



St Helens Primary School

Full Governing Body Meeting Minutes **Wednesday 1st December 2021 5:30pm**

Present:

Gary Booth (GBo)	Co-opted Governor
Carl Wake (CW)	Headteacher
Peta Rainford (PR)	Co-opted Governor
Jacqui Lamb (JL)	Co-opted Governor
Johnathan Bacon (JB)	LA Governor
Sarah Maloney (SM)	Staff Governor
Michael Murwill (MW)	Co-opted Governor
Rebecca Lovell (RL)	Parent Governor
Matt Searle (MS)	Parent Governor

In Attendance:

Claudine Russell	Clerk
Karl Whiting	School Business Manager

Absent:

N/A

**This meeting was quorate
with 8 Governors present**

Decisions

Actions

Challenge

Support

Item		Action
1	<p>Apologies The Chair welcomed everyone to the meeting. There were no apologies for this meeting.</p>	
2	<p>Declarations of pecuniary interest There were no declarations of pecuniary interest relating to this Agenda.</p>	
3	<p>Declarations of any confidential matters There were no declarations of confidential matters relating to this Agenda.</p>	
4 4a 4b	<p>Minutes from the last meeting and actions The Chair asked if there was any feedback on the minutes from the last Full Governing Body meeting.</p> <p>MS approved then PR seconded. All Governors agreed that the minutes were accurate, there were no matters arising, so happy to adopt these minutes.</p> <p>Actions: 1 – Ongoing. This is to ensure MFL is given consideration as the core subjects get the majority of core time. 2 – SM meeting next Monday and can report back at next meeting. PR is working on behalf of Independent Arts and is meeting with primary schools to look at programmes that can support wellbeing and will report back fact finding to SM 3 – MM looked at where we are at with computing in the school and was going to meet with CW to further discuss. Some emails have been exchanged. MM concluded no NSSE account set up and look at maximising the amount of funding the government is handing out to schools. MM will send CW some pro's and cons for this. Complete 4 – Complete and will be removed 5 – This was discussed, it was suggested that it could be included on an annual questionnaire which will be circulated at for Parents Evening. Complete 6 – There is some flexibility and finding the right day and time with the rest of the committee. Complete 7 – Agenda item 8 – Agenda item 9 – Agenda item 10 – GBo updated Governor Hub with committee membership and Clerk asked Governors to update business interests here and will check this is all up to date</p>	

	11 - Complete	
5	Approve Revised Budget	
5a	<p><u>2021/2022 Budget position and approval</u> A copy of this was circulated prior to the meeting and a copy is attached to the minutes.</p> <p>Income:</p> <ul style="list-style-type: none"> ➤ The income shows covid related grants, there has been grants for various things. Catch up premium and recovery premium are the main ones and the recovery premium is extending in to next year ➤ The school received money from DWP to support families. This comes in and is then out spent on vouchers ➤ Test and trace grants have been funded and show in the accounts ➤ Forecast pupil numbers which were set at the beginning of the financial year have unfortunately not happened during the Census in October. Pupil numbers can go up and down. The Census showed 89 pupils which will have a negative impact on the budget due to the size of the school. The school came out of a deficit last year and were hoping this would continue to improve. Unfortunately, the school will now be funded on fewer pupils than planned for . There is a healthy surplus from last year so this will carry forward ➤ In year spending results in the net spending showing as a negative which means going into a deficit ➤ The national funding formula will hopefully result in more income coming into the school, if there is a deficit then it won't be too large <p>The Governors thanked KW for his work and are aware of the volume of work he fits into this time.</p> <p>The pay committee met this evening and there has been some recommendations that need to be added to the budget. It was felt that the true figures need to go to the local authority and the budget needs to be updated accordingly</p> <p>Q: You have mentioned a draft budget, what does this mean?</p>	

5b	<p>A: The draft budget is from the local authority. The top line of the budget is the dedicated school grant based on pupil numbers and this is where the majority of the funding comes from. Once the census numbers are confirmed the local authority will start looking into this. This has to be discussed and ratified by the schools forum which can take a while</p> <p><u>2022/2023 Budget Forecast</u> A copy of this was circulated prior to the meeting and a copy is attached to the minutes.</p> <p>Expenditure:</p> <ul style="list-style-type: none"> ➤ The budget has been adjusted accordingly ➤ Some of the covid grants are for specific purposes such as the tutoring grant ➤ Support staff hours has been adjusted ➤ Incremental teachers' pay rises are added accordingly, the feedback from the pay committee may change this ➤ Cost of living pay scales - there has been a pay freeze nationally ➤ Support staff pay awards have not been resolved with the unions, there is a provision set in the budget for next year <p>Q: Looking at the energy line, as we are going through an increase is this realistic? A: The school uses a broker to buy utilities. When the brokers go out to purchase, they do this in advance and the school signs up to a 2 or 3 year contract. The school has just changed suppliers and for the next 12 months are tied into a contract so this is a fixed price. Utilities have not been affected due to this.</p> <p>Q: With regards to facilities and rent from hall hire, is this realistic income? A: Slimming World are still using the hall and there are other groups, such as the preschool who pay rent. Therefore, this is an accurate account.</p> <p>Q: Thinking about pupil numbers, if the census count was an average of the whole month of October, would this ave made any difference? A: Census takes place three times a year. The one that counts the most is the October one and this does relate to pupils in school on that day. This is what the school is funded on. If it had been the week before then the school</p>	
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	<p>could have been 5 pupils up. This is the procedure for all schools.</p> <p>The school could be in a different position by the next Census Day and always forecast quite accurately.</p> <p>The school is having 2, possibly 3 new children starting which could mean 92 pupils. Unfortunately, this happened a few weeks after Census Day. This is how difficult it can be to forecast.</p> <p>Q: Why is there a large increase in teaching staff and support staff numbers?</p> <p>A: There is not going to be a huge increase and well spotted. This could be a contract issue. I will look into this.</p> <p>Q: There is not a large turnover of staff so why isn't the pay increase static going forward? According to the budget this decreases for some and increases for others, would this not be consistent throughout?</p> <p>A: There are always other things to consider such as maternity leave and staff cover. This is due to changes in the teaching structure</p> <p>MM, MS, KW and GBo will meet and scrutinise the budget and feedback to the Full Governing Body.</p> <p>Subject to KW adding the pay committee lines into the budget the Chair will then sign. The Chair asked for the budget to be proposed. PR and JB proposed. MM, MS and GBo will meet with KW to second this.</p> <p>KW left the meeting.</p>	<p>MM, MS, KW, GBo</p>
6	<p>Headteachers Report</p> <p>The Headteacher circulated a report prior to this meeting and a copy is attached to these minutes.</p> <p>The highlights are:</p> <ul style="list-style-type: none"> ➤ The Headteacher congratulated the staff for excelling during the last year and thanked the Governors for their support ➤ There are some children with high-level additional needs and the school have some fantastic one to one staff to support these children 	

- LLP visit was a few weeks back. The LLP confirmed learning behaviours in children are very strong which was very reassuring
- Chair and CW met to look at pupil locality, among other things. 40% of pupils come from the village of St Helens. The school attracts pupils from all over and have welcomed new starters recently from Sandown
- Pupil reports have been written and circulated
- The school's attendance is a little down from last year by 2% which is positive considering the pandemic. 89% is the average on the Island. St Helens figures are above average with attendance around 94%
- Child in need meeting was held in the school today. There are no child protection or safeguarding issues

The Governors want to express a well done to the school teaching team for the high attendance results

Data:

- There are 14 pupils in Year R. Two of these have an EHCP. The Early Years team are delighted with the pupil's progress. Predictions for the early learning goals will be quite high.
- Year 1 consists of 6 children and most have significant needs so the data could be low for this year group. 2 have EHCP's.
- Year 2 figures aren't as high as normal but will likely improve.
- Year 3 has a mixture of pupils, not particularly high achievers but the teaching team will help work on this.
- Year 4 four are similar to year three.
- Year 5 Maths results are quite strong but the school are being cautious with predictions.
- Year 6 have nine children. A few children left as this figure was previously 14. This affects the data. The higher attainers were the ones who moved on. Each child is 11% and some may be SEN which means the data is lower. This year group are really making good progress

The Chair reiterated that in such a small school, each child can make a difference and this changes the data significantly. The Governors need a better understanding of how interventions work in other areas of the school. A

	<p>FGB meeting is not the right forum for this. The Chair wants to find a method which can help the Governors understand how this is monitored.</p> <p>SM suggested looking at provision maps which detail the interventions in place and information on how these children are measured. Governors can also meet with the SENCO. Provision maps are updated every term.</p> <p>There was some discussion regarding setting up a group to scrutinise data, measure the impact and questions how the school are targeting these children's needs. A curriculum group was suggested and the Governors would like to be able to compare this to local and national data. MS, RL and GBo to meet with SM to look at the data in the provision maps in the New Year and will report back to the Governing Body.</p> <p>The Headteacher highlighted that there is a pupil passport which is significant to the SEN children which looks at SMART short-term targets. The provision maps focus on the SEN children but also looks at children who are below ARE and require additional support. The school is also focusing on scaffolding and variation of task work. It is not just the SEN children that receive support, all the children receive support which includes many different strategies</p> <p>Fisher Family Trust is a national database where you can find comparatives. The school has previously looked at GIAS.</p> <p>The data is very much based on cohorts.</p> <ul style="list-style-type: none"> ➤ In order to support Artsmark and Science award, the school have focused on staff training which will be a cost saving for the next financial year ➤ School improvement plan is being reviewed ➤ School context figure was based on the 89 pupils. ➤ The school has welcomed an EAL child, who went back home to Bulgaria but has now returned to the school. ➤ Staffing profile is included in the report <p>The Governors thanked CW for this report.</p>	<p>MS/RL/SM/GBo</p>
7	<p>Feedback from Strategy Group</p>	

7a	<p><u>Approve Terms of reference</u> These were circulated prior to this meeting and a copy is attached to these minutes.</p> <p>JL proposed, JB seconded these terms.</p>	
7b	<p><u>Minutes from the last meetings</u> These were circulated prior to this meeting and a copy is attached to these minutes.</p>	
7c	<p><u>Any other items for the FGB</u> The group needs to focus on monitoring the impact instead of the process. The strategy group will meet at the beginning of the next term. Spoke about Governor Hub healthcare worksheet to help prepare Governors for Ofsted. This can be looked at the next meeting</p> <p>Q: Is there any advice regarding looking at the impact? A: We need to look at the visitor report form again. Perhaps explore the question: 'How has the children's experience at the school been improved by what you have seen'?</p>	
8	<p>Feedback from Finance/Resources Group</p> <p>8a <u>Approve Terms of Reference</u> These were circulated prior to this meeting and a copy is attached to these minutes.</p> <p>GBo proposed, MS seconded these terms.</p> <p>8b <u>Minutes from the last meetings</u> These were circulated prior to this meeting and a copy is attached to these minutes.</p> <p>8c <u>Any other items for the FGB - None.</u></p>	
9	<p>Policies for approval.</p> <p>9a <u>Data Protection</u> This policy was circulated prior to this meeting and a copy is attached to these minutes. This policy may need updating throughout the year due to governmental changes</p> <p>SM proposed, JL seconded this policy.</p>	

9b	<p><u>Early Years Policy</u> This policy was circulated prior to this meeting and a copy is attached to these minutes.</p> <p>Q: The Policy mentions working with parents and that each child is assigned a key person. The 2 EHCP children have a key named person which is the class teacher. Is this the same throughout the school? A: This is a legal requirement to have a named person</p> <p><u>LA Policies for readoption:</u></p> <p>Proposed by MS and seconded by JB.</p>	
10	<p><u>Governance Matters:</u></p> <p>10a <u>Governor training/CPD update</u> Spoke about training available at the Strategy meeting and Governors have booked on to relevant training.</p> <p>The Chair encouraged Governors to ensure training is updated on Governor Hub as Ofsted will look at this.</p> <p>10b <u>Keeping Children Safe in Education</u> A copy of this was circulated prior to the meeting for the Governors to review and adhere to. All Governors confirmed they have read, understood and will follow this guidance.</p> <p>This is a live document and Governors need to keep their knowledge up to date and relevant. MS to make sure the single central record is checked termly.</p> <p>10c <u>Agree policy review schedule and procedure</u> The Strategy group has been overseeing the policy review schedule. Now that the Clerk is in post she will take ownership of this and use a RAG system which clearly shows which policies are due for renewal and when. The Clerk will also advise Warwick and the office team what policies need approving so these can be prepared prior to the FGB meetings. The ratified and signed policies will then go on the school website and a copy in the folder in the office. Clerk will update the schedule and ensure the policies ratified so far this academic year are signed and shared with the office team.</p> <p>10d <u>Agree format for sharing training feedback</u></p>	<p>MS</p> <p>CLERK</p>

	<p>Governors will send training feedback as and when training is completed and Clerk will make a note on the minutes at the next FGB that the report was circulated to Governors via email.</p>	
10e	<p><u>Update on register of business interests</u> The Chair reiterated that Governors are required to go on to Governor Hub and update this.</p>	GOVERNORS
10f	<p><u>Update on Governor section on website</u> The Clerk mentioned that the Governor section on the school website needs some updating and it was suggested that the following information is displayed on the website:</p> <ul style="list-style-type: none"> ➤ Governor meeting attendance ➤ Governor Bios ➤ Governors Terms of office ➤ Governors' roles and responsibilities ➤ Minutes from previous meetings ➤ Clerks' details <p>The Clerk will start pulling this information together and will forward it to the office team to add to the website.</p>	CLERK
11	<p>Any other business</p> <ul style="list-style-type: none"> ➤ MS will circulate the FOSHH update. ➤ There was some discussion about keeping Christmas events covid safe. ➤ Bus Meeting – PR, JB and MS met with some volunteers including a librarian to maintain this 	
12	<p>Any confidential business None</p>	
11	<p>Date of next meeting Wednesday 9th February 2022</p>	
	<p>The meeting closed at 7:32pm</p>	

Actions Summary:

Item		Assigned	Status
1	MFL to be discussed with RK	CW	Ongoing
2	Well-Being working party set up	SM/RL	Agenda item at next meeting
3	MM to meet with CW to further computer discussion	CW/MM	Complete and will be removed
4	Ensure governor information is more explicit on website	CW/WH	Complete and will be removed
5	Invite parent views on what might be included on website	CW	Complete and will be removed
6	MM to liaise with Bursar to see if the Resources Committee can be held on another day of the week	MM	Complete and will be removed
7	Strategy Group terms of reference will need refining at first meeting and bringing to the governing board	PR	Complete and will be removed
8	Add review of Strategy and Resources Terms of Reference to next FGB Agenda	CLERK	Complete and will be removed
9	Update policy review schedule and circulate new procedure	CLERK	Complete and will be removed
10	Governors to complete register of business interest form	GOVS	Clerk to follow up
11	PR to let MS know the date of HTPM Panel.	PM	Complete and will be removed
12	New action - MM, MS, KW and GBo to meet and scrutinise the budget.	MM, MS, KW, GBo	
13	New action - MS, RL and GBo to meet with SM to look at the data in the provision maps	MS, RL, GBo	

14	New action - MS to make sure single central record is checked termly	MS	
15	New action - Clerk to update policy schedule and share ratified and signed policies with the office team.	CLERK	
16	New action - Governors to go on to Governor Hub and update register of business interests	GOVERNORS	
17	New action - Clerk to prepare information for the Governors section of the website and forward to the office.	CLERK	