



# Governor Meeting

Reason for Meeting: FGB Meeting	Start: 16/07/2020 16:00:00	End: 16/07/2020 18:00:00
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**Governing Body:** Sean Pond (Chair), Sarah Edwards (Headteacher), Andrew Sudron, Paul Addison, Gemma Cardwell, Sarah Daggett, Caitlin Hughes, Shelagh Morris

**Core Functions of the Governing Body:**

**Ensuring clarity of vision, ethos and strategic direction**

**Holding the Headteacher to account for the educational performance of the school and its pupils**

**Overseeing the financial performance of the school and making sure its money is well spent**

**Strategic Objectives**

- **Provide an excellent educational experience and outcomes for each pupil**
- **Invest in the career development, skills, and wellbeing of our staff**
- **Engage closely with the Local Authority**
- **Strive to achieve financial sustainability without compromising the quality of education**

**Agenda**

<u>Item</u>	<u>Description</u>	<u>Led by</u>	
	<b><u>PROCEDURAL</u></b>		
	Welcome	Chair	
FGB.152.19	To receive apologies and record the acceptance of apologies	Clerk	
FGB.153.19	To remind Governors to declare any pecuniary or non-pecuniary interests	Clerk	
FGB.154.19	To remind Governors of the need for confidentiality and to determine if any part of the minutes needs to be a confidential item and excluded from the minutes to be made available for public inspection	Clerk	
FGB.155.19	To declare the notification of any other business to be discussed later in the meeting		
FGB.156.19	To approve and sign the minutes of the meeting held Thursday 18 <sup>th</sup> June 2020	Clerk	
FGB.157.19	To discuss any matters arising from the minutes		

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	<ul style="list-style-type: none"> <li>The SL to send updated versions of the documents discussed to the Clerk for distribution to the governors – <b>completed – 19<sup>th</sup> June</b></li> <li>A list of Subject Leads roles and responsibilities mapped against pathways, primary, secondary and 6<sup>th</sup> form to be provided for the governors</li> <li>The Chair to look at the Hargreaves Foundation website for more information and feed back to the other governors – <b>completed 19<sup>th</sup> June</b></li> <li>The Headteacher to send out the Memo of Understanding to all governors</li> </ul>	SL  Sec HoD  Chair  Headteacher	
	<b>BUSINESS</b>		
FGB.158.19	School Budget <ul style="list-style-type: none"> <li>To receive an update on the budget</li> <li>To discuss School Meal pricing</li> <li>Contract review schedule</li> <li>Additional financial commitment to Speech and Language Therapy (SLA)</li> <li>PP report (19/20) and spend</li> <li>Sports Premium Report (19/20) and spend</li> <li>Proposed spending plans for PP (20/21) and Sports Premium (20/21)</li> </ul>	Headteacher / FSO	
FGB.159.19	School operation <ul style="list-style-type: none"> <li>Premises update</li> <li>September Overview</li> </ul>	Headteacher	
FGB.160.19	To discuss the Spring Data Dashboard	Headteacher	attached
FGB.161.19	Curriculum Review	Headteacher	
FGB.162.19	Governance 2020/21 <ul style="list-style-type: none"> <li>Letter to parents</li> <li>To agree the FGB meeting dates</li> <li>To agree the work plan</li> </ul>	Chair	Attached  attached
FGB.163.19	To agree the Headteachers Appraisal Panel	Chair	
FGB.164.19	To approve the following polices	Headteacher	
FGB.165.19	AOB		
	Date of next meeting – tbc		
FGB.166.19	Confidential Item – only for non-staff governors	Chair	



# Governor Meeting

## Minutes

**Present:** Sean Pond (Chair), Sarah Edwards (Headteacher), Andrew Sudron, Paul Addison, Sarah Daggett, Caitlin Hughes, Shelagh Morris

**Also present:** Sandra Searle (NYCC Clerk), Jane O’Gara, Finance Support Officer (FSO) & Yvonne Heys, School Business Manager (SBM)

## Item

	<b>PROCEDURAL</b>	
	The Clerk welcomed everyone to the meeting	
FGB.152.19	<p><b><u>To receive apologies and record the acceptance of apologies</u></b></p> <p>Apologies had been received from Gemma Cardwell and they were consented to.</p>	
FGB.153.19	<p><b><u>To remind Governors to declare any pecuniary or non-pecuniary interests</u></b></p> <p>None were declared</p>	
FGB.154.19	<p><b><u>To remind Governors of the need for confidentiality and to determine if any part of the minutes needs to be a confidential item and excluded from the minutes to be made available for public inspection</u></b></p> <p>The Clerk reminded the meeting of the need for confidentiality. There would be a confidential item discussed at the end of the meeting</p>	
FGB.155.19	<p><b><u>To declare the notification of any other business to be discussed later in the meeting</u></b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	
FGB.158.19	<p><b><u>School Budget</u></b></p> <ul style="list-style-type: none"> <li>• <u>To receive an update on the budget</u></li> </ul> <p>The Budget monitoring statement for June and the Capital Deficit Declaration form had been sent out to governors prior to the meeting.</p> <ul style="list-style-type: none"> <li>• The FSO went through the areas of change since the last budget report Income</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ An increase of £5k for an additional member of staff</li> <li>➤ Supplementary income (£5k) received for pension costs</li> <li>➤ Additional SEN income predicted due to rising pupil numbers, will be subject to change as bandings are confirmed</li> <li>➤ Pupil Premium higher than originally predicted, subject to change as numbers of adopted and LAC pupils are estimated</li> <li>➤ Reduction in other income and community income due to lock down in the summer term</li> </ul> <p>Expenditure</p> <ul style="list-style-type: none"> <li>➤ Additional teaching costs for extra 0.2fte from January and maternity cover costs</li> <li>➤ Agency costs reduced due to the summer term</li> <li>➤ Support staff costs increased due to 1:1 staffing for a new pupil, an additional PSA &amp; increment costs still to be added in.</li> </ul> <p>Governors noted that the support staff costs may change as new pupils start in school and the effects of the lock down on pupils are known</p> <ul style="list-style-type: none"> <li>➤ Admin costs have increased due to the earlier start of the SBM and higher grades for the SBM and HR Manager</li> <li>➤ Possible savings due to the later recruitment of the Site Manager and ARO posts</li> <li>➤ Premises – the rebate given for the maintenance scheme was found to be an error and has been taken back. Additional cleaning costs incurred due to Covid-19, these will continue.</li> </ul> <p style="color: green;">Question: Was the rebate part of the MASS scheme?</p> <p style="color: green;">Answer: Yes, the charging policy changed, the refund was given to all schools before the error was discovered</p> <p><b>Action: The FSO to send NYCC email about the error to the Headteacher</b></p> <ul style="list-style-type: none"> <li>➤ Learning Resources – there may be additional costs to the ICT budget due to the extension work, the Project Manager will be sending through amended figures</li> </ul> <p style="color: green;">Question: Would it be possible to provide the governors with a breakdown of what costs relate to the new building and what relate to the main school?</p> <p style="color: green;">Answer: Separate budget headings have been set up so this can be monitored and the information can be readily available.</p> <ul style="list-style-type: none"> <li>➤ Supplies and Services – reduction due to reallocation</li> </ul>	FSO
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	<p>of insurance costs.</p> <ul style="list-style-type: none"> <li>➤ The overall carry forward to 2021/22 is expected to be £15k</li> <li>➤ Capital – Building costs of £126.3k are being funded by NYCC, it has been agreed they will deposit this amount into the school account rather than the school send the invoices to County Hall for payment as has happened in the past. It is expected the work will come in on budget. NYCC have asked for a capital deficit declaration form to be completed for the £38k deficit balance showing at present from the Variety build.</li> </ul> <p><b>The Governors agreed</b> the annual DFC allocation &amp; the revenue contribution to capital will be used to fund this over the next 4 years.</p> <p><b>Action: The Capital Deficit Declaration to be signed off and submitted</b></p> <ul style="list-style-type: none"> <li>• <u>To discuss School Meal pricing</u></li> </ul> <p>Governors were reminded that NYCC will charge £3.34 per meal from September but the school currently charges parents £3.00 per meal (or £1 for a taster plate) therefore leading to a deficit which the school budget must fund. The current contract has only been renewed for one year.</p> <p>Governors discussed the use &amp; need for taster plates, the possible parental response to increasing the cost of the school meal at this time &amp; the impact on the school budget if the cost is not increased.</p> <p><b>It was agreed to:</b></p> <ul style="list-style-type: none"> <li>➤ To increase the daily cost of a school meal to £3.35 &amp; taster plate to £1.50 per day from September 2020</li> <li>➤ To limit the time a taster plate would be available at the lower cost to 4 weeks</li> </ul> <p style="color: green;">Question: Are parents aware the school budget is subsidising the cost of school meals?          Answer: Parents may not be aware the budget is subsidising the meals but this will be explained in the letter going out at the beginning of the autumn term to inform them of the increase.</p> <p style="color: green;">Question: Charging the parents more than NYCC charges the school for a meal will be hard to justify?          Answer: It will only be 1p higher, the NYCC cost only covers the cost of the staff and the food, the school still pays the utility bills &amp; bank charges.</p> <p style="color: green;">Question: How and when will you communicate this to parents?</p>	Chair/FSO
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	<p>Answer: One is about wellbeing and includes helplines for staff, we need to ensure we are getting value for money and fully understand what we have bought into</p> <p><b>Action: The Clerk to include contract review to the October FGB agenda</b></p> <ul style="list-style-type: none"> <li>• <u>Additional financial commitment to Speech and Language Therapy (SLA)</u></li> </ul> <p>Governors were reminded that the PP catch up funding was used to buy additional hours of provision from the SaLT team.</p> <ul style="list-style-type: none"> <li>➤ The basic SLA costs £2k per year</li> <li>➤ The SaLT team have provided a cost for 3 different options             <ul style="list-style-type: none"> <li>○ The team say with the increase in pupil numbers they would need to support a minimum of 60 pupils next year compared with the current year figure of 51. 60 pupils would then constitute their case load. At the same level of funding they could only support 56 pupils</li> <li>○ For an additional £3.5k they would be able to support the 60 pupils they feel will need support</li> <li>○ For £5k they would be able to support 64 pupils</li> </ul> </li> </ul> <p>Question: If we currently spend £2k, the cost almost doubles for only an additional 13 pupils, are they therefore expecting a higher level of need in these pupils?</p> <p>Answer: This information has only just come through, it talks of increasing capacity to take on additional caseloads</p> <p>Question: Does that mean current time with pupils will not suffer?</p> <p>Answer: Anecdotally, in discussions with the team they report work being done that is not always covered by the SLA</p> <p>Question: If we put in additional funding we should reorganise the SLA to truly reflect what we expect from them so if the service is short of staff we do not lose provision.</p> <p>Answer: The SLA can be sent round to the governors so they can see what is covered</p> <p><b>Action: The Headteacher to send out the SLA to all the governors and to meet with SM to look at the SLA in detail.</b></p> <p>Question: Can you clarify the difference in the pupil numbers quoted by the SaLT team information caseload of 54, with 28 other pupils who have no active involvement currently and the number quoted in the Context Document of 37. What is the nature of the pupil need we are trying to meet?</p> <p>Answer: The extrapolated pie chart in the Context Document is</p>	<p>Clerk</p> <p>HT / SM</p>
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	<p>for the spring term and therefore out of date, the SaLT information is for the summer term and next year. A breakdown according to need can be provided</p> <p><b>Action: The Headteacher to provide a breakdown of SaLT provision by need</b></p> <ul style="list-style-type: none"><li>• <u>PP report (19/20) and spend &amp; the proposed spending plans for 2020/21</u></li></ul> <p>The PP Policy and Forthcoming Strategy document was sent out just prior to the meeting.</p> <p>The Deputy Headteacher drew governors attention to the key areas</p> <ul style="list-style-type: none"><li>➤ Page 6 Outcomes column, the progress made in English and maths. 100% of pupils in maths and 95% in English achieved expected progress</li><li>➤ Some costings still to be completely finalised</li><li>➤ Music therapy &amp; staffing – funding for staff to attend the music therapy sessions with the pupils and take knowledge back to the classroom.</li><li>➤ £3.2K was not spent in the summer term due to the lock down, this amount to be carried forward to the autumn term. This has not yet been included in the current budget figures for this year.</li></ul> <p>Question: The underspend is very understandable, is the music therapy worth 50% of the total spend, should more be spent SaLT or staff training?</p> <p>Answer: The PP review 12-18 month ago identified developing staff was a good way forward so I am happy to review the music therapy spend again, we are spending more on that than on many other contracts. With the lock down the therapist has not been on site so pupils have not been receiving this support, and are still making good progress</p> <p>Question: Is this a contract or an individual, should we not be upskilling staff with SaLT and music therapy so they can carry it through into their daily teaching. We should have the discussions and rebalance the funding to our priorities.</p> <p>Answer: It is provided by a qualified music therapist and is not an SLA. We have used music therapy for a number of years now but we can explore other options &amp; staff training. We have a recovery curriculum planned with play therapy. Do you know of any training programmes or have any contacts we can use that would be helpful.</p> <p><b>Action: The Deputy Headteacher to re-evaluate the PP planned spend for 2020-21 with a view to increasing spending on staff training</b></p>	<p>HT</p> <p>DHT</p>
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	<ul style="list-style-type: none"> <li>• <u>Sports Premium Report (19/20) and spend &amp; the proposed spending plans for 2020/21</u></li> </ul> <p>A copy of the Evidencing the Impact of the Primary PE &amp; Sports Premium reporting tool had been sent out to all governors prior to the meeting</p> <ul style="list-style-type: none"> <li>➤ The school had come 2<sup>nd</sup> in the Special Schools Partnership league table of participation, which is a great offer for this size of school.</li> <li>➤ A donation of £1.5k had been given due to an underspend by Special Schools Sports Partnership, this was being used to help fund a 2-week summer camp over the holiday</li> </ul> <p>The Chair congratulated the PE Subject Leader saying the document was impressive and there was a real impetus moving forward.</p> <p>The Chair thanked the FSO and the SBM for their work and they left the meeting at this point</p>	
FGB.159.19	<p><b><u>School operation</u></b></p> <ul style="list-style-type: none"> <li>• <u>Premises update</u></li> <li>• <u>September Overview</u></li> </ul> <p>A link to a PowerPoint presentation given to staff on the recovery curriculum and a one page summary on the intentions for the first half term had been sent out prior to the meeting</p> <p>The Headteacher reported that school will be fully open in September, there will be a phased return, but all pupils will be on site by 14<sup>th</sup> September.</p> <ul style="list-style-type: none"> <li>➤ On 9<sup>th</sup> September pupils who have not yet been on site will return, this includes those who have been shielding &amp; new pupils</li> <li>➤ On 14<sup>th</sup> September the pupils who had an offer during the partial closure will return</li> <li>➤ By tomorrow all staff will have been in school for at least some time and all will return normally at the start of term</li> <li>➤ A new Risk Assessment (RA) has been drawn up, staff and the unions have been consulted.</li> <li>➤ The only remaining issue is the aerosol generating procedure, there are 2 pupils who require suctioning. Public Health information is being reviewed nationally</li> <li>➤ If a local lock down happens, a pack with 2 weeks of</li> </ul>	

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	<p>curriculum material has been produced and would be sent home.</p> <ul style="list-style-type: none"> <li>➤ There will be a 7-week recovery curriculum in place, this will be extended if necessary.</li> <li>➤ Ofsted will not be doing inspections until 2021 but can visit schools to discuss curriculum progress. There is an expectation that a full normal curriculum will be in place in Spring 2021, the plan for this school is to implement the new curriculum by November but will depend on how the pupils come back to school.</li> </ul> <p>Question: The recovery curriculum looks impressive, very much in the context of the needs of the pupils which will give the staff confidence</p> <p>Answer: It has been trialled with a number of children since June 1<sup>st</sup> and the wider opening of school, prior to rolling out to the whole school. During the course of the half term up to half the pupil population have been on site</p>	
FGB.160.19	<p><b><u>To discuss the Spring Data Dashboard</u></b></p> <p>This document had been sent out to all governors prior to the meeting</p> <ul style="list-style-type: none"> <li>➤ SaLT provision had been covered in a previous item</li> <li>➤ The Headteacher reported there were no issues with attendance and the number of incidents of challenging behaviour were going in the right direction</li> </ul>	
FGB.161.19	<p><b><u>Curriculum Review</u></b></p> <p>This has been covered in previous items</p> <p>The Deputy Headteacher informed governors that he had met with the Subject Leaders to pull together all the individual subject intent statement into 1 document. Work to agree an assessment scheme was ongoing.</p> <ul style="list-style-type: none"> <li>➤ Training dates had been agreed which would give the Subject Leaders an opportunity to work together in curriculum groups and link into a thematic rolling programme.</li> <li>➤ STEM would be looked at in September</li> <li>➤ The list of Subject Leads roles and responsibilities mapped against pathways had been sent out to governors</li> <li>➤ There were a number of new roles in school <ul style="list-style-type: none"> <li>○ Additional office finance support</li> <li>○ A Behaviour Support post that was not class</li> </ul> </li> </ul>	

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	<p>based but would have a positive impact on pupils and support families</p> <ul style="list-style-type: none"> <li>○ The new SBM was now in post</li> </ul> <p>Question: Is the premises work on track for being finished for September? Answer: Yes, everything is on track</p>	
FGB.162.19	<p><b><u>Governance 2020/21</u></b></p> <ul style="list-style-type: none"> <li>• <u>Letter to parents</u></li> </ul> <p>The letter to parents had been emailed out to the governors prior to the meeting. The Headteacher confirmed this had now been sent out to all pupils</p> <ul style="list-style-type: none"> <li>• <u>To agree the FGB meeting dates &amp;</u></li> <li>• <u>To agree the work plan</u></li> </ul> <p>The proposed workplan had been sent out to all governors prior to the meeting including the proposed dates.</p> <ul style="list-style-type: none"> <li>➤ The date of the first meeting was confirmed as 24<sup>th</sup> September</li> </ul> <p><b>Action: The Chair to check with SD start times of meetings</b> <b>Action: The Chair to send out an updated workplan</b></p>	Chair Chair
FGB.163.19	<p><b><u>To agree the Headteachers Appraisal Panel</u></b></p> <p>The panel was agreed as Chair, Shelagh Morris, Paul Addison and an external advisor.</p> <p><b>Action: The Chair to arrange for the external advisor to attend</b></p>	Chair
FGB.164.19	<p><b><u>To approve the following policies</u></b></p> <p>There were none</p> <p>The Chair requested a review of the statutory policy dates to ensure they were all current.</p>	Clerk
FGB.165.19	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• <u>Name of the new school building</u></li> </ul> <p>The Headteacher suggested: -</p> <ul style="list-style-type: none"> <li>➤ The name of the newly acquired building should be Springwater Sixth Form College &amp; Admin Hub</li> </ul>	

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	<p>➤ The Sixth Form (all five classes) should now be referred to as Springwater Sixth Form (College)</p> <p><b>The governors agreed</b> to both name changes</p>	
FGB.156.19	<p><b><u>To approve and sign the minutes of the meeting held on</u></b></p> <p>The minutes of the meeting were approved and will be signed by the Chair when it is possible to do so</p>	
FGB.157.19	<p><b><u>To discuss any matters arising from the minutes</u></b></p> <ul style="list-style-type: none"> <li>• <u>The SL to send updated versions of the documents discussed to the Clerk for distribution to the governors</u></li> </ul> <p>This was sent out on the 19<sup>th</sup> June 2020</p> <ul style="list-style-type: none"> <li>• <u>A list of Subject Leads roles and responsibilities mapped against pathways, primary, secondary and 6<sup>th</sup> form to be provided for the governors</u></li> </ul> <p>This was sent out on the 16<sup>th</sup> July 2020</p> <ul style="list-style-type: none"> <li>• <u>The Chair to look at the Hargreaves Foundation website for more information and feed back to the other governors</u></li> </ul> <p>The information was sent out to the governors on the 19<sup>th</sup> June. It was agreed a bid should be submitted and the governors discussed what could be bid for. Three areas were identified</p> <ul style="list-style-type: none"> <li>➤ EYFS – development of the outdoor space</li> <li>➤ 6<sup>th</sup> form – relating to the new 6<sup>th</sup> form college and extra building</li> <li>➤ Sport – to increase access to</li> </ul> <p>A governor confirmed a short application/statement was all that was needed to apply</p> <ul style="list-style-type: none"> <li>• <u>The Headteacher to send out the Memo of Understanding to all governors</u></li> </ul> <p>This had been sent out to governors on the 11<sup>th</sup> July The Chair confirmed this had been signed and returned to NYCC</p>	<p>Headteacher with</p> <p style="text-align: center;">JS</p> <p style="text-align: center;">AM JMK</p>
	<p><b>Date of next meeting</b> – Thursday 24<sup>th</sup> September 2020 at 4pm (via Skype)</p>	



## Governor Meeting

FGB.166.19	<b>Confidential item – only for non-staff governors</b>  The Headteacher, Deputy Headteacher and the staff governor left the meeting before this item. This is subject to a confidential minute	

Signed:

X

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Name  
Governor