

Minutes of the Governors' Meeting held at the School on Thursday 23rd March 2023 at 5.30 p.m.

Present: Mrs J Cook (Chair), Mrs E Cooper, Mrs N Anderson, Cllr E Nockolds, Mrs H Lali, Mr J Ring, Mr J Arrowsmith

In attendance: Miss J Davenport (Headteacher), Mrs R Curtis (Clerk)

No	Agenda item	By date	By whom
1	Apologies – Mrs R Burt, Mr M Birks		
2	Declaration of Interests - None		
3	Notification of Any Other Urgent Business – Themed Audit, Confidential Staffing Matter		
4	Board Membership matters, eg new appointments – Cllr Nockolds announced her retirement from the Governing Body with immediate effect as she is moving away from the area. On behalf of Governors Mrs Cook thanked Cllr Nockolds for her support and contribution to the school over the years. This now leaves a local authority position vacant. As the Borough elections are due to take place in May, the school will look to recruit a Governor after that.		
5	Approval of the Minutes of the meeting held on 9th February 2023 and matters arising Mrs Cook proposed the acceptance of the minutes of the meeting held on 9 th February. This proposal was seconded by Mr Ring, and carried unanimously by those present at the meeting. Matters Arising - ACTION: Clerk to prepare a rolling programme of Governor monitoring sheet.	May meeting	Clerk
6	Headteacher's Report Mr Ring had submitted the following questions, which the Head teacher answered. <ul style="list-style-type: none"> · Regarding the home visit to the pupil whose parent you'd has no response from, is there a safeguarding follow up that you've had to go through? The child come into School for the afternoon. The parent was made aware of the Schools concerns and these have been logged on Safeguard. Looking to speak with the Early Help Team to put in place an Early Help Assessment Plan around the family. · Regarding the transition of the reception pupil to Churchill Park, is there a plan in place for effectively using their 1-1 staff member elsewhere? Staff will be used to support other learners in Reception and also to cover roles in other year groups. · Is the School keeping contact with impressive trainees ready to pounce should a job opportunity arise here? There is a very good student in at the moment who would be an asset to any school she joins and having students does allow us to see people who are out there. <p>Mrs Cook had submitted the following questions, which the Head teacher answered;</p>		

	<ul style="list-style-type: none"> · Attendance – have the children who had 3 home visits since attended school? The child where 2 home visits were made, there has been an improvement overall and they are coming into school on time, there is a lot happening at home and family are receiving support over a sibling. · In terms of SEN, would it be beneficial to have joint group/training meetings with the Junior school or does this already take place (outside of the usual transition meetings)? It would be a good area to liaise on and having Emma Waterman as joint Sendco helps. The School is looking to do some further autism training so could look at whether the Junior school would want to join us for this. · There seems to be a wide variety of need across the 3 year groups, do teachers feel there is enough support in class to assist them? Most schools have a wide span of need and SWIS is no different. At the moment all classes have full time TA support – something that is not always the case. We try to ensure that TAs have an area of specialism eg Speech and Language, Emotional Literacy Support (ELSA) which can be used across the wider school. Being a part of VNET allows access to some free training which is used as much as possible. · What is Busy Bears? This is the current Year 2 group being supported through Pupil Premium and Covid Catch Up funding to bridge significant gaps. It has been disappointing that a child in this group has had poor attendance and missed out on this extra support. · With regard to behaviour at lunchtimes, can Governors help at all with the reactivation of Opal? Can anyone from Opal come back to help kick start the initiative again? This will be looked at during the Easter holidays, a member of staff will meet the Head teacher to go through the resources in the shed to check what is available for children to use, ready to use in the new term. ACTION: This will be monitored by Mr Ring, where he will come and observe at the beginning of May. · Was there any feedback from the recent parents evening? The evenings went well with positive feedback from staff and most teachers have also caught up with people that weren't able to attend on either evening by phone or face to face. Having the opportunity to come in and see books enabled parent to look at progress for themselves in light of the teacher's comments. · In terms of the Annual Buildings Inspection – is the follow up work all done by the Headteacher. The workload is shared amongst office staff and the caretaker in terms of liaising with contractors, obtaining quotes etc. · Sports Premium Money – could the fitness/trim trail be improved/extended? The money is currently earmarked for the next financial year to cover the cost of Forest School HLTA, there has been a change to that scenario now and training will need to be considered. <p>The recent school trips have been successful; the Governors wish to thank everyone involved.</p>		
7	<p>Policy Review – Finance Policy Mrs Lali raised the following - Reference was made to a finance committee in several places – these need to be taken out and replaced with Governing Body.</p> <ul style="list-style-type: none"> · Does the School carry out monthly cash flow forecasts? The schools account is monitored by NCC and topped 		

	<p>up to around £22,000 each month.</p> <ul style="list-style-type: none"> What is the procedure if an item of expenditure is over £1,000 but under £5,000? Anything over £1,000 is taken to a Governing Body meeting for approval and where possible more than one quote is obtained. Any expenditure over £5,000 3 quotes are required to be considered. Governors agreed they were happy with this procedure. The policy mentions ‘uncovered risks’ – what are these? Governors were unsure of what this could refer to and the Head teacher will query the definition of this. <p>ACTION: It was agreed to defer the approval of this policy until next meeting, so that the above queries/amendments can be made.</p>		
8	<p>Half Termly Focus</p> <p>Budget Control Report</p> <ul style="list-style-type: none"> NCC have coded some salary payments for staff from SWJS to SWIS. The Secretary has notified NCC several times, however they seem to be slow in correcting the problem. Mrs Cook asked if energy bills have been as high as expected. The oil bill has not been as high during the winter months and the boiler continues to work ok at the moment although it is earmarked from NCC to be replaced. ACTION: The Head teacher will chase this, as the perfect time for this to be done would be the summer holidays. <p>Current Budget Revision 3</p> <ul style="list-style-type: none"> Overall budgets have been revised in line with current spend and Governors were happy with the adjustments. <p>New Budget for 2023/24</p> <ul style="list-style-type: none"> Income – MSAF grant is expected to be in top line for budget figures but told to build in for all 3 years. PE – Sports Premium has been guaranteed for next 2 years. Staffing Expenditure – increasing year on year due to movement of pay scales, with all teachers now on Upper Pay Scale so become quite top heavy. Education support staff costs reduced due to temporary contract not being renewed in Year 3, a reduction in hours to maintain balanced budget. It was noted that this is an area where significant savings can be made and there are real implications moving forward as these figures are projected assumptions that Reception will be full in Sept 23 and Sept 24. Mrs Cook asked if the outcome of national strikes results in salary increases how would these be met? The government may agree to an emergency grant, however ultimately the School will need to meet the costs from its budget. E09 - Staff Development and Training – this has been reduced due to not spending as much this year, due to being able to access training/CPD via VNET, Local Authority and Maths and English Hubs. This will continue as have budgeted to remain in VNET for another year. 		

- E13 – Ground Maintenance – Currently provided by CGM but not been 100% happy with their level of service recently. Three quotes have been obtained with a contractor quoting £2,200 for a year. Governors agreed to give 6 months notice on the contract with CGM and begin with Greenscape in September.
- E19- learning Resources – expenditure has been cut in all areas.
- E23 – Insurance – new premiums issued on 20th March have gone up by £750, so this will need to be included in revision 1 of the 23/24 budget.
- E25 – Contract Catering – there has been a large increase in this cost, from £8,000 to £12,500 for the year (catering and maintenance/repair). Governors discussed changing the contract to catering only which would cost £9,950. This would not cover any repairs to the kitchen equipment; however it was agreed that if a repair was going to cost over £4,000 the equipment would likely need replacement which would come out of the capital budget. This change was agreed for 1 year and review again for 24/25.
- The following items were agreed to be included in the Contract Services
 - BMP
 - Education Psychology and Specialist Support
 - Educational Visits
 - Educational HR
 - Finance, Support, Systems and Training
 - ICT Solutions
 - Media handling and Reputation Management
 - Norfolk Public (NP) Law
 - Norse Catering – catering only
 - NPS Energy Monitoring
 - Payroll Services
 - Annual Governance Services

Mrs Cook proposed acceptance of the 23/24 Budget and this was seconded by Mrs Lali and approved unanimously.

Termly Finance Report

This report was considered which made reference to capital balances, the Covid grant and coding for staffing costs, Governors were happy with the report. [Mrs Cook asked if the Clerical Assistant had completed financial training, yes she has so there is cover in place for the Secretary.](#)

Staffing Suggestions

The Forest School Lead has handed in her resignation and no-one else is trained in the School to take over this role. Governors discussed options for the provision of Forest Schools moving forward, including advertising for a

	<p>replacement, training a current member of staff, contracting in a company to provide these lessons or try and share the staff already trainees at SWJS. ACTION: The head teacher to look into the cost implications of these options and consider further.</p> <p>Annual Buildings Inspection This was carried out 8th March 23 and some areas were identified for redecoration in the summer holidays including the front office, lobby and Hedgehogs class. There are some areas where carpet tiles need to be replaced. And there is a cracked window in Otters class.</p>		
9	<p>Governor Monitoring, Development and Training Some monitoring completed by Mrs Cook, send to Clerk for filing.</p>		
10	<p>Urgent Business to be discussed</p> <p>Themed Audit Payments to Individuals and Staff – Schools. The following risks identified from this themed audit were considered;</p> <ul style="list-style-type: none"> · Payments to individuals – individual’s employment status needs to be checked for tax purposes. This is to ensure tax and national insurance obligations as well as adherence to other employment rights are treated correctly by the School. · Payments to staff – all payments identified were to reimburse staff for purchases already made. This is to ensure that inappropriate expenditure does not occur and the Schools opportunity to claim back VAT is not missed. <p>The Governing body discussed the above and agreed that the School should ensure the following;</p> <ul style="list-style-type: none"> · Employment status for tax purposes is checked using the HMRC online service. · Staff should plan ahead for purchases such as food items for breakfast club to ensure it is included on the Schools food order and supplies for lessons should be ordered using the Schools online accounts. Written approval should be sought for purchasing of any other items outside of this and purchases over £100 should be via purchase order. · Travel and accommodation costs should always be claimed by the appropriate form, although it was noted that re-imburements for these types of costs are infrequent at SWIS. 		
11	<p>Dates of Next Meetings</p> <ul style="list-style-type: none"> • Thursday 25th May 2023, 5.30pm – focus on finance • Wednesday 5th July 2023, 5.30pm – focus on curriculum 		

The meeting closed at 7.30 pm