

RENISHAW PRIMARY SCHOOL

INCLUDES CONFIDENTIAL ITEM

MINUTES OF THE VIRTUAL MEETING OF GOVERNORS HELD ON 25 MARCH 2021

Present: Brian Ridgeway (Chairperson); Mathew Bullock,
Stephen Forrest, Simon Fuller, Terry Homyard,
Michelle Lewis, Julie Meyner, Sam Wardle

In Attendance: Jodie Baker
John Whiteley (Clerk to the Governors)

ACTION

1. **Apologies for Absence**

No apologies for absence were received

2. **Declaration of pecuniary interests relevant to this agenda**

Governors were asked to declare any pecuniary interests relevant to the agenda. No one declared any interests relevant to this agenda.

3. **Conduct of meetings in the coming year - whether to continue virtual attendance**

It was agreed that these will continue as virtual until further notice.

4. **Confirmation of the minutes of the previous meeting and report on matters arising from the minutes**

Resolved: That the minutes of the meeting held on 8 February 2021 be approved and signed.

Matters arising from the minutes

It was agreed that all the actions would be covered during the meeting

5. **Budget update**

JB gave the update explaining that all the documents have been circulated in advance. She said that appendix 1 covering the budget and appendix 5 covering the staffing levels will need to be approved by Governors.

She explained that she had gone through the figures with SF and MB.

JB explained that £5k is included to cover PP children attending the breakfast club to provide them with a breakfast.

There followed a discussion around swimming which it was explained will now take place at Meadowhead using Qualitas as the quote from the original provider had gone up by £2k. SF said that he wanted Governors to approve this change for a 4 month trial.

In answer to a question SF explained that they will provide the transport within the cost so this will not be an issue. Governors questioned if the travel will take time out of the school day. SF said not as it will be worked around what would be PE. SF said that it will start with Y6 and then to Y5.

Governors formally approved the 4 month trial with Qualitas using Meadowhead.

5.1 **SEN**

JB said that there are 3 children who attract additional funding and the associated staffing costs are included in the figures.

5.2 **Caretaker costs.** JB explained that following advice from HR this will be a 52 week contract for 28.5 hours per week. She also said that the cleaners will TUPE over now that the school has taken over the service from the contractor.

5.3 **Catch up funding.** JB explained that £8,121 has been received to date and an extra £5k is expected. She explained that the money will be used for booster sessions. JM asked how boosters will work. SF said that staff will look at the data and decide who needs the support and this includes all children including lower and higher attainers. The money will allow for 2 sessions per week per class and these will be outside normal school time, to ensure they do not impact on the normal school day.

In answer to a question it was explained that the booster sessions will be provided by existing staff.

5.4 **End of year breakdown.** It was explained that this shows the current numbers in school. There will be 30 leaving in September. There are already 19 children in the Nursery which is high for this time of the year and 5 more will join after Easter. JB said that some are only allowed 15 free hours per week so consideration is being given to allow parents to pay for additional hours. Hours will be allocated using a booking system.

SF said that if the space was available interest is so high that extra numbers could be taken in and consideration is being given to opening the toddler group. JB said that some backdated hours owed to the school are to be repaid according to Fran

JM asked if the extra children will be in all the time. JB said that they will be spread out over the week as the limit in one session will be 26

5.5 **Budget codes sheet**

MB said that he has been through the figures and said that he is happy with the figures but questioned if the £5k cost of cleaning includes equipment. It was noted that when the service is in house the cost may drop so £3.5 k has been included.

MB asked if the cost of swimming is included. Following a discussion it was agreed that the swimming cost is not included in appendix 1 so this would need to be added before the document can be signed off.

It was explained that the PP numbers in each class are detailed with the higher numbers being in Y4. JB said the PP report is attached and shows there are 55 children which brings in extra funding of £81k. The report shows how the money will be spent. It was agreed that the evidence on how the money is spent and the impact of the actions need to be included so Governors can see that the money has been spent in the right area with the maximum effect. Following a request from Governors it was agreed that the previous PP report could be shared to allow Governors to compare year on year.

SF/JB

SW said that all children benefit from some of the PP money and asked if this is normal. JB said that it will always be the case that none PP children may benefit from certain initiatives however this is OK if it can be shown that overall it is helping the PP children

The Chair asked if the budget is shared with the staff. It was confirmed that it is not. Governors agreed that to share the budget with staff would give them an idea of the issues faced by the school.

SH said that he has been considering giving staff their own budgets for certain areas to help them control expenditure

- 5.6 **Derbyshire bought in services.** It was explained that this is the same as last year apart from cleaning and caretaking as discussed. MB mentioned the cost of the IMP which could cover such things as a replacement boiler. SF said that the value for money for this does depend on what you claim so it is a gamble.
- 5.7 **Sheffield/Hallam offer.** It was explained that the students working with the school does generate income. SF said that Governors will need to agree how this money is spent. JM said that consideration will need to be given to where this money is needed. SF said that it is his opinion that this should be subject rather than class based.

JB said that there had been some discussion about buying additional resource for History and Geography which are short. It was agreed that some subject action plans should be drawn up to help Governors decide on the best use of this funding. SF agreed to produce these for the summer term meeting.

SF

5.8 Approval of Annexe 1 and 5

Governors agreed that as the swimming costs were missing from annexe 1 they could not sign off the document as tabled as the bottom line will change when these costs are added.

Governors agreed that the document will need to be updated before it can be signed so an extra meeting will need to be arranged to sign off the amended document.

It was formally agreed that there will be an additional meeting on the 22 April at 5-00 to receive and formally approve appendix 1 and 5. JB agreed to circulate the documents prior to this meeting.

JB

6. Premises projects

6.1 **Toilets.** It was explained that the Council will pay 45% of this year's amount, so with the amount of money included in the budget both the toilets and the kitchen could be done.

6.2 **Kitchen update.** It was explained that some funding may also be available for the kitchen so as explained both projects may get done. JB explained that the kitchen has been condemned so the Council have agreed to fund the majority of this so it will cost the school around £5k for the new floor which is included in next year's budget.

7. Headteachers report

7.1 Sports premium

SF explained that because some of the money has not been spent it has been decided that there will be 4 special event days which will benefit all children with each class getting half a day.

7.2 SEN update

SF said that consideration needs to be given to how more PP and SEN children can be attracted to join the breakfast club. He said that it is £3 to non PP children and free to PP children. He agreed to update Governors on the progress made.

SF

He said that consideration needs to be given to explore why more disadvantaged children are not attending the clubs.

It is proposed that the breakfast club will run from 7-30- to 8-30.and Numbers will be monitored going forward.

JB said that she has been looking at the food costs for the clubs and feels that it will be better to have the food delivered by the same people who deliver the school meals food as this will be the most cost effective. She agreed to keep Governors updated.

JB

JM asked if the school qualifies for magic breakfast funding. JB

said that the last time she checked it was not but would look at this again.

JB

With regard to the after school clubs SF said that the plan has been circulated and shows that the after school clubs will reduce from 15 to 10 hours and there will be less of a focus on lunch times. The information also includes workshops on offer which includes a good selection offered by Qualitas, who as explained will be covering the swimming.

7.3 SEN/SG/Wellbeing

SF said that all children have been assessed to see how they have been affected. He said that safeguarding issues increased however they are now falling as would be expected.

He said that the number of pupils with SEN issues is increasing and that SW is trying to analyse the data that is available. It was explained that the SEN lead has done a good training session with staff.

It was agreed that SW will share the information with Governors.

SW

7.4 Zones of regulation

SW updated Governors on this initiative which encourages children to say where they are mentally and if they are in the wrong zone what they need to do to get back to where they need to be.

JM asked how this is shared with the children. SW said that it is up in the classroom so children can tell staff how they are feeling. JM asked if they can give their feedback in confidence if they don't want to speak in front of the other children. SW said that there are cards on the table that they can use. If they find it hard to speak they can just say a colour to say where they are on the chart. SW said that the children have adapted to it well and the staff are finding it a useful tool. ML said that it is good that the children can tell staff how they are feeling so action can be taken before the situation gets worse.

JM asked if parents are aware of this. SW said that it has been shared.

SW said that parents may be invited in for an update session. She said that staff need to be able to identify any problems.

7.5 Staff wellbeing

SF said that after Easter there is an emotional and wellbeing speed dating session planned for staff

He said that staff will be encouraged to talk to each other and the sessions are being run so that staff can find out how others see

them to encourage them to talk. He said that the problem is that some staff never get to talk to each other.

SF said that senior staff are aware that the EYFS staff are in another building and in effect cut off from everybody else.

Much that is in place is around perceptions that are not always correct.

Governors acknowledged that things have been difficult and the team needs to be brought together so agreed that this is a good exercise.

A member of staff will be coming in from Eckington to talk to staff about screening which should be a help to staff. SW said they look at dyslexia in a different way so it will be good for staff to see how they approach areas in a different way.

8. Policies for approval

It was noted that there are no policies for approval at this time.

9. Purchase of equipment

SF said that he had received 3 quotes for the interactive boards and wanted to recommend the CBC quote. He explained that the cost is included in the budget.

Governors formally approved the purchase of the equipment as detailed and instructed the Headteacher to place the order.

10. Confidential item.

JB left the meeting.

SF explained that the proposal is to replace the current office manager role which is grade 7 with a new post of business manager which will be grade 9.

He said that the new post will reflect what the school needs going forward. MB said that he has looked at the options and has agreed that grade 9 is relevant and matches what duties are required to be carried out by the post holder. He said that Governors will need to consider what support this post needs going forward to ensure that JB has the time to carry out the duties of the new post.

In answer to a Governor question it was explained that funding for the grade 9 post is included in the budget, however there is currently no provision for any additional support hours. SF did point out however that if income continues to increase then an additional amount of money could be included.

Governors agreed that the school needs a strategic person in this post which is clearly what is being proposed. Governors also recognised the

work that has been done by JB is her current role.

Governors formally approved the new post of business manager grade 9 which will replace the current post graded at 7.

11. Review of the meeting – how has the Governing Board fulfilled the three core functions for which it is responsible?

Governor fulfilled their core functions by discussing the following areas.

- Finance and budgets
- Review of bought in services
- Contracts
- Staff and children wellbeing
- Approval of purchases
- Staffing issues
- SEN
- Sports and PP

12. Any Other Urgent Business

No other items were raised.

13. Date and Time of the Next Meeting

Resolved: That the next meeting be held on 3 May 2021 at 5-00 p.m.

Meeting closed at 6-45 p.m.