Federation of Darley & Summerbridge Community Primary Schools

Governors’ Business Meeting at Summerbridge Community Primary School on

12 May 2021

Virtual Meeting opened at 6:00pm

**Present:** N. Coates (NC), Executive Headteacher

S. Mallender (SM), Chair

C. White (CW)

A. Howarth (AH)

Lucy Martin (LM)

Lynne Bennion (LB)

Kate Milne (KM)

E. Moore (EM)

I**n attendance**: Chris Walker (CW) Clerk

Sharon Langton (SL) SBM

**Apologies**: Mike Poole

Thomas Gant

**Governors Core Function:**

**a) Ensuring clarity of vision, ethos and strategic direction.**

**b) Holding the headteacher to account for the educational performance of the school and its pupils; and**

**c) Overseeing the financial performance of the school and making sure its money is well spent.**

1. **Welcome–** SM welcomed everyone to the meeting.
2. **Apologies** – Thomas Gant and Mike Poole had sent their apologies in advance of the meeting, which were consented to.
3. **Confidentiality and Declarations of Interest**: SM reminded governors of the need to ensure confidentiality of all discussions in line with the Code of Conduct. There were no declarations of interest.
4. **Minutes of previous meeting and review of actions:** The minutes from the meeting on 24th March 2021 were approved as an accurate record and would be signed by the Chair once able to do so.
5. **Matters Arising**

* LB to continue to chase the Norwood Trust funding.

All other actions had been completed or were covered elsewhere on the agenda.

1. **Finance Update**

The Outturn and Start Budget reports had been circulated to governors in advance of the meeting. SL talked through the key points:

**Outturn**

The outturn position was healthy with a £103k revenue surplus. SL reported that expenditure exceeded income at Darley currently (largely arising from the pupil-teacher ratio 55 pupils to 3 FTE teachers). Any shortfall would be covered by the reserves but for governors to be mindful going forward.

**Start Budget**

The Start Budget showed an increasing surplus over the next three years. There was a forecast in-year deficit of £24.2k in 2021-22 but this would be covered by the reserves.

Pupil numbers were forecast to increase year on year and it was anticipated numbers could increase further should Summerbridge receive an Ofsted judgement of good when it is next inspected.

**School Meals**

The take up of school meals was significantly higher at Summerbridge (S) than at Darley (D). This effectively meant that the income generated at S was subsidizing the costs at D.

Governors were concerned to explore why this was the case as both schools received the same provision of meals.

SL informed governors that the rates for the Before and After School Clubs had not risen for three years and therefore a review might be needed.

**SEND**  
There were currently 2 children with EHCPs in the Federation with one further application ongoing. The Federation received £3.5k for both pupils but had to provide TA support for each pupil. If the EHCP application was successful a further TA would need to be recruited.

**Premises**

The new Health and Safety Advisor, Chloe Rhodes, visited both D and S recently (7th and 10th May) and conducted a premises inspection. EM was able to attend both visits. £20k, from this year’s budget, has been set aside to systematically tick off the jobs that have been identified on the Conditions and Maintenance Plan.

**Staffing**

Recruitment is ongoing for an HLTA position. Two further TAs will also need to be recruited.

**Grants**

NC informed governors that the repair of some of the windows would be covered by a grant from the LA. The remainder of the window repairs would have to be financed from the £20k.

NC had also been notified that D was apparently eligible to receive funding as part of a national carbon reduction scheme. NC was in the process of clarifying the position.

Governors agreed that it was important to ensure equitability across the federation should one school find itself eligible to additional funding etc.

SL confirmed that overall the school had benefitted from being part of MASS but that it might be beneficial to explore other options at some point.

**Action**: SL to send EM details of what was covered under MASS.

At this point, Governors discussed the meal situation as highlighted by SL earlier in the meeting. Governors agreed that:

* it was not sustainable to continue to run the meal provision at D at a loss.
* it was essential to work with Linda (school cook) in discussing the future options.
* The choice of meals should be reduced to two with a focus on healthier options.
* A taster trial of the new options would be arranged before the end of term.
* Subject to the outcome of the trials, the new menu would be introduced, at both schools, from September.
* There would be a small price increase to £2.45

**Action**: NC to undertake a survey of children and parents as soon as possible to ascertain their preferences.

**Action:** SM/NC to arrange a meeting with Linda to discuss these options.

**Before and After School Club**

Whilst there had been a reduction in the numbers of pupils at both clubs at both schools, this was largely expected as a result of the impact of Covid. Furthermore, the current attendance levels were not impacting on the budget.

Governors agreed:

* That the provision needed to be re-advertised particularly as the price was highly competitive locally.
* That the price should not be changed.

Governors approved the Outturn and the Start Budget.

Governors thanked SL for all her hard work in successfully managing the budget. SL left the meeting at 7.06pm

1. **Headteacher Report**

TheHeadteacher Report had been circulated to governors in advance of the meeting. NC reported that there had been no positive Covid cases in school and thanked all staff for their continued hard work to ensure the safety of the pupils and themselves.

There would be some small changes to school routines following the relaxation of the national restrictions from May 17th. Staggered starts would be stopping and children would be able to lunch outside together (but still in their bubbles).

Governors agreed with NC’s proposal to allow the children to sit in groups rather than in rows. This would enhance learning and interaction.

Governor question

Q: How can you ensure that parents will socially distance when dropping off and picking up their children at the front of school?

A: They will have to ensure they manage it themselves. The playground is now a designated area for pre-school.

**Safeguarding**

NC informed governors that there had been one safeguarding issue. LB had provided support as the link governor. Governors were assured all appropriate steps had been taken.

**Catching Up**

There will be a lot of work to be done to support the children across the Federation in catching up not only with their learning but also with a range of other issues – such as re-building their resilience and confidence, and for some, improving their speech.

**Well-being**

The pupils have quickly got used to their routines and settled in well. There are no well-being concerns.

It continues to be a challenging time for staff but morale remains high.

Pre-school: overall well-being is good and the children have been resilient. There have been a small number of challenges and support has been provided as and when needed.

NC reported that his well-being was good.

**Summerbridge Internal Review**

The Summerbridge Internal Review had been shared with governors in advance of the meeting. Overall the Review was positive. Teaching and Learning and Behaviour were very strong. Work on the learning environment was the main negative. The Review identified a number of areas to work on.

NC had attended a webinar with 3 HMIs. Whilst the Federation had felt the impact of Covid, as with other schools, NC felt more confident about any future visits from Ofsted. Despite the impact of Covid, Summerbridge was now in a better place than when last inspected and judged as Requiring Improvement. Training exercises had enabled staff to feel more confident which was reflected in how they were able to answer likely questions from the Inspectors. A further practice inspection would be undertaken by the LA.

**Action:** NC to contact Karen Butler to see if she was available to talk through the likely questions that would be asked of governors during an inspection.

**Ambassadors Meeting**

LM and CW had undertaken governor monitoring with a number of pupils to seek their views on the impact of lockdown learning. (14th April 2021). The detailed and summary reports had been circulated to governors in advance of the meeting.

The key conclusions were that pupils had felt safe and supported throughout lockdown and the work was pitched at the right level for them. One common issue raised was the perception that subjects were continually being repeated.

AH confirmed that the revisiting of subject areas was part of the curriculum planning that aimed to build upon knowledge as part of the process of sequential learning. However, it was possible that some of the repetition had arisen from the various class re-structures that had taken place. Curriculum planning was reviewed regularly.

Governors had additional received two further monitoring reports in advance of the meeting:

Analysis of Home Learning Outcomes – AH  
Health and Safety Visit to both schools – EM.

1. **Governance Action Plan Update**

**Action**: SM - Two further actions to include as a result of this meeting.

* Premises actions
* Ofsted training from Karen Butler

1. **Policies**

The following policies were approved in principle. Governors to email any concerns to NC as soon as possible.

* Privacy Notice
* Information governance policy framework
* Information security policy
* Information security incident reporting policy
* Whistleblowing

The following policies had been delegated to NC to approve. They had been reviewed, updated and approved by NC.

* Anti-radicalisation
* Non-Collection of children
* Maths
* Attendance
* British Values
* Medical Conditions
* Collective Worship
* Recruitment and Selection
* Anti-Bullying
* Staff Behaviour (Code of Conduct)

1. **Governor**

NC reported that he had undertaken a review of the Single Central Record at both schools. Currently all documents were being stored at Darley. NC was exploring how to ensure the evidence was available at both schools. Cloud based systems was one option.

Training

Ofsted training from KB to be arranged for all governors.

EM to undertake Part 1 of the Introduction to Governance.

Clerk to circulate LA training course to governors.

1. **Forthcoming events**

**Action:** NC to circulate the schedule of events to governors.

NC confirmed that the new Federation website would be launched imminently.

All governors invited to the Darley Summer Fair on 1 July and at Summerbridge on 24 June.

1. **AOB**

None

Meeting closed at 8.03 pm.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Chair)