

**LOCAL GOVERNING BODY OF ZETLAND PRIMARY SCHOOL**

**MINUTES OF A VIRTUAL MEETING HELD ON MONDAY 15 JUNE 2020**

**Governors Present:**

**Trustee Appointed Governors:** Mrs S Leng (Chair), Mr P Robinson, Mr J Douglas (Vice-Chair), Mr D Thompson and Mrs M Mamoulides

**Parent Governors:** Ms A Dixon and Mrs K Daniels

**Head Teacher:** Mr S English

**Staff Governors**: Mrs M Fellows and Mr P Richardson (Deputy Head Teacher)

**Non-Governing Staff Member:** Mrs T Barnes (School Business Manager) (part of the meeting)

**Clerk:** Mrs Lisa Noteyoung, Redcar and Cleveland School Governance Support Service

*The meeting was held virtually and started at 4.00 pm. Of the 13 governors in post at the time of the meeting 10 were present and the required quorum was met at all times during the meeting.*

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| **1.** | **APOLOGIES AND CONSENT TO ABSENCE** | | |
| 1.1  1.2  1.3 | Apologies had been received from Mrs M Hill, Mrs B McGlasson and Ms A Sands.  RESOLVED to consent to the absences of the above-named governors.  **ACTION: Clerk**  Mrs T Barnes, School Business Manager, was present at the meeting to provide an update on school finance. It was agreed that discussion would vary from the published agenda so that the School Business Manager could attend the beginning of the meeting. The agenda was amended accordingly. **ACTION: Clerk** | | |
| **2**. | **ANY OTHER BUSINESS**  No items were declared for consideration under Any Other Business. | | |
| **3.**  3.1  3.2  3.3 | | **DECLARATIONS OF INTEREST AND ANY DECLARATION OF GIFTS**  Governors were given an opportunity to declare any interest in a specific matter to be discussed at the present meeting, as well as the acceptance of any gifts, hospitality, awards, prizes or any other benefit which might be seen to compromise the personal judgement or integrity of an individual.  No such declarations of interest were made by governors on this occasion.  The Chair took the opportunity to thank staff members and the Head Teacher for the smooth reopening of the school, which had been achieved through careful planning and preparation. The Head Teacher advised that the reopening had progressed well, and risk management processes had proved effective. There was at present one pupil awaiting results of a covid-19 test and was self-isolating at home as in-line with government guidance. | |
| **6.**  6.1  6.1.1  6.1.2  6.2  6.2.1 – 6.2.11  6.2.12  6.2.13  6.2.14  6.2.15  6.2.16  6.2.17  6.2.18  6.3  6.3.1 – 6.3.2  6.3.3  6.3.4  6.3.5 | | SCHOOL BUSINESS MANAGER’S REPORT (AMENDED FORMAT) & ACCOMPANYING FINANCIAL DOCUMENTATION  **Purpose**  The local governing body was to recommend a budget plan and staffing structure for 2020/21 to the board of trustees, for approval.  Governors had been provided with; the School Business Manager’s report (amended format), Management Accounts, draft 2020/21 budget, budget dashboard, financial Key Performance Indicators (KPIs), financial benchmarking report, outturn report and a proposed staffing structure, in advance of the meeting for consideration.  **Discussion/ Challenge**  Staffing Structure 2020/21  This section of the item was recorded in a confidential appendix due to the sensitive nature of the discussion.  *See confidential appendix*  Outturn 2019/20 and Forward Financial Planning  The School Business Manager reported on the outturn for 2019/20. The Head Teacher highlighted the proactive nature of the school in seeking grants and funding to develop and improve the school premises and resources. He also outlined the importance of maintaining current staffing levels in the future and reminded governors of the three and five-year indicative plans. Mr Robinson and the Vice-Chair had supported the Head Teacher in the development of a financial plan to utilise the outturn effectively, whilst being mindful of future financial constraints. Mr Robinson had also carefully scrutinised the 20/21 proposed budget and had advised on the use of capital funds and an increase in the supply funds budget to cover any staff absence as the Local Authority Staff Absence Scheme had recently ceased and it was unknown when the scheme would restart.  The school had saved approximately £30,000 more than originally budgeted through various savings made throughout the year. The Head Teacher advised on possible projects to utilise this carry-forward, including a proposal to ringfence a portion of the funds to improve IT provision in school. He noted that the Vice-Chair had prepared a number of proposals for the local governing body to consider.  The Head Teacher reminded governors of the Schools Resource Management (SRMA) exercise discussed in the spring term and the recommendations made within the report. He advised on how the school had met these recommendations in the proposed budget for 2020/21 and provided a rationale for areas in which the school had met these recommendations using an alternative approach.  The Chair advised that she had spoken at length with the Head Teacher regarding the presented staffing proposals and they had agreed that pupils were likely to require intensive support both in learning and wellbeing and so the new staffing structure would ensure capacity was available to meet these needs.  The Vice-Chair presented his proposals for the expenditure of the carry-forward discussed earlier in the meeting. A copy of the proposed budget was shared on screen to support discussions. Governors were reminded that as stated in the trust reserves policy, schools should hold a minimum contingency reserves from their annual GAG funding or other income of 2.5% and a maximum of no more than 10% from their annual GAG funding or other income. As the carry forward would exceed the 10%, the school would have to explore ways to reduce this. The Head Teacher advised on the benefits of improving IT provision. He proposed that some of the funding was used to purchase an iPad library, which would allow for full class teaching, amongst other improvements to IT provision. He also proposed some structural changes to the school building near the Caretakers office to allow for a nurture room. Governors discussed in-depth the various approaches to each project and the timescales involved. Mr Thompson advised the Head Teacher to include support from OneIT if an IT capital project was approved.  The Head Teacher highlighted that further planning and consideration was required before any decisions could be made. He suggested governors form a working party to look at the projects in-depth. The school would also seek advice and support from the CEO and Trust Finance and Business Manager.  The School Business Manager highlighted that the proposed budget already included £14,000 for the improvement of IT provision, anything exceeding this amount could be considered by the working party alongside a capital project to create a nurture room.  **Outcomes**  RESOLVED to approve all staffing proposals as recorded in the confidential appendix.  *See confidential appendix*  RESOLVED to recommend the draft 2020/21 budget, including staffing structure to the board of trustees for approval. **ACTION: Board of Trustees**  RESOLVED to approve the IT provision improvements as discussed, with the funds allocated included in the draft budget.  RESOLVED to form a working party to consider the nurture room project. All governors wishing to join the working party to contact the Head Teacher or Clerk. **ACTION: Governors**  *Mrs T Barnes (School Business Manager) left the meeting.* | |
| **4.**  4.1  4.1.1  4.1.2  4.2 | | **MINUTES AND MATTERS ARISING**  **Purpose**  Minutes of the local governing body meetings held on 5 March 2020 and 29 April 2020 had been circulated in advance of the meeting, to be approved and signed as a true record.  Governors also had an opportunity to question progress with any matter discussed at the meetings held on 5 March 2020 and 29 April 2020, which would not arise during the course of the present meeting.  **Outcome**  RESOLVED that the minutes of the meetings held on 5 March 2020 and 29 April 2020 be approved and signed by the Chair at a future meeting. **ACTION: Chair** | |
| **5.**  5.1  5.2  5.3 | | **HEAD TEACHER’S REPORT (AMENDED FORMAT)**  **Purpose**  Governors were provided with an amended format Head Teacher’s report, in advance of the meeting. The report set out information relating to: health and safety, pupils and parents, workforce and HR, timetabling, curriculum, policies and procedures, educational impacts, accountability environment and financial implications as a result of the ongoing pandemic.  **Discussion/ Challenge**  The Head Teacher advised that the Head Teacher’s report format had been amended to help reduce workload pressures and in the absence of any progress data. The report was now more focused on key areas, such as health and safety, risk management and wellbeing.  **Outcome**  Governors noted the Head Teacher’s report. | |
| **7.**  7.1  7.2 | | TRUST FINANCE ARRANGEMENTS  **Purpose**  Governors had been provided with copies of the updated ‘Financial Planning and Top Slice Arrangements’ document in advance of the meeting for consideration.  **Outcome**  Governors noted the ‘Financial Planning and Top Slice Arrangements’ document. | |
| **8.**  8.1  8.2  8.2.1  8.2.2  8.3 | | WEBSITE REVIEW FEEDBACK  **Purpose**  Governors had been provided with website feedback from a peer review exercise carried out across the trust, in advance of the meeting. Feedback was focused on the following areas: Early Years Foundation Stage (EYFS), Maths, English and Science.  **Discussion/ Challenge**  The Deputy Head Teacher advised that the updated Behaviour Policy and risk assessments had been published on the school website. Communication with parents was a main focus for the school and the home learning section of the website was continuously updated. Parents continued to send and receive home learning via email, which indicated good pupil engagement at home. Pupils at home had been invited to attend virtual lessons via Zoom and had taken part in quizzes and had shared work, all with their peers who were attending school. Additionally, the school had sent home textbooks for each child, which had been well received by parents.  Mrs Fellows, in her capacity as Early Years Foundation Stage (EYFS) leader, advised on the EYFS website feedback and how the school had improved the EYFS area of the website as a result of the peer review exercise. She also informed governors that EYFS had taken on a book themed approach to home learning and would base activities on a different text each week. There had been a varied response to home learning, with some parents sending work back into school on a weekly basis. The EYFS team had reminded parents to use the school website to support home learning and to access work. Parents who were unable to access printers or IT equipment had been provided with paper-based work packs and resources.  **Outcome**  Governors noted the website feedback.  *Mrs K Daniels left the meeting.* | |
| **9.**  9.1  9.2  9.3 | | GOVERNANCE UPDATE  **Purpose**  A copy of the local governing body membership list had been circulated to governors in advance of the meeting to highlight terms of office, vacancies and issues of the local governing body.  **Discussion/ Challenge**  The Clerk reported the vacancies on the local governing body.  **Outcome**  Governors noted the circulated governing body membership list. | |
| **10.** | | **ANY OTHER BUSINESS**  There were no further items for the local governing body to consider. | |
| **11.**  11.1  11.2 | | | **DATE AND TIME OF FUTURE MEETINGS & APPROVAL OF DOCUMENTS FOR INSPECTION**  Governors noted that the next meeting for 4.00 p.m. on Monday 16 November 2020. They arranged to meet again before this date on Tuesday 7 July 2020 at 4.00 p.m.  RESOLVED that the agenda and supporting documents of the present meeting be made available for public inspection with the exception of any document deemed confidential. **ACTION: Clerk**  Meeting closed at 6.20 p.m.  These minutes have been approved by the local governing body as a true record of proceedings:  **Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |