

**MINUTES OF THE MEETING OF
THE GOVERNING BODY OF ST MICHAEL IN THE HAMLET PRIMARY SCHOOL
HELD AT 4.00pm ON TUESDAY 26 JANUARY 2022**

PRESENT

Laura Pilgrim – Chair
Rachel Brackenridge
Oonagh Jaquest
David Patmore

Laura Moreton – Head Teacher
Keith Hitchman
Rona Lucas
Phil Watson

ALSO PRESENT

Terry Brown – Clerk
C Jones – Deputy Headteacher
A Clarke – School Business Manager

22/01 WELCOME

The Chair welcomed governors to the meeting and reminded governors of the regulations regarding the confidentiality of meetings.

22/02 REGISTER OF INTERESTS

There were no new declarations in respect of agenda items.

22/03 APOLOGIES FOR ABSENCE

There were no apologies for absence.

22/04 MINUTES OF THE PREVIOUS MEETING ON 09 NOVEMBER 2021

Accuracy

The minutes of the meeting 09 November 2021 were approved as a correct record.

Matters Arising

The following matters arose from the minutes:

Item 21/28 – It was agreed that a separate meeting would be organised for the presentation by the School Improvement Partner K Heaton.

22/05 COMMITTEE REPORTS

Governors had previously been circulated with the minutes of the Standards committees. The Resources committee meeting was inquorate due to COVID – 19.

Arising from the minutes:

Standards

- i. L Pilgrim had taken part in learning walks with L Moreton, G Jones, and K Heaton. The learning walks included lesson observations, book scrutiny, and examining the planning environment. Strengths identified included: pastoral support, support for mental health and wellbeing, and creative curriculum opportunities. Behaviour and attitudes for learning were very good. Areas for development included: some inconsistencies in teaching and learning. While there were pockets of outstanding teaching, there were some areas which required further development. Non-negotiables had been introduced for staff, and as COVID-19 restrictions were lessened there were more opportunities for staff to share good practice.
- ii. The school had received a small amount of funding to support school led tutoring, this would be focussed on Year 5.
- iii. National tests were to take place this academic year but would not be published in the same way.

Resources

While the meeting was inquorate the following issues were reported:

- i. C Jones reported that a new system for high needs funding had been introduced. The local authority SEND team now refer EHCP plans to the high needs funding team who then allocate funding based on a banding system. The funding does not cover the whole needs of the child, so the gap is made up by the school.
- ii. The local authority carried out a risk ranking survey. The results of survey were positive.

Governor Challenge

Governors asked the following questions:

- i. Was the school receiving less as a result of the banding system?
- ii. Did parents blame the school for the lack of funding?

C Jones responded as follows:

- i. The funding was about the same, but there had always been a gap between the funding provided and what the child needed. The new system was easier from an administrative point of view there was much less form filling and applications were processed faster. However, the number of applications was growing.
- ii. A few did initially but most understood the system and recognised the lack of funding was not the school's fault.

22/06 BUDGET UPDATE

A Clarke gave an update. The key points were as follows:

- i. Governors were provided with the local authority finance officer's report.
- ii. Income had increased by £64K. This was due to fundraising, high needs funding, and debt recovery.
- iii. Pupil Premium funding had increased by £9K.
- iv. EYFS funding had reduced by £500. However, nursery numbers were expected to increase. Pupil numbers overall were expected to increase.
- v. Expenditure had increased by £48K, due largely to supply cover costs as a result of COVID-19 absences.
- vi. The new staff insurance provider was much better than the previous provider.
- vii. Cash flow was good.
- viii. It was agreed to pay off the remaining £42K owed to the local authority.
- ix. The projected outturn balance was £49K
- x. The capital balance was £26K.
- xi. Governors were provided with the debt recovery plan. School meals debt had been reduced from £4K to £2K. It was agreed to write-off the remaining the historical debt detailed in the report. A more robust debt recovery process was now in place. Payment plans were agreed with parents in accordance with their ability to pay. Governors approved the debt recovery debt plan.
- xii. It was agreed the L Pilgrim, L Moreton, and A Clarke, would liaise regarding completion of the School Financial Value Standard.

Governor Challenge

Governors asked the following questions:

- i. Did the school provide information to parents on applications for free school meals?

A Clarke responded as follows:

- i. Parents were provided with details free school meal applications in September via Parent Mail.

22/07 COVID-19 UPDATE

L Moreton gave an update. The key points were as follows:

- i. The school was retaining the current COVID-19 restrictions.
- ii. The contingency plans had been invoked for four classes where there had been a COVID-19 outbreak.
- iii. Separate spaces included separate lunches were being enforced.
- iv. A number of staff had contracted COVID-19 since the start of term. Obtaining supply cover had been difficult, staff had been very helpful in these circumstances.
- v. A parent had submitted a complaint regrading a class being put into a bubble. L Moreton had responded.

Governor Challenge

Governors asked how staff, who had contracted COVID-19, were recovering and whether any had contracted long COVID.

L Moreton responded that most had recovered fairly quickly, but some had required to a bit more time to recover.

22/08 HUMAN RESOURCES

R Brackenridge withdrew from the meeting while this item was discussed. L Moreton gave a report. The key points were as follows:

- i. A teacher who had been on sick leave since October, had resigned.
- ii. R Brackenridge was awaiting an adoption and would be taking adoption leave. Her post would be covered by the Nursery teacher. The Nursery teacher post would be covered by supply.
- iii. It was agreed that the supply teacher covering the Reception class would be made permanent from September.
- iv. To strengthen the senior leadership team, it was agreed to advertise for an assistant headteacher. This post would include the SENDco role, but C Jones would still be the strategic lead.
- v. One staff member who was pregnant was working from home.

- vi. A learning support assistant had resigned after only three weeks in the post. The post was being covered by supply.
- vii. A cover supervisor had requested a change of contract to move to a three-day week. The request was approved.
- viii. An early conciliation notice had been received. The solicitor acting for the school had indicated that a positive outcome was not expected from the conciliation period and therefore the matter could move to a tribunal.

Governor Challenge

Governors asked the following questions:

- i. Were L Pilgrim and L Moreton receiving adequate support with regard to the ongoing conciliation/tribunal process

L Moreton responded as follows:

- i. The solicitor was dealing with all aspects of this issue. So, there was not much required in terms of support at the moment

22/09 HEADTEACHER'S REPORT

Governors had previously been circulated with the Headteacher's report. The following matters arose from the report:

- i. Governors congratulated R Brackenridge on her forthcoming adoption.
- ii. Two pupils had been temporarily placed in a student support centre.

22/10 GOVERNING BODY ITEMS

Governors considered the following items:

- i. Membership – Two new parent governors had been elected and would take up their posts at the next meeting.
- ii. Training – The Chair informed governors that there was equality and diversity training for staff at the school 9th Match 4.00pm, governors were invited to attend. There was also PREVENT awareness training scheduled for 15th June.

22/11 DATE AND TIME OF NEXT MEETING
To Be Agreed

There being no other business the Chair closed the meeting at 6.15pm.