



# Reydon Primary School

## Minutes of Local Governing Body meeting held on Monday 9th March 2020 @ 6pm

<b>Chair:</b>	Celia Eldridge	<b>Clerk:</b>	Paul Cunningham
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<b>Name</b>	<b>Governor Type Trust/Parent/Staff/Associate</b>	<b><u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent</b>
Celia Eldridge (CE)	Trust (Chair)	P
Carol Andrewes (CA)	Trust	P
Carly Grimmer (CG)	Staff	P
Jo Viner (JV)	Headteacher	P
Jenny Knights (JK)	Parent	Absent
Leigh Turner (LT)	Parent	P
Lisa Leeming (LL)	Trust	P
David Baker (DB)	Trust	Apologies
Susan Kember (SK)	Trust	Apologies
Louise Manning (LM)	Trust	P

### In Attendance

Nicki Mayne, School Business Manager (NM)  
Paul Cunningham, Governor Services Clerk  
Linda Ellis, Deputy Headteacher (LE)  
Teri Prindible, English Co-ordinator (TP) (until 6.16pm)

**Reydon Primary School Local Governing Body**  
**Minutes / Actions**

**Monday 9<sup>th</sup> March 2020 @ 6pm**

Agenda Item	Items Discussed & associated Challenging Questions
1. Welcome and apologies	<p>Chair welcomed governors to the meeting.</p> <p>Apologies for absence were received from David Baker. JV reported that Susan Kember had been appointed as a Trust Governor, but that she was unable to attend the meeting.</p> <p>Jenny Knights was not present.</p> <p>Governors consented to these absences.</p>
2. Declarations of Pecuniary Interest	<p>There were no declarations of pecuniary interest relevant to items on this agenda.</p>
3. Relationships Education (SRE) requirements for primary schools and the new school policy	<p>Governors received a presentation from Teri Prindible.</p> <p>She noted that:</p> <ul style="list-style-type: none"> <li>• schools will have flexibility in developing their scheme of work as part of a broad and balanced curriculum;</li> <li>• good practice fosters gender and LGBT equality and challenges discrimination;</li> <li>• sex education is not compulsory at primary schools;</li> <li>• content needs to ensure that features of healthy friendships, family relationships and other relationships which young children are likely to encounter, including online;</li> <li>• school has decided to teach sex education as part of Science curriculum;</li> <li>• the school will be sourcing new RSE resources that link to Science curriculum objectives;</li> </ul> <p><u>Q: CE asked: when will LGBT terminology be used?</u> JV confirmed that this would be used age appropriately from Reception onwards.</p> <p><u>Q: CA asked: How will the school get parents onboard?</u> JV replied that lessons will be reactive to address needs as they arise, including if children are using inappropriate language from home.</p> <p>(TP left the meeting).</p>
4. Minutes of Previous Meeting and Matters Arising	<p>The minutes of the previous meeting (held on November 11th) were confirmed as an accurate record. There were no matters arising.</p>
5. Headteacher's Report / Update on Pupil Progress	<p>Governors received a report from the Headteacher (copy in minute book). In presenting her report, JV made particular reference to the following items and invited questions from governors:</p>

	<p>NOR 193; this is the highest for several years, and the school is almost full.</p> <p>Attendance is just above national average of 96%; only two classes are below this figure.</p> <p>ALT review of phonics teaching was very positive. Next steps include the purchasing of additional Phonics materials and the use of exercise books rather than whiteboards in Year 1 to record Phonics learning.</p> <p>Reading review will take place on 13<sup>th</sup> March.</p> <p>French trip preparations are in hand – this will need governor approval.</p> <p>The school is following government advice on Coronavirus.</p> <p>Parent survey results had been circulated to governors – these had been very positive. The Action Plan arising from the survey was also circulated, including extra-curricular activities.</p> <p>Data: Pupil Premium results are in line with non-PP children; issues remain with children who are both PP and SEND.</p> <p>PE: audit of skills and training for staff.</p> <p>Staff well-being: opportunities will be provided for staff to complete tasks (e.g. report writing) in school.</p> <p>KS1 tracking results are below target: current tracking 66% against target of 72%. JV noted that support in the class is fully stretched to meet the demands of all children, including those with EHCPs, which has impacted on the number of targeted interventions that can take place.</p> <p><u>Q: LT asked: are parents coming in to support reading?</u> JV replied that the school currently has three volunteers who come in regularly to hear targeted children read.</p>
<p>6. Attendance Update</p>	<p>Governors received an update from Linda Ellis on Attendance:</p> <p>Last year attendance was just below national average of 96%. Attendance is currently at 96.2% (excluding Reception; 96.1% including Reception). Persistent absence is just below national average; currently at 6.1% (defined as attendance below 90%). This has reduced significantly from the autumn term. EWO support is in place for a small number of children with persistent absence over more than one year, and this has been largely successful, although some children are continuing to be monitored and supported.</p>

	<p>Policy: LE noted that this only has some small tweaks from the previous version. She noted that it retains the existing approach of defining unauthorised absence as more than ten sessions before levying a fine.</p> <p>Governors <b>approved</b> the Attendance Policy.</p>
<p>7. Budget Update</p>	<p>NM reported on the budget summary:</p> <p>Income: PP funding has slightly increased, because of increase in per pupil amount. Universal Infant Free School Meal funding is based the October 19 and January 20 census, which this academic year was lower by around 10%, resulting in a reduction of £5k. She noted that the school is negotiating with the caterer over changes to the menu. The caterer will also be sending a survey to parents. SEND funding has increased by £4.8k. Overall income: +£3.8k.</p> <p>Expenditure: Overspend of £10k on agency staff, but there is a £4.7k underspend on teacher salaries. Overspend of £2.7k on TAs; overall increase on staffing of £12.7k. In budget in all other areas.</p> <p>Overall the budget shows an in-year deficit of c£30k (this has increased by £3.4k).</p> <p>Capital budget has an overspend due to IT equipment of £9k. NM also noted that the school are obtaining quotes for redecoration.</p> <p>Projected carry-forwards: Revenue: £104k; Capital £6.4k.</p> <p>20-21 budget: This will include an increase of £95 per pupil, so an additional £19k. However, there will be an increase in pension contributions for support staff, and potential teaching salary increases. The budget will have an in-year deficit in 20-21.</p> <p>Health &amp; Safety: NM noted that the school needs a nominated governor for Health &amp; Safety; governors asked NM to invite governors to volunteer for this role via Governor Hub. Fire risk assessment has been carried out, and a fire door survey – this showed that 11 out of 38 doors failed the test and will need to be repaired. There will be an inspection by Suffolk Fire Service on 31/3. Legionella risk assessment has been carried out; no major issues raised.</p>

	<p>School has adopted ALT Health &amp; Safety Policy.</p> <p>Trim Trail – some parts are still out of action, and the school are finding it hard to replace at a manageable cost; this is likely to cost several thousand pounds.</p> <p>Roof assessment has taken place, the results of which shows that some areas of the roof are weak, and that repairs are likely to cost &gt;£10k, which would be covered by the Trust.</p> <p>Handsam Health &amp; Safety system report: 1/9/19 to 28/2/20 – report shows everything is on track.</p> <p>Health &amp; Safety Audit of Action Plan: all actions have been completed, with nothing outstanding.</p>
8. Reports from Sub-Committees and Governor Visits	<p>Sub-Committees: there were no reports to receive.</p> <p>Governor visits: JV reported that DB had met with SEN Co-ordinator, and that DB will submit a report.</p> <p>JV noted that the Spring monitoring plan is on Governor Hub.</p>
9. Review of Policies:	<p>Governors <b>approved</b> the following revised policies:</p> <ul style="list-style-type: none"> <li>• Bullying &amp; Harassment</li> <li>• Attendance</li> <li>• Discretionary Absence</li> <li>• Borrowing</li> <li>• Health &amp; Safety</li> <li>• Lockdown</li> <li>• RSHE</li> <li>• Check G Hub – not list on agenda.</li> <li>• Pupil Premium Plans.</li> </ul>
10. ALT Business	<p>JV noted that Online Governor training will be available. She noted that she is still trying to source safeguarding training for governors.</p>
11. Future Events	<p>JV reported that parent evenings will take place on 16<sup>th</sup> and 17<sup>th</sup> March.</p>
12. Any Other Business	<p>JV reported that she is keen to have a “daily mile” track. The potential cost of this is c£18k; she noted that she will be asking the Friends for help to fund this.</p> <p>Governors thanked CE, who is retiring as Trust governor, for her work as a governor and Chair.</p>
13. Date of Next Meeting	<p>LGB: Monday 13<sup>th</sup> July 2020 at 6pm.</p>

Confidential Personnel Matters ( <i>Trust governors to remain for this item</i> )	See separate confidential minutes.
	Meeting closed at 7.25pm