Federation of Darley & Summerbridge Community Primary Schools

Governors’ Business Meeting at Summerbridge Community Primary School on

21 October 2020

Virtual Meeting opened at 6.00pm

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

K. Milne (KM) Co-opted Governor

S. Mallendar (SM), Chair and Co-opted Governor

C. White (CW) Co-opted Governor

A. Howarth (AH) Staff Governor

L. Martin (LM) Parent Governor

T. Gant (TG) Parent Governor

L.Bennion (LB) LA Governor

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

 Sharon Leighton (SL) SBM

**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 and Introductions –** SM welcomed everyone to the meeting and introduced the three new governors to the meeting; LM, AH and TG. SM reminded governors of their three core functions, set out at the top of these minutes.
2. **Apologies** were noted from Mike Poole and Sarah Walker (SW). SW was now no longer a governor which meant that there was now one Co-Opted governor vacancy.
3. **Confidentiality**: SM reminded governors of the need to ensure confidentiality of all discussions in line with the Code of Conduct. Documentation also needed to be kept confidential and to ensure GDPR compliance all governors had been provided with a school-based email address.
4. **Minutes of previous meeting and review of actions:** The minutes from the meeting on 16 September 2020 were approved as an accurate record and would be signed by the Chair once face to face meetings resumed.

**Actions:**

* SM to send clerk the governor induction list.
* Governors to send clerk any forms not yet completed; register of business interest, skills audits.
* NC/SM to arrange an external advisor for the Headteacher Performance Group and organise a meeting.
1. **Declaration of Interest in any Agenda item –** no declarations were made.
2. **Finance**

Governors had been provided with the budget monitoring forms in advance of the meeting. SL talked through the key variances and reported that despite a number of unexpected costs, such as cleaning materials for Covid, the budget was still in a healthy position. The September outturn was £59411. The figures did not include the two approved TLRs for staff which would be around £5.6k plus oncosts. Income from the nursery has had a positive impact financially and also in increasing the numbers of pupils moving into reception. This will increase pupil numbers as they progress through school and thereby continue to increase income for the Federation. This is true for both schools.

For 21/22 income per pupil would rise from £3750 to £4k per pupil. The census numbers for Summerbridge were 65 and 55 at Darley. The revised budget at the end of November would provide a clearer view of the position in March 2021.

The main concerns were

* the Before and After School Clubs (BASC) which were losing money at both schools. The numbers were low; 4 on average attending after school and two each morning.
* Pre-school which would lose around £10k as a result of lockdown. However, the numbers from September were much higher than expected which would help to mitigate this cost.

Governor questions:

Q: What can we do to address the BASC losses?

A: It’s a complex issue. We have asked parents to minimise their use of these clubs for the time being as part of our health and safety responsibilities with regard to Covid restrictions. We were hoping that things would ease off after half-term but the opposite has now happened. The services are normally well-received by parents and are a key attraction for new parents. I think we need to somehow manage to sustain the clubs as best we can.

Q: What are the actual figures involved?

A: The losses are around £250 per month in total. Two staff are required and currently no children stay beyond 4.15 at Darley.

Q: Are the staff paid by the hour or until 5.30pm?

A: Until 5.30pm. If we were to change their hours, I would need to seek advice from HR. We also need to be mindful that we don’t want to lose these staff if possible, as trying to recruit new staff could be difficult.

Governors agreed that:

* NC should seek advice from HR.
* Subject to this advice the clubs should finish at 4.30pm and the staff only be paid up to this time.
* NC to clarify what savings would be made if this change was to be made.
* A further evaluation of the service to be undertaken once things change and it can be rebuilt.
* Breakfast club to remain as is.

Q: How are we funding the additional tutoring?

A: Through the Catch-Up Funding. We received £9200 from government.

Q: School lunches are down in number. Is there a cost as a result?

1. No.

Q: Do you evaluate the online learning packages that have been used as part of the remote learning?

A: Yes. Reading Plus for example has had a significant impact on reading and engagement from the children has been excellent. The usage has picked up considerably.

1. **Governance Action Plan**

Governors to be allocated link responsibilities based on their skills and experience. The skills audits would be used as the basis. SM to circulate the Action Plan once all audits had been received. Confirmation of roles would be completed at the next meeting.

Governors were mindful of the difficulty in undertaking monitoring visits at the current time. NC suggested that some visits could be arranged outside school hours (e.g Health and Safety premises visits) and some could be undertaken by phone call or virtually. All agreed that it was important to evidence impact for any future visits from Ofsted. Once responsibilities had been allocated governors agreed to arrange appropriate contact with the school via NC. Experienced governors to be paired with a newer governor where possible.

**Action:** SM to update the Action Plan to reflect Covid and to share with CW and LB in the first instance for comment.

LB agreed to be the Safeguarding and Health and Safety link governor.

1. **School Development Plan (SDP) / Headteacher Report**

Governors had been provided with the SDP in advance of the meeting. NC explained that the key priorities of the Federation are to continue what was unable to be achieved in the last year. The main focus was to retain the Ofsted judgement of ‘good’ at Darley and to regain ‘good’ at Summerbridge. A good judgement was achieved at Darley in January 2020 but did not have the opportunity to regain the good at Summerbridge. That is the focus for this year. Other key priorities include to continue to raise standards in Maths and English and that the curriculum meets the statutory standards.

Overall, the Federation was currently doing the best it could to deliver the priorities in the challenging context of Covid. A visit to Summerbridge was likely before next Easter.

Governor questions:

Q: Are we ready for an Ofsted visit?

A: We are doing our best to prepare for Ofsted but our key focus is on dealing with things as they are right now; in providing a safe environment for all; supporting those children whose learning has fallen behind or where there are gaps. We are not where we would ideally like to be.

Q: What will Ofsted focus on?

A: We don’t know what the focus will be although it has not officially changed since last September. (ie quality of curriculum). I do feel prepared if we are to be inspected on how we are managing in the current situation. I have informed staff that we will be undertaking an Ofsted healthcheck on 9 November. This is not ideal and not particularly welcomed by staff but is something we need to do.

Q: How does the data compare to previous years?

A: Overall the numbers are lower. Most children are on track with where they need to be. The tests have been undertaken to establish a baseline. The next set of data will be more meaningful and help to flag up gaps and evidence the effectiveness of the support and interventions. There is a real challenge as learning time has been reduced and we have access to fewer resources.

NC confirmed that the LA were content for the Catch-Up Funding to be used to enable tutors to be provided for those children on track; which would enable support to be provided to the other children by current staff who would be familiar to these pupils.

Q: What is staff morale like?

A: Generally good although there is some anxiety as you might expect. Staff are on the go all day and having to undertaken playtime duties. It is very challenging and demanding for staff particularly as they can’t do what they would do normally. All staff feel supported.

Q: How are the children coping?

A: Very well. Most are very resilient and are glad to see their friends again. A number of the SEN children in particular were a little anxious at the start but much better now.

LB agreed to provide her SEN Report once she was able to access it and circulate it – hopefully at the next meeting.

1. **Governor**

Governors agreed:

* To arrange monitoring visits once the Action Plan had been completed and responsibilities assigned.
* LB to become Vice-Chair
* To elect Eddie Moore as Co-Opted Governor with effect from the next meeting. Eddie Moore had a range of skills and experience particularly in the field of construction which would support the governing body. SM to confirm his appointment.
* SM to contact the other unsuccessful candidate for the parent governor vacancies at the recent election to explain why EM was elected; ie based on his specific skills and experience.
* New governors to see if they could undertake the LA training course for new governors. CW had undertaken Part 1 and would be undertaking Part 2 in November.
* New governors to undertake the statutory requirements of the online Safeguarding and Prevent training and to undergo a DBS check.
1. **Policies**

The following policies subject to any further comments by governors:

Child Protection

Complaints

Information

Governor Disciplinary

Safeguarding

SEND

A separate Committee was established to consider the Pay Policy.

1. **Health and Safety/ Safeguarding**

No significant issues to report. NC reminded governors of the need to regularly monitor accidents in order to identify any particular trends.

1. **AOB**

NC asked governors to send a pen portrait for inclusion on the governor page on the website.

Governors agreed to hold an extra meeting on 11 November at 6.00pm to clarify responsibilities in the Action Plan.

NC informed governors that he had received further correspondence from a neighbour to the school as part of an ongoing complaint. Advice had been received from the LA legal team and NC was following this advice. SM agreed to contact the correspondent directly mindful of supporting the well-being of NC.

Meeting closed at 5.20pm.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chair)