

MINUTES OF MEETING

School: Willoughby Primary School
Meeting title: Summer term meeting of the governing body
Date and time: Wednesday 25 May 2022 at 4.30pm
Location: At the school

Membership A Dr A Bath
'A' denotes absence Mr N Brown
Mrs C Dyson
Mrs G Edley
Mrs R Kealy
Mrs C Marlow
Mr S Marshall
Ms V Ridgway
Miss B Smith (headteacher)
Mr S Tiel (chair)

In attendance Ms C Baird (clerk to the governors)

GB/19/22 Apologies for absence Action

Apologies for absence were received from Dr Bath.

It was

resolved

that the governing body consent to this absence.

GB/20/22 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/21/22 Review of membership and terms of office ending in the next 12 months

Governors noted that Dr Bath's term of office as a co-opted governor is due to end on 10 March 2023.

Mrs Edley informed governors that she would be resigning as local authority governor at the end of the summer term. On behalf of the governing body, the chair thanked Mrs Edley for her support.

Governors **agreed** that Mr Marshall would become LA governor, subject to approval from the local authority. Clerk to send relevant documentation to Mr Marshall for completion.

Clerk/SM

Governors discussed the recruitment of a co-opted governor to fill the vacancy which will be created by Mr Marshall becoming LA governor.

The chair informed governors that elections for the positions of chair and vice-chair will take place at the autumn FGB meeting.

GB/22/22 Approval of minutes of spring term meeting and any additional special governing body meetings

The minutes of the spring term meeting held on 26 January 2022, having been previously circulated, were confirmed and will be signed electronically by the chair.

Review of actions

GB/04/22 – Mrs Dyson to update declarations on Governor Hub.

CD

GB/04/22 – Ongoing action: reports from the Corporate Director to be added to the P&SD committee agenda.

P&SD

GB/23/22 Receipt of minutes and approval of policies from committees and working parties

Headteacher to continue to circulate committee meeting minutes for approval via email.

Head

GB/24/22 Financial reporting

Approval of school budget

Governors noted the updated budget, which had been previously circulated.

Governors

approved

the school budget.

Governors' consistent financial reporting out-turn statement including the intended use of balances (BO2) return

The headteacher informed governor that a member of the school finance team was coming into the school this term to discuss the three-year budget plan and the out-turn statement (including BO2). Governors discussed the proposal that the school buy back into the school finance package, noting that this would relieve pressure on the school office.

Governors

approved in principle

to buy back into the school finance package, on condition that the annual cost is less than £1,000.

The chair circulated a three-year budget forecast, stating that it showed two scenarios – a 2% cost increase and a 5% cost increase. The forecast assumes that there will be no changes to pupil numbers or income, although it would be expected that income would increase. All scenarios have a decrease in the surplus – governors noted that this was not a concern, but that it should be monitored. The chair suggested that the three-year budget plan to be discussed with school finance should be based on a 5% increase in costs.

Q: Has the per-pupil funding of £3,400 been confirmed?

A: It has for the coming year but not yet for subsequent years.

GB/25/22 Summary of Headteacher's report and governors' questions and challenge

Governors noted the headteacher's report, which had been discussed in detail in committee. The headteacher highlighted the following aspects of her report:

- EYFS.
- Updated SIP.
- Policies.
- Staffing structure.
- Governor visit reports.

Q: On page 13, you state that 85% of children are making expected progress. Does this mean that 15% are not making progress, and if so, why not?

A: This figure refers to children who were affected by COVID 19 disruption to learning and targeted for tutorial support. Of these children, 85% have made expected progress and the remaining 15% have made some progress. Noted that 15% equates to one or two children. This provision will be reviewed at the end of the year, and it is hoped that tutoring will carry on for children who need it.

GB/26/27 Actions as a result of Ofsted report

There were no current actions to note. The headteacher stated that actions will be included in the new SIP.

GB/27/22 Update on appraisal process and wellbeing for the headteacher and staff

Governors noted that this had been discussed in detail in committee and that the process was up to date. The headteacher stated that her appraisal update meeting will take place in June 2022.

GB/28/22 Information from the Corporate Director for consideration and action

Governors noted the following report:

- *Promoting the education of children with a social worker*

The chair highlighted an article from the Governor Newsletter on the child protection file audit – Mrs Marlow and headteacher to arrange.

CM/Head

GB/29/22 General Data Protection Regulations – report from the DPO/information governance link governor

In the absence of Dr Bath there was no report. The chair stated that there were no GDPR issues to note.

GB/30/22 Receive report from designated LAC teacher

The headteacher stated that there were currently no LAC in the school.

GB/31/22 Communication

From chair

- The chair drew governors' attention to the NCC planning pack which he had circulated.

- The chair stated that he and the headteacher were to attend a meeting at County Hall on 9 June 2022 to discuss the implications of the recent government white paper on education.
- School vision - the chair gave a report on the meeting held with parents w/c 16 May 2022 to discuss the school vision, stating that it had been a positive and useful meeting, with a focus on stability and sustainability. A follow-up meeting will be held for governors to discuss which aspects of the current vision should be kept and what should be changed. It is the intention that the 'Vision 2026' will be launched before the end of 2022.

From headteacher

- Buying back into school finance package – minuted at item GB/24/22 above.
 - The headteacher reported that school office staff are working towards a paperless system - that will include costing of the extension of the 'Teachers to Parents' system and gaining parental consent electronically.
- In response to a governor question**, headteacher to investigate use of Microsoft package for online parental consent.

Head

From clerk - Governor Newsletter April 2022 edition

Governors noted articles on the following:

- Safeguarding.
- Governor recruitment.
- Governor training.

GB/32/22 Approval of in-service training days (5) 2022/23

Governors **approved** the following inset days:

- 31 August 2022
- 4 January 2023
- 31 March 2023
- 24 July 2023
- 25 July 2023

GB/33/22 Review of delegation and organisation of committees

Approve committee structure and membership of committees

There were no changes to the committee structure and membership of committees.

Approval of scheme of delegation 2022/23

Chair to update the scheme of delegation for 2022/23 and circulate to governors for approval via email.

Chair/All

Note annual planner 2022/23 to support agenda setting

Governors noted the annual planner for 2022/23.

Policy checklist 2022/23

Governors noted the policy checklist for 2022/23.

The headteacher stated that the accessibility policy was still to be approved - members of the P&SD committee to do this via email.

P&SD

Review of and appointment to link governor roles

There were no changes to link governor roles.

GB/34/22 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

In the absence of Dr Bath there was no report. The chair reminded all governors to take up training opportunities.

GB/35/22 Review of governor monitoring visit reports – key actions for governing body

Governors noted the following monitoring visit reports, which were included as appendices to the headteacher's report:

- KS2 maths.
- Phonics – EYFS and KS1.
- SEN.

Q: Has a decision been made on which new phonics scheme will be purchased?

A: No, this is ongoing, with staff looking at a number of different schemes. Many schemes have hidden costs. It is important that we find one which works for our school, links to our reading scheme and does not require significant additional resources. Phonics will be included in the SIP.

GB/36/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors noted the following:

- Review of SEN plan.
- Discussion of SIP.
- Governor monitoring visits.
- Review of positive impact of extra staffing – particularly evident in maths and science.
- Purchase of new laptops.

GB/37/22 Confirmation of dates for 2022/23

The governing body

agreed the following:

Autumn – Wednesday 28 September 2022 at 4.30pm

Spring – Wednesday 25 January 2023 at 4.30pm

Summer – Wednesday 24 May 2023 at 4.30pm

Governors **agreed** that committee meetings would be held two weeks prior to the FGB meetings, from 4.00pm to 6.00pm.

GB/38/22 Determination of confidentiality of business

It was

resolved

that, with the exception of appendix 9.05 (staff absence) of the headteacher's report, all papers and reports be made available as necessary.

The meeting closed at 5.45pm.

A handwritten signature in black ink, appearing to be 'S. G.', written in a cursive style.

Signed

(chair) Date 28 September 2022

School Display

School Display