

**DERRY HILL CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL MINUTES
FULL GOVERNING BODY MEETING HELD ON
WEDNESDAY 5th MAY 2021 AT 7PM**

PRESENT: Carol Foley, Richard French, Hayley Roberts, Richard Carter, Linda Carter, Paula Wheatcroft, Jeremy Gummow, Tracey Davies, Emma Williams, Laura Holloway, Georgina Foxwell-Trewartha, Richard Davies and Danny Holland (Clerk).

1	<p>Welcome and Opening Prayer</p> <p>The meeting was formally opened by the Chair, CF. LC led governors in prayer.</p>
2	<p>Apologies for Absence</p> <p>There were no apologies.</p>
3	<p>Register of Business & Pecuniary Interests</p> <p>No changes declared.</p>
4	<p>Minutes of the Previous Meetings</p> <p>The minutes (both sets) of the meeting held on the 3rd February 2021 had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> ○ FGB minutes – Proposed RC, seconded RF, all in agreement. ○ Confidential Minutes – Proposed RC, seconded RF, all in agreement.
5	<p>Matters Arising & Actions (from previous minutes)</p> <p>Matters Arising – None.</p> <p>Review of Actions –</p> <ul style="list-style-type: none"> I. CF to review Admissions Policy in respect to ‘Deferred Entry’ – Completed – see item 14 II. Foundation Governor meeting to take place 24th February – Completed – see item 13
6.	<p>Head teacher mid year Review</p> <p>CF advised that HR mid-year performance review had taken place.</p>
7	<p>Admissions</p> <p>There were 28 first choice places offered for September. It is expected that Reception class will be full (30) following the ‘Late’ application rounds.</p>

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Heads Report including verbal update of risk assessment

Attendance

Attendance is 98.2% which is very strong. Data for different groups is now able to be reported and will be included in future heads reports. There are only 5 children who are 'persistent absentees' and the reason for these are known to the school and is justifiable.

The school had successfully appointed an intervention TA to work with disadvantaged learners as part of our Pupil Premium funding.

Question: In respect of some parental concerns regarding Social, Emotional Mental Health, what access to training do staff have? All staff have had training in mental health first aid. There 2 ELSA trained staff offering support. A TA has been appointed for interventions for PP and will stay on in the afternoons to allow the ELSA's to work across the school. There are currently 18 requests across the school for ELSA support however a natural build up was to be expected due to COVID-19. Mindfulness work has been re-established/reinforced within the school and will be monitored by EW.

The behaviour policy had been adapted due to the continual changes due to covid. This has been re-distributed to staff and updated on the school website.

Question: Have the school meal concerns been addressed? There has been an improvement since the issues were raised. There have been changes in Dolce personnel, but things now appear to be improving. Monitoring continues.

CF congratulated EW for her work as SENCO as the school had received a commendation from the LA regarding how we facilitated a person centred review within a virtual world and as a result our school model was being used as an exemplary model for Wiltshire.

A comprehensive review of spending of the Pupil Premium Grant had been carried out and a new detailed strategic plan was in place. Following the last pupil progress meetings and data reports a need for further support of our disadvantaged pupils in Key Stage 1 was established and so we have appointed a disadvantaged learner intervention TA who will work across these year groups to provide support and specific intervention.

Social

A meeting was planned between HR, EW, CF and LH to monitor the school's provision for COVID-19 catch up funding and Disadvantaged Learners (inc spending of the Pupil Premium Grant as mentioned previously).

School Development Plan

This has been updated and is in the 'Teams' folder for governors to review. Majority of actions are on track but there are some elements that have been unable to take place

	<p>due to on-going COVID-19 restrictions.</p> <p>Question: Will the Science aspect on the SDP currently remain as a focus in the next academic years plan? Wendy Dixie is now on maternity leave and a new Science lead has been allocated. Staff training and a briefing has happened. The main actions outstanding on the SDP are as a result of COVID restrictions, eg science experiments, however some work has now been able to commence in this area.</p> <p>It was noted that Mrs Dixie had done an amazing job as school science lead between September to April and thanks were recorded to her from those present.</p> <p>Verbal update of Risk Assessment</p> <p>The COVID -19 risk assessment was still in place and was being continually reviewed and shared.</p> <p>Governors thanked HR and the SLT for the detailed information provided in the HT report.</p>
9	<p>Data</p> <p>Pupil Progress meetings will be taking place W/c 10th May 2021 following which a data summary will be circulated to governors for review.</p> <p>Question: Data, with SATs cancelled will that change the level of data being obtained?</p> <p>The school will still undertake teacher assessment and tracking. Previous SAT papers will be used but these will not be reported nor will there be a designated SATS week like a 'normal' academic year.</p>
10	<p>Safeguarding</p> <p>Helean Hughes had written to all Wiltshire schools with reference to the 'Everyone's Invited' website which promotes the sharing of testimonials regarding child on child sexual violence. HH advised that Safeguarding must remain a key priority. A copy of the letter had been made available to governors. An internal review group will be set up in line with the recommendations to all schools. (Action HR/CF to organise Safeguarding group/review)</p> <p>A new DBS policy has been issued by the LA. Safeguarding update training with staff continues. The school has separated out different types of pastoral behaviour and safeguarding records. Annual safeguarding training will take place on 1 September 2021 which Governors are encouraged to attend. This will be led by HR and EW.</p>
9	<p>Finance</p> <p>The SBM report had been made available prior to the meeting.</p>

Funding for lunch vouchers for eligible PP children is still being received.

Schools Condition Allocation – we have applied to the Diocese for this to pay for external works, as a result of a buildings condition survey undertaken by Dolmans. To date, no outcome has been received regarding the bid which means that completion of the work over the Summer is unlikely. TD is monitoring the situation.

Question: Is there any remedial work that needs to be done ahead of the outcome?

Dolmans will be asked to prioritise what work is essential.

Budget sign off 20-21

The CFR and Budget Monitoring Report had been circulated. There was a surplus of £54K C/F.

Question: Key savings was Maintenance budget (circa. £7k) is there any chance this can be accrued so that it can be included in this years budget? TD advised the budget is closed down but forms part of the surplus carried forward to be allocated in the new budget.

Governors agreed that it was remarkable to be able to carry forward such a high surplus considering the year that had been experienced. TD has advised that there have been a variety of areas where there has been savings because of lockdown. It was to be noted that within the £54K c/f there is £7K for Sports Premium and £6K for Covid catch-up that needs to be ring-fenced and used within the criteria permitted. There is no indication yet whether the PE grant will continue for 21/22.

The budget sign-off was proposed by RF, seconded by RC and all in agreement.

Budget Plan for 21/22

A series of meetings have been arranged with HR and EW to start setting the budget and then a meeting will be held with Finance Governors before it is finalised.

SFVS

This had been completed and made available to governors. An observation was that 86.2% of the school budget goes on salaries when the average is 80%. It was to be noted that staff over the years move up the scale which the school have no control over. The only opportunity to reduce staff costs is when there is a requirement to employ a new member of staff.

The following additions to the SFVS were to be included:

- Question 24 – Pecuniary interests are reviewed at each meeting.
- Question 2 – A governor has undertaken Finance training in April 21.

Question: The Admin and Clerical % is higher than average looking at benchmarking notes? The year reported on includes 10 hours for IT support which is no longer in place

	<p>so will reduce the % down.</p> <p>All present were in agreement for the SFVS to be signed and submitted to the LA.</p> <p>Governors thanked TD for her hard work and dedication monitoring and preparing the budget for the school.</p>
10	<p>Health/Safety & Premises</p> <p>Remedial works have been carried out. H&S walkabouts carried out weekly by the school caretaker. TD and RF have undertaken an internal walk around and work identified is being carried out as a priority.</p> <p>Question: Have there been any minor incidents? Nothing that has required reporting.</p>
11	<p>Governor Monitoring and Training</p> <p>Monitoring Strategic reports had been completed and shared with Governors. JG has completed a Science visit - report to be completed (Action JG) LC and PW have undertaken a SMSC/FBV visit and a report has been completed which will be made available for review ahead of the next meeting.</p> <p>Training The following training has been completed:</p> <ul style="list-style-type: none"> ○ PW – Monitoring and review of impact, governor briefing ○ LH – Finance for governors and governor briefing ○ CF, RF – Managing Exclusions ○ GF-T - Governor Induction training for Governors ○ CF – Governor briefing <p>CF advised governors that NGA guidance was that monitoring and meetings should continue to be virtual, unless considered to be essential. Governors discussed that there were many advantages to meeting virtually.</p>
12	<p>Church School Distinctiveness</p> <p>The minutes of the Foundation Governors meeting held had been circulated. LC has communicated with Carrie Cannon (RE Lead) regarding work in school. Act of Worship has been continuing virtually although IT issues often caused problems.</p> <p>HR advised that the SIAMS schedule has changed to 7-year inspections due to no inspections being carried out over the last year. It is expected that the school's inspection will now be in June 22.</p> <p>The next foundation governor meeting will be on 16th June 2021.</p>

13	<p>Policies</p> <ul style="list-style-type: none"> ○ Admissions Policy 22/23 – Formally ratified, LC proposed, seconded LH, all in agreement. ○ Attendance – Formally ratified, CF proposed, seconded RC, all in agreement. ○ DBS – this is a LA policy and automatically approved.
14	<p>AOB</p> <p>The Governing body asked HR to convey thanks to all staff for their dedication and for the huge amount of work that continues to be undertaken. The meeting closed with a prayer.</p>
15	<p>Date of Future Meeting: Wednesday 14th July 2021 (Virtual)</p>