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**Darley & Summerbridge Community Primary School Federation**

**Meeting of the Full Governing Body held on**

**Wednesday 15th September 2021 at 6.00 p.m. at Darley Community Primary School.**

**MINUTES (approved for circulation)**

**Present:** Nick Coates (NC) – Headteacher, Stuart Mallender (SM) – Chair, Lucy Martin (LM), Lynne Bennion (LB), Andy Howarth (AH), Kate Milne (KM), Eddie Moore (EM)

**Apologies:** Carol White (CW), Thomas Gant (TG)

**Not present**: Mike Poole (MP)

**In attendance:**

Chris Walker - Clerk

Governing Body functions:

Ensuring the vision, ethos and strategic direction of the school are clearly defined.

Ensuring that the Head Teacher performs her responsibilities for the educational performance of the school.

Ensuring the sound, proper and efficient use of the school’s financial resources.

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|  |  | **Actions** |
| **PART ‘A’ - PROCEDURAL** | | |
| **1** | **Welcome and Introductions**  SM welcomed everyone to the meeting.  **Election of Officers – Chair and Vice-Chair**  SM was the sole nomination for the position of Chair and was unanimously elected to that position for a period of 12 months.  SM undertook an election for the position of Vice-Chair. Governors discussed the position and proposed that CW be offered the position for a period of 12 months.  **Action**: SM to discuss the proposal with CW and confirm at the next meeting.  In discussion, SM confirmed that he would not be continuing in the role of Chair next year and asked governors to consider succession planning. | **SM** |
| **2** | **Apologies**  Apologies had been received from CW and TG and were consented to.  MP had not sent in any apologies. Whilst mindful of the busy nature of his professional position, governors were concerned at the attendance of MP and his contribution to the Governing Body. This was impacting on the capacity of the governing body. |  |
| **3** | **Confidentiality**  SM reminded governors of the need for confidentiality in line with the Code of Conduct.To be considered as the meeting progressed. |  |
| **4** | **Declarations of interest**  There were no declarations of any conflict of interest in respect of matters on the agenda. |  |
| **5** | **AOB**  None |  |
| **6** | **Minutes of the last meeting.**  The minute from 7th July 2021 meeting were approved as an accurate record to be signed by the Chair and filed once able to do so. |  |
| **7** | **Matters Arising**  **Action:** LB to continue to seek clarification on the Norwood Trust funding.  LM reported that she had explored the detail of the availability of funding (grants) to support the purchase of an outdoor classroom at Darley. Essentially, funding would be available up to £20k. The application process was likely to be complex and a community benefit would need to be evidenced.  In discussion, governors agreed that there was an urgent need to increase classroom space at Darley. Reception numbers were already at a maximum and this was likely to continue for the next few years as a minimum. This would impact on class sizes as these intakes progressed through the school and more space would be needed to accommodate the larger class sizes to provide an appropriate learning environment. Adequate funding would be needed and decisions needed to be taken as early as possible to take account of the time required to process any applications, obtain planning permission and to undertake the work itself.  Governor questions  Q: Could the school borrow the money and then pay it back?  A: This was technically possible but there was a need to be mindful of the risk to the overall budget. We could ask for an advance on our devolved capital budget.  Q: Was the position at Summerbridge similar and if so, could we try a similar approach?  A: The age ranges at both schools are different (2-11 at Summerbridge and 4-11 at Darley) – which would impact. In addition, when the LA came to assess the school we had 36 children in one class which would have impacted on their decision. We would have to use our own finances to support such a project as the LA would not support a bid whilst we still technically had sufficient space to increase class sizes. This is about ensuring sufficient space in the near future and this will take time to plan and action.  Q: Could we change the age range of the school?  A: Yes – we could potentially extend to 2-11 – but to be mindful of the impact on staffing.  Governors agreed that a number of actions would be explored in the first instance:   * To seek advice from the LA in terms of how and whether the school could get a sufficient advance on its devolved capital. * If yes, then a feasibility study would need to be undertaken by the LA. * Dependent on the outcome of the study, quotes would then need to be obtained to undertake the necessary work. * LM to see if she could find out how a similar project was funded at Hampsthwaite. | **LB** |
| **8** | **Standing Orders, Code of Conduct and Delegation Planner**  Governors adopted the documents for 2021-22. |  |
| **9** | **Register of Business Interest Form, Gifts/ Hospitality**  Governors completed the Register of Business Interest Forms and returned to the clerk. Those governors unable to attend the meeting had either emailed the forms or would provide them at the next meeting.  The Clerk reminded governors of the need to declare any gifts or hospitality received in respect of their position as governor. This information would be recorded on the Hospitality Register in school. |  |
| **10** | **Committees**  Governors agreed the Terms of Reference for the full governing body.  Governors agreed that no standing committees would be required. A number of working groups would be arranged as and when required, as follows:   * Teaching and Learning * Health and Safety & Premises * Finance   Membership to be agreed as and when required. The meetings would be noted at FGB meetings along with any decisions that had been made or recommended to the FGB.  Membership of the ad hoc committees would be decided on the basis of eligibility, availability and experience. The clerk reminded governors that at least one member of any complaints panel should, ideally, have undertaken the complaints training.  The Headteacher Performance Panel would comprise of SM/CW/LB and the Senior Education Advisor – Matt Blyton. |  |
| **11** | **Annual Statement**.  SM agreed to draft an Annual Statement to be shared with governors prior to publication on the website. | **SM** |
| **12** | **Link Governors**  Link governors were agreed as follows:  SEND and Safeguarding – LB  Health and Safety - KM  Darley expansion project – EM  Working group to be set up to look at strategic premises issues across both sites. Membership agreed as: NC, EM, LM, CW, AH  **Keeping** **Children Safe in Education 2021**  All governors confirmed that they had read the latest version of Keeping Children Safe in Education which had been circulated in advance of the meeting. |  |
| **13** | **Governor**  No vacancies and a no skills audit required currently.  Governors agreed that it might be helpful if there could be increased representation from Summerbridge should a vacancy arise. This would largely be dependent on interest being expressed from candidates in Summerbridge as and when the vacancies arose.  **Action**: SM to discuss MP’s availability at future meetings.  **Action:** SM to update and circulate the Governor Action Plan. | SM  SM |
| **14** | **Policies**  Governors agreed to delegate the approval of policies to the Headteacher where this was possible and for them to be adopted at the FGB meetings.  Governors adopted the SEND Policy which had been circulated in advance of the meeting. |  |
| **15** | **Headteacher verbal update**  NC reported that:   * staff well-being was good. * the new staff had already had a positive impact across the Federation. * Remote learning systems were still in place should they be required. * Maths was the biggest area of concern which would be reflected in the School Development Plan priorities * Risk Assessments were uptodate and no safeguarding concerns to report   AH informed governors that some reading provision was being provided online. Paper copies of all books were also available to those unable to access the online provision.  Governor questions  Q: Was school now back to normal?  A: Yes. Whilst we will continue to ensure appropriate routines are followed in line with our risk assessments most practice is now back to some kind of normality.  Q: Can parent be given any guidance on how they can support their children?  A: Yes – we will be giving advice to parents.  Governor Monitoring  LM/CW had undertaken remote monitoring with a number of pupils in the summer term to discuss remote learning provision.  LM and LB agreed to revisit the school to talk to the ambassadors about their learning.  Both EM and LB had undertaken significant amounts of monitoring throughout the Covid period despite the various restrictions. EM with regard to health and safety and premises issues; LB with regard to SEN and safeguarding issues. |  |
| **16** | **Safeguarding and Health and Safety**  NC reported that items on the Maintenance Plan were continuing to be addressed – including the damp at Summerbridge. A quote had been obtained to improve the perimeter fencing at Summerbridge. The fence at Darley also needed addressing.  Q: Is the perimeter currently safe?  A: Yes.  Q: Were the fencing issues identified in the LA Report?  A: Yes.  Q: Who would fund these repairs?  A: The school.  Governors discussed the ongoing issues of the cleaning of the old toilet, the nature garden and the outdoor area at Summerbridge and agreed:   * LM to address all three issues with the support of the local fire brigade and the Army Foundation College. The work to be undertaken over October half-term.   LB also offered to provide links to Menwith Hill to support coding, show the trained dogs to the children and see what other links to the curriculum could be explored. LB also offered to bring in some police dogs for the children. |  |
| **17** | **AOB**  The new Federation websites were about to be launched. The current ones would be kept uptodate until the new ones were active.  NC informed governors that new regulations had meant that staff who had worked overseas were now having to obtain references from that employment, which could have been many years in the past. Governors agreed that NC should ensure that these staff provided the required documentation as soon as they were able but were mindful that the process was not straightforward.  LM offered her apologies for the next FGB meeting. |  |

The meeting closed at 8.00 pm.

Signed: (Chair)

Date: