

ST. MARY'S PRIMARY SCHOOL
Minutes of the Board of Governors' TEAMS Meeting held at
St. Mary's Primary School on Wednesday 19th January 2022 at 5.00pm

Present																																
Mrs N Bown - Chair	Co-opted Governor																															
Mrs M Dunstan - HT	Staff Governor																															
Mrs C Layton	Staff Governor																															
Rev S Osmond	Ex-Officio Governor																															
Mrs M Clothier	Co-opted Governor																															
Miss H Read	Parent Governor																															
Mr S Hellard – Vice Chair	Co-opted																															
Mr J Stacey	Co-opted																															
Mr S Cross	LA Governor																															
Mrs G Cornish	Parent Governor																															
Mrs J Baker	Clerk																															
	Minute			Action																												
1	Apologies accepted: Mrs C Dibble Apologies not received: None																															
	The clerk advised that the meeting would be recorded on TEAMS.																															
2	Declaration of Business Interests There were no declaration of interests.																															
3	Minutes of the meeting of 3rd November 2021 These were taken as a true copy.																															
4	Actions & Matters arising from the minutes of 3rd November 2021																															
	<table border="1" style="width: 100%; background-color: #ffffcc;"> <tr> <td colspan="4" style="text-align: center;">ST MARY'S BOARD OF GOVERNORS</td> </tr> <tr> <td colspan="4" style="text-align: center;">Action from the Meeting held on Wednesday 3rd November 2021</td> </tr> <tr> <td style="text-align: center;">Item</td> <td style="text-align: center;">Action</td> <td style="text-align: center;">Who</td> <td style="text-align: center;">When</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Look into mentoring programme for families</td> <td style="text-align: center;">SO</td> <td style="text-align: center;">In progress</td> </tr> <tr> <td style="text-align: center;">8</td> <td>Send SDP pack to all Governors</td> <td style="text-align: center;">MD</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">12</td> <td>SEND report – amend typo errors</td> <td style="text-align: center;">MD/CL/NN</td> <td style="text-align: center;">In progress</td> </tr> <tr> <td style="text-align: center;">13</td> <td>Silver Readers</td> <td style="text-align: center;">SO</td> <td style="text-align: center;">In progress</td> </tr> </table>				ST MARY'S BOARD OF GOVERNORS				Action from the Meeting held on Wednesday 3rd November 2021				Item	Action	Who	When	7	Look into mentoring programme for families	SO	In progress	8	Send SDP pack to all Governors	MD	Completed	12	SEND report – amend typo errors	MD/CL/NN	In progress	13	Silver Readers	SO	In progress
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5	Any Matters of urgency not on the agenda SO is still looking into the mentoring programme for families. SDP was distributed to all Governors prior to the meeting. SEND report – CL started this but there are some area's that still need amending and will be brought to the next meeting. Silver readers – SO has received the information and will continue to review it.																															
	Prayer Rev Suse Osmond led a prayer.																															
6	Finance – Month 9 Report The Month 9 report was distributed prior to the meeting for Governors to peruse. The report is showing a good healthy projected surplus, but do the Local Authority have a cap on how much can be held? There is no cap as the funds have been earmarked for projects i.e. new toilets and an extension to the school hall.																															

The curriculum is showing as underspent, can governors be re-assured that the school has all the resources that it needs?

When looking at the summary income and expenditure sheet (page 4) please note that this figure includes B01 committed balances for 3rd party funds, PFA, school trips, residential trips and drama club balances. These do not form part of our Budget share. F301, Learning Resources shows that the full Budget allocation of £11,470 will be spent by financial year end (page 7).

Pupil premium – a lot of money has been carried forward from last year and there will be a surplus carried over to the new financial year. Some of this money will be used towards intervention staff, as the planned intervention work wasn't fully completed due to the staff member covering other staff absences.

In the finance report it indicates we have a balance for SAPH of £37,000, what is this for?

This money is not for the school, it belongs to SAPH. MD is the Chair of the Somerset Primary Heads for this school year and, the Chair's school holds the money for the year. It will be transferred across to the new Chair next school year.

DFCG - This financial year, we have spent £3,049 of our £9,011 2021-22 allocation and £1,613 2020-21 carry forward (£10,624). It was anticipated using it for the following expenditure, however, most of it was paid for through C802, Other Capital Costs. E.g. Wi-Fi - the school's Wi-Fi system is old and unreliable and to replace the current system, adding additional points, it cost £5,850. This was Installed on Saturday 3rd July to minimise disruption to staff and pupils. Teacher laptops - we are at the stage of needing to start a replacement programme for teacher laptops. It has been budgeted for six laptops using DFCG £4,194. Eight laptops ordered and received. Four laptops to be set up for use in classrooms during the next IT visit. Additional CCTV cameras to cover areas of the site previously not visible on camera, where you can almost guarantee something will happen between pupils £1,049. These were ordered and installed 15th June 2021.

The following DFCG costs will be corrected to C801 cost centre

£10,624	allocation and carry forward
£ 3,049	4 x teacher laptops
£ 5,850	New Wi-Fi system (42008)
£ 1,049	Additional CCTV cameras (42008)

This will leave a carry forward balance of £676.

Benchmarking - This report was sent prior to the meeting.

As a comparison CD used five other schools within Somerset Local Authority: Somerset Bridge, Eastover, St John & St Francis, Wembdon and North Petherton Primary Schools.

Page 2. This page shows the schools' Ofsted rating and Key Stage 2 Progress.

Page 4. Although our supply staff absence is the highest of the six schools, we do pay into Day 1 Teacher Absence insurance through the Local Authority.

Page 5. Education Support Staff expenditure also comes out on top. This is due in part, to the number of pupils needing additional support; many are not in receipt of High Needs Top-up Funding.

Page 8. Self-generated funding consisted of Brownies and karate hall hire. This is a very lucrative source of income, which will reduce going forward due to after-school clubs requiring use of the hall; Drama Club for 'Oliver' rehearsals.

School Workforce, Full Time Equivalent

Total school workforce was 50.4. This is in line with Eastover and Somerset Bridge.

Total number of teachers - MD has ensured this number has reduced from when she first started here. We did have nine additional days per week of teachers out of class; this has now reduced to none.

Senior Leadership. As with four of the other five schools, we have two FTE senior

	<p>leadership: Head teacher and Deputy Head teacher. Teaching Assistants - although our support staff expenditure was the highest, we have a lower FTE than two of the other schools. The Governors would like to thank CD for a very comprehensive Finance report and acknowledge that a lot of time has been spent to make it very clear and concise.</p>	
7	<p>SFVS VMFI. This report was also sent out prior to the meeting. This is the important report for this year's SFVS. CD came across this Department for Education tool whilst completing the new version of SFVS (Schools Financial Value Standard). VMFI compares the financial performance against the 30 most statistically similar schools across a range of cost categories. This assessment helps to identify areas with the greatest variance, providing us with a helpful starting point to investigate, potentially leading to improved resource management. Integrated curriculum and financial planning (ICFP) are a management process that helps schools to plan the best curriculum for their pupils with the funding they have available. It uses data already held by the DfE to help create a high-level dashboard of financial metrics. CD included four sets of reports: Per Pupil, Actuals, Percentage of Expenditure, and Percentage of Income. The outcomes are very similar to the DfE Benchmarking site, in that they highlight supply teaching staff costs, and education support staff costs.</p>	
8	<p>Safeguarding Staff are currently supporting many families within school and CL is robust in ensuring children are attending school and is working closely with families to ensure this happens. Are these new families to the school? These are families that the school has been working with and supporting for a while. Rev Suse Osmond has been helping with supporting some families from school as well. Staff are very good at using CPOMs to record all information. Have things got worse recently? There has always been a problem, but recently it has got worse.</p>	
9	<p>SDP MD distributed this prior to the meeting. The school will no longer be using Educator and will soon be moving over to a company called Insight, with the first year is being free due to still being contractually tied in with Educator. Insight will be providing training for all staff. Moderating has been happening within school and so far, the results are showing an improvement. The layout of books is already beginning to look better. A lot of things on the SDP are happening within school and everyone is feeling positive and there's a good atmosphere throughout the school. The SDP is not completely looking how it should, as there is not any data for the past two years due to COVID. How is the consistency within classes now? Both teachers in each year group are working together really well with a demonstrable consistency. This has become noticeable during staff meetings. Staff are noticing the changes themselves and are starting to develop a coaching culture. As Governors, how can we monitor the SDP when there is not the data to compare? It feels like there should be some information to monitor. MD offered to arrange TEAMS meeting/phone call between Governors and Subject Leaders to discuss how things are moving along. This would be beneficial but alongside that the SDP and booklet need to become one document to become effective. For Governors to be able to review the SDP it needs to correlate onto one document. MD to look at this happening and has taken on board points raised. Within the next month there will be data that can be shared, MD reassured</p>	MD

	<p>Governors that high quality work is happening within school and the children are very enthused and hardworking.</p> <p>Lasty year it was mentioned that children were struggling with speaking and listening, is this still the case?</p> <p>During the pandemic children were struggling speaking in class, this has improved with guided reading, class worship and class discussions.</p>	
10	<p>COVID</p> <p>The majority of children are in school, Year 4 have had several children off with COVID since being back after Christmas. But, within the whole school positive cases are still quite low. MD had spoken to Public Health and no further measures were needed. Whenever a new case is reported to the school, parents are advised on Class DOJO. Currently, there are minimal staff off with COVID. We have one member of staff off with long COVID.</p>	
11	<p>Staffing</p> <p>There are two new members of staff; Ashley Trudgeon – Year 6 teacher, who has settled in well and the children have adjusted to a new teacher really well. Sarah Hall is an agency teacher who is the Year 3 teacher for this term.</p> <p>There are two posts currently advertised: a permanent Year 3 teacher and a 1:1 for Year 5 for a fixed term of one and a half years.</p>	
12	<p>Premises</p> <p>Prior to the meeting, a document highlighting current premises projects was distributed.</p> <p>The Local Authority funds the soffits and fascias, windows and toilets. Replacement of the pond fencing will be paid for by the school. It is hoped that the exterior rot of the nursery will be funded by a grant, but this is still being investigated. As Little Oaks is part of the school, we can apply for capital funding.</p> <p>The hall extension, and additional toilets will be funded by the school.</p> <p>There are continual problems with the electric entrance gates, Coomers are saying it is an IT problem and IT are saying it is a mechanical issue.</p> <p>Is it worth having Combers and the IT department meet to try and resolve the issue? Could Simon Tighe advise if there would be a grant available for new gates?</p> <p>This is something that will be looked into.</p>	
13	<p>Policies</p> <p>E-Safety Policy emailed to Governors.</p> <p>Lucy Bennett is now IT Lead and has been very proactive so far. She is currently in the process of setting up an acceptable use document for staff and children, there will also be an e-safety section on the newsletter every fortnight.</p> <p>Confidential Reporting Code (Whistleblowing) Policy – circulated to Governors prior to the meeting – dates need to be amended.</p> <p>All approved once dates amended.</p>	
14	<p>Christian Distinctiveness</p> <p>Children have enjoyed their visits to St Marys Church and have found them really interesting and immersive.</p> <p>The school ethos is embedded within the children and they are asking deep and thoughtful questions.</p> <p>Staff have been looking at the SIAMS SEF and will be circulated to Governors shortly. We are still waiting for the SIAMS inspection, but they are on hold for all schools until 31/01/2022. Since our last inspection, the school has moved on greatly with all children understanding our values.</p>	MD
15	<p>Clerks Briefing</p> <p>JB attended a Clerks briefing, all relevant information and documents will be attached to the Governor section of the website by the end of the week.</p>	JB
16	<p>Correspondence</p> <p>Letter of resignation received from Paula Halley (MSA & Cleaner) giving one months' notice from 26/11/2021.</p>	

	Letter of resignation received from Abi Brown – Year 3 teacher. See confidential minutes	
17	Any matters of confidential nature Recorded in confidential minutes.	
18	Date of Next Meeting: Wednesday 24th March 2022	
	Meeting closed at 6.15pm	

ST MARY'S BOARD OF GOVERNORS Action from the Meeting held on Wednesday 19th January 2022			
Item	Action	Who	When
9	TEAMS/telephone calls to be arranged for Governors and subject leaders	MD	ASAP
14	Circulate SIAMS SEF to Governors	MD	ASAP
15	Clerks Briefing information to be attached to the website	JB	ASAP