

School: Round Hill
Meeting title: Summer term assurance meeting of the governing body
Date and time: Tuesday 13 July 2021 at 6.00pm
Location: Virtual using TEAMS

Membership

'A' denotes absence

A Mrs H Fielding
 Mrs R Ayoub
 Mr J Heyes
 Vacancy – co-opted
 Mr D Hanslow (Chair)
 Mrs M Graham (Assurance VC)
 Mrs G Robins
 A Mr P Smith
 A Mr C Walker (Collaboration VC)
 Mrs H Craik (Strategy VC)
 Ms J England
 Mrs S Barnard
 Mr I Culshaw
 Ms M Farrelly
 Mr A K Nash (headteacher)
 Mr A Khalique (staff governor)

In attendance

Mr D R Allen (clerk to the governors)
 Mrs J Hewitt – associate member

This meeting was chaired by Mrs Graham

GB/46/21 Apologies for absence Action

Apologies for absence were received from Mrs R Ayoub, Mr P Smith and Mr C Walker (all work commitment).

It was

resolved

that the governing body consent to these absences.

GB/47/21 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/48/21 Review of membership

The clerk highlighted the following vacancies on the governing body:

One co-opted vacancy.

Mrs Craik and Mr Walker had met to finalise details of the advert for this vacancy – with an emphasis on financial experience.

This is to be advertised in the near future.

The clerk brought to the attention of governors the following end of term of office:

Mr P Smith – co-opted governor – 31 December 2021.

The chair outlined the current structure of the governing body, with one chair and three vice-chairs.

He informed the meeting that two of the vice-chairs would not be standing for re-election in the autumn term and asked governors if they might consider standing for either of the posts.

The meeting discussed the possibility of further reducing the size of the governing body as end of terms of office occurred.

This to be further discussed in the autumn term meeting.

agenda

GB/49/21 Approval of minutes of strategy meeting

The minutes of the strategy meeting held on 18 May 2021 having been previously circulated were confirmed and signed by the chair.

Review of actions

All actions had been completed or were on tonight's agenda.

GB/50/21 Chair of Governors Update

The chair praised the school for the way they had coped in extremely challenging times.

He recognised the progress made by pupils during this time.

He requested that the thanks of the governors be passed on to all staff.

ht

GB/51/21 Headteacher's Executive Report

The headteacher highlighted the following points from his report, which had been previously uploaded onto Governorhub:

- An outline of work achieved during the year under extremely difficult circumstances. All leadership teams had contributed, with a report on their progress. This is available on Governorhub.

Governors praised staff for the thorough reporting of their achievements.

- The rise in COVID cases, which had at one time seen 69% of pupils self-isolating. He had considered closing school, but had sought advice from Public Health England and the LA and decided that the best course of action was to remain open.

Governors asked if pupils had in fact self-isolated? Some had been seen in the town.

Governors asked if there had been further COVID cases in school since the last communication – The Head stated there had just been one more case.

- The decision taken by the SLT to maintain current COVID precautions and self-isolating until the end of term.

Governors stressed the need to be clear in communications with parents, as different bodies would be taking different lines of action.

- He informed the meeting that all schools in the local collaboration have made the same decision regarding this.
- The issue of persistent absentees, along with actions taken by the school to address this.
- The issue of identifying COVID, especially during the summer months, with Hay Fever having some similar symptoms

Governors questioned how the school could identify between the two. The school always erred on the side of safety.

- The Head explained this was very tricky and we used common sense
- Cancellation of some events in school – but the Y2 camp managed to go ahead.
- Details of remote learning, which had proved very effective.

Governors asked if remote learning is now a thing of the past.

The headteacher responded that plans are still in place – the school is ready for all eventualities.

- Pupil “catch-up”, which is recognised to take two years generally. This means that both Y5 and Y6 will have a slimmed down curriculum in preparation for transfer to secondary school.
- Collaboration support – an invaluable source of information and support. Also, the setting up of “Better Together CPD Partnership”.
- Staffing updates, where the school is still supporting three staff members off on long term illness.

At this point, the headteacher informed the meeting of the request of the Office Manager to reduce her working week by one day – this the first step in the process of a phased retirement.

The head informed the governors in his report: The office overtime payments have increased over time and even more so due to the pandemic. I have consulted with the office team and we have reviewed the current staffing structure. With the reduction in money from savings in overtime, combined with money we save from Jacky reducing her hours, we are going to upgrade the grade 3 office assistant position to a grade 4 office assistant. In addition, we have advertised for a grade 2 office assistant for 2 hours per day. This does not have an impact on the budget.

Also, the additional 10 hours per week given to the Office Staff and the regrading of one member of staff to a grade 4 from a grade 3.

The meeting **formally approved** both of the above.

Governors asked if there is a long-term succession plan for office staff development – this is in place.

- Safeguarding – a full report is on Governorhub.
- Details of CPD.
- Behaviour, which is generally good. Support has been sought from SBAP for the small number of children with complex needs.
- Details of SEND.
- Data report. Whilst progress is good, attainment is less so. Staff are aware of the gaps in learning, with steps being taken to address these.

Governors noted the knock-on effect – year on year of the pandemic and school closures.

Governors asked about transition arrangements for Y6 pupils shortly moving to comprehensive schools.

These had been severely curtailed, with just the vulnerable children able to visit. There had been some virtual contact.

- Finance matters – see GB/53/21.
- Details of building work completed and planned.
- SIP 2021/22 – full details on Governorhub. Governors were asked to contribute if they had further ideas.

Governors were reminded that this is just the top layer of the SIP.

- Leadership and Management

GB/52/21 Curriculum and Strategic Development Assurance

- Safeguarding Assurance

Mrs England had uploaded two detailed reports onto Governorhub. These addressed safeguarding related to the Recovery Programme and SEND along with Pupil Premium.

Both of these gave an assessment of a full level of assurance.

- Learning during school closures/Recovery programmes

See headteacher's report GB/52/21.

- Stakeholder Reviews

Mrs Farrelly gave a verbal report on the results of the Parent Questionnaire.

Returns from 108 sets of parents were generally positive, with lots of praise for both the school and individual teachers.

The most important finding was that 100% of children felt safe in school.

The headteacher had dealt with minor issues raised.

Governors discussed possible ways of increasing parent involvement. This to be addressed at the next FGB meeting. **agenda**

GB/53/21 Financial Assurance

Finance report including:

- School Budget 2020/21

This had been uploaded onto Governorhub. It had a predicted carry forward of £139k. Details of planned additional expenditure were outlined.

This was **formally approved** by the meeting.

- Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return

Also uploaded onto Governorhub and showing a surplus of £120,430. Again, planned expenditure was outlined.

This was **formally approved** by the meeting.

- 3 Year School Budget Report spring term 21/22 – 26/27

Available for viewing on Governorhub. There is an initial probable rise to £139,190 in 2022/23 and then a decrease to £20,811 in 2023/24.

Whilst recognising the need for a carry forward each year, governors stated that most available funds should be spent on current pupils.

- Schools Financial Value Standard (SFVS) 2020-2021

This had been completed and returned to the authority and was **formally approved** by the meeting.

- Finance Report

The school Finance Officer, Mrs V Lievesley writes a detailed finance report, uploaded onto Governorhub, each term.

This gives a picture of the current budget situation, along with probable trends.

- Finance Assurance visit

Mrs Graham had visited and met with the Office Manager to discuss budgetary matters.

She reported that Mrs Wellington had a good knowledge of all financial aspects and monitored the budget well.

Pay and personnel Assurance

GB/54/21 Update on appraisal process for headteacher and teaching staff

The appraisal governors have met with the headteacher, who is achieving all targets. The final review will take place in the autumn term.

Mrs Craik requested that Chris Fallon be kept on as external assessor for an additional year, bearing in mind the COVID situation.

The meeting agreed to this.

Teaching staff appraisal continues, with the 3rd review meetings having just been completed.

Pay committee to be informed of recommendations in the autumn term.

GB/55/21

Staff well-being

Mrs Hewitt reported on this.

She stated that the school continues to operate an open-door policy for staff concerns – where there are many issues.

Cover staff have worked amazingly well, with the TAs being totally flexible in their approach.

The recent CPD questionnaire enabled staff to express their wishes for class placement for September 2021 – all of these have been met.

Induction for the three new NQTs has been planned, with a need for plans for the three new TAs.

The staff bulletin is used to thank individual teachers and TAs.

Everyone is going above and beyond

An outdoor staff thank you event is planned for Thursday 22 July at 4.00pm – all governors are invited to attend.

Governors asked what is the general feeling of the staff.

It was stated that they are all extremely tired, ready for the end of the year, but doing well.

Risk management

GB/56/21

Risk Register

The updated Risk Register had been uploaded onto Governorhub.

Mrs Graham pointed out changes made.

Governors were invited to contact her with any additional comments they wished to make.

All gobs

Items for Approval

GB/57/21

Policy development and Approval process

The headteacher informed the meeting that all statutory policies are in place.

He is currently working on a plan, which will be ready for September, of dates of review of other policies.

Compliance Items

GB/58/21 Compliance activity from the Annual Planner and Governor Monitoring visits.

- Health and Safety visit

agenda

This has had to be delayed to the autumn term.

- SEND/LAC/PP report

See GB/52/21 above.

- Safeguarding visit

See GB/52/21 above.

- GDPR – report from the DPO/Information Link Governor

This has been uploaded onto Governorhub. Mr Culshaw reported on four minor incidents.

There has been no subject access requests.

- Governor organisation

The meeting noted the immediate involvement of the three new parent governors.

Those governors who have not yet sent in their governor profiles were asked to do so asap.

governors

GB/59/21 Communication

From chair

The chair suggested a possible governor social event early next term so that all could meet in person instead of on the screen.

From clerk – Two Governor Newsletters. The following points were highlighted:

- Request for governors to check their details on governorhub
- Ofsted updates
- Governor training events
- Safeguarding matters
- Maintenance funding
- Chairs networks
- Pupil Premium update
- HR updates

GB/60/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governor writing of wide range of reports for the meeting – Safeguarding, SEN, Risk Assessment, GDPR, Stakeholder reviews.

Governor questioning of actions taken and planned in relation to COVID.

Governor concern expressed in clearly communicating to parents, school restrictions – as these may differ to other bodies.

Governor questioning of remote learning, recovery curriculum, transition to comprehensive schools.

Governor questioning of Office Staff succession planning.

Governor involvement in financial matters.

Concern expressed over staff well-being.

GB/61/21 Confirmation of dates for 2021

The governing body

agreed

Tuesday 28 September 2021 (strategy)

Tuesday 18 January 2022 (Assurance)

Tuesday 1 February 2022 (Strategy)

Tuesday 26 April 2022 (Assurance)

Tuesday 17 May 2022 (Strategy)

Tuesday 12 July 2022 (Assurance)

All at 6.00pm

GB/62/21 Determination of confidentiality of business

It was

resolved

that the governing body membership list; confidential sections of the headteacher's report and confidential sections of minutes be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 8.00pm.

Signed (chair) Date