Sussex Road Community Primary School Minutes of the Meeting of the Governing Body held on 27 January 2022 at 1.30pm through virtual governance arrangements

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	Present:	Michael Webber (MW) (Chair)			
		Lucy Betts (LB)			
		Emma Burns (EB)			
		Isabelle Campbell (IC)			
		Alison D'Alton			
		Abby Jeffrey (AJ)			
		Emma Sangster (ES)			
		Carla Thompson (CT) (Items 1 & 2, 5-7, 9 & 10)			
		Jo Winkler (JW) (Vice Chair)			
	In attendance	Lesley Hardwick (Clerk)			
	Some items we	re taken out of sequence but are reported in agenda running order,	Action		
1	APOLOGIES FO	OR ABSENCE			
		med Governors Lucy Betts (LB), attending her first FGB meeting, and Carla			
		who had rejoined the Board. He was pleased to confirm that the report of			
		d Inspection had now been published and was very positive, although it did			
		positive comments made at the feedback meeting. The Vice Chair pointed			
		ors needed to use set range of statements when drafting their reports, but			
	confirmed that the	nere was nothing in the final report that would give any cause for concern.			
	Apologies for absence from Olly Swann were received and accepted. The Headteacher, who was attending an urgent Child Protection meeting, had hoped to join the meeting later, with				
	the DHT but in the event neither was unable to do so. The Clerk confirmed that the meeting				
	was quorate.				
2.	DECLARATION	OF BUSINESS INTERESTS			
	No declarations	of interest were received in respect of any item on the Agenda. The Chair			
	reminded Gover	nors to declare any interests that might arise as the result of discussions at			
	the meeting.				
3.	MINUTES OF P	REVIOUS MEETING AND MATTERS ARISING			
0.					
	Minutes of mee	ting held on 9 December 2021			
	The Minutes of the meeting held on 9 December 2021 were agreed as an accurate				
	record.				
	Update on Action	on noints			
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	Monitoring Responsibilities – CT agreed to take on the role of Safeguarding Governor. The Chair confirmed that he had circulated a droft manifering schedule which				
	The Chair confirmed that he had circulated a draft monitoring schedule which suggested some changed responsibilities and would revise this after the meeting following further discussion with the Headteacher.				
	_	<u>r Induction –</u> LB reported that she had now attended a Governor Services	MW		
		Training course which had been very informative, although it had been a			
		for an online training session.			
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		emium Impact Statement – The Vice Chair reported that she had reviewed the			
		nt and pointed out that governors now needed to ensure that they considered			
		strategies set out within the statement had been implemented across all			
	areas or	the school when carrying out monitoring visits.			

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 <u>Safeguarding Monitoring</u> – The Chair suggested that the next monitoring visit should include a review of the KCC checklist, explaining that he had used the NSPCC checklist when carrying out his previous review in June 2021.

It was confirmed that all other actions had been completed or dealt with through other agenda items.

Matters Arising

There were no other matters arising from the minutes

4. STRATEGIC PLAN/HT'S REPORT

[This item was taken after Item 8]

Revisions to the Covid-19 Risk Assessment

The Staff Governor reported that the school continued to follow the procedures in the Risk Assessment and that any Covid-related issues that would potentially affect staff were reported to the SLT.

Headteacher's Report

This item was not covered, due to the HT's absence. The Chair asked governors to send any questions to him and to the HT to enable responses to be circulated and appended to the minutes.

Progress against the 2021/22 Strategic Plan

• Report from OPAL Working Group – The OPAL Link Governor reported that the group had met at the beginning of term to begin work on the Play Policy. She advised that the Goup planned a lunchtime playground walk and a pupil engagement exercise to assess the impact of he scheme so far, which would be followed up by a pupil survey later in the year. She reported that feedback from Playground Leaders was that behaviour had generally improved and that the children were enjoying the new equipment. The Group had however noted tht there was an issue with equipment being broken and not tidied away and the Link Governor advised that this would be picked up with pupils during Circle Time. The Chair noted that the Ofsted Inspector had commented that she had been impressed with what she had seen.

A Governor asked whether the OPAL project was intended to encourage physical activity or a broader range of engagement, such as reading books and music for other elements of play. The OPAL Link Governor confirmed that the 'soft launch' of the scheme had begun with 'small world' toys and dressing up props to encourage imaginative play before moving on the bicycles and tricycles that were now available and confirmed that it was intended that reading books would also be available. The SBM explained that the intention was that there would be equipment for children to use depending on their mood that day and advised that the mixing of age groups within the playground had been positive although the number of incidents requiring first aid was being monitored. She added that some of the equipment had been broken very quickly and would not be replaced, and that some of the OPAL consultant's suggestions would not be introduced because they were not appropriate for a mixed age group.

A Governor asked if any children were part of the OPAL Working Group or whether there was a group of children who were consulted about the proposals. The OPAL Link governor confirmed that children were not directly involved in the development and implementation of the project, although the Working Group planned a consultation exercise to assess the impact. She confirmed that she would take the proposal to work with a consultative group of pupils or with the School Leadership Team back to the Working Group.

Attendance – The Vice Chair noted that cumulative attendance to date was 93.7% which was positive against current National data and asked the SBM whether Persistent Absence remained a concern. The SBM reported that there were two or

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	three families whose attendance was still having a significant impact on the Persistent	
	Absence figures, but that the data for the year included a child with high levels of absence who had now left the school. The Chair confirmed that this case had been discussed at his previous Safeguarding visit and explained that the school had not been able to take the child off its roll, even though it and the Local Authority had known that they would not be returning to Sussex Road. A Governor commented that the level of Persistent Absence seemed high at 20%, compared to the 8% reported at the end of 2020/21. The Chair explained that this increase was due to the absences that had already been discussed but was confident that the SLT were fully aware of the position and the circumstances of the families and that some of the absences were completely beyond the School's control. Another Governor commented on the efforts that had been made during and since the Lockdowns to engage with parents and encourage them to send their children back to school, but that some still wanted to keep children at home due to the prevalence of Covid-19 locally. The SBM subsequently that a pupil would be considered a persistent absence if their absence in the year was above 9 days or 18 school sessions and that a significant illness, absence to attend regular medical appointments and arriving at school after the Registers had closed would all count towards this total. Governors agreed to ask the HT to provide further information about Attendance at the next FGB meeting. Staffing—In response to a question the Staff Governor reported that four teachers were absent currently and added that it was currently very difficult to secure supply cover. In response to a further question she also advised that three of the four ECTs who had started at the beginning of the year required a significant level of support which sometimes had a negative impact of the workload of other members of staff.	SB
5.	SEND	
J.	SEND	
	SEND Monitoring The Chair noted that the planned SEND monitoring visit had not been able to take place and asked if it could be rearranged by the end of the current term. DHT's Presentation on SEND By the end of the meeting the DHT was still unavailable to deliver her presentation. It was	SEND Mon Govs
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that the school placed on its Forest School provision. The Staff Governor advised that the Forest School Leader had presented to staff about the Forest School and how it might link into the curriculum. In response to a question, the SBM explained that there were two Forest School areas – one in the area adjacent to the Judd field, and the other in the area by the Pond and that children moved between the two locations depending on the topics that they were covering.

A Governor asked whether the Ofsted Inspector had reviewed the Forest School. The Staff Governor confirmed that the Forest School had been referred to as an example of how the school was developing children to become well-rounded individuals as part of the discussion on Personal Development. The Chair added that the Inspector had not directly referred to the Forest School provision in her feedback but had spoken about how impressed she had been with the ethos of the school and the role of the Forest School as part of that ethos.

7. EARLY YEARS

Report from Early Years monitoring

The planned Early Years monitoring had not taken place. *The EYFS monitoring governors agreed to contact the EYFS Leader to agree a convenient time to reschedule the visit.* The Staff Governor suggested that, in the light of the current pressures on staff time due to staff absences, it would be best if the rescheduled visit could take place in an afternoon when both she and the EYFS Leader would be out of class.

8. FINANCE AND RESOURCES

[This item was taken after Items 9 and 10]

Minutes of Finance Resources and Personnel Meeting held on 13/2/22 and SBM's Summary Report

In response to a question the SBM explained that she updated her report throughout the financial year and that the December update comments reflected the current financial position. For the benefit of new governors, the Chair explained that school budgets ran from April to March, but that delegated income was based on pupil numbers during the previous academic year, which meant that predicting and managing the budget was not always straightforward. He recalled that the SBM had held a brief session for governors before the budget setting meeting in May 2021 and suggested that it would be useful to repeat the process again before the May meeting, pointing out that although the Committee looked at the detail of the budget at its meeting, all governors were responsible for ensuring that the finances of the school were well managed. *This proposal was agreed*.

ADA

Budget Monitoring: 9-month Financial Monitoring and BCM Limit Calculator Form Governors noted the discussions that had taken place at the Committee meeting. The SBM noted that it was still proving difficult to get contractors into school even to quote for work and that some of the planned expenditure might not take place before the end of the financial year. However, she confirmed that if necessary she would commit funding forward into the new financial year so that the school remained within the BCM Limit.

Governors noted that the predicted In Year Revenue deficit within the nine-month monitoring statement was -£35,179, compared to the submitted budget of -£88,519, and that the projected rollover was £183,987, a positive variance on the submitted budget rollover of £130,647. The projected Capital rollover was in line with the budget (£0). The Chair explained that the LA set a limit to the size of the surplus that schools could carry over into the new financial year (the Budget Control Mechanism (BCM) Limit, which was 12% of budget for primary schools) and remarked that, when a school was in a strong position it was sometimes difficult to balance the need to ensure funding was spent appropriately whist remaining within the BCM Limit. Governors noted that the School's BCM Limit was currently £251,709.12, and that the projected rollover was within this Limit at £183,987.

The Chair asked the SBM to outline some of the capital projects discussed at the Committee meeting:

- Food Technology Room The SBM explained that the school wanted to make meaningful use of its available space by converting existing meeting room into a Food Technology room. She confirmed that, in addition to delivering the food technology area of the curriculum, the room would be used as a facility to support SEND children and potentially for extra-curricular activities and family support. The SBM advised that two contractors had been into school and that one had now submitted a quote, which was within the limits discussed at the Committee meeting. She explained that the proposal was to install five workstations, each with a hob, sink and cupboards, which could each be used by three children, with a bank of eye level ovens. The SBM confirmed that it was hoped that the work could be started by the end of the current financial year, and paid for from the current year's budget, although she advised that the school would also be applying for a grant from the Savoy which might offset some of the costs.
- Art/DT Room The SBM advised that an additional classroom would become available when the current Year 6 'bulge' class left the school at the end of the academic year and that the school intended to convert that classroom into a dedicated Art/DT Room. She explained that currently setting up classrooms for Art/DT lessons and tidying up after the lesson was time consuming and that a dedicated space would be of benefit to the whole school. She also noted that once this work was complete, there would only be two classrooms leading directly off the old Hall, which would reduce the level of disruption from activities in the Hall.
- Creating of space for 1:1 and small group working The SBM advised, as library books had now been relocated into classrooms, the space previously occupied by the Library would be converted to form a number of smaller spaces, separated by moveable dividers, which could be used for 1:1 and small-group interventions.

The Clerk asked whether there would be time to bring quotes to the next meeting of the Committee or FGB for approval if work was to start before the end of the financial year. The Chair noted that the cost of the work was expected to be within the Committee's delegated authority and that the Committee had agreed to the three projects in principle at its last meeting. However, he confirmed that, if necessary, he would approve the relevant quotes by Chair's Action, having taken advice from members of the Committee to meet the year-end deadline. The SBM pointed out that the school needed to make sure that it retained the monies it needed to deliver its future plans and to to end the year in a position where above-BCM surpluses could be clawed back by the LA.

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Write Offs or Virements for approval

There were no write offs or virements requiring FGB approval. Governors noted that the Committee had approved a number of virements that fell within its delegated limit at its last meeting, as set out in the meeting minutes.

Contracts, tenders and expenditure for approval

There were no contracts, tenders or expenditure requiring FGB approval.

Premises/Maintenance issues

- Workplace First-Aiders the SBM referred to a question raised at the Committee
 meeting and advised that seven TAs had completed a qualification that included
 workplace first aid. She confirmed that the new member of staff working in the School
 Office would also be undertaking workplace first aid training to ensure that a non-class
 based member of staff would be available during the school day.
- <u>Emergency Lighting</u> The SBM reported that the school's electrical contactor would be repairing the emergency lighting in the new Hall within the next few days.
- Health and Safety Audit The SBM reported that the scheduled Health and Safety had been postponed until Term 5, due to the current level of Covid-19 cases within the school.

	 Compliance Audit – The SBM advised that the SFS Compliance Audit was still due to take place on 2/2/22. 	
9	POLICIES No policies had been submitted for approval.	
10	GOVERNANCE	
	Governor Monitoring The Chair asked Governors to contact him if there were any specific areas of the school's activities that they wished to monitor. He confirmed that he would then circulate a revised monitoring schedule with a pro-forma outline of the topics for discussion at each monitoring visit. The Vice Chair explained that it had been decided that monitoring responsibilities would be rotated to give governors some knowledge of all areas of the school, and to build in time for monitoring and training before each FGB meeting to make the most effective use of the time that governors were in school. The Chair advised that it had also been agreed that the agendas for each meeting would reflect the focus of the morning's monitoring visits. He also pointed out that all Governors had responsibility to consider safeguarding as it applied to their respective monitoring areas.	MW
	Training attended since the previous meeting LB had reported on the Governor Induction Training course that she had attended under Item 3.	
	TEP Monthly Governance Bulletin Governors noted the content of the January Bulletin. The Clerk drew governors' attention to the list of forthcoming training courses, including the County Governor Briefing on 7/2/22.	
11	CHAIRS ACTIONS AND CORRESPONDENCE The Chair confirmed that he had not taken any Chair's Action or dealt with any correspondence since the previous meeting.	
12	ANY OTHER URGENT BUSINESS	
	Greener Governance Campaign A Governor noted that an article in a recent NGA Newsletter had suggested that all schools should develop a Sustainability Strategy as part of an nationwide Greener Governance Campaign. There were no further items of other business.	
13	CONFIDENTIALITY. No items of confidentiality were identified.	
14	DATE OF NEXT MEETING	
	The next meeting was confirmed as Tuesday 29 March 2022 at 1.30pm	
	The meeting closed at 3.00pm.	
	igned.(Chair)Date	

Signed.(Chair)	Date	

ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Action By	Status
19.10.21 9.12.21 27.1.22	3, 5, 8 4, 5 3,10	Monitoring responsibilities to be discussed by the Chair, Vice Chair and HT and a schedule circulated	Term 2 FGB	MW/SB/ JW	Revised monitoring schedule to be circulated. Governors to contact the Chair with any specific monitoring requests
9.12.21 27.1.22	6 3	A Safeguarding monitoring report to be produced for the next meeting	MW	27.1.22	Deferred to T4 meeting
27.1.22	4, 5	Questions on the HT's report and DHT's presentation to be sent to the Chair and HT and the questions and responses to be appended to the minutes	All	29.3.22	
27.1.22	4	The OPAL Working Group to consider involving pupils in the development and implementation of the OPAL project	EB	End T3	
27.1.22	4	The HT to provide further information about Attendance at the next FGB meeting	SB	29.3.22	
27.1.22	5	SEND monitoring visit to be rearranged	SEND governors	End T3	
27.1.22	6	Staff and Pupil voice sessions to take place to discuss wellbeing	MW/IC/ES	End T4	
27.1.22	7	The EYFS monitoring visit to be rescheduled	EYFS governors	End T4	
27.1.22	8	A finance training session to take place before the May FGB meeting	SBM	T5 FGB meeting	
27.1.22	8	Quotes for the work discussed at the FGB meeting to be shared with members of the FRP Committee and approved by Chair's Action	MW	14.3.22 (FRP Cttee Meeting)	