

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Minutes of the Full Governing Body Meeting
Held via Teams on Tuesday 4th May 2021 at 6.30pm**

Attendees	
Helen Peat (HP, Chair of Governors and Chair of this meeting)	Diane Moore (DM)
Kirsten Marriott (KM, Headteacher)	Jenny Jones (JJ)
Raylene Armstrong (RA)	Ruth Burrows (RBu)
Grace Matthews (GM)	Vanessa Allen (VA)
Clare Birkin (CB)	Helen Hollebon (HH)
Rachel Brown (RBr)	Kathryn Miller (Clerk)

1. Welcome, Apologies and Declarations of Interest

Welcome and apologies: HP welcomed everyone to the meeting. Apologies were received from DJ.

Governors absent: None.

Declarations of interest: None.

As this is an additional meeting to those previously planned, primarily to approve the budget for 2021-22, the actions from the previous meeting will be carried forward to the next meeting.

2. Appointment of Local Authority Governor

The nomination form for Hannah Gill was circulated to all governors prior to the meeting. The Local Authority (LA) had previously confirmed they had received a nomination which was previously agreed by the GB. HP and KM both met with Hannah and agreed that she would make an excellent addition to the GB. We then confirmed our agreement back to the LA and now we have received the official nomination form and confirmation that the prospective governor has had a 'Declaration of Eligibility' check. **Governors agreed unanimously to appoint Hannah Gill as the new LA Governor.** HP confirmed she will now contact her to confirm this decision and invite her to our next meeting. Clerk to contact the school office to initiate the induction process and the DBS check which, in this case, must be carried out within 21 days of the LA's nomination.

Action: Clerk/HP

3. Approval of the budget for 2021-22

HP provided a brief summary of what had been discussed at the budget meeting with Gaynor Pope, our Financial Adviser, and then at the last meeting of the Full GB. HP confirmed that further details of plans to spend the next budget will be discussed by the committees, in particular the Curriculum Committee.

Question: The budget is balanced over the three year period, but to do this, it is showing a massive 50% reduction in Learning Resource spend for the following 2 years, as well as a reduction in Employee costs and supplies and services. Is this an accurate reflection of what you expect to happen over the next 2 years? If so, does this year's planned spend allow for 'stockpiling' to ensure there are sufficient teaching and learning resources across the school over the next two years?

Response: The current data shown on Orovia, our financial system, is currently really only accurate for the current year. It gives an indication of the position for future years but this is based on predicted numbers of children and assumptions that in most budget areas the spending will be the

Sign.....Date.....

same as this year. In certain areas we have increased the budget spend for this year to incorporate the plans for using the underspend from last year on areas of development linked to the School Improvement Plan. We are aiming to develop a separate budget planning document which will focus over the next 3 years now the school is at a stable size and hopefully we can plan past the turbulence of the recent pandemic. We are confident we have sufficient resources in school over the next 2 years.

Question: Does this mean that the Learning Resource money is being used to balance the figures currently showing for the next 2 years, and as we move through the next year it will be adjusted accordingly?

Response: Yes that is correct, we haven't adjusted for this at the moment as our current budget planning focuses on the next year. We will be monitoring the impact of our spending this year using our underspend from last year, and not anticipating that the level of expenditure will need to remain.

Question: Are you confident that we will have sufficient resources in the future?

Response: Yes we are.

Comment: It would have been useful to have received a summary of how the budget was spent last year to be able to look at alongside the planned financial projections. It would also be useful to ensure that information very clearly shows how each spending stream fits into the different categories.

Governors were advised that this level of detail is discussed as part of the budget setting meetings, however we recognise that not all governors are able to attend these due to other commitments. It has therefore been agreed that, from next year, our Finance Administrator will attend a Resources Committee meeting before the budget approval Full GB meeting, so that this level of detail can be clearly explained to governors before the budget is approved. KM explained that now feels like an ideal time for us to evaluate what information is useful and how we will use it going forward, as we now have a new Financial Adviser. It is important for us to be able to identify how the GB can work most effectively to ensure financial transparency and impact, as well as evidencing this.

Question: Have we been able to incorporate all the items we wanted to as part of our budget planning, taking into account our school development plans?

Response: Yes we have been able to address all our main priorities.

Preschool

HP advised that KM and our Finance Administrator have been doing a lot of work preparing the Preschool finances. It does cost more for the school to run the Preschool than it cost when it was a charity, primarily because the cost of the staff particularly for their pensions, is higher now they are employed by the school. The budget currently shows that it will cost more to run the Preschool than the income it will be generating. However, a business plan is being written that should increase the income from this provision to minimise and ideally eliminate any deficit. The Scheme for Financing in school states in paragraph 13.2: "Schools are able to use any part of their budget share, or any accumulated surplus on their budget share, to fund either the start-up costs, ongoing expenditure or to meet deficits arising from community facility activity."

As part of the business plans, fees for charged places are being reviewed. KM asked for governors to meet with her this week to review the proposed charges so this can be included in the plan. It was agreed that VA, RA, JJ and RBr will do this on Friday.

Action: KM/VA/RA/JJ/RBr

KM explained other key ways that will lead to financial improvements including the offer of wrap around provision for Foundation Stage children, and re-adjusting the sessions we offer to different age groups which will allow us to maximise the funding we are able to receive versus the staffing ratio required. We will promote the learning focus in preschool which we hope will also increase

Sign.....Date.....

demand. Our new Deputy Manager is a qualified teacher and will work closely with Mrs Askew, Early Years Lead, to develop educational provision.

KM confirmed it will officially be known as 'Hemingford Preschool'.

Question: Is 'Community Focused Extended School Costs' purely pre-school? If so, are the planned staffing levels sustainable looking at the projected predicted losses over the 3 year period?

Response: Yes this is purely Preschool and yes our staffing levels are sustainable; we have employed the staff to work a contracted amount of hours plus additional hours can be worked according to the change in demand throughout the year.

Resolution - Revenue Finance: That the Governing Body approves the School Budget Plan for the financial year 2021/2022 total spend of £1,637,000.70.

Resolution - Capital Finance: That the Governing Body approves the School Budget Plan for the financial year 2021/2022 total spend of £8,000.10.

4. AOB

KM advised there are still some financial considerations to be made regarding assets from when the Preschool was a charity. These cannot be passed on as a financial benefit to the school. KM is proposing to set up a new charity to hold these assets, which will be managed by the existing committee from when it operated as a charity. The purpose of this would be for the new charity to use this income source in specific ways for the benefit of the children e.g. developing the environment and purchasing resources for learning. KM requested a governor to sit as a trustee on this charity. HH agreed to do this, KM will provide her with the relevant forms to sign.

Action: KM/HH

Meeting closed: 7.04pm.

Full GB Meeting 04.05.2021

Action Summary Sheet

(including actions carried forward from the last meeting)

	Action	By whom
a	Acceptable Use Policy (AUP) – ONGOING: it is currently being reviewed. ONGOING: it is currently being reviewed, KM and RBr have a date for meeting soon to discuss this.	RBr/KM
b	LA Governor Vacancy - GB agreed to recommend our agreement to the LA for recruiting her as a new LA Governor. HP will provide our response to the LA and then we will wait to receive further instruction. COMPLETED: Our response was returned. Earlier today we received confirmation from the LA of their recommendation for a new LA governor. This item will be added to the next Full GB agenda for final approval.	HP
c	GB Use of Teams - Guidance on using Teams was circulated to all governors prior to the meeting. The plan is to move across to using Teams for future virtual meetings and document storage. KM requested all governors follow the guidance to set themselves up on Teams and to contact KM directly if they have any problems in doing so. COMPLETED: Some governors have been unable to access the GB teams group. ICT have been contacted and KM will follow up with this to ensure all governors are added to this group.	KM
d	Feedback monitoring/remote meetings with school staff - An outcome from the governor induction monitoring was a suggestion for a separate governor induction channel to be set up on Teams, to provide a direct focus on specific information to help build their knowledge and understanding. ONGOING: The process for moving over to Teams has now begun and will ensure the suggestion is undertaken as part of this.	HP/KM
e	It was highlighted that there may still be one vacancy for a Parent Governor on the GB. Clerk to look into this and if so, we will need to recruit for this at the start of the Summer term. COMPLETED: Clerk confirmed there is one parent governor vacancy remaining from a previous governor's resignation. HP advised we also now have a 2nd vacancy following Rick Howell's resignation. HP and KM have discussed offering two virtual drop in sessions for prospective governors. We also need to actively encourage male parents and carers to apply to join the GB, and particularly with skills and experience in finance. This will all be included in the letter which will be sent out to parents and carers to invite nominations. VA confirmed she is happy to support the drop in sessions. HP, KM, VA and the Clerk will look at drop in dates and draft the letter.	HP/KM/VA/Clerk
f	It was suggested that the Wellbeing governor sub group will meet this half term to discuss these ideas further (following discussion around developing a new model to provide direction of funding in this area). It was agreed that we need to look at upskilling our current teaching staff to provide support with this on a long term basis.	DJ
g	SFVS: Question: There seems to be an error regarding FTE senior leaders which should probably just refer to the Head and Deputy? Response: VA confirmed she will be checking this with Jo Guest.	VA

Sign.....Date.....

	Question: Are the energy costs shown on the SFVS calculated after the playgroup portion has been taken off? Response: VA to check this with Jo Guest.	
h	Governors agreed to approve the SFVS in principle, and the final version will be circulated to all and signed by HP.	VA/HP
i	KM delivered information to the governors relating to Safeguarding, specifically focusing on policies, procedures and systems in place at our school. KM confirmed she will circulate a booklet to all governors which all staff also receive when they first join the school.	KM
j	KM advised we urgently need to fill the Safeguarding Link Governor vacancy, following Rick Howell's resignation. KM explained what is required of this role and offered an opportunity for a governor to try it initially for this term. CB agreed to do this. HP will try to arrange peer support for her, KM will contact her regarding dates to meet, and the Clerk will send details of relevant training.	HP/KM/Clerk
k	DJ provided a link to a video on the school website which has been produced by DJ and Michelle Parker for parents and carers. Governors were strongly advised to watch this following the meeting and the link will also be circulated afterwards to all governors.	ALL
l	New LA governor appointment - HP confirmed she will now contact her to confirm this decision and invite her to our next meeting. Clerk to contact the school office to initiate the induction process and the DBS check	HP/Clerk
m	Preschool - KM asked for two governors to meet with her this week to review the proposed charges so this can be included in the budget. It was agreed that VA and RA will do this on Friday.	KM/VA/RA
n	Pre-school charity for its existing assets - KM requested a governor to sit as a trustee on this charity. HH agreed to do this, KM will provide her with the relevant forms to sign.	KM/HH