

**MINUTES OF THE MEETING OF  
THE GOVERNING BODY OF ST MICHAEL IN THE HAMLET PRIMARY SCHOOL  
HELD AT 4.00pm ON TUESDAY 18 MAY 2022**

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**PRESENT**

Laura Pilgrim – Chair  
Christina O’Keefe  
Oonagh Jaquest  
David Patmore

Laura Moreton – Head Teacher  
Keith Hitchman  
Conor Foley  
Phil Watson

**ALSO PRESENT**

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

**22/12 WELCOME**

The Chair welcomed governors to the meeting and reminded governors of the regulations regarding the confidentiality of meetings. Governors welcomed C O’Keefe and C Foley, newly elected parent governors, to their first governing board meeting.

**22/13 REGISTER OF INTERESTS**

There were no new declarations in respect of agenda items.

**22/14 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**22/15 MINUTES OF THE PREVIOUS MEETING ON 26 JANUARY 2022**

Accuracy

The minutes of the meeting 26 January 2022 were approved as a correct record.

Matters Arising

There were no matters arising from the minutes.

## 22/16 COMMITTEE REPORTS

Governors had previously been circulated with the minutes of the Standards and Resources committees.

Arising from the minutes:

### Standards

- i. Governors were reminded to make contact with their link classes.
- ii. O Jaquest was to meet with S Burch follow up discussions on the curriculum.
- iii. Governors were invited to attend the book club.

### Resources

- i. The school was in a healthy financial position as a result of prudent financial housekeeping.
- ii. Governors expressed their appreciation of the clear financial information made available to them.

## 22/17 HEADTEACHER'S REPORT

L Moreton presented a report. The key points were as follows:

- i. Permanent appointments had been made to the Year 1 and Reception class teacher positions, previously covered by supply.
- ii. The lifting of COVID-19 restrictions had allowed a return to the normal monitoring routine.
- iii. The newly appointed Spanish was proving to be very effective.
- iv. The introduction of the new RSE (Relationships and Sex Education) curriculum had led to some contentious issues, particularly in Years 2 and 4.
- v. The new outdoor learning pond was proving to have a very positive impact. Staff were encouraged to use the pond more formally as part of the curriculum. It was agreed to appoint C Foley as outdoor learning link governor. K Hitchman offered children the opportunity to visit the beehives at the church.
- vi. The school had subscribed to online safeguarding training. All staff had completed the training. Parents could also access the training and the feedback was very positive.

- vii. The Fox and Owl classes in Early Years had performed very well in Phonics. The new Monster Phonics programme was very effective.
- viii. Staff had accessed paediatric first aid training. One member of staff had accessed outdoor first aid training.
- ix. The number of SEND children continued to increase. The complexity of the areas of need was also increasing.
- x. Governors were provided with the termly safeguarding data report. There had been four new child protection referrals, some of which were very serious.

### **Governor Challenge**

Governors asked the following questions:

- i. Were parents provided with information on the RSE curriculum?
- ii. Were parents allowed to withdraw their children from the RSE curriculum?
- iii. Had there been many staff absences due to COVID?
- iv. How was L Moreton's wellbeing?

L Moreton responded as follows:

- i. Parents were provided with information on the RSE curriculum.
- ii. Parents were allowed to withdraw their children from the non-statutory elements of the RSE curriculum.
- iii. There had been far fewer absences due to COVID than in the previous term. However, other seasonal illnesses had returned with a greater frequency than during the COVID-19 pandemic.
- iv. The issues that had previously proved problematic had lessened considerably. L Moreton was finding the new challenges exciting.

Governors thanked L Moreton for her report. Governors noted that the school was fulfilling its statutory responsibilities in respect of RSE and delivering the RSE curriculum in an age-appropriate sensitive manner.

## **22/18 HUMAN RESOURCES UPDATE**

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

- i. Interviews for the position of assistant headteacher had taken place. R Norwood, the current SENDco, was the successful, candidate. R Norwood's approach was very child-centred with a knowledgeable focus on inclusion with a view to ensuring every child achieved their full potential.

- ii. Interviews for other vacancies would take place later in the term for appointments in September.
- iii. Governors considered a confidential item which regulations require be minuted separately and would not form part of the public record.

## **22/19 FINANCE UPDATE**

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

- i. Governors had previously been provided with the local authority finance officers report.
- ii. Income for the 2021/22 budget had increased by £45K. Early Years funding had been reduced by £5K. There was an £18K underspend in the payroll due to leavers not being replaced. The outturn balance was £98K with a further £29K in the capital fund.
- iii. The formula allocation for 2022/23 was £2 million, other income streams would bring the total income to £2.4 million.
- iv. There was a supplementary government grant for teacher's pensions of £55K.
- v. Teaching staff costs would increase by £90K due to new appointments and national insurance cost increases.
- vi. Chequebook expenditure would increase by £60K to £567K.
- vii. Energy costs had increased significantly. The bill for April was £8K compared to the previous bill of £1700.
- viii. An additional £9K of capital funding was expected bringing the total to £38K. It was planned to make improvements to the main office using capital funding, and possibly use the funding to purchase new interactive whiteboards.
- ix. Improvements to the CCTV system had been made over the Easter holiday at a cost of £4K. It was expected that the local authority would contribute £2K of matched funding.

### **Governor Challenge**

Governors asked the following questions:

- i. There had been no funding allocated for supply cover costs in the staffing budget. Why was this?

A Clarke responded as follows:

- i. Supply cover costs were allocated to chequebook expenditure and not the staffing expenditure.

Governors thanked A Clarke for her report. Governors approved the draft budget for 2022/23.

**22/20 GOVERNING BODY ITEMS**

Governors considered the following items:

- i. Training – O Jaquest had attended SEND training.
- ii. Membership – Three governors’ terms of office were scheduled to expire in the autumn term and would need to be renewed. Consideration would need to be given to succession planning for the role of Chair.

**22/21 DATE AND TIME OF NEXT MEETING**

To Be Agreed

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