



**IVER VILLAGE JUNIOR SCHOOL
GOVERNING BOARD MEETING AGENDA
Wednesday 6 May 2020 at 2.00pm**

MINUTES of the meeting of the Governors of the School held remotely via video link on Wednesday 6 May 2020 at 2.00pm

PRESENT:	Mr M Vinall - Chair	MV
	Miss R Bjork	RB
	Mr C Clarke	CC
	Miss J Digweed	JD
	Mrs S Dobson	SD
	Mr T Munn	TM
	Dr A Nurse	AN
	Mrs R Paxman	RP

IN ATTENDANCE: Mr P Clifford – Deputy Headteacher
Mrs B Poole- Business Manager
S Penkethman - Clerk

APOLOGIES Mr J Barrow Apologies received and accepted
Mrs L Price Apologies received and accepted

1. Welcome and Apologies

The Chair welcomed everyone to the meeting and the apologies were noted.

2. Confirmation of The Clerk and the Meeting is Quorate

It was confirmed that S Penkethman (Bucks Minuting Ltd) would be the Office Holder Clerk for the meeting. It was confirmed that the meeting was quorate.

3. Notification of Any Business

There were no proposed items for discussion.

4. Declarations of Interests in Relation to Items on This Agenda

There were no declarations of interest.

5. Minutes of The Meeting Held On 2 April 2020

The Minutes of the meeting having been circulated, were confirmed and would be signed by the Chair as a correct record at the next face to face meeting. Clerk

6. Matters Arising from The Minutes

There were no matters arising.

7. Finance

Budget Plan 2019/20 Final Update

There was nothing to report.

Approval of Financial Plan For 2020/21- And Three-Year Plan

A copy of the plan had been circulated prior to the meeting. It was noted that

- The teachers' grants for pay and pensions were expected to continue.

- The overall budget share had increased
- The Pupil Premium funding had increased
- The School was expecting further income through the Side by Side project
- The lettings income would diminish, karate, the 11+ tutoring and the Diner had ceased.
- There were no after school clubs being held, which had been self-funding
- The School had vacancies for a caretaker and cleaner, the Business Manager would ascertain whether these positions would need replacements
- The School already had a cleaning contract with an outside provider
- The grounds maintenance company was now mowing all grass areas
- The new oven had been installed, although it had not yet been used
- The Government Voucher scheme was in place for the pupils eligible for Free School Meals. Families were not picking up the meals that had been offered
- The Play Therapist would continue for the next year
- The DFCG would be used for the whiteboard replacement programme
- The Business Manager had assumed there would be no letting income for the year 2020/21
- There was an amount in the budget for the caretaker costs which would not be spent in the short term. However, there would be additional cleaning and maintenance jobs required over the next financial year.
- The carry forward surplus from 2019/20 was £176,000
- There was a projected in-year deficit of between £1000 to £2000
- Therefore, there was an expected carry forward surplus at the end of 2020/21
- The Business Manager had assumed that staffing would remain the same whether the School was fully open or not
- The lettings would possibly discontinue especially if social distancing remained
- The supply LSA would not commence in September if the School had not fully opened
- The Business Manager would be meeting with Buckinghamshire Council (BC) Finance Team to discuss the budget and should there be any significant changes she would advise the Governors accordingly.

A Governor asked if the income was based on the census and how many pupils were expected in September.

The Business Manager confirmed that the income was based on the census conducted in October 2019 and January 2020. The Senior Leadership Team (SLT) were not expecting any significant change in pupil numbers. YR3 was expected to be full in September 2020.

The Governors thanked the SLT, Headteacher and the Business Manager for drafting the budget for 2020/21. The Governors APPROVED the budget. It was AGREED also that should anything in the budget be altered by more than £5000 after the meeting with BC then the Business Manager would contact the Chair of the Resources Committee for approval.

A Governor asked if there had been any guidance released advising how and when pupils would return to school.

It was explained that the Primary Executive Board had been working with BC and other groups to draft some guiding principles which had been shared with the Headteachers. The School was waiting to hear the Government's advice on the following Sunday.

Three Year Plan

It was noted that a predicted in year surplus of £1000 was expected in 2021/22 and an in-year deficit in 2022/23. Overall, there would be a reduced surplus at the end of the three-year period. The Headteacher confirmed that she was unaware of any major impact on the School for the next three years.

A Governor asked about the risk of sustainability for the meal provider Dolce.

It was noted that the company was large and should be able to manage through the shutdown. The School was paying the company the amount it received for Free School Meals.

The Governors APPROVED the three-year plan.

Consideration of any new or amended contracts/leases

It was noted that none of the contracts had changed. The Grounds Maintenance costs may increase as the company was mowing a larger area.

Review of purchasing decisions including effectiveness

- **BCC**
- **Others**

There were no expected changes.

DFCG for next financial year

This would be used for the IT whiteboard upgrade.

Pupil Premium Strategy

<https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2020-to-2021/pupil-premium-conditions-of-grant-2020-to-2021>

Sports Premium strategy

<https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools>

It was confirmed that both strategies were available on the School's website.

A Governor asked if the strategies had altered because of the School closure.

The Headteacher confirmed that the School was not changing anything currently. However, there would probably be more interventions required from September 2020. This may include after school tutors for key pupils to assist with any missed schooling.

8. Report of The Headteacher

A report and form had been circulated prior to the meeting.

A Governor asked about safeguarding and how it was being managed by the School.

It was noted that the School was carrying on as before. The Designated Safeguarding Lead was attending meetings remotely with Social Care and referrals were being made if required. The difference was the pupils were not being seen every day. The SENCO was in regular contact with the families concerned via

phone. Teaching staff had also been phoning a number of families that needed to be contacted regularly. The SLT were trying to persuade parents to send the vulnerable pupils into school.

A Governor asked about the impact of the increased domestic violence being reported.

The School had been making more referrals to social services. However, there was not a link between the School police and social services which had always been an issue. If possible, the teachers were trying to speak to the vulnerable pupils directly but there was no guarantee that the pupils were sitting alone during the calls.

A Governor asked if the staff were confident that contact had been made with very family.

It was noted that there had been one family the School had not made contact with. A member of staff may go round to the house instead. The School had been signposting safeguarding information to all of the parents. The SENCO had added resources to the School's website. BC had sent out links to parents as well. The School had supported families with emergency funding.

The Headteacher reported that the School was continuing with a five week staff rota with three members of staff attending school every day. The pupil numbers attending the School had increased. These pupils in school were accessing the work on the School's website and were also spending time outside. The Business Manager had taken over the distribution of the supermarket vouchers. Although the system had not been working well. The SLT had also taken over the H&S role as the caretaker had left. This included running the taps and checking water temperatures so the School would be able to re-open.

The School website had been very successful. Staff would send work to the Deputy Headteacher who would upload it onto the website. Good news stories and the pupils work was also being posted onto the website. Families were being given links to other websites for ideas and activities. The School was preparing to increase its communication with parents after the Government announcement expected on the following Sunday. The SLT were expecting to have to welcome YR6 back into school and would therefore divide the classes into smaller groups of ten pupils and keep them in school in different areas so social distancing could take place.

It was noted that staff had been very adaptable. The SLT met remotely every week. The SENCO and Headteacher also spoke together every week. A regular quiz night was held for staff and there was a WhatsApp staff group. Other school websites had been reviewed to ascertain if the School was not covering any areas. The School appeared to be providing more work than other schools.

It was noted that the pupils in YR6 were sending in the least amount of work and staff were unsure how the pupils and families would react if they had to return to school. The Deputy Headteacher was able to analyse how many pupils had accessed the School website each week.

The SLT were considering the additional interventions that would have to be put in place when all the pupils returned. Wellbeing would be the main issue and the PE Co-ordinator would be required to provide additional support and time out of class. The School knew that at least 46 pupils would be starting in YR3 in September 2020, although the SLT was expecting this number to increase.

The Governors noted the following links

PAM Assist (available to all LA maintained schools)

<https://www.pam-assist.com/>

Education Support Partnership

<https://www.educationsupport.org.uk/>

Safeguarding

<https://vimeo.com/409569640>

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm_source=265388db-edd9-4eda-91f4-c0da01b813f2&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

SEND

https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance?utm_source=85366434-8f36-405e-ae28-d4f50f8d3e0c&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

9. Items to be considered for this term and to be discussed at the next meeting

- Appointment of Clerk for 2020/21
- Purchasing decisions for 2020/21
 - Governor training and value for money and Governor package for 2020/21
- Contract renewals
- Annual Safeguarding report to be completed for the autumn term 2020- 11 September 2020
- Equality Objectives and annual report

- Performance Management Arrangements- Appointment of PM governors and consider succession planning
- Appointment of external reviewer

<https://www.governorsforschools.org.uk/resources/webinars/>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/396247/National_Standards_of_Excellence_for_Headteachers.pdf

- Appointment of Chair and Vice-Chair - To confirm arrangements/ or
- to consider possible allocation of roles and responsibilities in preparation for the Autumn Term

These were deferred to the next FGB meeting.

Agenda

10. Policies

- LA model HR policies for approval by FGB- The Model HR policies from BC including the Leave of Absence policy were APPROVED

11. Date and Time of Next Meeting

- Wednesday 10 June 2020 at 4.30pm
- Wednesday 1 July 2020 at 6.00pm

12. Any Other Business

Online training for Governors

Governors were encouraged to review the online training through Bucks Education Partnership and to complete any modules that they could. The Business Manager would also provide logon details for the Schools web.

Governors
BP

13. Evaluation

The Governors considered their impact through their discussion and decisions. This included

- Overseeing the School's finances
- Ensuring that the School would cover its responsibilities during the pandemic

14. Conduct of Meeting

Governors confirmed that the meeting was conducted in an open manner and that all Governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes but maybe not the restricted confidential minutes

The meeting finished at 3.10pm

Signed Date
CHAIR

Minute	Agenda Item	Action
5	Minutes	Clerk
9	All Items deferred	Agenda
12	On line training	Governors
	Access to Schoolsweb	BP