



# Reydon Primary School

## Minutes of Local Governing Body meeting held on Monday 11th November 2019 @ 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
John Verity (JVe)	Trust (Vice-Chair)	P
Carol Andrewes (CA)	Trust	P
Carly Grimmer (CG)	Staff	P
Catherine Millward (CM)	Staff	P
Jo Viner (JVi)	Headteacher	P
Jenny Knights (JK)	Parent	P
Leigh Turner (LT)	Parent	P
Lisa Leeming (LL)	Trust	Ap

### **In Attendance**

Nicki Mayne, School Business Manager (NM)  
Paul Cunningham, Governor Services Clerk  
Linda Ellis, Deputy Headteacher (LE)

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

**Monday 11<sup>th</sup> November 2019 @ 6pm**

Agenda Item	Items Discussed & associated Challenging Questions
1. Welcome and apologies	Chair welcomed governors to the meeting. Leigh Turner was appointed as a Parent Governor and welcomed to her first meeting. JVi reported that Lisa leeming had been appointed as a Trust Governor, but that she was unable to attend the meeting. Governors consented to this absence.
2. Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on this agenda. Headteacher declared that she is a governor at Red Oak Primary School.
3. Minutes of Previous Meeting and Matters Arising	The minutes of the previous meeting (held on March 18th) were confirmed as an accurate record. There were no matters arising. <u>Q: CE asked: has the DT Curriculum started to be taught?</u> LE confirmed that yes, this had started this term.
4. Election of Vice-Chair for 2019-20 academic year	Deferred.
5. Headteacher's Report / Update on Pupil Progress	Governors received a report from the Headteacher (copy in minute book). In presenting her report, JVi made particular reference to the following items and invited questions from governors:  <u>Q: JVe asked: why are the Year 1 Phonics low (74% compared to 83% nationally)?</u> JVi explained that the 76% figure for 'Good level of development' from Early Years is not necessarily reflective of English, and that the phonics figures are in line with the percentage of children with a Good Level of Development in English in Early Years.  Data: Key Stage 2 results had been disappointing – 38% reading, writing and maths. JVi explained that this was affected by a number of children joining the school during Key Stage 2 with attainment well below age-related expectations, and that despite concerted efforts, it had not been possible to get these children to the required level. She outlined that reading progress had been a positive score. Writing and Maths progress scores were both minus, but above 'floor'. She noted that the predicted data for 2020 is 76%.  <u>Q: JVe asked if the ASP data was available for governors?</u> JVi noted that this data was available in KS2 Extended School Dashboard report, which would be posted on GHub.  Attendance: 95.5% at end of July; 96.5% at start of November, but Year 5 94.9% and Year 6 95.6%. LE reported that this is being actively tracked, with letters being sent to parents, and the EWO involved in appropriate cases.
6. Safeguarding Update	Governors received an update from Headteacher on the updates to Keeping Children Safe in Education (KCSIE):

	<ul style="list-style-type: none"> <li>• Upskirting: this is now a criminal offence;</li> <li>• Guidance on how to respond to children who may be being drawn into serious crimes (for instance: absence, change in friendship, new possessions, changes in academic performance);</li> <li>• Changes in multi-agency working;</li> <li>• Importance of teaching children to be safe (School Council have been involved in drawing up their own version);</li> <li>• Safer Recruitment.</li> </ul> <p>LE noted that there are no specific changes to Prevent, but that this also has a reminder about the potential involvement of children in serious crime.</p>
<p>7. Budget Update</p>	<p>NM reported on the budget.</p> <p>August Outturn report for 2018-19: she noted that:</p> <ul style="list-style-type: none"> <li>• Clawback of difference between 187 and 185 children, i.e.£6828</li> <li>• Grant increase of additional £32k, mostly made up of additional SEN income from Suffolk County Council;</li> <li>• Overall income £51k more than expected;</li> <li>• Staffing underspent but agency spend £8k over budget;</li> <li>• TAs overspend;</li> <li>• Overall staffing c£5k under budget;</li> <li>• Premises expenditure: some unexpected spend, overspend of £7k;</li> <li>• £18k carry-forward, plus £115 b/f, roll over of £134k.</li> </ul> <p>Budget for 2019-20:</p> <p>NM reported that the new budget has been approved by Trust Board. She noted that the budget shows an in-year deficit of £26k, which continues over the following two years. The 3-year budget plan overall shows a positive balance of £42k in August 2022. NM noted that per pupil funding is likely to increase as a result of planned national government policy announcements, but she noted that the teacher pension grant is likely to cease.</p> <p>She reported an update on this budget, with an additional spend of c£2k, meaning a projected in-year deficit of -£28k.</p> <p>JVi noted that Reydon staff are being used to lead Trust-wide projects, which in some case has implications for cover being needed when those staff are not in school.</p> <p>Governors <b>approved</b> the budget.</p> <p>Review of insurance: Risk Protection Policy through ESFA. However, NM noted that the school will buy additional insurance for overseas trips. Governors <b>approved</b> the insurance arrangements.</p> <p>Financial Controls Manual: this was <b>approved</b>.</p> <p>Risk Register: this was <b>approved</b>.</p> <p>Health &amp; Safety update: NM circulated report from Handsam system</p>

	<p>showing that all actions are up-to-date.</p> <p>She reported that the Junior Health &amp; Safety Officers will be involved in encouraging drivers to switch off their engines when their car is stationary by handing out notes.</p> <p>Implementing Health &amp; Safety policy: the following items are planned:</p> <ul style="list-style-type: none"> <li>• roof survey has been completed, and the costs are likely to be in excess of £10k (although she noted that costs over £10k are likely to be funded by the Trust);</li> <li>• replace high level lighting;</li> <li>• Trim Trail needs to be approved by an accredited company, as the previous contractor was not suitably accredited;</li> <li>• fire risk assessment due, which has been booked;</li> <li>• rolling programme for redecorating the school. Cheapest quote is for a tradesman who is related to a member of staff at the school – approved.</li> <li>• Replacing toilets.</li> </ul> <p>NM noted that she is looking at other areas in the school that need to be improved to spend the capital budget, and that one possibility was an all-weather track around the field.</p>
<p>8. Reports from Sub-Committees and Governor Visits</p>	<p>Sub-Committees: there were no reports to receive.</p> <p>Governor visits:</p> <p>JVe reported that he had visited for a Science Book Scrutiny on 11<sup>th</sup> November. This also included a short Learning Walk to the Reception Class, who were discussing pine cones and hibernation. He commented on how effective subject leadership had made a positive difference to science learning in the school.</p> <p>CA reported that she had visited on 16<sup>th</sup> October to carry out a Maths learning walk, that had included every class except for Year 3.</p> <p>CE reported that she had visited for a learning walk focussing on oracy and use of vocabulary in topics, with very positive work seen. JK commented on the positive impact of this on her daughter.</p> <p>Reports of these visits will be filed in the Visits folder.</p>
<p>9. Review of Policies:</p>	<p>Governors <b>approved</b> the following revised policies:</p> <ul style="list-style-type: none"> <li>• Safeguarding;</li> <li>• Teaching and Learning;</li> <li>• Behaviour and Anti-Bullying;</li> <li>• Online Safeguarding (previously e-safety);</li> <li>• SEND;</li> <li>• Well-being.</li> </ul>
<p>10. ALT Business</p>	<p>JVi noted that the new Trust CEO has been appointed: Stephen Chamberlain. She noted that he will be visiting the school on 15<sup>th</sup> November to carry out her Performance Management.</p>

11. Future Events	<p>JVi reported that details of Christmas events will be included on the School Diary – the performances are on 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> December. LE reported that the KS2 choir will be singing at the Reydon Christmas Lights Switch on Saturday 7<sup>th</sup> December.</p>
12. Any Other Business	<p>Leigh Turner noted that she was also involved in the Friends of the School.</p> <p><u>Q: JK asked about PE teaching now that the PE instructor was no longer employed?</u> JVi replied that a PE audit has been carried out and suitable training is being provided to enhance teachers' skills in teaching PE. She also noted that some specialists are being used for activities using the PE premium money.</p> <p>CM reported that the best quote received for work on the Woodland Trail came from a member of staff's husband; governors <b>approved</b> that this quote should be accepted.</p> <p>CM noted that her Term of Office has expired, and that she will not be seeking reappointment. JVi reported that staff will be asked if they want to take on the role.</p> <p>JVi reported that JVe's term of office expires at the end of term, and that this would therefore be his last meeting; governors thanked JVi for his work as a governor and as Vice-Chair.</p> <p>Governors also noted that CE's term of office expires in March 2020.</p> <p>JVi reported that Dave Baker from ALT Central Team will likely become a Trust governor.</p>
13. Date of Next Meeting	LGB: Monday 9 <sup>th</sup> March 2020 at 6pm.
Confidential Personnel Matters ( <i>Trust governors to remain for this item</i> )	<p>(LE, CG, CM, JK and LT left the meeting)</p> <p>See separate confidential minutes.</p>
	Meeting closed at 7.36pm