



**The Federation of Fountains Earth and St
Cuthbert's C of E Primary Schools**
Minutes of the FGB Meeting
Monday 24th May 2021



Governing Body Core Functions

Ensure the vision, ethos and strategic direction of the school is clearly defined
Ensure the Headteacher performs her responsibilities for the educational performance of the school
Ensure the sound, proper and effective use of the school's financial resources

Present: L Franklin, S Goodall (late), D Hall, A Hattan. S Leeming, G Lewis, R Light (CofG) & N Thornber

In Attendance: A Lumley (Clerk) & N Wilkinson (DHT)

Meeting opened at: 6.00pm via ZOOM

Number	Item	Action
17	<p>Governor Code of Conduct It was agreed to move this item to the beginning of the meeting.</p> <p>All received the Code of Conduct. Governors are volunteers and the day to day responsibly of the school is for the employees. Governors is a strategic role. This is a good time to reset and know our roles. This term RL and SL have completed governor monitoring – 3 times this half term, it would be usual for once per half term, however it is recognised that we are in the process of change.</p>	
1	<p>Membership of Meetings GL has been re-appointed by the Diocese as a Foundation governor for a further 4 yr term of office.</p> <p>SL has not had confirmation of her re-appointment from the LA, governors agreed to appoint as an Associate Member until the re-appointment has been confirmed. Proposed by: GL Seconded by: DH</p> <p>RL and AH term of office has come to an end, and they would like to be considered for re-appointment as co-opted governors. The governors agreed to the co-options for a further 4 yr term of office. Proposed by: LF Seconded by: GL</p> <p>DR was due to be re-appointed as co-opted governor, but it was decided that this should not be done in his absence. RL will contact DR, and he can be co-opted at the next meeting.</p>	RL to contact DR

2	<p>Welcome, Introductions and Opening Remarks Everyone was welcomed to the meeting and reminded of the core functions of the governing body which are:</p> <p>Ensure the vision, ethos and strategic direction of the school is clearly defined Ensure the Headteacher performs her responsibilities for the educational performance of the school Ensure the sound, proper and effective use of the school's financial resources</p>	
3	<p>Apologies and Consent to Absence: J Metcalfe – apologies accepted D Rogers– no apologies</p>	
4	<p>Reminder about the essential need for confidentiality and declaration of interests: Pecuniary or non-pecuniary and at appropriate times.</p> <p>No declarations for the meeting pecuniary or non-pecuniary.</p>	
5	<p>To identify any confidential items to be excluded from the publicly available minutes</p> <p>Agenda items 9, 10 & 13 plus reports from agenda item 16.</p>	
6	<p>Identification of any other urgent business previously notified to the Chair</p> <p>Non received.</p>	
7	<p>Approve the minutes of the FGB meeting on 22 March 2021 & 5 May 2021 Minutes were approved as a true record of the meetings, signed by the C of G and filed in school. Action: due to covid restrictions these meetings were via zoom and the C of G will need to physically sign the minutes at the office asap.</p>	RL
8	<p>Matters Arising – monitoring of actions</p> <p>22/3 H&W questionnaire was sent out by the previous HT. SDP – GL and DR still need to contact NT regarding their area for monitoring.</p> <p>Safeguarding is on this agenda.</p> <p>5/5 The plan from the safeguarding review was put on to the website with this agenda. RL will signed all documents from the half term at the office tomorrow.</p> <p>Actions/Impact LM has not sent example minutes. Governors have been sent a monitoring proforma to be completed and returned to AL for every visit into school.</p> <p>Behaviour Policy is now in use.</p> <p>Skills audits to be sent.</p>	<p>GL/DR</p> <p>RL</p> <p>FGB</p> <p>AH/RL/DR</p>

School Improvement		
9	<p>Report from the Headteacher – on confidential file</p> <p>To include: Safeguarding items SDP update SIAMS update</p> <p>The HT Report it is a new report format, it was raised previously that governors need to show challenge and evidence that challenge. After RL and NT met they agreed that this format would work to show evidence and avoid duplication of questions and allows the leaders to look at the questions and feedback the information. Paperwork is available to governors 7 days prior to a meeting. NT appreciates that governors may need longer and in future will look at sending out documents with 7 working days to enable governors the weekend to ask and return the questions.</p> <p>See confidential minutes for further information.</p> <p><u>Data</u> This is a screen shot of data capture from the spring term, it is not validated. We will moderate and work with the teachers on how this came about.</p> <p>We have a new system for all 3 schools to use, this allows us to drill down into the data and show the detail.</p> <p>NW spoke regarding the moderation process and the recovery curriculum and what we are doing to close the gap. The grid shows an overview of reading, writing and maths across the schools for governors. The recovery curriculum is deeper with whole year group targets which shows exactly where the weaknesses and gaps are and where children are finding difficulties. We have looked at what subject and where each group is at. Behind this overview that has been given there is a very detailed document that goes into every area showing the gaps.</p> <p>This then directs the teachers, and we can look at where to go strategically in the summer. Next half term we will look at moderating, if asked how robust and valid the data is it is important that staff know. When we use Emag it is important that staff have had the training. If staff know where the gaps are they can plan and teach more effectively and have a bigger impact. Next time historic data will be included so you will be able to see progression and attainment.</p> <p>See confidential minutes for further information.</p> <p>18:20 – SG entered the meeting.</p>	
10	<p>LA Review update on progress – report on confidential file</p> <p>See confidential minutes for further information.</p>	
11	<p>Governors Visits to School – Summer Term</p> <p>Governors can now visit school next half term. As per the timetable that has just been discussed in the HT report.</p>	FGB

12	<p>Safeguarding Governor Update SL receives the weekly updates from AS and SA and they are displayed on the school's safeguarding notice board. SL discussed the weekly updates from Andrew Hall and Casper. They highlight issues with constant awareness and reminders.</p> <p>The Data of a national picture of H&W of children is scary and the SEMH needs of the children post lockdown is likely to be worsening picture. So it is important not be naive that it hasn't affected our children.</p> <p>Communications from parents have now been moved from SeeSaw to admin, this is to safeguard the children and the staff. CPOMS system is now being used to log concerns and alerts other staff and keeps a running log to build a picture.</p> <p>Gates are now locked with padlocks to safeguard the children and keep the site secure.</p> <p>Weekly safeguarding briefings/meetings each Thursday morning are working and the DSL's are sign posting and the impact is now coming through.</p> <p>Although it is SL who is the safeguarding governor it is the responsibly of all governors and therefore all governors need to be aware of current issues and information.</p> <p>Gov comment: Governors need to know what is important to know without overload.</p> <p>Action SL will email a snapshot of information to governors to read. DSL's update could also be added to SharePoint for all governors.</p> <p>FE are now using walkie talkies too and first aid kits on the playground so that issues can be dealt with safely.</p> <p>NSPCC do a safeguarding assessment tool with a 10 min quiz</p> <p>Action- SL will send to governors</p> <p>1st month checks on SCR has been completed at STC. Checked where we are up to with the amendments, as at the review there were a few areas that needed changes, a few dates adding.</p> <p>1st month checks at FE will be completed 8/6. It was picked up at the review that all paperwork for staff working across the schools needs to be copied and on file at both schools not just one.</p> <p>Q: Is LM doing the safeguarding training for governors? A: Yes, she will do a 1-hour training session for all 3 schools.</p> <p>Action: NT to arrange a date</p> <p>KCSIE document – please can governors ensure that they have read this document that was given as part of the meeting on 5 May.</p>	<p>SL</p> <p>SL</p> <p>AL</p> <p>SL</p> <p>NT</p>

16

Finance/Premises –reports on confidential file

AL gave an overview of the outturn position and April monitoring.

Outturn 2020.2021

The Outturn figure is higher than expected at Revised Budget, but January 21 monitoring was showing that it would be an increased c/f.

Revenue

RB the figure was expected to be £20.9K

January monitoring was expected to be more than £41K

The actual figure is £52.9K

Capital

The capital c/f balance is in line with RB £21.8K as no school led project works have been completed during lockdown.

Summary of main Reasons:

- Senior teacher left at end of Dec 20, replaced with supply with an overall saving to the budget of £12.7K
- Savings in TA staff due to lockdown and extra relief hours budgeted for not used. £5k
- Catering costs where less due to lockdown. £2.5k
- Refund from MASS plus savings on utilities. £3.7K
- No music costs during lockdowns. £1.4K
- Extra Pupil Premium funding. £4.4K
- Various underspent resource budgets due to lockdowns

April 21 Monitoring

Revenue

The April monitoring is showing an estimated c/f March 22 of £42.5: + £1k on the SB.

Although there was an increase to the outturn figure there has been extra expenditure built into the monitoring that was not included in the SB figures.

These are:

- Support staff increases (which is also likely to increase further at RB)
- Premises/Maintenance which has an estimate for boundary fencing due to safeguarding

Capital

Project estimates in the monitoring for this financial year:

- Security/office areas etc £9K (which includes a video intercom system and switching the HT and BM offices around)
- Oak toilet refurb which includes creating small first aid room/cupboard. Estimate in monitoring is £5k but could be up to £10k.

ICT requirements:

- C Touch white board for Yr 3/4 approx £3k.

Premises

Summer 21	Decoration of Early Years toilets and cloakroom at STC	School revenue budget
Autumn 21	Decoration of classrooms at FE	School revenue budget
Summer 21	Replacement windows and external doors to hall vestibule area.	MASS
Summer 21	Video security system and security fobs / office changes	Capital budget
Summer 21	Boundary fencing at Men's Shed	Revenue budget
Summer 21/ poss Easter/Summer 22	Oak toilets	Capital budget

Governor comment: We are showing that we are better off than expected but still showing a 3 yr c/f deficit which still needs to be monitored carefully and addressed.

Standing Items

17

Policies and documents

Governor code of Conduct – discussed earlier.

18

What impact have we had today on the achievement of pupils in our school?
All the work on safeguarding has had an impact.

SL – when I was monitoring in school a member of staff leaving for the day commented that they were going home feeling supported through the impact of the new behaviour policy. It was good to see that the impact of this had supported the member of staff which in turn impacts the achievement of our pupils.

What impact have we had today on our Christian Ethos and Vision?

The comments around the change in behaviour are building on our vision of working together – a body has many parts and we all belong and have a part to play. If children can see that change then they see it as working together.

HT Comment: We had a curriculum review today with S Bennett and the LA and the positive impact was seen and noted. The children's comments from questions were more positive.

Gov Q: I feel that we haven't discussed it for some time, and I am not aware of any monitoring related to SIAMS. Previously I had knowledge of where we were with our SIAMS documentation but not sure currently where we are at?

HT A: Our Quality Assurance document will include SIAMS, it includes 'living well together' and collective worship and the impact of it.

Gov comment: It links to the strands in the report vision and leaderships NT is

	<p>striving to push things forward and strand 3 links to the living well together. Strand 6 the impact of collective worship is going to progress in the coming weeks. What we are seeing is some of the children's comments links to strand 3 – character development. They are really trying to work well together and an environment in which they can learn and flourish.</p> <p>Gov Q: Should SIAMS be a separate agenda item next meeting so that we are better prepared? HT A: It will be within the SDP and SEF and the HT verbal report at the next meeting.</p>	
19	<p>Close of meeting, dates, and times of next meetings. FGB 12/7/21 Resources 28/06/21 SDC 16/06/21 (now moved to 21/07/21) at 5pm.</p>	
<p>Meeting closed at: 19:35</p>		