

## PARK STREET CHURCH OF ENGLAND PRIMARY SCHOOL MINUTES OF THE FULL GOVERNING BODY MEETING

**Monday 4<sup>th</sup> May 2020 – 11.30am – Virtual Meeting via Teams**  
**Focus on Budget Discussion and Approval**

Governors present: Lorna Atwell; Neil Chippington; Andrew Day (Foundation Committee Chair); Sarah Hawker (Headteacher); Debbie Hayden; Catherine Johnson; Nigel Moorhouse (GB Chair); Paul Nicholson (Finance & Resources Committee Chair); Richard Summers; Kerry Walpole (Personnel & Learning Committee Chair)

Also present: Michael Denmead (Clerk)

Challenges are in blue. Actions are in red.

|  | <b>Action</b>  |
|--|--|
| <p><b>1. Open with prayer and welcome.</b></p> <p>The meeting was quorate.</p> <p>The meeting opened with prayer led by Andrew Day and housekeeping (health &amp; safety meeting information).</p>   |  |
| <p><b>2. Governorship items</b></p> <p><u>Apologies</u>: Apologies were received and accepted from Fleur McLennan.</p> <p><u>Declarations of interest</u>: none</p> <p><u>Emergency action taken since last meeting</u>: none</p> <p><u>Terms of office</u>:</p> <p>Catherine Johnson was welcomed to the Governing Body.</p> <p>The outgoing LEA Governor's (Richard Summers') term was due to end on 2 May 2020 – the GB agreed that Richard would be co-opted to the end of the academic term, to provide continuity of support during the Covid-19 situation.</p> <p>Separately, the LEA has been in touch with a possible candidate for Governor, Benjamin Powell. The Chair had a virtual meeting with Mr Powell. <b>Governors queried the candidate's background and experience, and his potential for contribution.</b> The candidate has RE teaching experience as well as experience of budgeting and exposure to governance from the teaching perspective, and is considered suitable for the role. The GB confirmed Mr Powell's appointment as LEA Governor. <b>The Clerk and Chair will get in touch with Mr Powell and arrange induction and putting information about Mr Powell on the website.</b></p> <p><u>DBS &amp; Section 128 checks</u>: <b>A Governor requested confirmation that these continue to be kept up to date.</b> <b>The Headteacher confirmed that the office is actioning the</b></p> | <p style="text-align: center;">Clerk, Chair</p> <p style="text-align: center;">Headteacher</p> |

|   | <b>Action</b>  |
|---|--|
| DBS checks and Section 128 checks for new Governors.  |  |
| <p><b>3. Approval of Minutes</b></p> <p>The Minutes of the meeting of 16 March 2020 were approved as drawn slightly amended and subsequently signed by the Chair prior to publication to the website.</p>   |  |
| <p><b>4. Urgent Matters arising from the Minutes of 16 March 2020</b></p> <p><u>Upcoming LAIG:</u> The Headteacher and Chair reported that this remained scheduled for 22 May. <b>The Chair and Foundation Committee Chair will attend with the Headteacher.</b></p> <p><b>A Governor challenged as to whether the format of this meeting was going to be supportive of the school. The Chair stated that he will request the school be provided a draft agenda in advance.</b> The Headteacher reported on the anticipated structure of the meeting and the participants. The GB advised of the need to push back against inappropriate pressure – the Headteacher and her team know the school well and are taking the correct actions in the view of the GB. In particular, there is a need for a constructive and supportive approach from the LEA.</p> <p><u>Local Education Authority Actions &amp; Support:</u> <b>A number of Governors challenged the Headteacher in relation to the level of support that the school is getting in practice from the LEA, and whether the LEA was being held to account. Were they, for example, completing promised actions?</b> The Headteacher reported that historically the LEA have not tended to follow up on their promises, but there is a new staff person in place and it is preferable for the school to take a forward-looking approach, working alongside the LEA.</p> <p><u>Recruitment:</u> <b>A Governor challenged as to how the recruitment process was progressing.</b> The Headteacher reported on ongoing actions and stated that the process was now going well. Also, around of the issue of recruitment, it was believed that CSoC could provide some assistance. <b>Andrew Day and the Headteacher will follow up on this with CSoC.</b> This was welcomed by the Governing Body.</p> | <p>Chair<br/>Headteacher<br/>Foundation Chair</p> <p>A Day<br/>Headteacher</p> |
| <p><b>5. Budget</b></p> <p>The main item for this GB is the discussion and approval of the proposed budget. The SFVS was submitted to the LA by the end of March. The Budget still needs to be submitted by the 7th May. The Finance &amp; Resources Committee had met twice in this regard since the last FGB. Prior to this meeting, the following documents were made available to the Governing Body:</p> <ol style="list-style-type: none"> <li>1. BMR P13, which is the final position for the 2019-20 financial year.</li> <li>2. The proposed budget for 2020-21 financial year, together with rough projections for the following two years.</li> <li>3. Minutes of the FRC meeting on 11 March 2020.</li> <li>4. Updated Reserves and Contingencies Policy (presented for adoption by the GB).</li> <li>5. Updated Schedule of Financial Authority (presented for adoption by the GB).</li> </ol>   |  |

|   | Action           |
|---|------------------|
| <p>6. Updated Schedule of Day-to-Day Responsibilities. This has been updated to reflect changes of staff and also some changes of protocol.</p> <p><a href="#">There was a detailed discussion of the assumptions underlying the budget.</a> In response to Governor’s probing, the Finance &amp; Resources Chair reported the carried forward revenue balance is £78,361 of which £9,146 is Sports Premium funding earmarked for the KS1 playground project, leaving £69,215 in core reserves. This carry forward is significantly higher than originally budgeted for a number of reasons, but predominantly due to senior staffing changes during the financial year and interregnums in those roles.</p> <p>As directed by the LA, the budget for 2020-21 has been set assuming that Covid-19 has not happened. So, all expenditure for the Summer Term remains as it would have been if we had continued as normal. Clearly there will be changes to this, but hopefully savings rather than additional expenditure.</p> <p>As always, these projections into future years should be treated with caution, as they carry forward assumptions that may not be accurate. However, they do show that our seemingly strong reserves position at the moment will soon be reduced with current funding projections.</p> <p><a href="#">Governors queried the level of in-year deficit and reserves.</a> The budget proposes an in-year deficit of £24,975 but that includes the expenditure of the Sports Premium funding, so it is an in-year deficit of the core reserves of £15,829.</p> <p><a href="#">In response to a Governor challenge,</a> the FRC Chair reported that as part of the SAO induction and handover with the interim, <a href="#">the Schedule of Day-to-Day Responsibilities will be gone through thoroughly to check it is still correct and updated accordingly.</a> This is already on the FR Committee’s action list.</p> <p><a href="#">There were a number of Governor challenges on the admissions numbers.</a> The FRC Chair reported that we used to set the budget based on a worst-case scenario of 117 on roll. Given the number on roll at the moment, the budget for 2020-21 is based on 110. For 2021-22 it is based on 108 on roll (due to the way Orovia works, 110 wasn’t possible with current class numbers) and 2022-23 is based on 110. Hopefully this will prove to be over cautious for future years.</p> <p><a href="#">There was a challenge by a Governor in relation to requests for monies from CSoC.</a> These need to be presented to the CSoC such that they demonstrate how they meet the needs of the school’s Development Plan. There was a discussion around the increasing positive impact of CSoC at Park Street and how best to meet the challenges around working as closely as possible with this body.</p> <p><u>Decision:</u> The Updated Reserves and Contingencies Policy was adopted by the Governing Body as presented.</p> <p><u>Decision:</u> The Updated Schedule of Financial Authority was adopted by the Governing Body as presented.</p> <p><u>Decision:</u> The Budget for the 2020 / 2021 period was ratified by the Governing Body as presented.</p> <p>Thanks were extended to the Finance &amp; Resources Committee for its detailed work. Also noted is the GB’s thanks to the Headteacher and the Finance Team for all their work on the budget, which has not been straightforward this year given the Covid-19 crisis.</p> | <p>FRC Chair</p> |

|   | Action      |
|---|-------------|
| <p>The Headteacher will ensure that the ratified budget is submitted tomorrow, 5<sup>th</sup> May.</p>  | Headteacher |
| <p><b>6. Corona Virus Closure Update</b></p> <p>The Chair of the Personnel &amp; Learning Committee led this discussion.</p> <p><u>Pupils attending:</u> Until this point, there has been one child attending full-time and one child attending part-time. There may potentially be others from key workers, depending on their work patterns going forward.</p> <p><u>Wellbeing of staff:</u></p> <p>A number of Governors queried the level of support being given to staff (including the Headteacher) and how this is being delivered. The Chair and PLC Chair have been in touch with the Headteacher regularly to support her. Display Screen questionnaires have been sent to all staff working from home, as they are using computers more regularly, and the Headteacher has been working with them to ensure they are all okay. Arrangements were put in place to have online Microsoft Teams meetings for all classes after Easter, to answer any questions, and keep in touch with their pupils. It is recognised that staff also have children at home, which has an impact on normal time commitments.</p> <p>The Headteacher reported that she has been in regular contact with all staff throughout and everyone was managing well in the circumstances. There are staff meetings every week. The Chair and the Headteacher have had detailed discussions about staffing levels and the Chair played a supportive role in helping the Headteacher reach appropriate operational decisions in such unusual circumstances.</p> <p><u>Safeguarding:</u> There was a discussion about safeguarding, where governors challenged the Headteacher about the current provisions in place. The Headteacher reported that safeguarding is on every agenda. There is an ongoing focus on the level of attendance, with follow-up of non-attendance by phone calls and home visits if appropriate.</p> <p>The Headteacher also confirmed there was regular contact with vulnerable children and their families. A governor asked whether LEA guidance was available and whether it was being followed. The Headteacher stated that there was an exchange of information and that the LEA advisor had confirmed that the school's systems were robust.</p> <p><u>Support for disadvantaged pupils:</u> A Governor challenged whether the needs of SEND children were being taken into consideration. The Headteacher reported that care is taken to ensure learning materials are available to special needs children. Work is printed out to assist in certain cases. Laptops have been provided to four children. Some SEND children were struggling with the pace of online learning for their peer group, and these had been supported by being added to lower class groups where appropriate.</p> <p><u>Education:</u> The Headteacher outlined the provision of online learning:</p> <ul style="list-style-type: none"> <li>- Class 1: Using Tapestry</li> <li>- Classes 2, 3 &amp; 4 Using MS Teams (2 'lessons' per week and work uploaded for completion during the week for each class)</li> </ul> |             |

