

RENISHAW PRIMARY SCHOOL

**MINUTES OF THE VIRTUAL GOVERNING BOARD MEETING
Held by TEAMS meeting on 17th December 2020 at 5pm due to COVID-19 Lockdown rules.**

Present: Simon Fuller, Julie Meiner, Michelle Lewis, Terri Homyard and Stephen Forrest, Matthew Bullock. Samantha Wardle

In Attendance: Samantha Ward (Clerk to the Governors)

ACTION

1/12.20 Welcome

Julie Vice Chair welcomed everyone to the meeting.

2/12.20 Apologies

No apologies were received prior to the meeting. Brian telephoned the Head Teacher at the start of the meeting and whilst on speaker phone he sent his apologies for the rest of the meeting due to a technical issue and asked Julie (VC) to lead the meeting.

3/12.20 Declaration of interest

- a) TH declared PTFA member
- b) Minutes from the previous meeting 22.10.2020 were agreed with 2 amendments in staffing :- 3 staff moved to UP2 (9/10.20d not just upper pay scale as previously stated) and 1 staff member is doing NPQSL free course (new line added to minutes 9/10.20f) ML moved the minutes seconded by TH and SW

Amended minutes sent to Head Teacher

CLERK

4/12.20 Head Teachers Report

Written and attached.
Lee Rowley our local MP visited school, he thoroughly enjoyed his time with us, we spoke about Food Banks and perhaps starting one in Renishaw.
We have a full quota of Laptops.
An update on REHO, the MAT finished 3 yrs ago and the Eckington cluster are now in a position to look for a Team Leader to start a new team, at a cost of £4K.
The Christmas food bank went well.
Kim Neville did a remote visit and put us as a low risk school.
I have been thanked by Clive Worrall for keeping in touch with a group of schools who were without a Head for a period of time. This led us to think about our own school do we have a contingency plan if the Head is off?
Are there any questions?
There were no questions from the Board.
SF finished by telling the Governors that parents Evening had gone well.

5/12.20 Finance report delivered by Matt Bullock

- a) Current situation – Administrator produced quite detailed information and was totally prepared, we had a good meeting. We have not decided yet whether to have a separate finance committee, I am happy to carry on and feedback to Governors.
 - i. School Fund audited £50.00 up
 - ii. Dinner money debt, staff owe a lot, dinner money policy states debts paid by the end of the week. We may ask County to look at some debts, we need to adhere to the Policy and ensure parents get letters.
 - iii. JM is the policy not being adhered to?
 - iv. SF No leavers are a problem, £720.00 is owed by people who have left.
 - v. Can we adopt the new Charging and dinner money policy?
 - vi. Yes Moved by MB seconded by ML and SW
- b) Summer proposal for ordering – Plan is to issue a resources pack at the start of the year to each class + £250.00 budget to spend.
- c) Students money proposal – 5 students bring in £500.00 each put this money in to a pot for use by the staff that have the students.
 - i. SF What are your thoughts?
 - ii. JM I am hesitant. I want to ensure it is used for it's best use perhaps give it to subject leaders.
 - iii. SF The senior team and administrator would do the ordering.
 - iv. JM It is a good idea to get staff budgeting
- d) Catch up Funding update – We didn't replace Hazel (TA) used her wage to cover additional hours, need an advert for a 16 hours TA on a fixed term contract. We've taken on relief middays, who are supporting children well.
 - i. Purchased Purple Mash for 1 year £800.00, children can access the software on a number of devices.
 - ii. This leaves us £7.5K for booster sessions.
 - iii. Take up for National Tutoring programme in Derbyshire has been minimal all schools I spoke to have used their own staff.
- e) December FSM Vouchers – All vouchers are out now.

6/12.20 Staffing Update

- a) Well Being – Booked in training for the New Year, 3 twilights 2nd week back. Y6 Teacher has a broken ankle. JM Can you ensure all staff are thanked.
- b) CPD Plans – Leading & Developing Primary Expertise. The NPQSL money will be refunded.
 - i. SENCO met a small group of parents, this was a really productive session, parent's views of SEN, and how we can do better, how to word the policy going forward and ensure we are on the right path. Empowering staff to help themselves before they come to me. JM Making all teachers responsible for meeting the needs of SEN pupils in their class, TA's have done it in the past, so this is a new direction. If SEN provision is good OFSTED may look at it being a good school.
 - ii. SF Staff member only has 7 weeks until they start maternity leave. Job share will cover moving to full time.
- c) Cleaning and Caretaking – Scenario what happens when the Caretaker is off? We had cover for 1 week then this was removed, which left us without, Vertas asked Cleaners to open up and lock up. January decision needed.
 - i. Costs including on costs 52 weeks caretaker
 - ii. £16.5 K for 25 hours

- iii. £18K for 27.5 hours
 - iv. £20K for 30 hours
 - v. Costs inc on costs for 2 cleaners 38 weeks grade 3 £15,268
 - vi. Currently we pay £38.5K if we chose 27.5 hours caretaker this would result in a total of £34.5K that's good value to have our own staff.
 - vii. JM What about sickness?
 - viii. SF we would look at zero hour's relief cleaners.
 - ix. JM what if Cleaner and Caretaker were off long term?
 - x. SF Perhaps have a couple of reliefs. I have spoken to 2 other schools.
 - xi. MB What happens with sick pay? Can it be covered on Insurance?
 - xii. SF I'd like to look at this in January with a few Governors. Vertas will let us have a break and then go back to them.
 - xiii. JM Shall we put a group together now?
 - xiv. MB TH + Administrator (JB) to look at Caretaking.
- d) Office – We have money to support her potentially grade 7 to grade 8, taking on premises and caretaking will mean extra work and increasing her weeks. MB I have looked at the size of the school and grade 8 fits her role, she is very ofay with the figures and she is making inroads at looking at finances, we pulled out of the property package, she has made a spread sheet of trade's people that do a good job for us. JM Does she have an appraisal? SF Yes. Are all Governors agreed to move to Grade 8 Yes moved and seconded. Can we look at weeks next time? I will run it by HR and get it evaluated. We must do this for all jobs.

7/12.20 Premises Update

- a) New Boiler – DCC didn't come
- b) General repairs – Budget may run over
- c) EYFS Boiler – upgrade has been done
- d) Kitchen Extractor – does not meet regulations, if an engineer came out they would condemn it. £40K for us to replace, the council has funding for this they will carry the replacement and we would use DfC for white cladding and a new shutter that would not be DCC funded but is needed.
- e) Broadband Connectivity – on going access issues, I will keep you updated.

8/12.2020 Policies

- a) Safeguarding Addendum
- b) Risk Assessment V6
- c) Dinner Money Policy
- d) Charging Policy

9/12.2020 Confidential

See confidential minutes

10/12.2020 Any other Business

SF NO

11/12.20 Date and Time of the Next Meeting

Thursday 11th February 2020 at 5pm

Meeting closed