



Full Governing Board Meeting

MINUTES

Tuesday 21st November 2023

7.00pm in person at the school

Membership:		Present	Apologies received	Absence approved
Greg Foreman	Parent Governor/Trustee	✓		
Akin Osofisan	Co-opted Governor/Member	✓		
Nadia Manzoor	Co-opted Governor	✓		
Hannah Milne	Co-opted Governor/Trustee	✓ <i>(via Teams)</i>		
Philippa Moore	Headteacher Governor	✓		
Chloe Myers	Staff Governor	✓		
Lesley Stevens	Co-opted Governor/Trustee	✓		
Sarah Turner	Chair of Governors/Co-opted Governor/Trustee	✓ <i>(withdrew from 8-9pm)</i>		
Also in Attendance:				
Deborah Mills	Associate Governor/School Business Leader	✓		
Sarah Wood	Deputy Headteacher/Associate Governor	✓		
Suzanne Goldsmith	Director at Price Bailey	✓ <i>(until 7.30pm)</i>		
Sarah Lilly	HFL Clerk	✓		

Item	Action
<p>1. Apologies for absence No apologies were received as all governors present.</p>	
<p>2. Conflict of Interest To declare any conflict of interest to items on the agenda: ST reported that she had been appointed as a Trustee of the Ivy Learning Trust (ILT) and would not be participating in the MAT discussion item. She reported that she had also just been appointed as Chair of the Governing Board at Martinswood School (part of the ILT) which was in special measures.</p> <p><i>Q: Now that you are a Trustee of the ILT, how will the GB manage this potential conflict of interest? A: I will not take in the MAT discussions nor vote on the proposal.</i></p> <p>Governors noted that the meeting was quorate.</p>	

Signature of Chair:Date:

3.	<p>To receive notification of any other urgent business None notified.</p>	
4.	<p>Annual Accounts for 2022-23 – Report from Price Bailey</p> <p>SG reported on the draft Trustees Report with Financial Statements and the Management Letter, and governors had reviewed these in advance of the meeting.</p> <p>SG commenced reviewing the Management Letter, reminding governors that this summarised the outcomes of the audit process and needed to be uploaded to the ESFA website by 31st December 2023, along with the signed financial statements. She noted that the letter reported on the accounts ending 31st August 2023.</p> <p>SG highlighted the modified audit report, and acknowledged that it was likely that the school would move into a MAT (the Ivy Learning Trust or ILT). She explained that if this move was ratified before the accounts and report were finalised, then reference to any long term going concerns as a SAT would be void as the SAT would move into a different Trust. She reminded governors that Windhill21 would cease to exist, and thus a modified report would need to be submitted.</p> <p>SG summarised that there were no issues on regularity and no significant issues on testing. She noted that the next section of the report covered the audit approach and the significant risks that were reviewed. With regard to revenue recognition, she confirmed that the income had been entered for the correct period in the accounts. With regard to management override, she explained that the auditors checked journals posted which could evidence potential bypass and override and there no issues.</p> <p>SG then reminded governors that all Related Party Transactions needed to be fully disclosed, and she thanked governors for their provision of RTP forms, confirming there were no findings.</p> <p>On fund allocation, she noted that the auditors checked that money allocated for a particular purpose had been used for that purpose, such as the GAG funding. She explained that auditors conducted testing to ensure the entire spend was made for the purposes intended. She confirmed there were no findings.</p> <p>On staffing and salary costs, SG noted that this was the highest category of cost borne by the Academy, and that significant tests had been conducted in this area. She explained that auditors had checked payroll deductions, alignment of pay with contracts, and that they had physically verified that a sample of employees on the payroll actually existed. She confirmed there were no findings.</p> <p>SG noted that, on page 6, there were accounting estimates from the local government pension scheme, which was now showing a small surplus, and that this was entered as a nil value on the balance sheet. Regarding the design and implementation of controls, SG confirmed that this had not resulted in any misstatements in the financial reports.</p> <p>On page 7, SG reported that there was a summary of expenditure for the year, and that the Academy would end the year with £4.2M of reserves, with unrestricted funds commencing the year at £496K and ending the year at £531K. On the restricted funds, SG reported that the GAG had amounted to £3.2M, and that a carry forward of £60K was noted. She confirmed that this was a strong position for the Academy at the end of the year.</p>	

	<p>On page 8, SG reminded governors that this showed how the £4.2M of reserves was held, such as £3.5M in fixed assets (for example the buildings and content), with other funds held in £740K cash at year end. She highlighted that £115K was owed to the school, with £206K owed by the school.</p> <p>SG reported that there had been no significant tabled amendments made to balance on audit, with minor adjustments for auditors costs (£12K) as well as an adjustment for the Local Government Pension Scheme (which was usually available late and had been added by Price Bailey).</p> <p>SG explained that, when a test failed during the audit, this was reported in the Management Letter, with a rating between 1 and 4, with 1 being the most important and 4 being observations or recommendations.</p> <p>On page 11, SG noted that a point raised in the previous year's report on RTP transactions was now complete and there were no findings in this area this year. She noted that on page 12 there was a note about a concern on the Debtor's Report for the previous year, and confirmed that there were no concerns flagged this year. She explained there were no missing staff claim forms this year.</p> <p>SG reported that there were no priority 1, 2 or 4 action points in this year's report, and that the priority 3 point included housekeeping points to ensure that there were no material misstatements. These included a recommendation that repairs and maintenance should ensure that items are correctly classified as fixed assets (for example the cost of tables and chairs of £2K). She noted a further recommendation that there had been a slight error in posting to the disposals account amounting to less than £1K, which was minor and not material. Another recommendation highlighted was that accounting estimate should include depreciation so that there was more consideration for the useful economic life of the assets and the appropriateness of the depreciation policy for those assets. She questioned whether the depreciation policy was too aggressive, and that the school might wish to extend the depreciation period as it appeared that assets that were fully depreciated were still being used. She noted that the depreciation policy was based on a model policy.</p> <p>SG noted that this concluded the review of the management letter, and governors thanked DM and her team for their extensive work throughout the year and for contributing to such a positive report.</p> <p>DM asked SG if some items in the report could be tweaked, and SG explained the Price Bailey had ensured that the statutory content was included and that governors could adjust the wording, but not delete sections. SG also noted that the Going Concern Policy might be affected by the outcome of the Governing Board meeting that day and therefore the final wording might require adjustment. ST reported that any MAT decision made would require review by the ILT Board and then undergo review by the Regional Director and the DfE. SG suggested that a form of wording could be used to the effect that the school was actively pursuing links and was in discussion with another Trust, and that this could be developed further in the new year.</p> <p>ACTION: DM and PM to review wording of the Management Letter with Price Bailey. DATE: By 21st December 2023</p> <p>Governors thanked SG for attending the meeting and for her report. SG left the meeting 7.30pm</p>	DM, PM
5.	Finance Update	

	<p>a) <i>Resources Committee update</i></p> <p>Staffing Update - See Confidential Part 2A minute</p> <p>HM and GF presented the Pay Policy to the Board (noting that a statement regarding interim posts had been included) and this was approved.</p> <p>b) <i>Pay Committee update</i></p> <p>HM reported that the pay awards had been agreed.</p> <p>Q: Has staff absence been included on the Risk Register? A: We will include this and add an event on the log of the Risk Register.</p> <p>ACTION: DM to log Staff Absence on Risk Register log. DATE: By 21st December 2023</p> <p>c) <i>Update regarding use of reserves</i></p> <p>GF reported that the Resources Committee had discussed the list of projects to be funded by the £250K fund and that all were ongoing or planned with funding ring-fenced.</p>	DM
6.	<p>Minutes</p> <p>Governors received and approved the minutes of the FGB meeting held on 4th July 2023 (Parts 1 and 2), and the Chair signed these for filing at the school.</p>	
7.	<p>Matters Arising</p> <p>ACTION: Governors to complete training courses and inform DM. DATE: Ongoing – CARRIED FORWARD</p> <p>DM emphasised that completion of Safeguarding and Prevent training was urgent and that governors would also be required to complete Cybersecurity and GDPR training imminently.</p> <p>ACTION: ST to lead FGB meeting on Ofsted preparation. DATE: Autumn term 2023 – CARRIED FORWARD - COMPLETE</p> <p>ACTION: All governors to complete visit and report. DATE: By 28th June 2023 – CARRIED FORWARD</p> <p>ACTION: Governors to write up notes from the evening Learning Walk around the school on 20th March. DATE: Ongoing – CARRIED FORWARD - CLOSED</p> <p><u>Part 2 Action- May</u> ACTION: ST to arrange review of secondment progress and situation. DATE: <u>December</u> 2023 - CLOSED</p> <p>ACTION: DM to circulate SEND and Alternative Provision guidance to governors. DATE: By July 2023 – CARRIED FORWARD</p> <p>ACTION: DM to contact Mr Osofisan to begin the process of safeguarding clearances. DATE: By 21st July 2023 - COMPLETE</p> <p>ACTION: DM to contact unsuccessful candidate. DATE: By 21st July 2023 - COMPLETE</p>	<p>ALL</p> <p>ALL</p> <p>DM</p>

	<p>ACTION: DM to explore with NH and Abby Westell regarding becoming Members. DATE: By 31st July 2023 - CLOSED</p> <p>ACTION: ST to bring ratification of Members to Governing Board meeting. DATE: 21st November 2023 – CLOSED – ST reported that governors would continue to hold the dual roles of Member and Trustee until the future of the school was decided.</p> <p>ACTION: DM to prepare October Annual Report for Members. DATE: September 2023 - COMPLETE</p> <p>ACTION: Governors to confirm in writing their Related Party Transactions interests to DM. DATE: By August 2023 - COMPLETE</p> <p>ACTION: Governors to review the quotes for the immersion room project and inform DM of their decision. DATE: By August 2023 – COMPLETE – discussed at Summer term Resources Committee meeting</p> <p>ACTION: Governors to review updated SEND policy online. DATE: By 12th July 2023 - COMPLETE</p>	
8.	<p>Trust Board Membership and Governor Matters</p> <p><i>a) Current membership</i></p> <p><i>Ratification of Reappointment of Lesley Stevens as a Co-opted Governor</i> DM reported that this had been agreed online with governors.</p> <p>ST confirmed that a <i>Parent Governor election</i> would be held in January.</p> <p><i>b) Training Update</i></p> <ul style="list-style-type: none"> - Safeguarding – governors were reminded to check the status of this training - Prevent – governors were reminded to check the status of this training - <i>Cyber security - on hold pending MAT process</i> - <i>Online safety - on hold pending MAT process</i> - <i>GDPR - on hold pending MAT process</i> <p><i>c) Governor monitoring visit updates</i></p> <p>GF reported that he had conducted an SEND/Inclusion monitoring visit meeting with the SENCo and Rebecca Collins. He explained that there was an ungraded process for monitoring well-being and that the Action Plan was now available. He explained that the SENCo was being supported by a fellow SENCo from another local setting. PM confirmed that she had sent a list of Ofsted questions and focus areas to GF for reference.</p> <p>LS reported that she had visited to monitor Early Reading, and had reviewed the school's practice with reference to the government's statutory assessment. She had discussed internal data with staff. CM reported that the school had received a consultant's visit that week which had been very positive about the practice and data compared with other settings. LS explained that the consultant focussed on supporting those pupils who had not progressed in 6 weeks but reported that there were now fewer pupils at the lower end of the attainment</p>	

	<p>bracket. She had also discussed with staff about those pupils who had failed to pass the phonics screening test, as well as the provision for the lower 20% of pupils in KS2.</p> <p>PM reported that the school had changed its practice the previous year and had amalgamated Reception and Year 1 classes, and that the benefits were now evident. She reported that the Y1 pupils were achieving more highly and were where staff would expect them to be at this stage of the year. LS reported that she had reviewed KS2 Reading tests, and noted that the lower prior attainment group (who were not necessarily PGG pupils) had made the most significant progress.</p> <p>ST reported on the Safeguarding Audit that she had conducted focussing on compliance, and that she had completed the check sheet with no issues identified.</p> <p>ACTION: ST to visit the school before end of term to monitor the culture of safeguarding with pupils are staff. DATE: By 21st December 2023</p> <p>In addition ST explained that she would review CPOMS and would question SW and staff on how data was entered and how cases were closed.</p> <p>ACTION: ST and SW to arrange CPOMS monitoring date. DATE: Ongoing</p> <p>HM reported that arrangements for her PPG provision monitoring visit was in progress.</p> <p><i>d) Ofsted preparation</i> ST stated that the governor visits were sufficient Ofsted preparation.</p> <p><i>e) Secondment update (July FGB action) – CLOSED</i> PM reported that, when she was not on the school site, she was confident in the Interim Headteacher and Deputy Headteacher who were running the school. From her personal point of view, she explained that she was fulfilling an operational role at Windhill, and a strategic role at the Ivy Learning Trust. She explained that the secondment was working well and that staff at Windhill had stepped up to more senior interim leadership positions.</p> <p>CM and SW agreed that it had been positive to step up to more senior roles and that it had been helpful to have CM available out of class to provide additional leadership capacity, with the same type of vision as previously. She reported that meetings were taking place regularly with CM, SW, PM and DM, and PM agreed that time was being used efficiently.</p>	<p>ST</p> <p>ST, SW</p>
<p>9.</p>	<p>MAT Update</p> <p style="text-align: right;">ST left the meeting at 8pm</p> <p><i>See Confidential Part 2B minute</i></p> <p style="text-align: right;">ST rejoined the meeting at 9pm</p>	
<p>10.</p>	<p>Headteacher's Report</p> <p>PM presented her Headteacher's Report, and noted that no questions had been received in advance of the meeting.</p> <p>PM reported that staff had been focussing on the Disadvantaged learners priority and reviewing the EEF research. She noted that they had also been reviewing a</p>	

	<p>structured model for PPG provision and progress and also auditing PPG pupils and the overlap with other needs. She explained that she school needed to be more robustly analytical, and staff were exploring whether systems for provision could be streamlined, which could include CPD and analysis of what support staff required. She explained that she was ensuring that practice was refined in line with priorities.</p> <p>SW reported that she was very proud of the ASP and IDSR, as the impressive results were above the national average, noting that Writing outcomes were moderated. She explained that it was beneficial to have a County Moderator working at the school.</p> <p><i>Q: How many PPG pupils were on roll in Y6 last year? A: We would estimate 10.</i></p> <p>PM then reported on the visit of the SEA, and explained that a second visit would take place in 2 weeks' time. ST reported that she had attended SEA monitoring in another setting and had seen the process.</p> <p><i>Q: Can governors be involved in an SEA visit? A: Yes, this upcoming visit is on Personal Development on 4th December.</i></p> <p>ACTION: Governors to attend SEA review. DATE: 4th December 2023</p> <p>Governors thanked PM and her staff for her comprehensive report.</p> <p>ACTION: Governors to send questions on Headteacher's Report to PM and SW. DATE: Ongoing</p>	<p>ALL</p> <p>ALL</p>
11.	<p>Safeguarding Update</p> <p><i>See Headteacher's Report and Item 8 c) for updates.</i></p>	
12.	<p>Parental Complaint</p> <p>ST reported that the Appeal Panel regarding the parent issue had met and that the ban had been upheld. She reported that it had been suggested that the parent be permitted to return to the site after the October half term. SW reported that she had sought advice from the Panel and that the first week had been uneventful, but the next week had proved challenging as there were parent groups in conflict, which had since calmed. She explained that the SLT had reflected on the access to the school site and had put a proportional response to the issue in place. Governors thanked SW for dealing with a difficult issue.</p>	
13.	<p>Policies and documents</p> <p>The following policies were approved:</p> <ul style="list-style-type: none"> a) Pay Policy (recommended from Resources Committee) - approved b) Terms of Reference for FGB and Resources Committee – no change until MAT transfer resolved. c) Accessibility Statement and Plan (previously approved as Chair's Action) d) Governors' Code of Conduct – to be reviewed online e) Child Protection and Safeguarding Policy - to be reviewed online f) Children Looked After Policy - to be reviewed online 	

	<p>g) Relationships Education, Relationships and Sex Education (RSE) and Health Education Policy - to be reviewed online</p> <p><i>Q: Is the school required to consult with parents again regarding the update to the RSE Policy? A: We will check this.</i></p> <p>ACTION: PM and ST to check if parental consultation on the revised RSE Policy was required.</p> <p>DATE: December 2023</p> <p>ACTION: Governors to review four documents as listed online.</p> <p>DATE: By 7th December 2023</p>	<p>PM, ST</p> <p>ALL</p>
14.	<p>Any other urgent business</p> <p>Governors raised the issue that there was only one Parent Governor on the Board currently and ST noted that this role would be advertised in January.</p> <p>ACTION: DM to run Parent Governor election process.</p> <p>DATE: January 2024</p>	DM
15.	<p>Meeting dates for 2023/24</p> <p>Governors noted the meeting dates.</p> <p><i>Resources Committee (7pm start in person with Clerk via Teams)</i></p> <p>14th February 2024 16th April 2024 25th June 2024</p> <p><i>Full Governing Board (7pm start in person)</i></p> <p>20th March 2024 2nd July 2024</p> <p><i>Governor Day – 26th June 2024</i></p>	
	<p>Items for future meetings/agendas.</p>	
	<p>Items discussed at the meeting should remain confidential:</p> <p>It was agreed Items 5 (Staffing) and 9 should remain confidential.</p> <p>The meeting closed at 9.15pm.</p>	

Action List from November Board meeting

ACTION ITEM	Resp
ACTION: DM and PM to review wording of the Management Letter with Price Bailey. DATE: By 21 st December 2023	DM, PM
ACTION: DM to log Staff Absence on Risk Register log. DATE: By 21 st December 2023	DM
ACTION: Governors to complete training courses and inform DM. DATE: Ongoing – CARRIED FORWARD	ALL
ACTION: All governors to complete visit and report. DATE: By 28 th June 2023 – CARRIED FORWARD	ALL
ACTION: DM to circulate SEND and Alternative Provision guidance to governors. DATE: By July 2023 – CARRIED FORWARD	DM
ACTION: ST to visit the school before end of term to monitor the culture of safeguarding with pupils and staff. DATE: By 21 st December 2023	ST
ACTION: ST and SW to arrange CPOMS monitoring date. DATE: Ongoing	ST, SW
ACTION: Governors to attend SEA review. DATE: 4 th December 2023	ALL
ACTION: Governors to send questions on Headteacher's Report to PM and SW. DATE: Ongoing	ALL
ACTION: PM and ST to check if parental consultation on the revised RSE Policy was required. DATE: December 2023	PM, ST
ACTION: Governors to review four documents as listed online. DATE: By 7 th December 2023	ALL
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