



MEETING OF THE LOCAL GOVERNING BODY OF STOTTESDON CE PRIMARY
SCHOOL HELD IN SCHOOL ON TUESDAY 12TH DECEMBER 2022 AT 4.00PM

MINUTES

Present	Rachel Datlen	RD	Chair of LGB
	Mark Daborn	MD	Vice-chair of LGB
	Jane Jones	JJ	
	Katie Jones	KJ	Headteacher
	Dan Middleton (joined remotely)	DM	
	Sarah Price	SP	
In attendance	Gill Bradley (left at 5.21pm)	GB	Head of Finance, Business & Operational
	Tom White (left at 5.21pm)	TW	Trust Estates, Facilities & IT Infrastructure
	Hannah Coleman	HC	Governance Professional
Apologies	Apologies had been received from Richard Lewis (RL).		

Ref.	Minute
1.	Welcome, prayer and apologies
a)	RD welcomed all to the meeting and MD led the prayer.
2.	Declarations of Emergency AOB
a)	There were no declarations of AOB.
3.	Declarations of Interest (not previously declared)
a)	There were no further declarations of interest made.
4.	Minutes
a)	The minutes of the LGB meeting held on 11th October 2022 were agreed.
5.	Matters arising (not otherwise on the agenda)
a)	The Ofsted working group had met to consider and write question responses. There followed an introduction to the newly set up Teams group.
b)	The Governor SEF was ongoing.
6.	Governance
a)	An update on the foundation governor vacancy was received. If the governing body number was raised from 8 to 9 members, there would need to be 3 foundation governors ie 25% rounded up. It was agreed to draft a foundation governor advert, including the Director element of the role, to be publicised in the parish.
b)	The open governor visits held on 9th November had been positive. Governors enjoyed dining and talking with the children and listened to children reading. Children said they spent a lot of time on devices rather than reading at home, but they enjoyed reading in school.
c)	The SEND link report was received. There was evidence of differentiation in the classroom at all levels of ability. A mid-term review had been carried out for an EHCP pupil now with an effective learning programme with a mixed timetable and provision.
d)	An update on the stakeholder questionnaires was received. There had been 70 responses to the parent questionnaire, which was a high return. There were a couple of 'disagree' in the wellbeing and teaching and learning responses, both of which highlighted areas to explore. Overall, the responses were 'strongly agree' and 'agree'. The comments were useful. There would be an update at the next meeting. The children, except Reception, had completed the questionnaire online, and 15 responses had been received from staff so far. Communication was going to be an agenda item at the Trust PD Day. Q1. Did staff have time to read all communications, and perhaps this was perceived as poor communication? It was a case of prioritising communications and making it more time effective eg setting up the new Teams system. Support staff had no set allocated time to deal with emails.



<p>7. a)</p>	<p>Finance</p> <p>The report and management accounts were received:</p> <ul style="list-style-type: none"> i) The accounts had been audited and were due to be submitted to the ESFA. The Trust was considered 'a going concern'. ii) The Trust was financially healthy. Stottesdon was still in deficit due to the school hall, but there had been an end of year surplus. iii) Risks included the inflationary staffing increases, and increases in general. The salaries had seen a major increase compared to the original budget. iv) The management accounts were on track, however the expected income for Ukrainian pupils depended on the scheme/route in which they had entered the country. This would therefore see a potential loss in grants. v) The Variations to Budget Report was tabled. vi) There had been confirmation received today that there would be a government unconditional funding boost. There was also a capital funding boost which could be used to support energy efficiency, or other capital as appropriate eg to support projects that might not be fully covered by CIF. vii) The teachers' pay increase had been at 5%, and support staff between 4-11%. The budget had been set at only 3%, as advised at the time. Directors had agreed to back-date the support staff pay to April 2022. The Trust had funded this from reserves, but this was not sustainable long-term. viii) The catering outturn had seen a profit which would be reinvested in equipment rather than refunded to schools this year. ix) The insurance claim for the wall at the front of the school had been submitted. x) The funding agreement was being updated in line with the latest version. <p>Thanks were given to GB for a clear and comprehensive report.</p>
<p>8. a)</p>	<p>Trust estates and facilities</p> <p>The report was received:</p> <ul style="list-style-type: none"> i) There had been no H&S incidences to report. Part of the perimeter wall had collapsed, and the remaining wall had been checked prior to repairs. ii) The fire audit had raised an action to improve staff refresher training. This was now universal throughout the year and to be used as part of staff induction. Equipment had been checked in line with statutory requirements. iii) The HSE was actively visiting and inspecting schools. iv) The windows and doors project had been mainly completed, and staff and children had coped well while the work was carried out. The remaining area was due to be completed over Christmas, following a few unexpected issues. The project was c£6k within budget, which would be used on blinds and decoration when the major work was done. v) The old kitchen had been converted into a one-to-one space for SEN and other needs. vi) The Estates Team had grown and been positively received. They had carried out useful work on site. vii) An update to the IT infrastructure was being rolled out which should lead to improvements. viii) There had also been a partnership link with Microsoft set up. This would offer high level expertise for staff and up to date software and equipment in the classroom. ix) Cyber security systems were monitored daily and the structure was robust. <p>Thanks were given to TW for his report.</p> <p>GB and TW left the meeting at 5.21pm.</p>
<p>9. a)</p>	<p>Safeguarding</p> <p>The Audit Report was received:</p>



	<ul style="list-style-type: none"> i) The school was compliant. ii) Areas to address related to internal and Trust areas of responsibility, and this would be considered once all the reports were in. iii) Governors were asked to put themselves forward for safer recruitment training if they wished. iv) It was recommended that the Safeguarding Lead joined the Shropshire group and training. v) The Prevent Duty requirement had just been updated nationally, and would be reflected in policy. vi) The safeguarding quiz answers were tabled. <p>b) The First Aid accidents and incidents summary was received. There had been 120 accidents recorded in the spring term and one near miss. There had been 100 accidents in the summer term, with one trend that was now reducing. There was a significant accident in the summer with a member of staff that had been reported to the HSE. There had been two near misses.</p>
10.	School Day Proposal
a)	<p>The proposal letter and timescales was considered. Staff had been consulted, and parents were due to be consulted in the new year ready for implementation in the summer term. Doors would open at 8.40am and the register close at 8.50am. The main concern was expected to be the extended gap between school opening and closing with that of the nursery opening times.</p> <p>Q2. Were support staff expected to open the door? Teachers would open the doors as the support staff contracts started at 8.45am.</p> <p>Q3. How well was the free transport provision used and could congestion be decreased as a result? The majority who were eligible were using it. The minibuses had been moved leaving more space, but parents were still parking on the road.</p>
11.	Staffing
a)	The recommendations from the Salaries Committee for the HTPM were ratified. This had been combined with the Executive Head performance management, which had worked well. The SIA attended as the external advisor this year.
12.	Feedback from Director
a)	The summary report from the meeting held on 16th November was received.
13.	Policies
a)	<p>The Trust policies were received:</p> <ul style="list-style-type: none"> i) Behaviour Policy ii) Complaints Policy iii) Educational Visits Policy and Guidance iv) Exclusions Policy v) Induction Policy vi) Online E-Safety Policy vii) Pay Policy – this was due to be adopted by Directors viii) Preventing Extremism and Radicalisation Policy ix) Staff Code of Conduct x) Supporting Pupils with Medical Needs Policy xi) Whistleblowing Policy
b)	<p>The local policies were adopted:</p> <ul style="list-style-type: none"> i) Anti-bullying Policy ii) School Behaviour Policy iii) Mental Health Policy
14.	Actions taken by Chair or Vice-chair
a)	There had been no actions taken or correspondence received since the last meeting.
15.	AOB
a)	There was no AOB.
16.	Date of next meeting



a)	The next meeting scheduled for Tuesday 24th January 2023 at 4.00pm in school was noted.
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The meeting closed at 5.59pm.

Minute		Action	By	Due
Governance	6.a	Draft a foundation governor advert, including the Director element of the role, to be publicised in the parish	MD/HC	16.12.22
	6.d	Stakeholder questionnaire reports to be formalised and communicated back to stakeholders (including strengths and actions)	KJ	24.01.22
Safeguarding	9.a.iv	Safeguarding Lead to join the Shropshire Safeguarding Group and training	RL/HC	16.12.22

Signed:

Date: