

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY (VIA ZOOM)
9TH FEBRUARY 2021 AT 5.30PM**



MINUTES

Present: J West (Chair), K Bromley, M Khan, A Boyle
In Attendance: A Blench (Clerk), K Taylor

FGB1.APOLOGIES FOR ABSENCE 5.30pm to 5.32pm

1.1 To accept apologies for absence.

Apologies for absence were received and accepted from, P White, J Logan, T Davidson- Hague, D Travis.

The meeting was quorate with 4 of the 8 serving governors in attendance. It was decided that, due to the low numbers attending, that only business critical agenda items would be covered at this meeting.

FGB2.DECLARATION OF PERSONAL AND BUSINESS INTEREST 5.33pm to 5.35pm

2.1 Individual governors to declare any personal or business interests on any item
On the agenda.

No declarations were made.

FGB3.ANY OTHER URGENT ITEMS (To be agreed by the Chair) 5.36pm – 5.38pm

3.1 Chair to determine any items of urgent business for consideration under FGB8
below.

No urgent items were identified.

FGB4. RESOURCES UPDATE 5.39pm to 5.54pm

4.1 GDPR arrangements for annual inspection and action plan update – KT/JL

KT gave governors her annual update on arrangements for complying with GDPR. There is a GDPR tracker in place which is updated regularly with any changes made. School has moved from CPOMS to Safeguard as its safeguarding record keeping

system. The privacy notices are all still relevant. School has not received any Subject Access Requests (SAR) in the last year. There have not been any data breaches in this time.

Everything we have put in place in May 2018 is still operating. During the lockdown we have provided laptops and routers for families who are struggling with remote learning. All parents have received a privacy notice at the same time. All consents are in place for parental use of Zoom for remote learning and assemblies.

Governor question – has there been any feedback from parents regarding the use of Zoom?

Initially there was a few teething problems in helping parents to access zoom. These have all now been overcome. This showed that some parents had a high expectation of school e.g., running up school and asking to speak to the IT department. School does not have an IT dept, effectively this is KT. Equipment loaned to families has school security settings installed so there was some work initially to get setting changed to enable access from outside of school. We now have lots of good feedback about using Zoom and remote learning.

4.2 Review of lettings policy and charges for 2021 22 – KT/JL

KT advised governors that the lettings policy is broadly the same as last year. A new section had been included to outline COVID-19 risk assessment measures for lettings.

Governor question – are you getting any lettings at the moment?

No, not during national lockdown. Prior to lockdown when we were in tier 2 or 3, we took lettings. These were not in big numbers. The community room is used for SLT meetings with 5 people spread out across the room. If we return to tier 3 then lettings like Slimming World or Forge TSA could go ahead. They have their own COVID-19 measures and strict cleaning routines.

Governors approved the lettings policy and charges for 2021 22

4.3 2020 21 Budget Update – KT/JL

KT presented to governors the February 21 budget update. It is not thought that there will be any major changes to the figures, when we only have 8 weeks left of the financial year. Some things will be carried forward into the next year as we haven't had opportunity to do them during the pandemic. The residential in May 21 for example may not happen, which will mean £3,200 refunds. Swimming lessons haven't been happening, so we will carry this forward to next year and double up on groups accessing them when pools re-open. At the moment we are showing a carried forward balance of £33,460 in credit. £17,200 of this is unspent money for activities which couldn't happen due to COVID-19. In reality the carried forward figure is £16,260. When we set the budget at the start of the year, we forecast a deficit of £13k. We have lost a lot of income during the year but have still managed to pull this back. All schools have seen an impact on their income during the pandemic. It was going to be a good year for bookings, but because of the pandemic we have lost £12k in income. School has also lost £1k in subs from clubs

and extracurricular activities. The breakfast club has not run. We have absorbed the staff cost on this. Some companies can access the furlough scheme to cover these costs, schools aren't allowed to use the furlough scheme.

We had 14 children in the budget for F1 in March 2020. We actually did really well, and figures have increased to 28 attending in the mornings and 12 all day. 2 haven't started 30-hour provision yet.

Overall, we lost £32,376 in income in the year, but we have managed to pull this back from other lines in the budget.

Governors expressed their appreciation for KT and school's careful management of the budget which had enabled school to end the year with a credit balance.

Governor question – what happened to the breakfast club staff?

These were deployed in school to support in the bubbles.

Governor question – can we offer virtual classrooms?

The children are attending school in F1 but just not accessing all 30 hours. Foundation stage has not closed during the lockdown and children need to attend. So, no we can't do this.

FGB5.HEAD TEACHER UPDATES 5.55pm to 6.20pm

- 5.1 Progress update on PE and PP Strategy - JL
- 5.2 Academy update – JL/TW
- 5.3 Catch up data – brief verbal update – JL

These items were deferred due to the absence of JL and TW

FGB6.GOVERNANCE UPDATE 6.21pm to 6.31pm

- 6.1 Feedback from governor's enquiry visits – TW/JW
- 6.2 Update on governance related training and development – TW

These items were deferred due to the absence of JL and TW

FGB7.MINUTES OF THE LAST MEETING & MATTERS ARISING 6.32pm to 6.37pm

- 7.1 Approval of the minutes of the meeting of the full governing body – 19th January 2021.
- 7.2 Matters arising – not included elsewhere in the meeting agenda.
- 7.3 To receive the minutes of the strategic planning committee of 12th January 2021.

These items were deferred due to the absence of JL and TW

- 7.4 KT to give governors an update on lettings income this financial year compared with last year - KT.

We lost £12k in lettings income. Our income last year was £13, 277 and it would have been higher this year if the pandemic hadn't happened.

We will get slimming world and Forge TSA bookings back as soon as we can. We don't think that every activity will stay online in the longer term.

7.5 KT to circulate Engie PPM report - KT.

This had been circulated to governors prior to the meeting. It has a RAG rating system with most of the areas showing green. A lot of the amber areas will be addressed over February half term break. There is a lot of painting and new flooring works planned for February and April. All the statutory testing and maintenance is on track.

FGB8.ANY OTHER URGENT BUSINESS 6.38pm to 6.43pm

- 8.1 LFT testing – KT gave governors an update on how this is working. This is a big task for School Business Managers to manage. Not just the arrangements for testing but also the regular uploading of test results is onerous. Staff took home a box of tests and are testing at home on Tuesdays and Fridays. The tests are voluntary but so far staff are doing this. Staff texts their results to KT each evening. School hasn't had any positive results yet. If there were to be any positives, then the member of staff would isolate and book in for a PCR test at a centre as a follow up. JMAT is co-ordinating positive test results and booking of PCR. Because we are a PFI school we have included the caretaker, kitchen staff in these arrangements. Although we don't have to because these aren't our staff. We manage their tests as well.

Governors expressed their thanks to KT for co-ordinating this.

FGB9. CONFIDENTIALITY 6.44pm to 6.46pm

- 9.1 To determine any confidential items.

No confidential items were identified for the minutes.

FGB10. DATES OF FUTURE MEETINGS

- 10.1 Full Governing Body Meeting – 9th March 2021 @ 5.30pm

The meeting ended at 18:12