

GOVERNING BODY

Minutes of the virtual meeting of the Governing Body (GB) held on Tuesday 4th May 2021 at 5pm.

Present:

Governors: John Glahome (Chair), Colin Scott (Headteacher), Lara Vinsen ,Cllr. Carl Les (from 17.05), Mike Holmes, Gary Morley, Charlene Thirlwell, Lt Col.Jim Turner, and Terry McCann.

In attendance: Helen Simpson (NYCC Bursar).
James Yates, Helen Whitehead (from 17.10), Gill Morrissey, Sarah Matthewman, Stacey Burke and Pat Gale (Clerk to the Governing Body).

No.	Item	Lead
PART 'A' – PROCEDURAL		
1.	<p><u>Welcome, Introductions and apologies for absence:</u></p> <p>The Clerk welcomed Governors to the meeting and welcomed the newly elected staff Governor Gary Morley. On behalf of all Governors thanks were given to Jane Hailwood for her term of office as Staff Governor. It was also confirmed that NYCC had approved the reappointment of Carl Les as LA Governor for a four year term of office.</p> <p>Apologies had been received and consented to from Amy Beveridge and Samantha Cotgrave due to work commitments.</p> <p>The Chair informed Governors that the Resources update would take place before the rest of the Procedural items.</p>	
2.	<p><u>Declarations of interest pecuniary and non-pecuniary:</u></p> <p>Cllr. Carl Les in his role as Leader of NYCC. Mike Holmes-whose son works for Veritau. Lt.Col.Jim Turner in his role with the MOD.</p>	
3.	<p><u>Governors to declare business and personal interests:</u></p> <p>Governors were reminded to update their business and personal interest registers if necessary.</p>	All
4.	<p><u>Register of Gifts and Hospitality:</u></p> <p>No Governors had received gifts or hospitality.</p>	All
5.	<p><u>Statutory Committees: see item 7.</u></p>	
PART 'B'-RESOURCES		
6.	<p><u>Budget Update:</u></p> <p>Helen Simpson (HS) the Bursar was invited to present key points from the reports which had been previously circulated to Governors.</p>	

No.	Item	Lead
	<p>Outturn Statement-2020/21- the revenue cumulative carry forward is £218,035, within this balance is the Covid Catch Up Grant of £12,859, which is ring-fenced to be spent next year. HS explained that there were a number of variances in terms of additional income or underspent expenditure to note, the main ones being:</p> <ul style="list-style-type: none"> • Net saving estimated at £15k on Teachers supply budget, linked to the income from the staff absence scheme. • Net saving estimated at £14k for support staff costs. <i>Q: What were the savings due to?</i> <i>A: Savings due to sickness, the later start date for the Lawrence House post, and a saving on the TA sickness contingency for the Spring term.</i> • A Covid operative grant of £13k was received, with additional costs linked to testing of £7k. • Exams fees and invigilators saving due to cancellation of summer exams, plus a saving on music lessons, an estimated saving of £11k. • The largest underspend was £35k on non-ICT and ICT learning resource budgets, including ICT licences and maintenance. • A saving of £12k on the publicity and advertising budget, due to the timing of the rebranding, but it will be transferred to next year's budget. • A £14k saving on utility costs and a £7k saving on the maintenance budget which has been earmarked for Windows next year. <p>HS explained that there had also been a loss of income or overspent expenditure in a few areas, including:</p> <ul style="list-style-type: none"> • The biggest loss being £14k for school meals less than budget. • A contribution of £13k to Capital to ensure a balanced position. • A £3k change in funding for Pupil Premium, SEN and excluded pupil. • Uniform stock in hand of £2k. <p>In terms of capital expenditure, the following projects have been included:</p> <ul style="list-style-type: none"> • £17k Principal loan repayments • £13k contribution from revenue budget to capital maintenance projects carried out by County. • £87k for Chrome workbooks. • £47k for a new server and ICT hardware. <p>The Chair thanked HS for a very clear and concise outturn statement and asked Governors for their approval.</p> <p>Resolved: The Outturn budget was approved by MH, seconded by LV and agreed for adoption by all Governors.</p> <p>Start Budget 2021/22 and future years-HS had circulated a very useful overview which outlined income and expenditure forecasts for the years until 2025/26. The key income headlines being:</p> <ul style="list-style-type: none"> • The funding continues to be through the 'soft implementation' of the 'National Funding Formula', it was noted however that this could change should the DfE move to the full implementation of the NFF. • The minimum funding guarantee mechanism still maintains the funding level even though the mobility specific calculation has drastically reduced from several years ago. 	<p style="text-align: center;">All</p>

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	<ul style="list-style-type: none"> • HS explained that predicted pupil numbers were only estimates from 2022/23, and in 2024/25 the drop in pupil numbers was due to a large cohort leaving, but may not be accurate. • In terms of other income, funding continues for a high need SEN pupil to be supported by two GTAs. • Pupil Premium funding remains at approximately 50% of pupils attracting Service funding and 27% attracting FSM funding. • The balance of the Covid Catch up grant from 20/21 has been carried forward and added to the summer 2021 allocation of £19k. <i>Q: Will the funding cover the costs of school meals over half terms and the summer holiday, as parents have become used to this support, and may criticise the school if the funding is not retained.</i> <i>A: We don't think this will happen.</i> <i>Governor comment:</i> <i>If parents are struggling financially, Colburn Village Hall is providing a Food Bank resource, which has been very well received by the community.</i> <p>HS then gave an overview of staffing expenditure as follows:</p> <ul style="list-style-type: none"> • A 1% pay award for all support staff from April 2021, 2022 and 2023. • There is an assumption that there will be a pay freeze for teachers from September 2021, 2% from September 2022 and the same from September 2023. • An increase of 1 fte teaching staff from September 2022 and 2023, due to a predicted increase in pupil numbers. • A new GTA has been included from May 21 and a second appointment starts on June 11th both at Grade M1 rather than M6. <i>Q: Is this increase in GTA staffing affordable?</i> <i>A: Yes, I have compared and it works out more affordable than one M6. So, will Governors agree to the inclusion of two M1 GTAs in the Start Budget?</i> <i>Q: Will you put the revised budget report to Governors on the portal?</i> <i>A: Yes I will do.</i> <p>Resolved: That Governors agreed to the funding of two GTAs in the Start Budget.</p> <p>HS then gave a summary of other costs as follows:</p> <ul style="list-style-type: none"> • From April 2021 the school has purchased insurance through the RPA at £19 per pupils, this has replaced the County scheme. • From April 2021 the school has changed its cleaning contract from County to a private provider. • Additional expenditure in 2021/22 has been committed to Hall refurbishment and CPD room upgrade. • Projects that were included in 2020/21, rebranding, website upgrade and replacement windows. • It was noted that an assumed £14k had been committed to the Lateral Flow Testing overseen by Gill Morrissey. <i>Q: Can we assume there will be another grant this year?</i> <i>A: We are assuming it will be cost neutral.</i> <p><i>Q: Please can you give an explanation of capital costs?</i></p>	<p style="text-align: center;">All</p>

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	<p><i>A: The DFE allocation is £14k and the contribution from revenue will be £93k this financial year including: principal repayment for the loan, contribution County for refurbishing the science labs, ICT hardware, 50 chrome books and Chrome Books for Year 7's in September 2021. Future years include the cost of Chrome books for a year group each year.</i></p> <p>The Chair asked Governors if they had any further queries and if the Start Budget should be approved for adoption.</p> <p>MH proposed the approval of the Start Budget adoption and CL seconded the approval.</p> <p>Resolved: The Start Budget for 2021/22 and future years was approved for adoption.</p> <ul style="list-style-type: none"> • HS explained that the Chair had reviewed the SFVS and had recommended for approval, as it needed to be taken into account when budgeting. <p>Resolved: That the SFVS had been approved for submission to NYCC.</p> <p>The Chair on behalf of all Governors thanked Helen Simpson for a very detailed and positive report. (To note: HS left the meeting at 17.39)</p>	<p>All</p> <p>Chair/ Bursar</p>
7.	<p><u>Statutory Committees.</u></p> <p><u>School Development Group draft minutes:</u></p> <p>Mike Holmes, the Chair of the School Development Group gave a summary of the key headlines from the meeting held on the 17th March 2021.</p> <ul style="list-style-type: none"> • The SDG had agreed the revised Terms of Reference, noting that Mark Wilson (MW), the external evaluator had recommended that Governors should be regarded as 'strategic evaluators'. • A review of the School Information and Accountability Pack was very positive and MW was very complimentary, suggesting that Governors needed to consider what evidence they needed and how it would help them to evaluate progress of the action plans; he also suggested that an additional column should be incorporated into the template to include Governor comments on each action. Caution was raised about the potential for it to become too wordy, resulting in too many actions, with the risk that they would not get done. <p>Action: JG, JYa and SMn to refine the key priorities and share with Governors at the FGB in July.</p> <ul style="list-style-type: none"> • A discussion had taken place on how things were measurable, one Governor expressed their preference for numerical targets such as success rates, but it was suggested that this could be difficult at present due to Covid issues. • SMn had given a detailed presentation on Teaching and Assessment which gave rise to further discussion about reducing the number of actions into key priority areas. <p>Action:</p>	<p>JG/SMn/ JYa</p>

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	<p>and where possible cross-moderation will be used to quality assure the grades. <i>Q: What do you know about the process so far?</i> <i>A: What we do know is that on the 18th June we have 48 hours to provide the portfolios of evidence to substantiate pupil's knowledge. Every Centre has to provide examples of work from ten pupils.</i> <i>Q: Will they choose the pupils?</i> <i>A: Not sure, they might ask for certain subjects or a sample from high or low assessed pupils. They will look at all schools and identify who is out of kilter, and identify a clear analysis of why that is the case, such as changes of staffing.</i> <i>Q: How will they compare us with other schools?</i> <i>A: They will look at previous results, to ensure that pupils get the grades they deserve, all supported by the evidence.</i></p> <p><i>Q: Have you received undue pressure from parents and pupils?</i> <i>A: Not to date.</i></p> <p>JYa reminded Governors that they needed to approve the TAG Policy, although it could be subject to change, he would keep Governors updated about this. MH proposed it should be approved as it stands, seconded by TMc. Resolved: That the Teacher Assessed Grade Policy be adopted.</p>	All
12.	<p><u>SEND Update:</u></p> <p>The Chair invited Helen Whitehead (HW) to present her May 2021 SEND report to Governors.HW noted that little had changed since the March report as there had only been five school weeks to report on since then. The key headlines were:</p> <ul style="list-style-type: none"> • Currently 113 pupils, an increase of 2 pupils since the last meeting, on the SEND register, which equates to 20.7% of the school population, with 9 EHCPs, 1.59% of the school population, seven male and two female. Currently we have four pupils joining the school in Year 6, taking the number of pupils from nine to thirteen. A further request for assessment has recently been submitted and two more requests for assessment will be made before the end of the academic year, if all pupils come on roll, it could potentially mean a 77.8% increase in the number of pupils with EHCPs in the autumn term 2021. <i>Q: Will this result in more funding for the school?</i> <i>A: Yes, but it is not enough to cover the costs we will need to support them.</i> • Analysis of attendance and exclusions-more recently, there has been a downturn in attendance and an upturn in persistent absence for pupils with SEND, who are disproportionately represented in the exclusion figures. They were responsible for 13/22 (59%) fixed term exclusions and 50 % of the permanent exclusions. <i>Q: Do you know the reasons for this over representation?</i> <i>A: We know that many are struggling with socialisation and returning to school due to the Covid issues. It is a real concern and we need to drill down into the data to see why this is occurring.</i> • Staffing Issues- HW reported that 2 high quality GTAs have recently been appointed, initially to provide 1:1 support for a pupil with complex 	

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	<p>SEND; but both candidates scored equally high marks, so the decision was taken to appoint both to give the specific 1:1 support and also to the wider SEND population. We should have a full complement of staff by June.</p> <p>Q: <i>With the increase in numbers of pupils with EHCPs, will we have enough GTA support?</i></p> <p>A: <i>We could do with more, but there is insufficient SEND money.</i></p> <p>Q: <i>Is there a lack of special school places?</i></p> <p>A: <i>Yes there is, similar to many areas across the country, due to a combination of geography and lack of special schools, so pupils are then referred to mainstream schools like ours.</i></p> <ul style="list-style-type: none"> • Future Plans-following the retirement of HW in the summer, Stacey Burke will become the substantive SENCO, the plan is for her to be assisted in the role with an additional member of staff, yet to be identified. We are about to begin to contact our primary feeder schools, in order to gain as much information about potential pupils in their transition to our school in September, it has been suggested that the new Assistant SENCO could take on this role. <p>The Chair thanked HW for also including a useful summary of acronyms, LV proposed that the report be approved, seconded by the Chair.</p>	
13.	<p>Policy Revisions and Approvals- The PA to the Principal, Stephanie Blood (SB) had circulated a very useful policy update report.</p> <p>Policies that have been reviewed with no or minor changes are on the school website and include:</p> <ul style="list-style-type: none"> • Budget Management • CCTV Privacy Notice • Employee Privacy Notice • Site Traffic Management Plan • Surveillance Policy-minor amendment to include CCTV for the Alternative Provision Manager in Lawrence House. <p>Policies that that have been reviewed and revised as follows:</p> <ul style="list-style-type: none"> • Parents, Carers and Pupils Privacy Notice. • Supply and Agency Staff Privacy Notice. • Website Privacy and Cookie Notice. <p>Policies that have been reviewed and revised outside of the policy schedule:</p> <ul style="list-style-type: none"> • Recruitment Privacy Notice • Charging Policy-removed references to charging for damage when borrowing school equipment. • Volunteers Privacy Notice <p>Governors were asked if they had any comments or changes to suggest, but all were satisfied that the policies had been robustly reviewed and recommended for adoption.</p> <p>Resolved: All policies were approved for adoption.</p>	All

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	The Chair wished to thank SB for a thorough approach to managing the portfolio of policies for the school.	
PART D - OTHER BUSINESS		
14.	The Headteacher wished to thank Col J Turner for arranging Unit Officers to get to know the school better, welcoming this more collaborative approach. GM reported that she had invited the Scots Guards Officer to view the school and if Covid restrictions allowed, to meet with some pupils in the future.	
15.	Any Questions from SLT to Governors: None raised.	
16.	There being no further business the Chair thanked Governors and staff for their commitment and contributions and closed the meeting at 6.45pm.	
17.	The date of the next meeting is planned for the 6 th July at 5pm. (It is hoped to hold as a face to face meeting-dependent on Covid restrictions)	

Membership of the Governing Body

Terry McCann, John Glahome (Chair), Jane Hailwood, Cllr. Carl Les, Colin Scott (Headteacher), Lara Vinsen, Sarah Cotgrave, and Lt Col. Jim Turner, Charlene Thirlwell, Mike Holmes and Amy Beveridge.

Other staff – Members of the Senior Leadership Team

Sarah Cox (Associate Assistant Principal), Sarah Matthewman (Assistant Principal), Gill Morrissey (Director of Facilities), Richard Sherwood (Senior Teacher), James Yates (Vice Principal), Helen Whitehead Vice Principal and SENCo).