



Markeaton Primary School, Bromley Street, Derby DE22 1HL

**MINUTES
Full Governing Board Meeting**

Thursday 23rd April 2020 at 5.45 pm

Item	Topic	ACTIONS
19/20	<p><u>Present – This was a virtual meeting due to the Coronavirus crisis</u></p> <p>Steph Marshall Power, Chair (SMP), Ian Johnson, Headteacher (IJ), Nicki Jenkins, Vice Chair (NJ), Joanne Fleay (JF), Laura Martin (LM), Louise Wilber, Staff (LW), Matt Ball (MB), Lauren Gascoyne (LG)</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence –</u> None.</p>	
20/20	<p><u>Declaration of Interests</u></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. None declared.</p>	
21/20	<p><u>Review of Membership</u></p> <p>In light of the current situation regarding COVID-19, SMP will no longer be resigning from her role as Co-opted Governor/Chair after the 23rd April FGB. All Governors agreed to this. There is a vacancy for a Co-opted Governor and desirable skills were discussed. IT/Digital skills were highlighted and those regarding GDPR. It was suggested that one of the Parent Governors could become Co-opted and this may be reviewed at a later date. LM happy to do this if required.</p>	
22/20	<p><u>Review of minutes from FGB 27 February 2020</u></p> <p>The minutes had been circulated to Governors prior to this meeting.</p> <p>The minutes were accepted by all Governors as a true record of the meeting. They were signed and dated by the Chair.</p>	Accepted
23/20	<p><u>Matters arising</u></p> <p>05/20 One Governor bio still outstanding. 07/20 LM to invite JH to speak to Governors. 10/20 Risk Assessment (Ladders) still to be reviewed.</p> <p>No further outstanding actions.</p>	NJ LM MB

24/20

Budget Plan

The following documents had been circulated prior to this meeting:

- Final Budget Allocation
- Budget Guidance Notes
- Contracts and Terms 2019-20 (includes DCC Sold Svcs)
- Best Value Statement
- Value for Money Statement

IJ summarised the situation with the Budget. DCC had implemented a new funding formula which meant that there was now more money in the pot. The carry forward figure looked healthy at almost £100,000. SEND funding can be more volatile but this year school had received £150,000. Pupil Premium numbers continue to rise. Growth fund – The LA had given a pot of around £30,000 to cope with growth. School will no longer receive this funding. Staffing is stable at the moment with no-one preparing to leave. The DfE has supported the increase in teacher salaries but IJ not sure what will happen about this after next year. There is some uncertainty regarding Sports Premium. It has been put into the Budget Planner but this funding may be pulled. Touch Screen boards had been bought and installed in all classrooms and this had cost around £11,000. This was a pre-planned spend.

NJ said that the current COVID-19 crisis had actually had a positive impact on the budget but attaching a figure to this could be dangerous at this time. NJ had also run a Benchmarking Report which compared us to other schools with similar cohorts. The figures were for 2018-19 so this had not proved very useful. Our TAs are paid more too and our old Victorian building presents different issues too. NJ to circulate.

IJ continued that the SEND budget plan was introduced to ensure that the money was spent in the right places. JF asked if there was any ongoing funding for 'Bridge the Gap'. IJ said that there was. On behalf of the Governors, SMP thanked SS/NJ/IJ for all of their hard work on the budget.

Governors had already raised questions regarding the final budget via email and IJ had responded to them all:

Q. Budget Guidance Notes. Regarding the funding formula - will we actually get more money?

The simple answer to that is yes. More detailed guidance is available on Governor hub but the increase of just over 4% for age weighted pupil funding and the increase in notional SEND funding has made a significant difference. The notional SEND Funding, for example, has increased by slightly over 30% since 18/19, which is a greater increase than that of the number of SEND children over the same period. The lump sum payment is also up by £14,000.

Q, Notional SEN - It is important for school governing bodies to monitor this budget separately during the financial year 2020/21 to be fully satisfied that funding is prioritised for vulnerable children with special needs. Are we able to be any clearer on how we financially support SEND?

We have been doing this budget plan for three years and I have sent the latest one to NJ. Our deficit is lower than in previous years but still around 50k (staffing vs funding). Although notional funding has increased, per pupil place funding for our VI children is still £4000 less than in previous years and the top up funding (E3) is, on average, lower per pupil.

NJ

Q. E1504 - Food - why down by £3k for following years?

We have committed to certain food contracts next year but once out of these we foresee a small reduction - especially now the numbers are constant at 440. This prediction is based on savings we have made over the last 3 x 12 month periods in certain food purchases. We are also going to try and be more economically friendly so cut out the non reusable plastics which are quite expensive.

Q. F1024 - Bought in Professional Services - Curriculum - £35,885 down to £4,410 following years - what is this for please?

Our contract with YMCA expires at the end of 2021 so we haven't put in a renewal quote as yet.

Q. N5015 to P1006 is not viewable - What's under here please?

It is worth noting though that this could be the last of the sport premium funding - nothing confirmed for future years yet. The figure below is the 5/12ths payment as the funding crosses over two financial years.

-62,855 N5015	I18	Universal Infant FSM Funding	MTH	
-31,233 N7001	I06	Other Government Grants	MTH	
-19,380 N9901	I18	PE Grant - Internal	MTH	
-35,400 P1001	I07	Non-Government Grants	MTH	
0 P1006	I07	Sports England	MTH	

Q. W6020 - SEN income - left blank for following years because not able to predict?

I am cautious mainly because I feel a cut is imminent. That said, our EHCP numbers continue to increase so a figure of approximately 150k would be sensible.

Q: We have not done anything like a staffing review as Governors - obviously Ian has ideas and plans for changes and knows more about staff - I just want to check at what stage and level we are at - do we need to have sight of any planned changes - bit late to do this 'before' the Budget Plan is drawn up obviously - but we've not minuted things like this before, should we acknowledge it?

As part of the annual budget setting process, there is a review of the staffing structure and its affordability. The outcome is considered by the Governing Body and minuted accordingly.

The Governors are involved with the staffing review, which takes place before the Budget Plan is drawn up in February/March by the Headteacher and School Business Manager. Staffing changes are also reported in the Head's Report to Governors.

Q. C1021 Premises. Alarms maintenance - static forecast at £2700. Contracts and terms documents stated period is till Autumn 2019. Have these been reviewed and fixed rates?

Alarms contract fixed to 2022. The revised budget planner shows 3% increase every year outside of any fixed agreement

Q. C1030 Repairs and Maintenance - Schools - £31,809 for 20/21 then drops to less than 20k increasing over the next 3 years. Can you confirm the large expense in the next year?

£11,000 has been spent on a school bell system. New fire door latches are also a one-off spend.

Q. Other items, excluding Water, do not show an annual increase to allow for inflation.

Inflation costs for energy were before the COV-19 crisis. Figures reflect advice from the Finance Officer and are based on a full term closure. If

	<p>school returns to normal before then IJ will amend. There have been savings from Energy £10k, Swimming £500, Office Resources £1,000, Learning Resources £1010, Food £14,000. There have also been losses throughout this crisis: No wraparound, no lettings, extra cleaning.</p> <p>Q. The forecast to 2024/25 shows an increasing loss. I understand this is due to the ability to forecast the income due to the funding mechanisms but surely we cannot assess the financial sustainability on these figures. Although we accept the loss is less likely or not to the extent shown as the true income figures have not been assessed.</p> <p>The forecast may be incorrect if the funding formulas are changed, revoked or the cohort make up changes, but can we forecast numbers based on current trends and funding on current known figures? As the budget stands we're showing a significant issue.</p> <p>Figures for SEND were discussed. Regarding the budget figures, NJ commented that years 1-3 need to look reasonably balanced. IJ said that the numbers of EHCP and SEND children are not going to go down. However, there has been some suggestion that there may be cuts to SEND funding ahead. For this reason IJ has been slightly cautious with the figures.</p> <p>There was discussion amongst the Governors regarding all of these questions and the answers given.</p> <p>All governors present unanimously agreed to accept the Budget.</p> <p>Best Value Statement</p> <p>MB commented that the statements about not wasting time and resources on making savings were inappropriate. Any saving that can be identified is best practice in any industry. He agreed that a disproportionate amount of time should not be spent to save pennies but time and resource should always be encouraged to find savings.</p> <p>This statement to be amended and reviewed at a later date.</p>	
25/20	<p><u>Policies/Documents for Ratification</u></p> <p>SMP asked Governors if they were happy for policies to be signed off digitally if necessary to do so. All Governors agreed to this.</p>	Agreed
26/20	<p><u>Covid 19 Update</u></p> <ul style="list-style-type: none"> - Business critical decisions (e.g. personnel, recruitment) - How the school is continuing to provide care for children (vulnerable/EHCP/key workers), associated risks, issues etc - Any issues arising from how the building is currently being used and remote working for staff - Support being given to parents and carers to help them educate their children at home - Monitor of the wellbeing and welfare of pupils, staff and stakeholders <p>DCC had sent lots of information through this afternoon. The highlighted message was that Governors should ensure that the school is providing a safe environment for the children to be in. Also that the school is continuing to reach out to the most vulnerable children.</p> <p>IJ said that he had been invited to open the school for EHCP, SEND children and children of key workers. IJ said that one family who was considered at the higher level of safeguarding was a concern but the children were now in foster</p>	

care. They are hoping to return to school in the next week. IJ said that the school is contacting around 40 families each week who are considered vulnerable.

SMP asked if there were any issues around staffing. LW said that she has been in school every other week. Staff are missing each other and some are contacting for a chat. The atmosphere in school is good and the video from IJ has helped everyone. Some staff are not in because they have health issues but they have got tasks to work on. IJ stated that different staff need different things. Different relationships/friendships have been formed and no-one is totally alone regarding contact. LW said that the YMCA has been outstanding when providing activities. IJ said that he had also received some lovely emails from parents regarding the learning grids SMP stated that support from school has been very thorough and thanked IJ and the staff for their continued support.

27/20

Safeguarding Audit
Please see the following email communication regarding the Safeguarding Audit:

From: Markeaton Head <Head@markeaton.derby.sch.uk>
Sent: 27 April 2020 14:49
To: Steph Marshall Power <SMarshallPower@markeaton.derby.sch.uk>; Laura Martin <LMartin@markeaton.derby.sch.uk>
Cc: Clerk to Governors, Markeaton Primary School <Clerk@markeaton.derby.sch.uk>
Subject: Safeguarding Audit

Hi Steph and Laura
Please find attached the safeguarding audit for 2020 (not as easy as previous years given the lockdown!). This year I have to send a signed copy (which I have done on your behalf at the end if you are happy) and proof it was discussed at the Governors Meeting (via the minutes). Can we discuss it via this email thread and then it be added to the latest lot of minutes? I am conscious it gets completed but just need to tick this last box for the Local Authority.

Thanks,

Ian Johnson

From: Laura Martin <LMartin@markeaton.derby.sch.uk>
Sent: 29 April 2020 15:02
To: Markeaton Head <Head@markeaton.derby.sch.uk>; Steph Marshall Power <SMarshallPower@markeaton.derby.sch.uk>
Cc: Clerk to Governors, Markeaton Primary School <Clerk@markeaton.derby.sch.uk>
Subject: Re: Safeguarding Audit

Hi all

Apologies for the delay in responding.
My comments with regard to the Safeguarding Audit/for the FGB meeting minutes :

IJ and LM were due to meet to go through the audit together in person however this could not be arranged due to the closure of school - everything in the audit completed by IJ is accurate and comprehensive

LM attended safeguarding governor training on 11.02.20

LM actions from training as follows:

- set date to check training and induction records for staff
- set date to check KCSIE record
- review Prevent training needs (including any requirement for governors - LM has had Prevent training previously but would be interested in a refresh)
- look into requirement/necessity for any governors to complete Safer Recruitment training (LM has previously completed)
- run safeguarding briefing session for all new governors (include review of updated KCSIE, specifically considering references to county lines and up-skirting)
- review if safeguarding training is specifically listed on budget
- ensure all school staff are aware of who the governors are/how to contact the chair/safeguarding governor should they wish to raise any concerns

Hope this all makes sense. Let me know your thoughts.

Cheers Laura

From: Markeaton Head <Head@markeaton.derby.sch.uk>

Sent: Thursday, April 30, 2020 1:47 AM

To: Laura Martin <LMartin@markeaton.derby.sch.uk>; Steph Marshall Power <SMarshallPower@markeaton.derby.sch.uk>

Cc: Clerk to Governors, Markeaton Primary School <Clerk@markeaton.derby.sch.uk>

Subject: Re: Safeguarding Audit

Thanks for your feedback Laura. It is a huge job but we always feel better having done it.

All actions outstanding will go into an action plan for 20-21.

Billie can these emails be added to the minutes?

Best wishes,

Ian Johnson

Headteacher

Markeaton Primary School

28/20	<u>Determination of confidentiality of business</u> No confidential matters identified.	
29/20	<u>Date of next meeting and items to include</u> Curriculum 14 May 2020 at 5.00 pm - Cancelled. Resources 25 June 2020 at 5.00 pm FGB 16 July 2020 at 5.00 pm Full list of 2019-2020 dates on Governorhub.	

The meeting ended at 6.40 pm

Signed _____ Dated _____