

Minutes of the meeting of the governors of Woolsery Primary School held on Tuesday 28th January 2020 (Postponed from 14th January 2020)

Reference	Item	Action
1.28.1.2020	<p><b>Attendance</b> Tracy Buckley, Di Bennett, Sarah Broom, Ben Trevor, Matt Cole, James Cann, Siobhan Brennan, Sue Kersey. <b>Also in attendance:</b> Sue Miles attended as clerk. <b>Apologies</b> Kathryn Bass - broken down car.</p>	
2.28.1.2020	<p><b>Declarations of Interest</b> None</p>	
3.28.1.2020	<p><b>Minutes of the meeting of the 26th November 2019 and matters arising if not covered below</b> Signed as a true and complete record</p>	
4.28.1.2020	<p><b>Pay Committee Decisions</b> Governors of pay committee in part 2</p>	
5.28.1.2020	<p><b>Budget Monitors</b> SBS shows a projected deficit of £19637.72 Efficiencies have been made over the last 12 months. <b>James</b> - it is very difficult to manage when we are underfunded. Certainly nothing glaring that can be done without severely impacting on the children and staff. We have a high incidence of SEN and children who require a lot of support who do not have EHCP's and therefore do not bring additional funding with them, but they require support. <b>Matt:</b> Real PE expenditure has been put into this years budget, have we had corresponding income? <b>A.</b>The income was received the day that budget monitor was produced so expenditure and income are accounted for. Sue Kersey said it's not just PE, but wellbeing as a whole. Because of the amount invested, governors expressed the wish to monitor the impact that this was having on PE and the Wider</p>	

	<p>Curriculum. £3100 set-up, plus annual fee of approx £500.</p> <p><b>Q. Ben</b> asked if there was any way of accessing external funding to support the budget?</p> <p><b>A.Sue Kersey.</b> We are applying for grants for library books and polytunnels for the grounds. Sue M.We have also hired the hall for children's parties, which were very successful. We need to advertise the facilities we've got available.. Propose SBS monitor 2nd Siobhan Tracy has offered to come in and sit with Sue M when working on next years budget to try to understand what goes in to setting the budget.</p> <p><b>ACCT</b> Shows a projected year end of £10547.42 Governors asked what this funds. Historically gifted and talented programme, musical drama at Parkham and Arts Nurture group at Appledore. Orchestral day with Debbie Kent in the Summer</p> <p>Q. Ben asked whether the collaboration projects are planned and that no-one can go ahead and spend without authorisation</p> <p>A.Matt: Projects are discussed and authorised at the Head's meetings. No one school can instigate a project with it being previously agreed..</p> <p><b>DFC</b> Building works and IT Lights have been replaced with LED lighting as well as IT equipment purchased. Projected . carryforward of £4300. Projected income of approx £5K next year - governors want to look at replacing the remaining light fittings.</p> <p><b>Preschool</b> Sessions are increasing and have increased since budget monitor was produced. We are at capacity for for morning sessions, and if we have any applications for afternoon sessions, we will need to add another member of staff. Tracy asked if Sunflowers is now part of school. Very much so, if it was a private entity it probably wouldn't be here.</p> <p><b>Benchmarking</b> Governors were given the DfE provided Benchmarking Report Card 2018-2019</p>	<p>Review lettings rates in April.</p>
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	<p>Next lowest school getting £612 more per pupil than Woolery, If we were funded at the same level we would have an additional £83000, so taking off our deficit we would be £60k in the black.</p> <p><b>Q. Sarah B asked why the difference in funding?</b></p> <p>A. Matt : Part to do with Minimum funding guarantee and part to do with the amount per pupil that Devon are funded. Running costs however, are virtually the same wherever you are in Britain.</p> <p>The important thing to understand as Governors and staff is that we are not the only school in this situation. We have to maintain the current support staff levels to keep the children here safe.</p> <p>Di left at 7.10pm</p>	
6.28.1.2020	<p><b>School Attendance Audit</b></p> <p>Attendance is higher than it was last year.</p> <p><b>Q.Are there persistent absences</b></p> <p>Only ones that have medical needs.</p> <p>We have issued a few fines for unauthorised holidays taken.</p> <p>Half termly letters sent to all parents, showing percentage attendance for all pupils registered at the school.. Parents are obviously taking note as we have a lot of calpol in the school office, so that we can administer this to keep children in school, where they previously would have stayed at home with a headache or cold.</p> <p>Attendance Policy - Approved Propsed Tracy 2nd Ben.</p> <p>Admissions and Admissions policy for 20/21</p> <p>Deferring start dates for Reception Children</p> <p>We have received a couple of requests for children not to start in reception in September 2020. We can't refuse as children do not have to start school until the term of their 5th Birthday however, Matt has to have backing of Governors as to whether he decides to hold them back a year, therefore starting the child in Reception when they come into school, or to put them in their chronological year.</p> <p><b>Q. Ben asked why would parents want to defer?</b></p> <p>Could be for late Summer birthday or SEN.</p> <p>There are also financial implications, although this hasn't got to be the deciding factor.</p>	

	<p><b>Q.Tracy - How would the governors know about the child and deferring their start date?</b> A. Matt said realistically it would be delegated to him to make the decision.</p> <p><b>Q.Tracy - what do we do about deferring?</b> It's the parents decision to defer or delay admission, the school's decision will be in 12 months time when they come in whether to put them in Year 1 or Reception.</p>	
7.28.1.2020	<p><b>Parent Governor Vacancy</b> Tracy suggested Debbie Newman. She is a new parent to the school and has an educational background. Governors asked Sue M to approach her to find out if she would be interested.</p>	Sue Miles to discuss with Debbie.
8.28.1.2020	<p><b>Anonymous Donation to School</b> 1 child has accessed it, and going to London that wouldn't have gone otherwise. Q. Sarah Did the parent get told about the fund? Yes, at the time of offering the child a place on a residential visit. <b>Q.Sarah asked how parents apply to access the assistance?</b> We know our parents well. If parents ask if there is the possibility of financial assistance, we can direct them to the Bridge Trust or offer them assistance from the donation.</p>	Sue Miles to keep governors informed of how funds are being used.
9.28.1.2020	<p><b>TA Appointment</b> Hayley Harding has been appointed as Cranford Class teaching assistant to replace Steve Pennington. Hayley was the preschool leader in Hartland preschool, so has experience of foundation stage.</p> <p>Kylie Stevens has resigned from post as job share teacher and asked to be released early from her contract (not 31st March). Matt spoke to Tracy, there were exceptional reasons for her to request this, Kelly Dobson has been offered the position, job sharing with Carl Davies. Kelly is already working with Carolyn and Sue.</p>	
10.28.1.2020	<p><b>School Kitchen</b> Position of Catering Assistant 1 application to replace Becci Tanner, who finishes 31st January. The applicant has completed her DBS and</p>	

	health form today. Will be on a trial, and will be formerly interviewed.	
11.28.1.2020	<b>Health and Safety</b> Part 2	
12.28.1.2020	<b>Safeguarding</b> Safeguarding Audit complete, Siobhan has a copy, Matt will report to governors in next headteachers report. Review of Safeguarding Policy - approved Tracy, Ben	Matt to report to Governors in March.
13.28.1.2020	<b>Business Brought Forward by direction of Chair</b> Letter from the Scouts signed by Marie Richards and Krystyna Woodward, to thank the school for their support in regards to the new scout group.	
14.28.1.2020	Date and time of next meeting	