



## STOTTESDON C OF E PRIMARY SCHOOL

### STANDARDS CURRICULUM & PERSONNEL MEETING VIA MICROSOFT TEAMS

#### AGENDA

TUESDAY 13<sup>TH</sup> OCTOBER 2020 @ 4.00PM

#### In attendance

James Auden

Julia Priscott (Clerk)

Sarah Price

Mark Daborn (Chair)

Rachel Datlen

Katie Jones

Gill Bradley (TBM)

#### 1. Election of Chair

MD nominated

Seconded by SP

MD voted in as Chair unanimously

#### 2. Election of Vice Chair

RD proposed by Chair

Seconded by JA

RD voted in unanimously

#### 3. Apologies for Absence

Jane Jones – due to current workload

Agreed by all governors

#### 4. Declarations of Significant Items for Any Other Urgent Business

None

#### 5. Declaration of Interest in Any Item on the Agenda or Under Any Other Business

None

#### 6. Approval of Terms of Reference

No changes have been made. Approved by all governors

#### 7. Minutes from Previous Meeting

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

Minutes will be signed by the Vice Chair and sent to Clerk and Head.

Q – is there an update regarding the insurance claim?

A – Claim in ongoing. A high-level report was completed during the summer. The report states the trees in question are not responsible for any subsidence.

Neighbour has now asked for boundary lines. School insurer has declared the claim to be closed.

TBM is meeting with Shropshire Council next Wednesday.





Planning application has been successful to remove the trees even though they are on the school land.

Q – who owns the land in question?

A – the LA. School has a 125 year lease to occupy that land. There is some question regarding the 'no man's land' between the 2 properties. School agreed to take ownership as part of the claim.

Head wanted to express her thanks for the hard work done by TBM regarding this issue.

## 8. Governor Recruitment

- Director recruitment

Matt Home has resigned from the Governing board and as a Director.

There was a discussion regarding the proposal of Rev Justin Parker to be appointed as one of the 2 Foundation Directors required. 1 foundation governor is required for the Local Governing Body.

Governors were asked for interest in taking a seat on the board of Directors

Clerk to liaise with clerk to directors regarding skills audit.

## 9. School Budget – TBM

Out turn for 19-20: End of year management accounts are complete but still subject to audit.

Final deficit of approximately £15,500. Cover necessities for admin and cleaning, maternity and other staff absences were also outside the usual budget costs.

There are some overspends:

- electricity – the new hall construction may have contributed.
- CPD budget
- Professional fees – audit costs increase. Regulations were changed during the year and an additional audit visit was required.

IT was broadly in budget.

Some outstanding debt was written off the finance system. These debts are still being chased.

Without the loss of income from the nursery and wrap around the position would have been much better. Loss of catering income also had an effect.

£27,000 loss in generated income from nursery and wrap around.

It has been agreed for this deficit to be cleared using Trust funds so the school will have a zero balance for 20/21.

2020-2021 Budget was shared with governors.

Staff insurance is a line within the budget. This deduction is going back into the school to be used rather than building up the reserves.



The budget includes a payment of £10,000 towards the debt to the Trust for the building of the hall.

TBM went through details of the report.

KPI – included pay award for staff, also added 2% to the Trust reserves. Trust is being prudent and is building reserves.

Staffing costs have increased – 72.4% which is still below the DFE recommendation.

19/20 must be seen to be positive. Had Covid closure not happened position would have been very positive.

Q – School lottery is not mentioned in the accounts?

A – this is a funding stream through the PTA. Donations are not included as they cannot be relied upon so will be an extra.

A grant was claimed for additional Covid costs. There may be a second round of this grant, so separate records are being kept in order to claim if possible.

The Trust has been very successful with CIF bids for LCS and CMP.

The windows are in need of work and professional input is required to submit a CIF bid. The cost of this will be approx. £2000. If the bid is successful, the cost is absorbed but if not, the cost will come out of the school budget.

Governors agreed to support the CIF bid and any costs that may be incurred.

Tenders for new CIF projects have come in under expected costs.

Q – is there any cost incurred for SATS

A – No.

Catering is now carried out in house. Initially packed lunches were provided but there is a plan to include hotter meals after half term.

TBM left the meeting at 4.50pm.

## 10. Staffing and Personnel

There have been significant pressures in staffing over the last 12 months.

Maintaining bubbles also requires more staffing.

There were no applications for the Nursery Lead role.

Plan B - area of EYFS is still an area of focus within the school. Head gave details of proposed leadership of EYFS.

Since this proposal, a TA has been informed that she requires an operation that will take her out of school until Christmas. There has also been an assessment been carried out on a pupil and she will need full time support.



Therefore: Plan C – a casual member of staff will be asked to come into school and staffing will move around accordingly. None of these changes will have any funding until the EHCP is confirmed. Covering the absent member of staff will also incur costs. EHCP funding approval is also very slow.

Head is concerned that any absences due to self-isolating or illness will have a huge effect on staffing.

Q – do you get any funding to help staff absences?

A – yes. The Trust has an absence fund and will help the school.

Usually cover would be possible within the school but this is not possible while maintaining Covid Bubbles. Pupils also require intervention to help with catch up after closure.

Head is concerned about having the staff to be able to maintain bubbles.

Head's board has discussed having to make decisions regarding issues around staffing bubbles and having capacity to cover any absences.

Governors asked to be kept informed and expressed concern for the Headteacher's wellbeing and workload.

## 11. Reopening of School

The school is open in full. The risk assessment is available on the school website. The school is running 4 bubbles. This is exhausting for all staff.

Packed lunches are being supplied. Currently every toilet block is cleaned during the day by the catering assistant. Each bubble has a designated toilet block so the Trust has suggested cleaning could be done only once per day. Hot meals could be brought back with the redeployment of the catering assistant. Governors supported that decision.

Pupils are struggling with returning to school after having a very short time in YR.

Q – how is staff morale?

A – started very well but staff are getting extremely tired. Children are also exhausted.

Pupils who have returned to the same teacher have transitioned well.

Head was asked to pass on governors' thanks and support for everyone's hard work and dedication to doing their best for the children at the school.

## 12. School Performance

Development plan has been merged and shared with Governors prior to the meeting.

- School Data Update  
No data is available currently. This will be available at Christmas or early Spring.



- Setting Targets and Evaluation
- Pupil Exclusions  
1 fixed term exclusion for 1.5 days due to significant disruption and hurting of other pupils. Specialists have been out to assess the pupil's extreme behaviours. 1:1 support is in place to keep the pupil in school. When the report comes in the Head will apply for GSP.
- Hate Crime – none to report.
- Attendance – good. Currently 96.4%. There was a dip early on due to illness and nervousness of parents. Some was also due to changes to quarantine regulations.

### 13. Governor Activity and Monitoring School Performance

- Link Visits
  - i. PD Day visit – J Auden. Report was shared with governors prior to the meeting. JA went through the report and gave details of the PD day. Details were also given regarding the potential of an imminent Ofsted inspection and that Governors should be prepared.  
  
Q – are governors allowed to visit the school?  
A – Yes, visitors are welcome but must maintain social distancing. Head suggested visits at the end of November depending on regulations.
  - ii. Link Governor Roles -  
Spreadsheet was updated  
Clerk to send updated copy to all governors
  - iii. Committee Roles
    - Governor Skills Audit – clerk to send audit to all governors and liaise with RD to complete matrix.
    - Governor Training  
Governors were asked to complete training modules and send certificates to Clerk so a record can be maintained.
    - Business Interest Forms  
Governors to complete and return to clerk asap.

### 14. Policies Update

- Safeguarding  
All staff updated training on the PD day  
Safeguarding Policy has been updated.  
Newsletter also includes safeguarding information
- KCSiE – Governors were asked to email the Clerk to confirm it has been read
- Admissions  
Governors agreed to maintain the current policy

### 15. Requests for Leave – move to next meeting

### 16. Any Other Urgent Business

- i. 'Blended' Half Termly Meetings – J Auden



JA made a suggestion to hold one meeting via Teams and one meeting in school. There was a discussion regarding holding meetings in school. This will be reviewed for each meeting

**ii. Salaries committee report**

Meeting was held earlier this evening.

Governors agreed to all points on the agenda.

All progressions were approved, and these are included in the budget.

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

Tuesday 15<sup>th</sup> December 2020 4.00pm

Meeting ended at 17.54

Agenda Item Number	Task	Responsibility (i.e. head teacher, chairman, governor, clerk to governing body, administrative clerk, other)
13.ii.	Update Link Governor spreadsheet and distribute to all Governors	Clerk
13.iii.	Send Skills Audit	Clerk
13.iii.	Send Business Interest Form	Clerk
14	Email Clerk to confirm reading of KCSiE	All Governors
15	Add requests for leave to agenda for next meeting	Clerk
16.i.	Review holding meetings face to face / in school	All