

**RENISHAW PRIMARY SCHOOL**

**FG220421**

**MINUTES OF THE VIRTUAL MEETING OF THE GOVERNORS HELD ON 22 APRIL 2021**

Present: Brian Ridgway (Chairperson); Mathew Bullock, Stephen Forrest, Simon Fuller, Terri Homyard, Michelle Lewis, Julie Meiner, Sam Wardle

In Attendance: 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. There were no pecuniary interests declared.

**3. Annexe 1 and Annex 5 approval**

SF explained that the original annexe 1 document distributed did in fact contain the information that Governors thought was missing however some did not show up because of the way the document was formatted. He said that he had checked with finance who confirmed that the bottom line was in fact correct.

He agreed to get a copy showing all the information for the Chair to sign subject to this being approved by Governors. He said that the annexe 5 document was the same as the copy originally distributed.

For information SF said that the original budget included 23 in reception which has now increased to 27. He said that another 4 have signed up for the nursery so the number is now 24. He said the numbers are looking very good which is putting the school in a very solid financial position.

**3.1 Appendix 1 and 5**

Governors formally agreed to approve annexe 1 and annexe 5 and agreed that the Chair would sign the copies on behalf of the board as soon as the amended copy of the appendix 1 document is available.

**Chair**

**4. Memorandum of understanding**

SF said that he had asked ML to read the document which is around the early help offer to ensure its accuracy. She said that she noticed that it talks about the school having appropriate insurances in place around public liability. SF said that this is in place so is in order.

ML said that all information relating to GDPR is covered so recommended that the document be approved.

**4.1 Memorandum of understanding**

Governors formally agreed to approve and adopt the memorandum of understanding.

**5. Critical incident plan**

SF said that he had updated the policy with the names and contact details of the new site supervisor and the new role in the office of business officer.

The Chair asked if the office now takes responsibility for the plan. SF said that they will have a lead role with other staff also being involved with specific areas. The site supervisor will become a registered key holder

**5.1 Critical incident plan**

Governors formally agreed to approve and adopt the critical incident plan.

**6. Nursery Admissions Policy**

SF said that he had brought this policy to Governors, because the increasing numbers have reduced the flexibility open to the school as to when the children can come in. He said that arrangements will need to be more structured as numbers are now at 36.

SF said that there can only be 13 children for dinner from the nursery as above this more staff would be needed. He said that above this number an extra member of staff would be needed, which would need to be covered by the increased income if any increase was to be viable.

There is an extra body in for the mornings making 4.5 staff in the EYFS base. SW said that the school if it decides to increase numbers may be able to apply for additional early years funding.

The Chair asked how many special needs children are in this area. SW said that there is an issue around numbers and funding so the school will need to look at this to ensure that all income is received. JM said that staffing early years will always be an issue.

The chair said that whatever is agreed any increase must be sustainable as to increase staff would cause a problem if numbers were then to fall

in the future.

It was agreed that this will need to be considered going forward.

SF said that part of the catch up for EYFS there is a student who has previously been in school as part of her training who will be coming back from spring bank to help out in this area which he feels is a good use of catch up funding.

SF said that early years SEN children in there will attract additional funding which will help. The Chair said that the school must be confident that money will be received before decisions are made.

MB asked if there had been any interest from parents who may want to buy additional hours as discussed at the last meeting. SF said that the extra hours are all accounted for but agreed to check if there had been any take up for this offer.

In answer to a question SF said that capacity in the nursery is 26. SW asked if there is room in school to accommodate any more. JM said that she feels that in view of the size of the room it is unlikely that many more than 26 could be accommodated.

The Chair said that this needs careful consideration before any changes are made.

**6.1 Nursery Admissions Policy**

Governors formally agreed to approve and adopt the nursery admissions policy as circulated.

**7. Updates**

**Interactive Boards.**

SF said that the new boards are in and look excellent. He invited Governors in to have a look.

**Caretaker.**

SF reported that the caretaker has started and is doing well.

**Fibre in school.**

SF said that the school is in the final stages for having the fibre fitted which should be completed next week.

**Cleaning equipment**

SF said that the cleaning and buffing machine left behind by the previous contractor does in fact work even though they thought it did not.

SF

**Catch up programme.**

SF said that he will share the number children in the catch up programme the following day but said that there is roughly half already attending in each year

**8. Review of meeting**

As this was an additional meeting Governors agreed that they had covered the items necessary to ensure that they were fulfilling their core responsibilities which include the approval of a number of policies including annexe 1 and annexe 5 which are required as part of the budget process.

**9. Any other urgent business**

No other items raised.

**10. Date and Time of the Next Meeting**

Resolved: That the next meeting be held on 13 May 2021 at 5-00 p.m.

**Meeting closed at 5-40 p.m.**