



Learning God's Way

FULL GOVERNING BODY MEETING
Thursday 11th November 2021, 7pm on Zoom

Meeting Focus – Finance, Staffing and Premises

The meeting was opened in prayer.

	<p>Present: Emma Craughan, Helen Fletcher-Reilly (Chair), Vicki Goodin, Al Knox, Mike Jee (Head), Carolyn Lorimer, Debbie Ricks, Rod Sharman, Martin Smith, Chris Snell, Mark Standen (Vice-Chair)</p> <p>Clerk: Jennie Ring</p> <p>Also present:</p>	Action
43	<p>Apologies for absence – were received and accepted from Mary Dark. Martin Smith had to join and leave the meeting frequently due to childcare responsibilities.</p>	
44	<p>Declaration of Interest – none</p>	
45	<p>Urgent matters to be considered for inclusion - none</p>	
46	<p>Minutes of meeting 14th October 2021 – an amendment was requested to reflect the fact that the issue being dealt with by the Chair, Head and Mrs Ricks at present did not originate with the stakeholder surveys, but was previously ongoing.</p> <p>When the amendment is made the minutes were agreed to be signed.</p>	
47	<p>Matters arising</p> <p>Item 1 – it was agreed to approve the draft Pay Review Committee Terms of Reference via Governor's Virtual Office (GVO) following the meeting.</p> <p>Item 3 – it was agreed that Mrs Lorimer co-ordinate the Admissions working party, arranging a date for a meeting via zoom, designating someone to chair the meeting and arranging for a report to governors, within the necessary timescale.</p> <p>All other items on the action table are complete, in progress or covered later in the agenda.</p>	<p>Clerk Pay Review members</p> <p>Mrs Lorimer</p>
48	<p>Questions arising from monitoring visits</p> <p>There were two monitoring visits in October covering finance and reading. There were no questions arising from the reports of these visits.</p>	

	The Chair thanked governors for sharing the reports through GVO, providing sight of them and opportunity for response for/from other governors.	
49	<p>Budget monitoring/financial reporting to include: expenditure linked to the School Development Plan, implications from the outcome of appraisals, priorities for future expenditure and lettings information.</p> <p>The Head talked through the relevant section of his report to governors.</p> <p>On Covid Catch-up Fund expenditure – is that supply staff or overtime for current staff? It's to pay for extra time for current staff to provide 1:1 input for children - to continue until the funds are used - for the weaker groups, mostly for Y5 and Y6, less so for Y4. Provision could be extended to lower year groups after Christmas or Easter.</p> <p>On Class Support Staff – are Teaching Assistants (TA) working with the Pupil Premium (PP) children? (I see PP spending is below budget and TA is more than budget). There is an overspend on the TA cost centre due to 4 children on an Educational Health Care Plan (EHCP) which means 4 full time adults costing £18K each, which is only part-met by funds connected with the EHCP.</p> <p>What's the timescale on decision-making regards whether to purchase 32 more Chromebooks and the resulting consequences for the IT suite? The intention is to make a decision before Christmas having reviewed the impact of the current 32 Chromebooks. A detailed discussion took place covering what is necessary to assess the impact of the current 32 Chromebooks, who currently uses the IT suite, the state of the IT suite, the importance of maintaining momentum on the issue, negotiations with Ticklemetoo (spelling correct?), and how the another part of the premises would be used in addition to the current IT suite by Ticklemetoo.</p> <p>With a change in staff is it the school's intention to spend the same amount of money on the senior leadership team (SLT)? The intention is to reduce the amount of money spent on the SLT. The Head outlined some possibilities and desires for the future. One governor suggested drawing up a shadow structure to document this. Another governor observed that there will be a lot of key staff/SLT movement in the next 3-5 years and on the need to be thinking strategically on succession planning. It was suggested a working group could be set up to look at this.</p>	
50	<p>Scheme of Delegation</p> <p>There is likely to be little change to this document since it was last reviewed. It was agreed to circulate the Scheme of Delegation through GVO for governor's comments and/or approval.</p>	Head Clerk
51	<p>Statement of Internal Control</p> <p>It was agreed to defer this to the meeting where the Bursar presents the draft budget.</p>	Clerk
52	Approval of Service Level Agreement (SLA)	

	The new SLA offer will be published in March. It was agreed to defer this item until the March or May governing board meeting.	Clerk
53	<p>Premises/building update</p> <p>The Head read and spoke about the content of his report regarding buildings.</p> <p>With regard to the fencing, which is of urgent concern, has thought been given to the extent of the replacement required, ie round William Older, who has responsibility for the costs and whether the William Older Trust has been approached? The Trust representative has been consulted, who said it would be the school's responsibility. A quote has been obtained totalling £12K ex-VAT, or £25K if across the top and around the reception area is included. A discussion took place on sources of funds for the work, the condition of various parts of the fencing, and possible temporary measures while awaiting funding from the Diocese. It was agreed this couldn't wait and that decisions are made on how to fund the work following the Head's meeting with the Diocese representative.</p> <p>Drawings for the Special Support Centre (SSC) were shared via email and the GVO meeting pack. In addition to information in his report, the Head outlined some details regarding the plans, now in their final stage before going out to tender, comparing the planned centre with other similar centres he'd seen, and thoughts about where staff may be located in the new Centre.</p>	Head
54	<p>Health & Safety incidents</p> <p>There were no incidents to report. Good risk assessments are in place following some recent changes implemented.</p>	
55	<p>Security</p> <p>The issue of the fencing was addressed earlier in the meeting, minute 53.</p> <p>Is hand hygiene continuing? Yes, although it will be re-emphasised to staff given the current staff absence rate. If the absence rate continues to increase exponentially the reintroduction of bubbles and mask-wearing could be necessary. There are CO₂ monitors in every class, doors are open and staff can wear masks.</p> <p>Are staff taking twice weekly lateral flow tests or are they going by symptoms? Staff are taking lateral flow tests and being aware of symptoms.</p> <p>The Head asked for governor's responses to the question of when parents might want to be informed that there had been a case of Covid in their child's class. Comments in reply included straight away; as soon as possible; consider using bubbles before December; when there's a cluster of 3; by year group/class; and whenever it's communicated it has to be clear. There was a discussion on whether the school could enforce the wearing of face-masks in and around the school. It was agreed that it couldn't be enforced as mandatory, but that most parents would agree to wear a mask if asked for the safety of the children.</p> <p>The Head sought agreement to adopt the policy of using text to communicate with a class group where there has been a cluster of 3 cases confirmed by a PCR test, encouraging increased use of lateral flow tests for all class members and if testing positive to follow government guidelines on PCR testing and Track & Trace.</p>	

	There were no further questions or comments from governors.	
56	<p>Staffing update</p> <p>The Head referred to his report, adding some detail on current circumstances and needs. Staffing is generally stable and staff are working to full capacity. Despite that wellbeing is mostly good.</p> <p>Staff appraisals are complete. Four teachers will progress up the teacher's pay mainscale, all others are at the top. This has been budgeted for.</p> <p>The Head's performance management takes place on 24th November.</p>	
57	<p>Y6 Leaver's Party</p> <p>Mr Knox and Mrs Ricks asked for governor's thoughts on provision of a Leaver's Party with possible venues of the Lido or Worthing Rugby Club, in association with organisational and financial support from the PTA. The cost of the previous party at the Lido in 2019 was under £200. Governors were supportive and agreed in principle. The Chair asked Mr Knox and Mrs Ricks to look at venues and costs to report back to governors.</p> <p>Will Y6 also be sailing at Cobnor this year? Yes, the date is 20th June. Will other years also be able to have residential trips this year? This is the hope, depending on teacher willingness.</p>	<p>Mr Knox Mrs Ricks</p>
58	<p>Governor Day</p> <p>The Chair thanked governors and the Head for their presence, planning and reporting. Some reports are now on GVO, some are yet to come. Positive comments and main areas of concern were highlighted, particularly those not already mentioned in the meeting, eg the consistency of the quality of reading areas in classrooms and the roles and expectations for TA's.</p> <p>The Chair asked the Head to respond to questions raised by or at next governors meeting, while acknowledging the fact that TA training and training for teachers working with TAs is being addressed further.</p> <p>A common comment from parental feedback was on communication – not receiving any response to emails sent – could there be an automated message set up to acknowledge receipt and intention to deal with the query appropriately? There has been a much higher level of email communication during the last 18 months and now is the time to encourage parents to approach teachers in person again. Meantime Mrs Lorimer was asked to talk with the Mrs Bransden about what could be done.</p> <p>Will there be a Parent Forum soon? Yes, this term, if not in early new year.</p>	<p>Head</p> <p>Mrs Lorimer</p>
59	Policies	

	<p>Governors were asked to approve via GVO the following policies:</p> <p>Pay Policy 2021 (model) Child Protection & Safeguarding Policy 2021 (model) Pupil Premium Policy 2021 Confidential Reporting (Whistleblowing) Policy 2021 (model) Complaints Policy 2021</p> <p>Health & Safety Policy 2019 is due for review and update. Admissions Policy 23-24 is with the Admissions working group. Children Looked After/In Care Policy is due for renewal for 2021.</p>	Governors Clerk
60	<p>Chair's Action</p> <p>The issue being handled by the Chair, Head and Mrs Ricks is progressing as quickly as possible in the circumstances. A resolution is hoped/aimed for by Christmas.</p> <p>One governor mentioned there are legal means by which to push things forward if necessary. The Chair thanked him for bringing this to the meeting. Advice is being taken from HR and the school will take this action if necessary.</p>	
61	<p>Reflection</p> <p>The focus of the meeting was on finance, staffing and premises, so most supportive challenge on areas for accountability was directed to those areas.</p> <p>Ethos will be the focus of the next meeting. One governor requested discussion on the Relationships & Sex Education Policy.</p> <p>The Health & Safety audit is taking place with governor presence on 30th November, to be reported on at the next meeting.</p> <p>Support, and particularly prayer support, was assured in view of the present challenging staffing situation. The Head affirmed staff.</p>	Clerk Clerk
62	Date of next meeting – Thursday 9 th December 2021, 7pm in the staff room	

ACTION TABLE

D = Done

P = In progress – give update

O = Still outstanding

	Minute:	Action from:	Action by:	Status
1	47	Pay Review Members/Clerk – approve ToR via GVO, Clerk to agenda for whole FGB ratification	Pay Review Committee meeting date	
2	47	Mrs Lorimer – co-ordinate business of the Admissions working party	Post meeting	
3	50	Head/Clerk – submit Scheme of Delegation	Post meeting	

		for approval by governors through GVO		
4	51	Clerk – agenda planning – Statement of Internal Control to March/May FGB	Post meeting	
5	52	Clerk – agenda planning – SLA approval to March or May FGB	Post meeting	
6	53	Head – proposal for fencing work after meeting Diocese representative	Post meeting with Dio Rep	
7		Mr Knox/Mrs Ricks – research venue and costs for Y6 Leaver’s party and report to governors next meeting	9 th December 2021	
8	58	Head – respond to questions raised from monitoring on Governor Day	By next meeting, 9 th December 2021	
9	58	Mrs Lorimer – contact Mrs Bransden re automated email acknowledgement	Post meeting	D
10	59	Governors – at least 6 approvals (the quorum of the meeting) for each policy Clerk – for agenda planning – next meeting ratification and minuting approval	Post meeting Post meeting	
11	61	Clerk – agenda planning – Ethos/RSE Policy discussion request	Post meeting	
12	61	Clerk – include H&S Audit report in GVO.	When available after 30 th November	