



**Minutes
Full Governing Body Meeting
Monday 23rd November, 2020
6.00 pm**

This was a virtual meeting via MS Teams because of the restrictions resulting from the coronavirus pandemic

Requested Attendees:

Cliff Walters (Chair), Karen Wrixon (Headteacher), Maria Dixon, Rachel Barbet, Steve Lewis, Vera Peevor, Russell Field, Richard Hull, Laura Gilham, David Luxton, Annabel Smith, Janine Wagner-Hale, and Catherine Dunkley-Jones (Clerk)

Invited Attendees: Gilford Sweetenham

<p>1. Welcome, Apologies and Introductions The chair welcomed all to the meeting and introduced new parent governor, Gilford Sweetenham. Apologies were received and accepted on behalf of LG, DL, RB and AS.</p>
<p>2. Notification of Any Urgent Business -</p>
<p>3. Declaration of any business interests -</p>
<p>5. To approve the minutes of the last meeting - 21st September 2020 – and any matters arising not addressed by this agenda. The minutes of 21st September 2020 were agreed to be an accurate record. There were no matters arising not addressed by this agenda.</p>
<p>6. Committee Reports 6.1 Curriculum Committee – met on 9th November (CW) To summarise the minutes of the meeting, staff have been focussing on assessment and gaps in learning, and how to put that into place. The chair voiced admiration to the staff and SLT for all their work leading to the results and outcomes, an opinion which was underscored by the SEP, Geoff Pike, during his recent visit. EYFS is currently an area of focus and input as they are a low-attaining cohort with a high proportion of pupils with SEN. Attainment in Y2 is also a concern. This class will be doing the Phonics test this half-term and any who fail will be retested in June. There is also a strong focus on well-being in these difficult times - for parents, children and staff</p>

SignedDate



to ensure that everyone is emotionally well. Attendance is up to 97 %.

Provision for remote learning is now being considered in detail as this is now a legal requirement. This is necessary to ensure the children receive an education in the event of self-isolation but adds another layer of complexity to teaching.

Funds are being provided by a local community action group for laptops and printers for parents that don't have them.

Maths – the main priority is helping those that have fallen behind to catch up. Y4 will be the first cohort to do the times tables tests in June.

English – the current emphasis is on reading and writing. Moderation is due in the next few weeks. An online package called Nessie is being purchased to help those with dyslexia.

There were no questions arising from the Curriculum Committee report.

6.2 Environment Committee – met on 16th November

KW presented the reports for these meetings as DL absent sent apologies.

The meeting was held a week ago instead of in October as originally planned so the minutes had not been promulgated to the governing body in advance of this meeting, although they had been sent to the headteacher and the chair of the committee on Sunday 15th November.

KW summarised the contents of the Environment committee minutes. Key points included an update about the fire risk assessment and decision made to proceed with the purchase of door wedges with the contingency fund money.

Started to look at quotes for barrier for school car park. Governors agreed to use some DFC and funds from LA. CK to look at updated quotes to find the best option.

Disaster Recovery Plan – during the recent practice, KW worked out route where everyone can hear the horn.

6.3 Finance and Personnel Committee – also met on 16th November

Reviewed the outturn, which has to be submitted to the LA by 30th Nov.

As this concerns particularly important points, this section of the F & P minutes is quoted here:

“Carry Forward

Our confirmed carry forward figure from 2019/20 was £63,621.77

2020/21 Budget

SignedDate



"Where every child counts"



Our revenue budget for 2020/21 is £737,413.

Our planned expenditure for this year is £730,690 giving an in year surplus of £6,723. With our estimated carry forward from 19/20 of £63,622 we are forecasting ending the year with a surplus of £70,345

This is needed however to carry us through 21/22 as we are currently showing an in year deficit for this year.

Note from County when agreeing the budget : *We note the in-year deficit in 2020-21 and 2021-22 is covered by the carry forward balance and that there is a growing in-year deficit in the following years. We would recommend that the governors use the ICFP workbook to examine areas where costs are higher than the benchmark to determine a strategy to avoid deficit. Staffing is using 82% of in-year income in 2020-21, which may put pressure on non-staffing areas of expenditure. We recommend regular monitoring of the 5 year plan and updating Access Education Budgets with any changes for the next forecast of outturn report.*

In light of the above (quoted from the Outturn Summary) HR have advised that governors need to look at the Workbook, particularly the ICFP Analysis. All had access to the page."

Looking at benchmarks, it was clear that all areas were in red, which indicated cause for concern, for example, pupil teacher ratio; average teacher cost, lesson cost average class size, total teaching staff costs and leadership costs.

Pupil/Adult Ratio, however, is good as children benefit enormously from the current high proportion of experienced teachers.

Governors do need to look at a way forward as the £80,000 deficit for the next budget in April will not be accepted by the LA.

At the F & P meeting, KW proposed talking to the HR department at the LA and asking for advice for the next steps, and this was agreed. This is the only option as over the last few years, the school has looked at all other areas where savings can be made.

KW has since spoken to Jennifer Chalker, the HR link, who sent stages involved and a draft financial plan to work on. KW is speaking to Vanessa Edey, Finance, on Friday to see if the business structure model can be worked on until July 2022 as that gives time for planning and consultation. KW will then speak to Jennifer again and will be able to give a full update at next F&P.

Do we have to give an interim plan?
No, it has to be a long-term solution.



"Where every child counts"



Have they defined what they mean by a slight deficit?

No – minus £1000 is the deficit for 22-23, so have to get the LA to accept that if a plan is in place if that takes us out of deficit going forward.

The governors discussed the reasons for the deficit: fewer pupils (200 NOR five years ago, now 170 – and projected figures depict a decrease over the next few years) a top heavy SLT and rising costs. A grant was also removed five years ago which wasn't replaced.

7. Headteacher's Report

To include updates on the SEF, RAP, English and Maths SDP.

HT sent out prior to the meeting and summarised the reports, inviting questions.

Any questions arising from the reports?

There were no questions although the chair recommended governors reading the SEP report if they haven't already as it summarises the school's current situation very well.

8. Policies

To approve the following policies recommended by committees for adoption:

Environment Committee

Disaster Recovery Plan

Health and Safety Statement

F & P Committee:

Appraisal

and Pay Policies

Curriculum Committee:

Geography, History, Modern Foreign Languages, Music, Planning for Learning, Positive Behaviour, Single Equality, Tapestry and Tracking and Assessment Data

All of the above policies were agreed to be adopted.

Pupil Premium –the chair asked whether the website needs to be updated as the current report is dated April 2019. RH is in the process of updating.

Does it include a review of the impact of the pupil premium spending?

Yes it is reviewed within the documents.

It was noted that SEND policy also needs to be updated as it names staff and governors who have now left.

The governors discussed whether there was a need for a SEND report at the next FGB.

The last report was a letter by Julie Newell during the summer.



"Where every child counts"



9. Safeguarding Update

Still waiting to hear whether there are any actions arising from the safeguarding audit.
3 year safeguarding training.
RH has completed DSL training, and MD is due to do Managing Allegations training tomorrow.

10. Chair's Briefing

CW attended chairs briefing on 10th November and learnt a lot.

Other chairs at the briefing mentioned their concern about Dorset policies being out-of-date. These policies are in the process of being updated and will be adopted as soon as they become available.

11. Clerk's Briefing

Currently no governor vacancies and no terms of office about to end so governing body is in a strong position.

The recent clerk's briefing was a summary of how Governor Services will now operate following the Children's Services restructure, what is available from the NGA – to include your feedback on their information/support so far with tips for other clerks, and then an interactive session on working virtually – how have you managed meeting in this way, sharing tips and ideas with each other such as: signing off minutes and documents, dealing with appointments.

12. Staff well-being - discussing a way forward - how should governors monitor staff well-being?

Arising from the chair's briefing and general concern for staff well-being, the chair invited discussion about whether there was a need for a new link governor to monitor staff well-being. A 'job description' was circulated before the meeting. KW shared a recent **action plan for staff welfare** which shows the steps currently taken to improve well-being. Measures include access to the Dorset counselling service and 'Steps to Well-being', an 'open-door' policy to the headteacher, and improved use of time planning together.

The chair reminded governors of their responsibility to monitor staff well-being, and it was decided that staff well-being will be an agenda item at the next FGB.

13. Link Governor Update – training, visits and Learning Walks

Steve met Georgina Marks (Y4) on Friday.

MD has in the process of arranging a meeting with Gemma and Sam (EYFS).

14. Any Other Business



The chair recommended two websites that are very interesting and informative – the [Education Endowment Foundation](#) and the NGA, to which all governors currently have full access.

There followed a discussion about possible ways to increase pupil numbers. Tried over the years to increase marketing, Barnestorm, Stepping Stones, website, newsletters,

Suggestions included using social media, particularly Instagram. RF agreed to create a school Instagram account.

15. To agree the dates of the next meetings

Curriculum Committee - 1st February at 6.00 pm

Environment committee / F & P - 22nd February at 5.30 pm

FGB – Monday 8th March, 2021 at 6 pm

Summary of actions agreed at this meeting:

Clerk to update policies

RF to create Instagram account for school to raise social media profile

SignedDate