Federation of Darley & Summerbridge Community Primary Schools

Governors’ Business Meeting at Summerbridge Community Primary School on

24 March 2021

Virtual Meeting opened at 6:00pm

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

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

C. White (CW) Co-opted Governor

A. Howarth (AH) Staff Governor

Mike Poole (MP) Co-Opted Governor

Lucy Martin (LM) Parent Governor

Lynne Bennion (LB) LA Governor

Thomas Gant (TG) Parent Governor

E. Moore (EM) Co-Opted Governor

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

Sharon Leighton (SL) SBM

**Apologies**: Kate Milne

Mike Poole

**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** – Kate Milne 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 10th February 2021 were approved as an accurate record and would be signed by the Chair once face-to-face meetings resumed.
5. **Matters Arising**

* LB agreed to chase the Norwood Trust funding.
* NC to arrange for governor monitoring of lessons via virtual observation.

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

1. **Finance Update**

SL updated governors on the latest financial position based on the February monitoring reports which had been shared with governors in advance of the meeting. Key points included:

* A healthy financial position currently with a £69.6k revenue surplus.
* All outstanding bills for March had been factored in.
* Funding for next year had been based on the census figure of 120 pupils: an increase of 5 on the previous year. This continued the trend of increasing numbers.
* Two children with an EHCP on roll. 1 child receives £1430, the other £2163. The cost of providing TA support for each child is around £17k per child which has to be found out of the school budget. Awaiting a decision on a further EHCP application.

Governors thanked SL for all her hard work and support. SL left the meeting at 6.12pm

1. **Headteacher Report**

TheHeadteacher Report had been circulated to governors in advance of the meeting. NC invited questions from governors.

At this point there was a discussion about a staff related matter for which a separate confidential note has been provided.

**Class Arrangement Plans**

Increased pupil numbers had required a review of the current class structures. Governors had been provided with two options to consider and the pros and cons for each. Governors discussed the options and approved Option 1.

The advantages for Option 1 were that class structures remained the same allowing teachers to build on existing learning and planning. Teachers could continue to plan and work together across the Federation. Class numbers at Summerbridge were proportional to the level of independence/need. There was some concern that this would mean a large Year 4/5/6 class at Summerbridge.

**Premises**

The HT Report detailed a number of improvements that would need to be made to the premises at both schools, including photographs. Governors were concerned at the state of both the schools and that improvements needed to be undertaken as a matter of urgency.

**Action:** Governors agreed that a costed schedule of the maintenance work should be developed as soon as possible to ensure a planned approach to the work. Premises to action as soon as possible. EM to undertake a walk around of the site after 12 April.

Governor questions

Q: Would this work be covered under MASS?

A: Yes. We are currently paying £12k for this cover. The service is often very slow. We could arrange for the work to be done ourselves but then it would not be covered under MASS.

Q: What would be the cost of a log cabin?

A: Prices vary considerably based on the specification. To get a reasonable cabin fit for purpose would probably be in the range of £50k.

Q: Are either of the schools registered charities?

A: No. But the parent association is a registered charity and the availability of grants could be pursued that way.

**Action:** LM agreed to pursue the availability of grants via the parent association.

Governors agreed that any available grants that might support this work, should be explored, including the Norwood Trust.

Governors were mindful that once the Ofsted judgement had improved from RI to Good, numbers of pupils were likely to increase further.

**Health and Safety**

No incidents to report.

1. **Policies**

**Accessibility Plan**

Governors had been sent a copy of the updated Accessibility Plan in advance of the meeting. LB had visited both sites to ensure compliance with the Plan which focused on ensuring that both schools provided the required levels of access for people with disabilities. LB confirmed both sites were compliant.

Governors thanked Eileen, Alison and LB for their work in updating the Plan which was approved.

**Action:** Premises Committee to note any accessibility requirements whilst developing the maintenance schedule.

1. **Governor Action Plan Update**

The Plan had been shared with governors who were all content with their assigned responsibilities.

NC reminded governors of the need for them to undertake monitoring visits either on site or remotely. It was essential for governors to ensure that actions were being undertaken as they should be, that the Headteacher was held to account and that all this was evidenced. Despite the impact of Covid lots of governor interaction had continued but it was vital that this was all evidenced and that monitoring visits were planned and actioned.

**Action:** NC/AH to arrange a learning walk for governors which would enable governors to observe a lesson, see work from books and wall displays and to be able to interact with the children and with staff. This would be arranged for the 14th April. It would be arranged as a virtual walk due to covid restrictions.

1. **Governor**

**Training**

AH had undertaken the second part of the Introduction to Governance Training

CW had completed the Safer Recruitment Training

LM had signed up to the first part of the Introduction to Governance training**.**

1. **Forthcoming events**

Egg Hunt at Darley taking place on 25th March.

1. **AOB**

None

Meeting closed at 7.40pm.

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