



## Minutes of the virtual meeting of the FGB held on Monday 22<sup>nd</sup> March 2021 at 6pm

**Present:** Ms J Hudson (Chair), Ms T Clarke (Headteacher), Dr A Pawley, Mr B Twist, Mr G Whitmore, Ms F Moxon, Mr D Allen, Ms A Last and Mr M Snowden.

**In Attendance:** Ms D Rees (DHT)  
Ms D Waters (SBM)  
Ms M Riley (Governance Support Officer, CYC – Clerk)  
Ms H Thomas (Potential LA governor)

### 1. WELCOME, APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST

The Chair welcomed everyone to the meeting, which started at 6.05pm. Apologies were received, with consent, from Ms C Johnson.

There were no declarations of interest.

The Chair welcomed Ms H Thomas to the meeting. Ms H Thomas introduced herself to the governors and gave them an overview of her background and skills. The governors introduced themselves also.

### 2. GOVERNOR APPROVAL OF MS H THOMAS AS AN LA GOVERNOR

The governors approved Ms H Thomas as the LA governor.

**Action:** *The clerk will send a welcome email and governor information to Ms H Thomas and add her details to the database.*

### 3. FINANCE, HEALTH & SAFETY

The SBM reported the school would have a predicted in year credit balance of £27,000 and advised this didn't include funds required of £13,000 for the MUGA, £8,000 for IT updates, £6,000 for repairs and contingencies and possibly £3,000 to pay Sewells. The new classroom would require an extra £10,000 as they had not allocated money for the interior yet. Taking these items into account the carry forward will be £60,000 and they had received quotes and placed some orders for the work that needed completing in school. A governor queried if they would receive any more funding due to the pandemic, the SBM replied they were not expecting any more funding and the £24,000 received had been the catch up funding and used, as itemised on the website breakdown.

A governor questioned if the SBM had looked at the budget to see if the expenses outlined could be rolled into next year's budget, the SBM explained some of the expenses budgets above and the remaining training budget were planned items and would be carried over to the next year. A governor noted the school was in a healthy financial positions and questioned if the school was underspending, the SBM

responded the position did look healthy however in two years the school would have a deficit as the carry forward would have been spent, mainly on our experienced staff and the MUGA. She added the PE funding of £13,000 would be put towards the MUGA which was ring fenced and needed to be spent by the 31<sup>st</sup> August, they needed another quote for the MUGA costs and planning permission to move forward. The staff governor offered to help with the MUGA. A governor highlighted they needed to reach a decision regarding the £3,000 credit linked to Sewells, another governor agreed and suggested they invested the money in the school, the SBM and governors agreed.

The SBM reported on the finances for 2021-22 and shared they would have a £5,554 overspend and the carry forward of £60,220 would reduce over the next four years. The SBM outlined some areas that could impact the budget;

- The supply budget, which was currently good at £1,000 as they used in-house cover, could be impacted.
- Any possible Upper Pay Scale (UPS) moves due were not automatically added into the budget as they were not confirmed.
- The teacher pension and pay grant had been built into the National Funding Formula, they would receive £52,000 for this whereas in 2020/21 we received £59,000.
- The Pupil Premium (PP) funding reflected the October census when numbers had been low so the school would be £10,000 down due to the impact of Covid.
- Costs for 1 to 1 support was £17,000 and the funding doesn't cover the full cost. A governor asked if children with EHCPs brought in funding, the SBM responded it depended on the level of support in the EHCP and lower banded children did not receive funding for full time support. The school always paid the first £6,000 and funding ranges from £1350 to £9943 with our highest banded child receiving £7490.
- Universal Free School Meals had been based on the January census when numbers had been low as not all children had been in school. They would receive £37,000 for 2021-22 in comparison to £51,000 for 2020-21.

A governor requested that the SBM showed the cost savings if the school returned to normal after Covid and any teachers eligible to go through UPS so that the governors could see what the figures looked like, the SBM agreed.

***Action: The SBM will present the start budget showing the effects of the school returning to normal after Covid and any teachers eligible for UPS.***

The Chair thanked the SBM for the reports and added it was difficult to predict finances for five years' time but that the governors would need to keep reviewing the finances.

6.55pm – The SBM left the meeting.

#### **4. MINUTES OF THE LAST MEETING HELD ON 20<sup>th</sup> JANUARY 2021**

Previously distributed.

#### **Resolved:**

**Governors considered and approved the minutes of the FGB meeting held on 20<sup>th</sup> January 2021 as a true and accurate record of the meeting. The clerk will add approved to the final copy and return them to school.**

#### **5. ACTION PLAN AND MATTERS ARISING**

With reference to the action plan from the FGB meeting held 20<sup>th</sup> January 2021:

## 6. HEADTEACHER REPORT

The Headteacher reported during the third lockdown they had around 75 children in school each day in which was a significant amount more than during the first lockdown. For the first three weeks back at school they had planned a fun and creative curriculum including art, PE, outdoor lessons, circle time and working as a team. The children had been delighted to be back in school and parents had supported their children wonderfully in their home learning. The teachers had reviewed individual academic and emotional support for pupils and put interventions in place and there would be no homework sent home before the Easter holidays.

The Headteacher informed governors the staff were confident and enjoying the more relaxed afternoons. There was less formal marking allowing more time for teachers to plan high quality lessons, they would be reviewing the marking and feedback policy and carry out book scrutiny's in the next term. The children, generally, were delighted to be back with only a few struggling and they had planned intensive interventions to close the gap for the disadvantaged children.

In Early Years (EY) the parents had supported their children well in handwriting and phonics and in KS1 the Year 2 children were doing well, they had reviewed the TA support and introduced friendship interventions. In Year 3/4 there were recapping on number work and reading comprehension and in Year 5/6 there was a gap in their knowledge around shape and handwriting which they were addressing. Twelve new children had started at the school, some with complex child protection issues.

The Headteacher shared staffing needed reviewing for next year due to a teacher returning from maternity leave, TAs need rearranging and the KS1 lead had requested to relinquish this role which would allow another teacher the opportunity to lead KS1. A governor questioned if they would recruit a new KS1 lead externally, the Headteacher replied they had an exceptional team in-house and it would allow someone to take the next step in their career. Another governor queried if staff would move up with their classes, the Headteacher answered they would like stability for the children next year but they would need to wait and see if there were any staffing changes to make.

A governor asked if there had been any issues with cars parking and congestion when school fully re-opened, the Headteacher responded they had clearly communicated with parents on this and there had been no issues. The Deputy Headteacher added having the site manager on Escrick Street had made it calm and well controlled however there was a concern that it was crowded on the main road, they agreed they needed to keep a check on this area.

A governor **challenged** if the staff were not marking books as much how were they checking the quality of the work. The Deputy Headteacher explained the staff gave more immediate verbal feedback which was much more useful than feedback after a day or two. The time saved on marking was spent on additional supervision and getting to know the children better.

The Chair queried how the rest of the staff were in school, the Headteacher replied the office staff had a busy first week back and the cleaning was going well. The Chair queried if the Free School Meals were continuing and was the food bank still running, the Headteacher responded the children would receive vouchers over the Easter holidays and they could give food bank vouchers also to families who contacted them. A governor questioned if they had full attendance since school re-opened, the Headteacher confirmed they had.

## 7. POLICIES

### Updated Risk Assessment

The Headteacher highlighted the changes in the risk assessment as follows:

- Families of staff and children could access lateral flow tests twice weekly.
- If a child was ill there was an increased emphasis on ventilation and making sure the child did not travel home by public transport.
- Sensory needs children and TAs supporting them needed to wash their hands more regularly.
- The staff were meeting via zoom and some new areas had been added to be cleaned regularly.
- More chairs had been removed from the staff room.
- The school library was opening and children visited on a rota.
- Cater Link had widened their food offer.
- Fun Fishers had re-opened with a risk assessment in place and the school knew the children who were attending

**Action: A governor asked who was checking Fun Fishers risk assessment, the Headteacher agreed to find out.**

### Fire Safety and Safely Opening after Closure

The Headteacher informed governors all fire safety checks had happened, the fire alarm was tested weekly, emergency lighting was tested monthly and the water tested for legionella.

## 8. GOVERNANCE MATTERS

### Keeping in touch update

The Chair reminded the governors the school's website was a good way of keeping up to date with what was happening in school.

## 9. CORRESPONDENCE

The Chair highlighted all governors had received the training information from the LA and to book training in the summer term.

## 10. ANY OTHER BUSINESS

None.

## 11. Next FGBs

Wednesday 5<sup>th</sup> May 2021 at 6pm via Zoom.

Tuesday 13<sup>th</sup> July 2021 at 6pm possibly face to face in school.

The meeting closed at 7.40pm

### Future FGB agenda items:

Approve the start budget

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Ms J Hudson  
Chair

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Date

<b>Action Points from the meeting of the Full Governing Body held on 22<sup>nd</sup> March 2021</b>				
<b>Action</b>		<b>Item</b>	<b>Who</b>	<b>When</b>
1	The clerk will send a welcome email and governor information to Ms H Thomas and add her details to the database.	2	Clerk	By the next FGB
2	The SBM will present the start budget showing the effects of the school returning to normal after Covid and any teachers eligible for UPS.	3	SBM	At the next FGB
3	A governor asked who was checking Fun Fishers risk assessment, the Headteacher agreed to find out.	7	HT	By the next FGB