**St. Michael's Church of England, VA, Primary and Nursery School**

F & GP Committee Minutes

Thursday 9th July 2020

Attendees: David Hibberd, Olivia Corfield and John Neenan
Apologies: Peter Martin
Also Attending: Fiona Tibbitt (business manager and clerk)
KEY: CHALLENGE, SUPPORT, SIAMS

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| 1 | **Welcome**<br>David welcomed everyone to the Zoom meeting | **Actions** |
| 2 | **Minutes from 16th March 2020**<br>The minutes were approved by all present.<br>Once the renovations are made to the school hall FT will add the utilities to the fire map. The pay policy will be carried forward to the FGB meeting.<br>Following an online survey, the afterschool tea club will go ahead, SM has been appointed as lead worker for this and it was agreed that this would be on scale E due to her vast experience and knowledge. Her contract is for 1 term initially.<br>FT will investigate new phone deals, Hevingham and Marsham use Portal (Wavenet Ltd) which FT had investigated a few years back however the installation costs at the time had been prohibitive. The school is due to move broadband phone lines when the ISDN lines are withdrawn soon. FT has contacted Vodafone for a quote. | *Utilities to go on fire map*<br><br>*Phone deals to be investigated* |
| 3 | **Policy Review**<br>Data Protection Policy – DH suggested that staff and pupils should not be reminded to change their passwords regularly as this often leads to weak passwords. This was agreed and removed from the policy. It was agreed the policy would be reviewed annually by this committee and does not need to go to the DPO. The DPO is welcome to review the policy if requested. The policy was approved with these changes.<br>Charging and Remissions policy – the difference between the cost of breakfast and tea club was discussed and agreed. With a few minor changes the policy was approved.<br>Performance Management policy – The options were discussed and it was agreed that 1 governor would be allocated to ensure that the head teacher's appraisal report is consistent with the school's improvement priorities and complies with the school's appraisal policy and the Regulations and therefore will not be on the performance management panel or appeal panel. The other changes were teachers and the headteacher's PM will both run from September to August and although teachers only have 3 formal observations a year there will be regular informal drop ins and learning walks from the head, deputy head and subject leads. The policy was approved. | *Updated policies to be uploaded to the school website.* |

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| | Performance Appraisal support staff policy – approved with no changes. | |
| 4 | **SFVS allocate governor**<br>It was suggested that the new governor soon to start, Georgina Chapple, will be offered the role of SFVS governor as a good opportunity to get an overview of how school's finance works. All agreed. If she feels this is too soon DH will take the role. | *FT to speak to GC* |
| 5 | **Staffing Structure - CPD impact**<br>Governors looked at the tight staffing structure. The year 4/5 teacher for next year will be going on maternity leave and Zak Kenny has been appointed to cover her. Kim Cockerton has been welcomed back to the school to teach 1 day a week in the year 3 class. Louise Hampson will be going back to 3 days a week, 2 days in reception and 1 day in the year 2 class covering deputy head management time. This will mean the class have a teacher all week and the DHT will not have to plan for her time out of the class as she needed to for the HLTA.<br>TP is teaching in year 1. EM has started leading in nursery during lockdown. There has already been good parental feedback.<br>GS is coming back as caretaker doing 25 hours at St Michael's and 12.5 in Marsham. | |
| 6 | **Year-end position & BCR monitoring**<br>The high year end position was questioned as £1.5k surplus had been predicted however the actual showed as over £11k. FT explained that the £8969 income from the Diocese should have gone straight to the capital budget but as it was coded to the revenue budget it gave a false amount for the year end. The funds have since been transferred to the EACVAP coding. The true surplus was around £2.5k. The analysis of balances form has been accepted by NCC finance.<br>There were no further questions. | |
| 7 | **Budget Revision 1**<br>The following questions were raised, *response in italics*<br>Why has the budget share reduced – *due to expected reduction in nursery figures*<br>Is the SEN funding due to change and what is the £5720 for - *The £5720 is to reimburse charges from Alpha Inclusion for a child with exceptional needs. The school is likely to receive more for this purpose in the coming months until the child is allocated to a more suitable setting.*<br>*The school is waiting for a response from another exceptional circumstances claim which is hoping to avoid the need to PEX a child if adequate support can be afforded for him.*<br>What is the £1760 COVID grant for – *It is broken into 3 sections, premises, cleaning and FSM – £253 was paid for supermarket* | |

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| | *vouchers before the online ordering system was put in place, the rest was split between cleaning and premises including skip hire and grounds clearance to enable space for distancing in classes and storage of equipment while quarantined.*<br><br>Governors were given a proposal for RealPE prior to the meeting. They questioned the large spend in the year and next when PE was not on the SIDP. *JN agreed that PE needs to be on the SIDP. It was explained that the PE curriculum needed a complete overhaul and some teachers were not confident in leading PE. The package will offer whole school training ongoing support for all staff, not just the PE lead. It is enabling the maternity cover teacher to lead PE in the PE leads absence and she will be able to pick up where he leaves off.* It was asked why this had not been budgeted previously in the future year spends. *FT explained that the PE expenditure that was not already allocated to staffing, PSHE and nurture was placed in E27 for the future year budgets, a portion of this has now been moved to E19 to cover the RealPE subscription. JN has also spoken to other schools using RealPE to ascertain if it is good value for money.* Governors discussed the added beneficial effect exercise has on children's emotional well-being as well as physical well-being, which will be particularly important post lockdown. Governors agreed it was a good use of a portion of the PE premium grant.<br>The large outgoing for ICT was queried. *– FT confirmed it was due to the £8969 being transferred into the capital pot from the ICT line which had been brought forward as surplus last year.*<br>The budget revision 1 was agreed with 2.48% surplus. | |
| 8 | **Building update**<br>JN confirmed the plans for the nursery had been submitted to Broadland planners for approval. The only objections were to do with parking and inconsiderate road use by some parents, also comments about green space for the school. As the land is being used from the Old Schoolhouse the school will not be losing any green space. Parking is a problem at all schools and the school have submitted a travel strategy to try and negate concerns as much as possible. JN also stated that every school in the town has parking issues. So expanding JoG or BVS would only move the issue not fix it.<br>The Diocese has offered to put in an application for a LCVAP grant for the school to remove the canopy on the old nursery and replace a section of wall with full length glass windows and doors. This would mean the new reception classroom is a lot lighter. Governors were happy with this proposal and agreed in principal to the school raising 10% of costs – dependant on the final costings.<br>The renovations in the hall to provide a new classroom will be starting in the first week of the summer holidays. NCC have agreed to a £3000 budget for new furniture for the classroom. There has | |

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| | been a saving for NCC as the foundations for the wall are already in place. | |
| 9 | **Correspondence**<br>The only correspondence was the Town Council letter to Broadland planning to say they had no objections to the nursery build, however then used it as a platform to be rather unsupportive of the growth of St Michael's. Governors are contemplating a suitable response to the Town Council. | |
| 10 | **Governor monitoring**<br>OC has been in regular contact with the school to monitor staff and head teacher well-being during the Covid response.<br>DH has monitored the effectiveness of Data Protection controls in place to keep children as safe as possible online during lockdown. | |
| 11 | **Date and time of next meeting**<br>TBC | |