

**Minutes of Water Street Governors Meeting
Thursday 2nd December 2021**

Present:	Jo Tamsons Stuart Anslow Sarah Bruno Rebecca Vaughan Hama Shanmugam	Nick Swain Amanda Stodart-Hall Sarah Oliver Jay Cundell-Walker
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Jenny Macnab (non-voting)

Susan Overson – clerk

		Action
PART 'A' - PROCEDURAL		
1	Welcome and Introduction Welcome given by JT	
2	Apologies for absence Apologies had been received from JS Accepted by the governors present	
3	Notification of urgent other business SA said he had several items to add in AOB	
4	Declaration of interest in agenda items None declared	
5	To approve as a correct record, the minutes of the meeting held on 14th October 2021 These had been circulated prior to the meeting. <i>Accepted as a true and accurate record</i>	JT signed copy SO to file

6	<p>Matters arising from the minutes for which there is not a separate agenda item</p> <ul style="list-style-type: none"> • Appraisal Review is not on hold to covid restrictions in school • H&S meeting with Dale Barton took place on Tuesday 23rd November 2021. This was the paperwork and H&S Policy Meeting • Governor Recruitment – JT updated the governors on governor recruitment. <ul style="list-style-type: none"> - Local Solicitor has been approached and is interested in becoming a Community Governor. All governors agreed with him being approached. - SBS had been contracted but no response had been received. - Morrisons Community Champion has accepted a post for another school - One other person had come forward but was related to another governor <p>Agreed that in the new year other options will be considered to recruit new governors as we are still 2 short</p> • Letter had been sent to school regarding school fund account and school being able to use the funds at their discretion • Letter of refusal had been sent to a staff member who had requested leave during the school term. 	<p>To be rescheduled</p> <p>JT to approach this person</p> <p>Governor recruitment to be included again on next agenda</p>
PART 'B' – SCHOOL IMPROVEMENT		
7	<p>Headteacher Report</p> <p>Power point presentation given by SA.</p> <p>SA explained the challenges faced over the last 2 weeks have caused the worst pressures on school that we have experienced so far.</p> <p>Further discussion took place on the following</p> <ul style="list-style-type: none"> • Pupil numbers • SEND pupils – discuss on numbers and time taking to get ECHPs through the process (links into the budget discussion below) Agreed that the chair would write a letter to the Assistant Director in charge of Access and Inclusion to highlight the adverse impact the delays are having on other pupils in the school and on the school financially. 	<p>SA to upload power point to sharepoint</p> <p>JT to write to AD in charge of Access & Inclusion</p>

	<ul style="list-style-type: none"> • Attendance – lower than usual due to the high number of COVID cases • Covid numbers – including the high numbers we are experiencing. Cover for classes/pupils etc and the effect on Christmas activities. Agreed that all Christmas activities that would have involved others coming into school should now all be done remotely. • School Self Evaluation – Heather Russell has carried out 2 visits – one in person and one online. Discussed at the last meeting • Safeguarding – 5 at Child In Need. 6 at Early Help. Further discussion took place on the different levels. <p><i>Governors questioned whether pupils could move up and down the levels.</i></p> <p><i>No further questions were raised.</i></p>	
8	External Evaluations – NYCC/Kate Lounds <p>Covered in headteachers report</p>	
9	Feedback from Governor Visits <p>No visits to school had taken place this half term due to Covid restrictions and high rates of positive cases</p>	
10	Curriculum Update	
11	Pupil Progress & Monitoring <p>No external data for the last 2 years due to the pandemic.</p> <p>SA told the governors that the questions they should be looking at are</p> <ul style="list-style-type: none"> • What does the internal data show? • Are pupils progressing as we would expect? • Are there pockets of concern? <p>Discussion took place on providing challenge for pupils</p>	

	<p>Ofsted are more concerned about how are pupils progressing.</p> <p>Discussed having a session on how to evidence progress in the absence of data and the approach being more judgemental. To include on Spring 2 agenda</p> <p><i>No further questions were raised.</i></p> <p>Online pupil voice discussed.</p> <p><i>Governors asked what the Ofsted Handbook says about pupils making progress</i></p>	SO to include on Spring 2 agenda
12	<p>SDP Focus – Leadership & Management</p> <p>SA and NS had had met earlier this half term. NS gave a verbal report.</p> <p><i>Effectiveness of Governing Body – further discussion took place on this. Agreed on the actions raised in the SDP around governance and to work on them throughout the remainder of the year and report back in the Summer term.</i></p> <p>Governor Skills Audit needed</p> <p>Succession planning for Chair and Vice- Chair also discussed.</p>	JT to action
13	<p>SDP Focus – Early Years</p> <p>SOI gave a verbal report. She had met with CR (FS teacher) at the end of the 2020/21 Academic year.</p> <p>Concern over Key Stage 1 groups as they haven't had a normal school year due to Covid.</p> <p>Catch-up – Phonics action plan in place</p> <p>Support for new Y2 staff is also in place</p> <p>Phonics screening test in Y2 has just been completed and despite everything they have done very well.</p>	
PART 'C'		

14	<p>Policies</p> <p>SEND – Updated version in light of changes in law and SEN practices</p> <p><i>No questions raised regarding this policy</i></p> <p>Kerri Davis from ADYs (consultant SENCo). Meetings with SEND governor will be arranged once a term. We will also invite her to meet with the full GB once a year to give feedback.</p>	SOI
15	<p>Benchmarking Data</p> <p>This had been uploaded onto Sharepoint prior to the meeting</p> <p>SO explained the new format and gave a verbal report.</p> <p>Governors commented that the data didn't show us anything new about our finances. For example our staff costs are always high and remain so due to many individuals being at the top of their pay scale.</p> <p><i>No further questions by governors</i></p>	
16	<p>Revised budget</p> <p>SA gave a powerpoint on SEN Income/Expenditure for high needs pupils to help explain the large in year deficit and projected deficits.</p> <p>SO gave a verbal report on the differences between start budget and revised budget and that the major differences were within staffing and energy costs.</p> <p>Governors challenged whether there was scope to revisit the budget under a less 'worst case scenario' basis to see what impact that would have on the numbers. However the budget has to be submitted on the basis of not knowing the pupil numbers for 2022 and has to be based on assuming no increase in year 3. Therefore the GB agreed to submit revised budget</p> <p>Discussion took place on TA numbers and implications of reduction in hours</p>	SO to submit revised budget to NYCC
17	<p>School Financial Value Standards</p>	

	RV to start looking at the SFVS and will report back at the next meeting so that it can be approved ahead of the 31 March deadline	RV to action
18	Head and Deputy Appraisal Adjourned to next meeting	Move to Jan meeting
17	Any Other Business <ul style="list-style-type: none"> • Nativity Performances – due to high Covid Numbers in school these will now take place online • New GTA(SEN) new GTA to cover 2 pupils has started. • Toilet Refurbishments – school need to replace toilet partitions in boths sets of toilets as they are too low and do not reach ofsted regulations. Roger Tiffanys did the original installation so a quote had been received for this remedial work. • Staff Overpayment – a staff member had received an overpayment after reducing her working hours. Discussion took place as to how to reclaim this amount. • JC-W – Thanks were issued to JC-W for her years of work and support on the governing body. 	Governors ask school to check on tendering limits before going ahead with this work SO to action reclaiming overpayment in January pay run.
	Meeting closed at 6.55pm	