

Haslingfield Primary School

Minutes of the Governing Body Meeting

Held via zoom 6.30pm on 9th March 2022

Governors present: James Hayward (JH-Headteacher), Paula Durrant (PD- Chair FGB/Standards), Janet Reinemann (JR- Chair Resources), & Poppy Short (PS), Guy Lewis (GL) and Natalie Gillies (NG)

Also in attendance: George Hayes (Strategic Lead for Governance for Cambridgeshire and Peterborough) and Kathleen Baptie (Clerk KB)

1. Welcome, Introductions & Apologies

George Hayes was welcomed to the Governing Body and introduced to the Members.

Apologies received from Miss Peck.

2. Declarations of Interest

PD declared an interest in item 8 as an employee of CCC.

3. Review of Minutes of the FGB meeting 29/09/21 & Matters Arising

The minutes were approved following a proposal by JR and seconded by PS and will be digitally signed.

It was noted that the uplift in staff pay is to be included in the budget.

4. Headteacher report - update on progress/key issues links to school development plan

The Head teacher report was circulated prior to the meeting and is appended to these minutes¹ JH summarised the following;

- Attendance in relation to Covid. Following recent changes to the rules it is unclear whether we will see a difference in number of cases and attendance. There has been low attendance in Cherry tree Class as some reception children do not yet have to be in school full time.

Gov Q. What are the new rules/guidance?

JH confirmed that the legal requirement to isolate has been removed, but parents are still expected to follow the guidelines which recommend isolating for 5 days. School can send children home if they are presenting the 3 main symptoms, although staff have generally found that the symptoms in children are different from those advertised and include lethargy and vomiting.

- Reading, Writing and Maths data – Reception class have not been included in the data as this class has been covered by supply and the Nursery TA.

The data shows an anomaly with Hawthorn class, however the moderation of assessments has not been completed and are due before Easter. This class teacher agreed that, having a lack of experience in assessments, she had been over cautious and as a result had marked rather harshly.

Gov Q. Assume all classes are moderated and not just those with low marks.

<p>JH confirmed all classes were moderated. He will be having a meeting with other local headteachers to discuss cross moderation with local schools.</p> <p>PD stated that it was important to remember when looking at the data, that we are emerging from Covid.</p> <ul style="list-style-type: none"> • Progress steps – discussed the information shown in the report. • Pupil Premium – this is being targeted through the Tutoring Programme. Not all PP children need academic support, some require more pastoral needs. The school is really pleased with the Tutor and the results that she produces. • Safeguarding. JH reported that they are raising the profile of safeguarding within the school. There are 4 incidents on ‘My Concern’. Raising the awareness, has had an impact on staff and children and is creating a culture of being aware. E.g. more notice taken of visitors to the school and adults wearing the correct colour lanyards etc. • Positive Behaviour. Behaviour at the school is very good. • External reviews and advisor support. Discussed how these feed into the School Development Plan. Staff have responded really well and find it is good to have these external audits. • Staff absence. The long term absence and phased return of a staff member due to Covid has caused an unavoidable overspend on supply teaching. • Support Staff Recruitment. The school is struggling to recruit part-time support staff. <p>Gov Q. What seems to be the barrier?</p> <p>JH believes the workforce is just not there. The pandemic is a key factor.</p> <p>Gov Q. How does this compare?</p> <p>JH has spoken with another local headteacher who is in a similar position.</p> <p>Gov. Q. Could we look at other ways of advertising e.g. village magazine, facebook.</p> <p>JH will consider alternatives.</p> <p>Gov.Q. Do TAs need experience and would Gap year students be considered?</p> <p>JH explained that a candidate would have to have a certain level of experience, or a particular skill set. They would consider apprenticeships but would need a skill set.</p> <p>Gov Q. Is there scope for TAs to go on to teacher training?</p> <p>JH Yes.</p> <p>5. Strategic Plan – update on meeting of key priorities</p> <p>A discussion took place about the objectives for Year 1 of the strategic Plan. Areas identified as requiring action;</p> <ul style="list-style-type: none"> • Links with Church & Charity need to be developed. • SFVS to be completed. • Parents survey to be done. • Budget to be finalised and agreed 	<p>SFVS to be completed and Budget finalised.</p>
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PD and JH are working to align the Strategic Plan and the School Development Plan. George Hayes offered to have a look at the Strategic Plan and offer advice.

6. Governors Visits

PD explained for the benefit of George the mentoring process for new Governors on School visits. NG reported on her visit as linked Governor to Early Years, which included her observations of the environment, the classroom resources which are looking a bit tired and the children who were very well behaved. Some points from NG's feedback have already been auctioned.

As SEND Governor, NG also sat in on a meeting with the school SENDCO and an external SEND advisor. The meeting was insightful and facilitated the SENDCO to assess her own working methods, by asking meticulous questions.

PD visited the school on a Behaviour walk and a Safeguarding audit and will buddy up with GL on the next Safeguarding visit as he will be the linked Governor.

PS had a meeting about the school website and carried out a review, particularly from a compliance point of view. It was noted that it is not very user friendly. JH and the School Business Manager have already started work on it and are looking at a more accessible version.

JH also informed Governors that the school was moving from SIMS Management Information system to Bromcom which is a cloud based system, making it more accessible from home. It includes many more features which previously had to be purchased as 'add ons', making it more cost effective in the long term.

7. External Visits/Audits

These were included in the Headteacher's report.

8. Standing items (reportable incidents/urgent items only)

- **Safeguarding – school fencing**
- **Premises and Health & Safety – discussion on current premises work/action being taken**

The Resources Committee have drafted a letter which has been sent to Rob Lewis (Area Education Officer SCDC) with a schedule of the work to be done. The next step is to have a meeting with Rob Lewis, John Clayton (CCC) and Phil Hill (CCC) to discuss a way forward as the school does not have the necessary funding. JR has also sent a let to local MP Anthony Browne.

It was agreed that there needs to be a longer term strategic review looking at how the Governing Body can support the school with property matters. A proactive rather than reactive approach is required.

It was noted that an independent local building expert had visited the school to look at the various issues of concern and he reported

Focus Group to arrange meeting with Rob Lewis.

his findings back to the Resources Committee. One of the priorities is the perimeter fencing.

- **GDPR/Website compliance**
Discussed in item 6.

9. School Budget- update

It was noted that as we approach the year end the school has overspent but is not currently in deficit. JH said that due to a continued falling role, the financial outlook is concerning and options are being looked at to ensure the school's position becomes stable. It is recognised that teaching costs are quite high as there are several teachers on upper pay scales.

The following costs have to be taken into consideration in next years budget;

- General staff increases
- Energy costs, 100% increase
- 2% rise for support staff
- Changing to new MIS system. Initially there will be a small increase however over time this will be a cheaper system and more cost effective.

Staff appraisals have recently been carried out to ensure that the school is getting value for money in its workforce.

Gov.Q Are we having open conversations with staff?

JH confirmed that expectations were discussed and staff have been made aware of the budget situation. He will also be looking at PPA cover as he is aware there are a number of highly paid experts in Art and language.

Gov.Q Should we be having a conversation with Rob Lewis about projected numbers?

George Hayes added that the pay increase for teachers had recently been announced and was significantly higher than 2%.

There followed a discussion about money saving options and it was agreed to consider a 5 class structure.

Gov.Q What happens if the school can't save any money?

JH we would need a deficit budget strategy to show that we have a 3yr plan.

It was agreed that future funding streams need to be looked at. The school will need to work with Ray Byford to see how we can work with the budget we have and how we can save money and still provide quality education. All options need to be considered including restructure and becoming an Academy.

It was noted we are not yet in a position to ratify the budget and will need to have an Extra-ordinary meeting to do so.

Gov.Q Have all outstanding monies from Out of School Club been collected?

JH confirmed that the office staff are working on it. It is hoped to outsource this to another provider at some stage in the near future.

10. Policies

The policies below were circulated to members for reading prior to the Meeting. All members voted in favour to ratify them.

- Behaviour Policy
- Health & Safety Policy
- SEND Policy
- Staff Induction Policy

11. Sub Committee reports

Resources

The main focus of the last Resources meeting was property maintenance and the school budget which have been discussed earlier during items 8 and 9.

Standards

The committee looked at the following;

- Pupil progress data
- Engagement of staff and delivery
- Focused on School Development plan
- Linked Governor visits
- New Phonics programme and how this is being embedded.
- Ofsted training planned for 17/03/22

12. Ratification of new Governor Pieter Hall

PD reported that a new a candidate PH had been interviewed for the role of Governor. PH has a range of business skills including contracts and writing bids and he has connections to the school. It is felt that his skills would sit nicely on the Resources Committee. A recommendation was made that he would be a suitable candidate to join the Governing Body. All members voted in favour.

Clerk to register PH with Governor Services.

13. Dates of next meetings

Extra-Ordinary meeting of the FGB (to ratify budget) 6pm 27th April 2022
 Resources Committee 6pm 3rd May 2022
 Standards Committee 6pm 17th May 2022 (may be moved to a time during the day)
 Governors Away Day 17th June 2022 (tbc)
 FGB 6.30pm 13th July 2022

Please note that these dates have been changed from the original calendar that was circulated at the beginning of the year.

14. Any urgent business agreed with the Chair in advance

PS proposed that it would be nice to have a coffee and a catch up possibly once every half term. These could include some training, or meeting the staff or school council. This would enable the Governing Body to develop as a team and raise its profile within the school community. It was agreed that a date for this should be set after Easter.

15. Close of Meeting

Meeting closed at 8.35 pm

ACTION PLAN- NEXT STEPS 1. SFVS to be completed and Budget finalised. 2.Focus Group to arrange meeting with Rob Lewis. 3. Clerk to register PH with Governor Services.	Spring/Summer Term 2021/2022

ⁱ Headteacher's report