

Haslingfield Primary School

Minutes of the Governing Body Meeting

Held via Teams, at 6.00pm on 24th February 2021

Governors present: Graeme McLeod (Head), Paula Durrant (PD,) Donna Peck (DP), Jenny Reavell (JNR), Janet Reinemann (JR), Tim Robinson (TR), & Poppy Short (PS)

Also in attendance: Kathleen Baptie (Clerk KB)

<p><b>1. Welcome &amp; Apologies</b> Apologies received from CB</p> <p><b>2. Declarations</b> None</p> <p><b>3. Matters Arising and Approval of Minutes of the FGB meeting 20/02/21</b> There were no matters arising and the minutes were approved.</p> <p><b>4. Future Structure of Governing Body meetings</b> A proposal was circulated prior to the meeting for review and invitation for discussion on the restructure of future GB meetings. The proposal highlighted the size of our membership and the duplication in process. It also stressed the importance of aligning governor monitoring with the School's operational capacity so that statutory roles and responsibilities Continue to be done effectively.</p> <p>All members voted in favour of the restructure.</p> <p>From September 2021 GB meetings will be held once every half term, totalling 6 meetings per academic year.</p> <p>Link Governors will report on key areas. These will be assigned in line with the required skill set for that specific area.</p> <p>In the interim JR and JNR will provide updates for Resources and PD and TR will report on Standards.</p> <p>Role descriptions will be developed and include a clear process for the transition of link governors.</p> <p>The GB have two vacancies and have identified the need for recruitment of Governors with Finance and Business Management skills. Recruitment is being progressed.</p> <p><b>5. School Budget</b> The school is currently working on setting the budget for next year and is preparing two models based on 6 or 7 classes.</p>	
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School is aware that next years budget will have a substantial financial commitment to support children with special educational needs and this will have a huge impact. GM explained how funding is allocated for children with an EHCP and how the school makes up the shortfall.

Governors Q- How many new starters are expected in September ?

GM replied that it is likely to be in the region of 16 which is another small cohort. The number of children leaving in year 6 is 29. Typically the school has a few mid year starters, but this appears to have been impacted by Covid.

GM explained that additional pension contributions are also likely to take the budget a bit lower than predicted. The Government gave extra funding for this last year, however this is not expected this year so school will need to fully fund this.

GM's stated that by running models for both class structures to inform Governors of the options going forward.

Governor Q- TR asked how the decision would affect staffing? GM responded that a couple of recently appointed staff were on annual contracts. It was noted that it was important to give them as much notice as possible.

The Governors were in full agreement that they would not support decisions which put the school into deficit.

A discussion took place about about how the budget would be ratified to justify whether or not the school can afford to continue with 7 classes. JNR reported that if the school maintains 7 classes next year that it will push the school into deficit.

It was also noted that the Governor budget would be reviewed to take into account membership needs including subscription to advisory bodies and revision of clerk pay scale. Discussed a proposal to develop a Governance finance policy to outline the use and purpose of the Governor budget.

#### **6. Governor SEF- action plan update**

The working document circulated prior to the meeting has been rag rated to show areas of development with timescales, including;

- Skills analysis and training
- Induction of Governors
- Developing a Governors Code of Conduct, linked to induction
- Access to memberships
- Access to data with support from GM & DP

#### **7. Skills Audit/Training - update**

The skills analysis prepared by JNR was shared onscreen and 2 areas were identified as needing further training;

Skills analysis to be sent to KB to be kept with training log.

- Financial Management
- What Ofsted looks like and how we plan for it

DP has prepared a comprehensive curriculum document which will be presented to the Governors in the Summer Term.

#### **8. Governor Strategic Plan- deferred**

#### **9. Ratification of policies**

The following policies were approved and ratified;

- Admissions
- Complaints
- Maternity Leave for Non Teaching staff
- School Relationships Education

#### **10. Headteacher update**

GM's report included;

- Attendance figures
- Number of Pupil Premium children
- Ratio of boys and girls
- Staff vacancies
- Key Statements including the School Self Evaluation and the School Development and recovery plan
- Safeguarding Monitoring
- Class structure
- Remote Learning
- New displays of safeguarding information.
- Update on SEND planning and reporting
- Assessments. There will be no SATS this year but the school will carry out it's own assessments.
- New EYFS curriculum which starts in September
- Covid risks assessments – updates continue to be validated by CCC
- The school's server has been replaced and existing computers updated during half term.
- The school has received some computers on request from DfE , in addition to some that were donated from local families, and these have been passed on to those pupils in need.
- The school has received the first part of funding to help close the Covid 19 learning gap.  
Governor Q- PS asked how the children are identified? GM replied that it was by teacher assessment and that 12 children are receiving additional support which is based primarily on writing.  
DP's & SC's projects are also centred on closing the gaps due to Covid.

#### **11. Safeguarding**

Discussed in item 10.

Meeting finished at 8 pm
