

**Minutes of Water Street Governors Meeting
Thursday 10th February 2022**

Present:	Jo Tamsons Stuart Anslow Sarah Bruno Rebecca Vaughan Hema Shanmugam Jenny Macnab Susan Overson – clerk	Nick Swain Amanda Stodart-Hall Sarah Oliver
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		Action
PART 'A' - PROCEDURAL		
1	Welcome and Introduction Welcome given by JT	
2	Apologies for absence Apologies given by Jules Swain Accepted by the governors present	
3	Notification of urgent other business <ul style="list-style-type: none"> • Staffing request • Skills Audit • Head and Deputy appraisal • Governor recruitment 	
4	Declaration of interest in agenda items None declared	
5	To approve as a correct record, the minutes of the meeting held on 2nd December 2021 These had been circulated prior to the meeting.	

	<i>Accepted as a true and accurate record</i>	
6	<p>Matters arising from the minutes for which there is not a separate agenda item</p> <ul style="list-style-type: none"> • Toilet Refurbishments – school need to replace toilet partitions in both sets of toilets as they are too low and do not reach Ofsted regulations. Roger Tiffany's did the original installation, so a quote had been received for this remedial work. School were asked to check that they were not required to get additional quotes before the work was offered to Tiffanys. The quote is for less than £10k so no tender process is required. 	
PART 'B' – SCHOOL IMPROVEMENT		
7	<p>Rental and Lettings Arrangement</p> <ul style="list-style-type: none"> • SA informed that water street does not advertise about letting the school space because it is too complicated in many areas. • SA explained reasons for not letting school space .One of the reason is that the implications of rent also mean that insurance arrangements and safeguarding requirements have to be made • Nature of building is another reason for not letting school space • Though lettings seem to be a good income stream – the costs of additional caretaker time and cleaning would offset the benefit • Only rental is for Out and About who provide the after school provision • The rent has not been increased during the COVID period and post COVID • We have not charged during COVID when O&A was shut • It was only a fair thing to not to charge the rent • SA referred to NY Finance Manual which has huge amounts like £25 per hour per room for rent . It will be a big increase if we follow their policy – and we need to keep O&A open as the families of the school rely on it • Pre-covid a revised contract for O&A was drafted which would include rent increases – this needs to be revisited in the summer term ahead of implementation in the autumn term. 	<p>JT agreed to review the previous letting contract with RV in the summer term</p>

	<i>No further questions were raised.</i>	
8	<p>Policy Review</p> <ul style="list-style-type: none"> • Health and Safety Report <ul style="list-style-type: none"> ○ DBE is the company that does the site assessment, and they do periodic reviews ○ It's a good value for money ○ They validate the fire extinguishers, PAT testing, ventilation systems, fire alarms as part of the contract • Educational Visits -Page 14 <ul style="list-style-type: none"> ○ Residential visits are becoming quite expensive for Yr 4, 5 and 6 and consultation with parents is to be had as to whether they should continue to go ahead. ○ The year 6 trip to Bewerley park is due to go ahead at the end of March this year ○ GB approved this trip to go ahead • Complaint's policy and procedures <ul style="list-style-type: none"> ○ Excessive complaints policy is introduced new as part of the complaints policy ○ This is something we require to bring in ○ The DfE has superseded the complaints policy by the local authority, and it was introduced towards end of 2021 for all schools ○ There is a link in the school website to raise any complaints • Accessibility plan <ul style="list-style-type: none"> ○ New requirement for the GB to complete an accessibility audit ○ The Key has a template to use ○ SOI offered to conduct the audit ○ We also discussed about hearing impaired care plan <p>No further questions were raised.</p>	<p>SA to discuss along with staff to determine the cost of educational visits that parents could afford</p> <p>JT to sign the Health and Safety report during next visit to school</p> <p>SOI</p>
9	<p>Contracts Review</p> <ul style="list-style-type: none"> • Cleaning Contract <ul style="list-style-type: none"> ○ the cleaning contract is moving back to be centralised to NY council ○ the quotation is very economical ○ the hours of cleaning are reasonable ○ very impressed with new area manager 	<p>SA to share LA revised quote when received</p>

	<ul style="list-style-type: none"> ○ waiting for a revised quote for contracts ○ reduced the hours for cleaning ○ North Yorkshire council will have to sort out any issues with cleaning staff ○ Question was raised if we approached local private companies for cleaning – we have considered this and it is not viable and would use the same employees ○ Further discussion to be done regarding contract with governing body due to cost of it is over £10000 once the quote has been received 	
10	<p>Budget Monitoring Report</p> <ul style="list-style-type: none"> • We are in a large (for WS) deficit position • Better than other schools in NY when compared. • Questions were raised about the following: <ul style="list-style-type: none"> ○ Castle income, when little Castle activity – this was agreed with the Castle heads that it should continue to be paid during Covid ○ Teaching staff costs increased but NI decreased – due to DfE subsidy. Will go up in line with the NI increase later in the year ○ Why have we paid for a new door for year 1 when the refurb is only a few of years old? Due to it failing a H&S check. Even though the LA paid for the project and were therefore responsible for installing a door that was non-compliant they have refused to pay for the replacement. ○ Utility costs – what are we expecting due to the recent price rises? No further impact for this FY but have budgeted for an additional 50% with a further 10% allowance for next FY. ○ Sports grant still has 50% to spend in only 2 months – it is all allocated, timing differences of invoices being submitted <p><i>No further questions were raised.</i></p>	
11	School Financial Standards	

	<ul style="list-style-type: none"> • RV went through the word document that has documented all the standards and it is being uploaded to SharePoint ,Autumn 2 folder. • Everyone expected to go through document and give feedback • The answer are very similar to last year • Though it is bit tricky to understand some terminology in the budget monitoring report, we can't change the format since it is standard template . • Governor's training required for those who feel less confident in understanding the school's financial data • NY Council do a good training for finance <p>Summary from the SFVS document</p> <ul style="list-style-type: none"> • We don't have a finance committee • We receive mandatory reports • We have adequate level of finance expertise • Deficit due to cleaning required during COVID • We look in to the 3-year financial plan • Staff costs are high. More staff than other schools in the area • School has the business continuity arrangements • School emergency response document is an electronic copy and SA can access it any time • Additional pupils have come into school. • Need to validate teacher to school pupil ratio • For new pupils joining in key stage 2, additional funding needs to be applied • Review the staffing structure happens regularly • We use Karen Butler for HT appraisal • None of the staff in the school earn more than £100,000 • Benchmarking of income and expenditure has been done • We can also use DfE's benchmarking tool which gives Red/Amber/Green • All the criteria in the document were discussed and agreed 	<p>Susan will find out the next available dates for bite size finance training provided by NY council</p> <p>RV to reflect any queries from the detailed review and submit the SFVS by 31 March</p>
12	<p>Premises report</p> <ul style="list-style-type: none"> • SA reported that the toilet refurbishment will start during half term • Over the half term holidays, the contractor has agreed to do the partitions and doors for the toilet 	<p>SA to add an item in maintenance plan to ensure that the main gates are</p>

	<ul style="list-style-type: none"> • How ever the tiling and decoration will be done during the Easter holidays. • The reception gates issue is a school issue. • SA confirmed that the second gate is secured • A question was raised that, Ofsted might raise an issue as part of safeguarding pupils • SA confirmed, it's not an issue when the main gates are locked • Add an item in the maintenance plan 	<p>secured, and hence enough security is provisioned for the reception pupils.</p> <p>SA to organise a premises walk around</p>
18	<p>Any Other Business</p> <ul style="list-style-type: none"> • A teacher has requested to reduce her timings to 3.5 days per week for a better work/life balance <ul style="list-style-type: none"> ○ This would set a precedence for other staff ○ There is an agreed 2 job share in the school ○ one job share in KS1 and another job share in KS2 ○ If there is more than 2 job shares, there is a concern that children might lose the continuity ○ Everyone agreed that in a corporate set up, this flexibility can be agreed whereas in an educational set up, this may not be accomplished ○ All governors contributed their views to the conversation and agreed that it was not in the best interests of the school and a who, its pupils and other staff members if this request was approved. • Governor Skill matrix – JT went through the inputs received from all the governors on the required skill matrix and flagged areas of focus: <ul style="list-style-type: none"> ○ Finance ○ Data ○ Risk assessment <p>Next step is to put a suitable action plan together to address these.</p> • Head and Deputy Head performance review <ul style="list-style-type: none"> ○ Deferred to next meeting in order for DH review to be completed and for governors to do their review of the PM process of the other staff. 	<p>JT to upload the summary of Reponses from the skills audit received from governors to the SharePoint and draft the action plan</p> <p>JT NS & JS to review the a sample of staff appraisals</p>

	<ul style="list-style-type: none"> • Recruitment of a new governor <ul style="list-style-type: none"> ○ Suggestions made of potential employers or groups to approach for additional community governors including: <ul style="list-style-type: none"> ▪ Tesco's ▪ Computershare ▪ Bentleys ▪ Local Authority ▪ Whittakers ▪ Keelham Farm shop ▪ Craven Clinic 	Governors to reach out to corporates in and around skipton to see potential interests.
	Meeting closed at 8.25pm	