



Folksworth Church of England Primary School

Virtual Full Governing Body Meeting Tuesday 27th April 2021 at 8.00pm

Minutes

KEY: **Governor Challenge** **Governor Approval**

<p>Present C. Kirk (Chair), M. Norbury (Headteacher), R. Duncan, K. Hart, A. Pickstone, W. Reynolds, D. Quinn and J. Hall (arrived at 8.27pm)</p> <p>Also Present J. Harris (Clerk)</p> <p>Not Present and Y. Rogers</p>

No	Agenda Item
1	<p>Opening Prayer An opening prayer was led by the Chair.</p>
2	<p>Welcome and Apologies New staff governor, W. Reynolds, was made welcome. No apologies had been received. The Chair reminded governors that they had responsibility for overseeing the financial performance of the school and making sure its money was well spent and this was the purpose of the meeting. Governors should also ensure that the budget was spent on pupils who were currently in school. Governors were asked to remind Y. Rogers to check her school emails on a regular basis if they saw her as there was concern that she was missing information about meetings. At the last meeting governors had agreed to send messages to the Chair for putting into a thank you card for S. Rees-Squelch, who had resigned as a governor. The Headteacher suggested that a card be left with the office for governors to come in and sign at their convenience. The Chair agreed to get a card and then drop this off, after signing, for R. Duncan to bring into school. It was noted that the governor visit report template had been updated with a question relating to ethos.</p>
3	<p>Declarations of Interest There were no declarations of interest.</p>
4	<p>Approve Budget for 2021/22 Prior to the meeting a budget report had been shared with governors. The Headteacher, Chair of Governors and Chair of the Resources Committee had met recently to go through the budget, with the Local Authority Finance Advisor and they had not expressed any concerns The Chair explained that the resources committee had been through the budget in detail prior to the meeting and were happy to recommend this for</p>

Signed by.....

Date.....

	<p>full governing body approval.</p> <p>The Headteacher gave an overview of the budget and the main areas of discussion were as follows:-</p> <ul style="list-style-type: none"> • The Headteacher explained that the budget was informed by lots of different things. • A new Deputy Headteacher had been appointed and a member of staff had resigned but these changes had been factored into the budget. • The Headteacher was looking at a cleaning contract rather than replacing the Caretaker/Cleaner and this had been budgeted for. • The Headteacher wanted to employ another teaching assistant but was not sure if this was feasible for more than a year. If the budget was approved she was hoping to advertise a role that was for a teaching assistant role for 3 hours and a midday supervisor role for 1 hour a day. • Pupil numbers for the Reception Class for September were low so teaching assistant support was not required as much. Low pupil number may impact the future budget if they do not increase for the October Census. • The Headteacher had proposed that Stay and Play should close at 5.30pm instead of 6.00pm each day and this had been approved by the Resources Committee. Governors asked about the hours and were advised that most pupils left between 5.15pm and 5.30pm so the change would have little impact. A governor was aware that in the past pupils who went to Stay and Play had been sent home with some activities and this had encouraged other pupils to want to go. Movie nights were also popular with pupils so the Headteacher agreed to discuss this with W. Reynolds. • The budget had not been set using a worst case scenario for years 2 and 3 as there where areas were cuts could be made to allow for increases in other areas. • The budget included the carry forward from 2020/21 but there was no carry forward projected for the end of Year 2. • The budget took into account spends relating to the School Development Plan and Vision priorities. • The Resources Committee Chair explained that the committee had considered the strategic direction of the school and the projected budget for the next 3 years. The school had been in a similar position before and this had changed for the better. Pupil numbers were low for September but in the past these had increased. The Headteacher was aware that the projected budget for year 3 was an issue and could make adjustments to balance this. <p>(J. Hall joined the meeting at this point)</p> <ul style="list-style-type: none"> • Governors were made aware that the school had received 10 applications for the Deputy Headteacher post. Most of these had visited the school and made positive comments and were likely to share these with colleagues. • It was agreed that pupils were the school's best assets. Pupil Voice for the Deputy Headteacher's interviews had been valued. A governor with a child who had taken part in the Deputy Headteacher interviews advised that they had been happy with the appointment. <p>The Chair thanked the Headteacher and governors for discussion around the budget, the strategic direction of the school and spending on pupils who were currently in the school.</p> <p>The Chair of the Resources Committee proposed that governors gave approval for the 2021/22 budget and this was agreed.</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Signed by.....

Date.....

5	Date of Next Meeting The resources committee meeting that had been scheduled for the 13 th of May had been cancelled. The next full governing body meeting was scheduled for Thursday the 20th of May at 7.30pm
The meeting ended at 8.33pm.	

Action Tracker

Progressing	Status
-------------	--------

Agenda Item	Action	Status
2	The Chair agreed to get a card and then drop this off, after signing, for R. Duncan to bring into school.	Complete

Signed by.....

Date.....