Bridgemere CE Primary School Governing Body Virtual Meeting via Microsoft Teams

Tuesday 25th May 2021 @ 6.30pm

Part One

Present

E Ford LF (Chair) C Middleton (Headteacher) S Knott, S Willington, E Fradley J Forshaw,

R Lewis, J Morgan, S Foyle

Apologies

R Lewis

LF led the Governing Board with a Prayer.

2. Declaration of Pecuniary Interest

No Declarations

3. Declaration of AOB

Letter from another Trust received by the Chair

4. Minutes of previous meetings

The minutes of the meeting held on 31st March 2021 were approved.

5. Matters Arising

The policies discussed at the last meeting have been amended and are now available on the website.

J Edwards is in the process of completing all the paperwork to become a governor. LF had spoken to Mr Webb regarding a governor vacancy and explained that we are waiting for input from the Diocese. Governors to review Governance Structure at the next meeting in July 2021.

6. Headteachers report Summer term 2021

The report had been uploaded onto the Governor Hub prior to the meeting to allow time for the governors to read. The Chair congratulated the staff and pupils on the excellent attendance figures and wished to pass on thanks to staff for the lovely Easter Service. The new staff members have settled in well and the 100 Miles in May for Mind challenge has been a success with some children doing this as individuals and younger children taking part as a group. Governors also thanked everyone for the gardening project.

A governor asked if RSE was the same as SRE and the Headteacher confirmed this was and an abbreviation for Relationship and Sex Education.

Data

Due to a technical issue, the clerk did not minute the Data paragraph below and the Chair provided the following:

Data –The Chair recognised that all years have been impacted by the two Covid School closures and strategies and interventions have been put in place but she queried the stalling of progress. Especially in  Yr 1, Yr 3 and Yr 5.

The HT said that this has been the first full term in school since the start of the school year and interventions that have been put in place will need time. However, these will be closely monitored and if after further monitoring they are not working in some case, other strategies will be used. The Governors assured the HT and staff of their support and appreciated all the work that had been done to make up for the schooling lost and said that funding was available in the budget should it be needed.

7. Headteachers Performance Management

The SIP approved by the Diocese is Susan Walters and the HT has requested S Walters for her Performance Management review. The Headteachers PM should consist of 2-3 people, the Chair, and one other governor. Governors agreed that JM would be this person. The HT will contact SW to set a date in September for this.

The Chair asked if it would be possible for SW to set targets earlier so the HT has time to work on these. CM will contact SW.

8. Budget Update

The budget reports and notes had been uploaded onto the Governor Hub by the Bursar prior to the meeting and the Chair thanked the bursar for the clear information provided. The LA have confirmed that there will not be a clawback this year due to Covid so the school has retracted the earmark request of £40,000.

Predicted Carry forward for 2022/23 is £63390. And therefore, over the limit for clawback so the school needs to spend £23k this financial year to avoid clawback next year.

The planned library refurbishment spend is £62,000 and the tender process is taking place. Other funding for this project includes £8000 from DFC, £3000 from FOB and £3000 from the school fund. Due to the delay in confirming the budget and tender process this work will be delayed and not likely to happen in the Summer holidays as was hoped. A governor requested that the drawings for the project be uploaded onto the Governor Hub to be reviewed by governors, HT to action.

Governors were happy to proceed with this project and the HT will update them with the results of the tender.

Governors discussed the carry forward figures and that staffing will get more expensive over 3 years. They are aware that by Year 3 there is a deficit showing which will need to be addressed over the next 2 years, but this is common when setting 3 year budgets.

9. Updated Covid risk assessment

The HT explained that the school will remain cautious with the new variant around and will continue to work in bubbles and wear masks. All Governors were happy with this and no further comments were made.

10. Update on Library project

Discussed with the budget update

11. Policies to be approved

Capability Policy and Procedure for teaching staff.

Highlighted in the policy was School/Academy – governors were happy for this to remain.

Point 6 Power to dismiss – one or more governors to act with the Headteacher was agreed as there are enough governors to act if there is an appeal.

Governors approved once amended.

Capability Policy and Procedure for support staff.

Timetable for improvement is needed and governors agreed 6 weeks/half term.

Power to dismiss – one or more governors to act with the Headteacher.

Extra bullet point to be removed.

Governors approved once amended.

Complaints Policy

Point 5.5 Mat should be Matter

Point 8 refers back to 7.5 but should read 7.4.

Point 8.84 refers back to 7.5 but should read 7.4

Governors approved once amended.

GDPR/Data protection policy

Governors approved this standard policy. The bursar is contacting the company for the report they provide.

Disciplinary Policy

Approved.

Exclusion Policy

Approved.

First Aid Policy

Approved. Most staff are First Aiders.

Freedom of Information

No Comments. Approved.

Grievance Policy and Procedures

No comments. Approved.

Staff Leave of Absence Policy

There is inconsistency within the policy regarding staff request to attend a wedding. Governors discussed whether to allow one day per year paid or unpaid.

It was proposed to allow one day paid leave per year to attend a wedding, all governors agreed to this and the HT thanked the governors for their support. A governor also commented this was a positive move when recruiting in the future.

Page 12 reference to the Trust to change to school.

Governors approved once amended.

The Chair asked if all policies could be put together on the Governor Hub and the HT agreed that she would like to tidy up and archive some files. HT to action.

12. Safeguarding

The HT has updated the file and would like to organise a safeguarding audit. CM’s mentor N Badger also agreed this would be a good idea. The governors approved this request and the HT will bring the results to governors at a future date.

13. Staff wellbeing

The staff stress audit is now complete and the HT will collate this information with the staff wellbeing champion. A governor commented that the staff emails were not working and the HT explained these have now changed and she will upload the new e-mail addressed onto the Governor Hub. The governors will link with different staff in September and will include new staff when organising this.

The staff are planning another staff camp out and governors offered to support this event again.

Staff have been given an extra half day out of the classroom to support report writing as they are missing out on an inset report writing day following the move away from RLLAT.

14. PE and Sports Premium Funding – Active 30

The funding has not been confirmed yet and the school can decide how to use this funding if available. Staff have discussed the future of using coaches to deliver Active 30 going forward and all feel they can deliver quality provision themselves, if it can be done within the staff hours of 1265hrs. To meet the requirements, the school day would need to change to 8.45am-3.15pm.

The HT proposed to continue a drop off system in September and would like to trial this next half term to reduce the drop to between 8.30 – 8.40 with registration starting at 8.45. Parents have commented that they like the drop off and it eases the carparking issues. Staff have also found the drop off system has helped to settle the children into class at the start of the day.

The governors discussed the changing of the school times and drop off system and agreed to the proposal of changing the school hours to accommodate Active 30. The HT will share the future proposal of use of PE funding once confirmed.

Active 30 will continue to be provided by coaches for the summer term but condensed into 2 days with PE planning from the school to help to provide quality lessons.

Governors approved the trial to reduce the drop off time for the last half term. The HT will contact parents with these changes.

Lady Delves Broughton planning permission section 106 includes the improvement of the school carpark and the HT would like a drop off point included if the trial is successful.

15. Future Governor Meetings – Virtual / face to face

Governors would like to meet face to face in future meetings with the option to provide virtual meetings for anyone who cannot attend the school premises. The new clerk is also happy to do either. The HT will ask the Caretaker to fog the room prior to the children returning.

The next meeting in July will therefore take place in the school with Microsoft Teams available for anyone not able to attend in person.

16. Confirmation of office for chair

The Diocese has approved LF as Diocesan Representative for a 4 year office.

17. Governor Training Update – R Lewis

Update was forwarded to the next meeting as RL had sent his apologies

18. AOB

The Chair will upload the letter she received from another Trust. The lease is still with the lawyers and progress is slow and therefore only once this is sorted are the governors in a position to talk with other Trusts, which is now likely to be next year.

Date of next meeting – Tuesday 13th July 2021, 6pm @ Bridgemere CE Primary School