

## **POWERSTOCK CE VA PRIMARY SCHOOL**

### **Minutes of the Full Governing Body Meeting held via Microsoft Teams at 6.30pm on Tuesday 27 April 2021**

**Present:** Joanna Moss JM (Chair), David Jones DJ (Vice Chair), Louise Greenham (Headteacher) LG, Julia Stantiford JS, Linden Boothby LB, Gill Butler GB, Claire Kelton CK, Amanda Montague AM, Revd Chris Grasske CG, Anna Seal AS

**In Attendance:** Natalie Green NG (Clerk), Tim Connor TC (Prospective Foundation Governor), John Alexander JA (new Clerk appointee) from 6.30 to 7.30pm

**Absent:** Kate Shelley KS

Q/C = Question/Challenge

#### **Item 1. Welcome**

JM welcomed all to the meeting, particularly new Clerk appointee JA, who would be shadowing NG for her final term as Clerk. She also welcomed back TC after a period of illness. She explained that he was in the process of re-applying for another term as Foundation Governor and was attending as a guest.

#### **Item 2. Apologies**

None.

#### **Item 3. Minutes of the last FGB**

The minutes of the FGB Meeting held on 25 March 2021 had been included in the pack. These were agreed virtually as a true record.

#### **Item 4. Matters Arising**

1. (4) JM to remind those governors who had not replied that they had read KCSiE. ONGOING
2. (4) Governors to complete registration on NGA Learning Link and review modules. JM to review training record with NG. JM reminded governors to ensure that they had completed the core subjects, and would remind governors of these. ONGOING
3. (4) Governors to send updated headshot photos to LG for the website - LG would remind those still outstanding. ONGOING
4. (4) CK/DJ to examine website and submit any ideas to LG – the meeting would take place in the following week. ONGOING
5. (4 (11)) Governors to complete NGA modules on Finance as above in preparation for budget setting meeting. - see 2 above. CLOSED
6. (4 (11)) Add governance themes to School Plan - OUTSTANDING
7. (9.2) Pupil Premium Review on Agenda for May 2021 FGB – this would be deferred to the next meeting and the GB would consider a sub group to look at the longer-term strategy - ONGOING
8. (10.3) JM/DJ to Conduct Fire Drill - COMPLETED.

9. (11.2) JM, CK and LB to form Public Relations working party and report to FGB – this would be deferred to the next meeting. ONGOING

There were no other matters arising that would not be covered by the Agenda.

**Item 5. Declaration of Governor’s Business Interests**

There were no matters to declare that would conflict with the Agenda.

**Item 6. Declaration of Urgent Business Items**

None.

**Item 7. Correspondence**

JM reported that a parent of a former pupil had written about the release of some records. This was in hand and LG would give further detail in her report. TC had sent a cheque to school with a donation to school funds in lieu of the Harvest Supper Collection, which was much appreciated. JM had also written a termly report to the PCC.

**Item 8. Chairs Report**

JM reported that she had attended an NGA Pupil Wellbeing Webinar and would email the slides to governors. She said that the content had been very good with useful prompts to consider. It encouraged a whole school approach to Wellbeing, which aligned well with the approach taken in school. She noted that this was now included in the Ofsted framework so was now a statutory requirement.

**Item 9. Headteacher’s Report**

LG gave a verbal update to governors, noting the following:

9.1 School had returned after the Easter break to a full curriculum, with Clare Smith delivering Forest School to Burton class and Seatown class to enable PPA and Ryan Hobby delivering PE to all classes enabling some classroom time for teachers (a TA accompanied each session). Deep dive work was ongoing including progression of skills maps for each subject completed since the September return. Trips were being planned, including to the Ancient Technology Centre, swimming, a beach trip and sailing at Weymouth for Seatown class.

9.2 LG would provide a full data report at the next FGB, noting that there was currently an ongoing collection of data. She was generally pleased with catch up implementation and impact, and all classes across three core subjects had stayed the same in attainment or had increased from October to December 2020 and then again in the March 2021 assessments.

9.3 Covid-19 plans - LG noted the government’s roadmap in terms of relaxing measures from 21.6.21 with discussions about retaining some good practice e.g. hand washing at key times of the day. All other measures were still in place. **Q/C Governors noted the risk assessment for September 2021 and whether governors could have sight of it over the summer break.** Governors also noted that staggered pick-ups and drop-offs were problematic for parents and LG said that the school would look to ceasing this arrangement.

9.4 One child was currently at Alternative Provision for 3 days a week, with two days remote learning under the guidance of their class teacher. Funding was assisted by Dorset Council (DC).

9.5 Janet Hallbery (JH) had announced her intention to retire at half term and a replacement was being sought. Interviews would take place on 13.5.21 leaving two weeks for induction before half term. A package had been purchased from the SAFSO team to aid smooth recruitment and induction. **Q/C Governors asked about the options for sharing administrative resources between schools.** LG that whilst such options could be considered it was a full-time post in terms of the cover need.

9.6 There were 10 first place applications for September 2021 and further enquiries for September 2022.

9.7 Safeguarding – a child had moved out of the county after a family split. The father was requesting access to the safeguarding notes on the child before they left school under the Freedom of Information Act. LG was still awaiting advice from the legal team at DC with the time limit for sharing information ending on Friday, 30 April 2021. LG had chased them and would do so again.

9.8 Attendance - as of 8.3.21 to present, 96.11% of all children were in the data. 61% of children had 100% attendance, which was a 10% improvement on last year. From 6.9.21 to present: 95.6% all children were in the data. LG noted that whilst this was very pleasing, IF you were to remove 3 children (one on Child in Need plan who had suffered three periods of illness and self-isolations, a child with difficulty accessing mainstream school, and a child with chronic illness) the figure would have been 97%.

9.9 LG reported that the wall along the front of the school had been pointed and the delivery of the new fencing was now awaited with remote access points to be installed. The back fencing to secure the boundary onto neighbouring properties had been completed.

9.10 In terms of Staff Training, Operation Encompass training had been completed by LG and the DSL. Further Understanding Christianity training had also been booked.

JM thanked LG for her reports and asked if governors had any questions. None were forthcoming.

## **Item 10. Policy Review**

10.1 *Data Protection Policy* – this had been included in the pack and JM invited comments. Adding flyers and posters to other media was suggested. **Q/C There was a question on how many years after a child had left should their image be on the website.** After some discussion, it was felt that no time limit was necessary, provided this was following initial parental consent. A formatting issue was noted on the pack version of the policy which LG would resolve. Subject to these minor amendments, adoption was agreed.

10.2 *Child Protection & Safeguarding Policy* (national model policy) again there were some formatting issues on the pack version which LG would resolve. JM noted some COG training issues which NG had sought advice from Nicky Diment (DC

Governor Services Officer) on, and JM would follow up on Nicky Diment's response. Subject to some formatting corrections, adoption was agreed.

### **Item 11. Governance Issues**

11.1 *Budget Review* – the Budget commentary and associated documents had been included in the meeting pack. JM referred to the *Assumptions Behind Budget* document - she noted that the admission number on the Budget was 8 but the Planned Admission Number (PAN) was 10 and this was expected to be achieved. She commented on how full numbers assisted the budget immensely. There was also a discussion around new joiners and how this affected the numbers. JM noted some assumptions around Pupil Premium and noted that it was only permitted to plan on the actual number of children entitled to Pupil Premium on roll. JM noted assumptions around Free School Meals and Sports Premium. Staffing figures were discussed and JM noted that LG would return to teaching 2 days a week, increasing from one day, which affected the FTE teaching staff numbers. She also highlighted TA considerations and SENCO payments. In terms of the In Year Deficit Plan, JM noted the need to improve the plan over coming years. Exceptional Covid funding had not been applied for so did not affect the Budget. A contingency reserve fund calculated at a rate of 2.5% of total revenue funding was noted. JM said that she was happy that all the assumptions were correct and that the Budget should be based on a known admission number of 8. Governors ratified the assumptions.

JM then presented the *Income/Expenditure Analysis Detailed Report* – she mentioned the deficit, noting that it would not be there if the requirement was not in place to set aside a reserve fund. She was confident of being able to use the reserve fund by year end and therefore considered the budget to be sustainable. A discussion followed on staffing, in terms of how the budget would be affected by dropping to one TA from two in KS1. The replacement Finance Officer was likely to be at a lower salary grade vs the current Finance Officer and the June outturn would reflect this. LG noted the caution built into the budget presented, which may show a more negative picture than that expected in reality.

JM then showed the *Integrated Curriculum Financial Planning Analysis* document showing a number of key questions for governors on a RAG rated set of criteria. Much of the Red and Amber ratings were explained by the small school factor, with experienced staff at the top of scale and low PTR ratios. KS1 were already taught together in Burton class and so the alternative to this was to have KS2 taught together which was felt to be both impractical and undesirable. LG added that and many schools used TAs and HLTAs more than Powerstock, who preferred to make greater use of teaching staff. A discussion followed on Average Teacher Costs, which were impacted by having the HT teach classes. **Q/C Governors asked about the RAG'd criteria and JM clarified that this was a tool to prompt challenge, rather than a target to meet, but governors needed to be able to justify their decisions based on a robust rationale.** Governors said that they were comfortable with the budget projections, bearing in mind the small deficit and the positive outcomes for children of using high quality teaching staff, alongside a HT who taught for two days a week. JM

thanked JH and LG for the hard work which had gone into the budget planning. Governors ratified the Budget.

11.2 *Succession Planning* - JM noted that TC's term as Foundation Governor had recently expired and he was in the process of applying to renew. JS had notified JM of her intention to step down at the end of Summer Term and a Parent Governor election process was now underway to replace her. JM noted that the GB would miss JS very much, after many years of service to the school as a Parent Governor.

11.3 *Clerk Recruitment* – this had successfully concluded. JA had been appointed and would be undergoing a handover period with NG.

11.4 *Wellbeing - Adopt/Adapt/Abandon strategy, DJ to present work on Wellbeing* – this was deferred to the next meeting.

11.5 *Meetings schedule for 2021/22* - JM referred to discussion in the last FGB about reinstating the committee approach and reducing the number of FGB meetings. This would align with previous meetings schedules before 2020/21, but proposed that the first meeting of the year would be a Governors Day (this would include the statutory business section). Dates planning for 2022/22 would need to take place shortly, in liaison with the new Clerk. It was also agreed that the next meeting on Tuesday 25 May 2021 would take place in school, outdoors or in the Hut in the case of inclement weather. It was agreed that if the Hut needed to be used, a deep clean would be needed in preparation for teaching the next day, and this would be paid for from the Governor's fund. This was agreed by all. This meeting would not have a formal FGB Agenda but would take more of a workshop format, enabling time to look at issues such a Pupil Premium, Public Relations and the Wellbeing Strategy. It would also include a focus on the curriculum with governors able to look at examples of work from pupils across the school. This meeting would not be clerked.

In terms of the Governor's Fund, governors agreed to fund a staff lunch to say goodbye to JH after many years of service to the school. This was also part of the wellbeing strategy to support the staff in school.

#### **Item 12. Any Other Urgent Business as declared at start of meeting**

None.

#### **Item 13. Date of Next Meeting**

There being no further business the meeting closed at 8.30pm.

The next meeting would take place outdoors at school on Tuesday 25 May at 6.30pm. The next formal FGB meeting would take place in school (Covid regulations permitting) on Thursday 24 June 2021 at 6.30pm.

Item No	Action	By Whom	Date
4	Email the relevant governors to remind them to read	JM	ASAP

	KCSiE.		
4	Governors to complete registration on NGA Learning Link and review modules. JM to review training record with NG. JM reminded governors to ensure that they had completed the core subjects, and would remind governors of these.	JM/Governors	ASAP
4	Governors to send updated headshot photos to LG for the website	Relevant governors	ASAP
4	CK/DJ to examine website and submit any ideas to LG	CK/DJ	ASAP
4 (11)	Add governance themes to School Plan	LG/JM	ASAP
11	Adopt/Adapt/Abandon Wellbeing strategy, Pupil Premium Report, Curriculum and Public Relations on Agenda	JM/DJ	May Workshop Meeting