



WATERBEACH COMMUNITY PRIMARY SCHOOL

Minutes of the virtual Full Governing Body meeting

on Wednesday 4th May 2022 at 4pm

MINUTES

Present: Martin Brown (MB)
 Patty Congedo (PC)
 Tim Gent (TGe)
 Terry Gilzean (TGz)
 Jane Green (JG) (HEAD)
 John Hall (JHal) (CHAIR)
 Anne Morten (AM)
 Robert Schumann (RS)

Also Attending: Helen Andrews (HA), Clerk

		Action
1.	<p>Welcome and Apologies for absence: The Chair opened the meeting. Governors introduced themselves to Robert Schumann, the new Parent Governor. RS explained that he has a background in quantum computing, he currently has one child attending school.</p> <p>Apologies were received and accepted from RP, KP, JHan, JL, LWD, and MS.</p> <p>The meeting was quorate and held virtually via MS Teams.</p>	
2.	<p>Declaration of pecuniary interests There were no declarations of interest in any items on this agenda.</p>	
3.	<p>Approval of previous FGB Meeting minutes, dated 2nd February 2022 A copy of the minutes of the FGB meeting, dated 2nd February 2022 were submitted and will be signed by the Chair as a true reflection of the meeting once C-19 restrictions permit.</p>	
4.	<p>Matters arising and actions from the previous minutes</p>	

	<p>Governors were asked if they had any matters arising from the previous meeting. None were declared.</p> <p>Actions which do not already appear on the agenda were then reviewed: Governors were advised that all actions from the last meeting had been completed and closed.</p>	
5.	<p>Governing Body Matters</p> <p><u>5.1 Governor Tenures</u> The Clerk confirmed that there were no governor terms of office due to expire in the imminent future.</p> <p><u>5.2 Confirmation of Parent Governor Appointment – Robert Schumann</u> The chair formally welcomed RS to the governing board.</p> <p>Ratification: Governors unanimously appointed RS to the Resources Committee for the remainder of the academic year.</p> <p><u>5.3 Re-allocation of Roles and Responsibilities</u> Governors discussed the roles and responsibilities that currently have no allocated governor; Chair of Resources Committee, Vice-Chair of Resources Committee, member of the Pay Committee, and member of the HTPM Panel.</p> <p>The Chair has been liaising with a governor about the possibility of taking over the Chair of Resources role from the new academic year. TGe offered to take the Chair role for the remainder of the academic year.</p> <p>AM has joined the HTPM panel since the last meeting.</p> <p>Governors unanimously appointed RS on the Pay Committee.</p> <p>The Vice-Chair of Resources Committee role will stay vacant for now.</p>	
6.	<p>Financial Procedures</p> <p><u>6.1 Review and Approval of Budget 2022-2023</u> The budget was reviewed at the last Resources Committee meeting, a copy of these minutes were circulated with the meeting pack for this meeting.</p> <p>Started the year with a slight deficit of £4,000 due to an unexpected rates bill. Funding from the local authority to cover the rates bill was received in the following school year. LB advised that school leaders are setting a budget like last year, with a carry forward of around £40,000. Two TAs leaving at the end of the academic year will not be replaced, there is less demand for one to one cover. LB explained the funding around EHCPs and how this has been budgeted for next year. Pay Increases have supported a 2% pay increase for support staff, this has</p>	

been built into the budget by the local authority. Teacher Pay has not been finalised but has been built into the budget in accordance with DfE guidance. The Sports Premium has not been budgeted for, as this grant has not been agreed yet for the next academic year. Pupil Premium (PP) has been updated with current pupil numbers; the PP cohort continues to grow year on year. Next year, the school is continuing with the 17-class structure, there is enough classes for 15 classes, but the 17 individual classes allow there not to be mixed-age classes in the next academic year. Years 1 and 2 are currently mixed.

Challenge: A governor asked, does this budget allow for a slightly more generous pay award.

LB confirmed that the amount budgeted is what the local authority have built into the budget. There is a bit of a contingency in the carry forward but it is very unlikely that pay awards will be above what is already budgeted. A 1% rise equates to around £18,000 additional expenditure.

Challenge: A governor asked, at what stage did the local authority put these provisions in the budget. Is 2% realistic?

LB reassured governors that it is unlikely that pay awards will go above the percentages already budgeted for. She suggested that it was possible to add an additional contingency, should governors prefer.

After brief discussion, governors were reassured that the amount already budgeted for pay awards was adequate.

A small amount of capital funding was carried forward to next year, about £9,000. This will be used in the Year 2 toilet area and upgrading the LED lighting around the building.

Governors were reminded that the number of children in school is rising by 20 next year. JG pointed out that the new school as part of the new local development may impact on pupil numbers going forward.

JG explained that the budget has been built on a “worst case scenario” basis and it is likely that there will be savings made throughout the year on certain budgets.

Ratification: Governors unanimously approved the budget 2022-2023.

6.2 Approval of SFVS

For the purposes of the minutes, governors were reminded that the Schools Financial Value Standard was approved at a recent Resources Committee meeting and submitted before the 31st of March 2022 deadline.

Governors thanked LB and JG for their work in preparing the budget for governor ratification at the meeting.

7.	<p>C-19 Pandemic Update</p> <p>The school is now “living with C-19”, staff attendance is levelling out. The risk assessment has been updated to reflect new guidance. JG is optimistic that the school is over the impact of the C-19 virus now. There has been minor staff illness but nothing Covid related.</p> <p>Pupil absence data is low.</p>	
8.	<p>Safeguarding</p> <p>Training for staff is up to date. The number of children under social care involvement is reducing slowly. JL is on track to complete another SCR visit before the end of the term.</p>	
9.	<p>Committee Updates</p> <p>9.1 <u>Resources Committee</u></p> <p>A copy of the last set of committee minutes were circulated ahead of the meeting. TGe presented the highlights of the recent meeting.</p> <p>A discussion took place on the status of the school field. Bury Turf will be completing the works at no cost to the school.</p> <p>Challenge: A governor asked, how is not being able to use the field affecting sports.</p> <p>JG advised that the school has not held a Sports Day due to C-19. There is another field on site that the school have been using, PE lessons have not been affected due to this area and the new playground space being available. It will be good to offer the children some wider space that the sports field will provide, once it is ready.</p> <p>9.2 <u>Children’s Committee</u></p> <p>A copy of the last set of committee minutes were circulated ahead of the meeting. MB provided governors with the highlights of the recent Children’s Committee meeting.</p> <p>9.3 <u>Update from Vision Working Group</u></p> <p>At the last meeting, a structure on the vision statement was agreed. The vision statement includes seven different elements and will be shared with governors after the meeting. The next step will be to look at the strategic side of the process. The date of the next meeting has not been agreed, JHal will follow this up with KP.</p> <p>Challenge: A governor suggested it would be useful to know more about the new school being built in the local development, this should be a big consideration in terms of the school’s own strategy.</p> <p>Challenge: A governor suggested that the new government White and Green Papers should be a consideration in terms of the strategy.</p>	

	<p>The Chair explained the work of governors on the Strategy Day, governors feel that the school is large enough not to explore academy status currently.</p> <p>The Director of Education for the local authority is very keen to retain maintained schools under local authority control. Head Teachers are being asked to collaborate on what schools need from the local authority going forward.</p> <p>Challenge: A governor asked, what would a future Labour local government consider about the White Paper. Governors were advised that it was Labour who started the process originally.</p> <p>Action: Clerk to circulate NGA summaries of government White and Green papers for information.</p>	HA
10.	<p>Link Governor Reports</p> <p>The Chair has recently completed a survey of financial controls during his visit to sign off the Schools Financial Value Standard. A brief report can be located in the folder for the last Resources meeting.</p>	
11.	<p>Policies for Review</p> <p>All policies were circulated ahead of the meeting and derived from models which determined minimal change from previously adopted versions. There have been no changes to any policies since the last review.</p> <p>10.1 <u>Pay Policy</u> This policy derives from an EPM model. This will be circulated and approved by email to hasten the speed in which the policy is approved. The policy will be formally ratified at the next meeting.</p> <p>10.2 <u>Governor Allowances Policy</u> To ensure inclusion, a model policy from School Bus was provided for consideration of governors.</p> <p>Governors reviewed the model policy, the Clerk confirmed that the total allowances claimed each year would be published in the Annual Report. Governors agreed that individual claims by governors would remain confidential to the Chair of Governors and the School Business Manager.</p> <p>Ratification: Governors approved the Governor Allowances Policy pending the changes specified above and being placed in school format.</p> <p>Governors agreed that it should be publicised that there is a governor allowance policy to promote the board’s inclusive ethos.</p>	JHal/HA

	<p>Action: JHal and Clerk to meet after meeting to agree a statement to update the website that reflects the Board’s inclusive ethos.</p> <p>10.3 <u>Equality Statement</u> This is based on a The Key model which has been personalised for the school.</p> <p>Challenge: A governor asked if there should be an Equality Link. The Clerk advised that Equality and Diversity are huge elements for consideration by Ofsted. Governors discussed the need for an Equality Link. The role would fall under both committee’s responsibilities. The Chair of the Children’s Committee advised that they receive an annual Inclusion Report which could incorporate some aspects of equality and diversity.</p> <p>The Chair proposed that there is some overlap between accessibility and Health & Safety. He proposed that accessibility be included under the Health & Safety Link’s remit. The school is currently working on an Accessibility Plan, which will be reviewed by governors at a future meeting.</p> <p>Challenge: A governor asked if the Accessibility Plan concerned meeting the needs of the current cohort of children or futureproofing. Governors were advised it is about raising the accessibility to be available for all, generically.</p> <p>Action: Governors to appoint an Inclusion Link at the next meeting.</p> <p>Ratification: Governors unanimously approved the Equality Statement, pending the necessary checks for typos and formatting errors.</p>	GOVS
11.	<p>Governor Training & Development</p> <p>11.1 <u>Governor Training Record</u> The Clerk provided a snapshot of the Governor Training Record to date which was circulated to governors ahead of the meeting.</p> <p>The Chair reminded governors to update the Clerk with their training completed. The expectation for governors is to complete three training sessions per year, minimum.</p> <p>The Chair hopes to arrange a training session concerning Operational vs. Strategic issues for new governors. Governors discussed timings and a venue that would be appropriate.</p> <p>Action: The Chair will discuss details with Clerk to set up the Strategic vs. Operational training after meeting.</p> <p>11.2 <u>Update on Governor Inductions</u></p>	JHal/HA

10.2	JHal and Clerk to meet after meeting to agree a statement to update the website that reflects the Board's inclusive ethos.	JHal/HA	ASAP
10.3	Governors to appoint an Inclusion Link at the next meeting.	GOVS	Next meeting
11.1	The Chair will discuss details with Clerk to set up the Strategic vs. Operational training after meeting.	JHal/HA	ASAP
11.2	JG will reschedule another tour and will circulate some dates for governors to show their interest.	JG	Next meeting
11.3	Clerk to circulate the NGA skills audit to the Chair for consideration.	HA	ASAP Completed, closed

<i>Summer</i>				
27th April 2022	Resources	Summer 1	Budget Agreement	
4th May 2022	FGB	Budget	Budget	
11th May 2022	Children's	Summer 1		
8th June 2022	FGB	Summer 1		
22nd June 2022	Resources	Summer 2		
6th July 2022	Children's	Summer 2		
20th July 2022	FGB	Summer 2	Business	

Governor Training & Development

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