Alphington FGB Minutes

Meeting – Minutes Part 1.			
Date/Time	17 November 2021	Location	Microsoft Teams Meeting.

Governors:	I			Governors:	I		
L Williams	LW	Chair – Co-opted.		E Stephenson	ES	Staff.	
A Douglas	AD	Vice-Chair – Co-opted.		J Gott	JG	Parent.	
S Tarr	ST	Head Teacher.		R Currie	RC	Parent.	
K Nairn	KN	Deputy Head Teacher.		J Masters	JM	Co-opted.	
E Oakley	EO	Staff.		P Phillips	PP	Co-opted.	

Apologies	Initial	Reason (Category of Governor)
E Oakley	EO	Staff.

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
P Lane	PL	Clerk
P Woodbridge	PW	CFO

Minutes to
Attendees
Apologies
Academy Website
Trust Board.

No	Agenda	Led by
1	Welcome and Apologies:	Chair
2	Declaration of Interests:	Chair
3	Board Management Matters:	Clerk/Chair
4	Minutes from the previous meeting:	Chair
5	Financial Update:	CFO
6	Pupil Premium Strategy:	Head Teacher
7	Premises, Health & Safety:	Head Teacher/CFO
8	Safeguarding Update:	Head Teacher
9	Staff & Pupil Update:	Head Teacher/ES
10	Policy Review:	Clerk
11	Risk Register Update:	All
12	Governor Training:	Clerk
13	Links to Parents & Community:	Head Teacher
14	Communication with the Trust Board:	PP
15	Matters brought forward by the Chair: - Part 2:	Chair
16	Future Meeting Dates:	Clerk

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Agenda Number	Details of discussion	Decision or Action
1.	**Welcome & Apologies** LW opens the meeting at 18.01 and welcomes the governors. Apologies are noted from EO.	
2.	**Declaration of Interests** None recorded.	
3.	**Board Management Items:** • The Clerk reminds the governors to complete and return the register of business forms and the code of conduct form. • It is decided by mutual agreement to continue to hold the FGB meetings on a Wednesday at 18.00, but to avoid the 3rd Wednesday of the month. • Lead Governor Roles are established as follows: ES to lead on wraparound care, (breakfast club and after school club). LW to lead on early years and foundation stages (EYFS), wellbeing AD to lead on finance. PP to shadow the Chair with the executive and trust links. AD reminds LW the Chair takes this as a lead role. PP to lead on health and safety. NL to lead on behaviour and exclusions, pupil premium. RC to lead on links to parents and community. NL to lead on PE and sports premium. PP to lead on premises, facilities and security. JG to lead on the risk register assessment and safeguarding. RC to lead on the school development plan (SDP). JM to lead on special educational needs and disabilities (SEND). Policies are allocated as follows: JM – access policy NL – admissions policies. NL – behaviour policy. AD - charging & remissions policy. NL – child protection policy. LW – collective worship policy. PP & JG – health and safety policy. NL – looked after children (LAC) policy. JM - outdoor visits policy. PP – security policy. JM SEND policy and SEND review report. ES - sex and relationships policy. RC - Supporting students with medical conditions. AD advises the Chair regarding the other lead governor roles required for the swimming pool negotiations and the pre-school developments.	

4.	**Minutes of the previous meeting 22 September 2021 – Part 1:** LW commences this item referring to the matters arising from the previous minutes. Swimming pool negotiations: ST advises of an issue with the swimming and informs the LGB the pool is currently out of use. Negotiations have not progressed. The external canopy: ST confirms the issues relating to the canopy have now been resolved. The minutes from 22 September 2021, part 1 are approved as a true and accurate record of the meeting.	
5.	**Financial Update:** PW as CFO leads this item and refers to the draft year end accounts which were circulated in advance of the meeting. • The Carry forward from 2020-21 is showing as £281k (net) £256k. £16k is committed to the Covid Catch up fund and a £9k carry forward from the sports grant. • Income was reduced due to the loss of income generated from the catering and extended school, lettings and nursery income. Extended school provision brought in additional £80k and an additional £44k from the teacher pay and pension grant. • Staffing was £25k over budget, the majority of this budget was used to provide supply cover and an amount used to recompense backdated pay for some staff. • Other expenditure included additional cleaning and materials due to Covid. Savings made in catering due to school closures and cost of gas showing as an overspend due to Covid ventilation regulations. It was agreed the school could purchase 17 laptops from the IT budget with £8k taken from the reserves. The fire doors and kitchen floor have been repaired. PW advises the budgeted in year estimate was an underspend of £12k, but Alphington ended the year with an underspend of £48k. RC asks do the Trust get penalised for underspends? PW replies this is not the case and advises that schools have to balance their spending. AD enquires as to why there appears to be no mention of furlough refunds and seeks clarification of the current position? AD continues and advises, some of the agreed works have been completed and the remainder of the works will be completed this financial year. AD asks were these works built into last year's budget and would this show in this year's carry forward and are governors aware this has contributed to the final carry forward? PW replies to AD and explains the furlough situation is ongoing, the contractor offered an amount which the Trust did not accept. To date the contractor has not produced an 'open book policy' and the (Chief Officer) – Head of Education and Learning has advised Trust's not to sign any paperwork until this is resolved. The furlough money is not guaranteed money so the auditors will not take this into account when conducting an audit. PW confirms no further offers for recompense have been received for the second lockdown. PW is currently in negotiations. To AD's second question, PW replies, any works not completed by 31/08/21 will be charged to this year's accounts and anything over budget will be taken from the	

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	reserves. PW confirms the reserves are 336k in surplus. AD stresses the need to have funds in the reserves for future building plans. External audit: PW advises of the recommendations made after the recent successful external audit. • The Trust only has the minimum required 3 Members. • Purchase orders could not be found for all purchases (ignoring non-order purchase such as utilities). • A debt due from an ex staff member is still currently being repaid at £10 a month. • Donations need to be recorded as restricted or unrestricted in SIMS Finance (£16k income in 2020/21 • A Balance Sheet should be produced to accompany with Finance Reports. • PW informs the LGB the external auditors no longer reference the LGB minutes and therefore she will take all items requiring approval to the Trustees on the schools' behalf. • PW advises the Central Team have recruited another Finance Officer and speaks on how the three Finance Officers' time will be allocated across the Trust. PW speaks of the recent staff absence due to Covid and other illness. This has resulted in the September accounts being delayed, but will follow shortly. • Additional funding has been received in the form of the Covid 19 Contained Outbreak Management Fund from DCC of £11.5k for Covid. PW advises this funding after agreement with the Head Teachers will be used towards recruiting Cover Supervisors to provide cover for staff absences. £4.9k to be received from Recovery Premium Funding and £3.6k from the Tutoring Grant. Extra funding to be received from the pre-school teachers pay and pension grant of £4.8k. PW informs the LGB of a guaranteed spend for the year to appoint a school counsellor for 1 day per week to be shared across the Trust. for a school counsellor for 1 day per week across the trust. • Condition Improvement Funding (CIF) Bid applications to include the replacement of the drainage infrastructure, new fire alarm system and fire doors. PW advises the Trust will be using a new contractor to assist with the CIF Bids. ST offers clarity to the LGB with regard to the decision to appoint a school counsellor. The time period for referrals are extremely long and the children will have an opportunity to speak to an adult who is not a member of staff. The approximate cost for a counsellor to attend for 1 day a week is £5.8k. AD would like to make the governors aware of the extra costs with supply and the income from the extended school provision, but would ask governors to be cautious, due to the overspend for supply expenditure. KN speaks about the increase in numbers in respect of the extended provision, but advises staff have been absent due to illness and therefore supply costs have increased. KN to liaise with the Finance Officer to investigate further. RC seeks clarification of the cost of the school counsellor for the year? ST to check and reply to RC. NL asks has a counsellor been recruited? ST advises that an	**Action: ST to clarify the annual cost to appoint a SC for 1 day per week, to advise RC.**

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	advert will be placed imminently. NL has some further information to share with ST to be discussed outside the meeting.	
6.	**PP Strategy Report:** ST refers to the report, which was circulated ahead of the meeting. PP numbers are low, but this could be due to a low uptake of eligible pupils. ST advises of a significant number of PP children have made very good progress, but the gap has not closed compared to their peers. ST speaks about how this could be due to a lack of self-confidence. Intended outcomes for the year include; to develop a personalised and robust provision to support children's emotional and social development, class wide strategies and targeted interventions, PP children to be encouraged to attend extended school provision and the use of pupil coaching.	
7.	**Premises & Health & Safety Review:** ST advises on the work she has been conduction with the Trust's Estates and Compliance Officer (KB) on health and safety matters and premises works. Quotes are challenging to obtain due to contractors being so busy. ST informs the LGB the floor is rising in the girls toilets and will need to be repaired. KB to meet again with ST to have another walk around. The cost of the replacement of the fire doors will be met by the school if the CIF Bid is unsuccessful and orders for new doors have been placed. The decking outside the year 5 classroom to be replaced as it is part of fire escape route. ST confirms the decking still useable, but needs replacing. ST expresses her gratitude to having KB to assist with these matters.	
8.	**Safeguarding:** ST confirms all staff have received appropriate safeguarding training and advises of an amendment to be made to the Child Protection Policy, ST will circulate the amended policy after the meeting. Two staff members are to take the level 2 safeguarding training. Contracted staff to undergo additional safeguarding training to be in line with the school's safeguarding training. The safeguarding audit to take place on 15 December and NL to meet with ST ahead of the safeguarding review. The safeguarding audit will take place with DCC safeguarding team. The audit will include speaking to children and staff and checking safeguarding systems.	**Action: ST to circulate the amended CP policy.** **Action: NL to conduct a SG review with ST.**
9.	**Staff & Pupil Wellbeing:** ST explains ongoing conversations with staff, regarding their wellbeing are continuously taking place and the school have adopted a culture of the importance of staff and pupil wellbeing. ST speaks about the investment the school has made with regard to staff wellbeing with the purchase of a wellbeing service, which includes a confidential advisory help line. ES advises on how well the staff look after each other and are vigilant towards each other's wellbeing. ST mentions the school has put itself forward for a wellbeing reward.	
10.	**Policy Review:** The Clerk briefly explains the amendments to the revised 2021-2022 and 2022-2023 admissions policies and advises the polices are from the DCC Admissions Services. The Clerk advises of the consultation period required for the proposed 2023-2024 admissions policy and informs the LGB the policies are on the school website, with advice on the consultation. RC seeks clarification regarding the consultation period and asks is the advice anywhere else for parents to view, other than the website? The Clerk replies the consultation advice is only required to be	

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	published on the school website. The Revised 2021-2022, 2022-2023 Policies are approved. The Proposed 2023-24 Admissions Policy is approved.	**Decision: The revised and proposed admissions policies are approved.**
11.	**Risk Register:** PP submitted a separate report summary to the LGB ahead of the meeting. PP as the representative governor for the Alphington LGB, who attended the Trust's Audit & Risk Committee meeting on 15 November offers an overview of the meeting to the LGB. PP speaks about the proposed ELAT model risk register and advises the LGB and Trust registers are similar in format, but the risks on each differ from a Trust level to a school level. PP advises school specific risks can now be added. RC refers to the risk register and comments on the need to add target risk dates to the register and a conversation takes place including JG as to the most effective way forward in the completion and review of the register. JG proposes to take this matter forward outside the FGB meeting with a view to supporting ST in the management of documenting risk and is of the opinion the review of the risk register is to remain as a standing item on the agenda. PP advises another governor from Ide has agreed to progress the further development of the risk register with PP and would be happy to liaise with other governors across the Trust. PP feels it is important to involve other governors from Bowhill and St Thomas to ensure consistency across the Trust. AD reminds the LGB of the Alphington risk register sub group, who met previously to review the register. JG agrees to be the named governor for the management of risk review and to progress a sub group meeting before the next FGB.	**Action: JG to convene a meeting of the risk register sub group, before the next FGB.**
12.	**Governor Training:** The Clerk reminds the governors to complete the KCSiE 2021 understanding the changes training with the National College and advises of the Spring term training dates from Babcock. These were circulated to all governors earlier in the week.	
13.	**Links to Parents & Community:** ST speaks about recent events that have taken place involving the children and parents. Christmas events being planned and community visits to Lucerne House are to restart. ST would like the school to promote further engagement with parents/carers to keep them updated with the activities that are happening within the school on a daily basis. RC would like to thank ST for the timeline of events in the recent school newsletter. SC advises the dates are to be added to the website and will remain a standing feature in the newsletter.	
14.	**Communication with the Trust Board:** PP advises the LGB the draft part 1 minutes are available for governors to read in the MS Teams folder. PP gives the LGB a brief overview of the content of the meeting. The Clerk advises of one of the outcomes from the meeting is for the LGB Chairs to work closely with the Trust to review the current Scheme of Delegation.	

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15.	**Matters Brought Forward by the Chair:** **Part 2:** *The part 2 minutes of 22 September 2021 are approved.* **Part 1 Resumes:** AD raises the matter of the nomination of the Chair to the Remuneration Committee. AD self-nominates himself to undertake this role. All approve the nomination. AD would like arrange dates for the two Remuneration Committee meetings for appraisal review and pay recommendations. AD proposes 6 April 2022 and 20 July 2022. RC would like to suggest the penultimate week before the end of term. ST agrees with this. LW takes a moment to thank the Clerk for her work with the LGB and expresses her thanks on behalf of the LGB. ST and AD echo LW's sentiments. The Clerk thanks the LGB and wishes Alphington Primary School and the LGB all the very best for the future.	
16.	**Future Meeting Dates:** **Spring** • 12 January 2022 – 18.00. • 23 March 2022 – 18.00. • 18 May 2022 – 18.00.	

The meeting closed at: 19.31.

Date/Time of next meeting	12 January 2022 – 18.00.	Location	To be advised.

Signature of Chair