

MEETING OF THE LOCAL GOVERNING BODY OF STOTTESDON CE PRIMARY
SCHOOL HELD IN SCHOOL ON TUESDAY 14TH MARCH 2023 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
	Richard Lewis	RL	
	Dan Middleton (joined remotely)	DM	
	Sarah Price (arrived at 5.04pm)	SP	
	Chris Tibbits	CT	
In attendance	Gill Bradley (left at 5.30pm)	GB	Head of Finance, Business & Operational
	Tom White (left at 5.30pm)	TW	Trust Estates, Facilities & IT Infrastructure
	Hannah Coleman	HC	Governance Professional
Apologies	There were no apologies for absence.		

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 24th January 2023 were agreed.
5.	Matters arising (not otherwise on the agenda)
a)	There were no matters arising.
6.	Governance
a)	Chris Tibbits was welcomed as the new foundation governor for a 4-year term commencing 13th March 2023. He was also a Trustee on the Board of Directors.
b)	The monitoring reports for maths and geography were received. The reports were thorough and showed the success of the school, and it had been fed back that the subject lead had found it to be a positive experience. The children had responded well to questions of learning and volunteered details on their progress. English link and EYFS visits were scheduled for after Easter, and safeguarding was scheduled for 29th April.
7.	Finance, business and operational organisation
a)	The Trust Head of Finance verbal report was received, with the management accounts and budget report: <ul style="list-style-type: none"> i) The budget income lines were as expected. ii) Staffing was above due to staff absence and cover requirements over the last year. The pay awards had been off-set by the Trust. iii) A new Trust Administrator to focus on HR had been appointed. iv) The Trust had been victim to a data and cyber security breach. There had been a loss of £24k, however some had been reclaimed from the bank and the Trust would meet the remaining, the total depending on the insurance claim. v) Inflation had made a great impact on the budget, especially with cleaning and materials. vi) There were outstanding funds due from the LA to support the Ukranian children.



	<p>vii) There had been a capital grant received for energy efficiency, and another unconditional grant of c£14k.</p> <p>viii) Overall, the school was close to its budget projection.</p> <p>ix) Work had started on the budget 2023-24. It included various scenarios to cover unknown factors eg pay awards, inflation. Depending on circumstances, there could be areas to save. The Trust would need to maintain a certain level of reserves. The ESFA were starting to send through information.</p> <p>Q1. How long were the current electricity contracts for? They were fixed until April 2024, with the option to extend for a further year, or renew.</p> <p>Q2. Why was the electricity budget over? The usage had gone up, and this was being investigated.</p> <p>Q3. Where did the broadband costs feature? It was included within the Telford & Wrekin SLA.</p> <p>Q4. Why was the Early Years funding high for this point in the year? It was starting to build following the pandemic so the LA funding had increased in line.</p> <p>Q5. Had the cleaning supplies gone over budget due to inflation? It was partly to do with inflation, impacting across the Trust, but also the level of cleaning needs continued but without the Covid grants now.</p> <p>Q6. Why was the educational resources line higher? These tended to be purchased up front, but the budget was being monitored.</p> <p>x) The CIF funding and projects had to be counted for in the budget hence the unusual percentages.</p> <p>GB was thanked for her reports and information.</p>
<p>8. a)</p>	<p>Trust estates, facilities and IT infrastructure</p> <p>The Trust Estates, Facilities & IT Lead report was received:</p> <p>i) There had been no major H&S incidences on site, or any patterns. A H&S audit walk was being carried out this week. Incidences were reported via accident reports and the headteacher monitored. Going forward, how to record incidences on a centralised online system was being looked into.</p> <p>ii) The collapsed stone wall had been repaired. The condition of the wall was sound, however other parts of the wall would need to be monitored for safety due to the age of the stonework. The insurance claim had been successful.</p> <p>iii) The statutory compliance tests continued to be carried out monthly, or when statutorily required.</p> <p>iv) The windows and doors project, and the outstanding blinds installation, was now complete. The contingency remained fairly high and it could be used for any door or window related improvements eg decoration or towards repair of the defect in the roof above the Corve classroom window.</p> <p>v) The Estates team and admin had stepped in to help with catering cover.</p> <p>SP arrived at 5.04pm.</p> <p>vi) The laptops had been well received by the children. This was supporting the Trust-wide IT vision of delivering advanced technology. There were proposals to set up a link in each school to explore enhancing the curriculum through computing and another pilot subject prior to rolling out.</p> <p>vii) Following the cyber security breach, the systems had been reviewed and developed. The cyber recovery plan had been tested and found to be effective, and an external DPO was now in place. The investigation had now closed.</p> <p>Q7. Was the breach efficiently stopped to prevent further damage due to the robust systems in place? The ICO was satisfied with the Trust response to the attack and the systems.</p> <p>viii) The number of attacks in the education sector was high. It was agreed to set up a dummy phishing email to help identify training needs in the staff.</p> <p>TW was thanked for his comprehensive report. GB and TW left the meeting at 5.30pm.</p>
<p>9.</p>	<p>Safeguarding</p>



a)	The safeguarding audit report actions and recommendations had been updated. The new DfE revised Prevent template had been drafted, and older DBS checks had been redone. The SCR did not require volunteer references to be reported, but they would be collected where not already done so. Staff continued to be trained on using My Concern, and the website had been revamped.
10.	Questioning and Monitoring questions for Governors
a)	The NGA governance audit had recommended this and governors welcomed it. It was agreed to relaunch the governor profiles in the newsletter.
11.	Staffing
a)	There had been no changes in staffing since the last meeting.
12.	Feedback from Director
a)	It was noted that the next Board of Director's meeting was scheduled for 17th March 2023.
13.	Policies
a)	The following Trust policies were received: <ul style="list-style-type: none"> i) Cyber Response Plan ii) Equality and Diversity Policy iii) Equality, Diversity and Inclusion Policy – the equality and information objectives would be reviewed in September <p>Q8. What was the difference between the two policies? One was more pupil focused, and the other for staff and adults.</p> <ul style="list-style-type: none"> iv) Finance Policy v) Pay Policy vi) Recruitment and Selection Policy vii) Visitor Policy viii) Data Protection Policies: Data Protection Policy; Records Management Policy; Password Management Policy; Information Sharing policy; Information Security Policy; Privacy Notices (pupils; workforce; governors/trustees)
b)	The following local policies were adopted: <ul style="list-style-type: none"> i) Maths and Calculation Policies – the Calculation Policy was available on request and the pertinent points had been shared with parents ii) Handwriting Policy – this would be placed on the next agenda iii) Science Policy iv) French Policy v) PE Policy vi) Geography Policy vii) History Policy viii) DT Policy ix) Art & Design Policy
14.	Actions taken by Chair or Vice-chair
a)	The school had closed on 10th and 11th March due to snow. No work had been set on the Thursday so that the children could enjoy the experience of snow, and remote learning was available on the Friday.
15.	AOB
a)	There was no AOB.
16.	Date of next meeting
a)	The date of the next meeting scheduled for Tuesday 9th May 2023, 4.00pm, school was noted.

The meeting closed at 5.51pm.

Minute		Action	By	Due
Estates & IT	8.a.viii	Set up a dummy phishing email to help identify training needs in the staff	TW	31.03.23
Strategic	10.a	Relaunch the governor profiles in the newsletter	RD	31.03.23



Policies	13.b.ii	Place Handwriting Policy on the next agenda	KJ	02.05.23
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Signed:

Date: 9/5/23