. This has been conservatively estimated at £7k for 2021-22 but could work out higher.</p>		

**Q. Does this mean that when the budget closes, we will have saved £8,934 against the estimated budget?**

A. Yes, that will be the variance from the original budget when it closes. The school had a long meeting with EFS two weeks ago. It was indicated that EFS might not say no to six classes but if agreed, the school would be under extreme scrutiny. EFS really were expecting the school to go for five classes. With the school's experienced staff, the Headteacher was sure that This could be made to work.

**Q. The six-class scenario does not take us out of deficit?**

A. No, it just delays it.

AP advised that the budget for the forthcoming financial year had been based on an intake of 45 children for September, currently, there are 33 first choice applications, although more may be picked up in May, this makes intake numbers uncertain.

**Q. Is the clerking and training included in the budget?**

A. Yes, the only increase to training has been for the new caretaker.

There were no further questions.

It was agreed that whilst this scenario was not where the school would wish to be financially, the governing body feel that the budget for five classes is the best way forward at this point.

<b>Budget 2021/22</b>	<b>Six Classes</b>	<b>Five Classes.</b>
<b>Total expenditure</b>	742,692	733,344
<b>Total Income</b>	753,596	753,596
<b>In-Year surplus (deficit)</b>	<b>10,905</b>	<b>20,252</b>
<b>Surplus/(Deficit) brought forward</b>	(24,556)	(24,556)
<b>Surplus/ (deficit) Carried forward.</b>	<b>(13,651)</b>	<b>(4,303)</b>

**The budget scenario for five classes from September 2021, was approved and adopted.**

**c) Approve the Deficit Recovery Plan – Monitoring return 28<sup>th</sup> February 2021.**

This had been made available on the Hub, prior to the meeting, for consideration.

	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
<b>NOR</b>	<b>135</b>	<b>143</b>	<b>143</b>
<b>Teacher FTE (full time equivalent)</b>	7.2	7.12	6.7
<b>In-Year surplus/ (deficit)</b>	3101	20,252	12,816
<b>Brought forward balance surplus/ (deficit)</b>	(29,154)	(24,556)	(4,303)

<b>Cumulative balance surplus/(Deficit)</b>	(24,556)	(4,303)	8513
<b>Variance from approved plan.</b>	8934	(9102)	(13776)

**The Deficit Recovery Plan was approved, signed, and adopted.**

**d) Class organisation Sept 21**

It was still hoped that the September intake would be 45 children. In order to move to five classes, it was proposed, initially, to move to one year R class and one year 1 class, with a third class made up of one-half year R and one-half year 1. The school has very experienced staff. It was expected that the spare classroom could be utilised for year 1's to be split off in the morning and work from there. Mrs Taylor is the lead for year 1 and is very capable.

Year 2 is a big year group of 58 children and will need two classes. The finer points are still to be worked out.

It was remarked that the model which had been described had been tried at other schools and had worked well.

The Headteacher added that the budget was inclusive of keeping the existing number of experienced T. A's. The staff are positive about the changes. **The governing body were also in agreement with the way forward, it was thought that it was better to make an early decision, so that the school can be better prepared.**

**e) Number on Roll – Movement of children/ Admissions for Sept 21.**

Current numbers are – Year R – 41, Year 1 – 57, Year2 – 39.

**f) SFVS – lead governors / progress on completion – draft / final by 31<sup>st</sup> March.**

The date for this has been put back but as the Southwood document was ready to go, it was decided to proceed.

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.**

**The SFVs was agreed and adopted – AP will submit by 31st March 2021.**

**Thanks were given to AP for all her hard work on behalf of the governing body.**

**Benchmarking.**

JJ had completed this and sent it to DB. The cost of meals, caretaking and supply costs had all be analysed and some good ideas generated. **It was considered that the costs of the Leadership Team compared very favourably to those in other similar schools and they were congratulated.**

**g) Termly debtors – Standing item.**

None.

Clerk for agenda.  
AP

	<p><b>h) Project funding – update.</b> The Library Project remains the main project that the school is trying to raise funds for. So far, the following has been received: -</p> <ul style="list-style-type: none"> <li>• Rushmoor Lottery – 1k</li> <li>• Councillor Rod Cooper – 1k</li> </ul> <p>The best way to utilise the funds was debated.</p> <p><b>i) Grants and donations / FSIS Christmas fund raising</b> <b>Governors praised FSIS for their remarkable fundraising, even in such difficult times, this is much appreciated.</b></p> <p><b>j) Agree clerking requirements for next year and agree contracted hours.</b> <b>It was agreed to remain with the Clerking Service, for the same contracted hours.</b></p> <p><b>k) Agree subscription to Governor Services.</b> The governing body had gone back into the training SLA last year but because of Covid had not received the service that they envisaged. This will need to be considered if the subscription is to continue.</p> <p><b>Q. If things continue the way they are at the moment, it will be more important for the school and teaching staff to have training rather than the governors. This was agreed.</b> LD had a printout of the training undertaken by various governors, quite a lot had been undertaken, all online. Governors shared experiences of courses taken, particularly finance courses, which had been found to be of most benefit, making governors aware of their responsibilities. Governors discussed paying on a needs basis or paying for full access. New governors had found the role difficult without the training offered this year, which had made things much clearer. It was agreed to continue the subscription, in the hope that more face-to-face training would become available.</p> <p><b>Q. Do the staff have sufficient funds for training?</b> A. We only have the core provision, statutory requirements.</p> <p><b>Q. Is the cost the same if it is by webinar?</b> A. Some courses may be cheaper, £25-50, compared to £120 previously. <b>It was agreed to continue the subscription, in the hope that normal service would resume.</b></p>	
<p><b>CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction. Progress against School Improvement Plan (SIP).</b></p>		
32.	<p><b>a) Progress against School Improvement Plan Priorities (SIP).</b> This remains fluid at the moment. Catchup will eventually start again. It was felt that the priorities need to be carried forward or revised. The SIP is not the priority at the moment. It was recognised that the priorities are there, but they are not the same, the focus has to be on remote provision, not business as usual.</p>	

	<p>Part of the SIP relates to Wellbeing, that has to be at the forefront and remain a priority.</p> <p><b>b) Governor Links to the SIP.</b> MC and DW have spoken to year R. The governors are doing what they can to keep in touch.</p> <p><b>c) Risk Assessment</b> – GB to be aware of and agree any subsequent amendments. Staff are now wearing masks in corridors and have been divided between two staff rooms to encourage social distancing. There are a maximum of four members in any staff room at one time. The revised risk assessment is available on the school’s website.</p>	
<b>CORE FUNCTION 2: Holding the HT to account for the educational performance of the school and its pupils.</b>		
33.	<p>a) <b>To receive the Headteacher’s verbal report</b> on lockdown, pupil engagement with home learning, numbers in school with key worker places, laptop and food donations, teacher workload and wellbeing. No new progress data available. This had been made available on the hub, prior to the meeting. Questions were invited. <b>Q. Have many staff taken up lateral flow testing?</b> A. The take up has been 100%, all of which have tested negative. The testing is done twice a week and is proving to be re-assuring. It was agreed that staff workload is high but manageable. RP added that staff attend virtual meetings which offer a chance for everyone to get together. Some staff working at home can be lonely, working in bubbles, ensures that they can come into school if they wish.</p> <p><b>b) Update on any LLP and external monitoring visits.</b> Completed previously.</p> <p><b>c) Safeguarding / Staff and Pupil wellbeing.</b> Training was completed on Friday; the issues are covered in the Headteacher’s report. HS is doing the safeguarding audit tomorrow. Staff and Pupil Wellbeing – RP raises an item for Staff Wellbeing in meetings each week, as required.</p> <p><b>d) Remote Learning – progress / difficulties.</b> <b>Q. How are the children coping?</b> A. We are finding that some children who are at home are missing their routine and interaction, they are wanting to come back to school. A governor who is a parent remarked that he considered the staff to be doing a fantastic job, the school is doing everything that it can. Children from other schools are even logging on for stories, etc.</p> <p><b>e) Any other areas of concern.</b></p>	HS

	<p>The school is doing well with Tapestry for engagement rates, last week the rate was 93% over the whole school. Year R – 95%, Year 1 – 96%, Year 2 – 92%. Children who have low engagement are followed up; resources are supplied where possible.</p>	
<b>34.</b>	<p><b>Policies (Inc. Ratification)</b> The following policies and procedures have been read by the Governors with ratification to be confirmed at the FGB. <b>MA21, outstanding items.</b></p> <ul style="list-style-type: none"> <li>• Agree Governing Body Code of Conduct – Declarations button on Hub - Clerk. Completed.</li> <li>• Governor’s Action Plan – on hold currently.</li> <li>• Governor’s Roles and Requirements – agreed and adopted.</li> <li>• Prevent Duty – agreed and adopted.</li> </ul>	
<b>35.</b>	<p><b>GOVERNING BODY ORGANISATION: efficiency and effectiveness: fitness for purpose</b></p> <p>a) Outcomes and reports from any Governor Training.</p> <ul style="list-style-type: none"> <li>• LD has put training bullet points on governor Hub.</li> <li>• Safeguarding Training – coming up shortly.</li> <li>• Safer Recruitment – JJ has undertaken this and gave a short summary of the care to be taken in selection of candidates and the real possibility of a child protection incident of which all governors, HT’s and DSL’s must be aware.</li> </ul>	
<b>36.</b>	<p><b>Governor Visits – Feedback</b> Governors were reminded to put visit reports on the Hub or send to the Clerk to be added. Visits should also be added to any newsletter.</p>	
<b>37.</b>	<p><b>Good News.</b> The Headteacher was commended for the newsletters keeping everyone in touch. The 93% total for remote learning is phenomenal, well done to all.</p>	
<b>38.</b>	<p><b>Assess Impact of Meeting</b> The governing body has made some very valid points and clarified some assumptions. There has been lots of enthusiasm on training. All members have attended the meeting, no absentees. Some good decisions have been made.</p>	
<b>39.</b>	<p><b>Any Other Business</b> <b>None.</b> The meeting finished at 7.50pm. The Clerk left the meeting prior to the end to allow item 31 (j) to be discussed.</p>	
<b>40.</b>	<p><b>Date of Next Meeting: Wednesday 12<sup>th</sup> May 2021.</b></p>	

Signed as a true and accurate record of the meeting \_\_\_\_\_ Date \_\_\_\_\_

Actions 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". <b>The governors agreed to accept the SFVS as written and to pick up these items at the next FGB.</b>	Clerk for agenda.
31(f)	The SFVs was agreed and adopted – AP will submit by 31st March 2021.	AP
33(e)	HS is doing the safeguarding audit tomorrow.	HS