

**MEADOW VIEW PRIMARY SCHOOL
VIRTUAL MEETING OF THE FULL GOVERNING BODY
TUESDAY 23rd JUNE 2020 AT 5PM**



MINUTES

Present: - T White, K Bromley, A Boyle, J West, T Davidson-Hague, J Logan
In Attendance: - A Blench, T Keenan, K Taylor

FGB1.APOLOGIES FOR ABSENCE

- 1.1 To accept apologies for absence. Apologies for absence were received and accepted from B Vickerage.

FGB2.DECLARATION OF PERSONAL AND BUSINESS INTEREST

- 2.1 Individual governors to declare any personal or business interests on any item on the agenda. No declarations were made.

FGB3.BUSINESS CRITICAL DECISIONS

- 3.1 To review plans for the phase re-opening of school from 15th June 2020 onwards.

JL reported that the planned re-opening of school to key year groups had gone well. Staff had adapted well to the new way of working. Children had smiling faces and were pleased to be back at school. School has 38% of pupils back in school compared with a national average of 28%. School has seen the additional vulnerable pupils attending school that it hoped would do and this has been a result of a concerted effort to make this happen. Governors thanked school for all that had been done expressed their pleasure in being able to receive this report.

- 3.2 To approve the 2020 21 financial year school budget.

Staffing structure – governors had a copy of the structure before the meeting. T.A. s will be centrally directed in the afternoon. This depends upon whether we will be working in bubbles or not from September. If in bubbles TA won't be able to move around between bubbles.

JL described the different teams in the structure.

Head teacher will be JL. The other teams are Inclusion Team, Admin Team, Learning and Teaching Team. JL described each teams' responsibilities.

School has been successful in its bid for funds from the English Hub which will fund the literacy lead TLR.

TA support will be at least 3 mornings per week whole class support, the rest of the time they will be deployed for PPA time, individual work.

1 Teacher has handed in her notice and we haven't appointed anyone new. The assistant head will be back into class with teaching responsibility. We have reduced the HLTA component and have reduced 1 HLTA hours by using a secondment.

Governor question – what is TLR? This stands for teaching and learning responsibility. Teachers get this when leading on and managing a whole school responsibility. Such as maths or literacy.

Governor question – what is the net overall change in staffing? Teacher lost 0.6, plus 26 hours of HLTA. Executive Head role lost as well.

Governor question – are you anticipating that the teaching of maths and English will be done in the mornings? How will this work if there is no TA support in the afternoons?

Yes, this is how its going to work. Maths and literacy will happen in the morning. We need to look at what we do differently. The feedback from the Ofsted visit was that behaviour of some pupils was affecting learning. We have unpacked this further. We have a lot of children in school with SEMH concerns, so we are looking at being proactive in where we place the support. We have a lot of Learning Support Plans in place and have bought in the Learning Support Service to work with us on these. We are going to deploy the TA support dynamically. There is no doubt that this will impact upon SLT time by having less TA resource. We have to make sure that TA time specified in EHCP are met. We are focussing on the most important things.

Governor question – would other subjects be covered in the mornings as well as maths and English? How will teachers cope with pupils if they don't have a TA in class with them?

As a result of feedback from the Ofsted inspection we have come to the conclusion that we will need to be much more explicit about when we are teaching skills related to each subject. Ofsted said that children had fantastic knowledge, but this wasn't evidenced in their books.

Governors approved the staffing structure for 2020 21.

It was stressed that if schools have to keep pupils in bubbles in September then TA will not be able to move around classes as proposed.

Budget setting 2020 21 – KT mentioned that the previously circulated budget forecast reflects the downwards trends in pupil numbers. Nursery funding has also reduced due to falling numbers. We will also see a reduction in Pupil Premium income and particularly as the Year 6 cohort leaving this year is a larger group. This gives us a

reduction of 18 pupils. We have promoted the 30-hour provision, but this does not necessarily bring us more pupil premium. School has seen a £10,000 reduction in self-generated income due to the COVID 19 closure. Our foundation funding has reduced by £12k. We have 20 booked in for September 2020, with a capacity of 26. More children may arrive in January and April. KT mentioned that she had been at a meeting with the CFO and CEO of JMAT where budgets were discussed. Other schools have waiting lists, but MVP does not now have anyone on its list.

Governor question – do we know why we have lower cohorts for foundation? Do we know when this will increase?

The LA regularly tell us that numbers will increase but we didn't see this happen. Other schools have places and there is increased choice for parents.

Governor question – when is the financial year?

This runs from 1st April 2020 to 31st March 2021.

We brought forward a surplus from 2019 20 of £9,483 and are forecasting we will end the year with a carried forward deficit of £12,484.

Governor question – what is the amount in pupil premium allocation of £24,210 which appears all 3 years?

This is a typo and will be removed from future years.

Governor question – does the budget include all of the staff changes we have approved? Yes, everything is included.

Governor question – E02 Supply Teaching Staff has an amount of £1,000 in it what is that for?

That's for the clerk to the governing board.

Governor question – E18 First Aid £400, can we claim this back?

These are first aid supplies which are normal day to day spend for a school. The LA will be claiming any exceptional costs due to COVID, but we can't claim for business as usual costs.

Governor question – E27 what is ACT?

This is the autism support service.

Governor question – the top slice of 3.5% what is this taken from?

This is from the Direct Schools Grant, but not from pupil premium SEN income.

Governor question – are we assuming that KS salary is re-imbursed by JMAT?

Yes, up until the end of August 2020. From 1st September 2020 onwards KS salary will not appear on our payroll as she will be seconded across to JMAT from that date.

Governor question – are JMAT giving school £39,500?

Yes, this is to offset KS salary from April to August 2020.

KT said that she believed that the deficit was manageable, and that more income could be gained from nursery places.

Governor question – is the top slice to JMAT worth paying when we are not as yet a JMAT school?

School believes that it is and that it represents value for money. We are either getting services cheaper or paying the same as with the LA but getting more. When governors agreed to paying the levy before we had actually converted it was our view that academy conversion was only a couple of months away. Clearly this has been delayed now. We aren't currently taking advantage of all the services we could as some will not be fully rolled out until we convert.

Governor question to JL – do you think its worth paying the levy when we haven't converted yet?

Yes, it is definitely worth it, and we will include in next years school improvement plan all the details of the support that we are getting from JMAT.

Governor question – don't you think that pupil premium income will increase as more families fall on hard times as a result of COVID?

This is possible but wont impact budgets until 2021 22 due to the fact that the numbers are picked up from the pupil census in January 2021. It was noted that it is harder for new applications for FSM to be successful since the income threshold was reduced from £16,000 to £7,000. School has regularly promoted the FSM application process during the period of lockdown.

Governor question – if other schools are filling up can we advertise that we have places available?

Will parents who are due to start in September 2020 actually send their children in? When we get to September, we could find that we have another 10 we weren't expecting, its difficult to predict. We use twitter and the school website to promote school.

We are being asked by the LA regularly of we have any spaces for additional children right now. We have to say no. If come September, we are not in bubbles then we will have capacity for more.

Governors approved the budget, on the provision that a 3-year budget was worked upon for presentation to governors. Governors expressed concerned around the projected future financial position after 2020 21.

Governor question – the figures in the budget forecast for the years after 2020 21 don't show any difference. Can we have accurate figures so that we can then plan to address future years deficits?

KT explained that in all the years she has worked in education she has never seen a budget which wasn't in deficit in future years. For our school a big proportion of costs are swallowed up in PFI charges which we can't do anything about. When recurring costs are accounted for this only leave £25k that we can do anything with. The LA know that we know our school and we talk about this regularly. We may need to restructure later on, but we can't plan in a pandemic.

KT agreed to adjust future year figures and this will be brought to a future meeting as an agenda item.

KT mentioned that when the budget is submitted to the LA this will trigger a process.

3.3 To review governor terms of office and any vacancies

It was noted that JN had left the governing body at Easter when her term of office as parent governor ended. KB term of office will expire on 3rd July 2020 and governors agreed to his appointment for a further 4 years as a co-opted governor. It was noted that DT had been appointed as a Parent Governor just prior to lockdown started and that there had not been any contact from her since then. NL had resigned earlier this year which means that we have a vacancy for 1 parent governor. It was agreed that the parent governor role will be advertised in September. BV had also indicated that he would like to step down this year at some point. Governors noted that as a governing body they were not very diverse and would like to see BAME represented on the governing body.

FGB4.CARE FOR VULNERABLE CHILDREN

4.1 To receive a verbal update on arrangements for children with EHCP, social worker involvement, children of key workers and child with an Early Help worker.

We are pleased to report that most of the vulnerable children we were expecting back from 15th June returned. Those who didn't we are working with their social workers to address this. Other children we will not see due to medical issues and shielding as discussed at the last meeting.

4.2 Retrospective approval of the COVID 19 addendum to the school safeguarding policy.

This has been circulated previously and had been updated in the light of the opening up of school from 15th June onwards. This was formally approved at the meeting.

FGB5.FACILITIES

5.1 To receive a verbal update of how school is operating for children/staff who are in the building and remote working staff.

This item was not discussed.

FGB6. SUPPORT TO PARENTS AND CHILDREN AT HOME

6.1 To receive a verbal update on the support that school is able to give to parents/carers/children whilst at home.

The home learning is going well, and we are chasing up with families where no work has been sent in. So far this amounts to completed work of F1 36 – 64%, F2 57 – 69%, Y1 42 – 73%, Y2 – 37 50%, Y3 – 70 79%, Y4 – 56 – 56.5%, Y5 30- 80%, Y6 27 – 24%. Year 6 think their schooling is over so perhaps not surprising that theirs is low.

Governor question – will you be supporting home learning over the summer?

We are awaiting government guidance around this.

Governor question – can't we just decided to do this anyway?

We can look at something to send children when we break up which will last for the 6 weeks holiday. But we don't have the capacity to support this through the summer. Staff are exhausted as it is. We need to come back in September as fresh as we can.

Governor question – do we have any plans for how we will teach in September?

The advice is that we should not go too fast. We would normally do 'be the best you can be' but are now looking at focussing on wellbeing and catch up for core subjects. We will know more about this when we next meeting on 15th July.

Governors expressed their thanks to JL and the school team for all they are doing. JL thanked governors for their support.

FGB7.WELLBEING

7.1 To received feedback on the wellbeing of staff and children.

It was agreed that this agenda item would be picked up at the next meeting.

FGB8. MINUTES OF THE LAST MEETING

8.1 To receive and approve the minutes of the meeting held on 9th June 2020.

The minutes were approved.

8.2 Confidential staffing matter – recorded separately.

FGB9. CONFIDENTIALITY

9.1 To determine any confidential items. It was agreed that item 8.1 would be included in the confidential minutes.

FGB10. DATES OF FUTURE MEETINGS

10.1 Tuesday 14th July 2020 – 4.45pm. It was agreed that this meeting would start at 5pm.