



**STOTTESDON C OF E PRIMARY SCHOOL**  
**LGB MEETING - FINANCE & PREMISES FOCUS**  
**MINUTES**

**TUESDAY 29<sup>TH</sup> MARCH 2022 @ 4.30PM**

**In attendance**

Katie Jones	Richard Lewis
Rachel Datlen	Gill Bradley
James Auden	Tom White
Daniel Middleton	Julia Priscott

**1. Apologies for Absence**

Sarah Price – unwell  
Jane Jones – appointment  
Mark Daborn

Rachel Datlen took the Chair  
Governors agreed to all absences

**2. Declarations of Significant Items for Any Other Urgent Business**

None

**3. Declaration of Interest in Any Item on the Agenda or Under Any Other Business**

None

**4. Minutes from Previous Meeting 25.01.22**

Minutes were shared prior to the meeting and were agreed as a true and accurate record.

Vice Chair to sign and send to Clerk

**Matters arising**

Agenda Item Number	Task	Responsibility  (i.e. head teacher, chair, governor, clerk to governing body, administrative clerk, other)
7.a.	Resend Governor Audit and arrange meeting to go through details	Clerk  COMPLETE
7.b.	Add Terms of Office to Summer agenda	Clerk
7.d.	Complete Skills Audit and return to Clerk	All governors

**5. Premises – TEFM went through the details of the report.**

- **Health & Safety**
  - No major incidents to report and no pattern of incidents to report.



- COVID is still having an effect across the Trust and staffing is still a challenge. This is being managed well.
- Risk assessments are kept up to date as guidance changes
- Some key risk assessments have been updated
  - Fire risk assessment will be renewed after Easter after a site survey from Shropshire Fire Service.
  - Legionella has also been renewed. No major concerns were raised. Documentation requires updating.
  - H & S meeting with Head is booked for 11<sup>th</sup> May
- Documentation and asset management will be stored on a central software package – Parago. This will help facilities management. System is in place and training will take place.
- **Premises Update**
  - Premises team continues to support the school with regular visits
  - Electricity contract has been renewed. Quotations were sought before Christmas. Rate of 23.5p per unit which is an increase. This contract is fixed for 2 years. If rates fall the contract can be changed. This will have an impact on budgets.
  - PAT are up to date
  - CIF project
    - Quotations have been sought for the CIF project. This is coming back under budget. This may give some options when the window project is complete but the window and door project will be completed first.
    - Realistic completion date for the project is the Summer and will be earlier if possible.

Q (submitted prior to the meeting via email)- I was just wondering under the present climate, if it was time to consider renewable energy sources across the trust now (i.e. solar panels on roofs as there are plenty of flat roofs about...not sure wind turbines would go down well!). I don't know if there are any grants available to support this but going forward, it might help with the trusts energy bills, and of course is more environmentally friendly! I've always thought that health and education should go down this path!

A - not aware of any funding at the moment. There may be stumbling blocks due the property being leased from the council and the diocese. Solar panels at LCS raises savings but this goes back to Shropshire Council not the school.

The heating system at STO is electric.

Diocese are having a carbon zero incentive. A grant is available. JA asked to send more details to TW and GB.

- **IT** - this is a new role and TEFM is reviewing contracts and hardware. The IT service level agreement is being reviewed on Friday this week.



Looking at building on the current IT provision. It is now stable but next step is to develop.

**6. Finance Update – TBM. Reports were shared prior to the meeting and went through the details.**

- **Management Accounts – as at end of February.**
  - i. 6 months through the year and balances are healthy.
  - ii. Revenue is in credit.
  - iii. Capital is high but CIF funding has been received but little has been spent as yet.
  - iv. Difficult budget to set. Income from nursery and wrap around provision numbers are building up.
  - v. COVID recovery grant has been received
  - vi. Rate rebate has been claimed
  - vii. Teachers pay award grant has been received.
  - viii. Donations from FoSPS are still high.
- **Risk Management**
  - i. Pay award has been agreed. Budgeted at 1.5% but is actually 1.75%
  - ii. Capital projects are managed complying with regulations. A robust inspection has been carried out by Dept for Ed and received very positive response. Final report will be presented to Directors.
  - iii. Impact on generated income is still a risk area.
  - iv. Continuing staff absences is still a risk as COVID is still causing absences. A grant will be applied for when possible. This has strict criteria to fulfil so should not be relied upon.
  - v. Fraud and cyber-crime is on the rise. This will be included in insurance from 01.09.22
  - vi. A governance audit has also taken place for the Trust from the ESFA. This was a thorough inspection on governance and financial management. The experience was positive and the full report is being presented to Directors tomorrow. Some action points were raised and action points are being addressed.

The IT service level agreement is being reviewed after 4 years with Telford & Wrekin. Feedback will be given.

Q – have last years accounts been signed off?

A – yes before Christmas. They are available on the Trust website.

**Mark Daborn joined the meeting at 17.13**

**GB and TW left the meeting at 17.22**

**7. School Performance. Report was shared prior to the meeting.**

Head suggested the Heads' report sits better as the second meeting of the year.

Subject leaders feed into this report.

Head went through the details of the report.

- **School Development Plan**



### i. English & PSHE

1. A reading deep dive has taken place with Jo Hall.
2. School Improvement Advisor has visited the school
3. Areas of development has been identified and TA subject knowledge is being increased.
4. A new, fully decodable Phonics scheme is being purchased. A lot of donations have been received to fund this purchase.
5. Jane Jones has been asked to be a moderator of writing.

### ii. Maths

1. New maths resources are being used and has good feedback

Q – what is Rekenreks?

A – Head showed governors the maths fluency resource.

- iii. Computing is robust.
- iv. RE. Teacher has now been in place for a term and is working through the curriculum. She has attended moderation at the Diocese. New RE policy will be in place soon.
- v. PSHE / RSE is very successful and more progressive. The scheme is expensive but excellent. Pupils are enjoying the scheme. Safeguarding information has been updated on the school website and this has been cascaded to all staff.
- vi. History / Geography. A new Geography scheme has been chosen to strengthen this area. Rising Stars has been chosen and is a robust scheme. History will continue and can be done within the school.
- vii. DT / Art is still strong.
- viii. French. The school is linking to a school in Paris.
- ix. Music continues to be a strength of the school. Children are keen to perform.
- x. PE. Playground support is improving playground behaviour and strategy in games. 3 members of staff are now fully trained to teach swimming and the whole school will go swimming after Easter holidays. Staff and subject leadership has moved forward positively and staff feel empowered to have input to the curriculum.

- Questionnaires have been done with pupils and results are in the report.
- School led tutoring is in place for 7 pupils and is having impact.
- School Council is active and has a much better profile and impact in the school.
- Mrs Jones' Restaurant is very positive and having a good impact.
- The SEF is up to date.
- Head has spoken to staff about workload as she was worried about wellbeing.
- An additional DDSL is in place.

Q – why is Liquid Logic being used if it is not a good system?

A – it is the system provided by Shropshire Council Safeguarding

Early Years is always included in curriculum planning and updated to support.

### • Staffing Update

- i. Head has taken on additional role as Executive Head



- ii. Deputy head has taken on role but has suffered with COVID.
- iii. Staff have settled into the new roles well.
- Pupil Exclusions - none
- Hate Crime - none
- Attendance – currently at 93.7%. This is a bit lower and has been hit by COVID. EWO has sent some letters out to parents about unauthorised absence and lateness.
- NOR are good. Confirmed YR numbers for September will be available in April. Options will be presented, if necessary, if numbers exceed 30 as this does not comply with regulations.
- Trips and clubs have restarted
- FoSPS are contributing to the school

## 8. Governor Activity and Monitoring School Performance

- **Link Visits**
  - Science – D Middleton spoke about his recent Link visit into school. Report was shared prior to the meeting. Particularly pleased that basic things are in place. The work being done with Lacon was very successful and pupils enjoyed it. STEM co-ordinator is linking workshops to pupil objectives.
- **Governor Skills Audit and Self Evaluation**  
Clerk to share audit and report so far. Clerk to suggest dates to complete next section.
- **Governor recruitment** – include in next agenda
- **Governor training.** – clerk to chase NGA Ofsted training.

## 9. Feedback from Directors – J Auden.

Next meeting is tomorrow. New Chair is Leo Castledine.

Want to invite Local Councillors for forward planning in the area.

A new Governance Professional was recruited but has resigned. Julia Priscott will continue while recruitment restarts.

A new Headteacher has been appointed at Lacon Childe School. Noah Turner will be in post from September.

Headteacher position at CMPS is being readvertised.

## 10. Policies Update. Copies of these policies were shared prior to the meeting. These policies have gone to staff.

- **Assessment policy**
- **T & L**
- **Marking and Feedback**
- **Curriculum statement**
- **Planning Guidelines**
- **Administering medications**
- **Admissions**

Q – does the attendance policy have to be submitted to the Diocese?

A – do not believe so as the school does not select pupils on religious grounds.



Governors agreed to all policies.

**11. Any Other Urgent Business**

None

**12. Date and Time of Next Meeting**

Tuesday 24<sup>th</sup> May 2022 at 4.30pm

Meeting ended at 18.35

Matters Arising

<b>Agenda Item Number</b>	<b>Task</b>	<b>Responsibility</b> <b>(i.e. head teacher, chair, governor, clerk to governing body, administrative clerk, other)</b>
5.	Send details of Carbon Zero Grant available from the Diocese to TBM and TEFM	JA
8.	Arrange English Link Visit in Summer term	
	Include Governor recruitment in next agenda	Clerk
	Chase NGA re, Ofsted training	Clerk

Signed:

Date: 24<sup>th</sup> May 2022