



**Sussex Road Community Primary School
Minutes of the Meeting of the Governing Body
held on 17 March 2020 at 6.30pm at the School**

	Present:	Nicola Furlonger (Chair) Andrew Chesworth (AC) (via Skype) Vanessa Lines (VL) Claire Robertson (CR) Louise Rowlands (LR) (via Skype) Emma Sangster (ES) (via Skype) Michael Webber (MW) Jo Winker (JW) (via Skype)	
	In attendance	Carly Birkett, (Deputy Headteacher (DHT) (via Skype) Lesley Hardwick (Clerk)	Action
1.	APOLOGIES FOR ABSENCE Apologies from Sarah Bowles, Alison D’Alton, Andrew Pembroke and Carla Thompson were received and accepted. The Clerk confirmed that the meeting was quorate. All Governors present via Skype confirmed that they could hear what was being said, and that they were able to maintain confidentiality. The Chair commented that it was likely that the May FGB meeting would need to be held completely remotely.		
2.	DECLARATION OF BUSINESS INTERESTS No declarations of interest were received in respect of any item on the Agenda.		
3.	MINUTES OF LAST MEETING AND MATTERS ARISING Minutes of FGB meeting held on 10 February 2020 The minutes of the meeting held on 10 February 2020 were approved as an accurate record and signed by the Chair. Action Points Governors reviewed progress against outstanding actions: <ul style="list-style-type: none"> • <u>Condition report</u> – <i>The Health & Safety Governor advised that he had not yet received this report.</i> It was confirmed that all other ‘due’ action items had been completed or were covered under other agenda items. Other Matters Arising There were no other matters arising from the minutes.		ADA/ AC
4.	SCHOOL IMPROVEMENT Headteacher’s Report The Chair confirmed that it had not been possible to produce the report on Progress and Attainment data for the meeting, <i>but that she had asked the Headteacher to circulate the information, once available, for comment and review.</i> A Governor asked for an update on arranging cover for the HT’s forthcoming Maternity Leave. The Chair confirmed the action that would be taken (reported within the Confidential minutes). The DHT confirmed that she was keeping in touch daily with the HT, who is now having to work remotely, and advised that she, the HT and the SENCO would		SB

	<p>be meeting (via teleconference) to agree on support for the most vulnerable students. The Chair asked the DHT to contact the Vice Chair or herself if the SLT needed any additional support.</p> <p>A Governor noted that the HT's report stated that good progression had been made on skill progression documentation and asked if copies of these documents could be shared with Governors. The DHT commented that the focus was on ensuring children developed a smaller range of skills at a deep level, to avoid over-burdening staff. <i>She advised that six subjects had been completed so far and suggested that she would present to Governors once more subjects had been completed. This suggestion was welcomed and agreed.</i></p> <p>Progress against the Strategic Plan and Reports from Governor Visits The Chair noted that monitoring reports had been produced on visits undertaken during the Governor Day, following the verbal updates given at the last meeting, and asked Governors if they had any further points to raise.</p> <p>One of the Governors who had read the note of the Quality of Education visit advised that she had sent the HT information about functional skills courses in adult literacy. Another Governor commented that it would be useful to discuss this further with the HT, but remarked that there was a difference between not being able to read at all and reading up to a functional skills level. She added that there were also online options that might be useful, but commented that all these options would require a degree of commitment from parents. ES agreed to forward the information on adult literacy to the DHT.</p>	<p>CB</p> <p>ES</p>
<p>5.</p>	<p>FINANCE</p> <p>Projected 2019/20 Outturn The Chair advised that she had discussed the budget position with the SBM and, that although the position currently remained fluid, she understood that the final outturn was likely to be higher than the 9-month position at approximately £150,000, which would still be within the BCM Limit. She reported that the SBM had identified a number of expenditure items that she would like to bring forward with Governors' approval.</p> <ul style="list-style-type: none"> • <u>Buildings</u> –The decking around the Year 1 classroom was rotten and needed to be replaced. The cost of this work was estimated at £7700, although this cost might increase if the supporting posts also needed to be replaced. • <u>Lighting</u> - A number of poor quality light fittings in corridors needed to be replaced with LED lighting, at a cost of £4400. • <u>Fencing and Gate</u> – The Chair explained that fencing and a gate would enable part of the Lower playground to be sectioned off, for security, at a cost of £3393. • <u>IT</u> – Expenditure planned for next year to be brought forward, including the purchase of new laptops and iPads, at a cost if £8370. <p>This additional expenditure was approved.</p> <p>The Chair also reported on an underspend in the Supply Insurance budget, where the cost had reduced despite the cover being as good or better.</p> <p>Report from Finance Monitoring Governors The Chair referred to the note prepared by the SBM following a financial briefing meeting on School Funding for 2020/21. She advised that the projected increase in funding would be favourable for the School, although the amount of the increase was lower than the School is expected to receive once the 'Hard Funding Formula was introduced. The SBM had confirmed that there would also be an increase in SEN funding, although she had noted that SEN was still generally underfunded and not at the level that would be required to support SEN Services.</p>	

	<p>The Chair asked if Governors had any questions for the SBM.</p> <p>A Governor advised that she had discussed PE and Sports Premium Funding with the HT, commenting that the School would receive a further payment in April for the remainder of the academic year, but that any payments for the remainder of the 2020/21 financial year had not yet been confirmed. She reported that the HT had suggested that funding would be used to section/zone the lower playground. The DHT advised that a consultant had been appointed, and that the intention was to provide more structure to the playground so the playleaders' role could be more effective in leading more structural play which should lead to fewer behaviour incidents at lunch and break times. It was estimated that this work would cost in the region of £8000. A Governor advised that the monitoring pairs had also discussed with the HT professional development for teachers in delivering PE. The DHT confirmed that the PE leader was exploring what the School could do to improve CPD in PE for teachers and would discuss her findings with the HT. <i>It was agreed that this would be picked up at a future monitoring visit, looking at how the funding had been spent and the impact that it had had.</i></p> <p>A Governor commented that he had discussed with the SBM the need to retain sufficient funding to cover any unexpected emergencies.</p> <p>Other Financial Issues One further issue discussed by Governors is reported within the Confidential minutes.</p> <p>2020 SFVS Return The Chair reminded Governors that the SVFS needed to be submitted by 31/3/20. She reported that she, MW and AC had completed the Checklist which had subsequently been revised and added to. She advised that the raw data that created the Dashboard would be revised by the SBM after closedown, although it was not expected that this would have a significant impact on the rating against thresholds.</p> <p>The Chair pointed out that the Checklist provided information about the School's financial controls, including Governor review of benchmarking and other key financial issues.</p> <p>A Governor commented that the only 'outlier' in the data was the high pupil:adult ratio. The DHT explained that the School bought in a large number of 'external' consultants and other supporting adults to meet specific needs who did not count towards this ratio, and that a number of TA posts had been vacant for a large part of the year.</p> <p>In response to a question, it was confirmed that the last Compliance Audit had taken place in November 2017, and that another was likely to be carried out before the end of the academic year.</p> <p>The 2020 SFVS was approved by all Governors.</p>	QoE monitor -ing
6.	<p>PREMISES A Governor asked whether the GB had any input into way in which funds raised by SRSA were used within the School. The Chair advised that the HT indicated projects that she would like to see funded, but that ultimately this was a decision for the SRSA committee, and that the FGB had no input into this process.</p> <p>Other premises issues had been discussed under item 4. The DHT confirmed that flooding from Judd School's field remained an on-going issue during wet weather.</p>	

7.	<p>SAFEGUARDING/HEALTH AND SAFETY</p> <p>Safeguarding Monitoring <i>The Vice Chair confirmed that he would be arranging a final Safeguarding visit with CT.</i> In response to a question, he confirmed that the Safeguarding Governors carried out two visits during the year and that one of these, reviewing the safeguarding data that informed the Annual Safeguarding Report, had already been completed. He advised that the next visit would be to monitor the SCR. He added that one issue that the safeguarding governors wished to monitor was whether the HT's current input into safeguarding within the school could continue at its current level. He confirmed that he would arrange a date to discuss this further with the HT and DHT.</p> <p>Safeguarding issues A Governor asked how safeguarding would be monitored if schools were to close. A Governor advised that KCC/TEP would be producing an action plan for schools to follow in the event of closure. The DHT confirmed that she would be keeping in touch with the HT to ensure that everything was covered.</p> <p>Health & Safety Monitoring Report <i>The H&S Governor confirmed that he would be contacting the SBM to arrange another visit in the Summer Term.</i></p> <p>Health and Safety Issues The SBM had no Health and Safety issues to report.</p>	<p>CT/MW</p> <p>CT/MW</p> <p>AC</p>
8.	<p>POLICIES No policies had been submitted for approval.</p>	
9.	<p>GOVERNANCE</p> <p>The role of Governance Governors discussed their role over the next few weeks and months. They stressed that, although it would be the HT and SHT's role to manage the operational elements of the school, Governors would provide any assistance needed. The Chair commented that it was unlikely that monitoring visits would take place for the foreseeable future, but there were 'admin' type functions, such as reviewing the website, which could be carried out remotely.</p> <p>Staff Survey All Governors approved the revised survey form that had been circulated with the meeting papers.</p> <p>Governors discussed whether it would be appropriate to send the survey form out at the current time. A Governor pointed out that sending the form out before schools closed would give staff the opportunity to complete the survey over Easter. Another Governor commented that he would not want to delay the survey, as Boards had a responsibility to make sure a survey had been completed, and he also felt that the GB should be aware of how staff were feeling in a time of additional pressure.</p> <p>The DHT commented that from a practical perspective, it would be better if staff were sent a hard-copy document, which they could post into a box once they had completed the survey. A Governor remarked that the school could not insist on staff completing and returning the form if they were unwell or self-isolating, and that there would therefore need to be an extended return deadline. It was agreed that staff should be sent the survey form by email, with hard copies also being available in the</p>	

staffroom, and asked to return it whenever they were able to come back into school after Easter, to a box in the staff room. It was also agreed that a reminder email should be sent to staff after a few weeks.

Governing Board Membership

The Clerk reminded governors that there would be two Co-opted Governor vacancies once Carla Thompson left the GB, and referred to the revised skills audit matrix form, that had been circulated with the meeting papers. She also reported that she had received an application through Governors for Schools, which she had forwarded to the HT, Chair and Vice Chair. She noted that this applicant was a surveyor, who could provide some of the experience that had been lost following Des O'Dwyer's resignation, and appeared to also have personal experience of SEND. ***It was agreed that the Clerk would arrange a meeting with the Chair and Vice Chair with this candidate to explore whether she was a suitable 'match' for the school and whether her application should be taken forward to the next meeting.***

Governors reviewed the Skills Audit matrix. The Clerk pointed out that of the skills deemed to be 'essential', knowledge of the local/regional economy and knowledge of SEND scored the lowest. It was noted that the GB had also previously agreed that it should look for someone with safeguarding knowledge/expertise, to replace Carla Thompson. A Governor pointed out that it would be useful to look for those particular skills, but felt that it was more important that anyone joining the GB could give the necessary commitment to the role. Another Governor agreed, commenting that governors who were not able to give sufficient time to the school impacted upon the rest of the GB, in terms of workload. A Governor remarked that she was aware of a potential candidate who would have safeguarding knowledge, although they could be perceived as having a conflict of interest.

Governor Training

A Governor reported on the training course she had attended on 'preparing for Ofsted'. She confirmed that she had circulated details of the training notes, but advised that one of the key points highlighted at the training had been that all Governors would need to be able to discuss all areas of the schools operations with Inspectors, even if this was not their monitoring responsibility, and that it was therefore important for Governors to have seen all key documents. She confirmed that she had already discussed this with the DHT as far as Quality of Education was concerned.

The Chair confirmed that she had undertaken online training on the same subject and advised that it had been confirmed at the training course that the Deep Dive areas for primary schools would be Reading and another subject, probably a foundation subject that was still being developed. The course explained that the subject chosen would be discussed with the HT during the initial 90-minute call before the inspection visit. The DHT added that schools had been told that there would also probably be a deep dive in Maths.

The Governor added that the training had highlighted the need for Governors to satisfy themselves that the information that they were being given was correct, and that they should not rely solely on reports from staff. She commented that in this respect, the Governor Day had been very useful and had provided Governors with a lot of relevant information. **A Governor commented that it would be useful if Governors could be sent the skills progression documents once these were available.** She also suggested that the QoE monitoring team could carry out a 'deep dive' as part of their next visit. A Governor commented that it would be important not to overburden staff with monitoring once Governors were finally able to come back into school, and that the monitoring teams should prioritise what they would need to monitor before the end of the academic year, in line with the priorities of the Strategic Plan. The Chair remarked that she believed that the GB had a good knowledge of the priorities of the 2019/20 Plan, and that the GB would now

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NF/MW

	<p>need to prepare for the 2020/21 Plan. She was confident that the GB would become equally familiar with the new Plan once it was drafted. The DHT confirmed that she would be liaising with the HT about the 2020/21 Plan. <i>A Governor asked if feedback from these discussions could be shared with the GB.</i></p> <p>A Governor noted that the majority of planned visits from external consultants had now been deferred.</p> <p>The Chair advised that she had also undertaken online training PPG provision. <i>She suggested that it might now be an appropriate time to review the provision for PPG students and how the funding was being spent and advised that she would do this as part of Leadership and Management monitoring.</i></p> <p>A Governor advised that she and two other Governors had attended a presentation from the SENCO as part of her NPQH course on metacognition and how these concepts would impact on the classroom and on teaching, which had been very useful and interesting.</p> <p>[MW left the meeting, which remained quorate]</p> <p>With regard to metacognition, one of the Governors who had attended the presentation explained that the SENCO was treating this as a change project and that it would not directly impact on lesson content. She added that it would be more about ways of working and commented that the SENCO had a lot of ideas about how to achieve her aims. The Chair commented that she understood that the focus would be on developing resilience and resourcefulness. A Governor added that teachers were exploring different techniques within different classes, with teachers taking a number of different approaches such as introducing Japanese words in Year 6. Another Governor added that there was evidence of these approaches throughout the School, on learning walls and other displays.</p>	<p>SB/CB</p> <p>NF</p>
<p>10.</p>	<p>ANY OTHER URGENT BUSINESS</p> <p>A Governor commented that the HT and Leadership Team had kept parents informed very effectively. The DHT confirmed that she would continue to provide as much information as possible</p> <p>There was no other urgent business.</p>	
<p>11.</p>	<p>CONFIDENTIALITY.</p> <p>It was agreed that the discussion about cover for the HT's maternity leave within Item 4 and another staffing issue discussed under Item 5 should be reported within the Confidential Minutes</p>	
<p>12.</p>	<p>DATE OF NEXT MEETING</p> <p>It was confirmed that the next meeting would be held on 11 May 2020 at 6.30pm, either at School or virtually depending on the circumstances.</p> <p>The meeting closed at 7.50pm</p>	

Signed.(Chair).....Date

ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Responsibility	Status
16.9.19 17.10.19 29.11.19 17.3.20	5 3 3 9	Governors to contact the Chair if they are aware of a potential governor with Safeguarding experience	End T2	All	On going
29.11.19 10.2.20 17.3.20	7 3 7	A Safeguarding visit to be carried out during Term 3	End T3	CW/MW	To be completed by the end of T4
10.2.20	4	HTs' reports to meetings where the SP is not on the agenda to include a summary of progress against key milestones	Ongoing	SB	
10.2.20 17.3.20	7 3,7	A Condition Report to be prepared and discussed with the Health & Safety Governor	17.3.20	ADA	To be taken forward
10.2.20	9	Arrangements to be made for MW's re-nomination as LA Governor	29.4.20	LH	Ongoing
17.3.20	4	Authority delegated to the Chair and Vice Chair to agree arrangements for covering the HT's maternity leave	End T5	MW/NF	
17.3.20	4	The DHT to report to Governors once more skills progression documents had been completed	11.5.20	CB	
17.3.20	5	Future monitoring visits to review the use and impact of PE Funding	End T6	JW	
17.3.20	7	The HTs direct input into safeguarding to be discussed during a future visit	End T6	MW	
17.3.20	7	A Health & Safety site visit to be arranged	End T6	AC/ADA	
17.3.20	9	A meeting to be arranged with a potential Co-opted Governor candidate	11.5.20	LH/MW/NF	
17.3.20	9	Discussions on the 2020/21 Strategic Plan to be fed back to the GB	End T6	SB/CB	
17.3.20	9	PPG provision and spend to be discussed as part of L&M Monitoring	End T6	NF	