



## Willand School Full Governing Board Meeting

Thursday 5<sup>th</sup> December 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 and submit questions in advance of the meeting.

		AGENDA ITEM	PREPARATION NOTES & MEETING AIMS	LEAD	TIME
Procedural	1	Welcome and Apologies for Absence	All governors attend the meeting	JJ	18:00-18:02
Procedural	2	Attendance & Business/Pecuniary Interest Register	<ul style="list-style-type: none"> <li>SOM joined the meeting via teams</li> <li>NT JJ TC KS LPa SM LJ and AL</li> <li>JH invited to the meeting</li> </ul>	SR	18:02-18:03
Procedural	3	Approval of Minutes of Last FGBM	<b>Agreed and approved</b> to be of true representation of the meeting held 03.10.24 Pay and performance minutes to be approved at next FGB meeting	JH	18:03-18:05
Strategy	4	Matters Arising from Minutes of Last FGBM	<ul style="list-style-type: none"> <li>Heating problems have arisen resulting a day school closure</li> <li>Boiler repairs £3000</li> <li>SUM repairs £2500</li> </ul>	SR	18:05-18:10

		including any progress made on the actions raised.	<ul style="list-style-type: none"> <li>Costs totalling a possible £10000. The cost will come from the capital budget currently at £28000</li> <li>The local authority will pay for the drainage survey</li> <li>New doors, previously agreed at FGB will also come from the capital budget</li> <li>Headteachers are consulting on the School Finance consultation – concerns have been raised regarding the suspension levy being implemented on school</li> </ul>		
Strategy	5	Business Manager update	<p>Management information systems are changing to a Cloud based system. The contract for Sims is new for renewal in the new year. Alternative management systems have been researched by the Business manager to replace SIMS.– Bromcom will replace SIMS in the Spring term.</p> <p><i>Governors asked questions around difference in costs and any costs occurring from the contract if we change to another system</i></p> <p>Business manager confirmed</p> <ul style="list-style-type: none"> <li>Similar overall costings to SIMS.</li> <li>Sims contract will expire not adding additional costs to changing over to the new system</li> </ul> <p>Governors are supportive of the recommendations</p> <p>Business manager thanked the Finance governor for support with Finance audit</p>	JH	18:10-18:20
		Finance Budget Monitor	<p>Governor given the budget monitor document ahead of the meeting</p> <p>Governors shown and discussed the graphs on the budget monitor detailing forecasted costing challenges the school against pupil numbers.</p> <ul style="list-style-type: none"> <li>Budget forecast allows for a 3% rise in teachers' pay, the actually was 5.5%</li> <li>The 5.5% teachers' pay award has been implemented into the budget, this includes pension costs Government funding towards the pay award is £34000 which does not cover the total cost of the pay rise.</li> </ul>		18.20-18.35

			<ul style="list-style-type: none"> <li>• Support staff pay award was forecasted in the original budget plans</li> <li>• Forecast for next year show a drop in EHCP funding, drop in PP numbers and A lower FSM take up- the figure is forecasted at £20,00 currently.</li> <li>• DCC are supporting a budget recovery plan. NT has had one day of support at present. NT will look to present the budget recovery plan in the Spring term to govs</li> <li>• Part of the budget recovery plan includes increase in pupil numbers and staff leaving not being replaced</li> <li>• NT discussed the benefits of having smaller school tours for new starters rather than 1 big event.</li> <li>• Concerns were raised by the staff governor on the impact of not replacing staff in the long term. the effect on staff morale, SEN students and the overall increased pressure in workload .</li> </ul> <p>NT and JH was thanked by governors for all their hard work on budget</p> <p>Co-opted governor vacancy</p> <ul style="list-style-type: none"> <li>• A proposed candidate was put forward to the governing board. Skills included being a previous governor at Willand School. Governors agreed to elect the proposed candidate at the next FGB once DBS checks had been completed and safeguarding training</li> </ul>		
Monitoring	6	Safeguarding Update	<p>Governors given safeguarding report ahead of the meeting</p> <ul style="list-style-type: none"> <li>• Enquires were higher this term</li> <li>• Domestic violence concerns being raised</li> <li>• Correction to the report regarding the number of CME children</li> <li>• AL raised an issue with the filtering and monitoring systems in school. SCOMMIs have been contacted</li> <li>• Governors to ensure they complete the safeguarding training emailed to them</li> <li>• Governors to read 3 minute guides</li> </ul>	AL	18.35-18.50

			<b>ACTION</b> <ul style="list-style-type: none"> <li>• Clerk to resend Safeguarding training</li> <li>• Clerk to send 3 minute guides</li> </ul>		
Monitoring	7	Subject lead update	KIVA <ul style="list-style-type: none"> <li>• Governors were shown a PowerPoint on the progress and impact of Kiva across the school</li> <li>• Positive impact of reduced bullying across the school and children feeling safer within the school environment.</li> <li>• Leaders report a consistent approach to bullying across the school</li> <li>• Kiva forms part of the PHSE lessons</li> <li>• A KIVA compliment box is to be implemented in KS2</li> <li>• Benching against other schools shows – Willand school has completed more screeners than similar sized schools</li> <li>• There will be a ‘big drive’ on KIVA during the Spring term</li> </ul>	AL	18:50-19:00
Monitoring	8	Headteacher Report	Governors emailed report ahead of the meeting  <b>Headlines to the Headteacher report</b> <ul style="list-style-type: none"> <li>• 7 visits/tours of the school have been completed to showcase the school to prospective parents in September. This rather than one big tour- hopefully providing a more personal touch to showing parents around</li> <li>• The percentage of ‘homegrown students’ has decreased, partly due to the rise of pupil numbers across the school/cohorts. 16 children have joined us this year</li> <li>• EHCP – 4 awaiting assessments. Giving a potential number of 18-20 EHCP’s in the school. HT reported to governors this may present staffing challenges in the future.</li> <li>• Attendance – Currently at national average</li> <li>• Year 1 cohort is being monitored closely along with year 5 SEN cohort</li> </ul>	NT	19.00-19.15

			<ul style="list-style-type: none"> <li>EWO is supporting in school</li> <li>Attendance monitored fortnightly in school by Headteacher and attendance officer</li> <li>All holidays are being fined</li> </ul> <p><b>S106 update</b></p> <ul style="list-style-type: none"> <li>Governors were shown the blueprints of the designs for the new building works</li> <li>The total cost should be covered through the S106. Any possible underspend, solar panels of the roof to be considered.</li> <li>Head teacher to invite governors to the next S106 meeting</li> </ul> <p><b>Monitoring</b> visit By Mark Walker 14.01.25 report at next governors meeting</p>		
Monitoring	9	Health and Safety update  Premises update	<ul style="list-style-type: none"> <li>JH and TC completed H&amp;S training . Both found the training useful</li> <li>Governors to monitor polices for H&amp;S – TC will visit school to monitor policies in school – Spring term. TC will arrange with JH</li> </ul>	TC  NT	19.15-19.25
Procedural	14	Policy Adoption/Review	<p>HT informed governors of any changes made to the policies</p> <ul style="list-style-type: none"> <li>Letting Policy - <b>Agreed and Approved</b> by governors at this meeting</li> <li>Whistle Blowing Policy - <b>Agreed and Approved</b> by governors at this meeting</li> <li>Charging and Remission Policy – <b>Agreed and Approved</b> by governors at this meeting</li> <li>Teachers pay policy - <b>Agreed and Approved</b> by governors at this meeting</li> <li>Outdoor education policy- <b>Agreed and Approved</b> by governors at this meeting</li> <li>Emergency and continuity plan - <b>Agreed and Approved</b> by HT at this meeting. Governors acknowledged.</li> </ul> <p><i>Logging of details of decisions made using the emergency plan</i></p> <p>Yes, DCC recommended from on trips and yes for emergency plans.</p> <p>Tick lists followed and Dates/times recorded</p>	SR	19.25-19.30

Procedural	18	Next Meeting Date and Close	23.01.25  Staff asked to leave the meeting – AL and SOM left the meeting 20.20pm. This meeting then went into Part 2	JJ	

Agreed and Approved by Governors