



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Full Governing Board Meeting
Thursday 28th April 2022 at 5.30 pm

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
19/22	<p><u>Present</u></p> <p>Laura Martin, Chair (LM), Ian Johnson, Headteacher (IJ), Matt Ball (MB), Lauren Gascoyne (LG), Harsha Ramesh (HR) , Claire Connor (CC), Laura Fox-Lee (LF), Louise Wilber (LW)</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence</u> – None</p>	
20/22	<p><u>Governor Administration</u></p> <p>LA Governor Application Progress LM is collecting references which are required by the local authority. LM to send to BW who will forward to Jayne Hadfield.</p> <p>Duty Governor of The Month Governors had previously discussed reinstating the Duty Governor of the Month role. LM is working on a timetable for this and 2 Governors will be allocated for each month. This will ensure that there will always be one Governor available.</p>	<p>LM/BW</p> <p>LM</p>
21/22	<p><u>Declaration of Pecuniary Interests</u> – For items on this agenda None declared.</p>	
22/22	<p><u>Review of minutes from FGB 17 February 2022</u> The minutes had been circulated to staff 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
23/22	<p><u>Matters arising</u></p> <p>03/22 Linking Governor information to the Twitter feed. LM asked Governors to send a short bio for this.</p> <p>03/22 Skills Audit Training – LG to set up a training session</p> <p>03/22 New Governor Induction. CC and LFL to arrange.</p> <p>There were no further outstanding actions from these minutes.</p>	<p>LM</p> <p>LG CC/LFL</p>

24/22	<p><u>Budget Plan – Circulated Documents</u></p> <p>All of the above documents had previously been circulated via Governorhub. Questions had been raised by Governors and IJ had responded. Governors continued to ask further questions at this meeting. HR asked what the apprentice levy is. IJ said that all local authority schools have to commit to this and it enables them to recruit an apprentice. HR asked if this could be a teaching course. IJ said that it could not. He would like all TAs to have HLTA status but there is not a course to support this either. LM informed the FGB that the Resources Committee had already agreed to the Budget Plan and had signed it off. Were there any further questions? There was some discussion around risk factors with regard to spending. IJ said that if there was a reduction in the number of children then that would be an issue. SEND funding is volatile and staff absences cannot be predicted which would incur costs from supply staff.</p> <p><u>Governors voted unanimously in favour of the Budget Plan</u></p>	Accepted Agreed
25/22	<p><u>Headteacher's Report – Verbal Update</u></p> <p>Nothing discussed.</p>	
26/22	<p><u>Policies/Documents for Ratification – Circulated</u></p> <p>Budget Plan Final Budget Allocation Budget Guidance Notes Contracts Register 2022-23, including Derby City Sold Services Best Value Statement Value for Money Statement</p> <p>Statement of Internal Control (Controls Assurance Statement) (Ian and Laura to sign) Financial Management Competencies – Governors – September 2021 Financial Management Competencies – Staff – March 2022 Financial Management Policy Charging and Remissions Policy – last reviewed April 2022 Lettings Policy Procedure for handing over monies to the person responsible for banking Financial Delegations – Agreed by Governors</p> <p>All of the above documents were unanimously agreed/accepted by Governors.</p>	Agreed
27/22	<p><u>Covid 19 Update</u></p> <p>There continues to be Covid cases in school and guidance is being followed.</p>	
28/22	<p><u>Safeguarding</u></p> <p>IJ said that the safeguarding audit has to be completed before the end of the year.</p>	
29/22	<p><u>Wellbeing and Equality</u></p> <p>Not discussed.</p>	

30/22	<u>What have we achieved from this meeting?</u> Governors have ensured a sustainably financial future.	
31/22	<u>Determination of confidentiality of business</u> None.	
32/22	Dates of next meetings – FGB Meeting 14 July 2022 at 5.30 pm Resources Meeting 30 June 2022 at 5pm via Teams Curriculum Meeting 26 May 2022 at 5.30pm in School <i>All Meeting Dates for 2021-22 on Governorhub</i>	

The meeting ended at 6.05 pm

Signed _____ Dated _____