

**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, Carol White (CW), Andy Howarth (AH), Kate Milne (KM), Eddie Moore (EM), Thomas Gant (TG)

**Apologies:** Lynne Bennion (LB), Lucy Martin (LM)

**In attendance:**

Chris Walker – Clerk

Sharon Langton – School Business Manager (unable to log into the meeting virtually)

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. |  |
| **2** | **Apologies**Apologies had been received from LB and LM and were consented to. |  |
| **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 15th September 2021 meeting were approved as an accurate record to be signed by the Chair and filed once able to do so. |  |
| **7** | **Matters Arising**All matters had been actioned or were addressed within the agenda of this meeting.  |  |
| **8** | **Headteacher Report**Governors had been provided with the Headteacher Report in advance of the meeting. The Report included updates on:* Covid
* Heath and well-being of staff
* Safeguarding and Child Protection
* Pupil Progress
* Health and Safety/ Premises
* Finance and Personnel

Governors had additionally been provided with the following documents: * School Development Plan
* SEF
* Pupil Premium Funding 2021
* Sports Funding 2021
* Catch up Funding 2021

Matt Blyton (MB) had now replaced Karen Butler as the SEA. Summerbridge had been given Priority 3 status by the LA and was therefore eligible to 7.5 days of support: Darley at Priority 2 status 4.5 days. The days being determined by the Ofsted category.MB had suggested to NC that the current SEF should be made punchier to provide a more robust and positive assessment of the schools. Effectively, the SEF was underselling the schools. NC was currently working with MB to develop a School Partnership Improvement Plan (SPIP).Governor questionsQ: How will the 7.5 days at Summerbridge be used?A: The detail for both schools had been set out in the Headteacher Report. The aim was to utilise the days as soon as practical mindful of an Ofsted inspection. Governors were welcome to attend these days.MB had agreed to provide an additional 2 hour session with governors to prepare for Ofsted. Governors to agree a time and date.Q: Has the increased use of supply impacted on the budget?A: Yes. Not just the increasing need but the costs have risen due to the demand of these services. Q: Do you have a contingency plan if cover cannot be found for a staff absence?A: Yes. In addition to the availability of remote provision we have had to merge two classes in the hall at Darley. The class size was still under 30. If need be I could teach. (NC). The merging of classes would prove harder at Summerbridge due to class sizes.All appropriate guidance continued to be followed with regard to Covid. NC was aware that the situation might worsen over winter and it might be necessary to ask parents to wear masks on site. Q: How has the children’s learning been affected by all the disruption from Covid?A: There has been an impact. We have had good supply teachers but also some not so good. Current staff have left plans for the supply teachers to action. The content has always been spot on, the delivery sometimes patchy. We always write in the children’s book when a lesson has been taught by a supply teacher. The children have been resilient and the behaviour for learning, particularly at Summerbridge has been good. Catch up Funding for the national tutoring program for 2021-22 equated to 15 hours tutoring time per week for those pupils in receipt of a free school meal. This will be undertaken after school in small groups. Teachers will be paid overtime. The focus will be on those children who were furthest behind. The funding would not provide enough support for all the children requiring support. The funding equated to a rate of £18 per hour. There was no means test but was based solely on the number of children in receipt of FSM.The Pupil Premium Strategy for 2021-22 to be shared once the decisions on how to spend the funding had been made. A Sports Funding Plan for 2021-22 had been drafted and would include orienteering. The plan was to undertake an assessment first and then decide where to invest the funding.Governor questionQ: What is the timetable for the sports funding?A: The assessment would be undertaken in the 4th week of next half term, followed a week later by pupil progress meetings. The needs of the pupils would be aligned with the plans. **Finance**The September budget monitoring reports had been shared with governors in advance of the meeting. NC talked through the key points. Supply teachers and covid resources had impacted on the budget. The costs accrued by the working kitchen at Darley had also impacted. The current position showed a surplus of £64k against plan of £72k. Governors agreed that the budget remained healthy but would need close monitoring. Governors noted the kitchen costs at Darley but that this would hopefully be offset by the substantial increase in take up of school meals. The new menu had been a real success and there was now 90% take up at Summerbridge and 80% at Darley. The new menu and increased use of the dinner hall at Darley in particular, had had a positive impact on pupil wellbeing. Governors thanked SL for all her hard work in managing the budgets and in particular for ensuring the delivery of the new kitchen provision at Darley. |  |
| **9** | **Governor Action Plan**An updated GAP had been circulated to governors in advance of the meeting. Some of the names and dates required further update.**Action**: CW agreed to update, send to SM and then circulate to governors. Input from MB would also be sought at the forthcoming meeting.  | **CW/SM** |
| **10** | **Governor****Vacancies**NC informed governors that Mike Poole had stepped down as a governor with immediate effect due to the pressure of work. This left a Co-Opted vacancy. Governors agreed to explore their networks to fill the position with someone with the skills and experience required, ideally from the Summerbridge locality to provide greater balance on the governing body. Governors thanked Mike Poole for his hard work in support of the school and the governing body.**Training**All governors invited to the Ofsted training with MB on 24th November between 7-9pm. The meeting to be held via zoom.**Monitoring Visits**EM had undertaken a visit on 14th September to monitor health and safety and to attend a meeting of the Property Maintenance Group. Another meeting was planned at the beginning of November to look at capital funding. The meeting had been productive and EM now had a clearer understanding of what was covered by MASS and what was not covered. EM had undertaken a premises walk as part of his visit. Key actions included:* NC to develop a contracts schedule
* The group to develop a maintenance program. This would set out what needed to be done at both sites, when to do it and at what cost.

NC informed governors that he had been in discussions with other local schools to see if they were considering leaving MASS. Early consideration had been given to working together to develop an alternative to being in MASS. Governor questionQ: How much of the current work required would be covered under MASS?A: We have done well this year. A lot of work has been undertaken that would have cost a lot more than the £15k cost of MASS. The main problem has been the requirement to use county approved contractors – the delays have been significant and this has impacted on the school environment. Governors agreed that the decision to leave MASS would have to be discussed further as they did not want to leave the school in a vulnerable position. The age of both sites and the need for constant repairs was a key factor. MASS would also address those costs that could not be planned for – such as the need for a new roof (which had cost £18k). |  |
| **11** | **Policies**NC had reviewed the following policies in advance of the meeting to ensure that they were current, relevant and compliant. The policies had then been sent to governors for consideration. The following policies were approved by governors * Budget Management
* Governors Privacy Notice
* Information Governance Policy Framework
* Information Security Incidence Reporting Policy
* Information Security Policy
* Leave Policy
* ECT Policy
* Whistleblowing Policy
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| **12** | **Safeguarding / Health and Safety**NC reminded governors of the importance of safeguarding and that it remained a high priority for Ofsted. Training for staff at Summerbridge had been undertaken and all staff had contributed to an Ofsted briefing pack.NC explained an issue relating to the need to obtain documentation from previous employment overseas. This information needed to be included as part of the Single Central Record. Every effort had been made to obtain this information. Where this was not possible the headteacher could provide an individual risk assessment. NC had completed this where required and was content that all necessary safeguarding measures had been addressed with regard to the SCR.Governor questionQ: Is the SCR uptodate?A: Yes. I have sought advice from HR and they have confirmed that all appropriate steps have been taken to ensure that the SCR was compliant. MB will be undertaking a review of safeguarding during one of his visits and this will be addressed with him too. Q: Was the safeguarding training at Summerbridge with all staff?A: Yes.AH confirmed that all staff at Darley have also completed the latest safeguarding training.NC confirmed that all new staff at both schools receive all appropriate safeguarding training as part of their induction.Q: Are there plans in place to manage an Ofsted inspection when you will be off school for 2 weeks for health reasons?A: Yes. I should be able to deal with any questions or issues directly via a remote meeting. Staff have been assigned roles to escort Ofsted around both schools should this take place when I am not in school. No safeguarding or health and safety issues to report. |  |
| **13** | **AOB**The Pay Panel agreed to organise a meeting as soon as possible to consider pay progression for two members of staff.Governors agreed to use the Hart Alliance to provide the external advisor in support of the Headteacher’s Performance Panel instead of an LA advisor. This would reduce the cost from £500 to £300.**Action**: CW/SM to liaise with the advisor and NC to arrange a meeting after half term.The new federation website had now been completed and subject to a final read through would be going live next week. Governors were asked to check the site and contact NC with any queries. Governor questionQ: How are the new staff getting on?A: The new teacher at Darley is getting on well. Naturally there are all the usual challenges of being a new teacher, particularly adapting to a mixed age class. We are providing lots of support and progress is good. The new TA is also getting on well and is very enthusiastic.KM confirmed that all was good in nursery. New staff had settled in and they were awaiting the start dates for two more staff who were awaiting completion of the DBS checks. There were some short term challenges managing until pending the start dates of the new staff. Numbers continued to be excellent and they were Ofsted ready. | **CW/SM** |

The meeting closed at 7.41 pm.

Signed: (Chair)

Date: