

GREAT CHART PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting
15th October 2020 at 5pm

Present: Mr S Fitch (Chair) **Mrs W Pang** (Headteacher)

Clerk: Lucia Page

In Attendance:

Mrs C Dottin-John, Mrs S Gathern, Mrs P High, Mr S Ive, Mr T Parish, Mrs S Windle, Dr J Wong **Action By**

1) Apologies

Mrs Walsh

Dr Wong joined later at item 6.

Apologies accepted by the governing body.

2) Declaration of Business Interest

Governors had no business interests to declare against the agenda items. Governors have confirmed their interests via GovernorHub. **All**

3) Minutes of previous meetings in Jan 2020, May 2020 and July 2020

No matters arising.

The Minutes of the meeting were confirmed and signed as a true representation of the meeting.

4) Review of Governing Body Structure and Procedure

The Terms of Reference were discussed and Governors were clear about these. There were several updates which were discussed and highlighted.

The new committee members were agreed for HT PM Panel and Pay Panel as follows:

HT PM - Mrs Walsh (Chair), Mr Fitch, Mrs Windle

Pay Panel - Mr Ive (Chair), Mrs Dottin-John, Mr Parish

Mrs Page, Clerk to Governors will take minutes for all governing body meetings, including all committees.

The updated Terms of Reference are filed with these minutes.

Proposal: The Governors to agree Governing Body Structure based on Circle Model and to approve the Terms of Reference for Governing Body, committees and arrangements for minutes.

Proposer: Mr Fitch Seconded: Mrs Gathern

The proposal with the above changes was unanimously agreed by the Full Governing Body.

5) Governing Body Issues

Mrs Dottin-John's application as LA governor has been accepted by LA Governor Nomination Panel.

Proposal: to agree the re-appointment.

Proposer: Mr Fitch, Seconded: Mr Parish

Governing Body has formally agreed to re-appoint Mrs Dottin-John as a LA governor from immediate effect for another 4 year term.

Governor Code of Conduct – governors approved this new document. The signed copies will be passed onto Clerk. **All**

Governors discussed the 2 vacancies. They have decided they will actively advertise once COVID situation has passed.

6) Headteacher's Report

Governors had received a copy of the Headteacher's report, a copy of which was sent out with the agenda and is filed with these minutes.

The following questions were raised:

Q: Will we need to dip into the rollover in addition to Catch up funding?

We made plans to provide extra tuition, employ extra teaching support and teachers. Possibly, if we feel further resources are needed such as buying extra software etc we will consider dipping into the rollover.

Q: If children are at home isolating, what can parents do to help with their home learning?

Any child who is self isolating, the school has to provide remote learning for those children. The school has planned for these situations.

7) Business Continuity Plan

The updated BCP has been discussed with governors. They wanted clarity over what would happen if staff in the school kitchen had COVID and kitchen had to close. They were advised that Catering company has provisions for this and can supply packed lunches.

Proposal: To agree the updated plan

Proposer: Dr Wong Seconded: Mrs Windle

The updated plan was unanimously approved.

8) Governing Body Reports

Personnel & Pay Committee

Mrs Dottin-John has provided the feedback following the meeting.

The committee looked at appraisal cycles for all staff and approved one recommendation within Upper Threshold.

Following a request from the HT the committee reviewed the leadership pay scales and decided they should remain as they are.

No feedback was provided about HT's Performance Management.

9) 6 Month Budget Monitoring

Governors received the report and these questions were raised:

Q: I18C - Covid catchup funding = £20K. Is this an initial payment and we will receive more or is it the total amount we will receive?

We will get £80 per pupil in 3 instalments - approx. £33,600. Two thirds are expected in this financial year and remainder in summer 2021.

The I18C is the best estimate of funding to be received. More detailed information is in HT report - Catch up funding information.

Q: E01 - Teacher salaries. We have an overspent of £22,592. The information given is that we will use the catchup fund to employ another teacher (but the catchup fund is only £20K) Is the catchup teacher part of this amount and there is another explanation for the overspend?

There is £20,000 adjustment added by SBM (School Business Manager) to cover 2 new teachers (Y4 and Y5). Some of this will be paid by Pupil Premium and some by catch up funding.

Q: E03 - Education Support Staff. The information states that we will employ another TA and this will be paid for by the Catchup fund. Which appears to have already been spent in E01.

£7000 adjustment added by SBM to cover a TA for Key Stage 1. This will be covered by catch up funding.

All amounts are estimates at present. These will be finalised once appointed and contracts agreed.

10) Benchmarking Report

Report is attached to these minutes. Governors didn't raise any questions.

The main points were:

Our expenditure overall per pupil is lower than similar schools both country and Kent wide. However, our income is lower than both of these comparison groups as well.

Key points:

E04 is much higher but this is due to having in house cleaners. E14 is much lower.

E08 is much higher due to redundancy payouts.

E10 is high due to high absence at school. This cost is considerably lower this financial year.

E25 higher as we are on catering contract. The income in I09 also reflects this. Other schools have cost in E06 for Catering staff.

11) Asset Register

The yearly asset check has been completed and signed off in March 2020.

Disposables included not working items such as: mixer, microphones, smart board, 4 projectors, 3 laptops

12) **School Strategic Plan (including Recovery Plan)**

Mrs Pang provided an update on this within the Headteacher's report.

Governors requested an update on how the school is moving from Recovery Plan to the usual Strategic Plan at the next meeting.

Governors asked to start governor monitoring visits. All governors need to make contact and set up virtual meeting for after half term with year groups and curriculum leaders.
New governor visits policy to be discussed and agreed at the next meeting.

13) **Policies**

The following policies were reviewed and updated.

Anti-Bullying

Appraisal Policy

Capability

Charging

Code of Conduct

Equality (Statement and Racial Equality)

Finance

Looked after children policy (CIC policy)

Pay Policy

Policy for children with health needs who cannot attend school

Whistleblowing

Proposal: To approve the updated policies.

Proposer: Mrs Gathern

Seconded: Mr Ive

The policies were approved.

14) **Chair's Actions/Correspondence**

Mr Fitch formally approved, on behalf of the governing body, the new Behaviour Policy. This was shared with all governors.

15) **Training & Development Update**

REMINDER

Mandatory Safeguarding Training to be completed by all governors:

Safeguarding Training module:

<https://www.kscmp.org.uk/training/e-learning-courses>

You will need to create an account and once you have done this find the e-learning course called: SAFEGUARDING CHILDREN- LEVEL 1 (There are quite a few safeguarding ones so please select the correct one).

The course takes about 1 hour and 45 mins to complete. **The course is free but once you start it, you need to complete it within 4 weeks, otherwise you will be charged £40!**

Once completed, please forward the certificate to Lucia Page.

There is also an Equality and Diversity module available via the same link.

Clerk advised governors there is lots of training, mostly virtual, available to all governors on the Governorhub.

16) **AOB**

None

17) **Confidentiality**

The governors considered that all parts of the proceedings could be released for communication.

18) **Dates of Future Meetings**

Fri 11th Dec 8.30am

Thur 4th Feb 5pm
Fri 26th March 8.30am
Thur 20th May 5pm
Thur 1st July 8.30am

Signed Chair of Governors Dated