

BRUNSWICK HOUSE PRIMARY SCHOOL

MINUTES OF A VIRTUAL MEETING OF THE FULL GOVERNING BODY HELD ON MONDAY 24 May 2021

Present: Ellie Dunnet (Co-Chair – in the Chair), John Bateson-Cooper (Co-Chair), Faye Wilks, Alyson Barcroft, David Stead, Wendy Skinner and Stephen Fenniche.

Also present: Clare Fullagar (Deputy Headteacher), Dawn Gillham (Bursar) and Geoff Mills (Clerk)

The meeting commenced at 4.00 PM.

Main Discussion

The meeting was quorate.

1. Apologies

Apologies from Tracey Stephens, Bryan Douglas and Neal Andrews were received and approved.

Apologies on behalf of Lucy Steward were also noted.

2. Declaration of Business Interests

Mr John Bateson-Cooper made a general declaration in accordance with relevant policies and procedures as he sometimes undertakes electrical contract work within the school.

3. Any other Business

None

4. Minutes of the meeting held on 29 March 2021

(a) Subject to clarifying the wording regarding the boundary fencing on page 4 to make it clear the site was secure, the Minutes of the meeting held on 29 March 2021 were approved and would be signed by the Chair as a true record.

(b) **Matters Arising**
Governor Action Plan – The Co-Chairs would report on this to the next meeting.
Message of Thanks – The Headteacher confirmed the message of thanks from the FGB had been sent to all staff.

5. Finance and Resources Committee – Update from the Meeting Held on 27 April 2021

Ellie Dunnet reported on the key matters which had been discussed at this meeting. The Revenue Budget Rollover was confirmed at this meeting to be currently £98,071.78, however that figure could increase once the 2021/22 budget and Three-Year Plan was set. The Capital Budget Rollover was confirmed at £8,825.00.

Governors noted that the 2020/21 accounts had now been closed and submitted to KCC. Governors also noted the positive roll-over position of both the revenue and capital budgets.

6. Budget 2021 and the Three-Year Plan.

The Headteacher and Bursar submitted a detailed report setting out proposals for the 2021/22 budget and the three-year plan.

	<p>The Headteacher said preparing this budget, and particularly predicting the likely position in years two and three, had proved difficult. There was considerable uncertainty for example predicting pupil numbers or those with High Level Funding Needs. The school was not alone in this situation, and not even KCC was able to provide schools with more certainty. A positive was, that the school had the budget from its reserves to retain two full time catch-up tutors.</p> <p>At present the school did not have any site staff, which was making things difficult. However, it was hoped a handyman would soon be recruited to undertake some painting within the school during July and August.</p> <p>Due to Covid, the school's cleaning costs continued to be much higher, and that situation was not being helped by the fact the school currently had no premises staff.</p> <p>The Headteacher said overall the budget was in a strong position and currently there was a potential rollover of approximately £114,000 by the end of the 21/22 financial year.</p> <p>In answer to questions from Governors, the Headteacher said the school employed 4 HLTAs (level 2) and therefore as necessary they could cover teaching needs without the need to resort to using a supply teacher.</p> <p>The Headteacher also confirmed, that KCC had provided some guidance on inflation parameters, but at the low level of 1%.</p> <p>The Headteacher confirmed that HLN funding had been built into Year 1 of the budget, but because of the uncertainties, no assumptions had been made for years two and three.</p> <p>In answer to a question from a Governor on the IT budget, The Headteacher said the school could afford to take out another 3-year IT lease using monies in the Revenue budget, so she would be planning for that in 2022. New laptops for staff were also being budgeted for. The Headteacher said she was also going to review the use of the IT suite and whether there were ways that IT could become more classroom based.</p> <p>The Headteacher also said, she would seek 3 quotes for the improvement of the Foundation Area. She was therefore, intending to commence the tender process before the summer break with a view to the work starting in the Autumn.</p> <p>In answer to a question from a Governor, the Headteacher confirmed that the year two and three projections were calculated using a KCC finance tool. The Headteacher also confirmed that the maximum roll-over was 12%, and she would be looking to allocate spend on areas of activity once it was possible to make clearer funding predictions for years two and three.</p> <p>A Governor said, and it was agreed, that the allocation of the surplus roll-over would be discussed in more detail at the meeting of the Finance and Resources Committee taking place on 22 June 2021.</p> <p>Ellie Dunnet drew discussion to a close by saying that the school had produced a strong budget and was financially in a favourable position. Governors then thanked the Headteacher and the Bursar for their report and for managing the school's finances in such a rigorous and efficient way.</p> <p>The FGB then unanimously approved the Budget 2021 and the Three-Year Plan.</p>
7.	<p>Headteacher Report</p> <p>The Headteacher presented a wide- ranging update on several key issues which included the following:</p> <p>COVID 19</p>

New Operational Guidance had been released to schools on the 10 May 2021, and once the Headteacher had had the chance to fully review this, then as necessary, the School Risk Assessment would be updated accordingly and re-published on the school website.

Health and Safety

The Headteacher said that since her last report there had been no health and safety or risk assessment breaches, and every member of staff that now completed the annual survey had responded positively to all the measures that had been put in place over the past 14 months.

Appraisals

All mid-year reviews had been completed. KCC had released a statement which outlined the 2% pay increase for support staff and the pay freeze for teachers and leaders. The school had been advised to continue with end of year appraisal meetings and record the outcome that would have been awarded to staff.

Brunswick Tutoring Programme

Using the final covid catch up payment of £13,000, the school had restarted the tutoring programme following full re-opening on the 8 March. As a result of prudent budget management over the past 14 months, the Headteacher said the school had been able to appoint two full time tutors for another year, starting in September 2021. Recruitment for those positions would commence at the beginning of Term 6. Term 4 assessments indicated that this spend would provide essential targeted teaching to those children who had been most severely affected by school closures.

Achievement for All programme (Pupil Premium Support Initiative)

The Headteacher said, the school had three sessions remaining on the current two-year programme (including extensions due to covid) which ends at the end of this academic year. Some of this time would be used to review and approve the school's application for Quality Mark. The school would continue with Structured Conversations, as it had provided much needed support and communication for our most vulnerable families, but this would now be lead internally.

The Headteacher said the next focus would be the Achievement for Well Being programme. The school will be signing up for a 9-visit programme at a cost of £3900 for the year. That would provide staff CPD for the year and access to the online Bubble resources that the company offer. To expand the leadership of this approach, the Headteacher said she would be looking to invite senior leaders to co-lead on different strands.

Parents and the Community

The school had conducted remote Parents Evenings this term with may more parents successfully connecting this time. SEND meetings for parents who requested consultations had also been arranged.

Parent Communication

The school continued to send regular communications to parents through parentmail and newsletters.

Attendance

The attendance level of all pupils was 95.80%, against a national average of 95.50%. For Pupil Premium pupils the school figure was 92.20%, against a national average of 92.40%.

	<p>Health and Safety The next Fire drill would be on Friday 18^h June at 10am. The next Health and Safety Governor Monitoring visit would be during the week beginning 21 June. The school was currently negotiating quotes for new boundary fencing to the side of the top field. The Headteacher would be meeting with the Co-Chair (Mr Bateson-Cooper) to finalise the details so the required work can take place in Term 6. The cost of this work had been accounted for in the school budget.</p> <p>Staffing Noted</p> <p>Safeguarding The school has 5 DSLs, all of whom have the designated safeguarding lead training. DSLs are also undertaking the new training ‘Managing Sexualised Behaviour in Primary Schools’. All new staff receive Child protection training. DSLs meet weekly to discuss all pupils and these minutes are shared with all staff. DSLs keep up to date with the child protection newsletters and actions from these have been completed.</p> <p>Behaviour, Safety and Well-Being There had been no exclusions and no racist incidents since the last Headteacher report.</p> <p>SEND A report had been previously circulated and was noted. As she could not be at the meeting, the views Tracey Stephens had forwarded were reported.</p> <p>On behalf of Governors, Mr John Bateson-Cooper placed on record his thanks to Lucy Steward for the work she had undertaken to obtain the additional funding, which was detailed in the report.</p> <p>Ellie Dunnet thanked the Headteacher for her report and update.</p>	
8.	<p>SFVS A copy of the SFVS had been previously circulated.</p> <p>During discussion, Governors expressed concerns that the SFVS did not appear to fairly reflect the school’s position and they were concerned that the system could be generating false data, particularly regarding that data set out in Part 2 of the document. There was also a concern that some of the data being used was from two years ago, and therefore could not be relied upon to reflect the current position.</p> <p>Following discussion, the Co-Chair, Ellie Dunnet, proposed, and it was unanimously agreed, that the FGB should only agree to accepting Part 1 of the SFVS and that in sending this to KCC the authority be advised that Part 2 would only be sent once the school and governors had had the chance to thoroughly review and understand in more detail the data set out in that part of the SFVS.</p>	
9.	<p>Policies – none for this meeting.</p>	
10.	<p>Staff Survey Faye Wilks gave an oral report on the outcomes from the staff survey. Overall, there had been a very good return of 37 responses, and overwhelmingly these had been positive about the school.</p> <p>The Headteacher said, she was very pleased with the number of responses, and the overall level of satisfaction expressed by staff was something to be celebrated. There had been 4 responses saying that the school did not put mental well- being of staff at the forefront, so that would be something she would be looking at.</p>	

	The Headteacher said the next step would be to produce a summary of the findings and invite staff from different groups to join a working party so they could have a direct in-put into preparing an action plan.	
11.	Governor Training Updates noted.	
12.	GDPR There had been no GDPR breaches since the last meeting of the FGB.	
13.	Review of Meeting and Confidentiality The Full Governing Body agreed that it had properly dealt with all items on the agenda and there were not any matters which required a confidential minute.	
14.	Date of Next Meeting The next virtual meeting of the FGB would be on Monday 12 July 2021 commencing at 4.00 PM.	

The meeting ended at 5.30 PM.

ACTION POINTS

Item	ACTION	By whom
4 (b)	Governor Action Plan - The review of the GAP would be reported to next meeting of the FGB.	Co-Chairs
6.	Budget - Governors agreed that the allocation of the surplus roll-over would be discussed in more detail at the meeting of the Finance and Resources Committee taking place on 22 June 2021.	HT/Bursar/Governors
8.	SFVS -Part 1 of the SFVS be sent to KCC, and it be advised that Part 2 would only be sent once the school and governors had had the chance to thoroughly review and understand in more detail the data set out in that part of the SFVS.	Co-Chairs/HT

UN Convention on the Rights of the Child

Article 3 - The best interests of the child must be a top priority in all actions concerning children’.

SignedEllie Dunnet..... Chair Date: 12 July 2021