

ST. MARY'S PRIMARY SCHOOL
Minutes of the Board of Governors' TEAMS Meeting held at
St. Mary's Primary School on Wednesday 3rd November 2021 at 5.00pm

Present	
Mrs N Bown - Chair	Co-opted Governor
Mrs M Dunstan - HT	Staff Governor
Mrs C Dibble	Co-opted 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 Cross	LA Governor
Mrs J Baker	Clerk

	Minute	Action
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1	<p>Apologies accepted: Mr J Stacey, Mr S Hellard, Mrs G Cornish <i>Rev Suse Osmond will be late</i></p> <p>Apologies not received: None received</p>	
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The clerk advised that the meeting will be recorded on TEAMS.

2	<p>Declaration of Business Interests There were no declaration of interests.</p>	
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3	<p>Minutes of the meeting of 22nd September 2021 These were taken as a true copy.</p>	
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4	<p>Actions & Matters arising from the minutes of 22nd September 2021</p> <table border="1" style="margin: 10px auto; background-color: #ffffcc;"> <tr> <th colspan="4" style="text-align: center;">ST MARY'S BOARD OF GOVERNORS</th> </tr> <tr> <th colspan="4" style="text-align: center;">Action from the Meeting held on Wednesday 22nd September 2021</th> </tr> <tr> <th style="width: 15%;">Item</th> <th style="width: 45%;">Action</th> <th style="width: 15%;">Who</th> <th style="width: 25%;">When</th> </tr> <tr> <td style="text-align: center;">6</td> <td>Contact new LA Governor – Steve Cross</td> <td style="text-align: center;">JB</td> <td style="text-align: center;">Done</td> </tr> <tr> <td style="text-align: center;">18</td> <td>Accessibility Policy -</td> <td style="text-align: center;">MD/NN/NB</td> <td style="text-align: center;">Done</td> </tr> <tr> <td style="text-align: center;">21</td> <td>Declaration Of Interests to be signed</td> <td style="text-align: center;">JB</td> <td style="text-align: center;">Done</td> </tr> <tr> <td style="text-align: center;">21</td> <td>Pen Portraits</td> <td style="text-align: center;">JB</td> <td style="text-align: center;">Done</td> </tr> </table>	ST MARY'S BOARD OF GOVERNORS				Action from the Meeting held on Wednesday 22 nd September 2021				Item	Action	Who	When	6	Contact new LA Governor – Steve Cross	JB	Done	18	Accessibility Policy -	MD/NN/NB	Done	21	Declaration Of Interests to be signed	JB	Done	21	Pen Portraits	JB	Done	
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5	<p>Any Matters of urgency not on the agenda There were no matters of urgency.</p>	
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	<p>Prayer Rev Suse Osmond led a prayer, giving our thoughts to a school family who have recently lost a family member.</p>	
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6	<p>Finance – Month 6 Report Report was distributed prior to the meeting CD started by saying that at month 6, the school is in a very good financial position. a lot of spending is committed in the report and will be actioned during the second half of this financial year. Prior to the meeting it was confirmed that teachers and pupils are being provided with everything they require and with careful financial planning and now having the correct number of teachers and teaching days, we are in a strong financial position. We are starting to prepare and plan for future needs of the school – a much bigger School Hall being one requiring significant investment. In order to get quotes for a</p>	
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	<p>new steel-framed hall, an architect has been contacted to visit the school and to draw up plans. This will enable builders to prepare quotes. It is in its early stage, but due to lack of space, we do need to be looking at a new hall to accommodate whole school gatherings, Covid permitting.</p> <p><u>Income and Expenditure</u> Now that the budget report template is amended to show only staff salary costs, the way that the data is used for the outturn summary shows a true reflection; 76% of our expenditure is used for staffing, and 69% of our total funding is used.</p> <p><u>Balances</u> The uncommitted balances for the past 2 years looks to be a lot higher than this year, this is due to ring fencing £75,000 to a new contingency cost centre for the Hall.</p> <p><u>Pupil Numbers</u> Pupil numbers should remain stable for the foreseeable future. Our NOR (number on roll) shows that after our current Y6 cohort of 61 leave, we will be at our PAN (pupil admission number) of 60 per year group.</p> <p><u>Budget Movements</u> These budget movements can be for a number of reasons: payment may have inadvertently been made from the wrong cost centre, income from the LA, Budget Update Forms, or changes to budget allocations.</p> <p><u>DFCG</u> This financial year, we have invested quite heavily in IT equipment for both staff and pupils. Due to the number of iPads in the school and their age, funds will be needed for the next few years if we want to remain at our current usage level.</p> <p>Why is the budget currently looking so healthy? The school used to be over staffed, but staffing levels are now accurate and the things that weren't so good have now got smaller and are now manageable.</p> <p>Why did the Finance Officer challenge the original month 6 report? The Finance Officer wanted some of the budget ringfenced and not committed, however this does not make a difference to the end result.</p>	
7	<p>Safeguarding Attendance is poor currently, for a mixture of reasons and not necessarily due to COVID. CL is spending a considerable amount of time chasing parents, following up absences, and even collecting children from their homes. There seems to be no external support for anyone or anything, and the school is left trying to support children and families on their own We have 3 cases going to Team Around the School (TAS) this week. This is very high for us; usually we have a maximum of 1. We have had a family bereavement and we are supporting both the family and the year group with this. Tracey Porter as ELSA & PFSA is busier than ever.</p> <p>Is there any scope to look at mentoring programmes to help support children and families? This is something that could be a possibility to help support some of our children and families. Rev Suse Osmond has agreed to investigate to see if there is anything locally. Some families do not want to engage with the school or other outside agencies. The Family Intervention Service (FIS) will go and work with families, but this will only happen if the family agrees.</p> <p>What prompts a Team Around the Schools meeting? It is something that concerns staff about a child or family. This could be attendance, parents not engaging with the school or sometimes when something just doesn't feel right. A TAS is a way to try and get additional help, where outside agencies can also get involved and it helps to build a bigger picture.</p>	SO

8	<p>SDP <u>Governor Visits</u> Due to the high number of positive COVID cases within the school, dates have not yet been set for Governor Visits. The school is currently on an Amber rating until the end of next week, 12th November. Governors agreed to postpone any visits until next half term. MD advised Governors that the SDP being implemented and there is currently no cause for concern, with everything being really positive. MD will send SDP pack to all Governors highlighting their area of responsibility.</p>	MD
9	<p>COVID St Mary's has recently been put into Amber category, along with many other local schools. The school is continuing with procedures that were put in place prior to half term. Public Health have advised that masks are more than optional but not a necessity in school. We currently have one member of staff suffering with long COVID. FS & KS1 Nativitys and KS2 Carol Service are due to take place at St Mary's Church. It is hoped that they will all still go ahead as there are other local shows happening. Parents will be given the option for their child not to take part if they want. COVID is currently being taken into consideration within school in all decisions made.</p>	
10	<p>Staffing See confidential minutes Ashley Trudgeon has accepted the position of Year 6 teacher after a very successful panel interview, taught lesson and other observed activities.</p>	
11	<p>Premises The following work has been recently carried out or is due to be carried out:</p> <ul style="list-style-type: none"> - New electrical fuse boards – completed - Little Oaks new play equipment – completed - Works around the pond – completed - Fencing – due to be done - Fascia's and soffits around huts – out for tender - School hall – currently being investigated - Little Oaks needs external repairs due to outside rot – the school surveyor is currently putting together some bids. <p>Chris Lovell is currently repairing the rooves over the small outside bins. A drop curb is currently in the process of being installed as you walk in adjacent to the double gates.</p>	
12	<p>Policies Policies were distributed to Governors prior to the meeting <u>Health & Safety</u> It was discussed whether there should be a reference to COVID, however, this changes regularly and there is a Risk Assessment for COVID running alongside the H&S Policy. <u>SEND Report</u> In essence this was agreed, there are a few typo errors, but once amended all were in agreement. <u>Accessibility Plan</u> This is a three-year plan. <u>Pay Policy</u> No amendments necessary</p>	<p>Agreed MD/CL/NN Agreed Agreed Agreed</p>
13	<p>Christian Distinctiveness Christine Homewood has spoken with Rev Suse Osmond regarding visits. Rev Suse is going to look at the possibility of 'Silver Readers', where children read over the phone to elderly people. This was a nationwide appeal which had a lot of volunteers interested and Rev Suse may be able to facilitate or implement one</p>	SO

	locally The Mini Chaplains and School Council will be asked which charities they would like to support this half term to reduce the need to keep asking parents for donations.	
14	Correspondence One letter of resignation received from: Danny Houton (Year 6 Class Teacher)	
15	Any matters of confidential nature Recorded in confidential minutes.	
16	Date of Next Meeting Wednesday 19 th January 2022	
	Meeting closed at 6.35pm	

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	
8	Send SDP pack to all Governors	MD	December 2021
12	SEND report – amend typo errors	MD/CL/NN	ASAP
13	Silver Readers	SO	