



Full Governing Board Meeting

MINUTES

Thursday 1st December 2022 in person
7.00pm

Present:

Sotorios Adamopoulos (SA)	Parent Governor/Trustee
Sarah Turner (ST)	Chair of Governors
Naomi Holloway (NH)	Vice Chair of Governors/
Deborah Mills (DM)	Associate Governor/School Business Leader
Hannah Milne (HM)	Co-opted Governor/Trustee
Philippa Moore (PM)	Headteacher
Sam Mountford (SM)	Co-opted Governor/Member
Chloe Myers (CM)	Staff Governor/Trustee
Lesley Stevens (LS)	Co-opted Governor/Trustee
Sarah Wood (SW)	Deputy Headteacher/Associate Governor

In attendance

Anne Hummersone (AH)	Clerk
Tom Meeks (TM) via Teams	

		19.04
Part A		
1	<p>Attendance: To receive apologies for absence and to approve any absences.</p> <p>Apologies for absence were received and approved from Greg Foreman, Karen Poole & Abby Westell</p>	Chair
2	<p>Conflict of Interest:</p> <p>No conflicts were declared.</p>	Chair
3	<p>Annual Accounts for 2021/22: To receive and approve the post audit report from Tom Meeks, Price Bailey LLP (via Teams), including:</p> <p>The Audit Manager, Tom Meeks joined via Teams.</p> <p>a) Trustees' Report and Financial Statements for year ending 31/8/2022 (Trustees Report available on Governor Hub)</p> <p>TM spoke to two docs from Price Bailey. The highlights were confirmed as the Trustee report and Governance.</p> <p>TM noted that the Accounts are available to the public.</p>	

TM explained the summary of income & expenditure – most of the income is in restricted funds. The General Annual Grant is the largest income which is restricted to teaching.

There are other grants ie for teaching pupils with healthcare needs.

TM confirmed that a small amount of £47K was left unspent.

The carry forward funds are the unrestricted £496K plus £47K.

These funds can be used for school improvement projects.

TM also mentioned that they will be absorbed by rising energy costs and any unfunded pay increases.

TM confirmed that the Accounts are in a “healthy position”

The Fixed Asset Fund has a £3.6m carry forward which consists of buildings/ amenities etc.

The Pension Reserve which is calculated by the Actuary has moved from £1.5m to £194K this year due to high inflation. TM noted that this is only an estimate.

This reserve meets the legal obligations to service the Pension liability.

TM noted that the most interesting asset is the £496K unrestricted fund – which is cash in the bank.

SM asked “**How does this compare to other schools**”. TM confirmed that the situation is “healthy”.

PM questioned “**could it be clawed back?**” TM confirmed that no and that it is good to make sure the Board have a plan even if not going to imminently execute in case they are asked about the amount of public money being held.

ST questioned whether reserves can be held in case of an emergency to pay salaries. TM agreed and noted that it’s better to have reasons to hold on to some reserves.

DM has looked at the three year forecast. The £500K reserve is forecast to be less.

TM reminded the Board that they will need a forecast of rising energy costs. DM did a revised forecast mid Oct and will pass to TM

Action: DM to pass revised forecast to TM

Adjusted items column shows non revenue funds such as assets/ pension fund.. DM – has tidied up the asset register.

Action: DM – to liaise with TM reference Gov loan query

b) [Trustees’ Report](#) and Financial Statements for year ending 31/8/2022 (Trustees Report available on Governor Hub)

c) Management Letter to Trustees 2022
DM has clarified a few items since receiving the letter.

Points raised last year:

- One trustee had not updated the register of business interests.
- Aged debtors report and the impact of the limitations of the school system. The reports needs to be run at year end in school system.
- Catering Income – controls that were not being followed have been rectified.

	<ul style="list-style-type: none"> - Fixed Asset register has been redrafted. Resolved - Goods receipt notices – no issues this year - Some VAT not claimed from HMRCE last year – no issues this year. <p>TM spoke of the following priorities in the report:</p> <ul style="list-style-type: none"> - Priority 1 - Disclosure of interest requests. To identify close family members of Trustees/ members PM – “Has someone not completed the form required?” TM confirmed it was a few points relating to the declaration of close family members. ST confirmed that it will be a further discussion. - Priority 2 – Aged Debtors – cannot be produced retrospectively at a given date. Trustees have reviewed and decided not to change to another system. <p>TM also mentioned some staff expenses where there were some incomplete claims. DM has the details.</p> <p>TM confirmed that there is no Priority 3 or 4.</p> <p>Emerging Issues are available at the back of the report. No questions were put forward by the Governors. ST thanked DM and TM for their hard work and time.</p> <p>TM left the meeting.</p>	
4	<p>To receive notification of any other urgent business.</p> <p>NH picked up on an exclusion panel around SEN DM mentioned a new complaint</p>	
5	<p>Minutes: To receive and approve the minutes of the FGB meeting held on 27th September 2022 (available on Governor Hub)</p> <p>The minutes were approved.</p> <p>Follow up items:</p> <p>ST – Membership of Governing body. TA recruitment – this was confirmed to not really be an action. ST asked if there had been more success. Apprentices have been looked at. Also been mentioned in the Newsletter. PM confirmed that a Nursery TA has just been appointed. ST confirmed recruitment and support staff is an issue for many schools. SM asked if there is anything in the Board’s power to address to help recruit TAs? PM confirmed that it is not just TAs. Other areas of recruitment struggle too. Could be the impact of Brexit? NH “What is the probation period for nursery role” – 6 months was confirmed. NH requested that a close eye be kept on the probation. “Can we offer more competitive pay?” ST replied that it would have to be a recruitment retention bonus. PM also mentioned that it is difficult as projecting £100K deficit next year. NH proposed offering an end of year bonus if the TA has remained.</p>	All

	<p>RJ wondered whether existing TAs should be asked? NH's concern is that Teachers who do not have good supportive TAs could be lost. PM confirmed that the school is very well resourced for TAs compared to other schools. ST finished the discussion adding that TAs are high on the agenda as part of SIP.</p> <p>Action: Next FGB – discuss TA recruitment</p> <p>Governors are invited to attend the next Parent Network Meeting – PM has confirmed that this is fine.</p> <p>Action: DM to circulate the date of the next meeting.</p>	
6	<p>Matters Arising: To consider matters arising and actions following above minutes not covered elsewhere on this agenda.</p> <p>None were mentioned.</p>	All
7	<p>a) Trust Board Membership:</p> <ul style="list-style-type: none"> To acknowledge the resignations received from Karen Poole and Abby Westell. <p>AW – explained reasons for resignation. ST did not wish to share with the Board as did not have AW's permission.</p> <ul style="list-style-type: none"> To discuss arrangements to appoint new trustees to the Board. <p>There has been one application to join the Board. The applicant is a Governor at Richard Whittington DM confirmed an Accountant was interested but has taken on another position elsewhere. There is a need for new Governors as there are three vacancies.</p> <p>Action: ST & PM to meet with Applicant and find out if she intends to sit on both Boards.</p> <p>HM mentioned that there could be conflicts on the MAT agenda with the prospective Governor concerning Ivy Hub plans. ST does not believe this to be high on Richard Whittington's Agenda.</p> <p>Action: DM to look on different recruitment sites (standing agenda item)</p> <ul style="list-style-type: none"> To consider the appointment of Sarah Turner as a Member of the Board following AB's resignation <p>Three members are required. Currently - NH and SM ST suggested that recently retired Trustees could be asked if they wish to be a member. DM proposes ST as a temporary Board Member</p> <p>Action: DM Contact past Trustees</p> <p>b) Governor Training</p>	All

	<p>Some Governors did the Exclusion Panel Training. HM asked whether there is complaints training? HM is also looking for Chair training for Resources Committee. DM has looked</p> <p>Action: DM to circulate details on complaints training.</p>	
8	<p><u>Committee Feedback:</u></p> <p>It was confirmed this is a new agenda Item and the Chairs were not aware for this meeting. Next time they will report on the key headlines.</p> <p>a) Resources Committee (meeting held on 1/11/2022)</p> <p>b) Pay Panel (meeting held on 1/11/2022)</p> <p>c) Curriculum & Monitoring Committee (meeting held on 23/11/22)</p>	All
9	<p>Consideration of Annual Safeguarding Reports:</p> <p>a) Annual report to Governing Body on Safeguarding Children</p> <p>PM remarked that there is nothing significant to note. The training log has been reviewed. The school will do home visits if any concerns are raised re: homelife. One has been done recently.</p> <p>b) Annual report from the Safeguarding Governor – NH</p> <p>NH mentioned that complaints have increased. All Governors must be up to date with KCSIE</p> <p>Action – DM to circulate refresher summary KCSIE</p> <p>It was mentioned that a parent had contacted NH re Twitter and the school website. Safeguarding for Visitors been updated on website following Parent contact.</p> <p>PM has spoken with Herts IT support. Schools use Twitter. School is aware that they must not identify people by name in photos. The update data has been reviewed. This was discussed at Parent Network. Parents can choose to be removed from Twitter. Many parents have given positive feedback regarding the use of Twitter. Teachers are also positive about Twitter and the ability to share classroom information with parents. Teachers are only taking photos on a school Ipad, no names. They then check the T drive for updated lists of permissions.</p> <p>PM has a screen in school that is regularly updated with safeguarding and SEN information.</p> <p>Safeguarding meet more often than previously.</p> <p>NH is satisfied Windhill takes safeguarding seriously.</p>	All NH

	<p>HM asked what safeguarding measures are being taken for the staff who visit these families It was confirmed that they have their mobiles; staff are aware of where they are going and the time they left. A risk assessment is done in advance of the family visit. Teachers also meet with PM post visit to talk through. NH confirmed if a Teacher needs mental health support, it should be available.</p> <p><i>Andrew Hall link for Safeguarding. Shared via WhatsApp by ST</i></p> <p>Action – PM to keep NH updated with any issues</p> <p>Attendance – NH “What are we doing to actively get attendance back up?” It was confirmed that attendance clinics are working well.</p> <p>NH to stand down at end of this academic year. Need to find a new Safe Guarding Governor.</p> <p>Action - Look for Safe Guarding Governor at next FGB</p>	
10	<p><u>Headteacher's Report:</u> To receive the autumn term Headteacher's Report</p> <p>ST thanked PM for the detailed report. ST liked the monitoring/ actions of the School Development Plan at the beginning of the Report</p> <p>PM – circulated the report ahead of time to raise any questions.</p> <p>SEF – PM has reduced this slightly as over detailed. ST – need to ensure triangulation between priorities from SEF are in SIP which are then discussed at Governor meetings. PM mentioned to look at “next steps” in SEF.</p> <p>PM asked “Are Governors on Arbor” It was discussed that Governors just need summary/ headlines.</p> <p>The consistency of approach to Maths teaching across school has been reviewed and it has been identified that it isn't consistent across the whole school. A SLT meeting has been held to discuss the subject. The School Advisor was contacted. This demonstrates that school acted quickly. It also demonstrates that priorities evolve and emerge. ST –suggests that maths is revisited. PM reflected on writing. It is felt to be very consistent. CM is focusing more on Teachers who require more support rather than whole school priority. CM now refining.</p> <p>LS asked regarding the support that was given to the class teacher who was subject to violent behaviour. SLT took this matter over.</p>	
11	<p>Headteacher's Secondment: To ratify the arrangements for the secondment.</p> <p>Ivy have requested the secondment of PM in Jan 2023 to The Wroxham School. 1 ½ days per week - 1 day at school. ½ day on call. ST has circulated information and docs. ST has also contacted HR. ST has taken the proposal to Resources Committee.</p>	

SM voiced that it is a good idea. However, a concern was raised about whether the school may have more problems that need more of PM's time.

PM confirmed it's an Outstanding school but would question whether it really is?.. It will be interesting for PM. Other support roles to other schools have been done previously but not to this level.

PM stated that the Leadership Team is very strong – the strongest it has ever been. PM feels she can afford to take this opportunity.

It will give PM an opportunity to work with Ivy.

It also aligns with the NPQEL course that PM is currently undertaking. It will bring good practice to Windhill.

SW – feels supported by SLT and feels confident to step in. SW already covers when PM is absent.

SW will be able to drive the school forward.

PM confirmed that the proposed day is a Thursday which fits well with school support.

NH asked whether it will remain as only a Thursday?

PM role is strategic and it was confirmed that the role is not to head the school.

PM did confirm that the day can be changed.

The commitment is to the end of this academic year and is to be reviewed at Easter.

NH – “What are the success criteria? If it does not work, what is the Agreement?”

ST suggested that a small team from Wroxham and Windhill meet and assess what is going well or to the contrary. Recommendations can then be fed back to the Governors for ratification.

Action/ Suggestion - TN suggest PM and SW write a list of key success criteria before the end of this term and before commencing this role.

ST did mention that there may not be much evidence from a term at the review date of Easter. This needs to be kept in mind.

The proposal is to build in another review in June/ July time.

Action HM to review contract and let DM know of any changes.

Action ST to review letter to parents

HM questioned the communication regarding the secondment. It was stated that only the SLT are aware. SW confirmed all SLT are supportive and happy.

Parent communication was discussed. The view was that the school do not want to unnerve parents. They wanted to seek Governors view as “parents”.

ST proposed to write on behalf of the Governors and reassure the parents that nothing will change. The letter will clarify that the secondment is only one day. It will also explain the roles of SW/ PM.

Rebecca Collins has been asked to do more to focus on priorities ie. Maths.

SLT have the opportunity to use the funding from the secondment to buy in specialist expertise to help prioritize school priorities.

The Governing Board voted in favour of PM to be seconded to Wroxham School as Executive HT from 1st Jan to 31st Aug 2023

5 Governors were in Agreement

1 was not in Agreement

21.02. It was requested that staff leave the meeting briefly to allow the Board to discuss salaries.

12	<p>MAT Update</p> <p>DM met with COO regarding business services. DM confirmed it was a lovely central team. DM has been given costings list for services that would no longer be required. It would have a significant impact on the current office roles. All ordering would be centralized Management Accounts would also be done centrally. It would make the school less hands on with the budget.</p> <p>Action DM to check 6% saving reference ST does not feel that the school is ready to make a decision yet. It has been proposed by Ivy is to bring representatives to a Governor meeting. ST proposes to set a date in the Spring Term. PM will get feedback quickly from the secondment.</p> <p>Action – next FGB. Discuss MAT further and get feedback from PM. ST may invite someone into the meeting. NH suggested maybe a staff member or pupil voice?</p> <p>Action: DM to circulate notes from the recent Ivy meeting on Governor Hub</p>	
13	<p><u>Policies and documents:</u> To confirm the following policies (see summary of reviews on Governor Hub):</p> <ul style="list-style-type: none"> - Children Looked After Policy - Child Protection and Safeguarding Policy - Restrictive Interventions Policy - Financial Regulations – Appendix H <p>It was agreed that no discussion was required.</p>	
14	<p>Primary Admission Arrangements 2024/25: To agree to consult on the following proposal to change the admission arrangement for summer born children as follows:</p> <p><i>Summer born applications that are delayed for a year (for entry in September 2024) will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at a child's preferred school.</i></p> <p><i>If parents wish to delay their application for a Reception place, they are advised to discuss their child's needs/development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into the Reception year group) they must let their current school know before the end of the Spring term in 2023 (before the Easter break).</i></p> <p>Details of the current arrangements (page 8) can be found on Governor Hub. The school will need to run our own consultation for a minimum of 6 weeks between 1 October 2022 and 31 January 2023.</p>	

	<p>DM would like the system to automatically accept these pupils. The impact is 1 or 2 pupils a year. If a parent requests, system would automatically accept the child.</p> <p>DM is to go out to Consultation in the next couple of days. Consultation lasts 6 weeks.</p>	
15	<p>Any other urgent business:</p> <p>Exclusion – NH reads notes from the Chair of Exclusion. The recommendation was to upskill a selection of TAs with SEN (ODD, PDA & ASD) and SENCO, as well as general staff. The support provided to the staff on a pastoral basis and also to the children most affected was discussed. School made significant efforts to support the child and mother. It was questioned as to whether the child should have been excluded earlier to protect the staff and children. Action – to consider SEN training</p> <p>A complaint panel is required – HM, SM NH suggested Chair of Northgate. Action – send SM link for Complaint Training</p>	
16	To consider items for future meetings/agendas.	
17	<p>To confirm the following dates for meetings in 2022/23 (please note changes dues to availability of clerk):</p> <p>FGB (7pm start – face to face) Note changed dates. Monday 6/2/2023 Monday 20/3/2023 Wednesday 3/5/2023 Wednesday 19/7/2023</p> <p>Governor Day – Wednesday 28/6/2023</p> <p>Resources Committee (6pm start via MS Teams): Tuesday 31/1/2023 Tuesday 18/4/2023 Tuesday 27/6/2023</p> <p>Curriculum Committee (6pm start via MS Teams): Thursday 09/3/2023 Tuesday 27/6/2023</p>	
18	<p>To agree which items discussed at the meeting should remain confidential. The PM secondment is classed as confidential.</p>	