



SHIRLEY COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL

**Minutes of a Virtual Meeting of the Full Governing Board held at 18:30hrs
on Wednesday, 5 May 2021**

Governors Present: Mark Broadbent (Chair) (MB)
Rhiannon Evans (RE)
Jenn Abecina (JA)
Iman Ibn Tahaikt (IIT)
Mark Lewis (ML)
Marie-Anne Crawley (MAC)
Ghislaine Dunn (GD)
Louisa Meynell (LM)
Sally Birse (SB)
John Cattermole - Headteacher (JC)

Also Present: Suzanne Wernham – Deputy Headteacher (SW)
Diane Mitchell – Deputy Headteacher (DM)
Sarah Jelliman – School Business Manager (SJ)
Andrew Pulham – Clerk (CK)

The meeting commenced at 18:32 and remained quorate throughout

1. Apologies for absence

Apologies had been received from Andy Atkins and Ian Glover and these absences were recorded as authorised. The absence of Dario Ummarino was recorded as unauthorised.

2. Declarations of interests

None declared.

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3. Notification of urgent business

The Chair accepted the following items of urgent business to be addressed under agenda item 10.

- Correction to the minutes of the FGB on 25/03/21 (JC)
- Invitation to CCC's Director of Education to a future meeting of the FGB (MAC)

4. Minutes of the FGB on 25/03/21

These were agreed without amendment.

5. Matters arising not on current agenda

None identified.

6. Update from Resources on 29/04/21

ML updated Governors on the Committee's consideration of the SFVS and the 2021/22 budget.

i) SFVS

The SFVS had received a wide-ranging examination, as would be confirmed in the minutes of that meeting and it was the recommendation of the Resources Committee that the SFVS now be adopted by the FGB and submitted to CCC.

The SFVS as submitted to this FGB was agreed on a unanimous basis.

ii) Budget

MB confirmed that the Resources Committee had debated three budget scenarios. Whilst it was acknowledged that a falling roll might give rise to challenges in the coming years, the Committee did not support scenario two or three, which envisaged a reduction in the number of classes.

Budget scenario one provided for a balanced budget in 2021/22, which the school is required to achieve, albeit the financial situation will continue to be challenging in subsequent years. It was therefore the recommendation of the Resources Committee that budget scenario one now be adopted by the FGB and submitted to CCC.

A number of questions were asked as follows:

Q. Will the deficit position moving forward prove problematic?

A. Extensive discussions had taken place with CCC's Senior Schools Financial Advisor leading to the preparation of the budget. The budget was based on the best possible information available at this time and can never be 100% accurate due to the number of assumptions schools are required to make. For example, it is based on an assumption that there will be 45 pupils in Reception, whereas the school is currently

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looking at 34 pupils. This projection of a reduced intake in September appears to be common among schools locally and indeed more widely.

Q. What is contained within the 'other income' budget line?

A. This is everything that is not classed as mandatory local authority funding – e.g. lettings income, unexpected grant income and income from the breakfast and after school clubs.

Q. Do the reduced staff numbers have any bearing on safety considerations – e.g. for covering the playground?

A. Considerable time has been spent redeploying staff as necessary to ensure cover is maintained. Occasions when the school has been stretched can be largely attributed to the changed working practices required due to Covid-19, such as the need to maintain 'bubbles'. Our Risk Assessments do not indicate any safety concerns, neither is there any practical evidence that this is the case.

Q. Why might pupil numbers be lower from September?

A. This would be addressed in the HT's report (agenda item 9)

Governors expressed their view that the school is being managed well and safely with the resources it has available, albeit they look forward to a return to normality at the earliest opportunity.

Budget scenario one as submitted to this FGB was agreed on a unanimous basis.

Governors commended the staff and the School Business Manager in particular for having prepared such comprehensive sets of documents in her first full week at the school.

9. Headteacher's Report

JC took Governors through his report which had been circulated in advance of the meeting.

i) Pupil numbers

Addressing the question had been asked earlier, JC advised of a number of reasons why pupil numbers are likely to be reduced from September, as explained in his report.

A strategy to increase pupil numbers, as set out in JC's report, were discussed. Governors supported these initiatives and in particular the short, medium and long-term approach being proposed.

A number of questions were asked as follows:

Q. Of the prospective parents who took part in virtual visits to the school, can you see any names on the list of proposed new attendees in September?

A. Yes. We have checked and we can see that several had made 'virtual' visits to the school. The introductory sessions clearly work.

Q. Will the local authority be meeting the costs of redundancies arising from implementation of the School Business Case?

A. We cannot yet say for sure, but the Senior Schools Financial Advisor has expressed some optimism that CCC will meet all costs arising from this process.

ii) Budget

Governors again recognised that the school had come through a very challenging year, particularly when facing financial challenges and having to introduce and implement the School Business Case.

iii) Safeguarding

JC took Governors through the current position and advised of additional training planned for staff, including mandatory 'Prevent' training. He confirmed that all Governors should complete this training, which is undertaken online.

Action: SBM to send link to 'Prevent' training course to all Governors. All who have not yet received the training to do so and to send the certificate of completion to the Clerk.

iv) New logo and motto

JC introduced Governors to the new logo and motto and explained the journey the school had undertaken to arrive at this point, which had included expensive consultation with all stakeholders. He advised also that new uniform jumpers would be burgundy, rather than the current vibrant red. A transition period would be allowed during which time pupils would continue to be allowed to wear the current uniform. Samples of the new uniform are now to be worked up by the school's clothing supplier. It had been confirmed by the supplier that the new logo would not add to the cost of the uniform.

Governors expressed a strong liking and support for the new logo and motto and commended the school for the inclusive way it had gone about arriving at the final proposal.

Action: School to look into the possibility of the crest also being made available as an iron-on item.

10. Urgent business accepted under agenda item 3

i) Visit of the CCC Director of Education

MAC advised Governors that at the Governor Conference she had just attended, Jonathan Lewis, had offered to attend an FGB at any of the schools under his jurisdiction? Would the Shirley FGB wish to extend an invitation, perhaps for the Autumn 2021 term?

Governors agreed that Mr Lewis should be invited to attend a Shirley FGB, perhaps to give a presentation and take part in a Q&A session.

Action: Mr Lewis to be invited to attend once the FGB dates for 2021/22 have been agreed.

Commented [AP1]: John, I'm not sure who would extend this invitation. You perhaps?

iii) Correction to the minutes of the 25/03/21 FGB

In response to a request for clarification, JC corrected the information given at Agenda Item 7, Section ii of his HT's report, as follows:

The total number of TAs who have left and not been replaced is 8. The FTE of these eight posts is 7, not the 6.5 indicated in the HT's report on 25 March. This was a higher number than originally planned for in February 2020, but delays in the process engendered by Covid-19 meant that the school faced higher costs and had to make further reductions in order to deliver the requisite savings.

11. Date and time of next meeting

This was confirmed as Thursday, 8 July at 18:30 (virtual meeting)

The Chair closed the meeting at 19:35

I confirm that at a meeting of the Full Governing Board held on _____ these minutes were approved and signed as being a true and fair record.

Signed _____

Position _____

Date _____

Summary of agreed actions (not part of minutes)

Action	Agenda Item	Lead	Due By
Send link to 'Prevent' training course to all Governors. All who have not yet received the training to do so and send the certificate of completion to Clerk.	Item 9	SBM	ASAP

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School to look into the possibility of the crest also being made available as an iron-on item.	Item 9	SBM	ASAP
Jonathan Lewis to be invited to attend once the FGB dates for 2021/22 have been agreed.	Item 10	?	When dates available

Commented [AP2]: John, I'm not sure who would extend this invitation. You perhaps?