

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY (VIA ZOOM)
27TH APRIL 2021 AT 5.30PM**



MINUTES

Present: T White (Chair), J West, M Khan (17:45 onwards), J Logan
In attendance: A Blench (Clerk), K Taylor, A Boyle

FGB1.APOLOGIES FOR ABSENCE 5.30pm to 5.32pm

1.1 To accept apologies for absence.

Apologies for absence were received and accepted from D Travis, T Davidson-Hague, K Bromley.

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.

None 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.

TW congratulated JL on her successful appointment as permanent head teacher at MVP.

A letter has gone out to staff and a separate letter to parents with the news

Governing body meetings for next year. We will need to agree how we will meet for next year. The recent governance update from the DfE gives us the option to meet in school if we needed to. Governors decided to meet via Zoom for the remainder of this term. This will be discussed further at the May FGB Meeting.

FGB4.HEAD TEACHER UPDATES 5.39pm to 6.09pm

4.1 COVID update – revised risk assessment – JL

Governors had approved the updated covid risk assessment just before Easter using emails. The approval of the risk assessment was confirmed at this meeting as well.

Governor question – how has re-opening on Friday afternoons affected school?

HLTAs are covering teachers PPA time now, which is not ideal from a point of view of consistency. We have only had 2 Fridays like this so its perhaps too early to tell. We had some behaviour incidents last Friday PM.

4.2 Academy update – JL/TW

We had previously hoped to have a conversion date of 1st May or 1st June 2021. Jackie Oliver from JMAT, attended our strategic committee meeting last week. The date will not now be May or June. This is because there are complications for us as a PFI School. There are delays with the PFI Financiers solicitors. There are fortnightly meetings being held with the DfE which Jackie attends. Jackie's personal view is that conversion is more likely to happen in the Autumn term. We asked if there was anything that we as governors can do to speed along the process. We were advised that there is nothing else we can do. The delays are having an impact on school and in particular for KT. This creates an additional workload of running two systems. We are getting invaluable support from JMAT in terms of school improvement. They are working with us around staff recruitment and other areas.

4.3 Friday afternoon consultation – JL

Governors were asked if they had any questions regarding the proposals to consult parents about a change to the timing of the school day/s. It was emphasised that the proposed change was put forward with the best interests of children at heart. There would be no lost learning time.

KB had forwarded comments of support for the proposed changes by email with ABL read out to governors.

JL agreed to bring governors a summary of parents' responses to the proposal at the next meeting. Governors noted that this might not be a complete response as the closing date for the consultation is close to the date of the meeting. Parents will receive a letter and a document summarising the proposals and the reasons for them. Feedback is that parents have appreciated children having consistency of teachers under the previous system of closing on Friday afternoons.

Governor question – what are staff thoughts around this?

It's been very successful with staff. They haven't received any negative comments from their parents on the door. By the time the children get to Friday afternoon, and especially the younger ones, they are very tired and ready for home.

It was noted that AB term of office as a staff appointed governor had expired in March 2021. A letter will be going out to staff seeking nominations as staff appointed governor. Governors hoped that AB would nominate herself for the role.

Governor question – how will the decision be made about changes to the timing of the school day?

It was agreed that the findings of the parent consultation would be brought to the next meeting for governors to discuss. It would be for governors to make a decision. JL will give governors an update on parents' feedback before the next meeting.

Governors gave their approval for the consultation to go ahead.

Actions – JL to update governors of parents' feedback around the proposals to change the timing of the school day before the next meeting.

FGB5.RESOURCES UPDATE 6.10pm to 6.30pm

5.1 Governors to receive and approve the 2021 22 budget – KT

The budget forecast was shared on screen during the meeting, having been circulated previously as well.

Governors were asked if they had any questions about the budget. A written report had been circulated as well.

KT gave governors an update on pupil numbers as well. Numbers have increased recently. This budget is based upon 36 children, but we now have 38 children. School had 18 children in foundation last autumn. Spring term KT based her figures upon 18 children in foundation. We actually had 29 children and 13 of these were 30 hours places.

When we set the budget for 2020 21 this time last year, we only had 14 children in foundation. KT stressed to governors the mobility of our children and how school can pick up extra children at the last minute. This makes it hard for KT to forecast accurately when there is such a large fluctuation in numbers. Fortunately for MVP the last-minute changes have been in a positive direction e.g., increased numbers. This means that KT has to be cautious when forecasting pupil numbers.

Governor question – why did the figures change from the first version of the spreadsheet?

The deficit seemed to improve. School is using a new system called HCSS. KT had factored something into Year 1 which got pulled through to Year 2 and 3 when they shouldn't have. This is because TW noticed that, and the amounts have now been removed from Year 2 and 3. Governors feedback that the new format of reporting is much easier to read.

Governor question – does the fact that we don't know when we will convert to academy status effect the budget?

The impact is now minimal, and this is because we have already moved across most of our systems to JMAT systems. On point of conversion the LA will pro-rata any costs for service level agreements we still have with them and refund us the difference.

Governor question – what assumption are we using for budgeting pupil premium income? The report says 36.5% which seems high for our school?

KT agreed to ask Peter Haynes why it said 36.5%. KT confirmed that the amount we are using for budgeting purposes is £90k (26%) which is based upon our actual numbers. KT drew governor's attention that the government has recently changed the census point for pupil premium children from January to October each year. This could result in a clawback in funding in the first year and is something to look for.

Governor question – is KS completely out of the budget in terms of income and costs?

Yes, it has been agreed to move this out of the budget with P Haynes.

Governor question – line 39 SG income, is that income from Assistant Head teacher?

Yes, it's from when SG goes out to work across the LA.

Governor question – how many days?

It's a 2 afternoons a week and does not impact her class.

This year we are forecasting a carried forward positive balance of £37,380.

Governor question – how confident are you of the brought forward figures from 2020 21 of £72,872?

The LA and P Haynes are confident of this figure. It will be confirmed in writing later on. Governors acknowledged the work that school has done to bring the balance back during a pandemic. We hoped that as pupil numbers increase you will see the 3-year forecast improved. Governors noted that the school is moving towards a big deficit of £80,026 in 2023 24, if nothing changes. This will be over 5% of income and therefore governors will need to submit a plan for reducing it. The forecast has been set using the LA pupil numbers forecasts and we need to keep a close eye on this.

Governors were asked to approve the 2021 22 budget and to accept the forecast for future years.

Governors approved the 2021 22 budget and accepted the future years forecast.

5.2 Buildings update – KT

TW commented that she had been into school recently and noted how clean and well painted it now was. The addition of pegs for the children was also a welcome addition.

KT updated governors on the work which had been done at Easter. Engie had been very supportive during the pandemic and also in arranging this life cycle work.

JL presented to governors a proposal to create an inclusion hub at school. The proposed premises changes would facilitate the better working of the newly formed inclusion team. The proposal is to repurpose the exhibition room into the inclusion

hub area. This aspect won't be at additional cost. The team does need a suitable space to meet with parents. The current options do not facilitate private discussions with parents who are sometimes distressed. The proposed change is to remove the two toilets in reception area and to knock through to create a confidential meeting area. The toilets are not in use at the moment due to Covid and this has not created any issues. There are safeguarding issues arising from children using them outside of the covid period. Also, parents can also ask to use the toilets which is an interruption for office staff. The fans are also noisy.

Engie has sought quotes for the work. Governors had seen the quote for £7k prior to the meeting. Because this is above the Head teachers delegated financial limit governors were asked to approve the expenditure.

The work will be completed during the summer break. Reception will be decorated anyway as part of life cycle work at no extra cost to school.

Governor question – will the work be subject to building controls?

Yes, it will and Engie will arrange for all the certifications and sign offs from the LA.

Governor question – aren't these toilets used for handwashing at the moment as part of the covid measures?

Engie will install hand sanitiser units in reception. There are plenty of accessible toilets inside the school on the ground floor.

Governor question – do Engie manage the whole process?

Yes, they project manage the whole thing.

Governor question – do we need a building cert issued before we can re-open the school?

No, we don't. But this will be completed before September anyway. We are confident that this can be completed during the summer. It will be logged with the LA and Transform. Engie will add this area to their future maintenance/compliance programmes as well.

Governor question – does the one-off cost increase year on year?

No, it's a one-off cost.

School is pleasantly surprised at how reasonable the charges are as this is a lot of work.

There is £14k in the capital budget so this is affordable.

Governor question – do we need to see quotes from other suppliers?

No, as a PFI school we don't have the choice of using another supplier.

Governors approved the work and quote.

5.3 Approval of the Schools Financial Value Standard (SFVS) statement -KT/TW

KT gave governors the background to this agenda item. As an LA school governor have to submit an assurance statement to the LA each year. Telling them where we are in terms of managing finances, separation of duties, budget report. There are 29 questions for us to look at on the form. TW and KT have worked on this together. When we convert to academy status, we don't need to do this.

TW noted that we need to bring some additional financial management expertise onto the governing body, perhaps in an associate role.

The SFVS also includes a benchmarking tool which shows our spend when compared with other similar tools.

We have a higher spend on leadership staff than other schools. There is not a right or wrong answer to the benchmarking figures. This is about understanding why and what it gives us.

School is looking at something called Integrated Curriculum and Financial Planning (ICFP). Making sure that the budget is linked to the School Improvement Plan and priorities. As a PFI school it is harder for us as a block of income is ring fenced to PFI charges and there isn't anything we can do about that.

Governors approved the SFVS statement. KT agreed to add TW electronic signature and send it to the LA.

Actions – KT to ask PH why the figures of 36.5% for PP is mentioned.

FGB6.GOVERNANCE UPDATE 6.31pm to 6.41pm

6.1 Feedback from governor's enquiry visits – KB

This agenda item was deferred to the next meeting as KB was absent.

It was noted that JW will be looking at early reading/early years in June.

6.2 Update on governance related training and development, including an update on Leading Governance Chairs course and action plan – TW

Governors were reminded that a new RoSiS training brochure had just been published for the summer term. Governors were encouraged to look at this and book onto appropriate courses.

TW had started a Chairs Programme with Leading Governance. This is a mix of online work and video calls. There is a 360-degree feedback completed which leads into the writing of a personal development plan for TW. The course ends in September 2021.

TW has created an action plan as part of the course which has been shared with governors prior to the meeting. Priorities were around areas such as delegation, virtual visits and preparing for academisation.

As part of this programme TW will need to be observed chairing a meeting. This is likely to be the June meeting. Governors were asked if they were happy to support TW with this and they agreed.

6.3 Update on governor completion of safeguard training – JL

Governors were reminded that the new school online safeguarding system gives governors access to safeguarding training and the latest version of the document Keeping Children Safe in Education (KCSIE). It is a mandatory requirement for governors to complete training and read KCSIE.

Governors had been sent the link to this system back in November 2020. There are still some governors who have not completed this. TW agreed to follow this up with the governors who had not completed this.

Action – TW to follow up non-completion of safeguarding training with individual governors.

FGB7.MINUTES OF THE LAST MEETING & MATTERS ARISING 6.42pm to 6.47pm

7.1 Approval of the minutes of the meeting of the full governing body – 9th March 2021.

The minutes of the last meeting were approved without amendment.

7.2 Matters arising – not included elsewhere in the meeting agenda.

7.3 Letter to staff from governors – TW

A letter of thanks to staff from governors has gone out and governors received a copy with the papers for this meeting.

7.4 Governors to send to TW any questions they may have around the Scheme of Delegation document.

TW has not had any questions from governors as yet.

FGB8.ANY OTHER URGENT BUSINESS 6.48pm to 6.53pm

8.1 Covered above.

FGB9. CONFIDENTIALITY 6.54pm to 6.56pm

9.1 To determine any items for inclusion in the confidential minutes.

None identified.

FGB10. DATES OF FUTURE MEETINGS

10.1 Full Governing Body Meeting – 18th May 2021 @ 5.30pm

The meeting closed at 18:50