



## Local Governing Body Minutes

### Part 1

<b>Meeting Title:</b>	<b>Local Governing Body Meeting - Virtual Meeting</b>		
<b>Meeting No:</b>	<b>2020/2021/06</b>		
<b>Date:</b>	<b>Thursday 10 June 2021</b>		
<b>Time:</b>	<b>1800 - 1851</b>		
<b>Venue:</b>	<b>Hatch Ride School</b>		
<b>Attendees:</b>	Nick Bill Matt Divall Colin Haley Gemma Hayward Matt Humphrey James Lansley Helen O'Connell Andrew Southgate Jo Sparrowhawk Helen Thompson	Co-Opted Governor Co-Opted Governor Co-Opted Governor Parent Governor  Parent Governor Staff Governor Co-Opted Governor Headteacher Co-Opted Governor	Development Safeguarding  Pupil Premium & GDPR  Wellbeing Business & Assets  Chair of Governors
<b>Invited</b>			
<b>Apologies</b>	Olga Lysolvanova, Neil Fleck and no apologies from Clare Huxtable were received		
<b>Clerk to Meeting</b>	Pat Arthur		

1	<p><b>Welcome and Apologies</b> The Chair welcomed all to the meeting and confirmed apologies had been received from Olga Lysolvanova, Neil Fleck and no apologies from Clare Huxtable.</p> <p>The Chair explained that the LGB meeting was a shortened version and was specifically to approve the School Budget for 2021 -2022 which needed to be sent to the Trust.</p>																		
2	<p><b>Declaration and Conflicts of Interest</b> There were no additional declarations of interest over those already held on the Governor Register of Interests, with the exception that GH husband was now the Co-Chair of the After-School Club, NB was undertaking invigilating for Edgbarrow School and NF whose wife worked in Reception</p>																		
3	<p><b>Approval of Minutes (virtual) 13 May 2021</b> The minutes parts 1 and 2 were approved on GVO by all governors as a true record of the meeting.</p>																		
4	<p><b>Matters Arising from 13 May 2021</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Item no</th> <th style="text-align: center;">Action</th> <th style="text-align: center;">Assigned to</th> <th style="text-align: center;">Outcomes</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</td> <td>Send school vision to ne governors</td> <td>Clerk</td> <td>Complete</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Safeguarding recording to be sent to governors</td> <td>Clerk</td> <td>Complete</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Safeguarding Training to be added to July Agenda</td> <td>Clerk</td> <td>July Agenda</td> </tr> </tbody> </table>			Item no	Action	Assigned to	Outcomes	5	Send school vision to ne governors	Clerk	Complete	7	Safeguarding recording to be sent to governors	Clerk	Complete	7	Safeguarding Training to be added to July Agenda	Clerk	July Agenda
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9	E-Safety Policy – COG to discuss with Trust as to why the onus is on the school	Chair	Ongoing
9	IT Link for GVO polices to be discussed with the school	Clerk/Head/IT	Ongoing
10	Trust impact report to be added to July agenda	Clerk	July Agenda
10	BFC DP information to be sent to GH	Clerk	Complete

GH gave an update on the DP content on Trust Policies which had been outstanding for some time.

GH had met with Phil Marshall the Trust DPO to discuss DP content on some of the Trust policies which was not correct.

GH said they had come up with a plan as there is a few things that need addressing and clarifying, and gaps that need covering, before Phil Marshall can update the policies and they are going to take the opportunity to do a bit of a revamp of them. So, it will be a little while longer before the policies are resent for approval, but we are moving in the right direction.

GH is going to support Phil Marshall as much or as little as he needs, on the policies right now and going forward as well with anything else that she can help with.

The Chair thanked GH for her help.

#### 5 **Approval of Budget for 2021 – 2022**

The Chair asked AS to give an overview of the budget review carried out by B & A committee prior to it being presented to LGB for approval.

AS explained following the concerns expressed over the deficit budget in 2020-2021 several meetings with the Trust, Head and CoG had taken place to look at ways this could be reduced. The Trust did not expect the change to be made in 1-year, but over a 3-year period to produce a balanced budget.

The current position is the expected deficit has been reduced from £19K to £4K.

The school are in a position where there is surplus money to cover this deficit and with the saving of £15 deficit from this year the pot of money is a bonus. The school is in a good shape ahead of where we thought we would be.

The budget for 2021-2022 presented to B & A has been discussed in detail show a deficit of £13K. The expectation is for the school to reduce this to single figures.

The B & A Committee are recommending the Budget to LGB, who will discuss and agreed before sending to the Trust.

NB asked if the 3-year budget projections will be added to GVO. The Clerk confirmed it would.

NB said the current guidance is that schools should not have more that 3% income carried forward. It is not in the interests of the children not to spend the full budget. Based on the predicted budget this would be in the region of £34K.

CH said it is 8% for primary schools and 4% for Secondary schools can carry over.

AS asked the Head to share the details of the new school structure. (Full details and challenge can be found in the B & A Minutes)

The Head explained the rationale behind the structure.

It began in the first year of her headship in 2017, but she was not able to move forward with the changes until now. The school is small and any changes in staff impact the budget, which will need to be funded by having a different structure.

The KS1 and KS2 Middle Management leadership roles have been lost, which has meant the head has had to pick up this work as well as running the school. This situation cannot continue.

A new SENCO has been recruited and will sit on the leadership team but will not be on the leadership pay scale.

The KS1 and KS2 Maths and English leads will be undertaken by more experienced teachers, but these will incur additional monetary gain.

The Deputy Head role will now become a non-teaching role, which will facilitate time to support to the Head and time to work with middle management allowing for staff development leading to greater accountability.

The Head said a lot of the roles were being undertaken without the time being available to do it. Unions suggested that if teachers are not given the TLR, then they should not do it. It is important that middle management is re-instated.

The Chair said last September when pressures were created there was nowhere to go. The Head did not have the support she should have had. People did step up and do what needed to be done, with the new structure in place the management structure is in place.

AS said adding to what the Chair has said, Mrs Hudson who was the SENCO had a lot of experience and the actual contribution she made has helped to make sure the new structure is correct in relation to SEND.

MD said that at the February meeting it was discussed as to whether it would be possible to share a FLO with Oaklands.

The Head said this has not been dismissed and discussions are still taking place as to what work can be shared across the schools.

MD said it is evident and out of diversity it is good to hear the enthusiasm shown in relation to the new structure.

The Chair said everything happens for a reason, Mrs Hudson had so many roles and did these very well. These roles have now been taken on by other given teacher further opportunities for progression.

AS said on behalf of the Business and Assets Committee the best calculation is a deficit of £13.5K, that is not to say that other factors will not influence the budgets such as 1 additional teacher, which may make a difference depending on the salary package. Mr Sales is leaving, and it is not known what this role will look like.

The onus is on the LGB and B & A to monitor the spend and the focus remains on reducing the deficit.

It is now for LGB to approve the budget.

The Head said she has already recruited an ECT and there is a reduction in the salary package. Governors congratulated the Head.

MD asked is there was an impact on the budget due to the additional cleaning due to COVID. The Head said there is a saving of £2400 as hand dryers had been switched on and the school are no longer buying paper towels. The budget does take into account the need to continue with the lunch time cleans.

	<p>MD asked that with surge testing taking place in BFC from next week, would this impact the budget from September.</p> <p>The Head said contingency has been accounted for, if required the school can undertake remote learning and stay in their bubbles. The only additional costs are for cleaning.</p> <p>AS in relation to COVID it is difficult to create a budget as no one knows what will happen.</p> <p>The Chair asked governors to confirm they approved the budget.</p> <p>All governors agreed to the budget as presented.</p> <p style="text-align: right;"><b>Action: CoG to sign the budget and Clerk to forward to the Trust</b></p>
6	<p>July Meeting</p> <p>The Chair explained the July meeting will be discussing governance items prior to September in particular the Roles and Responsibilities for Governors. The Chair asked if governors had any preference to contact her or the clerk.</p>
	<p>The Chair thanked the Head and Deputy for organising the year 6 weekend and wished everyone well.</p>
	<p>Meeting closed @ 1851</p>
	<p>Date of Next meeting to be confirmed</p>