



## **FGB Meeting 18 November 2020 Minutes - PART ONE - Zoom**

### **Present:**

Elaine Joyce (EJ)	Victoria Abbott (VA)
Adam Boshoff (ACB)	Laura Edmends (LE)
Nicola Riley (NR)	Emma Taylor (ET)
Carol Edmans (CE)	Andrew Turner (AJT)
James Bingham (JB)	
Aaron Twaits (AaT)	

### **In attendance:**

Pam Langridge (Clerk)  
Jo Fulterer (JF) SENCO  
Lauren Alexiuk (LA) Guest

### **Welcome / Apologies / Declarations**

Welcome to JF newly appointed SENCO at Moss Lane and LA who will be joining the Governing Board.

Apologies – none received.

Declarations of Interest: EJ related to school staff member.

### **Chairs Update**

Governors were signposted to letters sent out to parents reminding them to protect year group bubbles outside of school premises and advising them that the Head Teacher will be working from home.

Governors were advised that a GLP meeting had taken place with some really great work and initiatives. The following proposal was put forward and agreed to unanimously.

This Governing Body agrees with the principle of sharing of staff between GLP schools for temporary cover on the same way as we contract supply staff. We will accept the Letter of Assurance from the source GLP school confirming DBS checks have been made for the position which meets the requirements of the latest KCSIE guidance.

All the other calls to action from GLP meeting will be added to agenda of next FGB, with papers circulated in advance to include Financial sustainability and Primary Sports Program.

GLP thanked all Governors and school staff for their hard work and efforts during the pandemic. GLP thanked EJ for time and commitment to GLP from grass roots stages.



Governors were advised there was no progress on the transfer of land and EJ has asked for a member of the Moss Lane Governing Body to be copied into all future email correspondence.

[Governors are encouraged to watch the You Tube video to better understand GLP. ACB to email link.](#)

Governors were advised SCC insurance will cover governor liability at no additional cost.

Governors were advised there had been a smooth transition of Safeguarding Lead Governor, handover and training booked.

Governors asked how the Deputy Head responsibilities had been reallocated and were advised that having a dedicated SENCO was a real benefit and some extra out of class time has been provided for AB. The SLT is also supported by two experienced teachers.

[ACB proposed a reallocation of strategic leads to improve focus, hoping that governors will embrace change. Proposal to be emailed out for comment.](#) CE asked for role descriptors to be re sent in support. CE asked EJ to re share the annual work program for strategic leads.

## **SEND**

Governors welcomed new SENCO.

Governors were advised the SEN policy has been revamped to bring in line with SCC model policy. JF is focusing on meeting all the families before Christmas and was pleased to report staff have strong relations with the children and families. Governors were advised there is strategic work going on in the background reviewing interventions; resources; measuring progress; LSA appraisal system; linking PP to SDP; EAL policy and assessments.

JF chairs the SENCO network for GLP, looking at how support LSA's can share experience across schools.

The 3 current priorities are transition, parent confidence and training whilst striving for excellent provision for each cohort.

HT proposed an additional half day per week for the SENCO. ACB asked ET to investigate and report back considerations. EJ suggested it may be more beneficial to have additional days at different point in the year to support workload. AaT asked for data from other schools to be collated for comparison.

Governors thanks JF for her enlightening presentation and time.

## **Finance**

No decisions have been made about the withdrawal of sports premium funding.



Governors were advised £7.5k has been recovered from Innovate after incorrect invoicing during pandemic. LE asked if the contract could be reviewed to ensure Innovate are providing the correct number of servers and adhering to their contractual obligations. LA offered to help / support with any future issues.

Governors received a copy of the draft budget and thanked CB for her time and preparation.

Headlines:

- 3% increase in revenue overall
- Lettings income heavily effected by pandemic
- Awaiting decision on Primary PE grant
- FSM consistent with previous year
- Catch up Funding will focus on Phonics Y1 and Y2
- Slight reduction in salary costs with no DH
- £6k capital to allocate

LE reminded Governors the spend of Catch up funding should be recorded and reported on the school website.

NR queried if SCL are being charged a letting fee for Breakfast Club now the school has lost this as in income stream.

CB, ACB and AAT to meet in new year for Blue Sky thinking to put forward aspirational ideas for next 3 to 5 years.

AaT asked for quotes for recommended work from fire inspection to be available for decision at next FGB.

### **Head Teacher Update**

Governors received a copy of the HT Report and Ofsted letter. Ofsted inspectors commented that school sounds delightful and Governors recognised how well VA and AB performed on the day, with thanks.

HT thanks LE for hard work and time on new virtual tour now on website.

Governors agreed to start consultation for 2022/23 Admission criteria to include staff members. LE to circulate proposed criteria.

### **Update on Provision of Education for Vulnerable Children**

Governors were advised there are currently two cases of persistent absence, both of which have been referred to EWO.

### **Covid 19 Review and Oversight**

Governors were advised all children returned on first day back.

### **Staffing Arrangements and Well being**



Governors were advised currently 3 CEV staff members plus other incidents of self isolating has impacted spend on supply cover.

Governors agreed there need to be the correct number of staff on any one day and expressed concerns over supply staff moving from school to school across year group bubbles.

AaT suggested the hire of one additional staff member which would help keep staff and children safe and could be more cost effective in the long run.

CE requested all school staff be reminded of importance of social distancing and handwashing and following the rules.

CE and ET to discuss staff survey.

### **Premises and H&S**

Governors thanked LE for detailed report.

Governors discussed work required on the allotment to regenerate and introduce a no dig method. EJ encouraged works to be carried out now ready for the Spring. It was agreed the PTA may wish to help fund this project.

LE suggested photographing damp every six months as evidence of progression.

Refurbishment of YR toilets scheduled for February half term.

### **Admin Actions**

Minutes agreed.

All governors asked to read new Governor Handbook and Structure and Roles documents and confirm by email to Clerk.

### **Policies**

Governors agreed and ratified policies with a few amendments:

SEN Policy – page 3, name change; page 6 diagram

Complaints – Appendix D

NR suggested amending the wording around disciplinary records in the File Retention Policy so that records are kept for length of employment.

Governors agreed the full policy (not just amendments) should be circulated alternately for due diligence.

### **Confidential Items**

None

### **Future Meetings**

9 December & 20 January