

**Willand School Full Governing Board Meeting****Thursday 25th April 2024 6pm-8pm**

Venue: Meeting Room

	AGENDA ITEM	Discussion/ Approval and Actions
1	Welcome & Apologies.	LP and LJ apologies received ahead of the meeting . Reasons for apologies Approved by governors at this meeting
2	Attendance & Business/Pecuniary Interest Register.	SM JJ NT AL KS TC SOM <ul style="list-style-type: none">• No declarations of business or pecuniary interests made ahead or during this meeting.• Update to business interest register –Trustee of the Atlantic Coast Co-operative Trust has no ceased
3	Approval of Minutes from last FGBM held on 21.3.24.	Agreed and Approved as a true representation of the meeting 23.03.24
4	Matters Arising from Minutes of last FGBM held on 21.3.24 including	SFVS document – completed. Approved by governors at this meeting

	progress made on the actions raised.	
5	<p>Finance</p> <p>SFVS</p>	<p>Budget information given to governors ahead of the meeting.</p> <p>NT discussed Budget with governors at this meeting. NT highlighted areas where savings can be made. NT and Business manager have worked through the budget with the support of county ensuring all finances are accounted. Budget is now carrying forward £52,199 and not showing a deficit budget as previously presented to governors.</p> <p>Governors and NT acknowledged and accepted that work still needs to be done to reduce overall costs due to projection of a deficit budget in the 2–3-year budget forecast.</p> <p>Governors asked for the budget document to be Rag rated to highlight changes and savings made to the overall expenditure.</p> <p>Governors asked why there is no increase in projected costings over the 2–3-year budget forecast.</p> <p>NT replied – contracted costings are these likely to remain the same and some costings may change within the forecast – we can always see where the changes to finances may happen; for example, pay increases last year was a change that could not be forecasted within last year's budget. Close monitoring of the budget is going to be required over the coming years</p> <p>NT acknowledged some contracts will need to be reviewed and ensure value for money – Third space for example was funded with Covid Funding but is now funded in the main budget.</p> <p>Governors asked about the Lettings income and how that is presented within the budget – NT replied, this income stream needs adding into the budget.</p> <p>Governors asked about Pre-school income and lettings arrangements – NT will investigate this and report to governors at next meeting.</p> <p>Finance will be an agenda item at every FGB governor meeting moving forward.</p> <p>Governors Agreed and Approved Budget 2024-2025</p>

6	Safeguarding Update	<p>Name change of Lead governor and Deputy roles on policy.</p> <p>Approved by governors at this meeting</p>
7	Relevant updates from HT (HT Report) not written	<p>Verbal head report given to governors.</p> <ul style="list-style-type: none"> Governors shown school statics including send information and attendance data across the whole school and cohorts. Document provided ahead of the meeting. <p>Governors ask if the report can contain national figures/benchmarking data to compare against like for like schools nationally and locally.</p> <ul style="list-style-type: none"> The GOOD OFSTED report is having a positive effect on families wanting to attend Willand School, NT has shown 9 families around in the last 10 days all of which have applied to attend Willand School in September. Intake in September has increased to last year. Further increases are expected as housing developments in Willand increase. S106 project meeting 30th April looking at plans and the site to gather future options. Funding is Index linked.
8	Staff workload and wellbeing	<p>Reasons for the policy be implemented discussed with governors.</p> <p>Policy approved by governors. This will be a head teacher delegated policy</p>
10	Curriculum	<p>Core subject leaders to present at next governors meeting.</p>
11	Attendance Stats	<p>Governors shown data statics for attendance, this included year group attendance data and cohort data.</p> <p>Governors asked why attendance has dropped in certain year groups.</p> <ul style="list-style-type: none"> Reason for year 6 absence is suspensions and outbreak of whooping cough. High sickness rate across the school especially in year 4 Some families have taken holidays which have been previously authorised. SEND attendance data reflects the challenges the SENCo and school face have in school.

		<ul style="list-style-type: none"> Suspensions contribute towards a drop in attendance
12	Lead Governor Input	This will be an agenda item moving forward
13	Clerk's Report/ Correspondence	<p>Schools facing issues online.</p> <p>New guidance to help schools to navigate online reputational issues. Areas include fake/impersonation accounts purporting to be the school or school staff, school community groups not managed by the school, reviews on dedicated sites or Google, and negative discourse about the school online.</p> <p>School teachers pay and conditions document. The STPCD has been updated with a list of 23 administrative tasks that teachers should not be expected to carry out.</p>
14	Confidential Items (Part-two)	Governors shown guidance on the use of Part 2 in minutes
15	Governor Training (Formal and Informal)	Clerk to investigate Governor services providing training on Finance
16	Policy Adoption/Review	<p>Administering medication in school policy</p> <ul style="list-style-type: none"> Change the policy to address parental concerns about not being able administer nonprescription medication during the school policy Governors discussed the risks around the policy. NT to discuss the changes to the policy with staff Updated policy to be presented to governors at the next FGB meeting. <p>Willand School Child Protection Policy – Policy approved by governors.</p> <p>Policy cycle information - Policy approved by governors.</p>

		Email policy – Approved and ratified by governors
17	Items brought forward by the Chair.	Headteacher Appraisal panel met 18.4.24 – TC and JJ attended the appraisal with a representative from county
18	Impact statement	<ul style="list-style-type: none"> • Governors to seek further training from governors' services in order to continue evaluating the budget at every FGB meeting and challenging leaders across the school. Ensure the budget reflects value for money. • Opening conversation around policy changes to influence positive attendance data, therefore supporting and promoting positive parental engagement. • Improve structure to FGB meeting to improve long term strategic planning.
19	Date & Time of Next FGBM	13 th June 2024 6pm

Close of meeting 8.30pm