**Tutshill Church of England Primary School**

**FGB 5 meeting**

**G5 Monday, 17th May 2021 18:00 – 20:00**

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| **Attendees** | **Apologies** | **Absent** |
| Jennifer Lane (HT)  Katharine Clarke Co-Chair  Marion Evans Co- Chair  Vicar David Treharne  Amanda Cooper  Natalie Fryer  Tom Robinson  Jo Kibble  Diana Cave  Lucinda Driver | James Bradbury |  |
| Marion Evans – FGB 5 Chair  Also attending Nina Williamson (Clerk) | | |

Meeting held virtually through Microsoft Teams.

**AGENDA**

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| **Item no** | **Subject** | **Time required** | **Key input from** | **Purpose** |
| **75.** | **Opening Prayer** | 5 mins | Chair |  |
| **76.** | **Welcome and Apologies for Absence** | 5 mins | Chair |  |
| **77.** | **Declarations of Interest** | 5 mins | Chair |  |
| **78.** | **To agree items of Any Other Business previously notified** | 5 mins | Chair |  |
| **79.** | **Approve minutes of last meeting** | 15 mins | Chair |  |
| **80.** | **Matters arising from minutes** | 5 mins | Chair |  |
| **81.** | **Approve 21/22 Governor’s Budget Plan** | 20 mins | Vice Chair | Agree and sign off GBP |
| **82.** | **Governor recruitment and Governor duties to include committee membership** | 10 mins | HT |  |
| **83.** | **Governor visits for the Summer Term** | 5 mins | HT |  |
| **84.** | **Heads Report/SDP** | 10 mins | HT |  |
| **85.** | **SEF** | 10 mins | HT |  |
| **86.** | **Parent views/communication** | 5 mins | Chair |  |
| **87.** | **Safeguarding** | 5 mins | HT |  |
| **88.** | **Chair’s comments & correspondence** | 5 mins | Chair |  |
| **89.** | **Any Other Business** | 10 mins | Chair |  |
|  | **Dates and times of next meetings:**  **Extra-ordinary Meeting Monday, 7th June @18.00pm**  **FGB 6, Monday 19th July @ 18.00pm** |  |  |  |

FGB 5 Chair – Marion Evans

**MINUTES**

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| **Item no** | **Subject** | **Action** |
| **75.** | **Opening Prayer**  Vicar David Treharne took the opening prayer. |  |
| **76.** | **Welcome and Apologies**  The Chair welcomed all to the meeting. Apologies were accepted from James Bradbury |  |
| **77.** | **Declarations of Interest**  None received. |  |
| **78.** | **To agree items of Any Other Business previously notified**  No items notified. |  |
| **79.** | **Approve minutes of last meeting**  Minutes from FGB4 meeting on 29.03.21 were approved. |  |
| **80.** | **Matters arising from last minutes**  One pen portrait for website still outstanding. Some policies still need to be sent to committee convenors. It was explained that the administrator who deals with this is currently on long term sick leave and this will be picked up where possible. |  |
| **81.** | **Approve 21/22 Governors’ Budget Plan (GBP)**  The Finance & Premises (F&P) committee stated that the School Business Manager (SBM) had presented the Governors Budget Plan to the committee at their meeting on 10th May 2021 and the plan had been subjected to rigorous questioning. The GBP is presented in a slightly different format this year and the budget presented this year looks healthy, however, there is a depleting picture over the 3 year plan. There is a danger of redundancies if the school is not careful and does not take action to prevent this. The 3 year plan has been completed assuming that the numbers on roll remain at 210, however, currently only 25 children have confirmed places for September 2021. This means if no more children join the class this will have an impact on the schools budget in future years as income from the delegated schools grant will decrease. School is confident that the places can be filled for the census but this is the first time that the school has not filled all places at the initial allocation stage. A Governor asked why the school was not full considering all the new houses that have been built in the area. It was commented upon that the new houses are not really affordable for first time buyers and therefore it is unlikely that young families are purchasing the houses. The allocation day statistics for Gloucestershire have been released and approximately 65% of Gloucestershire schools are below PAN for 21/22. It was commented that Monmouthshire County Schools are also not full and therefore there are not the normal number of children looking for places. The 1 year and 3 year budget plans and the historic data has been uploaded to eSchool files for Governors to view. A Governor commented that the F&P committee have looked at the budget in detail and asked where is it possible to save money. A key part of the savings is in the staffing costs and the impact of the collaboration agreement can be seen in the budget for 21/22. If the agreement was not happening this year the school would be looking to save the equivalent of 0.5 FTE. The committee asked the SBM to look at and present the 3 year budget with reducing Number on Role (NOR) and this will be presented at a future meeting. Each child receives funding of approximately £3,500 per year and therefore the impact of classes not being full is easy to see in the budget. A Governor asked whether the budget for 21/22 was being subsidised by the carry forward figure of £62,000. It was confirmed that this was the case and therefore if this were not the case the budget would be in deficit this year. It was noted that this has been the impending picture for a while. A Governor asked what would happen if the school presented a deficit budget. The budget would need to be submitted to the LA with a recovery plan. This would likely impact on Teaching Assistant provision across the school and having a TA in each class would be considered a luxury. A Governor commented that any changes like that would lead to too much pressure on the class teachers and would not be fair on either the children or the teacher. There is a wide range of abilities and needs and would lead to a difficult teaching picture. A Governor commented that Tutshill School would not be alone if this happens and at some point the DfE would have to adjust expectations. It was asked whether the Governors were supportive of the budget being presented. All Governors agreed the balanced budget presented but acknowledged that there are big hurdles ahead. A Governor asked whether available spaces would be advertised on the website. Once Gloucestershire County Council hand the admissions process over to the School any available places would be advertised but this is not likely until July. A Governor asked about in year spaces. There are currently no places available in year. Thanks were given to the F&P committee and the SBM for their work and discussions that have taken place to prepare the budget which was agreed. | GBP agreed by Governors. SBM to submit signed plan to LA by 28.05.21. |
| **82.** | **Governor recruitment and Governor duties to include committee membership**  There are a number of Governor vacancies and the Governing Body has not been operating at full capacity for about eighteen months. Statutory duties must be fulfilled but this is hard to do without full numbers. Visits have not taken place and stakeholder surveys have not been sent out. There needs to be a recruitment drive which should be done alongside the skills audit to check where the skill shortages are and recruit appropriately. The Teaching and Learning committee has not had its final meeting of the year as it has not been able to meet when quorate. This is concerning as this is the primary function of the school. Vacancies are 1 LA Governor, 1 Foundation Governor, 2 Co-opted Governors, 1 Parent Governor with another Parent Governor vacancy arising at the end of the academic year. Headteacher and clerk signed up to Inspiring Governance website which allows you to post vacancies. A Governor asked whether now would be a good time to recruit new parents who will be joining the school. It was noted that parent Governors can also be co-opted Governors. There used to be flyer/leaflet about what the Governors at Tutshill did. Headteacher would like to ask if Co-Chairs and Vice Chair can look at information and revamp for distribution. This can be distributed to Ministry Team too. A Governor commented that they did not think people knew there were any vacancies on the Governing Body. The advert for the parent vacancies is to be looked at to ensure appropriate recruitment and sent to the clerk for action. | Adverts for vacancies to be sent to clerk to advertise. |
| **83.** | **Governor visits for the Summer Term**  Although visits should not be happening on site, Headteacher would like to ask that Governors attend virtual visits with subject leaders. Once a visit has been conducted, the Governor visit form should be completed. An important part of the role is speaking to staff to find out what is going on and this provides evidence of challenge. The Chairs conversations can be written up as part of this. A visit will be arranged with the Maths subject leader and it was asked whether anyone wanted to meet with the English Subject Leader? A Governor asked whether the number of visits would reduce if the school entered into federation. It was commented upon that if the school were to federate then this would not happen until September 2022 so would not negate the need for Governor visits now but yes in the long term, if the school were to federate, then there would be more available Governors to take on these duties. This gave another reason for federation and would enable the workload to be shared. A Governor commented that as they had no background in teaching, they would be uncertain in what to look for at a visit. It was asked whether the Governor had any specific interest in any subject. The Headteacher would be willing to meet with the Governor and Subject Lead to talk about how the visits work. A Governor commented that there is still an outstanding visit with the SBM to complete and this would be arranged. It was noted that teachers are keen to share what they do and the meetings work well. A Governor commented that one of the most enjoyable parts of being a Governor is being able to go into the classroom and engage in the lessons. Headteacher asked that all Governors think about what subject they are interested in by Monday, 7th June. | Governors to pick subject to conduct visit by Monday, 7th June. |
| **84.** | **Heads Report/SDP**  Headteacher presented the report and talked through all areas of the report which covered:  Staffing  There is one ongoing long term absence. Staffing structure for 21/22 academic year has not been set yet as deadline for resignations is 31st May 2021.  Quality of Education including Assessment  Headteacher has conducted observations and there is a standardised approach across the school with language being modelled across the classes. The 1:1 tutoring catch up is being arranged. A moderation exercise with Woolaston will take place as no external assessments are taking place.  Personal Development to include RSE  School has been able to help support children both emotionally and holistically. Awareness has been shown through mental health week. Two members of staff will be trained to deliver trick box to parents which has been funded through the Covid catch up premium.  Behaviour and Attitudes  Incidences of low level disruption have decreased by about 90%. This is being attributed to the fact that children have more space at playtimes and lunchtimes due to the staggered timings. A Governor asked whether the approach will change once restrictions have ended. It was acknowledged that whilst this works currently in the restrictions, the school cannot be kept like this. Any changes will be carefully considered and there will be theme weeks, and the use of behaviour ambassadors. Staff have commented that they are able to begin teaching three minutes after bringing children in from gate. The needs of the children must be considered and there is currently a much smoother start to the day.  School’s Leadership and Management  In order to continue the drive for excellence, the curriculum content is being finalised and will now be embedded. Senior Leadership Team meet weekly. A new training package has been purchased for all staff to allow them to keep up to date with CPD.  Safeguarding  There have been no referrals or phone calls made to MASH. There have been some Early Help referrals. A contractor to replace the fencing on the school field has been agreed. A courtesy letter to the neighbours at Church Cottage has been written informing of works due to take place.  A Governor asked how school attendance has been since a full return to school for all children. Attendance is positive at about 97% but the concern is lateness. A Governor asked how much absenteeism there had been due to covid. There has been very little with a couple of tests being taken recently and returning negative results. A Governor asked what the highlights were from the Spring data. Children are slightly behind where they would normally be at this time of year. Interventions have been reinstated. A Governor asked whether there were any assessments taking place instead of KS2 SATS this year. Yes, all assessments that would normally take place (EYFS, KS1, Phonics, Multiplication check and KS2 SATS) are taking place internally. Data will be presented to LA to produce datasets. It is nice for those children going to secondary school to have their hard work acknowledged. A Governor asked whether the children are having tests now or whether the data is already gathered. There will be teacher assessed judgements. A Governor commented that it would be useful for parents to know this as they do not understand there are assessments taking place instead of SATS and it would be useful to provide the context for this.  The SDP was presented and needs to be colour coded for the latest updates. The SDP shows how the school is moving towards its priorities. |  |
| **85.** | **SEF**  Following a review, the SEF is changing format and being re-written. It will be available for FGB 6. |  |
| **86.** | **Parent views/ communication**  A Governor asked what the school’s stance on green issues is. This is following a conversation with a parent who stated that they did not know what the school was doing regarding this. The school has an Eco Council who are part of the School Council. The school has started their Eco award on how to reduce its carbon footprint but unfortunately this has been put on hold due to covid with the aim now of completing this by the end of July 2022. There is currently a focus on litter and recycling and Year 6 have undertaken a plastic project which is linked to Cheltenham Science Festival. It was agreed that this all sounds good but is not promoted and it may be useful to highlight this in a newsletter. It was also commented that the Green Party won the local elections and it may be worth considering inviting them to talk to the children by Teams. | Eco issues to be promoted in newsletter to parents. |
| **87.** | **Safeguarding**  This was discussed under item 84. There were no further points to add. |  |
| **88.** | **Chair’ comments & correspondence**  The partnership agreement for the academic year 21/22 with Woolaston School has been signed. A Governor commented that it would be beneficial to note down all the positive gains that the Headteacher has been able to take from Woolaston such as the Teaching and Learning Review when considering federation. A Governor asked whether Tutshill School was seeing any financial benefits from the agreement. 50% of the Headteacher cost is covered through the agreement. A Governor asked if this was reflected in the budget. The income from the agreement is shown in 21/22 budget and part of 22/23 budget but the assumption made for the budget following the end of the agreement is that the Headteacher returns solely to Tutshill School and therefore the full cost is reflected. |  |
| **89.** | **Any Other Business**  As part of the research into federation a Governor asked whether anyone had heard of DGAT which stands for Diocese of Gloucester Academies Trust. It was suggested that it would be beneficial to read into this prior to the next extra-ordinary meeting. |  |
|  | **Date and Time of next meetings**:  Extra-ordinary meeting, Monday 7th June 2021  FGB 6, Monday 19th July 2021 |  |
| Meeting Closed at 19.45pm  **Date and time of next meeting: Monday 19th July 2021 @ 18:00** | | |
| Approved by Chair as being a true record of the meeting  Signed……… Print……………………………..……………………………………………….Date…………………………..……………………….. | | |

Text Key:

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|  | Blue text = proposed/seconded |
|  | Orange text = suggestions |
|  | Purple text = questions |