

Wolds and Vale Federation
Minutes of the Full Governing Body Meeting
Tuesday 18th May 2021 at 5.30 pm
Via Zoom, Virtual meeting

Present:		
V Bottomley	VB	LA Governor, Chair
I Taylor	HT	Head Teacher
C Moorwood	CM	Staff Governor
D Outhart	DO	Co-opted Governor
S Gibbon	SG	Associate Governor
C Olivier	CO	Co-opted Governor
C Fenwick	CF	Foundation Governor
K Metcalfe	KM	Parent Governor
In attendance:		
L Waller	Clerk SBM	Clerk School Business Manager
J Jackson	JJ	FMS Officer
Not in attendance:		
J Peel	JP	Co-opted Governor
N Skelton	NS	Parent Governor
		Vacancy
		Co-opted Governor
		Foundation Governor

No	Item	Action
1.	<p>Procedural</p> <p>1.1 Welcome, introductions and apologies for absence. <i>The Chair welcomed everyone to the meeting and CF started the meeting with a prayer.</i></p> <p>1. Accept or reject any apologies for absence <i>Apologies received from Nicky Skelton and Jason Peel. Apologies accepted for both.</i></p>	
2.	<p>2.1 Declaration of Governors' interests and reminder of Governor protocol. <i>VB West Heselton CE Primary School</i> <i>CO Snainton CE Primary School</i></p> <p>2.2 To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available to public inspection. <i>Staffing under section 5</i></p>	
Governors considered item 5 then return to the planned agenda.		

3.	<p>3.1 To approve the minutes of the meeting of the Full Governing Body held on 16th March 2021. <i>Minutes approved by governors, proposed CF seconded VB</i></p> <p>3.2 To consider matters arising from the minutes and for which there is no separate agenda item. <i>None.</i></p> <p>3.3 To check on progress /complete any actions from the last meeting.</p> <p>3.31 Clerk to contact TW about nonattendance. <i>The clerk confirmed that she has contacted TW and is awaiting a response.</i></p> <p>3.32 CF to contact staff and introduce her roll as wellbeing governor. <i>CF has made contact with staff.</i></p> <p>3.33 Clerk to send out training links. <i>Links sent to governors.</i></p> <p>3.34 All Governors to complete safeguarding training. <i>Just 1 governor still to complete.</i></p> <p>3.35 Governors to express an interest in holding chair or vice chair position next year. <i>DO would like more information on the chair position.</i></p> <p>3.36 Parent Governor elections to take place. <i>Election has taken place and SG stood unopposed, governors congratulated her on her appointment and thanked her for her commitment so far.</i></p> <p>3.37 Working party to consider start budget in more detail. <i>KM, SG and the SBM met to look through outturn and start budget in more detail. Reserve policy to be created.</i></p>	Working party to create a reserve policy.
4.	<p>Governance:</p> <p>4.1 Federation governance audit. <i>Governors had fed back their views on the audit, a collated document was shared and approved to be sent on to Matt Blyton. The following were identified as key priorities for governor to work on.</i></p> <ul style="list-style-type: none"> • <i>Is there a monitoring timetable for governors linked to priorities within FDP?</i> • <i>Does this enable governors to visit all schools to evaluate progress?</i> • <i>Does this enable governors to regularly sample pupils' work and learning in classrooms in all schools?</i> • <i>Does this enable governors to meet with other leaders beyond the EHT?</i> <p>4.2 Approval the following policies -.</p> <ul style="list-style-type: none"> • <i>Freedom of information</i> • <i>NCT Security</i> <p><i>Policies were approved.</i></p> <p>4.3 Governor roles and responsibilities.</p>	

	<p><i>The following roles were agreed.</i></p> <p><i>Performance and standards group – CO & DO</i></p> <p><i>Finance and resources working group – KM & SG</i></p> <p><i>SEND and PP – CF & SG</i></p> <p><i>Health and safety – JP</i></p> <p><i>Collective worship and Christian ethos – CF & CM</i></p> <p><i>Governors discussed ways to monitor over the summer term, this included virtual visits, survey's and after school visits.</i></p> <p>4.4 Academisation.</p> <p><i>Governors held a brief discussion on the statement from the Education Secretary and tasked the HT with finding out more information about local academies and their offers to schools.</i></p>	<p>Clerk to book dates in the diary for meetings and visits</p> <p>HT to investigate local academy offers.</p>
5.	<p>Resources:</p> <p>5.1 Staffing update</p> <p><i>The HT updated governors on the staffing structure for September.</i></p> <p>Q Are we investing in staffing in the right areas? Given the data predictions in the HT report. Could more be done to get all children to the expected standard?</p> <p>A The focus is on quality first teaching but consideration could be given to additional support in classes.</p> <p>Q Is the data suggesting the impact of Covid?</p> <p>A We can see gaps where areas have not been taught in school and other areas that need further reinforcement.</p> <p>Q Could you explain the difference between the schools, in some areas we see 100% or children at expected but in others it is very low?</p> <p>A To understand this we need to look into the headlines in a bit more detail, an example is a cohort of only 1 child that is at expected which would be 100% or a year group of 10 children where 5 are at expected.</p> <p><i>Governors discussed the targets for improvement and how monitoring can be carried out, The HT reminded governors that visits are welcomed so data can be triangulated.</i></p> <p><i>The staff governor gave his opinion on where the gaps in learning were, it is felt that writing is a particular area that suffered as it was difficult to replicate the classroom experience through home learning.</i></p> <p><i>Governors considered a new format for the HT report and fed back. It was felt that with modification and some more explanation to good be a useful document for governors to draw out key lines of enquiry.</i></p> <p><i>*Confidential item see separate note*</i></p>	
Governors considered 5.2 and 5.3 after item 2		
	<p>5.2 Outturn</p> <p><i>Joanne Jackson the FMS support officer for the schools joined the meeting to talk through the outturns for both schools.</i></p>	

	<p><i>Luttons- the main variances to the planned budget were detailed including, free school meal supplementary grant and the underspend in sports premium which has been carried forward. Covid winter grant has been received for free school meal vouchers in holiday periods and is offset in catering expenditure. Saving was made on supply staff, training and courses that was not needed due to the second lockdown. A contingency for maintenance work remains unspent it will be carried forward. Utilities were lower due to school closure periods. The summary shows the surplus for the year was £27k and the revenue balance is £153k to be carried forward</i></p> <p>Q How was the £15k figure for maintenance agreed?</p> <p>A Each school has a conditions survey carried out and a program of works is planned due to the condition of each area.</p> <p><i>The HT suggested the finance working group and the H&S representative work together on a plan for the ongoing maintenance at both schools.</i></p> <p><i>Sherburn- the main variances were similar to Luttons, apart from Nursery funding which is funded termly and was based on estimates at the time. Additional cleaning costs are in staffing and consumables. The year finished £46k ahead of the start budget. The carry forward will be £225k. In capital the reserve has been built up to pay our contribution towards the new build.</i></p> <p>5.2 Start budget</p> <p><i>Joanne Jackson talked through the start budgets for both schools.</i></p> <p>Luttons – Delegated funds are based on school census for this year and based on estimates of pupil numbers for the coming years. Nursery funding is again based on best estimates. Assumed pay awards and increments for staff. Assumed 3% inflation increase year on year on certain expenditure. Pupil paid meals are based on estimates using predicted numbers and the fixed meal price. In capital expenditure there is 1 year devolved capital being used for the window replacement. JJ explained the old clawback scheme that NYCC used to use to recover unspent funds equal to 15% of 3 years delegated funds. Governors unanimously approved the Luttons start budget.</p> <p>Q What is the approval process to draw down any revenue funding? Do we have a reserves policy?</p> <p>A Governors would have approval to make changes throughout the year.</p> <p><i>Sherburn- Similar to Luttons in the assumed and estimated income and expenditure. Included is a period of maternity leave and a refund from the staff absence scheme. The teaching cover and 0.1 SENCO cover is included in the staffing costs. From capital the schools contribution to the new build is £57k.</i></p> <p>Governors unanimously approved the Luttons start budget.</p>	
Governors returned to Item 3		
6	School update	

	This agenda item was postponed due to time constraints. The meeting will be reconvened on Wednesday 26 th May at 5.30pm to complete the remaining agenda items. It was agreed that all upcoming meetings and training would start at 5.30pm from next week to allow all governors to attend.	
7.	7.1 No urgent matters were discussed.	
8.	8.1 Close of meeting: <i>HT ended the meeting with a reflection.</i>	

**Date of next FGB meeting: 26th May to complete agenda items from this meeting.
13th July 2021 virtual meeting via Teams.**

Signed

Dated

'Three Core Functions of Governance'

To ensure clarity of vision, ethos and strategic direction

To hold the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff

To oversee the financial performance of the school and make sure its money is well spent