

Minutes of the Governors' Meeting held at the School on Thursday 8th December 2022 at 5.30 p.m.

Present: Mrs J Cook (Chair), Mrs R Burt, Mrs E Cooper, Mrs N Anderson, Cllr E Nockolds, Mr M Birks, Mrs H Lali, Mr J Ring

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

No	Agenda item	By date	By whom
1	Apologies – none received		
2	Declaration of Interests - None		
3	Notification of Any Other Urgent Business - None		
4	Board Membership matters, eg new appointments - Nothing to discuss		
5	Approval of the Minutes of the meeting held on 19th October 2022 and matters arising Mrs Cook proposed the acceptance of the minutes of the meeting held on 19 th October. This proposal was seconded by Mrs Burt, and carried unanimously by those present at the meeting. Matters Arising - ACTION: Clerk to prepare a rolling programme of Governor monitoring sheet.	Next Term	Clerk/HT
6	Policy Review The new model Terms of Reference for a governing board without committees was agreed to be adopted and signed by Mrs Cook. Each Governor then signed the document to accept their designated role.		
7	Headteacher's Report The following items were discussed from the report and questions in blue were answered by the Headteacher; Mrs Cook asked: In terms of attendance - how do other schools implement penalties? There is the same fixed penalty notice procedure for all schools. The family that are going away, have they taken on board the concerns of their children missing 5 weeks of school. The attendance team at NCC have suggested a weekly zoom call with the family, for safeguarding rather than educational reasons. Has there been any improvement with the Yr 2 child at the SRB or is it too early to say? It is too early to say, but they have settled in well. Considering the staffing difficulties due to absence this half term how is staff morale? Considering the time of year and workload morale remains good. Regarding the caretaker position, you have stated that Andy would be happy to leave earlier than July if someone was appointed. Are you looking to advertise soon? Look to advertise early next year, hoping to use social media to try and attract more applicants. How is pupil premium funding used? It is used for English and maths intervention with pupil premium children		

	<p>being in mixed groups with others so more are benefitting. Cllr Nockolds asked: Given the school has 22 SEN pupils, is the school able to give the support that is expected? There is a high number of speech and language children, but TA support is able to meet their needs.</p> <p>Everyone who attended the Christmas reading café agreed that it was a successful evening and nice to be able to hold it again after the restrictions of Covid.</p> <p>Safeguarding Report – The following items were discussed from the report and questions in blue were answered by the Headteacher; Mrs Cook asked: Are there any concerns or worries about how safeguarding duties are fulfilled? The headteacher and Mrs Burt are up to date on their training. We need to discuss and identify if any training needs are relevant for the Governing body in relation to Safeguarding? All Governors have completed training except Mrs Lali. The Headteacher, Mrs Burt and Mrs Cook need to complete safer recruitment training.</p> <p>PE and Sports Premium There has been an inconsistency of availability of the swimming pool at Grefriars, meaning planned lessons have not been able to take place. The OPAL scheme needs re-invigoration; this will take place in the springtime.</p>		
8	<p>Half Termly Focus The Budget reports were discussed and questions in blue were answered by the Headteacher;</p> <ul style="list-style-type: none"> • Budget Control Report was reviewed including transactions to the end of October. <ul style="list-style-type: none"> · There is more income than expected due to a child with an EHCP. · Mrs Cook asked what was included in the income from sales? This is milk which parents pay for, and income from services provided is breakfast club. • Budget Plan Revision 2 <ul style="list-style-type: none"> · There is more support grant than expected and SEN funding is higher. · The PTFA are paying towards the daily mile track and for new classroom books. · More Covid catch up funding is expected. · There is an increase in staffing costs with pay rises for teachers and support staff. · Mr Ring asked about the 24/25 pupil forecast which is based on the low Reception intake at present. The Headteacher said there has been good feedback from parent visits for intake in 2023. · Mrs Cook asked about the reduced budget for re-decoration. This is due to the caretaker undertaking much of the work, therefore the only expenditure has been on materials. 		

	<ul style="list-style-type: none"> The energy budget has been increased, it is still early to say how much the increase in fuel prices will impact upon the budget at year end. <p>The above finances were discussed with the County Finance Officer at a meeting with the Headteacher, Mrs Lali and the school secretary. It was noted that the Secretary had completed the finance documentation to a high standard – the Governors all wished a vote of thanks to be minuted to this effect.</p> <p>The Budget Revision 2 for 22/23 forecasts a surplus of 5.82%. Mrs Cook proposed that this revision is accepted, this was seconded by Mrs Lali and unanimously agreed.</p> <p>The Annual Buildings Inspection was briefly reviewed with an update on some work which has recently been completed in school. It was agreed that a working party of Mr Arrowsmith and Mr Ring would look at the School in early March to complete the annual assessment and bring findings to the governors meeting in March.</p> <p>The SFVS was looked at and is due a review for submission in February. It was agreed that a working party of Mrs Cook and Mrs Lali meet with the Headteacher in January and report back to the governors meeting in February.</p> <p>Skills Audits were reviewed and all governors present at the meeting completed a NGA Skills Matrix and a Financial Skills Matrix.</p>		
9	<p>Governor Monitoring, Development and Training</p> <ul style="list-style-type: none"> Mrs Lali attended the finance budget meeting on 28th November 22. Mrs Cook met with the SENCO on 2nd December 22. 		
10	<p>Dates of Next Meetings</p> <ul style="list-style-type: none"> Thursday 9th February 2023, 5.30pm – focus on curriculum Thursday 23rd March 2023, 5.30pm – focus on finance budget Thursday 25th May 2023, 5.30pm – focus on finance Wednesday 5th July 2023, 5.30pm – focus on curriculum 		

The meeting closed at 7.10 p.m.