

ALPHINGTON PRIMARY SCHOOL

Minutes of the meeting of the Governing Body of Alphington Primary School held at the virtually at 6pm on 23.3.2022

Present: Alan Douglas (AD) Vice Chair
 Jacky Gott (JG)
 Jim Masters (JM)
 Kirsty Nairn (KN) (Deputy Headteacher)
 Emma Oakley (EO)
 Peter Phillips (PP)
 Emma Stephenson (ES)
 Sharon Tarr (ST) Headteacher

In attendance: Hazel Crane (Governor Services Clerk)
 Pauline Woodbridge (PW) CFO (observer)

1	<u>WELCOME AND APOLOGIES FOR ABSENCE</u>	
1.1	Apologies for absence were received from Lucy Williams. Alan Douglas the Vice Chair would Chair the meeting. Nicky Lewis was not present.	
1.2	Governors consented to these absences.	
2	<u>PECUNIARY AND OTHER INTERESTS</u>	
2.1	No declarations of pecuniary or other interests regarding items on the agenda were made.	
2.2	The Vice Chair added these items to the agenda. Commentary of status of new governors Aspects of the risk register Any part 2 item Discussion over dates of futures meetings	
3	<u>MINUTES</u>	
3.1	The minutes of the meeting held on 12.1.22 (copy in the Minute Book), having previously been circulated, were confirmed and signed by the Chair	
3.2	<u>Matters arising from Part 1 minutes</u>	
	There was an action to send proposals from the Risk Register Sub Group to the CEO The Lead Governors said it was still outstanding. The training record would need to be updated.	

	The Vision was going to be added to the agenda; but in the absence of an Agenda item, it was agreed that JG would be the Lead for Vision. The Vice Chair suggested JG and The Headteacher look at this; the Headteacher and JG agreed. The Vice Chair said the Vision was not about how they got to anywhere it was what about looking at does the school expect to look like in 2027, for instance any changes in pupil numbers, preschool, Specialised area, what would it looks like, Breakfast club, what would attainment targets look like for school leavers. He suggested that the Headteacher and JG could look at these areas to agree the Vision. The Headteacher said the timescale was difficult and she would like to get it done before Easter and they could arrange this through a team's meeting. JG said that would work The timeline would be: by the end term a draft would be written for governors to comment and make changes ready for the next meeting. The meeting agreed to this. All other actions were completed.	JG ST
3.3	There was no part 2 of the minutes from 17th November 2021 available. The Vice Chair would ask Lucy Williams to give her approval and record this at the next meeting. Governors voted on this and were happy for this to happen. It was also agreed that the same process should be adopted for approving the Part 2 minutes from the 12 January meeting.	LW
3.4	<u>Review of Governor lead monitoring roles</u>	
	The documents Roles and Responsibilities March 2022 had been sent to governors. Lucy issued the list and Vison would be added with JG taking this role. Peter Philips said that Nicky has no deputy for Safeguarding and she would need to action this for the next meeting. PP offered to deputy and this was agreed by governors. Risk Register PP agreed to be a deputy. Premises and facilities JG agreed to be a deputy. In Rachel's absence JG offered to take links with parents and community. ES asked how they report back? AD said that each of these roles should appear at least once over the academic year, the school would do a report on this and the lead governor would see this. At other times the lead Governor should bring up any findings or issues they may thing need addressing. The Vice Chair said that the SDP would need a person going forward and filling this was a PRIORITY over allocation of governors into deputy roles Jim offered to deputy links with parents. JG asked if the SDP and Vision roles were rolled into one? The Headteacher said no as the SDP was a weighty document and was the school's working document. EO said she was happy to add to SDP, but as a member of staff was this a conflict of interest? The Headteacher said it was.	

	EO said she would go direct to LW and make her suggestion as to what she could take on.		EO																																																						
	Items in red have been added as agreed in item 3.4 above.																																																								
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	The Vice Chair made the following points in his Finance report: They should be due an in-year surplus of £65K which was £30K more than expected. though the cost of supply staff could be up by a further £5K. All staff have been going way beyond calls of duty to provide cover, as supply staff have been difficult to source. There was a query about the projected end of year spend on SPEXP (Sport Grant Expenditure). It seems to be on the high side this could not be resolved in the meeting and this would be checked out ahead of the Governors Meeting. The Headteacher said due to time constraints she had not had been able to resolve this. The Vice Chair asked PW if she could explain this? PW said there was £27k of sports grant that has come in and there had been an added in amount of £18k of sports grant she said that the £18k was a notional figure added to the sports grant money. The Vice Chair added that they would have to decide if the school wanted to put the £18k into reserves or do they want to spend in year. JM asked if ground maintenance could be used and maintenance to the cage? The Headteacher said they were not allowed to use the money for capital as ground maintenance was under a different cost area. The Headteacher said this was a very difficult area to cover and was really frustrating. They know the field was an issue and they were struggling to get someone in to mow the grounds. JM asked if a local cricket groundsmen would be available at all? The Headteacher said they could look into this. The Vice Chair asked if there was any advantage in using some of the surplus to bring forward some expenditure from next year? The Headteacher said when the CIF bids are due there would be outstanding work and this money could be used just in case some of the bids do not happen. Children's ICT was an area to look at and replacing some fire doors. They would need to await the CIF bids. PW agreed and said they were hoping to hear by May. The Vice chair asked if they have a sizeable reserve and if they want to use some of this money could they propose to put some of the reserves into capital in a future budget submission? Would this be acceptable? PW said yes this can be done. Due to restrictions the after-school club and Breakfast club would deliver less than expected contribution to school funding. The CIF bid looked unlikely to be Successful. Governors need to decide what to do with the surplus- spend it/ save it. The Vice Chair said the Period 5 report makes no mention of any funding from Devon Norske related to the return of the furlough money and clarity from the Trust was needed to take this further. PW said this was like getting blood out of a stone, originally there was supposed to be an open book policy and they have not complied to this. PW said they may have to go to solicitors about this. PW said she was leading this. The Vice Chair asked if there were any time limits? PW said there were no time limits The Vice Chair said they would keep mentioning this at governor's meetings to try to resolve this issue. PW gave governors highlights of the budget:	
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	The GAG has come in as an increase of £17k, the teachers' pay award would be 5.5. %then 3% the next year then 2% the following year and this would have to be factored in. The support staff final pay award was agreed and next year they would be starting their negotiations in May. Contracts coming in for 2022-2023 would be increasing and this would impact on the budget. They have changed from SIMS to Arbour which has saved £3300 per year. PW wanted to thank the admin staff for their hard work in this area as this has not been easy as they have moved over to the new system half way through the year. During the summer break they would change the payment system over. ES wanted to add her thanks to Julia and Claire for their hard work and support to staff. There will be a budget meeting towards the end of term to look at the budget.	
5	<u>SAFEGUARDING UPDATE</u>	
5.1	<u>Review Governor safeguarding training</u>	
	The Headteacher said Training was up to date, a member of staff would be completing their level 2 and another member of staff was due to complete their level 3 training. 175 Audit had been complete. Online assemblies have been taking place in school. NL was booked to come in to monitor safeguarding They had a senior administrator start and she would be looking at DBS and the SCR. Volunteers have been starting to come back into school. They would have all volunteers DBS checked and completing this for everyone, new training would be put in place too. PP said in the safeguarding report question 10 there was no answer. The Headteacher said yes to everything.	
5.2	<u>Lead Governor safeguarding Review Report</u>	
	The Safeguarding Action Plan 2021-2022 had been emailed to governors.	
6	<u>STAFF & PUPIL WELLBEING UPDATE</u>	
6.1	<u>Update on Owl class</u>	
	The Owl update could be found in the TEAMS folder after Monday 21st March 2022. The Flooring has been laid and Owl class has been opened. The Headteacher said the Owl class has come about due to the amount of EHC plans with pupils This also operated in the afternoon as a wellbeing hub which covers around 30 pupils. The Headteacher listed all the activates available to pupils. She said she was really pleased with their wellbeing offer to pupils. The Vice Chair said he visited the HUB last week and was impressed. PP asked what monitoring have you got in place for the hub and owl class? The Headteacher said there was a mentor in there, data drops happen, planning was looked at and interventions happen according to what has come from each pupil's assessments. She explained the different approaches and then the impact would be discussed, and decisions made going forward for each pupil.	

	EO informed the governors of the opening of Owl class, there were 12 children in the class ranging from year 2 and they were only at day 3 and the feedback from parents were promising. The Headteacher invited governors to see the space before school so they could see the environment that the pupils would be learning in. The Headteacher was now advertising the Owl class on the school website, she said it was not a behaviour unit, and there was a cap on the number of children able to be in this class. The Vice Chair thanked EO for taking on this role and looked forward to hearing more about it in the future.	
7	<u>UPDATE ON PE/ SPORTS /CLUBS</u>	
9.1	<u>Report from PE lead</u>	
	The Report from the PE leads could be found in the TEAMS Folder. The Headteacher said the clubs have started up again and residential for year 5 and 6 were still able to go ahead this year. They were using Real PE to shape their PE teaching Swimming was another item on the agenda for pupils to be able to swim. ES added that the were involved with Exeter Chiefs and this would continue to happen in the summer term and next year. PP noticed that under the organisation of PE Netball was not included. It said further down in the report that they have competitive netball. The Headteacher said Netball was not on the Curriculum this year, but this year there has been a theme for Netball and they have a fantastic group of pupils that were very competitive, and they have had excellent results. They have looked at involving girls in sport more as this was an issue. Girls football would be available and also rugby and this was an ongoing piece of work. They were hoping to hold their sports day at Exeter Arena this year. KN added that in terms of netball they run with what tournaments were occurring at the time. She also said that they were looking at getting in a netball coach as this was popular with year 5 and 6. JM asked if there could be other tournaments arranged within the Trust? Can you use sports premium for this and does organising these events work? The Headteacher said they pair with West-ex who organise the events and there have been events across the four schools. Football and Netball was planned. ES added that gymnastics have taken part too. In the summer term there would be more events on offer. Yes, they can use sports premium to pay for staff and transport which was a very good use of sports premium money. She said they do have to formerly arrange tournaments with risk assessments in place and look at what facilities schools have to host this. Covid had put a stop to this and they were looking forward to more events happening.	
8	<u>PREMISES REPORT</u>	
8.1	<u>Report from Kelvyn</u>	
	The report could be found in the TEAMS folder. PP made comments on the report and the Headteacher came back with some answers. He said Sport England were trying to get money for the pool.	

	PP gave costs for swimming pool and fire doors, entry and exits, resurfacing of playground, replacing emergency lighting which is a priority. The Headteacher said that getting work done in schools was really hard and really slowing things down. The Health and safety audit was booked for 15th June with Devon County Council. The Vice Chair said under future projects he said he did not like the terminology used. PW said she agreed The Vice Chair asked about the CIF bid being very high and looked like it had jumped. PW, she said she would get copies of the bids out and said they were very interesting. PP said he would like to get in and look at the school again and would like a breakdown on premises for the school as a whole. The Headteacher said they can provide a breakdown and suggested a team's meeting to discuss this and then after the school day come in to walk around the school PP Agreed.	PP ST
9	<u>GOVERNING BOARD MATTERS</u>	
9.1	<u>Governor Training</u>	
	<u>N/A</u>	
10	<u>COMMUNICATION WITH THE TRUST BOARD</u>	
10.1	The Vice Chair asked earlier in the year there was a discussion on financial delegation was there any more news? PW Said there would be something coming out as they were undergoing a review.	
12	<u>MATTERS BROUGHT FORWARD BY THE CHAIR</u>	
	The Headteacher said they had put an advert out for governors and one person said she may be able to commit this year. The Headteacher said she was meeting with a potential governor on 31st and she was keen, and they would have an update by the end of the month. The Vice Chair asked if would these be community governors? The Headteacher said yes, they can look at the work load and then they would concentrate on parent governors after. The Vice Chair said they need to have two parent governors. The Headteacher said they can put an advert out after Easter. The Vice Chair asked if the alternative was to re- appoint Jim as a parent governor? JG asked if they have to go through an election? The Headteacher said they can put themselves forward and then they could go through an election if there was more than one candidate. The Headteacher said they would look into what they were allowed to do regarding parent governors. JM said it made sense for him to be a parent governor, but he said in the long term he was concerned about his ability to continue as a governor and said he thought capacity was a better way to go.	

	The Headteacher said would be a part 2 section for this meeting.	
13	<u>FUTURE MEETING DATES</u>	
	The date of the next meeting was 11th May 2022 at 6pm which could not happen. It was agreed that the next meeting was 25th May 2022 at 6pm and they would need to get another clerk. The Clerk would take this as an action 8th June Budget meeting. Remuneration committee meeting 6.4.2022 13th July final Remuneration meeting followed by FGB at 6pm.	CLERK

The meeting closed at 7.35pm.

Signed

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Date

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Action Log

Agenda Item	Action	By Whom	By When	Status

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