



FGB Minutes 13/07/2020

▶ Virtual Meeting ▶ Monday, July 13, 2020 ▶ 16:00 ▶ Chair: Greg Bloom ▶ Clerk: Tina Taylor

FINAL: The minutes are confirmed and locked.

To enable effective use of time, may I request you to review the items and attachments to prepare for questions on the day.

In order to ensure that the meeting is quorate and can still go ahead, please can I ask that you notify me of any apologies as soon as possible.

thank you

Tina Taylor

Governors Attending: >Nicola Arkinstall, Greg Bloom (Chair), Anne Darby, Carl Glasgow (EHT), Ema Jackson, Sam Kenny, Jeremy Merckel, Dan Mortiboys

Governors Apologies: >Christina Engers, Peter Green, Nicola Silverwood, Suman McCartney

Non Governors Attending: >Tina Taylor, Holly Birkett, Karen Armitage, Peter Donovan, Roxy Willis, Lee Schofield (DRB), Becky Dewsbery (SBM)

Non Governors Apologies: >

Agenda Item 1 ▶ Welcome and Apologies

MINUTE The Chair welcomed everyone to the meeting. Apologies were received and accepted from CE, PG and NS. SM had been noted as absent.

DECISION Apologies accepted from CE, PG and NS.

Agenda Item 2 ▶ Declaration of Interests

MINUTE The EHT referred to discussions taking place regarding reopening in September, and enquired whether any governors who were parents need to declare an interest. A discussion took place around remaining professional.

There were no direct, indirect or pecuniary interests declared in the business to be discussed.

DECISION All were in agreement the GB would remain professional.

CHALLENGE **Could governors who have children in school ensure they would remain professional in the decision making.**

Agenda Item 3 ▶ Urgent additional items

MINUTE The Chair advised there were no urgent additional items to be discussed.

Agenda Item 4 ▶ Membership update

MINUTE The clerk advised there were no updates in respect of governing board membersip.

Agenda Item 5 ▶ Financial Update

MINUTE The Chair requested for the Financial Update and approval of the SFVS to be discussed at the start of the meeting.

Finance reports including Budget Monitoring & Year End Report (presented by Lee Schofield from DRB)

LS provided governors with background information on work completed to ensure the school was operational. It was noted templates for the budget monitoring/staffing forecast had been completed from the HR portal, and templates had been created to show variance analysis. Meetings took place with the EHT, SK (Infant Head of School) and BD (School Business Manager). NS was not in attendance due to absence.

LS advised the year end accounts (end of year workbook) had been completed and submitted to the LA. Final notification feedback confirmed further amendments were required; the EY carry forward notification for the school was not balanced which had to be queried, and investigations showed the EY funding had not been included but was now in the account.

Having been circulated ahead of the meeting, an update was provided:

Budget Monitoring Report (Juniors)

Appendix C showed balance carry forward revenue as at 1st April 2019 of £176,900 and total resources available were £1,476,562. Total carry forward balance as at 31st March 2020 was £164,831 and although there had been a reduction in surplus year on year it was not a concern. A detailed breakdown of appendix B and C was provided, and it was noted the carry forward for budget share needed to increase by £27,803.

Appendix D bank reconciliation had been confirmed and accounts had balanced, the cumulative disposition had been included and the 1st April 2020 list of suppliers had increased by £10,000. The sport premium funding would continue for the new academic year from September 2020. The pupil premium update meant the school were in a better place, and an additional £9,000 had been accounted for. It would be expected to see a more detailed report in Autumn, and further details would be provided then.

The EHT advised governors that until the school changed over financial providers it was not evident what had not been included. Assurance was given that a thorough process had been followed, and the outcome would enable to school to be more strategic.

Budget Monitoring Report (Infants)

Appendix C carry forward figures were confirmed as an increase year on year of £110,000 due to the end of year adjustment for early years. It was confirmed money had been received in the bank during July and accounts were balanced.

Total carry forward balance as at 31st March 2020 was £173,237 and available balance showed £34,908. An explanation of available funds was provided.

Reports to be completed during the first half of autumn term but would be available for audit review. Offsetting budget pressures for that year by using reserves carry forward, as a one-off occurrence. There would be an increase in capital against what was planned which needed to increase to

£34,908 (an increase of £15,000). Bank statements had been included for the current account and debit card, and the creditors report so far for the current financial year had been included.

DM referred to questions that had already been raised by email, and advised governors all queries had been responded to, and gave thanks for the comprehensive report.

A governor enquired if there was any risk of clawback on the DFC. LS noted it would be unlikely but would ensure the in-year allocations were spent. The assumption was the LA would not claw back funds considering schools could not claim back for Covid-19 related costs.

DM highlighted the previous 12 months showed an overspend of £147,000 for both schools, but the current YE showed less. It was noted how encouraging it was to have DRB to assist with budgeting.

EHT advised the carry forward balance form would be submitted during the first part of the autumn term. The next FFPHS meeting would be November and governors would need to approve the BM reports during the current meeting and ratify at the FFPHS meeting in November.

Approval of Schools Financial Value Standard 2019-2020 (presented by Becky Dewsbery)

BD provided a verbal detailed breakdown of the tabled SFVS report.

A governor enquired where the "ratings against thresholds" came from. BD explained the data had been entered to show the answers to give a percentage, whilst giving the rating against the threshold. The junior's percentage of teaching staff came out high, and had been benchmarked against other schools with similar standing. There had been no guidance received to support completing the forms and an explanation to how it had been recorded and used was provided. It was noted data from the previous year had been used and the report would be clearer in the Autumn term once the budget had been spent.

The Chair shared positive feedback and noted the snapshot provided clarity of where the school were. It was noted there was evidence of a higher cost of senior leadership and a discussion took place around the reasons for that. DM advised a budget was set each year to lose money but the outcome would always result in savings, and the snapshot would assist to tackle that problem. There were concerns in using the document during the pandemic as staffing resource may increase.

A governor enquired whether comparative data for 6 local schools could be obtained. BD agreed to speak to colleagues in other schools to see if it would be shared. LS advised the format was easier to read than previous reports and reminded governors although the snapshot was more than 12 months out of date, it gave an idea of where the school were in relation to other schools.

BD gave an overview of Covid-19 costs and extra costs, and advised a review had taken place to identify the impact April to July for savings and spends following DfE guidance. There would be lost income for busy bodies of £47,000. Savings from Cityserve not providing hot meals would be factored in. There had been a loss of £24,000 in the junior school but a gain of £24,000 in infants resulting in a break even. It was noted in September Cityserve would provide packed lunches and the contract was being reviewed to save money.

A governor referred to savings made since the school had partially closed, and how it would be affected when reopening in September. The EHT advised Busy Bodies would be reinstated from 14th September with proposals for wrap around care to be discussed. Concerns were discussed around mixing of bubbles and noted it was something to be addressed.

The EHT thanked BD for her hard work to date since being seconded to the role of SBM.

BD and LS left the meeting at 4.55pm

ACTION Budget Monitoring Report to be ratified at the FFPHS meeting in November
BD to obtain comparative data from 6 local schools.

DECISION Governors were happy to approve the Budget Monitoring Report.
Governors were happy to approve the SFVS

CHALLENGE **Would there be any risk of claw back on the DFC?**
Where did the ratings against thresholds come from?
Could comparative data for local schools be obtained.

Agenda Item 6 ▶ Minutes of the previous meeting held and matters arising

Having been previously circulated ahead of the meeting, the FGB minutes of 31 March 2020 and 18 June 2020 were reviewed. SK noted the following amendments required for the FGB minutes of 18 June 2020:

- MINUTE**
1. Agenda Item 5 to be updated to reflect EHT and not HT
 2. Second paragraph to be updated to read BAME and not BANE
 3. Third paragraph to read "were accommodated for her to allow"

The Chair asked for the amendments to be emailed to the clerk to update.

ACTION SK to email the updates to the Clerk.

DECISION Minutes of the FGB meeting of 31 March 2020 and 18 June 2020 be taken as read, confirmed and signed as a true record.

CHALLENGE **There are 3 typos in agenda item 5 to that need to be updated.**

Agenda Item 7 ▶ Committee minutes and update (For information)

MINUTE The Chair advised the committee minutes had been uploaded to TTG for governor information and reflected the discussions and agreed actions.

Agenda Item 8 ▶ Chair's business, actions and correspondence

MINUTE

The Chair referred to the resignation of Jon Roberts which had been received earlier in the year, but had not been formally accepted at the time. It was noted the resignation had been accepted and he would leave at the end of the summer term. An email of thanks for his hard work on behalf of the GB would be sent.

The EHT advised of the recent resignation of Bruce Halfpenny who would be leaving to move into a teacher training role. The Chair advised an email of thanks for his hard work on behalf of the GB would be sent to him.

The EHT advised BD had been seconded for 2.5 days per week from September into the role of School Business Manager, to ensure consistency of the SBM role and would also join the FFPHS Committee from September.

The Chair shared concerns with lack of senior leadership in junior school and if there had been an update. The EHT advised discussions and decisions were being made but was unable to provide a full update until conversations had taken place.

The Chair enquired to any savings that would be made. The EHT advised a discussion around the staffing structure would need to take place and any savings would be reflected in 2020/2021. He noted a chairs action may need to be agreed over the summer holidays, and reassured the GB that any issues would be dealt with by September. SK noted the SLT were working well together and supporting each other. The EHT reassured governors there were no causes for concern and any talent in house may be utilised to step up to any leadership opportunities.

A governor enquired if the Assistant Head Teacher role has been replaced. The EHT advised the vacancy had not been filled and he would look to review it in the structure. Plans were to hire an AHT to cover both schools

ACTION Chair to send an email of thanks to Jon Roberts and Bruce Halfpenny on behalf of the Governing Board. BD to be added to the FFPHS Committee from September.

CHALLENGE **Chair shared concerns of the lack of SLT in the Junior School.**
Would there be any savings made to staffing structure.
Had the Assistant Head Teacher role been filled.

Agenda Item 9 ▶ **MAT update**

MINUTE The EHT advised the FGB that he had received an email from the DfE stating that the academisation of schools is still an agenda for the government to achieve but not a priority at the moment due to the pandemic.

Agenda Item 9 ▶ **September plans to reopen**

Having been circulated ahead of the meeting, the EHT asked for governors' feedback.

A governor enquired why hot meals were not being provided in September. The EHT advised the infants kitchen would be too small to allow for social distancing, and in order to allow 45 minutes lunch for each bubble, it would prove to be challenging.

A governor enquired how it would impact on the contract with Cityserve and if payment for hot school meals would need to be paid for. The EHT advised notice had been served and an open contract was in place. The school were in negotiations to look to move to the new provider (Dolce) from November. Dolce would obtain indemnity insurance to protect the changeover period, and would stipulate that employee claims would be the responsibility of BCC and not the school. Governors had a discussion around the guidance received.

Governors challenged FSMs and felt infant children should have a choice. Challenges took place around the Friday afternoon early closure and agreed for the need to manage risks and enable deep cleans to take place.

A governor enquired how the staggered drop off times would prevent gatherings in the school playground whilst waiting for siblings. SK advised drop off points would provide a limit to how many people would be in the playground, the timings were flexible and a work in progress. It was important to note parents could collect children earlier in the day. A member of the SLT would monitor the start and end points each day to ensure systems were being managed. Parents would need to take own responsibility to ensure social distancing was being maintained.

The Chair advised governors there would be an ambition to return to 5 days per week but recognised for H&S reasons, Friday afternoons would need to be closed.

A governor enquired when all pupils would return to school. The EHT advised the school would reopen on Thursday 3rd September to pupils, and the 1st and 2nd of September would be inset days. Pupils in the junior school would return from 3rd September followed by infants and nursery the following week. New pupils in reception and nursery would have induction days and a staggered intake, as all year 1 and 2 pupils along with all junior school pupils would return to school on the 3rd September, followed by induction days of Nursery and Reception the following week. New Nursery and Reception pupils would have a staggered intake as usual.

MINUTE Following a governor question, the EHT and SK advised governors the staggered return dates was normal practice. It was noted in order to reduce the school day; lunch time would be reduced to prevent losing out on learning time. EJ advised school assemblies would be reduced. Following a governor question around afternoon breaks, the EHT confirmed they had been stopped for some years which allowed to claw back an additional 10 minutes teaching time per day in the afternoons.

EHT noted school reopening plans could change throughout summer term depending on the advice from the DfE. Governors were advised FAQ's would be released in September due to time constraints. Following challenges from governors, it was agreed to summarise a plan for September.

Discussions took place about the school newsletter and childcare provision for September, and it was noted the newsletter would be circulated to parents before the end of term. JM agreed to put together a Q&A sheet for circulation.

Governors discussed concerns around Busy Bodies being closed on Friday afternoon, the EHT noted wrap around care requests would need to be assessed on a case by case basis but would not be guaranteed, and would be a cost to the parents. Governors challenged the number of children who would be affected, and discussions took place around managing parents' expectations. Governors shared concerns that the decision would be open to criticism, and it was agreed to review the plans in September.

EJ advised governors feedback from teachers about the plans to reopen were positive and would allow staff more PPA time.

Governors agreed with the reopening plans for September. The Chair thanked staff for putting documents together and pupils care had been considered.

ACTION Communication to parents relating to Friday closure/plans for reopening in September to be issued to parents before end of term. Governor questions/answers to be put in a communication for parents information.

DECISION Governors agreed with the reopening plans for September.

CHALLENGE **Why are hot meals not being provided for in September, and would there be an impact on the contract with Cityserve?**
Should children be given the option to have FSM's?
How can you prevent gatherings in the school playground with staggered drop off times?
When will all pupils return to school?
Do children still have afternoon breaks?
Are staggered return dates normal practice in other schools?
Can we populate an FAQ summary document to be planned for September?
What are the plans for parents who need wrap around care after the early closure on Fridays?

Agenda Item 11 ▶ **Receive termly safeguarding report to the governing board**

MINUTE There were no items to be discussed.

Agenda Item 12 ▶ **GDPR**

MINUTE There were no items to be reported.

Agenda Item 13 ▶ **Review policies**

MINUTE There were no policies to be reviewed. The Chair enquired which policies had been revised to reflect Covid-19. The EHT advised the Safeguarding addendum had been updated, the KCSIE would be revised in September and statutory requirements for other policies would be considered.

ACTION KCSIE policy to be reviewed in September.

CHALLENGE **Have any policies had to reflect change as a result of Covid-19?**

Agenda Item 14 ▶ **Governor visits and training**

The EHT confirmed focus to reintroduce governor visits may happen during the second half of the autumn term. The curriculum would be heavily focussed on from September and Ofsted had been suspended. The Chair noted the need for schools to adapt and the RA would need to be taken into consideration.

MINUTE A governor enquired about staff mental health/wellbeing, and support required by the GB. The EHT advised feedback from staff was positive and all had different experiences. Staff felt that management were approachable with any queries or assistance required. The Chair gave recognition to management and enquired about any support/sign posting was required. The EHT advised all staff have received the relevant sign posting where necessary and regular "wellbeing meetings" would commence with staff when returning in September.

The EHT advised governors the LA had reissued a new RA to be completed, but that it wasn't the final document. The EHT shared frustration referring to the hard work that had gone into completing the recently submitted RA. It was noted the revised RA would be submitted upon return in September to take into consideration any changes from the government. PD offered support in completing the revised RA in required.

ACTION Revised RA to be submitted to the LA in September.
PD to provide support completing the RA where necessary.

Agenda Item 15 ▶ **Communications**

MINUTE The Chair gave thanks to JM for producing the FAQs and liaising with staff to ensure it was up to date. It was noted the need to review the communications to be circulated that week to parents about reopening in September. A governor enquired if a chairs action could approve any changes over the summer holidays whilst the school was closed. The Chair confirmed approval if required.

ACTION Reopening communications to be reviewed ahead of circulating to parents.

Agenda Item 16 ▶ **Clerking Matters**

Clerking Matters
None

MINUTE The clerk advised the following items were for information and had been previously circulated.

- The Friday Update - School and Governor Support - 20 May 2020
- Covid-19 PDF - How it's affecting Children's Mental Health
- The Friday Update - School and Governor Support - 3 July 2020
- NGA Newsletter 3 July 2020

Agenda Item 17 ▶ **Any Other Business**

MINUTE **2020/2021 meeting dates**

The Clerk advised the meeting dates for the new academic year had been circulated for information.

DECISION Governors approved the proposed dates and times.

Agenda Item 18 ▶ **Date and time of next meeting**

The date and time of the next FGB meeting was confirmed as Thursday 24th September 2020 at 4pm.

MINUTE A governor enquired whether the meetings would be face to face, the Chair noted the preference would be to hold them in school and would be dependent on government advice in September.

CHALLENGE **Will face to face meetings commence in September?**

Governor Agreed Actions set during this meeting: 0

Full Governing Board Virtual meeting (Summer 2020) *dated:* 13/07/2020
Minutes approved by Tina Taylor