



Withycombe Raleigh C of E Primary School

Full Governing Board Meeting (FGB) – Part 1 Minutes							
Date/Time	Tuesday 27 April 2021, 7pm	Location		Blended – virtual & face to face in school hall			
Attendees		Attendees		Attendees		Attendees	
Antonia Burrows (AB)		Nick Pearce (NP)	Chair	Patrice dos Santos Rosello (PR)		Nicola Hart (NH)	Clerk
Sue Humphries		Emma Rogers (ER)		Alison Cooper (AC)	Vice Chair		
Clare Hollingsworth (CH)	Assoc. Member	Mike Smith (MS)	Assoc. Member	Fr Robert Sellers (RS)			
Jane Speake		Audrey Williams (AW)		Laura Dudman (LD)			
Emma Jones (EJ)	Head Teacher	John Maxwell-Batten (JMB)		Amanda Pope (AP)			

Apologies

Agenda			
44	Apologies	52	Headteacher's Report
45	Declarations of interest	53	Meeting Dates
46	Membership	54	Safeguarding
47	Approve Minutes	55	Governor Monitoring
48	Matters Arising	56	Policies
49	Correspondence	57	Christian Distinctiveness
50	Committee Minutes	58	Chairman's Business
51	Budget 2021/2022	59	Date & Time of Next Meeting

Ref	Item	Action / Decision	By whom
44.20.21	<p>FrRS opened the meeting with prayers.</p> <p>Apologies: None were received; however, Andrew Holder and Will Newport were not present, and their absence is not sanctioned.</p>		
45.20.21	<p>Declarations of Interest: None declared for the meeting.</p>		
46.20.21	<p>Membership: NP introduced LD to the board. NP proposed that LD joins the board as an LA appointed Governor which has been approved by DCC. LD works at Sidmouth College as an English teacher. LD is an active member of the WRPS PTFA and currently has 3 children attending our school. LD has previously clerked for the governing body of an academy trust, which included 5 primary and 2 secondary schools. LD left the school hall and members voted on LD's appointment. The board unanimously voted and agreed for LD to become the LA appointed Governor.</p>	Decision	All

Signature of Chair

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47.20.21	<p>Minutes:</p> <p>The minutes from the FGB meeting on 02 Feb 21 were agreed as an accurate record.</p>	Decision	All
48.20.21	<p>Matters Arising:</p> <p>The complaints policy is item 56 on the agenda.</p> <p>PR has completed the online induction training with Babcock. JS & PR have been in email communication regarding subject monitoring. NH to produce an induction pack for PR & LD.</p> <p>MS has resent the one-minute safeguarding guides to Governors.</p> <p>FrRS has completed the recordings for collective worship.</p> <p>NP has emailed the teachers to pass on thanks from the Governors.</p> <p>EJ & MS will report back on the staff wellbeing survey at the next FGB.</p> <p>The Level 2 Safeguarding training is ongoing. MS & AP monitoring.</p> <p>EJ confirmed that AW & FrRS are attending the virtual collective worship regularly.</p>	<p>Action</p> <p>Action</p>	<p>Clerk</p> <p>EJ/MS</p>
49.20.21	<p>Correspondence:</p> <p>EJ has received a complaint from a neighbour regarding the congestion in School Lane. Parents will be reminded in the newsletter that school lane is vehicular access to the houses and to be considerate of our neighbours living there. NP commented that it was good news that the crossing patrol vacancy had been filled. He also brought the Governors attention to the Babcock virtual session to be held on 30th June covering the new Ofsted framework.</p>		
50.20.21	<p>Committee Meetings:</p> <p>T&L – FrRS briefed the board on the main discussion points. High expenditure on teaching resources, school re-opening and the first week being about re-socialisation for the children. EYFS induction dates were discussed and agreed. Reading results are good. Hope4Kibera raised enough money for 45 food parcels. Gym equipment had been purchased and installed in the playground from sports grant funding. Agreed that it was too soon to re-commence monitoring meetings in school. All policies were agreed, and it was also agreed that the school visions and values be added to these local policies.</p> <p>Resources – AC had chaired this meeting and spoke to the board on the points covered, being – crossing patrol, GDPR working group yet to meet, plans for the summer holiday premises improvements including the re-vamp to the front of school in the foundation area, sports grant and catch-up funding and an update on the H&S inspections. The budget for 2021/2022 was agreed at this meeting and is the next agenda item for approval.</p>		
51.20.21	<p>Budget 2021/2022:</p> <p>AP updated the budget and subsequent report that had been agreed at resources and briefed the board on the amendments now that the year-end process was complete. The carry-over is just under £303k, this is £96k above what was expected. Closure of the school resulted in the larger carry-over. Only essential work has been completed on the premises. This gives the opportunity to invest in 2021/2022. Falling roll in Sept 2021, however 3 classes have been budgeted for. The pan cannot be adjusted, and we do not yet have final numbers. Classes in KS1 cannot go over 30, which would restrict us to the 60 if we only run 2 classes. There is also a possibility that some children will repeat their FS year. NP said that this would impact the budget year on year. AP answered saying only up until the end of Y2 when we would have the option to reduce to 2 classes in Y3 if the numbers were still low as we can then go over the 30 per class. NP reiterated that it was important that governors understand that it is not financially sustainable, it is a reduction of £120k on the SBS. AP stated that the school budget share (SBS) is based on the</p>		

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51.20.21 Cont.	<p>previous October census figure, therefore, the low numbers will impact the budget in April 2022. LD asked if this was a national trend? AP said yes, this is the first time we have had a low-level intake and is due to be lower for Sep 2022. EJ added that most parents have had their first choice of school. Brixington and St Peters schools have pre-empted the low numbers and reduced their pan. We are also over pan in most KS2 classes at present.</p> <p>AP went on to speak about the teacher and pension grant which is now embedded in the SBS, increasing the per child funding to £4180k. We have taken a loss of £13k of pupil premium funding due to the change in funding being based on the October census rather than the following January. Large increase in eligibility over this period due to covid. We will be supporting these families financially for FSM, trips etc for a whole year before we receive any funding. Covid catch-up funding cost centre has been adjusted to just under £40k, reflecting the unspent allocation in 2020/2021. AC enquired if there had been guidance on reporting the expenditure of the covid catch-up funding? EJ responded saying not yet. All interventions are being recorded for impact and it will be asked at an Ofsted inspection.</p> <p>AP – A pay pause has been announced for staff, support staff on grades A to D and teachers earning less than £24k will receive an uplift of £250. Unions are opposing this and asking for more. SDP has been allocated £38k, which will reduce at year 3 to avoid a deficit. A project cost centre with £120k has been added to fund an all-weather sports pitch, MUGA, fenced and floodlit. Planning is in the early stages. AC asked if this is from the sports grant funding? AP said yes, it is. AP & NH are investigating the premises improvement areas. ICT has been allocated £30k to upgrade the hardware. £15k has been allocated to invest in new equipment, combi oven and second dishwasher. The capital funding, currently at £43k with a predicted allocation of £10k this FY will be used to upgrade the FS outside area to an all-weather surface. NP questioned the large carry over and if it was at risk of being taken back? AP informed the board that a carry over above 5% had to be justified to DCC. The larger carry over is not unexpected due to the covid effect and can be justified for the following reasons, contingency for falling roll, large investments for the current FY, i.e. MUGA which have been allocated a cost centre, investment in the premises. AP also added that we can now claim for providing food parcel over the holiday period, £3.50 per child, totals £1300.</p> <p>The 2021/2022 budget was agreed and approved.</p>	Decision	All
52.20.21	<p>Headteachers Report:</p> <p>EJ advised the board that the full report is on the drive. Currently have 626 on roll, which is good. Pupil premium numbers are high, 91. Have struggled historically to these children. Have met with MS/CH to agree a plan of action. Spring term has been tough and exhausting. Staff and parent meetings have been done virtually. Hoping to move back to more face to face soon. Y1 children are still struggling, behaviour support team have been into school to assess. We now have a few children on part time timetables. Subject leads have been given time out of class to develop their subjects. Catch-up funding will be directed where the need is greatest. The assessment and monitoring will be discussed further at the next T&L meeting. Staff structure for September has not been finalised yet. We have TA contracts that are coming to an end due to children moving on. We have not had any indication yet of our new FS who require SEN support. 2 completed EHCP applications have been submitted and 2 are currently being done. AC asked if these are new ones that would not have hit the criteria before lockdown? CH responded saying that some are from pre-school that had not picked up on the child's additional needs, and some are not making progress, they would have needed one with or without lockdown.</p>		

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52.20.21 cont.	<p>Advertised internally for an apprenticeship teacher to make use of the levy. Plans to re-instate the nurture group for Y1 and Y2 in September. Current staff will be re-deployed to run it. 3 new 1:1 TA's have been employed (for the summer term only) in Y6 for children who now have EHCP's, will greatly assist with their transition. 2 members of staff are welcomed back after long term sickness/shielding. Sarah Cuthbert will be covering part time in Dragonfly class. SIAMs, new 'values' award launched for members of the school community who demonstrate our schools' visions and values. FrRS & AW continue to regularly attend the virtual CW each Friday. NP reminded the board that Governors are invited to attend the School Development Plan (SDP) staff meeting on Monday 7th June at 3.30pm.</p> <p>AP left the meeting at 7.55pm</p>		
53.20.21	<p>Meeting Dates 2021/2022: The meeting dates for next year were agreed. To be published.</p>	Action	Clerk
54.20.21	<p>Safeguarding: MS informed the board that full annual report is in the drive. MS briefed the board on the main points, directing them to the table, and the areas of strength and developments. Overall, the number of recorded incidents in school across the various areas are low. NP added that exclusions are reported to the Chair. JM-B asked if any had been permanent? EJ answered, no. They have been fixed term, and mainly for violence against a member of staff. MS added that children lash out, but only excluded when it is deemed deliberate. AB asked if the school is penalised for exclusions? MS answered saying that Ofsted would question them about the circumstances and want to know why. NP added that this would be the same for low attendance. EJ said that the inclusions team are now encouraging that if a child goes home early because they are dysregulated this should be recorded as an exclusion. LD enquired if exclusions are reported on? EJ answered yes, an online form is completed to DCC, parent receives a written letter, and it is recorded electronically on Sims and CPOMs. JM-B enquired if there was a peer-on-peer sexual abuse policy and would children be excluded for this? MS advised that it sits within the KCSiE policy and can be reported to Mash. Exclusion would depend on the severity. NP also added that parents can appeal the decision to exclude to the Chair of Governors. MS continued to read the areas for strengths and developments from the report which had been written in the main by SH. Main points have been emboldened and are covered in the Level 2 training. Majority of staff have now completed the Level 2 safeguarding training. MTA's have received training, safe and positive play. Safeguarding scenarios have been included in staff training. The cycle has been altered, for example online safety is moveable now that we are out of lockdown. Subject leaders are running a rolling chronology. A survey was conducted for children and 90%+ felt safe in school. A key area for development is the induction process. AC asked if the level 2 training would be every 2 years? MS said it is now annually.</p>		
55.20.21	<p>Monitoring: Geography - AB has met with Suzanne Gallagher (SG). Monitoring form is in the drive. SG feels positive about planning for KS1 but not KS2. MS said that he had met with SG and David de Cruz has been appointed as a contact for KS2 so he can input some knowledge for the planning process. SEN - JM-B meets regularly with CH to discuss planning, pupil voice etc. Art - ER said that AW is due to visit when restrictions relax. RHSE - PR has met virtually with Sam Scudder, shared information with PR. Clerk to re-send monitoring form.</p>	Action	Clerk

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55.20.21 cont.	NP advised LD that he would discuss subject monitoring at the next resources committee meeting. FrRS has completed a CW monitoring and the form is in the drive.	Action	Clerk
56.20.21	Policies: Complaints Policy – agreed. Equality Policy and Accessibility Plan – EJ recommended that a working group is formed to discuss these policies. LD/AB/FrRS will form this group along with EJ. EJ to inform of a meeting date.	Decision Action	All EJ
57.20.21	Christian Distinctiveness: School Values – FrRS started by asking all non-staff governors if they knew the school values? If not please learn them. Children are brilliant and most know them all! SIAMs – EJ signposted governors to the strand 1 questions in preparation for the inspection. A new strand will be included at each FGB meeting. NP asked if this was for the Foundation Governors only? EJ said all and invited all governors to monitor CW. NH will email the link to the questions and governors can answer individually.	Action	Clerk
58.20.21	Chairman's Business: New governor Dr Antonio Olmedo, associate professor has toured the school, met with EJ, received an induction pack and is keen to become a governor. Scheme of Delegation was not in the drive for this meeting, NH to re-send and then publish on school website.	Action	Clerk
59.20.21	Next meeting, SDP Tuesday 15 th June 2021, 7pm, blended. FGB Tuesday 6 th July 2021, 7pm, blended. The meeting ended at 8.35pm.		

Summary of Action Points

1.	Induction Packs for LD & PR	Clerk
2.	Feedback on staff wellbeing survey	EJ/MS
3.	Governor meeting dates published	Clerk
4.	Re-send governor monitoring form to PR & JM-B	Clerk
5.	Equality policy working group meeting date	EJ
6.	Strand 1 questions re-send link to invite answers	Clerk
7.	Scheme of Delegation re-send & publish	Clerk