

Threshfield Primary School
Minutes of a Meeting of the Governing Body
held at the School on Tuesday 8th November 2022 at 4.30pm

Present:

Sarah Harper (HT)- Headteacher
Natasha Midgeley (NM) – Chair – Co-opted Governor
Bethany Alexander (BA) -Staff Governor
Sarah Hill (SH)- Co-opted Governor
Andrew Bode (AB) -LA Governor
Richard Hore (RH – Parent Governor
Brettle Roberts (BR) Vice Chair - Co-opted Governor
Val Berry (VB) - School Bursar NYCC Finance Team

Present via Zoom:

Ian Green (IG) -Parent Governor
Tina Tierney (TT) – Co-opted Governor

Apologies:

Pete Huff (PH) Trustee Governor

Question Types:

Finance

Strategic Direction

Outcomes for children

1.Welcome and Introductions:

The Chair welcomed everyone to the meeting in particular the two new members, Tina Tierney (Co-opted) and Richard Hore (Parent). Introductions were made and Link Governors in relation to the School Development Plan were clarified :

Ian Green -Safeguarding
Pete Huff – Health and Safety
Natasha Midgeley – Curriculum
Andrew Bode - Pupil Premium and Sports Premium
Sarah Hill – English and Writing
Bethany Alexander – EYFS
Brettle Roberts – SEND

The Chair informed the Governors that The Clerk to Governors had resigned the previous week and that NYCC appear to have a shortage of Clerks. HT is to contact a clerking Agency in the anticipation that we will have one for the next meeting. BR offered to take minutes for this meeting.

2.Consideration of absence:

Apologies from Peter Huff were consented

3.Declaration of interests, pecuniary or otherwise, in any agenda item:

None were declared

4. Any Confidential Items to be excluded from the publicly available minutes:

There was one.

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5. Notification of any other urgent business items:

One confidential item

6. Governing Body Matters:

It was agreed that items 14 (The September Budget) and 15 (SFVS and Benchmarking) would be moved to the start of the meeting to enable the Bursar (VB) to leave the meeting early.

Bethany Alexander is due to go on Maternity leave and expressed a desire to continue as Staff Governor during her absence attending meetings either by Zoom or in person.

***ACTION: HT will check with staff to ensure they will still feel fairly represented.**

14. September Budget:

VB explained that the previous report was a monitoring report up to the end of September and that she was presenting a revised forecast showing a 'worst case' scenario.

Changes to the budget have been due to the unexpected additional pay award recently granted by the Government to both Teaching and Non-teaching staff and a 148% increase in Service costs – Gas and electricity. This leaves a deficit for this year of £25,000.

£15,000 had been carried forward from last year's budget and ringfenced for this year leaving a 'working deficit' of £10,000.

Deficit Forecast for the next three years:

2022-2023 = £25,000

2023-2024 = £31,000

2024- 2025 - £85,100

Q) - IG Does the modelling work from previous years mean you are confident in forecasting budgets?

A) VB -As much as we can currently tell, Yes. We are unaware of any extra funding coming through from the Government. She then explained that the figures could be impacted upon by increase or decrease in pupil numbers and any potential Governmental support for schools.

NM explained that the budget needs to be approved by the beginning of next term

The Bursar offered to meet with New Governors to explain the Budget.

She explained that the school fund (E19) £4,700 has historically not been part of the school budget but ringfenced within the budget to use as "top up" for school trips etc. Any donations made to school go into this section.

Q)- AB Can we use school facilities to bring in additional funds?

He explained that many schools are doing this and that Sport England had given out funds to schools for the use of their grounds.

A) HT agreed that other schools were using their grounds and facilities.

***ACTION – AB to contact Sport England and make enquiries about any possible funds / grants.**

The bursar suggested that an additional signatory for school cheques should be created during BA's absence.

15. SFVS and Benchmarking:

HT explained that the deadline for the SFVS is March 31st. It is the Governors responsibility to go through the Standard format.

***ACTION NM to meet with HT and Jenny Whitaker – school administrator to complete the SFVS.**

VB will prepare a report for the next Governor's meeting.

**NB Val Berry, The Bursar, left the meeting 5.10pm

7. Minutes of the meetings held on 27th September and 12th July:

The minutes from the July meeting were accepted as being accurate.

The minutes from the September meeting were deemed to be inadequate.

***ACTION HT to amend and circulate to all Governors and actions and content to be verified at the next meeting.**

8. Review of actions completed or carried forward and Matters Arising.

Actions completed:

***ACTION In addition to previous training links, HT to send Governors a webinar link from the OFSTED Website - Governance Inspection.**

Q) NM Has the New Curriculum Video been added to the Website?

A) HT As 'School choices' have to be made in January she would like to 'Launch' the video before Christmas rather than add it to the website where it may not be viewed by potential new parents. She expressed concern that no one has visited the school to look around recently. NM wondered whether this because children were already in pre-school.

Q- AB What is the Reception Intake?

A) HT 14

Q) NM Had the PAN number been officially reduced as has not changed on the Website?

A) HT Assuming that it has been.

***ACTION: To amend the website.**

9. Headteacher's Report:

For the benefit of new Governors HT explained that any questions should be sent to her before the meeting. She stressed that all questions were valuable and that as Head she should be held to account for Finance, Strategic running of the School going forward and the outcomes for the children.

NM explained that Governors should look specifically at their Link areas.

Q) AB How are you going to manage BA's responsibilities?

A) BA currently writing 2 EHCPs which will be completed before her leave, HT has SENCO qualification and will cover the operational management of SEND , Data analysis etc . Additional support will be provided by ADYS a local company specialising in SEND support.

Her Safeguarding responsibilities will be covered by Jenny Whitaker – Currently sharing the Deputy DSL role.

Maths subject leader role will be covered by an experienced external moderator.

Q) NM How are we making sure that subject leaders are able to implement the Curriculum across school? Are they given additional time?

A) HT The Performance management targets have been taken from the SDP- embedding the role of the Subject Leaders. Throughout the year Staff meetings are used to model structures of long- and short-term plans.

All staff are booked onto Network meetings relevant to subject areas.

RE and PHSE leads have been allocated 2 days to design own assessments relevant to the school's curriculum.

Staff training sessions in place of staff meeting s to incorporate learning walks and BIG book reviews.

Q) RI – What are Big Books?

A) HT explained the difference between topic books and Big Books. Topic books should all be similar with knowledge organiser. 'stivcky knowledge and small assessments at the beginning of each topic to link with previous knowledge so that a thread can bee seen connecting all areas. Big books also have knowledge organisers etc but is a whole class book that captures content of lessons through photographs and comments from the children.

NM These should be looked at as part of a monitoring visit.

****NB NM left the meeting 5.35pm. HT chaired the remainder of the meeting**

10. Safeguarding:

IG and HT reviewed Safeguarding using an audit from Key to Governors. They are having a second meeting 2nd Dec 2022 by when all actions will have been completed.

Governors had been allocated policies to be reviewed and all updates were agreed.

Changes have been made to the Child protection policy in line with Statutory updates.

Q) SH What are the procedures for the use of the policies?

A) HT All staff read Policies relevant to Curriculum areas as well as the Child Protection policy. The remaining Safeguarding Policies are made available to all staff and dependant on a 'need to know' basis.

Q) SH Thinking about 'Child on Child abuse' policy – What is the procedure if a child goes to a member of staff with an issue?

A) HT all 'low level' cases are recorded on CPOMs and actioned by relevant members of staff. When 'pulled together' these cases might reveal a pattern of behaviour or wider picture. HT follows them cases up. In other situations staff go straight to DSL to be actioned appropriately.

***ACTION: Governors to sign the front cover of the KCSIE in the Office once it has been read**

11. Governors Monitoring Visits and Reports:

No reports

A potential timetable for monitoring visits has been circulated to Governors. HT encouraged Governors to monitor Maths, English and curriculum subjects during weeks beginning 14th and 21st Nov and to help invigilated Assessment week beginning 5th Dec. Some visits were confirmed during the meeting.

***ACTION: Governors to contact the Head Teacher with further dates for visits if possible/available.**

Q) SH Will the children feel pressure if 'strangers ' are in school during assessments?

A) BA and HT – No, they love to see visitors in School and they quite enjoy assessment week.

12. School Policies for Review:

***ACTION Pay policy will be sent to Governors to review.**

13. Governor training opportunities and learning activities:

HT displayed training opportunities on the IWB and suggested Governor's email Jenny Whitaker with dates of courses they were interested in and she would book them on.

16 .Expected Behaviour Principles:

A sub - committee (AB, SH, BR) discussed the behaviour principles and suggested that they should reflect the ongoing principles held by the school- ie. behaviours that support caring, self -esteem, determination, honesty, teamwork and respect. SH suggested that rewards and sanctions should be displayed in school.

As the Behaviour policy is now very long, Sarah Harper is going to create a one-page document including the behaviour principles to make the behaviour policy more accessible to all staff.

17. Any other business not previously identified:

None

18. Confirmation of dates for the meetings of the Governing body for the next academic year:

Dates confirmed

19. Close of meeting:

6.10pm

Date of next meeting:

Tuesday 17th January 2023