Alphington FGB Minutes

Meeting – Minutes Part 1.			
Date/Time	8th June 2022	Location	Microsoft Teams Meeting.

Governors:	I			Governors:	I		
A Douglas	AD	Vice-Chair – Co-opted.		P Phillips	PP	Co-opted.	
J Gott	JG	Parent. (joined 6.09pm)		E Stephenson	ES	Staff.	
J Masters	JM	Co-opted.		S Tarr	ST	Head Teacher.	
K Nairn	KN	Deputy Head Teacher.		L Williams	LW	Chair – Co-opted	
E Oakley	EO	Staff.					

Apologies	Initial	Reason (Category of Governor)

Absent without Apology	Initials
N Lewis	NL

In Attendance	Initials	(anyone who is not a governor/associate)
A Kanini	AK	Observer
K Palmer	KP	Governance Professional
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	Minutes from the previous meeting	Chair
4	School Development Plan	Head Teacher
5	Head Teachers Report	Head Teacher
6	Budget Approval	CFO
7	Review of Governor Lead Monitoring Roles	Chair
8	Finance Report	Head Teacher/CFO/AD
9	Safeguarding Update	PP
10	Staff & Pupil Wellbeing Update:	Head Teacher
11	Update on SEND	Helen
12	Premises Report	Head Teacher/CFO
13	Governor Training	Chair
14	Communication with the Trust Board:	Chair
15	Matters brought forward by the Chair: - Part 2:	Chair
16	Future Meeting Dates – 13.7.22, 6.00pm	Chair

Agenda Number	Details of discussion	Decision or Action
1.	**Welcome & Apologies:** LW welcomed governors and welcomed AK who attended the meeting as an observer with a view to becoming a governor at the school. No apologies were presented. NL was not present at the meeting. Governors **consented** to this absence. Governors noted that Helen was unable to present item 12 therefore **agreed** to discuss the budget in this item.	
2.	**Declaration of Interests:** No additional interests were declared.	
3.	**Minutes of the previous meeting 23rd March 2022 – Part 1:** Governors **approved** these minutes as a true and accurate record of the meeting. All matters arising were already shown as agenda items.	
4.	**School Development Plan (SDP):** ST advised that the school had continued to focus on maths and had purchased the "Can Do" maths scheme which was a whole school scheme and included an assessment cycle. A positive impact had been noted from the scheme. A specialist teacher now supported other teachers with art which had shown a positive impact and was now embedded within the school so would be removed from the SDP. The phonic scheme "Little Wandle" was introduced after Christmas and was currently working well. *JG joined the meeting at 6.09pm.* EO advised that phonics testing had been carried out this week and the school was anticipating a 90% pass rate. ST noted this was an improvement on previous years and higher than the current national average. Governors noted that pupils' writing was the hardest for parents to support during Covid and this was a current focus for the school and would remain on the SDP for the coming year and include continued use of the "Write Stuff" scheme. ST advised that next steps for curriculum planning included music to support the wider curriculum, and also writing, to include spelling and phonics within key stage (KS) 2. Governors noted the recent very positive report from the Chief Executive Officers (CEO) visit which was available in the Teams folder, and the visit of the Chair of Trust Board and a link trustee to the school today. *AD joined the meeting at 6.13pm.* AD asked, with respect to matters arising, whether the proposals from the risk register sub-group had been sent to the CEO, governors advised this was still pending. *PP joined the meeting at 6.19pm.*	**Action:** Proposals from the risk register sub-group to be sent to CEO

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	AD asked if the figures received from the premises manager of £824,901 for fire safety work and £145,699 for drain work were correct, ST advised that the premises manager had checked the figures with the companies involved and these were correct. ST advised that the condition improvement fund (CIF) bid had been unsuccessful. AD asked for a cost breakdown within the quotes, governors acknowledged increased clarity would be appropriate. AD asked whether there was additional information regarding financial delegation within the Trust, PW advised that the Chair of the Trust Board was reviewing this. LW advised she would ask at the next Chairs' Forum.	**Action:** LW to ask regarding financial delegation at Chair's Forum.
5.	**Headteacher's Report:** Governors noted the written report available on Teams. ST noted that some information was duplicated within the SDP and asked if there was any additional information governors wanted included in the report, JG noted she found the report very helpful, and suggested it was used to highlight issues to governors. AD noted that having a clear statement regarding the time in the term to which data, reports etc related to would be helpful and a presentation of the "now" situation. LW advised governors to contact herself or ST with any additional comments. JM suggested data could be presented in a visual manner, i.e. traffic light system, rather than as numbers to show progression.	
6.	**Budget Approval:** Governors **agreed** to defer this item to item 12.	
7.	**Review of Governor Lead Monitoring Roles:** LW noted that a new list detailing these had been sent out. AD asked whether appointment to these roles would be reviewed in September 2022 as normal, or in September 2023 due to the short timescale. Governors discussed this and **agreed** that the roles would remain in place until September 2023, however there would be a brief review in September 2022.	**Decision:** Monitoring roles to remain until September 2023
8.	**Finance Report:** Governors noted the documents regarding finance available in the Teams folder. AD highlighted three items: 32 new chrome books; three fire doors; installation of a new drain pump (all included within the current year expenditure), which were outstanding and noted within the supplementary paper in the Teams folder. ST reported it was very difficult to get work completed this summer so installation of the drain pump would need to be commissioned as soon as possible as currently the pump was needing attention fortnightly to keep it running. ST advised that three quotes had been received for the chrome books and fire doors. Governors discussed work that was required within the school, the rolling programme of refurbishment and replacement of fire doors, and the associated costings for these. Governors noted that the forecast budget included £7,000 for office reconfiguration, £7,000 for fire doors and £3,000 for fire escape work. Governors **approved** the funding for: • 32 chrome books • Three fire doors • A second fire escape from the Year 5 area • Office refurbishment	**Decision:** Funding approved for chrome books, fire doors, fire escape and office refurbishment.

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	Governors discussed the issue of work budgeted for within the current budget but not completed or paid for until the next financial year and the impact on the budget of this. Governors **agreed** for AD to raise this with the Trust Board. Devon Norske: PW advised she had been unable to obtain any further information from Devon Norske regarding the furlough payment calculations other than their auditors had confirmed the school had been offered all they were entitled to. Governors noted that Devon County Council had also been unsuccessful in gaining further information from the company. Governors discussed the offer of £10,700 from Devon Norske. ES asked whether there was any way to judge the accuracy of this figure, ST advised that based on offers to other schools it was estimated the school should have been offered £13,000 - £14,000. Governors noted their only form of redress was via the court system. Governors discussed the value in changing catering providers and **agreed** for this to be raised at the Chairs Forum to ask the other schools regarding their experiences. LW asked what was involved in moving away from Devon Norske, PW advised it would be a significant change and there would be many issues, including absence cover and regulations regarding changing employers. ST noted that whilst cleaning and caretaking duties could be covered by staff if necessary, staff were not able to cover catering requirements. Governors noted that the food quality was acceptable, there was a good uptake of meals by the children and the current on-site staff were helpful and flexible. Governors acknowledged the lack of alternative companies and that changing providers had been previously considered but not carried out as a viable alternative was not available. ES asked whether "Innovate" had been approached as she had previously had a good experience with this company, ST **agreed** to investigate this company. Governors noted that Devon Norske required two terms notice, and also that it was important to ensure food was of good quality and that catering did currently provide an income stream for the school. PP asked who provided the hospital catering, JG advised this was provided in house. Governors discussed whether acceptance of the furlough payment could be taken to Chair's Forum but noted there was insufficient time for this before the furlough offer was withdrawn. ST asked whether acceptance of the offer was a Trust or school decision, PW advised the decision was appropriate for the school to make and it needed to be made as soon as possible to avoid loss of the payment. Governors **agreed** to accept the offer from Devon Norkse.	**Action:** AD to raise issue regarding unspent funds with TB. **Action:** LW ask at Chairs Forum regarding catering service satisfaction. **Action:** ST to investigate "Innovate" **Decision:** Accept offer from Devon Norske for furlough payment.
9.	**Safeguarding Update:** PP advised he had not been able to visit school. KN advised governors that there was one child who was a cause for concern and although this had settled the school continued to monitor closely. A staff training session regarding safeguarding was scheduled for the following week which PP was attending. ST advised the school had a safeguarding review the previous week and the report was awaited. LW requested governors to attend the training if possible and to inform ST of their attendance.	
10.	**Staff and Pupil Wellbeing Update:** ST advised this remained a priority within school. The school was joining the School Wellbeing Award which would be led by the personal, social health and economic	

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	(PSHE) education lead and further developed next year which included increased link with the special educational needs and disability co-ordinator (SENDCo). Governors noted the SENDCo role would be full time from September and would also be involved in the wellbeing team. ST advised the school continued to use the school advisory service and this was included within the 2022/2023 budget. Improvements to the staff room were being considered as part of a Trust initiative to improve staff working conditions and Trust funding was available for this. The kitchen area was noted as a priority and staff views were being sought regarding this and developments to the staff room area. JM asked whether any additional space was available for staff, ST advised this would only be possible if any new build went ahead. Future development suggestions included a bike rack and car charging point. ST reported an end of term social event for staff was being planned. LW asked for staff to be made aware that governors recognised the need for improvement to their working space, ST **agreed** to include in the staff newsletter.	**Action:** ST to make staff aware that governors recognised need for changes to the staff space.
11.	**Update on SEND:** Governors **agreed** to defer this item as Helen was unable to attend.	
12.	**Premises Update and Budget Review:** Governors **agreed** this had been discussed previously under item 8. Governors **agreed** that a detailed finance discussion would be deferred to the final item of the meeting.	
13.	**Governor Training:** No reports from training courses attended were given. LW reminded all governors of the opportunity to book training and agreed to send the training brochure details to AK.	**Action:** LW forward training info to AK
14.	**Communication with the Trust Board:** LW highlighted the items already agreed to raise at Chairs' Forum on 30.6.22 and requested that any further items were forward to her before this meeting.	
15.	**Matters Brought Forward by the Chair:** No items were raised. Governors noted Rachael Currie had stepped down from her role as governor.	
12 (cont.)	**Budget Review:** Governors noted the standstill budget and suggested budget documents within the Teams folder. AD noted that the predicted income from lettings remained at 2021/22 levels although it was hoped this income would increase. AD highlighted the concern of increased utility costs and the impact upon the budget. JM asked whether lettings income included any revenue form the swimming pool, PW advised that none was included. JM asked regarding the progress regarding the pool, ST advised that £19,000 grant had been received from Sport England to address the leak and maintenance requirements. Work had started the previous week and included identification and sealing of leak, installation of new boiler, new showers,	

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	replacement flooring and installation of an additional dehumidifier. Governors noted that the school needed to pay for the work, but this was then reimbursed from Sport England. ST advised that the Trust's premises manager was investigating installation of a separate meter for the pool to allow more accurate costings for letting. ST advised that before Covid a solicitor was consulted regarding insurance and liability, the work was halted but the information remained valid. JM asked whether solar panels could be fitted to the pool, ST advised no funding was available for this and the school would need to be clear regarding the benefit of any such expenditure. JM asked whether the space occupied by the pool could be better used and the children receive swimming lessons off site, ST advised sports premium funding could not be used as swimming was part of the national curriculum and so voluntary parental contributions would be the only funding. ST reported that alternative use of the space had been considered but the cost to decommission the pool was very significant and community feedback strongly supported the ongoing presence of the pool and grants were available to the school to support having the pool. Governors discussed the value of retaining the pool. JM asked regarding the student income to the school, ST advised this was sufficient to release a teacher for half a day. PW noted that some aspects of her reports were confidential and reminded all governors regarding the need for confidentiality regarding this. PW noted that the budget showed some changes to teaching assistant costs but the actual funding from high tariff needs (HTN) was not yet known so these were estimations. Governors noted that £26,000 funding had been received for the period up to 31.3.22, it was not yet confirmed if further governmental funding would be received for the period 1.4.22 – 31.8.22. PW advised that 1% inflation was added to the costs for 2023/2024 budget and staffing increase of 2%. LW asked what the impact was of Owl Class on the budget, ST advised this was an additional class with funding from HTN children or those with education and health care plans (EHCP) so provision needed to fluctuate to respond to the children's needs. The class was working well and allowed for children elsewhere in the school who required additional support to move into Owl Class, which sometimes released a teaching assistant in another part of the school. LW asked if this positively impacted on the class the child had left, ST confirmed this. Governors discussed the need for preschool and PW advised that the premises manager had reviewed the buildings and drafted a five-year maintenance plan, so it was possible to anticipate future premises funding requirements. AD suggested funds could be allocated for preliminary drawings of a potential pre-school building, PW advised quotes would need to be obtained before any work of that nature could be undertaken. PP asked if any guidance had been given to the school regarding space requirements or options available, ST advised she had spoken to a builder regarding how space could be "manipulated" as it was not possible to extend. A second builder was prepared to visit also to suggest options. Governors discussed this and **agreed** it was appropriate to speak to another builder to investigate options and how space could be manipulated to increase capacity, to then identify what this meant regarding numbers of children to then judge project viability. Governors **agreed** for PP and AD to liaise with the premises manager regarding this.	**Decision:** speak to second builder regarding options for use of space **Action:** PP and AD liaise with KB

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	Governors **approved** the proposed budget and **agreed** for this to be recommended to the Trust Board. EO reported that Owl Class had been very successful and positively received by staff and parents. ST noted there were strong links with outreach services and children's needs were being met well. Governors noted that part 2 of the minutes from 17.11.21 and 23.3.22 were **approved**.	**Decision:** Recommend proposed budget to Trust Board
16.	**Future Meeting Dates:** • Renumeration Committee, Wednesday 13th July 2022, 5.00pm • Full Governing Body, Wednesday 13th July 2022, 6.00pm Both meetings to be held via Teams.	

The meeting closed at: 7.56pm.

Date/Time of next meeting	Wednesday 13th July 2022, 6.00pm	Location	Microsoft Teams

Signature of Chair