

GOVERNOR SERVICES: EDUCATION, QUALITY AND PERFORMANCE SERVICE

SCOTFORTH ST PAULS, CHURCH OF ENGLAND PRIMARY SCHOOL (01006)

Minutes of the governing body meeting held at the school on Tuesday 9 November 2021 at 5.30pm.

Present:

Mr K Weatherill (Chair)
Reverend Dr R Aechtner
Mrs R Atkinson
Mr L Carson-Brown
Miss A Goddard
Mr M Hammond
Doctor R Long
Doctor R Mckenna
Mrs N Miller
Mr J Mynott
Mrs A Quainoo
Mrs K Stephens
Miss SJ Huddleston (Acting Headteacher)

Also Present:

Mrs H Lewis (Clerk)
Mrs K Walsh (Observer)

Action

21.38 Opening Prayer

The chair welcomed governors to the meeting and invited Reverend Aechtner to open the meeting with a prayer

21.39 Apologies for Absence

Apologies for absence were received and accepted from Mrs Jolly and Mr Hammond.

Governors noted the absence of Mr Booth and Ms Dolan.

21.40 Governing Body Matters

a) Declaration of Interest

There were no declarations of interest in relation to agenda items.

b) DBS / Section 128 Checks for Governors

The governing body confirmed that all necessary arrangements were in place and all governors had the required clearances.

The chair confirmed the Single Central Record (SCR) was up to date, and all details in relation to governors had been duly recorded.

c) Membership

It was noted that Mrs Quainoo's term of office would end on 30 November 2021; she was asked to seek re-appointment with the Diocese.

Reverend Aechtner would progress Mrs Jolly's and Mrs Quainoo's reappointments.

**Reverend
Aechtner**

The clerk reported that Mr Mynott's term of office would end on 12 March 2022. Mr Mynott informed governors that he would not seek reappointment and would leave the governing body at the end of his term. Governors thanked Mr Mynott for his contribution to the Governing Body.

Clerk

The clerk advised the changes would leave a vacancy for a local authority governor.

d) Register of Business Interests

All governors, observers and associate members to committees were reminded of the need to update the Register of Business Interests on an annual basis, and to ensure that appropriate details were included on the school's website.

It was noted that this register should remain in school and that the Data Controller had been made aware of the form.

e) Code of Conduct (2021)

The governing body adopted the updated model Code of Conduct and governors reflected on the commitment, duties and responsibilities included in the code. All agreed to adhere to the Code of Conduct.

f) Disqualification Criteria

The governing body noted the disqualification criteria for governors

21.41 Minutes of the Previous Meeting

The minutes of the meeting held on 6 July 2021, having been circulated, were approved as a correct record and were signed by the chair.

21.42 Matters Arising

The following matters arising from the minutes were noted:

a) Matters Arising (Minute 21.25 b) refers)

Mr Weatherill had received a copy of the Review of Governance from Mr Hammond

b) School Improvement (Minute 2127 b) refers)

The website review had been completed. Mr Weatherill was happy for his email address to be added to the governors page. An amendment was noted, a capital S for Sarah on the Contact page.

b) Review of Committees

The governing body reviewed the constitution and membership of its committees and the requirement to appoint a clerk to each committee. It was agreed that the membership of the committees for the 2021/22 academic year be appointed as detailed at Appendix A to the minutes.

The terms of reference and delegated powers of the committees would remain the same as in the previous year.

c) Review of Nominated Governors

Nominated governor appointments were reviewed and confirmed as detailed at Appendix A.

Miss Huddleston confirmed the email address for Mrs Dowson s.dowson@scotforth-st-pauls.lancs.sch.uk

21.43 Reports**a) Committee Reports**

Governors noted the minutes of the following meetings:

- Curriculum and Standards Committee Meeting held on 13 October 2021

Governors heard that the committee reviewed the priorities of the School Development Plan (SDP) for the 2021/22 academic year. Governors noted that some priorities would be carried forward. The baseline was considered and the process to get back on track following the disruption created by the pandemic.

Writing and fundamental movement skills and personal development were noted as the hardest hit, there would be a focus on personal development and the whole child.

Bubbles were able to mix and the older children had taken on some responsibilities for the younger ones. Visitors had been welcomed into school.

In response to a **governor enquiry**, Mrs Redmayne was confirmed as the lead in writing.

Key Priority 2 continued to build on developing subject leader skills, a review took place on the progress of the 2020/21 SDP. All subject leaders appraised their own area and considered their approach going forward.

Mr Weatherill suggested that nominated governors meet with the subject leads to further understand aims, barriers and ensure resources were in place.

**Nominated
Governors**

A governor enquired how they would know what the aims were. Miss Huddleston suggested they contact Mrs Malin for a copy of the meeting minutes.

Another governor asked how often they should meet with the subject leads. The chair suggested each term and reminded governors that the curriculum committee meeting was an open meeting and recommended nominated Governors attend.

- Buildings Health and Safety Committee meeting held on 5 October 2021

Mr Carson-Brown reported on content of the meeting. Clarification on the damp in the kitchen had revealed the guarantee for penetrating damp was seven years. The work had been completed.

The committee had recognised that Mr Cocker, Site Supervisor was responsible for a considerable amount of maintenance work across the school and the school may be vulnerable should the site supervisor decide to leave.

The rest of this item was deemed and reported as confidential.

- Finance and Staffing Committee meeting held on 5 October 2021

Miss Goddard reported that there were two new members, Doctor Mckenna and Mrs Miller co-opted onto the committee. The Terms of Reference were amended.

The committee had been pleased with the budget position, compared to the forecast outturn balance carried forward. The approved budget forecast carry forward had increased by £7,994. Miss Goddard reported that the increase would allow the acting Headteacher to support the new headteacher in the spring term.

Some cost centres had been exhausted. The cost centre report would be monitored monthly.

Swimming lessons had resumed for years 4,5 and 6.

Miss Huddleston reported that the tutoring grant had been received and staff would begin training.

Governors heard that the parents of a child with an EHCP had employed a full time teaching, learning, communication and support worker (TLCSW) to work with the child at school. The school had questioned the TLCSW insurance liability. Miss Huddleston confirmed that the appropriate insurance was now in place and if she was absent the parents had accepted responsibility to replace her.

A new welfare person had been appointed.

Miss Goddard asked that minutes were printed in A3 due to her visual impairment.

Clerk

b) Nominated Governors

The following reports were received:

i) Governors received a Designated Teacher for Children Looked After (CLA) report. Mrs Atkinson talked through the report. Both children should hold a Personal Education Plan (PEP), a statutory active document for a CLA. One child's report had not been received the other child's PEP was received outside of the 28 day statutory period.

Governors heard that a PEP was important as it formed the education part of the child's care plan and sets out the child's identified needs and school targets for educational progress, attainment and achievement, it identified support needed to secure the children's targets.

Mrs Atkinson explained the process was complex and the social workers inability to complete the online form had hindered the process. Mrs Atkinson would continue to chase the Nottingham authority for one child's PEP.

A governor asked if there was a statutory obligation from the local authorities to provide the information. Mrs Atkinson confirmed the statutory guidance was to provide the information to the school within 28 days of becoming a CLA the child had been in care for 2 years, the PEP should have been in place during that time.

A governor enquired if the child was in nursery, Mrs Atkinson responded that they were. The child had been in foster care for a long time. The social worker would normally put the PEP in place, unless they allowed access, Mrs Atkinson was limited in her ability to progress.

ii) Mrs Atkinson circulated a Special Education Needs and Disability (SEND) report and explained that some children had more than one area of need. The report outlined the work to support children on the SEND register. The report showed a wide range of SEND in school. Mrs Atkinson reported that she had identified attainment of eight year 6 children and highlighted that compared to their peers the children had better results in maths, reading was good but writing was poor.

A governor enquired if it was unusual to only have the three children with an EHCP. Mrs Atkinson replied that it was not and added that not all children stayed on the SEND register throughout their school life.

Mr Weatherill remarked that there were 29 children on the SEND report, the official October 2021 census number had been 34.

A governor enquired if within the year 6 cohort there were pupils that needed an EHCP. The acting headteacher replied that one might but they had no recourse to public funding, they had specialist support in school and externally. Miss Huddleston continued that the thresholds were high, some children had been identified younger and there had been an EHCP in preparation for high school. Governors went on to discuss the level of evidence that was needed and noted that all four referrals had been approved and heard that the school were familiar with the criteria, they would not apply for an EHCP unless they had a strong case and were confident of approval. The acting headteacher reassured governors that teachers were experienced at identifying children who need support.

iii) Mrs Stephens nominated governor for Reading noted that there had been a gap between reading and writing for one cohort. Miss Atkinson replied that this was based on the predications at the current year 6.

A governor referred to the Great Scotforth Karate Reading Challenge and commented that they had liked the system. It was motivating the children the right way and would help identify those children who needed support. It was a long term system.

A governors asked the school to investigate eco-friendly bands, they had worked out that 9000 bands would be required if all pupils achieved the bands throughout school.

A governor queried if comics would contribute to the reading total. Miss Huddleston responded not if that was all they read. Mrs Redmayne's idea was to encourage high quality text and it was agreed to write some conditions on the subject for the newsletter.

Miss Goddard informed governors that she had been in school on Wednesday and Thursday. There had been a constant flow of reading groups in the library, it had been good to see the library full with the older children directing the younger children to appropriate age books.

**Acting
Headteacher**

Miss Goddard mentioned that perhaps year 6 should have a librarians job description to ensure continuity however, it was a very positive experience with a lot of children exposed to handling books.

Another governor continued that they had a similar experience on Tuesday the process was run very regimentally. One year 6 pupil had a timer allowing ten minutes to choose a book. There was a range of readers all excited about what books they could read. It had been the best half hour of her day and she encouraged other governors to volunteer.

iv) The acting headteacher referred to pupil voice discussed at the Curriculum and Standards Committee meeting on the selection of year 6 house leadership team. Children's perception and the ability to listen to each other and be respectful of each other had been good. The year 6 cohort were challenging but they had excelled themselves in that environment. Governor heard that one child was rewarded for taking the opportunity to make a new start and change his behaviour.

Governors noted that when elected to the house leadership team the group changed the names of the house team; New school counsellors had been elected, they had met a couple of times, the following actions had been taken;

- A review of play time activities and ways of improving children anxiety about all being together. The leadership team would run some mini clubs at playtime.
- A children's wellbeing survey had raised that children wanted an Art Club. The club would be run by parent volunteers.
- Fencing had been introduced following request from some children.
- Korfbal would be arranged.

The wellbeing survey also considered bullying and there had been a notable decrease in reported bullying with some children deciding for themselves not to bully other children. Teachers and dinner ladies were supporting them. Some children had been keen on developing environment campaigns and following Cop26 had established Eco Heroes. The year 5 pupil parliament group had been invited to a mini Eden Project conference at Lancaster and Morecambe College to learn about eco-climate.

A governor suggested that the Eco-heroes contact Gina Dowding, local Green County Councillor.

Governors noted that the clubs linked in with the SDP and personal development.

A governor commented that the year 6 pupils involved in the open evening were fantastic, polite and thoughtful.

v) Doctor Mckenna had been unable to meet with Mrs Dowson the Science Lead.

vi) Reverend Aechtner provided a verbal report regarding RE and worship. KS1 and KS2 had been separated to make it more manageable to target content to each key stage. Miss Huddleston and Reverend Aechtner had attended an online briefing on the SIAMs inspection and plan to meet week commencing 15 November 2021. The children were learning the lords prayer in BSL.

Reverend Aechtner would arrange to meet the RE lead.

vii) Mrs Quainoo nominated governor for French reported that she had not been into school but had spoken to Mrs Belshire. Year 4 had a successful French day. The scheme of work was progressive from year 3 and by the time the children reached year 6 they are able to speak and write some conversational French.

viii) Mrs Stephens nominated governor for music had been able to access videos of music lessons.

ix) The nominated governor for PHSE, Miss Goddard provided a brief overview of the work in this area. As Miss Goddard was in school and involved in interviews for house captains, she had seen the children were very articulate and confident to voice their opinion. Governors were pleased that a knitting group had been set up by Miss Goddard.

x) Governors received an update that history was taught in chronological order which had taken four years to feed through KS2. Plans had been made for years 2-5 to visit local history sites, linked to the new house names, and these would feed into year 6 local history topics. It was noted that the houses were named after and fed into year 6 local history topic.

Reverend Aechtner reported that she had attended a conference led by Lancaster Black History Group. The group was a new grassroots community of local residents working to fight racism through education. Funding to support the Slavery Tree Project had come from Lancaster University. Reverend Aechtner explained that the group had written a fantastic document specifically aimed at primary schools. It examined the interconnections both locally and globally to other families, business and faith groups linked to the slave trade.

Governors noted that links with this and other groups such as Black, Asian and Minority Ethnic (BAME) people would support the curriculum.

xi) Governors received a brief overview on PE. A PE passport app to collate evidence to manage progress had begun. Video evidence and photos were used to monitor progress.

Children would attend Lancaster and Morecambe College for an athletics tournament.

Fencing was popular with Year 5 and 6.

When asked, the governor heard that only teachers had access to the video and photographs. The video assessed the progressed from the beginning of term to the end of term.

xii) Mrs Miller nominated governor for FOSSY reported that the group was yet to meet. A raffle would take place. There would be no Christmas fayre. Potentially there would be the surprise gift room for parents in the last week of term. It was hoped that new reception parents would join the group and a committee would be established.

A governor remarked that the children really enjoyed the presents for parents last year.

A governor stated that Lancaster City Council were relaunching grants from January 2022, FOSSY were eligible to apply. It would be a few hundred pounds. **A governor was aware** that parents who worked in banks could potentially receive match funding for FOSSY.

xiii) The governing body received a verbal report from Doctor Long on work undertaken in school regarding maths.

Doctor Long had met with the maths subject lead and had talked through the SDP key priorities. Mrs Cross highlighted that younger children were more affected by the impact of the pandemic, they lacked some core skills in maths. Attention to those core skills that underpins maths would continue to be a focus going forward.

A governor raised the absence of year 2 SATs in 2021 as an issue. The acting headteacher reminded governors that children had been subject to internal tests and results informed the SDP.

Nominated governors were thanked for their reports and continued support.

c) Chair's Action

The chair reported that it had not been necessary to take any urgent decisions on behalf of the governing body since the last meeting.

21.44 School Improvement

Governors were satisfied that the acting headteacher had updated governors on the progress of this year's improvement priorities at the committee meetings.

The acting headteacher was thanked for her work in preparation for a potential Ofsted visit.

21.45 **Headteacher's Report**

a) Termly Report

The acting headteacher's written report had been circulated in advance of the meeting. Miss Huddleston reported that it had been positive to enable the curriculum and take part in exciting opportunities again. The acting headteacher highlighted the following aspects of the headteacher report;

Attendance had been a challenge for both children and staff. The pandemic continued to impact on absences, particularly isolations. There had been a number of other illnesses with some staff suffering with chest infections.

A number of families took unauthorised absences, one penalty notice had been issued.

Governors heard that a number of children were struggling to get medical appointments. In one instance Miss Huddleston had written to the GP Practice to explain the impact the absence was having on the child's education. They received an appointment.

A letter had been distributed to parents at the start of term to outline arrangements for the return to school, including to inform them they should not keep a child off if a sibling has tested positive to covid-19.

Miss Huddleston described how difficult it had been for staff managing remote learning alongside teaching their class in school.

A governor enquired if anyone had been diagnosed with long-covid. Miss Huddleston had no reports of that diagnoses.

A governor was interested to know if the education packs had been sent to children self-isolating. The acting headteacher confirmed that the packs were sent out by day two.

A governor asked if there had been a noticeable increase in the stress and wellbeing of children. Miss Huddleston replied that there been some instances of poor behaviour in the younger children who were not used to routine. **Another governor explored** the impact on teachers, the acting headteacher responded that staff performance had been great, but staff were tired.

Governors discussed the impact on staff and considered how they could acknowledge their appreciation for their hard work, a suggestion was a meal.

**Acting
headteacher/
Chair**

A governor noted that there may be the further restrictions and early closures to be mindful of.

The acting headteacher was thanked for her detailed report.

b) EU Settlement Scheme - Update

The governing body noted the information regarding the EU Settlement Scheme.

c) Unavoidable School Closures

The headteacher confirmed there had been no unavoidable school closures since the last meeting.

21.46 School Term and Holiday Dates – 2022/23

The governing body noted the school term and holiday framework provided by Lancashire County Council (following consultation with the County Union Secretaries and the Diocesan/Church Authorities).

Governors approved the circulated proposal for school term dates 2022/23 and agreed INSET days on:

- Thursday 1 September 2022
- Friday 2 September 2022
- Friday 21 October 2022
- Tuesday 3 January 2023
- Monday 5 June 2023

21.47 Educational Visits

The acting headteacher reported details of the following proposed Type B educational visits which were considered and approved:

- Lockerbie. Year 6 residential planned for 12-15 September 2022.

21.48 Personnel Policies

The governing body confirmed adoption of the following model Lancashire Personnel Policies and Procedures, and also all generic HR policies:

- Adoption Leave (June 2021)
- Absence (Management of Sickness) (August 2021)
- Capability Procedure (Support Staff) (May 2021)
- Long Service Award – Support Staff (July 2021)
- Long Service Award – Teachers (July 2021)
- Long-term Absence Procedure (August 2021)
- Short-term Absence Procedure (August 2021)

A governor expressed concern at a section in the capability policy that removed the ability to search for another job. The governors commented was noted. Governors were reminded that LCC policies were adopted by the school, and that the policies were written with legal guidance and had received Union scrutiny.

21.49**Finance****a) Finance Policies**

The governing body delegated the approval of the following policies to the Finance and Staffing Committee:

- Lettings Policy/Charges;
- Charging and Remissions Policy;
- Internal Financial Regulations;
- Control and Disposal of School Assets;
- Use of Direct Central Payment / Non-Order Invoice and Confirmation Order Routes within FMS;
- Income Treatment and Reconciliation Policy (including the use of cashless payment systems);
- Potential Risks and Key Controls Checklist;
- Petty Cash / Imprest Accounts Financial Arrangements (document and policy);
- Debt Management / Billing Arrangements (document and policy).

The headteacher was requested to ensure that the Lettings Policy and Charging and Remissions Policy were available on the school website.

Headteacher

The chair delegated the Finance and Staffing Committee to set-up a system to determine policy review dates.

Finance and Staffing Committee**b) The Unofficial School Fund 2020/21**

The governing body noted receipt of and approved the audited accounts of the unofficial school fund for 2020/21.

Governors were made aware that there had been an increase in the auditors remuneration from £100 to £150. Governors discussed alternative options and questioned the requirements of an auditor. The clerk would find out what was meant by 'suitably qualified'.

Clerk

Governors agreed to appointed Mr Christopher Killey as the auditors for the 2021/22 account(s) for a further 12 months.

c) Schools Financial Value Standard (SFVS)

ACTION

The governing body delegated consideration of the SFVS to the Finance and Staffing Committee.

A detailed report together with the completed self-assessment and action plan would be brought to a future meeting of the governing body for approval.

It was agreed that the headteacher would submit the approved standard to the local authority by 31 March 2022.

Headteacher

d) Budget Sustainability

The governing body had previously delegated the review and setting of all school's budget plan to the Finance and Staffing Committee.

It was confirmed that the headteacher had reviewed up to date pupil numbers which would form the basis of 2021/22 funding.

e) Financial Transparency of Local Authority Maintained Schools and Academy Trusts

The governing body confirmed that the required information had been published on the school's website and noted that further requirements may be provided in due course.

21.50 Governor Training and Development

The training link governor reported on:

- a) The skills audit form would be circulated to governors.
- b) training courses were free to access and there were some in person courses in the latest Governor Training Brochure

Link governor

Mr Mynott suggested that governors consider an online Ofsted Inspection Step by Step course available on the schools' portal.
New governor course

Governors noted an online Safeguarding course was on 27 November 2021.

It was noted that all governors had a Schools' Portal account.

21.51 School Admissions

Governors noted the details of the processes and statutory closing dates outlined in the supporting information.

A governor asked if a review of the impact of increasing the number of admission places for children applying under the faith criteria had

taken place. Mr Weatherill responded that due to the pandemic and churches being open with restricted access, the number of faith applications and acceptances would be skewed. Any review would have to wait until churches were back to normal full service provision for at least 24 months.

21.52 Information, updates and items for further discussion as appropriate

The governing body noted the guidance and additional information in relation to:

- a) School Policies.
- b) National Tutoring Programme
Miss Huddleston reported that a number of members of staff were keen to progress training. 75% of the costs would be funded through the scheme, the remaining 25% would come from PPG or Catch-up funding. The training was linked to support for disadvantaged pupils.

A governor queried if they were permanent members of staff. The acting headteacher confirmed they were.

When asked, Miss Huddleston replied that that they did not use tuition partners

- c) Keeping Children Safe in Education
The acting headteacher confirmed that all staff had read and signed part one of the KCSIE. It was suggested that governors familiarise themselves with the document.
- d) School Suspensions and Permanent Exclusions
- e) Forums for Chairs and Vice Chairs
- f) LASGB.
Responding to a question the LASGB governor confirmed they had attended the last meeting.

21.53 Confidentiality

Governors were reminded that all matters discussed at governing body meetings were not for general discussion outside the meeting.

The governing body considered whether any items discussed were required to be recorded in the minutes as confidential; that is, that it should not be made available to the general public should a request be received to view governing body papers.

For the purpose of the minutes part of 21.43 was deemed and reported as confidential.

21.54 Date and Time of Next Meeting

Governors confirmed that the next meeting of the full governing body would be at 5.30pm on Tuesday 8 March 2022.

The chair thanked governors for their attendance and input and closed the meeting at 7.41pm with grace.

Signed: _____
(Chair)

Date: _____



01006 Scotforth St Paul's Church of England Primary and Nursery School

Admissions

Mrs K Stephens
Miss A Goddard
Mr K Weatherill
Mrs I Jolley

Buildings/Health and Safety

Mr J Mynott
Mr M Hammond
Miss A Goddard
Mr L Carson Brown
Mr K Weatherill
Reverend Doctor R Aechtner
Doctor R Long
Mrs A Malin (clerk)

Committee of Appointed Governors

Mrs A Quainoo
Mrs I Jolley

Complaints Review and Curriculum Complaints

Miss A Goddard
Mrs I Jolley
Reverend Doctor R Aechtner
Mr L Carson-Brown

Curriculum and Standards

Mrs K Stephens
Miss A Goddard
Mrs A Quainoo
Mr K Weatherill
Mrs I Jolley
Reverend Doctor R Aechtner
Mrs R Atkinson
Mrs A Malin (clerk)
Mr L Carson-Brown

Finance and Staffing

Mr J Mynott
Mr M Hammond
Miss A Goddard
Mr L Carson Brown
Mrs A Quainoo
Mr K Weatherill
Mrs I Jolley
Mrs R Atkinson
Mrs A Malin (clerk)

Grievance

Mr M Hammond
Miss A Goddard
Mrs I Jolley
Reverend Doctor R Aechtner

Headteacher Performance Appraisal

Miss A Goddard
Mrs A Quainoo
Mr K Weatherill

Lettings

Mr J Mynott
Mrs A Quainoo
Doctor R Long

Pay

Mrs I Jolley

Pay Appeals

Mrs K Stephens
Reverend Doctor R Aechtner
Doctor R Long

Pupil Discipline

Mr J Mynott
Mrs K Stephens
Mrs I Jolley
Reverend Doctor
R Aechtner

SEF

Miss A Goddard
Mrs R Atkinson

Staff Discipline/Dismissal

Mr J Mynott
Mrs A Quainoo
Mr K Weatherill
Mrs I Jolley



School 01006 Scotforth St Paul's Church of England Primary and Nursery Sc

Staff Discipline/Dismissal Appeals

Mrs K Stephens
Miss A Goddard
Mr L Carson Brown
Reverend Doctor R Aechtner
Mr L Carson-Brown

Staff Review

Mr J Mynott
Mrs K Stephens
Mr K Weatherill

Y: Nominated Governors

SEN - Mrs I Jolley
Data Protection - Mrs I Jolley
Maths - Dr R Long
Art and DT - Mr B Booth
Early Years - Mrs I Jolley
Pupil Voice - Mrs R Atkinson
Science - Rev Aechtner
Reading - Mrs K Stephens
Independent Scrutineer – Mrs A Malin
RE & Worship - Rev Dr R Aechtner
MFL- Mrs A Quainoo
Child Protection- Mrs I Jolley
LASGB Representative - Mr J Mynott
Looked After Children - Mrs I Jolley
Music - Mrs K Stephens
Buddy governor - Mr J Mynott
Assessment - Keith Weatherill
PHSE - Miss A Goddard
Sport - Mr M Hammond
Training Link - Mr J Mynott
History - Mr L Carson-Brown
ICT - Miss A Goddard
Writing - Ms Dolan
FOSSY - Mrs Miller
Geography - Mr J Mynott

<p>Signed: _____ (Chair)</p> <p>Date: _____</p>

CONFIDENTIAL

Minutes of the governing body meeting held at the school on Tuesday 9 November 2021 at 5.30pm.

21.43 Reports

a) Committee Reports

On behalf of Mr Hammond, Mr Carson-Brown updated governors on the construction project that was subject to approval by the dioceses. The committee had considered the plan and the actions required to take it further with the architects. Governors heard that the project looked favourable. Cassidy and Ashton would provide some clarification on exactly what would be included. Mr Cason-Brown reported that the project whilst exciting was complex and would take 16+ weeks to complete. Subject to funding approval a provisional start date had been set for Easter 2022. Mr Carson-Brown added that it would be a good test of resilience. A small working group had been established to take the project forward

Mr Weatherill added that the contractors would help out with moving furniture.

A governor was interested if the project team had been established. The chair replied that all governors were invited however to ensure that the meetings were succinct a limit would be placed on the number in the team. Mr Weatherill reminded governors that at this stage the project remained a proposal. The project proposal would be submitted to the diocese in December 2021. A response was expected from the diocese at the end of March 2022. Cassidy and Ashton may be notified of approval from the diocese earlier to enable them to schedule the work.

Governors noted that other remedial works may need financing from the budget.

When asked, governors heard that the new broadband and telephones were to be included but not in areas beyond the scope of the building project, the following works were known to be included in the proposal;

- Flooring
- Decoration,
- Fire alarms,
- CCTV wiring, Wi-Fi booster and hardwire network points
- LED lighting
- The server cabinet would be moved.