

THE GOVERNING BODY OF MOLDGREEN COMMUNITY PRIMARY SCHOOL

Minutes of the meeting of the Governing Body of Moldgreen Community Primary School with an emphasis on Finance held *remotely* at 6:30 pm on Thursday, 20 May 2021.

PRESENT

Mrs C Hall (Chair), Mr T Armitage, Mr A Briggs, Mr D Davis, Mr A Hancox, Mr H M Ilyas, Mrs P Miles, Mrs H Pearson (Head Teacher), Mr C Shaw, Mrs M Sykes, Mrs L Szewczyk

In Attendance

Miss L Heaton (Minute Clerk)

Item	Minutes	Action
68. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	There were no apologies for absence and no declarations of interest. ACTION: Governors to complete the online Annual Declaration of Business Interests form 2021/22.	All Governors
69. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	The following item was notified to be brought up under any other business: <ul style="list-style-type: none"> • Attendance Policy. 	
70. MINUTES OF THE MEETING HELD ON 4 FEBRUARY 2021	RESOLVED: That the minutes of the meeting held on 4 February 2021 be approved by the Chair as a correct record and signed at a future, subject to the following amendment: <ul style="list-style-type: none"> • Include Mr C Shaw as a present Governor. 	

71. MATTERS ARISING	<p><u>Head Teacher's Report – RSE (Minute 54 (a) refers)</u></p> <p>Q: Has the straw poll of Year 5 parents taken place regarding the new RSE curriculum?</p> <p>A: Yes, and there has been some further feedback as a result. There were a couple of concerns which have now been alleviated following the correction of a misunderstanding of the level of detail covered for each year group. The majority of the feedback was positive. There will also be a meeting for parents arranged as soon as Covid restrictions allow to discuss further.</p>	
72. HEAD TEACHER'S REPORT INCLUDING GOVERNORS' QUESTIONS	<p>The Head Teacher provided a narrative to her Report which covered the following:</p> <p>(a) <u>Finance</u></p> <p>(i) <u>2020/21 Headlines</u></p> <ul style="list-style-type: none"> • The School has a carry forward of approximately £40k. Whilst this is less than the expected £70k, it is still a relatively healthy position, especially compared to many other Schools. • The School received additional extra income due to various grants (catch up grants, School meal vouchers etc). Supply cost reimbursements was included in this figure. • Teaching costs increased by moving to single aged classes but the outcome for teaching and learning and staff well-being has been good. • Kirklees insurance covered the cost of teachers shielding but unfortunately not support staff. Increased costs were incurred where support staff in key positions needed covering. 	

- The Covid cleaning cost amounted to £3,457. This should decrease from September.
- Building works were overspent by £11,661, this was down to various work including the 2 Year Old provision, emergency lighting and Velux window repairs. The building is starting to need money spending on it.
- The school has still to receive just over £9,000 for School meal vouchers.

Governors noted that the majority of their questions had all been addressed in the comprehensive update. The following was addressed:

Q: Why is there such a big variance in catering?

A: This was a large variance – largely down to the free School meal (FSM) vouchers and the universal FSM grant not being included. The variance will not be as large for 2021/22 as we have included the grant in the figures.

Q: How do we know future income – are there any set amounts each year?

A: Funding is largely based on pupil numbers, Pupil Premium and Early Years which all fluctuate. Our 3-year forecast has been based on estimations with help from Mr D Gearing (Kirklees Finance). We expect more income as the PAN increases. Sports Premium and further Covid Catch-up funding are still unknown for next year and beyond.

Q: Has money been reimbursed from cancelled swimming lessons?

A: Some, but not all was reimbursed.

Q: What age do the children commence swimming lessons?

A: From Year 5.

Q: What is happening for those who missed their lessons?

A: They have started now.

Q: What contributed to the overspend on the 2 Year Old provision?

A: There were some difficulties around a partition which needed further work and thus additional costs.

(ii) Draft 2021/22 Budget Headlines

- The new staffing structure in the office commenced in April 2021. A School Business Manager (SBM) has now been appointed and will start on 14th June 2021. With another member of staff on a phased return, capacity will be increased in the office.
- Curriculum funding will be allocated against School priorities. Each subject leader has carried out a subject audit of need and has bid for money. The key objectives such as purchasing new books for the new curriculum will be prioritised.
- Premises capital proposed spend is for a canopy for EYFS (Nursery). A lottery bid will be applied for to try to boost the capital for this area. The priority is given for the canopy as it is currently like a wind tunnel and bad weather hampers some of the activities. Anthony Briggs has been supporting by investigating options. Soft crumb replacement for the playground is another area of focus.

- Music tuition from Kirklees Musica has been agreed, so Year 5 will continue with the trumpets and Year 2 have quality singing lessons.
- A small amount of the sports premium has been used to promote music and dance with Early Years and KS1. The children really responded to the first session, led by BHT charity in Bradford. The children plan to do an outside performance to parents in July.
- Staff cover insurance was benchmarked with SAS. Whilst Kirklees was not the cheapest, the service and prompt payments ensures good value for money and the School decided to stay with the Local Authority.
- Buying in to Kirklees building services is also important at the moment as there is significant subsidence by the kitchen which the Assets Management team know well. A surveyor has looked at the issue and filed a report to Kirklees.

(b) Staffing

- The office restructure was completed in March and the new structure started in April.
- The posts are 1X Scale 6 administrator, 1 X Scale 7 senior business administrator and the Scale 10 Business Manager. A member of staff has successfully returned to work after a period of illness.
- One teacher is currently seconded from another School supporting Year 4. There is no cost to the School as the position is supporting her back to work. She is working well with groups of children, carrying out interventions. She will build up her class teaching and is due to return to her school in June or possibly July. However, we are in negotiations to retain her as a permanent staff member to fill a vacancy. Should this be unsuccessful, an NQT could be appointed.

- Staffing for next academic year is being finalised. One part time teacher is leaving and another teacher has requested part time. That would still leave one class with a 50/50 job share. Teachers have completed a staff audit of where their first choice of year group is for 2021/2022.
- Support staffing may need to be reduced as two pupils with EHCPs leave this summer and possibly another transferring to special provision. Four support staff are on temporary contracts, having predicted the situation last year. Discussions are ongoing with these staff members.

(c) Teaching and Learning

- School pupil progress meetings were carried out at the end of April, with interventions agreed, to support catch up. The new tracking system has helped staff identify children clearly falling behind in subjects. The assessment data was verified by a book look from the English and maths lead.
- Pupils have made a good start to returning to School and have settled down to revisit the basic skills. There is currently a strong emphasis on reading, writing and maths.
- Joint writing moderation meetings with Dalton, Lowerhouses and All Hallows have been scheduled for June. It is hoped that these could take place face to face, socially distanced if allowed.
- Staff training this term is focussed around research. Early Years are researching the new EYFS framework and redeveloping the Moldgreen EYFS curriculum to work with it. Key Stage 1 are researching mental maths strategies so that the pupils are fully prepared for KS2. In lower KS2 staff are researching behaviour strategies to support learning. This project is being led by Andrew Hancox, as part of his NPQH qualification. Upper KS2 are looking at reading strategies so pupils are successful in test conditions. All the research will be fed back to staff.

Hopefully the staff will be able to develop their practice, from good practice elsewhere or through research articles.

- The three staff members involved in this research provided a brief update as follows:
 - Mr A Hancox – Staff are very receptive and the work is a useful experience. He looked forward to seeing the impact on Year 3 and Year 4.
 - Mrs L Szewczyk – Early Year skills are being mapped - work is starting at the end of Reception and working backwards. The process will ensure the children are ready for Year 1. It has been an interesting process and facilitated building knowledge in key areas which will be helpful for future observations. Staff members are keen to assess the whole curriculum rather than their individual sections in isolation.
 - Mrs P Miles – Concurred with L Szewczyk and felt the process was going very well and the team were working well together. She felt the work would have a real impact across the school.

The Head Teacher remarked that staff have really taken CPD on board which would help move the School forward.

- The maths hub continues to support the staff in School by facilitating courses. The Early years maths course is attended by three teachers (including the headteacher). The general maths mastery course is attended by the maths lead and AHT(KS1)
- The Greetland English hub initially supported the School with phonics and were able to purchase some phonics reading books. They are now partnering with the School to develop reading further across the whole School. A deep dive into reading will take place in May.

(d) SEND

The Head Teacher reported a significant workload which is being worked through. The workload reflects a backlog of referrals where third-party involvement has been delayed due to Covid. The School are working hard to ensure the right transition for pupils. Supporting parents through this is key.

The report included SEND figures.

(e) Behaviour and Attitudes

- Children's attitudes to learning has been good since returning in March. In early April a Governor visit commented on how the children walked around the School. The School do monitor this and have worked with all staff, including lunchtime staff to articulate the expectations. The safeguarding team when auditing the school also commented on the politeness of the children.
- There have been concerns about some Year 6 pupil's behaviour out of School in a local park. Through Dalton Together the School has managed to engage with Huddersfield Town Foundation and the Youth Offending Team who will work with the cohort as part of transition. The police also popped into class when they visited on a different matter.

(f) Personal Development

- There has been lots going on with the School Council. They spoke about the quality of remote learning on their return to school. Generally, the pupils liked working at home and really like Purple Mash which was purchased with catch up funding.

- Support 2 Recovery asked the pupils to send some elephants into their centre, to create a display which was organised by School Council.
- A teacher is working with the community groups to look at supporting the community work when Rosie Buxton retires. It is hoped the work will continue from local volunteers. The School continue to work closely with the church and community groups, benefitting pupil's families.
- The Chair provided a further update on replacing Ms R Buxton. The Church were hopeful that a further term of 5 years may be provided for this work, however there is a lack of availability for the role. A youth worker to bridge the gap is being considered if a replacement is hard to find. This also linked to the previously reported issue of some Year 6 behaviour in the local park. Previously the church has provided very popular evening sessions for these children. However, as the church membership has aged, this has been increasingly hard to provide. Governors were encouraged to consider any groups or organisations who could utilise the space and provide a self-sustaining service for this group of children.
- Local volunteers are helping to cultivate the garden area so children can use the space to plant flowers and vegetables. A Year 2 child won a Morrison's competition with some gardening items for the School.

(g) Pastoral Information

The Report provided attendance figures for the School, broken down by group.

(h) Safeguarding

- Kirklees carried out a safeguarding audit on Thursday 15th April. Mrs L Szewczyk provided the following update:

- The audit was very thorough and included a walk-around and in depth look at health and safety, CPOMs, premises safety, training, emergency evacuations, behaviour, governor minutes and the head teacher's report etc.
- Feedback was very positive with a couple of minor recommendations such as some policy updates. The majority of actions have already been completed.
- The Audit can be used when Ofsted visit.

Governors congratulated Mrs Szewczyk on her work and a great outcome.

- Full basic staff safeguarding training was carried out at the end of April by Kirklees Council. Another AHT has now completed the full Designated Safeguarding Lead training, totalling 6 fully trained staff at school. This allows staff to support one another and provide informal supervision.
- 2 members of staff completed the latest Prevent training. The AHT has also completed her safer recruitment training.

(i) Premises Update

- The Head Teacher, caretaker and Governor walked around School, looking at potential health and safety issues. Work has been prioritised. The top playground soft crumb needs attention as do the drains in EYFS. Mr A Briggs completed a report on his visit and the Head Teacher confirmed they would keep working together on this.
- There was a near miss recorded in March when a chair was thrown over the balcony into the foyer. This has been raised with Kirklees as the balconies are a real concern. The solution is to fit Perspex on the top of the partitions to stop children climbing or things being thrown.

	<p>Incidents like this are extremely rare but the concern is for some high needs pupils who could harm themselves or others.</p> <ul style="list-style-type: none">• Governors discussed safety issues at pick up and drop off around the School including speeding issues and illegal parking. <p>ACTION: Governors to write to Kirklees to express their concern regarding road safety around the school and to investigate options to improve.</p> <p>(j) <u>Catering Update</u></p> <ul style="list-style-type: none">• A catering audit was carried out by Kirklees in April. The report was good with a couple of recommendations. The kitchen supervisor does great work and looks after the children’s needs. <p>The Chair thanked the Head Teacher for her thorough update.</p>	
73. REPORTS FROM COMMITTEES	<p><u>Finance (Head Teacher)</u></p> <p>All financial documents had been pre-circulated in advance of the meeting.</p> <p>(a) <u>Draft Budget 2021/22</u></p> <ul style="list-style-type: none">• This had been discussed in detail in Minute 72 (a).• The budget is very tight and a lean year is forecast.• Staff Teaching costs are high due to a disproportionately high number of UPS teachers.• As discussed, temporary contracts will not be renewed in all cases.• There will hopefully be some additional Government funding not yet accounted for.	

RESOLVED: That Governors approved the 2021/22 School Budget.

(b) 3 Year Forecast

- When the PAN is increased additional funding will be visible in the budget as numbers increase. The October census informs the funding for the following year. For those starting in September, money is not received until April. The school may be eligible for Growth Funding to bridge this gap of children starting and money received.
- Additional staffing for an increased PAN will commence from the September so although no additional funding would be received until the following year, when this catches up the budget will balance much quicker.
- By 2022/23 the budget will be much stronger as a result of the PAN increases.
- The high proportion of UPS staff could be addressed through encouraging promotions, offering secondments, or recruiting UPS vacancies on lower pay scales. Governors discussed the need to balance experience with costs whilst continuing to offer staff opportunities for development.

Q: Is future-proofing and succession planning in place?

A: Yes, the leadership structure is now in place. The Head Teacher could now consider an income from KLP work. The School could aim to become a leading School in offering School to School support. There are several members of staff capable of stepping into middle leadership especially in Maths and English.

(c) SFVS

RESOLVED: That Governors approved the SFVS.

<p>74. HEAD TEACHER, STAFF AND PUPIL WELLBEING</p>	<p>The Head Teacher had no wellbeing concerns.</p> <p>The Chair reported that Kirklees had circulated a staff wellbeing survey to a few Schools, one of which was Moldgreen. The outcome was positive with no major issues identified.</p> <p>Some new initiatives have been introduced as a result of the feedback such as 'Shout Outs' and mugs with chocolates as a thank you.</p> <p>A follow up meeting with Kirklees and Union reps will take place.</p> <p>Staff have access to wellbeing training and first aid for mental health.</p> <p>A parent workshop is being planned to focus on understanding and recognising child and adult mental health. Another workshop is scheduled for Year 6 parents to provide transition support.</p>	
<p>75. HUB'S</p>	<p>There was nothing further to report.</p>	
<p>76. FINANCIAL MANAGEMENT AND MONITORING, INCLUDING APPROVAL OF THE SCHOOL BUDGET 2021/22</p>	<p>This had been covered in Minute 72 (a) and Minute 73.</p>	
<p>77. SAFEGUARDING</p>	<p>This had been covered in Minute 72 (d), (g) and (h).</p>	
<p>78. GOVERNOR TRAINING AND GOVERNOR VISITS</p>	<p>The following monitoring visits were noted:</p> <ul style="list-style-type: none"> • Mr A Briggs – Health and Safety. • Mr C Shaw – interviewing for the SBM. • Mr A Hancox – Safeguarding and the SCR. 	

	<p>All Governors had completed Prevent and the Safeguarding Basic Awareness training.</p> <p>ACTION: Investigate other Governor training opportunities.</p>	<p>Chair</p>
<p>79. ANY OTHER BUSINESS</p>	<p><u>Attendance Policy</u></p> <p>The Head Teacher explained to Governors that the School used to buy-in to Kirklees attendance monitoring but have now taken this on themselves. The Attendance Policy had recently been reviewed. From March, parents of pupils with attendance of less than 90% (which is classed as persistent absence) will receive a phone call after half term (which will be logged for records). If there are no improvements after a few weeks, this will be followed up again, with home visits if needed. There will also be a new requirement for those with persistent absence to provide medical evidence (such as a doctor's note).</p> <p>Q: Are the reasons for persistent absence usually sickness related? A: We hear a variety of reasons. Generally, only a handful of pupils are classed as persistent absentees. We do have a good relationship with families and just need a focus on attendance.</p> <p>Q: Medical evidence, such as a doctor's note, may be difficult to obtain due to Covid. Are there any alternative evidence suggestions? A: Doctor's appointment text messages will be acceptable.</p> <p>RESOLVED: That Governors approved the reviewed Attendance Policy.</p> <p>ACTION: To approve the RSE Policy at the next Full Governing Body meeting.</p>	<p>Clerking Service/All Governors</p>

80. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meeting of the Full Governing Body be held on Thursday 8 July 2021 at 6:30 pm (Focus on Standards and Effectiveness).</p> <p>It was noted that this would likely be via Zoom.</p>	
81. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School in accordance with the Freedom of Information Act.</p>	

The Chair thanked everyone for attending and the meeting closed at 8:14 pm.