

MINUTES OF MEETING

School: Round Hill
Meeting title: Spring Assurance meeting of the governing body
Date and time: Tuesday 26 April 2022 at 6.00pm
Location: At the School

Membership
'A' denotes absence

Mrs H Fielding (Assurance VC)
Vacancy – co-opted
Vacancy – co-opted
Vacancy – co-opted
Vacancy – co-opted
Mrs M Graham
Mrs G Robins (Chair)
A Mrs H Craik (Strategy VC)
Ms J England
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
Ms Ruth Brown – prospective co-opted governor
Mr Jon Duncan – prospective co-opted governor

Ms Fielding chaired this meeting

GB/35/22 Apologies for absence

Action

Apologies for absence were received from Mrs H Craik

Mrs Craik had informed the headteacher prior to the meeting of her intention to resign as LA governor.

The meeting expressed their thanks to her for all her work as a governor over the previous eleven years.

The meeting noted the need for the appointment of new Strategy vice-chair.

**Strategy
agenda**

GB/36/22 Declaration of interest

Mr Culshaw reminded the meeting that his wife worked in the school office.

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

GB/37/22 Approval of new Instrument of Government

This had been previously circulated to all governors and was **formally approved** by this meeting.

GB/38/22 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

Four co-opted vacancies. Also, LA vacancy with the resignation of Mrs Craik
Ms Brown and Mr Duncan had both volunteered to become co-opted governors.
They both left the meeting whilst their applications were considered.

Ms Brown had previously been interviewed by a panel of governors. The meeting **formally approved** her appointment as a co-opted governor.

The headteacher informed the meeting that he had met with Mr Duncan immediately prior to this meeting. Mr Duncan had been a governor at the school some 12-14 years ago. He has a financial background.

Following discussion, the meeting **formally approved** his appointment as a co-opted governor.

Both new governors were welcomed back into the meeting. All present introduced themselves.

Mr Culshaw was appointed mentor to Ms Brown and Mrs Farrelly was appointed mentor to Mr Duncan.

The chair asked both new governors to send her copies of any questions they ask of their mentors. This would assist in developing Induction packs.

The chair enquires about the procedure for the appointment of a new LA governor.

The clerk gave detail of this, explaining that a new Eligibility Criteria would have to be drawn up. He offered to send examples to school.

Chair clerk

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

Mrs M Graham, co-opted governor, 9 July 2022 and Mrs J England, parent governor, 13 December 2022.

Mrs Graham informed the meeting that she would not be seeking to be re-elected as a co-opted governor. She was thanked for the work she has done as a governor.

Following the approval of the new Instrument of Government, the meeting **formally approved** the appointment of Mrs England as a co-opted governor.

GB/39/22 Approval of minutes of spring term strategy meeting and any additional special governing body meetings

The minutes of the spring term meeting held on 1 February 2022, 2022 having been previously circulated, were confirmed and signed by the chair.

Review of actions

GB/29/22 Policy Reviews – Mrs Robins has still to complete work on the Behaviour Policy.

GR

GB/29/22 Policy Reviews – Mrs Farrelly has still to complete work on the review of the Safer Recruitment Policy.

MF

All other actions had been completed or are tonight's agenda.

GB/40/22 Financial reporting

Schools Financial Value Standard (SFVS) 2021-2022 (deadline 31.03.22)

The chair and Mrs Graham had been sent this and it had been signed. This had been returned to the LA and was **formally approved** by this meeting.

Approval of school budget

Mrs V Lievesley had met with the chair and Mrs Graham to prepare the 2022/23 budget.

Following discussion, this was **formally approved** by the meeting.

Governors had previously questioned the increase compared to the previous year of £40k on buildings related matters.

The headteacher had responded stating that this is due to increase in energy costs and planning for the replacement of sinks in most classrooms`.

Governors also queried the in-year deficit.

This was due in part to an increase in TA hours, along with water leak, new phonics scheme, etc.

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

The 2021/22 budget is currently predicting a £101k surplus. This was **formally approved** by the meeting.

The meeting noted that this surplus is likely to decrease year on year, but it was also noted that the reliability of 2nd and 3rd year budgets was questionable and only gave an indication of future financial projections.

Approval of services for schools/review of contracts

The contracts sent into the LA by the end date of 31 March 2022 were **formally approved** by this meeting.

The meeting discussed at some length, the decision made by the headteacher and chair to appoint a Site Manager, without full consultation of the FGB.

It was agreed that this was a necessary immediate action.

Approval of Finance Policy 2022-23

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

Outcome of financial audit

This had been judged as "reasonable assurance". Minor issues had been raised. These are being addressed.

		Action
	The chair raised an issue with regards to two matters identified in the report – additional payment made to office staff to cover additional Covid related work and a payment made for a staff end of term thank you.	
	The clerk was asked to investigate these items further.	clerk
GB/41/22	Risk Register	
	This to dealt with at the next Strategy FGB meeting.	Strategy agenda
GB/42/22	Summary of headteacher’s report and governors’ questions and challenge	
	The headteacher highlighted the following points from his report, which had been previously uploaded onto Governorhub:	
	<ul style="list-style-type: none"> • Coronavirus updates • Details of the H&S inspection. Also, the positive effect of the appointment of the new Site Manager. • Details of the wide range of CPD undertaken by staff. 	
	A governor asked the staff governor of his views on this – they were very positive.	
	He praised the Better Together training.	
	The headteacher outlined plans to develop Middle Leader skills in preparation for Ofsted visit.	
	<ul style="list-style-type: none"> • Curriculum, including the purchase of a new phonics scheme. 	
	Governors questioned why this was necessary.	
	This follows new government regulations. Details of how the scheme is used, along with progress made, was outlined.	
	<ul style="list-style-type: none"> • Details of SEND – full report available on Governorhub. 	
	Governors questioned how children are identified to be placed on the SEND register.	
	Governors discussed local and national thresholds.	
	The headteacher explained the various funding methods. Also, the levels of TA support given in each class.	
	Details of the ELSA training being undertaken by a staff member were given – how this will benefit school in the future.	
	<ul style="list-style-type: none"> • LAC. • Leadership and Management. • Staffing details, including recent changes. • Collaboration update. 	

This led to a discussion on Government White Paper relating to MATs.

The meeting agreed that this should be an ongoing consideration.

- Data analysis, which three governors had met to review. Full details available on Governorhub.
- Budgetary matters.

A governor noted the lack of clarity in relation to finance in the Government White Paper.

GB/43/22 Update on appraisal process and wellbeing for headteacher and staff

A date has yet to be set for the final headteacher appraisal meeting.

Teachers have had two appraisal reviews to date, with a third one planned shortly.

Targets are focused around the SIP.

As regards staff wellbeing, whilst there has not been sufficient time for f2f meetings, Mrs Hewitt's door is always open, as is the headteacher's.

Staff benefit from working well together.

A staff questionnaire has been distributed.

GB/44/22 Information from the Corporate Director for consideration and action

Promoting the Education of Children with a Social Worker

**Strategy
agenda**

This to be dealt with at the next Strategy FGB meeting.

GB/45/22 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

Mr Culshaw stated that there are no incidents to report.

GB/46/22 Receive report from the Designated LAC teacher

Details of this were given in the headteacher's report.

This included details of personnel, training and meetings attended.

GB/47/22 Communication

From clerk - Governor Newsletter

The clerk highlighted the following articles:

- School closure procedures
- Government White Paper and SEND Green Paper
- Managing effective meetings
- News from the DfE
- Free Ofsted Resources
- Tips to recruit new Governors.

GB/48/22 Approval of in-service training days (5) 2022-2023

Wednesday 31 August 2022
 Monday 31 October 2022
 Monday 4 January 2023
 Monday 20 February 2023
 Monday 5 June 2023

Following discussion, these were **formally approved** by the meeting.

GB/49/22 Review of delegation and organisation of committees:

Agree committee structure and membership of committees

Approval of scheme of delegation 2022/23

Note annual planner 2022/23 to support agenda setting

Policy checklist 2022/23 – statutory policies for schools

Review of and appointment to link governor roles

All of the above to be dealt with at the next Strategy FGB meeting.

**Strategy
agenda**

GB/50/22 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

Mrs Robins agreed to email the two new governors the dates of induction training.

She recommended to all governors the recent WHP governor training video.

All govs

All governors were reminded to upload their own training events onto Governorhub, including relevant ones not necessarily education based.

All govs

GB/51/22 Review of governor monitoring visit reports – key actions for governing body

- Data/SIP monitoring

A detailed report on this had been uploaded onto Governorhub, giving details of attainment and progress in each year group.

- H&S monitoring

Full, detailed report of the termly H&S visit, made by Mr Culshaw, has been uploaded onto Governorhub.

This gave detail of strengths and areas for future development.

- SEND Report

Ms Farrelly uploaded a copy of her report onto Governorhub following her SEND visit in January 2022.

- Spotlight on Disadvantage

Following a visit by Ms Fielding to meet relevant teaching staff, she has uploaded a detailed report onto Governorhub.

This outlines how the pandemic and school closures affected disadvantage pupils.

Also, how the school's approach to catch-up impacted on the attainment of these pupils.

- HT Appraisal

A date for this is yet to be decided.

agenda

GB/52/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Review and update of Instrument of Government to ensure fully effective governance.

Appointment of two new co-opted governors with relevant skill sets.

Governor question, discussion and approval of financial matters.

Governor questions related to the headteacher's report – CPD, SEND and MAT.

Range of governor monitoring visit reports – Data/SIP monitoring, H&S, SEND and Spotlight on Disadvantage.

GB/53/22 Confirmation of dates for 2022/23 – to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Tuesday 17 May 2022 (Strategy) - virtual

Tuesday 12 July 2022 (Assurance) - f2f

Dates for 2022/23 have yet to be finalised.

GB/54/22 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 7.55pm.



Signed

(chair)

Date 18.05.22