

**Minutes of the Governing Body meeting held via TEAMS Wednesday 31<sup>st</sup> January 2024**

**Present**

Ms S. Lewis, Ms E. Scourfield, Mrs Burnhill-Smith, Mrs C. Pearman, Mr D. Bunker, Ms S. Alahmed, Miss J. Evans, Mr M. Chorley, Miss B. Hurlstone, Mrs L. Duffy

**• Apologies for absence**

Ms M. Kendall

**• Minutes of the Previous Meeting**

A current record.

**• Register of Business Interests Outstanding**

Ms E. Scourfield requested all outstanding Register of Business Interests to be emailed to Clerk as soon as possible.

**• Matters Arising**

Nothing to report.

**• Correspondence**

Nothing to report

**• Leadership Committee Report**

Leadership Committee met before the Full Governing Body meeting and the School Improvement Plan and budget was discussed.

**• Headteacher's Report**

Ms S. Lewis discussed the report in more detail.

Numbers continue to be low in the early lower year groups. This is impacting on the budget. Each January we have to predict the number of children admitted over the subsequent 3 years which allocates the budget. This is difficult to predict as we don't have a steady amount coming in and it fluctuates. If we over estimate it will have an impact on the budget the following year as there is a claw back of the budget allocation if predicted numbers are too high. Usually during the autumn term, we see an increased in children applying due to not being successful in their first-choice schools. Unfortunately, due to a low birth rate this did not happen this year and we have therefore over estimated which will impact the budget in April.

When the Budget was agreed last year, we showed a surplus and not a deficit in the third year, however this has now changed due to many reasons such as increased 1:1 support. This has resulted in having to produce a financial plan, which will involve moving staff around and changing roles. Currently working on a draft plan which does show us coming out of deficit by year 3.

Due to the number of exclusions in the Autumn term, Mr M. Dacey, Lead Officer for Social Inclusion and Wellbeing from the Vale, visited the school to discuss the current procedures in place for certain individuals causing concern. The meeting confirmed that correct procedures in place and to await availability within Vale provisions.

Attendance is still being monitored closely. During the last meeting the overall attendance was 93.2% however this has dropped to 92.5% (our target is 94%). This is impacted by a minority of families whose attendance is very poor for a variety of reasons. We are considering Fixed Charge Notice for consistent low attendance which is supported by the Vale.

Costs of school trips have increased a lot due to coach and venue prices. Teachers are trying to keep costs to a minimum and the PTA have agreed to support any costs for those who can't afford it. Mrs C. Pearman questioned if children who are entitled to free school meals are helped with costs towards trips. Ms S. Lewis explained that parents are not specifically asked but if a parent requests school can support.

The school street closure is still in place however starting to notice more people are driving down the school street. The Local Authority have been notified and they have applied for a camera to be installed to give penalties out to those driving down. In the meantime they have also requested police presence to help enforce the closure. Mrs S. Alahmed suggested to also remind BearPak parents to also adhere to the closure. Ms S. Lewis will ask BearPak to remind parents.

PTA have a good amount of funds from events that took place last year. This will help towards classroom resources. The PTA are also very keen to organise a whole school Pantomime visit this Christmas. They would like to request a small donation from parents and the PTA will fund the rest.

Ms S. Lewis met with Ms S. Alahmed this term as a few parents have given proposals to the improvement of Anti-Bullying, through generating a survey for parents and suggesting a Parents Forum. A general survey on all school areas will be created and distributed to parents. A Parents Forum will also be reinstated virtually to improve attendance. A suggestion of a separate email for urgent queries was also requested. This however is not feasible and will cause confusion. The school email address is checked constantly throughout the day and an automated response is sent advising parents that the email has been received by the school.

The cleaning contract for the school is up for renewal and we are currently looking at new contracts.

From April the school will have to separate all recycling due to the new workplace recycling regulations. We currently use Biffa for our refuse/recycling collection and a quote has also been requested from the Vale.

#### **• Anti-Racist Project Presentation**

The school is currently involved in Action Research for an Anti-Racism project to reflect on our understanding of racism and to develop an awareness and deepen our understanding. Currently Ms S. Lewis and Mrs H. Williams attend the training sessions. Ms S. Lewis shared a presentation with the Governors regarding the project. This presentation has also been shared with all teachers.

#### **• School Governing Body Equality and Diversity Champion**

The role of the Governing Body Equality and Diversity Champion was discussed. Clerk to email all Governors the model role description. Governors to inform Clerk if they would like to put themselves forward for this role. To be confirmed at the next meeting.

#### **• Safeguarding – E-Learning**

Ms S. Alahmed will complete the two e-learning modules this week. No other Governors have completed this training yet.

**• Whistleblowing Policy**

All Governors agreed and formally adopted the Council's Whistleblowing Policy 2023 (Speak Out).

**• Redundancy Policy January 2024**

All Governors agreed and formally adopted the Vale Schools Redundancy Policy and Procedure 2024.

**• Schools Dignity at Work Policy January 2024**

All Governors agreed and formally adopted the Vale Dignity at Work Policy and Procedure 2024.

**• Schools Networking Policy January 2024**

All Governors agreed and formally adopted the Vale Schools Internet and Social Networking Policy 2024.

**• Recruitment and Selection Policy and Procedure January 2024**

All Governors agreed and formally adopted the Vale Recruitment and Selection Policy/Procedure Schools 2024.

**• Governor Training**

Mr D. Bunker has completed all mandatory training.

Ms A. Alahmed, Mrs Burnhill-Smith and Ms J. Griffiths have all booked the mandatory Induction and Data training.

Ms J. Griffiths has completed the Pupil Voice/UNCRC, Safeguarding and Safeguarding for DSGs Level 2.

Miss J. Evans has completed Supporting School Staff Wellbeing.

**• Teacher's Representative Report**

Nothing to report.

**• Non-Teaching Staff Representative's Report**

Nothing to report.

**• Health and Safety**

Ms S. Lewis informed Governors that repair work needs to take place on the trim trails and also the floor in Reception. Work on the tower was completed in November and repairs have proven effective.

There is a Health and Safety inspection taking place tomorrow morning. Some of the recommendations from the last inspection have already been put in place, such as making procedures more formal and regular checks. However, some of the recommendations have not been actioned due to financial costs. There is some dead-end pipe work which we have been advised to have removed. These could collect water and potentially increase the risk of Legionella. These pipes have been left by contractors when other work has taken place. To limit the risk however, water is flushed for 30 minutes each week and regular water temperatures are taken. Ms E. Scourfield questioned if removal of the dead-ends is something that should be done by the Vale. Ms S. Lewis will check tomorrow and report back to Governors at the next meeting.

**• GDPR, Data Breach and Cyber Security**

Nothing to report.

**• Any other Business**

Nothing to report.

**• Matters deemed to be confidential for the publication of the minutes**

Nothing to report.

**• Date of next meeting**

Monday 18<sup>th</sup> March 2024.

All Governors agreed for this meeting to take place virtually.

Signed \_\_\_\_\_ Chair of Governors

Date:

Minutes unable to be signed due to virtual meeting. All Governors agreed a current record

18/3/24