



THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL

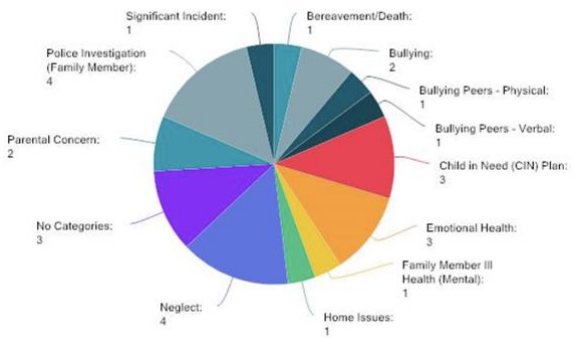
Meeting of:	Local Governing Body		
Date and time:	Monday 31 st January 2022 at 2:00pm (by Teams conference call)		
Governors Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Justine Howard (Vice Chair), Stephen Bennett, Rachel Bryan, Liz Coyne, Patricia Dickie, Josie Bannister		
Others in attendance:	Annie Park (Clerk),		
Apologies	Father Trevor Marshall,		
<u>Quorum</u> :	5	Quorum met:	Yes

Meeting Commenced: - 14:05pm

Item		Action
1.	<p><u>Prayer</u> The meeting opened with a short prayer.</p> <p><u>Welcome, Introductions and Apologies for Absence</u> The Chair welcomed the Governors to the LGB. The chair welcomed Patricia Dickie to the LGB and to their first meeting with the LGB.</p>	
2.	<p><u>Declarations of interest</u> Governors were reminded to declare any interests that became pertinent during the meeting. There were no new declarations from the Governors.</p>	
3.	<p><u>Acceptance of Minutes and Action from December 2021</u> The Governors confirmed the minutes were a true and accurate record. The Minutes were proposed by SB and seconded by JP. Chair to sign the minutes and email to the Headteacher.</p>	JP
4.	<p><u>Matters Arising</u> All Actions were noted at the end of the minutes.</p> <p><u>Management Risk Register</u> The Headteacher explained that the Trust does their own Risk Register for the schools in the Trust as a whole. The Headteacher has spoken to Jo Saunders, and they did not feel the school needed an individual Risk Register. The Chair had brought up at the Chair's Hub that the Trust Risk Register is high level across the Trust, not looking at risks from the schools. The Trust will be going back to the Risk Register and consulting with the schools about any risks that need to be uploaded to the Trust. SB noted that they had sent the Risk Register off to the Trust but had had no reply.</p> <p><u>Father Trevor to attend the Ethos Committee.</u></p>	

	<p>The Headteacher explained that the school was hoping for further clerical support and was also speaking to Rev. Rachel about attending the Ethos Committee. The Chair has also spoken to Father Simon about additional clerical support.</p>	
5.	<p>Leadership & Management – Headteacher’s Report (Written)</p> <p>The Headteacher’s Report was sent to the Governors prior to the meeting. The Headteacher noted there was ethnicity data included but explained the parents had the right not to list an ethnicity and therefore there are 18 boys and 15 girls with no ethnicity data. The school noted they could send out data collection sheets again to see if they could get any more data. The hope is that DCAT will change away from SIMS to a parent interactive system which would allow details to be captured a lot quicker. The school could move over themselves to a new system but need to wait to see what the Trust are doing. It was noted that it was dangerous to assume an ethnicity and therefore there are details missing.</p> <p>Headteacher to put the embedded documents from the report onto GovernorHub.</p> <p>The Governors thanked the Headteacher for the excellent report. Questions were invited from the Governors.</p> <p>Q – Outcomes and targets, the attainment graphs are very useful, how are the school doing towards moving from where the school is now to the target?</p> <p>A – The Headteacher has met with Justin Smith, and Year 3,4,5,6 is where they are expected to be. Some of the year groups will struggle more than others due to pupils joining the school and special needs pupils. COVID is having a massive impact on attainment, there are five Year 6 pupils off today. There are considerable interventions and the national tutoring programme, but the main concern is writing.</p> <p>The Headteacher explained there will be another data drop at the end of half term and another at Easter. The school is judged for Reading, Writing and Maths and the school is graded on individual subjects and the combined score, and the staff have focused on this. The staff are looking at the Writing to look at all the pupils to see the requirements and targets have been set including interventions, early morning support or tutoring.</p> <p>The Headteacher noted that the books were lacking information, in a broad and balanced curriculum. This was due to the tutoring being done in the afternoon, so the children were missing other subjects. Therefore, the tutoring has been moved to the morning. All KS2 will have intervention in the morning and KS1 will have shorter interventions in the afternoon.</p> <p>Q – The percentage of attendance, what is the DCAT average percentage and what is the West Sussex.</p> <p>A – The national average for the autumn term is 91%. There is no data being collected currently.</p> <p>It was noted that the school are expecting the attendance to dramatically drop in the summer term when the parents take their children away on holiday when it is cheaper. It was noted that there was not a blanket approach to the schools in the area. Some schools are happy to authorise holidays which makes our school appear in the wrong.</p> <p>The Governors noted they strongly supported the Headteacher for sticking to the correct policy that all unauthorised absence will be reported.</p> <p>The Governors noted that the school fayre had been very successful and thanked the Friends of the Fayre for their hard work in organizing the fair and making over £3,000 (three thousand pounds). The Governors asked whether there was a wish list for this?</p>	HT

	<p>The Headteacher said they have asked for a poly tunnel and shelving to garden outside. The school also want to complete the decking in the Peace Garden so children can use this all year round.</p> <p>The Governors thanked the school for their hard work on the enrichment programme for all ages as this was very positive. The clubs are very well received.</p> <p>Q – Has there been a big uptake in the clubs?</p> <p>A – Fencing has 15 children, basketball - 15, hockey is very busy, cross country - 10, choir - 31 and the school will be going to the O2. The dance has 12, Writing - 9, Maths Booster - 12 and construction around 24 and netball at lunch has 12.</p>	
6.	<p>Leadership & Management – Staffing</p> <p>There have been no changes since the last meeting.</p> <p>The Headteacher noted there had been extremely high staff sickness absence. From September to present there were 183 days of sickness which has had a financial and physical cost.</p>	
7.	<p>Leadership & Management – Finance</p> <p>The Chair confirmed that the Finance Committee had met this morning and reviewed the school finances and the 5-year forecast.</p> <p>The Committee looked at the reforecast as at the mid-point in in the year including changes for inflation and National Insurance. The Budget will be submitted to DCAT to authorise.</p> <p>The Committee reviewed the Management Accounts and reviewed the spending. The biggest increase was supply. The school employed high level teaching assistants to do first day cover, but some of the sickness has been the HLTA and there has also been extensive sickness so the school has had to pay for supply and for part time staff to do extra. The school has already spent £3800 (three thousand eight hundred pounds) of the £5,000 (five thousand pounds) budget in the first term. This is a considerable increase in supply. The school does not have staff absence insurance as this does not pay out until after a week and most of the sickness is less than a week.</p> <p>The 5-Year forecast figures are as follows:</p> <ul style="list-style-type: none"> • Current Year - £6,126 (Six thousand one hundred and twenty-six pounds) surplus • Year 2 – £10,012 (ten thousand and twelve pounds) surplus • Year 3 – £16,480 (sixteen thousand four hundred and eighty pounds) surplus • Year 4 – £5,770 (five thousand seven hundred and seventy pounds) surplus • Year 5 – £-5693 (five thousand six hundred and ninety-three pounds) deficit <p>The Governors noted that the original reforecast at the Finance Committee this morning took the 4% staff increase forward every year. After the meeting the Bursar noted that this seemed incorrect and looked through the spreadsheet and found the incorrect coding, this has now been corrected to 2% and this gives the revised figures.</p> <p>The Chair explained that the Budget was compiled on 205 pupils and currently the school has 210 pupils. The expectation is the school will have 210 pupils going forward but are being conservative with the numbers.</p>	

	<p>The Finance Committee explained that there was a new Chief Financial Officer for the Trust and therefore a new form for the Management Accounts. There have been a number of premises works being completed, which has meant a slight overspend but this is meaning the building is in better condition.</p> <p>The Finance Committee reviewed the carry forward such as Sports Premium and Pupil Premium and there is now a spreadsheet to monitor this in detail and there are plans to spend some of the carry forward. The Committee noted the funding was not spent due to the pupils not being in school during the pandemic.</p>	
8.	<p>Leadership & Management – Safeguarding</p> <p>The Safeguarding Report was sent to the Governors prior to the meeting. The Headteacher took the Governors through the Pie Chart and questions were invited from the Governors.</p>  <p>Q – Is there sufficient information in the report to pull into the safeguarding report? A – Yes, and there are still Police investigations ongoing.</p> <p>The school has been on a Waiting List for the Princess Diana Trust which is an antibullying trust. The school has been on the waiting list for 18 months. There are now 24 children who will be antibullying ambassadors. They will be campaigning for different things, such as using the ARC as a relaxation area at lunchtime.</p> <p>Physical restraint training, has been undertaken. The Headteacher, and four other staff have done a four-hour online training course in positive handling (restraint). JS has managed to secure dates for the spring and summer term for the Team Teach training and staff will be sent on this.</p>	
9	<p>Leadership & Management – Premises and Health & Safety</p> <ul style="list-style-type: none"> • The fencing is going along the raised bank of the field. This is being done currently. This means the pupils can no longer climb the bank. There is also a patch of fencing for the front following the tree works that removed a large tree and left a gap. • Year 1 and 2 new flooring has been completed. There is funding set aside for Year 3 and 4. The company are low on staff due to COVID. The invoice will be done early as this needs to be in before the 31st March and the hope is that the Easter Holidays will see new flooring for Years 3, 4, 5 and 6 • The Fire Alarm panel has been upgraded. • The 5-year electrical plan has taken place over Christmas and there is £800 (eight hundred pounds) of work due. DCAT will be covering the £800 (eight hundred pounds) of work. • Water inspection has been carried out and there is a list of actions following this that is RAG rated. • The fire safety inspection has taken place with the Trust Estate Lead last Friday and there are actions following this which are in the process of being completed. 	

	<ul style="list-style-type: none"> H&S is using Exact training. The Headteacher has finished their training and the site manager is working through their list of training to ensure this is all compliant. It was noted that the outside play equipment was starting to rot. The Finance Committee have authorised spending for the running track to be upgraded to stop it sinking and new composite play equipment. The H&S monitoring visit will be taking place before the next LGB. 	
10. 10.1 10.2	<p>Governance</p> <p>Governors Ofsted Preparation</p> <p>The Chair noted that a small team of Governors would meet the Ofsted inspectors when the Inspection comes in. The Chair will be there, SB will be there and JH if they can be there with work commitments. The Governors have prepared their folder ready for the inspectors and this will be reviewed by SB and JH.</p> <p>The Chair has undergone Ofsted training with two previous inspectors which had been very informative and positive.</p> <p>Governor Spring Term Monitoring</p> <ul style="list-style-type: none"> Safeguarding – completed SCR – completed H&S – taking place in next few weeks <p>Governors were reminded to do subject monitoring shortly.</p> <p><i>LC joined the meeting at 15:15pm</i></p>	
11 11.1 11.2	<p>Policies for Review</p> <p>Equality & Diversity Policy – All Governors agreed the Policy.</p> <p>Charging and Remissions Policy - The Headteacher noted that following a review of the finances there has been a significant deficit for school trips. Currently the school is £1000 (one thousand pounds) in debt for parents not paying for trips. The school can request this money, but parents often do not pay. The class budgets have been removed and the SLT have re-evaluated trips as some are £2 (two pounds) and parents do not think it is necessary to pay and the school will cover it, the school cannot.</p> <p>The proposal is that the school charge for the trips for the year, for example £30 (thirty pounds) for the year. The SLT have noted that if the money does not come in then the trips will have to be cancelled. The school have made a £500 (five hundred pounds) loss for swimming. It is a lot of staff time to chase all the parents who have not paid.</p> <p>Q – Is some of the wording for these events optional for parents to contribute?</p> <p>A – Yes, the school have to ask for a voluntary contribution as cannot charge parents legally, but the school have to be clear that the trip will have to be cancelled if this is not paid. The school is also having to subsidise Forest School now as the costs have gone up.</p> <p>A Governor noted that the Headteacher’s idea to have the parents pay for the year, a sensible annual amount, was a very positive way forward and this would be clearer for parents.</p> <p>Q – Are there subsidies already in place for people?</p> <p>A – Yes, this is already in place.</p> <p>Q – Is there any opportunity to take funding from Friends of the March fund to subsidise trips?</p>	

	<p>A – Not sure if this is possible. We will have a look to see what there that is possible. The Headteacher noted that PTA money was meant to be for bigger items.</p> <p>The Governors discussed if the Class Reps could inform the parents of the concern and try and reduce the deficit.</p> <p>The Chair noted that there were two different discussions - whether to update the policy so there is an annual payment, and the Headteacher will have to ensure that staff give all details for trips for the year, and this will have to go to parent consultation. The second discussion is if there is a shortfall on a class how is this resolved, such as cancelling or a different way.</p> <p>The school will be very firm about cancelling if there was not the funding as this tended to have a good response. The School will survey parents about the change to the policy</p> <p>The Governors suggested a fund to support trips, such as holding a bake sale. The Governors noted that the 'icing on the cake' items were historically used from PTA funds, but suggested that a percentage of money raised went to supporting trips which were smaller 'icing on the cake'. PD to speak to the PTA regarding this.</p>	
11.3	<p>Admissions Arrangements – the consultation period has finished. Two comments were made, one positive, and the second was around school expansions and whether there was enough car parking, which was not part of the policy. The Chair explained that the policy agreed the numbers for each class</p> <p>The Governors agreed the Admissions Arrangements for 2023.</p>	
12	<p>Any other business</p> <ul style="list-style-type: none"> Ethos Committee <p>The date of the next Ethos Committee will be 8:30am on the 11th February.</p>	
	<p>Date of next meeting – Monday 7th March at 2pm – In Person in the Intervention Room</p> <p>The Meeting moved to Confidential Minutes.</p>	

The meeting closed at 15:26pm

Summary of Agreed Actions:

No	Action	By	Status
3	Chair to sign the minutes and email to the Headteacher.		
5	Headteacher to put the embedded documents from the report onto GovernorHub.		
11.2	The school will be very firm about cancelling if there was not the funding as this tended to have a good response. The School will survey parents about the change to the policy		
11.2	PD to speak to the PTA regarding this.		

Signed John Proctor
Chair

Date 7/3/22