**Darley and Summerbridge Community Primary School Federation**

**Minutes of the meeting of the Full Governing Board held on**

**Wednesday 14 September 2022**

**At 18.00 at Darley Community Primary School**

**Present:**

Nick Coates (NC) - Headteacher

Stuart Mallender (SM) - Co-opted Governor (Chair)

Carol White (CW) - Co-opted Governor (Vice Chair)

Lynne Bennion (LB) - LA Governor

Andy Howarth (AH) - Staff Governor

Eddie Moore (EM) - Co-opted Governor

Lucy Martin (LM) - Parent Governor

Peter Massey (PM) - Co-opted Governor

**In attendance:**

Sharon Langton (SL) - Senior Administrator/Federation Bursar

**Apologies:**

Kate Milne (KM) - Co-opted Governor

**Governing Body Functions:**

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

Ensuring that the Headteacher performs his responsibilities for the educational performance of the school.

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

**A Procedural**

1. Election of officers - Stuart Mallender elected as Chair. Proposed by Lynne Bennion and second by Andy Howarth. Carol White elected as Vice Chair. Proposed by Stuart Mallender and second by Lynne Bennion.

2. Apologies received from Kate Milne. It was noted that Tom Gant has resigned as a Parent Governor with immediate effect due to work commitments. The Headteacher and the Chair have written to Tom to thank him for his contribution to the FGB.

3. No pecuniary interest was declared.

4. The FGB were reminded of the confidential nature of the meeting.

5. There were no urgent business matters to consider.

6. The minutes of the meeting held on 6 July 2022 were approved, signed and retained for filing.

7. Matters arising from the minutes:- LB requested a copy of the safeguarding pupil’s voice questionnaire from the SEA. **Action: NC to follow up.**

**B Business**

8. The Standing Orders, Code of Conduct, Delegation Planner were approved by the FGB and signed by the Chair.

9. All Governors completed the Register of Business Interests, Gift/Hospitality Register. All forms were signed and returned to NC. **Action: NC to arrange for KM to complete Register of Interests.**

10. Terms of reference were signed by the Chair. It was agreed that the following Committees would remain in place:-

**Teaching and Learning -** AH, LM and PM

**Finance and Personnel -** SM and CW

**Health & Safety and Premises -** EM, KM and LB

11. It was agreed that separate committees would not be established for complaints, pay panel, pupil discipline, staff appeals and HT performance management. These subjects would be included in the above Committees where appropriate. Governors will also be allowed to join other Committee meetings as and when required where issues crossed over.

It was agreed that all Committees should meet at least once a term. **Action: Governors to arrange Committee meetings before the next FGB**

12. Publication/preparation of an Annual Statement. **Action: NC and SM to prepare Annual Statement.**

13. Protocol for Governor’s school visits was agreed. Any monitoring visit to school should be arranged in advance with the HT, followed by a report to the FGB.

It was agreed that LB would continue as the SEN/Safeguarding and Child Protection Governor. The Chair thanked LB for her continued support in this area.

Prevent/Safeguarding/Safer Recruitment training has been completed by most Governors. **Action: NC to check if the training has expired.**

All Governors confirmed that they have read the latest version of Keeping Children Safe in Education (KCSIE). NC advised that all staff have completed the KCSIE quiz. **Action: NC to forward copy of the KCSIE quiz to Governors.**

14. It was agreed that, following the resignation of Tom Gant, the Federation would advertise for a new Governor in the school newsletters. It was agreed that a new Governor with legal and/or financial skills would benefit the FGB. **Action: NC to advertise Governor vacancy.**

15. Several policies have been sent to all Governors for review. The HT requested that all Governors read the policies and forward any amendments before 1 November 2022. The policies must be adopted before 1 December 2022. **Action: all Governors to read policies and forward comments to NC before 1/11/22.**

16. Headteacher Report - a copy of the detailed Headteacher’s report had been circulated in advance of the meeting.

The report updated the Governors on the following:-

Health and well-being of staff

Federation Development Plan

School Self Evaluation

Safeguarding and Child Protection - no current concerns

Health and Safety

Premises

Finance

Personnel

MAT update

Confirmed Pupils/Class arrangements

Pupil Performance

With reference to the Lockdown policy it was noted that all internal doors have now been fitted with locks.

The Senior Administrator/Federation Bursar provided a comprehensive financial report. It was noted that, although the pay award has not been agreed as yet, the budget does include the teachers’ pay award which will be backdated to 1 September and Support Staff backdated to 1st April 2022.

SL confirmed that swimming costs have been taken from the sports grant, therefore subsidising swimming by £7.65 per child.

The main concern going forward is the substantial increase in the cost of energy. SL confirmed that the electricity costs have increased by 110% and gas by 152% amounting to approximately £12,000.

The general school revenue balance is £88,875 as at 31 August 2022.

SL was thanked for her continued hard work in preparing the extensive financial reports and maintaining tight controls over the Federation’s financial position. SL left the meeting at 18.50.

Following the recent FGB meeting with YCAT it was agreed that the Chair would contact the CEO to progress the discussions. **Action: SM to follow up.**

NC agreed to forward a report providing details of MAT options for the Federation. **Action: NC to prepare a report and arrange LA meeting.**

It was noted that the HT has change his working week to spend more time with new members of staff at Darley.

17. Safeguarding/Health and Safety - No issues to report.

18. Dates of next meetings. All meetings to be held at 6 pm

 **19 October 2022 - Summerbridge**

 **7 December 2022 - Darley**

 **8 February 2023 - Summerbridge**

 **22 March 2023 - Darley**

 **10 May 2023 - Summerbridge**

 **5 July 2023 - Darley**