



# Folksworth Church of England Primary School

## Virtual Extraordinary Full Governing Body Meeting Tuesday 5<sup>th</sup> May 2020 at 7.30pm

### Minutes

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

#### **Present**

C. Kirk (Chair), M. Norbury (Headteacher), R. Duncan, B. Duckett (arrived at 7.57pm), Y. Rogers, A. Pickstone, J. Hall (arrived at 8.00pm), K. Hart. S. Miles and S. Rees-Squelch

#### **Also Present**

N. Sawyer (Deputy Headteacher) and J. Harris (Clerk)

No	Agenda Item
1	<b>Opening Prayer</b> The Chair opened the meeting with the School Prayer.
2	<b>Welcome and Apologies</b> The Chair welcomed everyone to the meeting. B. Duckett and J. Hall were expected to join the meeting later.
3	<b>Declarations of Interest</b> There were no declarations of interest.
4	<b>Agree minutes of the last meeting held on the 21<sup>st</sup> April 2020</b> A copy of the minutes from the last meeting had been shared with governors prior to the meeting. <b>The minutes were agreed as a true record</b> and would be forwarded to the Chair for printing off and signing.
5	<b>Matters arising from the minutes of the last meeting</b> An action tracker from the last meeting had been shared with governors prior to the meeting. The only outstanding action was for a timetable to be created for addressing the outcomes from the School's Financial Value Standard. This was to be put on the agenda for the next resources committee meeting.
6	<b>Headteacher's Report</b> A copy of the Headteacher's Report had been shared with governors prior to the meeting. The main areas of discussion included the following:- <ul style="list-style-type: none"> <li>The school had been advised that 16 places had been offered for the September Reception class.</li> <li>A governor had found the information relating to which schools Year 6 pupils would be moving to for Year 7 really useful.</li> <li><b>A governor asked how the school could support pupils with attendance below 90% during the lock down.</b> The Headteacher explained that in the majority of cases attendance had dipped due to pupils having time off with Chicken Pox. By the end of the academic year she would have expected the attendance for these pupils to have gone above 90%.</li> </ul> <b>See also confidential minutes</b> <ul style="list-style-type: none"> <li>A governor had noticed that, of the 16 children offered a place in the</li> </ul>

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	<p>Reception class, 11 children came from outside the catchment area. The governor asked if this had impacted on the budget and the Headteacher explained that the budget had been based upon 15 pupils joining the school in Reception from in and outside the catchment area.</p> <ul style="list-style-type: none"> <li>A governor had noticed that in September the number of pupils was over the school's capacity and asked about issues relating to this. The Headteacher explained that the school was over capacity as Key Stage 1 classes could not go over 30 pupils. Currently there were 15 pupils in each Year Group. The school will need to consider how this is managed and this will also have implications on the budget. Governors were made aware that Key Stage 2 classes could exceed 30 but the school would prefer not to.</li> <li>Governors thanked the Headteacher for a detailed and comprehensive report that linked to the School Development Plan. They were pleased to see that continuing professional development was still going on and that teachers were using the opportunities to upskill and share good practice.</li> <li>Governors were advised that the Headteacher was looking into furloughing a couple of members of staff from Stay and Play as this provision currently had no income due to the school being closed.</li> <li>A governor was pleased to see that Year 6 pupils had been able to attend a Reflection Day at Ely Cathedral.</li> <li>The Headteacher advised that teachers were continuing to work on the Curriculum Document and she thanked them for this. A governor asked if the document was for one year and it was explained that it was a two year rolling timetable. The school was building up a bank of resources to support the document. The Deputy Headteacher advised that it was an amazing document for staff and it enabled them to focus on the best way of delivering the curriculum.</li> </ul>
7	<p><b>Approve 2020/21 Budget</b></p> <p>Prior to the meeting the following documents had been shared with governors:-</p> <ol style="list-style-type: none"> <li>Budget Forecast by Cost Centres With Ledger Codes (financial years 2020/21 to 2022/23)</li> <li>Staffing Summary Report</li> <li>Employees by Ledger Level</li> <li>Pupil Numbers Expected Prediction</li> <li>Proposed Class Structure (Acorn and Maple with three teaching groups in the morning)</li> </ol> <p>The Headteacher was asked to give an overview of the budget and the main areas of discussion included the following:-</p> <ul style="list-style-type: none"> <li>The budget would be tight. Schools had been advised by the Local Authority to continue to pay suppliers even though they were closed.</li> <li>The Local Authority had set the funding scenario and the school would receive approximately £3750.00 for each pupil.</li> <li>In order to address the issues with Key Stage 1 class sizes the structure for classes had been reviewed. A member of staff, who had recently returned from maternity leave, was expected to confirm in writing her arrangements for working from September. Any flexible working request would need to be taken into account.</li> </ul> <p><b>See also confidential minutes</b></p> <p><b>(B. Duckett arrived at this point of the meeting)</b></p> <ul style="list-style-type: none"> <li>Income from lettings had been based upon the previous year.</li> <li>The budget included funding for pupils with an Education, Health and</li> </ul>

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	<p>Care Plan. This was only guaranteed whilst the pupils remained at the school.</p> <p><b>(J. Hall arrived at this point of the meeting)</b></p> <ul style="list-style-type: none"> <li>• Some funding had been set aside for electrical work, which was currently on hold, and to replace flooring in some classrooms. It was agreed that the resources committee should discuss capital projects at their next meeting as this had not yet been allocated.</li> <li>• The Headteacher advised that areas where funding related to the School Development Plan there were notes for these.</li> <li>• A governor asked about space for extra Key Stage 1 pupils and was told that the hall would be used. Additional tables were required and possibly screens and a trolley.</li> <li>• A governor thanked the Headteacher for sharing a 3 year forecast as this enabled governors to see that in year 2 income was low and expenditure high. Governors were aware that a lot of things were unknown and that the budget was likely to change.</li> <li>• The Headteacher had expressed concerns relating to employing another teacher but the Finance Advisor had not been particularly concerned as pupil funding was expected to increase. This item would be looked at in more depth at the next resources meeting.</li> <li>• A governor asked if the budget allowed for increased utility costs and was told that these had been rounded up to the nearest thousand pounds in line with predictions.</li> <li>• A governor asked if there were any changes to support staff and it was explained that the school would continue with the same number but they may be deployed differently. However, a teaching assistant on a fixed term contract ending in August would not be renewed.</li> <li>• A governor asked if Year 1 pupils would be split in the afternoon to work with either Reception or Year 2 pupils. It was confirmed that they would be allocated to a particular class but there may be additional support staff in the afternoons.</li> <li>• A governor asked if, as the budget was tight, the school would be looking at reforming a parent teacher association in order to raise funds for the school. The Headteacher advised that this was something that she was going to look at from September when she had more capacity. Governors were happy to offer their support with this. It was agreed that in the past the parent teacher association had bought together children and families. It also took the responsibility away from teachers.</li> <li>• A governor asked the Headteacher to explain how more able Year 1 pupils would be supported in the new class structure. The Headteacher explained that separate lessons would be planned for Year 1 and Year 2 pupils in the morning when they were not with Reception pupils.</li> <li>• A governor asked about a budget for I.T. equipment and it was explained that the school would need to take into account the current cash flow. The Headteacher wanted the resources committee to consider capital funding for the school building, electrical work, repairs to the car park or for building up funds to replace the boiler. An extra resources meeting was to be arranged before the end of the academic year and the Chair agreed to share possible dates for this.</li> <li>• Governors asked if the teacher for September would be appointed before the end of May. The Headteacher explained that she would have liked to have held face to face interviews. However, she was aware that she needed to appoint before the end of May deadline for resignations from teachers. Governors asked if the appointment would</li> </ul>
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	<p>be permanent and were advised that this was dependent upon the intentions of the teacher who had returned from maternity leave and the needs for the next few years.</p> <p>Governors were happy to approve the 2020/21 budget.</p>
8	<p><b>Any Other Business</b></p> <p>The Headteacher advised that further guidance was expected from the Local Authority relating to planning for pupils to return to school. It was agreed that it may be necessary for the Headteacher to email governors.</p>
9	<p><b>Date of Next Meeting</b></p> <p>The Chair advised that the full governing body meeting scheduled for Thursday the 21st May at 7.30pm may be replaced by a resources committee meeting.</p> <p>The Standards Committee and Ethos Group were scheduled to meet on Thursday the 9<sup>th</sup> of July at 7.00pm.</p> <p>The last full governing body meeting was scheduled for Tuesday the 14<sup>th</sup> of July at 7.30pm.</p> <p>Governors thanked the Headteacher and asked for their thanks to be passed on to staff.</p>
The meeting ended at 8.25pm.	

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