

Kirk Smeaton Church of England Primary School

Governing Body

Agenda: 26th November 2020 @ 7pm

Part 1:

1: Welcome and apologies

No apologies. Mrs Hall joined the meeting at 7.41pm.

2: Any other business to be agreed

RR confirmed we need someone to be Chairperson for the Finance committee. To discuss at the end of the meeting once EH joins too.

3: Confidentiality & Declaration of Business Interests

Governors reminded of the importance of confidentiality to declare any business interests; also note conflict of interest at the start of the meeting.

4: Minutes of meetings dated 19th May and 10th June

Both agreed and approved. HT to sign on behalf of the chair.

Part 2:

1: Budget monitoring

Mrs Marner gave a brief update on the current budget and also referred to the paperwork sent out prior to the meeting. The in year deficit has improved significantly, the main reason for this being; additional pay and pension grant, GTA saving (see below), staff absence refunds, nursery funding better than estimated, training budget and energy saving possibly due to school closure. Governor asked about the carry forward figure and should we be spending some of this. Mrs Marner explained the budget does include the fact that we have a General Teaching assistant leaving on 4th December 2020 and the post hasn't yet been replaced. Governors agreed we should be looking to replace if we can afford. No other questions from Governors.

2: Revised Budget and 3-year forecast

Mrs Marner explained the revised budget presumes the after school provision and hall rental will recommence in January 2021 and the estimated income from this is included in the figures.

Q: What is the current situation with Nursery numbers?

A: In September 2020 we reduced our nursery children number to a maximum of 11 children per day in light of Covid. This makes a class of 24 (including reception). As we have a waiting list for new children and parents of current children wanting to increase their days we have increased the maximum number to 17 nursery children which makes a class of 30 (including reception). This is manageable with the staffing we have and space.

The revised budget was approved by all Governors.

3: Action Log

HT confirmed the items on the action log.

Q: How much do the Hall tiles cost to be replaced and can we look at a long term solution?

A: Mrs Marner confirmed the cost of a call out to replace a few tiles and the requirement for scaffolding each time is approximately £400.

Governor confirmed we need a more cost effective solution and could possibly look at using some of the surplus. To be added as an action on the log.

4: Business case plan – IT

HT confirmed the price of chrome books has increased significantly. Looking to purchase new staff laptops (8), these are a cost of approximately £450 per device. We have sought advice from our IT provider as to whether android tablets would be a good option for the children and would they be able to access all the applications they use. HT confirmed she would propose to get the tablets initially and if funds allow to also go with chrome books. If we purchase everything at the same time it would result in the same large costing approximately every four years.

Governor asked about quotes and the need to consider best value. This may result in other companies offering discount in the procurement process.

Mrs Cuddy confirmed we have fortnightly support from Alamo and they have checked our wireless system and confirmed it is sufficient for our requirements. Mrs Yardley leads IT in school at the moment.

Q: What is the annual Alamo package based on? Will us procuring more devices increase the support costs?

A: Server support, remote support, licences and a half day technician visit once a fortnight. Procuring more devices won't affect the support costs.

Q: What happens now? Does the business case need revising?

A: HT confirmed staff laptops do need to be included on the business plan. HT will revisit the business plan and send out to all Governors.

Governor suggests all Governors are given until Monday, 30th November to approve.

Governor requested three quotes and HT recommendation on the best quote.

Q: Do we need to make this 2 items? Staff laptops and pupil tablets? And Why would we change to android other than for the price?

A: HT suggested the Ipads we currently have to go into Starfish class. She has asked staff exactly what the children need and they have said something robust and easy to wipe clean. Governor comments we need consistency.

Q: Do we know the lifespan of ipads and androids? If we go with android, we need to continually go with them

A: Ipad 4years 3 months and android 3 years according to google search.

One Governor advised how android is used at their place of work and it is deemed to be much more robust. Ipads are more delicate.

Q: Regarding staff laptops, Governor advises we need to be clear what we want and ensure the chosen device can deliver everything we need.

A: HT confirmed she did originally think chrome books would be better but there would be some CPD required that not all staff may adopt easily. Also not sure if chrome books work well with Office 365.

Governor said the business case will be confirmed over the weekend to enable a decision to be made next week.

5: Staff absence document

HT confirmed the document is out of date and has lows and peaks. Also doesn't want to go into too much details and highlight certain staff members. Governor commented how they don't really find it useful to benchmark against.

Another Governor commented how this can be used to help with contingency planning. HT highlighted the fact December has had the highest absence over two years.

Q: Do we plan activities or curriculum around the absence if we know Dec is a higher time for absence?

A: No as the curriculum is planned in advance.

Governor commented that we maybe don't deliver training in December.

6: Governor training - complaints and remote learning

HT thanked CC for joining the webinars. CC assumes people have read the notes but welcomes any questions. Governor feedback from the training confirmed the complaints webinar does show the importance of note taking no matter how mild the complaint is or what it is about. CC thanked TJ for his support following a recent complaints panel and suggested he shares his expertise should we ever need it. CC expressed the need to share the attributes we have on the Governing body. RR commented how 10 min slots at the end of governor meetings could be useful where governors share expertise in their areas. TJ said if we do ever have to sit on a complaints panel he would deliver cpd before the meeting. CC stated the webinar was 2 hours but only six lines of useful information were taken from it.

RR suggests this as an action to go to the next Governor meeting - to ask are there areas where we need development. RR also stated the importance of succession planning and how we should share our knowledge. A Governor suggested governors could also use their skills to provide training on specialist things (eg IT or H&S) to staff. RR commented this is voluntary and Governors are not expected to do it.

TJ - This should also be the case for staff if they need cpd and to ensure staff are asked.

7: COVID Recovery plan

The Risk assessment has been updated.

HC confirmed she has got assessment data in. Year 2 and potentially Year 1 have missed a term out of reception age continuous provision but the class has been arranged so they have that. We have been reactive to the situation. There have been no confirmed covid cases and therefore no breaks in school since our return in September. Remote learning has been given to those who need it. We have one pupil who is flexi-schooling and one pupil who is shielding - this is going well.

Recovery and getting children back on track is going well. We have General Teaching Assistants every day and children have a good amount of support. Over lockdown Teachers and Teaching Assistants have done a lot of cpd especially in writing and this has helped the children. Our PE lead is now back in school and the music teacher so we should be in a position to share something for Christmas. Class Dojos are being used and there is good communication with this. We have the IDL programme and we are heavily supported by Teaching assistants though we have received notice from a full time teaching assistant who will finish on 4th, December 2020. Also using Oakwood National Academy that help children with home learning.

Q: Have children got access to IT at home?

A: All children in receipt of free school meals have been offered Chromebooks from the LA but it obviously depends if they have internet access.

8: Governor action plan to be updated on the school website.

Q: RR asking if the action plan on the website is out of date? As it's not obligatory could be taken off.

A: HC agrees it is 2 years out of date and to take it off.

Q: Is everything on the website that we legally need on there?

A: HC confirmed we have a compliance test every year.

HC advised Governors of a new financial comparison tool from the DFE that must now go on the website which came out in August 2020. The Governor action plan is with PH at the moment. PH will update and share at Mondays curriculum meeting.

9: SIAMS update

HT shared this for everyone's understanding and will be speaking to Lee from the Diocese in January 2021 to make sure all key elements are included. Asked if any Governors have comments to please share

10: HT report

Governor asked HT to highlight the main areas.

Toilet refurbishment is planned to go ahead in April 2021.

There is a change in the clerking service - a new clerk is taking over and may attend the meeting on Monday.

We are in the process of changing the school visions - School shop are designing the logo and it will be shared once we've received it. Parents are aware of this.

Outdoor provision Dolphins - we are in the process of getting quotes and the bike shelter will be removed. To consider artificial grass for the area. Also consider this for starfish outdoor area instead of rubber mulch as previously quoted for.

After school provision and Nursery continues to thrive and contributes well to school income

Eco lighting has replaced three areas in school that were in need of replacing.

11: Accident book- See HT report

No major incidents.

Each class accident book reviewed:

Starfish - minor bicycle and scooter incidents

Dolphins - Bumped heads from falling off equipment. To look at giving pupils training to use the equipment.

Lions - Trapped fingers in chairs

Eagles - no trends

We had one incident with hand gel. A child panicked as they thought they'd inhaled it after putting their hand near their mouth - no issues or reactions.

Part 3:

1: Policies to be checked and approved:

- Flexi schooling - deferred to Monday's meeting
- Pay policy
- Budget Management Policy - Recommendations by RR to review section 6, 10 and 20 to correct wording. AM to revise.
- Safeguarding policy

- Accessibility plan
- Safeguarding audit. RR believes she needs to do basic awareness in safeguarding. AM to check. Safer recruitment training is due for updating - RR/TJ and LT agreed to complete the online training. AM to organise and send a link out to Governors to access.

Q: Can we remove the allegation from the audit? RR asks if it is a safeguarding allegation?

A: The allegation was investigated but it was unfounded but still needs to be recorded. We need to edge on the side of caution. HC to speak to the safeguarding board.

- Accessibility plan,
- Collective worship

2: Agree policies that were sent by email

- Charging and remissions - after school provision - children can be booked into the provision up to 1pm the day before. To amend to include new notice guidance.
- Complaints
- Discipline policy

Any other business:

Q: RR asks EH would she like to chair finance committee?

A: EH happy to chair this committee and appointed as chair

RR confirms she has received confirmation from the DFE that the complaint is not going any further.

RR thanks everyone for attending the meeting.

Meeting closed.