



Little Paxton Primary School Governing Body

Minutes for the meeting of the Full Governing Body held on Monday 26th April 2021 at 6.30pm

The meeting was hosted on Zoom due to social distancing during the Coronavirus pandemic

Present:

Anna-Sofia Conway	Parent Governor	Victoria McAuley-Eccles	Co-opted Governor
Ian Cunningham	Parent Governor	Christopher Muwanguzi	Parent Governor
Katie Delgado	Staff Governor	(arrived during item 6)	
Neil Donoghue	Co-opted Governor	Nickie Moore	Head Teacher
Richard Fairbairn	Co-opted Governor	Stephen Robinson	Co-opted Governor
Tim Gawler	Parent Governor	(arrived during item 6)	
		Austin Willet	Parent Governor

In attendance:

Alison Gatward	School Business Manager
Rebekah Jenkins	Associate Member
Gemma Pearce	Clerk

1. Welcome and apologies

RF welcomed the Governing Body (GB) to the meeting and informed them that he would Chair the meeting in the absence of PW.

Apologies received and accepted from:

David Jones	Co-opted Governor
Paul Warmington	LA Governor

The meeting was quorate.

2. Declaration of interests

There were no new interests declared

3. Governors' responsibilities: Challenge, Scrutiny, Support

The Chair reminded the GB of their role:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

4. Approval of minutes from previous meetings

Minutes were circulated for governors to review prior to the meeting for FGB 22.03.21

The Clerk reported that a correction sent by ND was made. There were no additional comments and the minutes were approved.

5. Actions update

2020/2021-034	Link Assessment Policy to Marking and Feedback Policy and review both at next C&S meeting	CLT	17 May FGB	On hold till May
2020/2021-036	SEN Information Report & Policy – update with SENCo and re-discuss	HT & SENCo	Ongoing - Defer to later meeting (TBC)	Schedule for September
2020/2021-067	Coordinate guidance notes and input from DJ on exclusion and disciplinary committee role and circulate to all governors.	Clerk, PW, DJ	Finish over Easter holidays	Clerk to follow up with David for this
2020/2021-071	Follow up with Tracey Boram about governor position	PW, RF	By next FGB	PW and RF to action ASAP
2020/2021-072	Complete governor induction and registration process for Stephen Robinson.	Clerk	ASAP	Paperwork completed, LA notified. Clerk to send the governor induction policy and talk to Paul to assign him a mentor.
2020/2021-073	Meet with potential new governors identified by LA .	PW and RF	Before next FGB	PW and RF to action ASAP
2020/2021-074	Format SEF alongside SDP to be more user friendly.	CM and CLT	ASAP	HT and CM to follow up

6. HT Report

The HT report was circulated prior to the meeting.

QU: How many offers have been made for Foundation admission for 2021/22? There were 42 children with LP as first choice, but likely to be around 45 as the HT is aware of a few late applying. Across the country it seems to be a

low birth year as the HT has heard the admission numbers seem to be low everywhere. The CLT are awaiting the confirmation of acceptances from the LA.

QU: It says in the first section about asking subject leaders not to send emails but will set up googledrive – it sounds like a method of communication being taken away without a replacement ready, is this case? No all teachers now have access to a 'To do' list of what the Subject Leads need so they don't need to send duplicate emails asking for things.

QU: The Behavior and Attitude section mentions Mindfit – what is this? Mindfit is a company that can come in to work across school (currently upper KS2) with children with anger or anxiety issues. They provide strategies for managing emotions. The HT has already seen a positive impact on children from the sessions. QU: Do school pay for it? Yes it is paid for using sports premium or pupil premium funding. Currently they have paid for a 6 week course for Y4-6 and then plan to use it for younger children. Will keep going as long as possible on budget. TA's are observing techniques and games that are being used to implement in future. One of the Mindfit team is an ex SENDCo and one a personal trainer so they have a good combination of knowledge.

QU: The Staffing section mentioned a TA re-structure document but none was shared? The Clerk apologized for missing this from the circulation list. RJ updated the GB on the plans and the Clerk circulated the document to be read after the meeting.

RJ updated the GB that feedback at the TA Performance Management Meetings included concerns over lack of progression, flat structures and no opportunities to advance paygrades. On reviewing paygrades it became obvious that school had a lot of experienced TA's on the same salary band as those who have only recently started. As a CLT they wanted to address this and recognise the work done by the TA's in supporting raising standards in learning.

The CLT had a discussion with EPM and Gemma Manning to identify the best way to move forward. It was decided that that they could introduce clear job descriptions and bands that could slowly move people to a new structure. The proposals were discussed with the Phase Leaders before being shared with the TA's. They held two meetings to enable all TA's to attend. The meetings were held on 24th March and anyone not in school was invited to attend via zoom.

At this meeting they launched the plan –

3 HLTAs – to work alongside the Phase Leaders enabling them to be released as required.

4 LSA3 – Learning Support Assistants Level 3. A new title to acknowledge that their role is to support the children with their learning. The Level 3's will be in the year groups without a HLTA.

Each year group will have a HLTA or a Level 3 in the first instance. They will then create LSA 2 positions when vacancies and budget allow.

Both HLTA's and LSA3's will be able to cover the teacher as required. They will also work with LSA1 and LSA2 in the other class in the year to support and mentor them.

The TA's were advised if they felt they were already working at a higher level or wished to progress then they should apply for one of the new higher level positions. If they were happy with their paygrade and role then they need not apply but would be moved across to the appropriate band determined by their pay grade. It was made clear that nobody would lose contracted hours and there would be no redundancies as part of these changes, Closing date for applications was Friday 16th April. They received 9 applications and will be holding 8 interviews.

One HLTA has decided to step down to the LSA3 role and therefore there are now 2 HLTA vacancies (already have one in post) and 3 LSA3 positions. All interviews will be complete by Friday 7th May.

CM and SR arrived here.

The GB felt that the plans sounded very positive and will review doc. [QU: Is this in the SDP?](#) This will become part of the SDP when positions are in place in September. Top tiers of the TA team will mentor and coach. It was noted that this will be an area for Paul to monitor as link governor for Leadership and Management.

[QU: Does this apply to 1-1 TA's?](#) No this is currently for TA's who support classes, however current 1-1 TA's were able to apply for the senior positions, the criteria was they must have 3 years of experience in the classroom. They will consider senior/mentoring 1-1 positions in future. The CLT are excited about the piece of work and how it will re-shape how children are supported and how TA's work.

7. Finance presentation
a. Budget 2021-22
b. SFVS

Four supporting documents were circulated prior to meeting. Including a summary of the budget and SFVS key points.

a. Budget 2021-22

Austin introduced the budget forecast for 2021/22 and highlighted some key figures.

- £111k surplus at end of FY21 – COVID caused lower expenses in many areas so higher than usual
- Our projected income for the year is £1,821,729
- Our projected expenditure for the year is £1,882,515
- Our projected deficit for the year is £60,786
- Our balance brought forward into the year is £200,201 (12% of budget), so our projected c/f at the end of 2021-22 is £139,415
- It should be stressed that of the 60k deficit, approx. 25k is funds we are sitting on which we need to spend, such as unspent PE and Covid catch-up funds. So in effect, we are c/f 175k, and looking at a 35k deficit for 2021-22
- Other costs have to an extent been calculated on a more cautious basis, for example we have increased the amount that we have allocated to building maintenance compared to previous years, although it may be that these full amounts are not spent
- The shortfall can comfortably be covered by our reserves, and furthermore can be justified by the need to deliver on the SDP and drive up educational standards
- Figures are also shown for future years, although it should be noted that these are subject to change, and have been worked out on a conservative basis regarding the funding we will receive based on pupil numbers and no projected increase in the amount per pupil received

Austin introduced a budget comparison between 2020/21 and 2021/22.

- The key parts to look at on this document are column G, which shows the actual figures for 2020-21, column O, showing the projected figures for 2021-22, and column P showing the difference between them. There is a rise in projected income of £87,255 and an increase in projected expenditure of £259,244. Although this is a very large increase in costs, it should be noted that expenditure has been unnaturally low in some areas in 2020-21, due to the highly unusual circumstances.
- As well as increases in the salary costs, there are projected increases in areas such as:
 - o Building maintenance costs, as mentioned above
 - o Staff development and training; a significant proportion of this is earmarked for SEN training

o Learning resources

The SBM provided further information in some areas:

Staffing

- 2 maternity contracts will overlap
- Member of staff returned 2 days a week now in SEN so an additional role – due to big needs in this area
- Support staff being re-aligned to meet their experience – people being paid in a more meaningful way

QU: What is supply teacher insurance? This is insurance to pay for supply if teachers or caretaker off sick – get daily amount if teacher off 10 days or site manager off 1 day. Looks like it has increased a lot but actually only paid a few months last year as they suspended insurance due to COVID.

- Training has increased as a lot of emphasis on SEN training - £6k general training £6k SEN training
- Building maintenance - based on RC discussions – have never budgeted enough for this and always overspend
- Learning resources – supporting SDP to move forward curriculum. SBM to provide further info on this increase. Summer funding, carry forward, PE and Sport (Olympic legacy), assessment (NFER), Educational visits – just way it has been put together and high carry forward
- Catering supplies – out of school control -depends on how many children have school meals – has been put on cautious basis.

QU: The Resources Committee have discussed problems with the school roof – is this encompassed in this budget? If significant work on the roof is required this would be capital or a grant.

QU: What is capital? This is extra budget for extraordinary expenses – about £19k in pot

The GB approved the budget for 2021/22.

7b. SFVS doc:

The SFVS is a document that has to be returned each year. There is input from school and the GB. AW highlighted some key areas:

- Q6 – answered in part as although school finances are healthy rarely look further ahead than 1 year. Hard to do a 3 year plan as hard to get idea of income 2-3 years ahead. May be some areas that could plan more and AW and SBM will discuss.
- Q13 – Answered yes due to strong carryforward – will spend £35k of carry forward - judgement call on how much should spend of carryforward and how much should be kept in reserves. Spending justified to support drive on supporting curriculum.
- Q23 – answered on what will happen going forward. New team who have not been involved in audits in the past.
- RAG rating section – red's in school characteristics due to class sizes – lower pupil to teacher ratios than other school but important when driving up outcomes

The HT commented in response to Q23 that she was surprised by lack of financial audits compared to previous experience. The meeting discussed that the school have regular meetings with the financial advisor at LA which give external scrutiny and LA regularly see figures and budgets, this may reduce need for audits.

QU: The teacher contact ratio implies teachers may not be having release time as needed? What does figure of 0.841 mean? The HT is sure that staff receive all their allowed release time and so it is not clear why this is. ACTION: SBM to provide further feedback on how this figure was reached.

The GB approved the SFVS. ACTION: SBM to check submission process

8. Review of policies

- a. Supporting Pupils with Medical Conditions
- b. Social Media Policy - Approved

Both policies were circulated prior to the meeting and any comments incorporated.

CM asked for time for 8a to be considered by link governors in this area. ACTION: Move to next agenda.

9. Link Governor Reports (including training)

Pupil Premium & SEND – Chris and Ian

- Parent questionnaires were sent out, meeting pushed to look at these, feedback next meeting.
- Meeting with staff in diary for next week.

Curriculum/Quality of Education – Richard, Neil & Tim

- No update since last meeting.

Maths – Anna-Sofia

- Meeting scheduled for Wednesday 28/4 with maths leads.
- QU: Is there a standard form for governor visits? RF has made an update and will share

10. Training Opportunities

TG updated the GB on available courses from the LA. It was noted that there was not much availability on LA courses this term and that uptake has been high whilst courses have been on-line so governors should book on courses they are interested in early. Often the waiting lists are also full. TG to re-circulate the link to book.

Governors were reminded to complete the 'Prevent' e-learning if they have not already.

11. Correspondence received

None

12. Safeguarding

The GB agreed there were no safeguarding concerns raised in this meeting.

13. Any other urgent business

The GB discussed the use of The Key – a resource for governors that school pay for as the subscription was due for renewal. Several governors said that they did not know how to access The Key but those that used it said it was a

very useful resource for looking up information and for training. The GB agreed that The Key subscription was useful and those that did not use it should look at the resources it offers.

ACTION: TG to circulate details on how to access The Key to all governors.

QU: Does school have a conditions survey? Yes done by LA – gives rating as to urgency of repairs. Anything that was urgent was dealt with or risk assessed. Is it normal that LA deal with it? Yes, normally but school bought in someone independently to look at the roof.

14. Dates of next meetings of the Governing Body

Full Governing Body 17 May 2021 (Topic Discussion- What have we learnt from Covid)
 Resources Committee 21 June 2021

The meeting closed at 19:56

Actions carried forward

2020/2021- 034	Link Assessment Policy to Marking and Feedback Policy and review both at next C&S meeting	CLT	May FGB
2020/2021- 036	SEN Information Report & Policy – update with SENCo and re-discuss	HT & SENCo	Defer to September
2020/2021- 067	Coordinate guidance notes and input from DJ on exclusion and disciplinary committee role and circulate to all governors.	Clerk, PW, DJ	ASAP
2020/2021- 071	Follow up with Tracey Boram about governor position	PW, RF	By next FGB
2020/2021- 073	Meet with potential new governors identified by LA .	PW and RF	Before next FGB
2020/2021- 074	Format SEF alongside SDP to be more user friendly.	CM and CLT	On-going

New actions arising from this meeting

2020/2021- 075	Provide further feedback on SFVS contact time figure	SBM	Next FGB
2020/2021- 076	Submit SFVS	SBM	By deadline
2020/2021- 077	Review Supporting Pupils with Medical Conditions Policy at PP and SEND link governor meeting	CM, IC	By next FGB

2020/2021- 078	Circulate details on how to access The Key to all governors.	TG	ASAP
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Signed by..... Date.....