

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY (VIA ZOOM)
17TH NOVEMBER 2020 AT 5.30PM**



MINUTES

Present: - T White, J Logan, J West, K Bromley, M Khan
In Attendance: - A Blench, K Taylor, Elliott Heward (Engie)

FGB1.APOLOGIES FOR ABSENCE 5.30pm to 5.32pm

- 1.1 To accept apologies for absence. Apologies for absence were received and accepted from T Davidson-Hague, T Keenan

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 FGB11 below. No items were identified.

FGB4. PREMISES UPDATE 5.39pm to 5.49pm

- 4.1 Presentation by Elliot Heward of Engie, regarding compliance

Elliott Heward from Engie shared a PowerPoint presentation on the screen. He gave the context to school as a Private Finance Initiative (PFI) building.

Elliott has worked for Engie for 9 years, with the last 2 years involved in supporting schools. He looks after 8 primary schools in Rotherham and has also recently taken on responsibility for social housing from Rotherham Council.

The PFI contract for Rotherham Schools is a 30-year contract and at the end of this contract all of the assets in the contract will have to be handed back to RMBC in good condition. If anything should fail during that period it is Engie responsibility to make this right. So, for example boilers might last for 10-15 years, so Engie would replace these at their cost when they fail. The aim is to hand back the asset with at least 5 years life left in it. Engie's customer is 'Transform Schools' which is the umbrella PFI organisation for 14 schools in Rotherham. Engie works to an output specification which defines how schools should look. Elliott meets regularly

with KT and JL to discuss works and development. Sometimes Engie will address aspects which aren't due for replacement or renewal. The example of the community room was mentioned where Engie agreed to replace the carpet which was beginning to look a bit worse for wear. Other recent works have been to the tarmac at the back of school which was starting to look bad. The roof has some leaks and £15k of works to this has just been authorised. This is the good side of PFI in that all these things are addressed at no cost to school and Engie pick up the risks. The downside can be the costs involved in PFI contracts. PFI schools are very well maintained and have a high level of statutory compliance.

Governor question – who manages the contract with Engie?

Effectively this is RMBC, but in practice any issues are resolved locally and quickly.

Governor question – who quality assures the work of Engie?

Engie management visit site regularly and observe what is happening on a regular basis. Pete the caretaker is employed by Engie and is accountable to Engie Managers who visit regularly. There is also a formal annual external audit. Engie uses a risk-based monitoring system. Any items identified for attention are not closed off in the system until the work is completed and the paperwork is received. There are financial penalties included in the PFI arrangement for non-compliance, but it is very rare for these to be applied. This is because the system works well. There is a programme of life cycle works such as painting and decorating. School signs off on these works.

Governor question – who negotiates the annual charges?

There is no negotiation. The charges were set and agreed at the start of the PFI contract 14 years ago now. There is an RPI inflation increase applied each year. The individual school share of these charges was determined based upon a square meterage for the site. MVP was a completely new asset at that point.

Governor question – do you shop around for the best deals on energy for us?

Engie do not provide energy for school. This is outside of the PFI contract. Engie is currently working on a project to install electric vehicle charging points in schools. It is hoped that this will be a funded installation and would be a nice project for MVP.

Governor question – how will leaving the EU affect this?

As a company this will give us recruitment and labour supply issues. This won't be felt too much in Rotherham. There may be some increases in costs, which Engie would have to absorb.

Governor question – do you see any other issues ahead of us?

COVID 19 and the effects upon our staffing levels. We have seen some impact but because of our size and the contracts we have got we can pull in staff from Barnsley and Bassetlaw if needed. We already cover your caretakers leave.

Governor question – regarding health and safety checks, does someone do a random check of the checks?

This is down to the management team and when they visit school. They will make direct observations, whilst here. So, for example is Pete wearing safety boots and working in a safe way? Everything is logged and followed through. So, for example when some screws were found in a classroom recently, there was an investigation into how this happened, and the learning was taken forward. Technical compliance to things such as PPM (Planned Preventative Maintenance) is overseen by Engie Technical Manager. Transform Schools also use a company called Quadriga to do external health and safety inspections. This was completed last year at MVP.

KT gets regular reports in school and also KT and JL attend regular SOMM Meetings with contractors.

It was agreed that KT would send governors a copy of the recent PPM report. Elliott thanked school for the positive way in which he and his staff are engaged with by KT and JL. Elliott was thanked by governors for his presentation and taking time to attend the meeting. He left the meeting at this point.

4.2 General premises update – KT/JL

KT had sent out a report to governors prior to the meeting and asked if there were any questions from governors.

Governor question – do fire drills still take place?

Yes, these are done half termly and the last one was done just before half term holidays. There will be another one conducted before Christmas. KT uses the fire drill checker which helps ensure that all staff (regardless of contract type) get to experience a drill. This is achieved by varying the day of the week and time of day for drills. A recent visit from the Fire Officer recognised this as good practice. In the recent drill school is pleased to say that the integrity of bubbles was maintained. It was noted that Engie and Transform had delivered really well during the pandemic. School runs well due to their hard work and looks really good.

KT mentioned to governors that there have been a number of infrastructure changes during this period. School is now totally online and cashless. Safeguard has been set up as a replacement for CPOMS. Payroll has changed, we are using O Track for pupil data. All staff have IT equipment and VPN access enabling them to work from home. Thanks, were expressed to KT for leading in these changes.

Actions – KT to circulate PPM report.

FGB5.PE PREMIUM PLAN 2020 21 5.50pm to 6.05pm

5.3 Running track plan for governor approval – KT/JL

The plan for this is being developed as we speak, and costings being sought. It is thought that this might cost in the region of £14k to install. School is trying to arrive at a situation where the PFI arrangement will pick up the longer-term costs for renewal and maintenance. This was prompted by looking at creative ways of

spending the PE premium. Lots of things that this might have been spent on before COVID-19 can't now be used. We have had a meeting and are exploring the idea of installing a running track on the school site.

We need to be a school of choice for our parents in this area. Parents look for added extras in schools. Having a running track will be this. We can advertise this facility, use video, have inter school challenges, sporting tournaments and so on. There may also be an income stream in time from letting it out.

Governor question – what have Engie said about taking this on longer term?

It can be done at a price. Whatever we do needs to be sustainable and affordable. This is a potential use for PE Premium.

Governor question – is school well equipped for PE?

We have recently bought more equipment for school because we can't share this between bubbles as we would normally do. Every class has a class set of everything and there is a set for playtime/lunchtimes.

Governor question – is all equipment of a good quality?

We have recently completed an audit of equipment and disposed of broken or unsuitable equipment. There is also an annual inspection of certain equipment completed by an external company which also highlights anything for disposal.

Governor question – what is the outdoor gym?

The running track is Plan A, and the outdoor gym is Plan B.

Governor question – what the actual benefit from the running track be?

We could use it for the daily mile, which is currently being done in different areas. It would be motivational for children. They love it when we visit the English Institute of Sport and get to use the tracks there. If we have our own facility, we can do this all year.

Governor question – would we lose something from somewhere else if we install this?

No. We are looking at levelling the playing fields. We already have a football pitch and a ball court separate from the field. We are trying to vary what we have to offer.

Governor question – will this run around the field?

We are getting quotes for a circular and linear track. This will need to be managed at lunchtimes but is doable. The approval we are asking governors for is that we continue to explore this as an option. Any specific plans will need to come back to governors for approval. Governors approved the plan.

5.4 Approval of PE Premium Plan 2020 21 – JL

Following the discussion at 5.3 above, governors approved the plan.

FGB6.STAFFING UPDATE 6.06pm to 6.16pm

6.1 To receive an update on the 2019 20 appraisal and pay progression – JW/TW

TW and JW have met with JL as the Pay Committee. They have reviewed the teacher pay recommendations with JL.

Regarding the Head teacher appraisal, an external advisor has been allocated to assist with this process. School will be using the same advisor as JMAT use. It is not regarded as good practice for both the Chair and Vice chair to be involved in pay and appraisal decisions. T DH has agreed to complete the training for appraisal to address this.

TW was not chair when first appointed to this task.

6.2 Approval of School Pay Policy 2020 21 – brought forward from 13/10/20.

Governors approved the pay policy, which is the generic RMBC policy.

FGB7.COVID UPDATES 6.17pm to 6.22pm

7.1 Review and approval of any revision to risk assessment/s.

Governors had received a copy of the revised COVID risk assessment and have approved this.

JL reported that school had to close a bubble at half term, due to one child testing positive. No other positive tests were received from the other children in the bubble. School took encouragement from this that strict hygiene measures are working.

FGB8. APPROVAL OF POLICIES 6.23pm to 6.33pm

8.1 Consultation on Admissions arrangements and PAN for pupil entry in September 2022 – return of pro-forma to LA by 20th November 2020. JL/TW

RMBC think that school has a PAN of 30. We want this to stay at 40. This is recorded as being 40 with the DfE so we think that RMBC have got this wrong.

At the moment we have got 15 pupils in one-year group and 31 in another. We can't afford to say no to new children. We will need to use mixed year group classes more in the future as numbers expand. We need to get to a place where we can level out numbers in each year group and keep some availability in each year. We have 17 in F2 at the moment and this number will move up through school. This supports the idea of mixed classes.

Governor question – will we get any children joining us in Year 1 rather than F2?

We don't get to know this as we just get the annual allocation from the authority. The admissions team have birth figures for our area which show 40 children coming through in a few years. We don't know if all of these will come to us.

Governor question – are there any potential drawbacks from a PAN of 40?

None that we can see.

Governor question – the admissions policy gives parents of children born in the summer term to start school later?

That is correct, but we haven't seen it happen here.

Governor question – what are 'in year' admissions?

These are children who join school between October and July each year.

Governors agreed to request a PAN of 40 be used.

FGB9.SAFEGUARDING UPDATE (HEADLINES) 6.34pm to 6.39pm

9.1 Brief update on any safeguarding action or concerns

TK was going to bring a summary for governors, but she has had to give her apologies. There was nothing urgent to report and it was agreed that this would be picked up at the next meeting.

9.2 Arrangements for the annual safeguarding update

JL stated that governors have had access to a copy of the JMAT COVID-19 Safeguarding Audit. This item relates to the RMBC audit system. School is experiencing technical issues with gaining access to this. It was agreed that this item would be deferred to the next meeting.

It was noted that MK had agreed to be safeguarding governor. It was also agreed that MK will discuss any actions arising from the JMAT COVID-19 audit with JL outside of this meeting.

FGB10.MINUTES OF THE LAST MEETING & MATTERS ARISING 6.40pm to 6.50pm

- 10.1 Approval of the minutes of the meeting of the full governing body – 13th October 2020 and 10th March 2020. The minutes of the meeting held on 10th March 2020 were approved. TW asked that governors place the discussion from the meeting of 13th October about the cost of PFI and academisation be moved to the confidential minutes. Governors agreed this change and approved the minutes.
- 10.2 Matters arising – not included elsewhere in the meeting agenda
- 10.3 Clarification around the timeline for a 3-year budget plan and P Haynes attendance at a future GB Meeting – JL/KT
Update 17/11 P Haynes will be attending the December meeting.
- 10.4 Update on arrangements for the approval of the School Private Fund Audit – KT
Update 17/11 the auditor has now collected the paperwork and us starting the audit.
- 10.5 Update on COVID-19 related pupil absences – JL

Update 17/11 a report had been circulated to governors which showed absences due to COVID separately.

Governor question – have you noticed that attendance appears to be lower on Fridays? Is this because school closes at lunchtime on a Friday?

We have noticed this and the reasons for absence given are varied and nothing to do with lunchtime closure. The newsletter offered parents help with childcare if they were going to struggle with collecting their child on a Friday. We would help parents with this.

The Friday afternoon closures have gone down well with staff who can now have PPA time at the same time each week. This can be completed at home without interruptions

Governor question – what is CME?

This is Child Missing from Education. This is used when a child moves to another area and doesn't present at a new school. We let the LA know and they liaise with the other LA to ensure that they attend school somewhere.

10.6 Governors to be given access to Safeguard so that they can complete the governor training – KT

Update 17/11 – governors now have access to the training within safeguard. TW encouraged all governors to complete this online training.

10.7 Recruitment of parent governor/s – TW

TW reported that DT had now brought in ID documents and the DBS application was now in progress. A letter will be going out to parents soon to seek nominations for the other vacancy.

FGB11.ANY OTHER URGENT BUSINESS 6.51pm to 6.55pm

11.1 None identified. Governors were encouraged to let TW have questions for P Haynes who will be attending the next meeting.

FGB12. CONFIDENTIALITY 6.56pm to 6.58pm

12.1 To determine any confidential items.

FGB13. DATES OF FUTURE MEETINGS

13.1 Full Governing Body Meeting – 8th December 2020 @ 5.30pm