



**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**

	<b>Present:</b>	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)	
	<b>In attendance</b>	Lesley Hardwick (Clerk)	
	<b>Some items were taken out of sequence but are reported in agenda running order,</b>		<b>Action</b>
<b>1</b>	<b>APOLOGIES FOR ABSENCE</b> The Chair welcomed Governors Lucy Betts (LB), attending her first FGB meeting, and Carla Thompson (CT), who had rejoined the Board. He was pleased to confirm that the report of the recent Ofsted Inspection had now been published and was very positive, although it did not reflect all the positive comments made at the feedback meeting. The Vice Chair pointed out that Inspectors needed to use set range of statements when drafting their reports, but confirmed that there 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.		
<b>2.</b>	<b>DECLARATION OF BUSINESS INTERESTS</b> No declarations of interest were received in respect of any item on the Agenda. The Chair reminded Governors to declare any interests that might arise as the result of discussions at the meeting.		
<b>3.</b>	<b>MINUTES OF PREVIOUS MEETING AND MATTERS ARISING</b>  <b>Minutes of meeting held on 9 December 2021</b> <b><u>The Minutes of the meeting held on 9 December 2021 were agreed as an accurate record.</u></b>  <b>Update on Action points</b> <ul style="list-style-type: none"> <li>• <u>Monitoring Responsibilities</u> – CT agreed to take on the role of Safeguarding Governor. <b><i>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.</i></b></li> <li>• <u>Governor Induction</u> – LB reported that she had now attended a Governor Services Induction Training course which had been very informative, although it had been a long day for an online training session.</li> <li>• <u>Pupil Premium Impact Statement</u> – The Vice Chair reported that she had reviewed the Statement and pointed out that governors now needed to ensure that they considered how the strategies set out within the statement had been implemented across all areas of the school when carrying out monitoring visits.</li> </ul>		MW





	<p>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.</p> <p>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.</p>	
7.	<p><b>EARLY YEARS</b></p> <p><b>Report from Early Years monitoring</b>  The planned Early Years monitoring had not taken place. <b>The EYFS monitoring governors agreed to contact the EYFS Leader to agree a convenient time to reschedule the visit.</b> 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.</p>	
8.	<p><b>FINANCE AND RESOURCES</b>  [This item was taken after Items 9 and 10]</p> <p><b>Minutes of Finance Resources and Personnel Meeting held on 13/2/22 and SBM’s Summary Report</b>  Governors noted the draft meeting minutes and the summary report from the SBM.  <b>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.</b> 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. <b>This proposal was agreed.</b></p> <p><b>Budget Monitoring: 9-month Financial Monitoring and BCM Limit Calculator Form</b>  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.</p> <p>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 whilst 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.</p>	ADA

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.

MW

#### **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.
- Emergency Lighting – 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.

	<ul style="list-style-type: none"> <li><u>Compliance Audit</u> – The SBM advised that the SFS Compliance Audit was still due to take place on 2/2/22.</li> </ul>	
9	<b>POLICIES</b> No policies had been submitted for approval.	
10	<b>GOVERNANCE</b>  <b>Governor Monitoring</b> <i>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.</i> 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.  <b>Training attended since the previous meeting</b> LB had reported on the Governor Induction Training course that she had attended under Item 3.  <b>TEP Monthly Governance Bulletin</b> 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.	MW
11	<b>CHAIRS ACTIONS AND CORRESPONDENCE</b> The Chair confirmed that he had not taken any Chair's Action or dealt with any correspondence since the previous meeting.	
12	<b>ANY OTHER URGENT BUSINESS</b>  <b>Greener Governance Campaign</b> 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	<b>CONFIDENTIALITY.</b> No items of confidentiality were identified.	
14	<b>DATE OF NEXT MEETING</b> The next meeting was confirmed as Tuesday 29 March 2022 at 1.30pm  The meeting closed at 3.00pm.	

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)	