

GUILDHALL FEOFFEMENT CPS SCHOOL

Minutes of the meeting of the Governing Body of Guildhall Feoffment School held at the school at 6pm on 12th December 2023

Present:	Ros King (Chair) - RK Kristian Lee - KL Andy Matthews (Headteacher) - AM Rachel Pryor – RP Emma Rees - ER	Megan Rich MR Tiffer Robinson - TR Julie Southgate - JS Ben Tanner - BT Fiona Catherine-Thompson - FCT
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In attendance Toby Cunningham (Governance Professional)

Start 18.06

1	<u>WELCOME AND APOLOGIES FOR ABSENCE</u>	
1.1	Apologies for absence were received from Lara Knights and Matthew Pirie Sumathi Sundram was not present as she was still abroad.	
1.2	Governors consented to these absences.	
2	<u>PECUNIARY AND OTHER INTERESTS</u>	
2.1	No declarations of pecuniary or other interests regarding items on the agenda were made.	
2.2	Governors noted the requirement to complete and return a declaration form.	
2.3	Governors noted the requirement to update the register of pecuniary interests and to publish it on the school's website.	
3	<u>CHAIR'S ACTION / UPDATE</u>	
3.1	The Chair confirmed that no action had been taken	
3.2	There were no updates from the Chair	

4	<u>MINUTES</u>					
4.1	The minutes of the meeting held on 28 th November 2023 (copy on Governor Hub), having previously been circulated, were confirmed and signed by the Chair					
4.2	<u>Matters arising from the minutes</u>					
	Agenda Item	Action	By Whom	By When	Status	
	6.1	<u>TC to update GH on changes to the board</u>	TC	asap	Closed	
	6.2	<u>Move 6.2 to September for future agendas</u>	TC	September	open	
	6.2	<u>AM to bring finance policy to FGB Resources meeting 12/12/23</u>	AM	December	closed	
	7.1	<u>AM to change the question in the parent survey regarding Pastoral care for next year to asses the satisfaction of those that use the service.</u>	AM	June	open	
	7.4	<u>RK once a full complement of Governor in place a link governor would be assigned</u>	RK	January	open	
	7.4	<u>AM and RK will review the structure and timing of link governor visits.</u>	AM/RK	January	closed	
	8.1	<u>AM agreed to review KL comments regarding the Acceptable use of IT Policy and refer the issues to Schools Choice.</u>	AM	January	closed	
	8.1	<u>AM to remove the termly visits to the local library from the Phonics Policy</u>	AM	December	closed	
	10.1	<u>LK will undertake the NC equivalent training and compare and report to board</u>	LK	January	deferred	
5	<u>EDUCATIONAL PERFORMANCE AND SCHOOL IMPROVEMENT</u>					
5.1	<u>Headteacher's Report</u>					
	<p>Governors received a written report from the Headteacher (copy on Governor Hub) and the Headteacher invited questions:</p> <p>JS noted in the report reference to temporary staff contracts? AM advised that these referred to two Teaching Assistant, one was covering maternity and another was temporary awaiting confirmation of student number next year.</p>					

	<p>AM advised that the tinted window film would be been installed over holiday break.</p> <p>AM advised that there may be an issue regarding the installation of solar panels. The school was within the local conservation area but it was owned by the County Council not the local authority. <u>RK will follow up with the local authority.</u></p>	RK
6	<u>FINANCIAL PERFORMANCE</u>	
6.1	<u>To Review the mid-year budget position</u>	
	<p>Governors received a written BMR report and commentary (<i>copy on Governor Hub</i>) on the current budgetary position.</p> <p>RK expressed her gratitude to Nic Hubbard for the detailed annotation in the report.</p> <p>Governors received question in advance of the meeting.</p> <p>BMR "Budget allowed for an additional 30% on previous year, however one meter ceased auto-reading which we were made aware of in September 2023." Is it possible to run an audit (perhaps as part of the premises action plan) to ensure that all other meters either have up-to-date readings with suppliers or the smart functions are operating as expected and tally with a manual reading?</p> <p>AM advised that this was not always possible, with an estate with building of this age and several meters for each utility, some meters were not accessible. FCT advised that incoming bills were checked to see if they met expectations.</p> <p>"Broadband budget" We mentioned last meeting that the internet was not available for a good portion of the day - do we get any money back on the contract in the event the service is not available (given the impact I imagine this had on education in our digital world!)</p> <p>AM advised that the contract was via the LA and that there were no refunds for drops in service.</p> <p>Governors asked about staff training in Mental Health Leadership and the funding of training. FCT advised that a staff member had undertaken the training, but the funding was for training only. NPQ courses were funded at no costs to the school. There where further opportunities for staff staining via NPSQL and National College and there was a plan for whole school training form MIND.</p> <p>"School Financial Benchmarking" (HT report) Supply staff - we spoke a great deal in previous meetings about staffing difficulties last year - I note we're currently in the highest 10% of similar schools for spending in this area. Where are you targeting us to sit in the next FY?</p> <p>AM advised that the school would not be in highest band next year as last year. Last year the school had contracted four full time supply teachers so supply costs were very high. None of the teachers this years are contracted supply teachers, furthermore, an improved insurance policy had covered some staff absences. The FGB had previously agreed to invest in extra teaching staff at less costs that the supply staff to cover absences.</p>	

	<p>RK noted that according to the benchmarking report progress from KS1 to KS2 is -1.6.</p> <p>AM advised that he was not sure where this had come from and this might be based on old progress data from 2019 and didn't appear to match the current data. This would be discussed further at the next meeting.</p> <p>AM advised that the benchmarking data looked at pupil profiles but not age of buildings etc, whilst some data was comparable others was not as the costs of running older buildings was more than new buildings.</p> <p>This was complicated by School PANs and form entry. Many schools with a PAN of 45 run mixed year groups, whereas this school had two form entry with a PAN of 45.</p> <p>Governors noted an increased expenditure on staff and library books but the forecast remained in the black.</p> <p>FCT advised that SLT were constantly looking for funding and grant opportunities.</p> <p>The BMR report was approved</p>	
6.2	<p><u>SFVS (School Financial Values Statement)</u></p>	
	<p>Governors received a copy of the completed Schools Financial Value Standard.</p> <p>Governors approved the Schools Financial Value Standard (signed and dated copy on Governor Hub) and noted the date it need to be submitted by.</p>	
6.3	<p><u>To review the SIC (Statement of Internal Controls) and approve the action plan</u></p> <p>Governors observed that this was not a plan as it had no dates – more a wish list, entirely operational. It was suggested that we follow the model for the asset register: Member of finance working party to review SIC and ensure activities have been done – AM to talk to Nic</p> <p>Asset register – JS's report – things we couldn't find "list of assets that could not be located" - do we need to replace the items that could not be located? Will their loss currently negatively affect pupil's quality of teaching? If so, do we have budget assigned / available to replace them?</p> <p>AM advised that some assets, such as ipads had gone missing during the pandemic, these needed to be written off. AM noted that there had previously been no rolling programme of ICT replacement which would result in a lot of equipment needing replacement in one financial year.</p> <p>Replacement IT would now fall into the rolling capital budget plan and this will be factored into the March budgeting process.</p> <p>RK asked if there was currently enough IT equipment for all pupils.</p> <p>AM advised that there was not and that this would be considered in the budget. The LA had supplied equipment for the pandemic but these were not really fit for purpose.</p> <p><u>FCT advised that she was looking at technology grants and KL offered to help.</u></p>	FCT

7	<u>To review and approve the following finance and resources policies, plans and protocols</u>	
7.1	<p>Premises Action Plan</p> <p>"Check servicing of appliances is carried out by appropriate engineers" Do we know how far behind we are (if at all) for the critical bits (heating, cooking etc?) - or is this exercise to try and ascertain this? Do we have budget assigned to pay for the tradesmen that will be required to carry out this work?</p> <p>AM advised that Vertas provided the servicing schedule and support for appliances and machinery. Since the pandemic termly visits from Vertas had fallen behind. There was a new person responsible at Vertas and AM was arranging for them to visit the school in the new year.</p> <p>AM confirmed there was a budget for servicing major items such as boilers.</p> <p>RK asked if the drainage issue had been resolved?</p> <p>AM advised that the hope had been that when resurfacing the playground this might have led to an opportunity to examine the drainage system, but this was not the case and now another solution would be needed.</p> <p>AM advised that the resurfacing work had not been completed properly and that snagging issues were being addressed by the supplier</p> <p>"Ensure that the school operates as environmentally as possible." KL asked whether we have considered secondary glazing in any of the older parts of the school (or is that problematic from the listed building point of view?) There is recently installed double glazing in the mid-range of buildings, but no secondary glazing in the listed buildings. Secondary glazing would be difficult in the hall because of the design of the window but could be investigated in other rooms.</p> <p>BT asked about staff security and safeguarding. AM advised that the issues arose from the Fire Safety Inspection. Presently staff signed in and out via the main office, but some staff who left the premises on a temporary basis (especially at lunchtime) did not record their departure and return. As a result the attendance record of staff present in the building was not always accurate. One option was to introduce an electronic signing in and out system, but this would be subject to the same issues as a manual system in that there were multiple exits for staff and therefore the cost to cover all exit points could be prohibitive. AM would continue to explore options.</p> <p>AM advised that the electronic car park gates were estimated to cost £12-13k and this was considered too expensive. There was also the continued issue regarding parking in the car park in front of the emergency access gates, although the school monitored the situation and asked people to move when they became aware of an issue. The school paid for 10 parking spaces at the pre-school. These spaces needed repainting, but they were unmonitored and regularly used by users of the pre-school facility.</p> <p><u>AM to put on premises plan to explore solutions to the above questions.</u></p>	AM
7.2	<p>Business Continuity Plan BCP: "School staff will be advised to implement the lockdown via word-of-mouth..."</p>	

	<p>In the event of a dangerous person (or similar) being present on school grounds, do you have a way of getting in touch with all staff urgently - would it be a case of using a 'walkie-talkie' system, and/or someone / a number of people going door-to-door to warn teachers to activate the evacuation procedure?</p> <p>AM advised that the staff were trained to respond to an intermittent bell as an invacuation not an evacuation.</p> <p>Pandemic / remote learning situation repeat: We all hope Pandemic planning will remain unnecessary for a long time to come, but since we've faced it recently I was curious - do we have any plans in place for reactivating remote learning for any period of time? (software licenses necessary, laptops etc provided to pupils / teachers?)</p> <p>AM referred to the above conversation regarding ICT equipment. The board agreed that the Remote and Blended Learning policy standing. It will be brought to the January meeting for formal readoption</p> <p>Board agreed to approve the BCP</p>	
7.3	<p>Fire Safety Policy – to dovetail with the new Health and Safety Policy (approved 15 Nov 2022)</p> <p>Approved last year – bi-annual – deferred in policy schedule to 2024</p>	
7.4	<p>Purchasing Card Policy</p> <p>Approved last year – bi-annual – deferred in policy schedule to 2024</p>	
7.5	<p>Finance Policy</p> <p>RK noted that the requirement to dispose of outdated computer equipment under the WEEE agreement has been deleted and asked how we ensure that such equipment is correctly disposed of - for both environmental and security purposes?</p> <p><u>AM noted the deletions on pages 8 and 10 and agreed to check and reinstate as necessary back at next meeting.</u></p>	AM
	Governors reviewed and approved the policy review schedule (copy on GH).	
8	<u>Policies for Review or Approval</u>	
	<p>Governors reviewed and approved the following policies: Sickness Absence Management - approved – remove yellow highlights Staff Appraisal – same as last year approved – para 1 insert school name Education visits Policy – approved – Governors asked regarding transport of pupils in private vehicles. FCT advised that this was restricted to trained staff with adequate car insurance and was risk assessed. AM agreed to share trip RA with the SG link governor.</p>	
9	<u>GOVERNOR HEADLINES AND THE KNOWLEDGE</u>	
	No items to discuss.	

10	<u>REFLECTION ON THE MEETING</u>	
	<p>Governors discussed the impact of the meeting on the governing body's strategic priorities.</p> <p>KL noted that the agenda for Resources meeting was not as packed as other meetings so passed a bit quicker.</p> <p>RK noted that Curriculum meetings are naturally longer due to the volume of data requiring FGB attention. RK agreed to move PP and Sports Premium to Finance Committee agenda in future.</p> <p>The board felt that the evolving agendas and structure of the board meetings catered to the strategic needs of the board.</p> <p>Governors noted that the budget was in a worse position than this point last year, whilst this was not an issue at present as the school had large reserves, it highlighted the importance of pupil recruitment and effective management of resources going forward.</p> <p>FCT invited Governors to the Carol Concert on Friday – 2pm at St Marys led by TR</p>	
11	<u>DATES OF FUTURE MEETINGS</u>	
	<p>23rd January 2024 Curriculum 2pm 26th March 2024 Resources 6pm 30th April 2024 Curriculum 2pm 11th June Curriculum 6pm 10th July 2024 Ethos 6pm</p>	

The meeting closed at 19.27.

Signed

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Dated

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Action Log

Agenda Item	Action	By Whom	By When	Status
	From previous meeting			
7.1	AM to change the question in the parent survey regarding Pastoral care for next year to assess the satisfaction of those that use the service.	AM	June	open
7.4	RK once a full complement of Governor in place a link governor would be assigned	RK	January	Closed

6.2	Move 6.2 to September for future agendas	TC	September	open
10.1	LK will undertake the NC equivalent training and compare and report to board	LK	January	deferred
	<u>From this meeting</u>			
6.3	<u>Governor reports for Asset audit and SIC on his agenda template for FGB Resources agendas in May and December 2024.</u>	TC	May & December 2024	open
6.3	<u>Three year finance plan for capital expenditure and mid-term forecasting</u>	AM	March	open
6.3	<u>FCT advised that she was looking at technology grants and KL offered to help.</u>	FCT/KL	March	open
7.1	<u>AM to put car park (parking in front of gates) premises plan to explore solutions.</u>	AM	March	Open
7.5	<u>Finance Policy - AM noted the deletions on pages 8 and 10 and agreed to check and reinstate as necessary back at next meeting</u>	AM	March	Open
10	RK agreed to move PP and Sports Premium to Finance Committee agenda in future.	TC		