



**PART ONE MINUTES – MEETING 3  
OF THE LOCAL GOVERNING BODY MEETING  
OF KELSALL PRIMARY SCHOOL**

<b>Date</b>	<b>Thursday 19<sup>th</sup> November 2020@ 5.30pm</b>
<b>Venue:</b>	<b>Via Teams</b>

<b>Attending (Governors):</b>	
David Wearing (DW)	Principal
Martin Little (ML)	Co-opted/Chair of Governors
David Bingle (DB)	Co-Opted/Vice Chair of Governors
Helen Simpson (HS)	Parent
Chloe Creek (CC)	Staff
Holly Stowells (HS)	Co-opted
Jane Briggs (JB)	Parent
Sarah White (SW)	Staff
Melissa Goodyer (MG)	Parent
Lorraine Hammond (LH)	Co-opted
<b>Also in Attendance:</b>	
Steve Ellis	CEO
Emlyn Wright	Trustee
Phil Rimmer	Observer
Debbie Tomkinson	Clerk

<b>AGENDA ITEM 1</b>	<b>WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE</b>
<b>Discussion:</b>	ML welcomed all to the meeting, the apologies of SW were accepted. Phil Rimmer, prospective new governor was in attendance as an observer.  EW, link trustee was also invited to the meeting and he advised that he would be late.

<b>AGENDA ITEM 2</b>	<b>DECLARATION OF PERSONAL &amp; PECUNIARY/BUSINESS INTEREST (Statutory)</b>
<b>Discussion:</b>	There were no declarations of personal or pecuniary interest in relation to any of the agenda items.

<b>AGENDA ITEM 3</b>	<b>PART ONE MINUTES OF MEETING 2 – OCTOBER 2020</b>
<b>Discussion:</b>	The Part One minutes of meeting 2 were circulated in advance of the meeting and accepted as a true and accurate record. All agreed.
<b>Papers</b>	<b>3.1 Part One Minutes – Meeting 2 – October 2020</b>

<b>AGENDA ITEM 4</b>	<b>AOB</b>
	There were no items of AOB.

<b>AGENDA ITEM 5</b>	<b>FINANCE</b>
<b>Discussion</b>	AC, Business Manager was in attendance to discuss her report which was circulated in advance of the meeting. AC will be working with DW and DB on budget management and managing support staff in her new role.

ML thanked AC for all of her work on the nursery. He acknowledged all of the work that had taken place last year and governors were very pleased with the provision.

Governors commented how they liked the format of the new finance report which provides them with a very useful summary of the financial position.

### **Benchmarking**

Benchmarking information is included in the report and shows how Kelsall Primary (KPS) compares with other schools in the Trust. The information shows that there is a low pupil to teacher ratio, lower teacher cost and the school spends more on pupils' education and these are all positive.

AC advised that the revenue reserve is the amount of money put aside to deal with deficits that are forecast for next year and Y2 and Y3. The contingency reserves are what the school has to keep in reserve. The kitchen also has to hold an amount of money as a contingency reserve.

Governors have previously discussed how some of the surplus may be spent on children currently in the school. DW reported there had been discussions about some small projects that could be funded by this money. The school is waiting to see if it has been successful in its application from a grant from MBNA which would be put towards a multi-use games area (MUGA) if successful.

DW would like to use some of the funds to provide children with access to a forest school one day per week for six weeks but no figures on this have, as yet, been obtained. This would be good for pupil well-being but would also be a good selling point for the nursery.

Another possible area for investment would be in IT facilities to ensure that technology is up-to-date.

In thinking of potential areas of spending, DW has tried to suggest areas that would have an impact on lots of children.

EW joined the meeting at 18.45

There have also been discussions about ensuring the façade of the school is improved.

A governor suggested that there is a catch-up premium in place for children but that the impact of covid means that staff may not have had time for their own development. It was suggested that some of the money be set aside for supply costs in the spring term so that teachers will be able to access CPD for their own development.

**Q: Last year it was estimated the club would make a £25k surplus but the impact of covid is that this has been reduced to an estimated £17k surplus. How will this affect the budget?**

**A: It was set on the numbers it should have reached last year. It is a big risk with the breakfast club running at half the numbers it should. There is also a big risk to the after school club and measures to mitigate this have been introduced including reducing staffing in line with numbers and measures to try and improve attendance including the provision of a TV and games room and dance and art sessions.**

It was acknowledged that with more people working from home there is less of a need for wraparound care. The breakfast club has been impacted the most followed by the second after school club. There have been discussions with staff and the position will be reviewed monthly.

Strategically it is important to provide the provision as much as possible as numbers will increase at some point.

The impact on the budget is that there may be an in-year deficit but that is not a significant risk because of the revenue reserve the school is holding.

DB, as finance governor, was of the view that the budgets presented are cautious but that he is comfortable with their performance whilst acknowledging that it will be necessary to monitor their finances.

Information in the benchmarking costs show that premises costs are high in comparison with other schools. This is due to a legacy issue around exaggerated water costs. AC has been working on this and costs are now down to what they should be for a school the size of KPS. A budget of £1500 per month has been set but actual costs will be lower.

DW shared plans for the proposed work funded by S106 money. He advised that the school is waiting on the paperwork from the local authority so the school can draw down on the money. The project has gone out to tender but it was only possible to obtain two quotes. Two firms refused to provide a quote as they did not want to invalidate the insurance on the existing building. Qube has been used before and it is proposed that they be used to attach a building onto the current classroom.

Qube have also indicated they will be able to provide reasonable costs for work on the additional parking for the teaching school and CLTA funds will be used to support these costs. They have advised that the work would not invalidate any insurance.

**Q: When will the work be completed by?**

**A: DW was unsure of where the planning department at the local authority are up to. The previous building was taken on risk and so governors may need to make a decision to take a risk that there may be a planning objection. A decision has to be made as they first pot of money has to be spent by January.**

**Q: Is the work to create an extension that will be big enough for a class of 30?**

**A: Yes, when the initial building was created there was a class size of 19. There is currently a canopy on the front of the building but the extension will provide a more comfortable environment for the children.**

**Q: IF Qube do the work, why will this not invalidate the insurance?**

**A: This is because it is the existing building is their building and they were happy to put a building next to it.**

The only issue is that the Trust's financial regulations require that three quotes be obtained. There is evidence as to why only two quotes could be obtained and AC to clarify with LJ whether it would be acceptable to proceed in this instance.

**Q: At what point will governors need to approve a decision to proceed if planning permission has not been obtained?**

**A: There may be a need for an additional meeting to approve this although it was noted that to note proceed would mean that the S106 money would be lost.**

Subject to clarification on the above, governors approved the proposal for Qube to be awarded the contract for the work.

A governor asked SE if there were any plans for the Trust to recoup money from academy schools if they have a surplus. SE confirmed that whilst he is CEO the Trust will never recoup surplus funds to sit in a Trust pot. The schools need this money for the children.

Governors acknowledged receipt of the Risk Register which had been circulated in advance of the meeting and this will form the basis of a report from the finance governor at a future meeting.

AC left the meeting at 19.16

EW welcomed to the meeting and introductions were made. He advised that if there was anything that governors wanted raised a Trust level he would be willing to raise this on behalf of the LGB.

## **GDPR**

Governors received the following for information:

- CAT Draft GDPR Data Protection Policy
- CAT Privacy Notice for Pupils
- CAT Staff GDPR Guidance

	<p>DB was appointed as GDPR link governor.</p> <p><b>POST MEETING ADDENDUM:</b> Further to discussions LJ clarified the position in relation to the Trust's tender process. Where a school want to enter into any contract over £50k, a selection of companies are asked to submit sealed bids. Kelsall invited four companies to tender. Two declined and two submitted bids with the more specific bid, and the company school have worked with previously, being awarded the tender. She further clarified that the Trust's financial regulations for contracts/services under £50k require a minimum of two quotes and not three.</p>
<b>DECISION</b>	<b>RESOLVED: Subject to clarification on points raised, governors approved the proposal for Qube to be awarded the contract for the work.</b>

<b>AGENDA ITEM 6</b>	<b>COVID UPDATE</b>
	<p>DW provided a verbal update.</p> <p>There is a focus on staff wellbeing and ensuring they are ok. Staff are feeling very tired and this is to be expected. There has been a positive return to school for the children and attendance is very high.</p> <p>In terms of the curriculum, staff are focusing on both the core subjects and ensuring there are opportunities available in other areas. The school will produce a Christmas production via Zoom and it is important to keep school as close to normal as possible. There have been only minor amendments to the risk assessment. Staggered times are working well and the vast majority of parents wear masks at pick-up times.</p> <p>There is one member of staff in a vulnerable group and following advice a decision was made that this person should not be in school. All staff are pulling together and DW ensures that staff meetings only take place if absolutely necessary and making sure that teachers go home on time.</p> <p>10 children have had covid tests and all have come back negative.</p> <p>There needs to be consideration on how to thank the staff for all of their hard work. The suggestion about spending on their professional development could form part of this.</p> <p>Governors thanked all staff for their hard work and commitment to the school.</p>

<b>AGENDA ITEM 7</b>	<b>REVIEW OUTSTANDING ACTIONS</b>
<b>Discussion:</b>	<p>DW to set up governor access to The School Bus ONGOING</p> <p>HS to circulate advice to schools on online learning COMPLETE</p> <p>CC to circulate governor visits timetable to staff.</p> <p>Link governors to complete a termly governor visit report. Governors were asked to complete a visit linked to an aspect of the SDP. ML and CC to meet to discuss maths.</p> <p>SW to review the progress of pupil premium children in consultation with HS. ONGOING</p> <p>Catch-up Premium to be included on the November agenda. This was included in the finance report. COMPLETE</p> <p>DW to make a proposal for the reduction of contingency funds. Discussed under agenda item 5.</p> <p>Approval of S106 spend to be included on the November agenda. COMPLETE</p> <p>Clerk to send details of the schools financial benchmarking service to DB for review. COMPLETE</p> <p>HS to review SCR. HS has completed a safeguarding visit SE has reviewed the SCR.</p>

	Safeguarding report to be included on the next agenda. COMPLETE
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<b>AGENDA ITEM 8</b>	<b>VISION AND STRATEGY</b>
<b>Discussion:</b>	<p><b>Vision and Strategy</b></p> <p>DW reported that, with some amendments, the plan is to continue with the development plan for last year and a further update will be provided at the next meeting.</p> <p>It was also agreed that it is important that the impact of actions on against the vision and strategy are reflected in governors visits.</p> <p><b>Trust KPIs</b></p> <p>The Trust KPI presentation was circulated to governors in advance of the meeting. A governor suggested that the objectives may not have been KPIs. SE welcomed the feedback and he explained that the Trust has a strategic plan which links to six key areas and each of those areas have objectives related to them. The purpose of the KPIs is to understand and contextualise the Trust against the key criteria which may lead to further analysis or discussion. The objectives were deliberately non-qualitative because the different context of the school gives an overarching view of the key areas of Trust work and is not meant as a comparator across the schools.</p>

<b>AGENDA ITEM 9</b>	<b>EDUCATION</b>
<b>Discussion</b>	<p>Baseline tests have been completed and there needs to be further data to enable a comparison to be made. The results of the data indicate that reading levels appear to have been maintained and children are working above age related expectations. Whilst the Star tests did not indicate a gap in maths, anecdotally there does appear to be some gaps in children's understanding when end of unit assessments have taken place.</p> <p>More time does need to be given to understand the data and for this reason information about where children are at was not included on school reports which have recently been sent out. There are indications that children are working at expected levels in maths and writing.</p> <p>Assessment indicate that children's handwriting is not where it should be and extra sessions have been provided which is already showing some improvements.</p> <p>It was agreed that a report be provided for the January meeting on the data and what governors should expect to see at the end of the academic year.</p> <p>Link governor to review Insight data and DW to set this up and report in the January meeting.</p>
<b>Actions</b>	<b>Insight data report to be included in the papers for the next meeting.</b>

<b>AGENDA ITEM 10</b>	<b>COMPLIANCE</b>
<b>Discussion</b>	<p><b>Chair's Action</b></p> <p>ML had completed one to one meetings with governors. The feedback was that all governors are keen to be representatives of the school. Governors valued the school's vision and strategy and commented that children have a rich educational experience during their time at Kelsall. Governors are well informed of data and were mindful of the benefit of the Trust.</p>

	<p>In terms of areas for development, governors know a lot about children's development but do not have as much knowledge on how teachers develop. ML compiled a paper which was submitted in advance of the meeting with seven areas of development:</p> <ol style="list-style-type: none"> <li>1. Governors being responsible for an aspect of the SDP and liaising with relevant staff.</li> <li>2. Assessment – governors receive information on the Star Test but to improve understanding of its impact on children and teachers. HSi agreed to take this as an action and work with the school on this.</li> <li>3. To understand if the work is cumulative over time. A foundation subject leader to attend a meeting to show progression in the subject from Y1 to Y6.</li> <li>4. SLT to report on how the school develops new teachers and to highlight any areas of strength or development.</li> <li>5. To review social media. JB agreed to review social media to understand if it reflects the breadth of the work that goes on in school.</li> <li>6. Governors were very supportive of the No Outsiders programme and it was suggested that partnerships could be developed with other schools in different parts of the country. DW informed governors that Andrew Moffat who created the No Outsiders programme has already indicated that he would be happy for his school to link with Kelsall.</li> <li>7. Ensure that all governors have contact with school.</li> </ol> <p><b>Principal's Action</b></p> <p>The Principal had not taken any urgent actions since the previous meeting.</p> <p><b>Safeguarding</b></p> <p>HS provided a verbal update following her safeguarding discussion with DW. She confirmed that SE has met with DW and has checked the Safer Recruitment procedures and Single Central Record. HS used the safeguarding questions suggested by Safeguarding in Schools as the basis of her discussions with DW. DW was very knowledgeable about who to speak to if there were any concerns. Staff are aware of the Managing Allegations Against Adults policy. The next action for HS is to talk to a member of the nursery staff to ensure they are aware of what to do if there was an allegation or concern. Safeguarding, Child Protection and Safer Recruitment policies were made available to HS or were easy to find on the school website.</p> <p>SE advised that when the Single Central Record and Safer Recruitment procedures were reviewed by him last year there were some actions. This year, SE did not find one item was out of place. There was clear evidence of compliance with the new policies and also pre and post employment checks have taken place. SE thanked all staff for their work in ensuring that everything was in place.</p> <p><b>Website</b></p> <p>HS agreed to review the website for compliance.</p> <p><b>Quality Assurance Document</b></p> <p>The document will be circulated for governors to enable them to make any comment on it.</p>
<b>ACTIONS</b>	<p><b>HS to review website for compliance</b></p> <p><b>QA document to be circulated for governors to comment on.</b></p>
<b>AGENDA ITEM 11</b>	<b>GOVERNANCE</b>
<b>Discussion</b>	<p><b>Governor Training</b></p> <p>Governors discussed the whole Trust training session on Roles and Responsibilities. There was some disappointment with the format and presentation. A governor suggested that this may have</p>

	<p>been because the training was for both governors and trustees. It may have been more beneficial for a smaller session specifically for governors. It was also suggested that the training could have been more interactive.</p> <p>SE welcomed the feedback. It is important that there be consistency across the Trust and the feedback is valuable in ensuring that any training does have the appropriate impact.</p> <p>There was a further discussion about how governors can collaborate together and it was suggested that governor hubs could be arranged so that link governors have a chance to get together and talk about their roles.</p>
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<b>AGENDA ITEM 12</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	There were no items of AOB.

<b>AGENDA ITEM 13</b>	<b>DATE OF NEXT MEETING</b>
<b>Discussion:</b>	Thursday 21 <sup>st</sup> January 2020 at 6pm