

**ST. MARY'S PRIMARY SCHOOL**  
**Minutes of the Board of Governors' TEAMS Meeting held at**  
**St. Mary's Primary School on Wednesday 19<sup>th</sup> May 2021 at 5.00pm**

<b>Present</b>	
Mrs N Bown - Chair	Co-opted Governor
Mr S Hellard – Vice Chair	Co-opted Governor
Mrs M Dunstan - HT	Staff Governor
Mrs C Dibble	Co-opted Governor
Mrs C Layton	Staff Governor
Mrs G Cornish	Parent Governor
Mr J Stacey	Co-opted Governor
Mrs M Clothier	Co-opted Governor
Miss H Read	Parent Governor
Mrs J Patten	Foundation Governor
Rev S Osmond	LA Governor
Mrs J Baker	Clerk

	Minute	Action
<b>1</b>	<b>Apologies accepted:</b> There were no apologies	
<b>2</b>	<b>Declaration of Business Interest</b> There were no declaration of business interests	
<b>3</b>	<b>Minutes of the Meeting 24<sup>th</sup> March 2021</b> These were taken as a true copy. There was a typo in the previous confidential minutes – see confidential minutes.	JB
<b>4</b>	<b>Matter Arising from the Minutes of 24<sup>th</sup> March 2021</b> There were no matters arising from the previous meeting	
<b>5</b>	<b>Any matters of urgency</b> There were no matters of urgency	
<b>6</b>	<b>Finance</b>	
<b>6.1</b>	<p><b><u>Schools Financial Value Standard (SFVS)</u></b>            The SFVS helps schools and local authorities meet basic standards for good financial health and resource management.            Between Jenny Baker, Nichola Bown and Caroline Dibble, the SFVS was completed and reviewed before being returned to the Schools Funding Team at the LA.</p> <p><b>Summary of agreed action and timetable for reporting:</b>            Elements of the dashboard are, as a matter of course, regularly considered and reviewed as appropriate throughout the year and as part of agreeing the School Development Plan, the budget setting process and approval of spends, and policies.            Question 29 – Have the results of the dashboard been carefully considered and potential follow-up actions identified?            Although this is RAG rated red due to the spend on education support staff, governors have approved this spend. This is because there are a large number of pupils needing 1:1 support who are not in receipt of high needs top-up funding. Governors agreed this spend in order that all children get the best education.            Three areas where the school is not broadly in line with similar schools have been identified:            1. Realistic, sustainable and flexible financial strategy in place for at least the next 3 years.            We will continue to be aware of proposed changes to the Local Authority funding formula and will set sustainable 2-year budgets that are regularly scrutinised and</p>	

6.2	<p>amended as necessary.</p> <p>2. Benchmark income and expenditure annually against similar schools and investigate any category, which appears to be out of line. The SBM and Finance Administrator will ensure Governors continue to receive at least one benchmarking report per term.</p> <p>3. Use DfE recommended national deals to ensure achieving best value. The Finance Administrator, who deals with day-to-day finance due to Office Manager leaving, will refer to this website for relevant procurement needs.</p> <p><b>Consistent Financial Reporting Framework (CFR)</b></p> <p>Having returned our School Balances Information Worksheet and supporting documents for 2020-21 to the LA, CD has received an email confirming that our end of year information had been checked with no problems identified, and the authorisation to export the CFR report onto COLLECT, the Department for Education's centralised data collection and management system. This was exported on Friday 7<sup>th</sup> May 2021.</p>	
7	<p><b>COVID Update</b></p> <p>Prior to the meeting MD distributed a Head teacher report, which included a COVID update and new information which had been sent to parents. Staggered drop off and collection times have changed. Children have now gone into Year group bubbles with the decision being made that at break and lunch times children will no longer have zoned areas, children can now mix on the playground in their Key Stages. There are some children who are struggling with these changes but there are plenty of staff outside to support them.</p> <p><b>Headteachers report attached</b></p>	
8 8.1 8.2 8.3 8.4 8.5	<p><b>Policies</b></p> <p>Copies of the policies were distributed with the agenda prior to the meeting, updated versions were re-sent after.</p> <p>8.1 Complaints Procedure and Guidance – it was agreed to stipulate a time limit for when information regarding the complaint should be received and 10 working days should be sufficient. On the complainant's details, the email address will also get added.</p> <p>8.2 Critical Incident &amp; Contingency Plan – it was agreed that deputies should be included for each role in case anyone is absent in the event of an emergency. It was also agreed to include timescales for updating emergency contact details on an annual basis, as well as when there is a key change to the Headteacher or Chair of Governors.</p> <p>8.3 Finance Policy – no amendments required.</p> <p>8.4 Staff Grievance Policy – no amendments required.</p> <p>8.5 Elior Food Policy – no amendments required.</p> <p>All Policies were approved.</p>	<p>MD</p> <p>MD</p> <p>Approved</p>
9	<p><b>Staffing</b></p> <p>Interviews recently took place for a class teacher position and Lauren Adams was successfully appointed. MD thanked NB &amp; MC for their help in the shortlisting and interview process.</p> <p>Allocation of staff for next year has not yet been finalised, Governors will be updated once the exercise has been completed. TAs have been asked if they are willing to cover PPA time, a majority have agreed to do so.</p> <p>Governors thanked MD for the Headteachers report as this included staffing and they found it very helpful.</p> <p><b>In the headteachers report, it says the Curriculum is ambitious what does that mean?</b></p> <p>Teachers need to give children more in-depth knowledge by giving them broader information and treating all children the same. The number of power points used needs to be reduced and look at the aims and purpose of study. Children are aware of what is going on around them and this needs to be incorporated in their learning</p>	

	<p>and brought more into the curriculum, making it more relevant to them. Staff had recently taken part in reading training and with two days this was being implemented in class.</p> <p><i>In the Headteachers report, it says some staff were having problems with planning, what does this mean?</i></p> <p>Teachers had been sharing planning of lessons within their year group, i.e., one teacher would plan all maths lessons. This has now changed to with a requirement for teachers to plan all their own lessons. Teachers have also been asked to reduce the amount of power points being used. These changes have mainly been met positively.</p> <p><b>See confidential minutes.</b></p>									
<b>10</b>	<p><b>Premises</b></p> <p>The LA had placed a bid and were successful for the school to get two new boilers in the old boiler room, as well as replacement of soffits and downpipes on the huts. The LA are also in the process of placing a further bid to replace the girl's toilets and accessible toilet in the new build. There is a need for these to be replaced due to not being installed correctly at the time of building. It is hoped the work will be undertaken in the summer holidays and the LA will project manage it.</p> <p>The marquee has now been collected.</p> <p>There is also a bid being submitted for new electric circuit boards as the current ones are obsolete.</p>									
<b>11</b>	<p><b>Christian Distinctiveness</b></p> <p>There are currently 9 mini-Chaplains, and they will be meeting this week with CL and Rev Suse to discuss doing some work with the church and helping the homeless. The Chaplains also want to put together a letter to go out to parents for 'Operation Sweet Treat' asking parents to nominate someone within the community who deserves a treat. They have also made a video about the schools aims and how to apply them. The link between the church and school is currently very strong and this will continue. Tracy Gill is continuing with her training and is driving forward with RE within the school.</p>									
<b>12</b>	<p><b>Clerks Briefing</b></p> <p>The notes and power point documents were attached to the Governors area of the website prior to the meeting. Governors were happy to receive this information that way.</p>									
<b>13</b>	<p><b>Correspondence</b></p> <p>Resignation letters had been received from Wendy Giles (LSA) and Jess Quinn (Little Oaks); both have now worked their notice periods.</p> <p>NB and MD have received an email from Jenny Patten resigning as Foundation Governor at the end of this summer term. It is sad that JP is leaving but the Governing Board respects her decision. MD thanked JP for everything she has done during her years as a Governor. SH personally thanked her as she had been a massive support to him and had been a steady influence.</p>									
<b>14</b>	<p><b>Any matters of confidential nature</b></p> <p>There were no matters of a confidential nature.</p>									
<b>15</b>	<p><b>Date of Next Meeting</b></p> <p>Wednesday 16<sup>th</sup> June 2021</p>									
	<p><b>Meeting closed at 6.05pm.</b></p>									
<p><b>ST MARY'S BOARD OF GOVERNORS</b></p> <p><b>Action from the Meeting held on Wednesday 19<sup>th</sup> May 2021</b></p>										
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	4	Amend typo in confidential minutes	JB	ASAP	
	8.1	Add time limit to Complaints Procedures Policy and add email address to complainant details	MD	ASAP	
	8.2	Critical Incident & Contingency Plan – includes updating key contact details, include deputies to lead roles in an incident	MD	ASAP	