

Southwood Infant School
Minutes of the Meeting of the Full Governing Body
held on Wednesday 25th November 2020 at 6pm

Members:

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)
 Di Winter (DW)

Apologies:

Laura Dobson (LD)

In Attendance:

Linda McBrearty – Clerk

	Item	Action															
15.	Welcome and Apologies for Absence Apologies were received from Laura Dobson. Governors voted to accept the apologies offered.																
16.	Any Declaration of Pecuniary/Conflict of Interests There were no declarations of any pecuniary interest or conflict of interest in the Agenda items.																
17.	<p>Minutes of the Meeting of 21st^t October 2020 and Matters Arising.</p> <ul style="list-style-type: none"> • Minutes of the previous FGB meeting of the 21st October 2020 were approved and adopted. • Matters Arising – see table below: - <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Actions Arising from the Meeting.</th> </tr> </thead> <tbody> <tr> <td style="width: 5%;">5.</td> <td style="width: 70%;">Benchmarking was discussed, JJ will do this with AP. Data is not yet available. AP will inform when ready.</td> <td style="width: 25%;">AP/JJ</td> </tr> <tr> <td>6b.</td> <td>LD will do link monitoring on Governor Hub. Completed. HS will carry on with SEND Monitoring. Completed. Mim – Newsletter for the end of next half-term. Christmas edition is ongoing for 14th December. MC and DW to organise. JJ contribution on English. NL to do the Chair’s welcome. Draft to be available by 7th December, governors to collaborate with the teaching staff.</td> <td>LD HS MC</td> </tr> <tr> <td>6c.</td> <td>SEF – to be done in December – ongoing to be ready for February.</td> <td>HT</td> </tr> <tr> <td>7c.</td> <td>Progress data - item 20 this agenda.</td> <td>Clerk for Agenda</td> </tr> </tbody> </table>	Actions Arising from the Meeting.			5.	Benchmarking was discussed, JJ will do this with AP. Data is not yet available. AP will inform when ready.	AP/JJ	6b.	LD will do link monitoring on Governor Hub. Completed. HS will carry on with SEND Monitoring. Completed. Mim – Newsletter for the end of next half-term. Christmas edition is ongoing for 14th December. MC and DW to organise. JJ contribution on English. NL to do the Chair’s welcome. Draft to be available by 7th December, governors to collaborate with the teaching staff.	LD HS MC	6c.	SEF – to be done in December – ongoing to be ready for February.	HT	7c.	Progress data - item 20 this agenda.	Clerk for Agenda	
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8.	It was agreed that the HT would update the Policies Spreadsheet. The Clerk will put renewal flags on the policies which are in the Hub folder. Completed.	HT Clerk
9.	TOR's to be added for the Pay and Appeals Committee. Completed.	NL
9c.	Staff questionnaire This had been distributed and come back. There were fourteen replies out of a total of 25. The key themes for responses were discussed. Staff feel that they have great support from the leadership team and that the school is a happy place to work. Budget constraints are understood. There were a number of suggested improvements which were discussed. Staff feel that it would be nice to have a Staff link governor, so that approaches can be made in a nonofficial way. SLT work exceptionally hard, it was felt that this was not always acknowledged by the FGB. The GB felt that they did show appreciation and that it is important that everyone knows that they have a voice. The possibility of a link governor was discussed. DW will put herself forward. DW will finish summary of comments, put in actions, where possible, and circulate. Q. Will staff get a summary? A. Yes, they will get the basic feedback. Governors wished the feedback to show that governors wished to find ways to show more support for staff. It was agreed that DW would be the staff link governor.	DW Clerk for Hub
9d.	Governors term dates to be re-appointed – Completed.	Clerk for Hub.

CORE FUNCTION 3: Overseeing the financial performance of the school, making sure its money is well spent

18. a) **To receive the Minutes of the Resources and Personnel Committee of the 13th October 2020, or verbal report if unavailable.**
DB gave a verbal update, the situation remained as reported at the last FGB meeting at which the following CFR which allowed for six classes had been agreed.

Southwood Infant School - HCC Detailed Report

DfE: 2742

	2020 - 21	2021 - 22	2022 - 23
NOR	135	143	152
FTE Teacher	07.20	07.59	07.50

G/L Code	SIO	Description	C/C 0 2020 - 21	C/C 0 2021 - 22	C/C 0 2022 - 23
2050		Admin and Clerical Staff	42,022	42,907	43,814
2060		Assistants	94,214	87,529	85,825
2110		Cleaners & Caretakers	6,382	6,509	6,640
2180		mid-day supervisor assts	15,822	19,792	20,156
2390		Supply Teachers	3,000	3,000	3,000
2400		Teachers	376,693	402,663	419,590
		Subtotal Staffing	538,131	562,401	579,024
		Subtotal Non-Staffing Expenditure	168,984	177,240	179,948
		Total Expenditure	707,116	739,641	758,972
		Total Income	715,633	751,356	783,896
		In Year Surplus/(Deficit)	8,517 Eight thousand, five hundred and seventeen.	11,715 Eleven thousand, seven hundred and fifteen.	24,924 Twenty-four thousand , nine hundred and twenty-four.
		Surplus/(Deficit) Brought Forward	(29,154) Minus twenty-nine thousand, one hundred and fifty-four.	(20,637) Minus twenty-thousand, six hundred and thirty-seven.	(8,921) Minus eight thousand , nine hundred and twenty-one.
		Cumulative Surplus/(Deficit) C/Fwd.	(20,637) Minus twenty thousand, six hundred and thirty-seven	(8,921) Minus eight thousand, nine hundred and twenty-one.	16,003 Sixteen thousand and three.

Governors are aware of the Deficit Budget for years 1 and 2 but are hopeful of going back to a balanced budget by year 3. Governors will monitor the situation carefully and take all necessary steps to reduce any deficit.

b) **To review the Revenue Budget for FY2020/21 - expenditure against Budget to date.**

The school is following a deficit recovery plan, in collaboration with EFS.

Mid-year review:**Approved deficit recovery plan**

	2020/21	2021/22	2022/23
Number on roll (October Census)	135	155	157
Teacher FTE	7.03	7.41	7.41
In-year surplus / (deficit)	(4336)	38289	17490
Brought forward balance surplus / (deficit)	(29154)	(33490)	4799
Cumulative balance surplus / (deficit)	(33490)	4799	22289

Monitoring return – 31 October

	2020/21	2021/22	2022/23
Number on roll (October Census)	135	143	152
Teacher FTE	7.2	7.59	7.5
In-year surplus / (deficit)	8517	11715	24924
Brought forward balance surplus / (deficit)	(29154)	(20637)	(8921)
Cumulative balance surplus / (deficit)	(20637)	(8921)	16003
Variance from approved deficit recovery plan	12853	(13720)	6286

The above report was agreed and signed by the Chair.

- c) To receive a report on any issues arising from strategic financial planning, relating to staffing for the coming year, etc.

This was discussed in full at the previous FGB in October.

- d) Discuss progress against the Deficit Plan.

As above.

- e) Any adjustments to the Three-Year Plan to be agreed and entered into SAP by 30th November 2020.

The school is following its own Recovery Plan, as agreed with EFS.

- f) SLA's – Service Level Agreements – any requiring renewal.

The Headteacher reported that the Grounds maintenance SLA's had been received for renewal, this showed a large increase of £1,300, to £3,500 per year. The school is getting alternative quotes, for the time being, there is a six months' notice period. WS and AP to report to Resources and Personnel next meeting

The school is also trying to recruit a Caretaker, to replace Lawrence.

	<p>g) <u>SFVS – lead governors / progress.</u> This is in hand; AP will liaise with governors.</p> <p>h) <u>Financial Action Plan – governors to consider.</u> As above.</p> <p>i) <u>Covid Catch-up Premium Plan – September 2020.</u> This had been posted on the Hub, prior to the meeting for governors to consider. It was noted that the school is actually spending more funds on this than it will receive. See also Headteacher’s report.</p> <p>j) <u>Number on Roll – Movement of children – standing item.</u> See Headteacher’s report.</p> <p>k) <u>Termly debtors – Standing item.</u> None to report.</p> <p>l) <u>Project funding – update.</u> None.</p>	AP
<p>CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction. Progress against School Improvement Plan (SIP).</p>		
19.	<p>a) <u>Progress against School Improvement Plan Priorities (SIP).</u> Governors are working on the school Newsletter.</p> <p>b) <u>Governor Links to the SIP.</u> These have now been agreed and given out.</p>	
<p>CORE FUNCTION 2: Holding the HT to account for the educational performance of the school and its pupils.</p>		
20.	<p>a) <u>To receive the Headteacher’s verbal report.</u> The Headteacher shared her screen to show slides for her report. Number on roll – 142 Year R - 43 Year 1 – 58 Year 2 – 41 This includes 16 SEND children of which all have IEP – Individual Education Plans. There are 4 Pupil Premium children and one service child. Currently the ELSA is shielding, it is hoped that she will be able to return on the 3rd December. Attendance is really good, Year R- 96.4%, Year 1 – 96.06%, Year 2 – 97.38% Four teachers have been off school, two are sick and two are isolating. One TA is also classed as clinically vulnerable. Covering classes is becoming a real stretch, particularly as staff cannot cross bubbles.</p>	

	<p>Hawley Football Club have contacted the school to support disadvantaged children.</p> <p>HS and the Headteacher will complete a virtual audit on 4th December.</p> <p><u>Monitoring.</u></p> <p>High standards are being maintained; all staff are performing well. New staff have proved to be good teachers, they are having weekly monitoring meetings with experienced mentors.</p> <p><u>Staff Training</u></p> <p>The role of the T.A. – marking and feedback, has taken place.</p> <p>RP has written a new Induction Pack for new staff.</p> <p>Two new Lunchtime ladies have done Health and Safety training with AP.</p> <p>b) <u>Progress data – item 7c Matters Arising – Phase 1 data drop.</u></p> <p>The November data drop had taken place.</p> <p>Year 1 were found to be on a par with last year, but year 2 have dropped. Overall, year 2 are about 10% down on last year. On the positive side, it is felt that in year R, the school has a strong cohort.</p> <p><u>Catch-up funding</u></p> <p>The school has to publicise how these funds are being spent, there is some flexibility in way the money can be used.</p> <p>Q. The governors noted that year 1’s have been in school, whereas year 2’s have not.</p> <p>A. We have noticed that some mental fluency for Maths has gone, as has stamina for writing. We are putting in booster to support the children.</p> <p>Q. Could some homework be angled to boost writing, optionally, for parents to do at home?</p> <p>A. Some children are sent home with extra writing practice already</p> <p>RP suggested that something about supporting your child at home could be put into the termly newsletter, although care would have to be taken not to increase staff workload.</p> <p>The Headteacher was thanked for her report which governors considered to be comprehensive and easy to view.</p> <p>c) <u>Data Dashboard.</u></p> <p>Nothing for this meeting.</p> <p>d) <u>Minutes or verbal report from the Curriculum and Standards Meeting – 18th November 2020.</u></p> <p>HS advised that the minutes of the meeting had been circulated. The details were as covered in the Headteacher’s report.</p>	
21.	<p>Policies (Inc. Ratification)</p> <p>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"> • Agree Governing Body Code of Conduct – Clerk to add to “Declarations” on Hub for February meeting. • Governor’s Action Plan. 	<p>Clerk</p> <p>LD</p>

MA9c	DW will finish summary of comments, put in actions, where possible, and circulate. It was agreed that DW would be the staff link governor.	DW Clerk for Hub
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21.	<ul style="list-style-type: none"> • Agree Governing Body Code of Conduct – Clerk to add to “Declarations” on Hub for February meeting. • Governor’s Action Plan. • Governor’s Roles and Requirements – NL will circulate and gather feedback • Prevent Duty – the HT is working on this, to be circulated in the New Year, for February’s meeting. 	Clerk LD NL HT
22.	NL had missed her Safer Recruitment course but will re-book for February.	NL