

Willand School



Willand School Full Governing Board Meeting

Thursday 13th June 2024 6pm-8pm

Venue: Meeting Room

Governors and trustees need sufficient information on the agenda to come to the meeting prepared and know what they will be expected to decide, discuss, agree or monitor (Discussion, vote, paper or report)

The agenda should identify documents the board is expected to read in preparation for the meeting and if they need to submit questions in advance of the meeting.

3 core functions at the top of each meeting. At the end, look at how we have answered to those criteria.

Ensuring clarity of vision, ethos and strategic direction

Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff

Overseeing financial performance of the organisation and making sure its money is well spent

		AGENDA ITEM	DISCUSSION AND ACTION	LEAD	TIME
Procedural	1	Welcome & Apologies for	Meeting commenced at 6.10pm In attendance JJ KS LP LJ (Via Teams) AL NT and Clerk	JJ	18:00-18:02

		Absence	Apologies made ahead of the meeting SOM and SM TC will attending later due to work commitments		
Procedural	2	Attendance & Business/ Pecuniary Interest Register	A conflict declared in Part 2 All business and pecuniary interests are on governor hub – Governors reminded to ensure these are up to date	SR	18:02-18:05
Procedural	3	Approval of Minutes of Last FGBM Held 25/4/24.	Minutes from previous meeting agreed and approved to be of a true representation of the meeting 25.04.24- Agreed and approved	SR	18:05-18:07
Procedural	4	Matters Arising from Minutes of Last FGBM including any progress made on the actions raised.	<p>Actions For the budget document to be Rag rated to highlight changes and savings made to the overall expenditure – In progress</p> <p>The Lettings income and how that is presented within the budget - in progress and continuing Pre-school income and lettings arrangements – Contract is a 20-year lease contract. TC was sent the contract along with communication with county regarding the wording of the contract. The rent can be renewed after five years – first review 2022. School to look into possible rent increases. Bring to the July meeting</p> <p>Governors asked if there any conflicts of interest regarding a possible increase in rent.</p> <p>No not we are currently aware off but this will be discussed in full with the preschool</p>	JJ	18:07-18:15

			<p>Finance will be an agenda item at every FGB governor meeting moving forward. – Completed</p> <p>HT report to contain national figures/benchmarking data to compare against like for like schools nationally and locally.</p> <p>Governor services providing training on Finance – Clerk has emailed governors services. Awaiting reply if training can be completed before the end of term in person here at Willand School.</p> <p>Staff Email policy – Completed</p> <p>TC arrived at the meeting 18.45pm</p>		
		Finance	<p>HT gave a full finance update to governors</p> <p>Governors shown a rag rated budget monitor – blue will show a reduction in cost within that budget area</p> <p>Third Space Maths has been discontinued – mainly due to the impact being no or less to that of school interventions achieving</p> <p>IT services are under Contract Reviews – some services cannot be changed due to safeguarding reasons and compliance as well as assessment data systems.</p> <p>Evidence me has ended and Tapestry will replace this</p> <p>Discussion are being held in school for Junior Librarian</p> <p>Maths and Spelling shed discontinued and No-Nonsense spelling discontinued – staff have sufficient resources in these areas</p> <p>Governors will have a month-by-month report on savings at each governor meeting moving forward. This will also show the savings within the deficit budget column – saving thus far £13,944</p> <p>Governor asks What will happen if we continue to have an in-year deficit budget?</p> <p>JJ and NT are both attending a county strategy meeting with county. This will be looking into ways of saving money and working collaboratively with other schools to reduce costs within budget areas. We will continue to monitor and address where savings can be made, use staff strategically within their skill set including TA's. There is less SEN needs coming into school from September. These are all areas where savings can be made.</p>		

Procedural	5	Governors email addresses	<p>Clerk only be sending to school email addresses due to GDPR.</p> <p>Governor hub has now been set up with all governor information. Please can you check all details are correct. I have sent you all permissions to access your page.</p> <p>Please let me clerk know if you are having any issues with governor hub or accessing your email account</p>	SR	18:15-18:17
Monitoring Standing	6	Safeguarding Update	<p>Governors shown a PowerPoint on the recent updates to KCSiE 24. Power point will be available on Governor Hub</p> <p>Staff yet to be updated</p> <p>Awaiting further guidance from Devon County Council</p>	AL	18:17-18:22
Monitoring	7	Relevant updates from HT (written to be provided July 2024)	<p>S106 update- met with county and Devon Norse. Looked over the project. Fire exits issues have been raised.</p> <p>A different site may alleviate concerns of 'letting' having access within the whole school.</p> <p>Awaiting discussion outcomes</p> <p>Intake for September</p> <p>49 on roll for September 24</p> <p>Willand Welcome held 12.06.24</p> <p>Children born during Covid are now school starting age</p> <p>Staff structure</p> <p>Staff moved around depending on skill set and needs of the children with that cohort</p> <p>Parents to be informed of staff changes via the Willand Word</p>	NT	18:22-18:30

			<p>2 TA retiring and will not be replaced</p> <p>SEN TA vacancy</p> <p>School improvement officer from county came into school. First time since OFSTED visit. Possible change of school improvement officer in the future.</p> <p>Parent survey sent to all parents across the school</p> <p>Parental Survey outcome: School dinners – Reasons why children not having school dinners. Portions are too small. Healthy choices on the menu- pasta pots. Turkey dinosaurs to be off the menu! Before and after school drop off – parents would prefer to be on the playground during this time Parents evening preferred face to face meeting 95% of parents read the Willand Word 48% of parents said they would like wrap around care.</p> <p>Wrap around Care NT has had a meeting with the preschool around wrap around care and the D of ed guidance on wrap around care within school. A full transparent conversation took place on how this work supporting each other to provide wrap around care that suits the needs of the parents.</p> <p>NT researched the different possibilities of provisions within the local area Willand Pre school would struggle to staff wrap around care within school NT has approached a provider and they have provided a proposal . This was shared with governors at the meeting. Governors approved and agreed the proposal with the letting policy rates applying</p>		
Alternate meetings	8	Health & Safety	Date to be arranged for the health and safety meeting	TC	18:30-18:35
Standing	9	Curriculum	English and Maths leads to attend at the next FGB meeting	JJ	18:35-

Monitoring					18:40
Monitoring	10	Lead Governor Visits	Develop new framework – look at strategic plan. Governors to organise meeting date to discuss before summer.	JJ	18:40-18:45
Procedural	11	Clerk's Report/Correspondence	<p>Clerk to inform the governing board of new legislation and/guidance.</p> <p>Cyber security standards for schools updated These standards are for all schools and colleges to help build their cyber resilience. They address the core principles of cyber governance, processes and strategy.</p> <p>https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/cyber-security-standards-for-schools-and-colleges</p> <p>Wraparound childcare programme/funding Newly appointed Wraparound Childcare Lead for Devon County Council, Tania Skinner, outlines changes to the wraparound provision which is due to expand from Sep '24.</p> <p>https://www.devon.gov.uk/eycs/wraparound-childcare-programme-funding/</p> <p>Children's Society new resource A 'behaviour policy checklist' to support schools to develop inclusive behaviour policies, created by a group of young people who have experienced school exclusion and now advocate for other young people facing school exclusion.</p> <p>https://www.flipsnack.com/CA7CFEBBDC9/behaviour-policy-checklist/full-view.html</p> <p>In depth daily attendance data tool The DfE have published a new tool to support schools and boards spot trends in pupil attendance. From August there is a new responsibility for the board to monitor their school's attendance data with that of other schools.</p> <p>https://department-for-education.shinyapps.io/absence-distributions-dashboard</p> <p>Pay offer for NJC support staff A pay offer for staff employed by councils, including TAs and other school support staff, has just been announced, with a pay increase of £1,290 on all NJC points 2 to 43</p>	SR	18:45-18:50

			<p>from 1 April 2024. Unions will now decide their position on the offer.</p> <p>https://www.local.gov.uk/our-support/workforce-and-hr-support/local-government-services/employer-circular-local-government</p>		
Procedural/Strategic	1 2	Governor Training (Formal and Informal)	<p>KS attended finance course 1.5.24.</p> <p>SR has emailed request for finance and strategic training for FGB – awaiting confirmation from governor services</p>	JJ	18:50-18:55
Procedural	1 3	Policy Adoption/Review	<p>Finance Policy Agreed and Approved</p> <p>Additional Policies</p> <p>Policy Schedule - Agreed and Approved</p>	SR	18:55-19:15

Strategic	14	<p>Items brought forward by the Chair.</p> <p>Any items must be notified to the Chair (Clerk) at least 24 hours in advance of the FGBM. If not possible, carry forward to the next appropriate meeting.</p>	<p>HT review 18.4.24 – report received - JJ/TC to follow up with NT</p> <p>Governors to provide agenda items as necessary</p> <p>Governor's photos 2 pictures outstanding, send to clerk</p> <p>KS had to leave the meeting 8.15pm</p>	JJ	19:15-19:45
Procedural	16	<p>Date & Time of Next FGBM</p>	<p>11th July 2024 5.30pm</p> <p>School council to join us at the beginning of the meeting</p> <p>Evaluation meeting and last meeting of the academic year</p>	JJ	19:55-20.00 (FINISH)

Closed meeting 8.30pm