

**Minutes of Water Street Governors Meeting
Thursday 20th May 2021 - ZOOM**

Present:	Jo Tamsons Stuart Anslow Amanda Stodart-Hall Rebecca Vaughan Jenny Macnab (non-voting) Susan Overson – clerk	Nick Swain Jules Swain Sarah Oliver
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		Action
PART 'A' - PROCEDURAL		
1	Welcome and Introduction Welcome given by JT.	
2	Apologies for absence Apologies received from Jay Cundell-Walker and Sarah Bruno <i>Accepted by the governors' present</i>	
3	Notification of urgent other business None	
4	Declaration of interest in agenda items None declared	
5	To approve as a correct record, the minutes of the meeting held on 25th March 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"> • Update governor profiles – carried out • Website Audit – JS & SO have carried this out <ul style="list-style-type: none"> - Just photos on website now to update and then governors can look at it again • Appraisal Review Meeting – this has not been actioned at the moment. Date to be set for after half term • SENCO details – these have not been forwarded to JC-W although Anne Lawrence (acting SENCO) has emailed her school email address 	<p>SA/JS/NS</p> <p>JT to remind JC-W to check governor email address</p>
PART 'B' – SCHOOL IMPROVEMENT		
7	<p>Governor Training</p> <p>Four governors will be attending the virtual Governor School Improvement Meeting on 25th May 2021.</p> <p>Safeguarding training link to be sent out to SO</p>	<p>SA to action</p>
8	<p>Start Budget</p> <p>This was circulated prior to the meeting. SO the SBM gave a verbal report on the budget and covered the questions raised from governors below.</p> <ul style="list-style-type: none"> • CASTLE funding – are we still receiving income? <i>Yes there is still some income and on-going activity relating to CASTLE.</i> • Breakfast Club – does this break even or are we subsidising it? <i>It is self funding</i> • Covid19 Catch-up funding – does this need to be shown separately? <i>Yes this funding is ring-fenced and used for specific actions to support those who need some extra help. Predominantly this has been spent on additional small group maths sessions and well being support.</i> • Cleaning Contract & Supplies – have we seen costs savings since taking this in house? <i>There would have been, but the additional cleaning required as a result of COVID has offset this.</i> • Other Insurance Premiums – explanation given regarding RPA (Risk Protection Arrangement) 	

	<ul style="list-style-type: none"> Challenge made about submitting an in-year deficit budget and where there any areas we could revisit to avoid having to submit a deficit budget. <i>The deficit is small and the budget is always put together using the most conservative estimates for income and worst case scenarios for expenditure. The final position is unlike to reflect the current deficit.</i> The level of Sports Funding was challenged as a large drop from the current year. <i>Amount not yet confirm so to be prudent not including it yet</i> <p>The start budget was approved for submission to the LA.</p>	<p>Start Budget to be submitted to LA - SO</p>
9	<p>Outturn statement</p> <p>Circulated prior to the meeting on Sharepoint. Report is called Year End Statement of Reconciliation.</p> <p>Discussion took place on moving forward and changing to BACs payments rather than Cheque payments</p>	
PART 'C'		
10	<p>Staffing</p> <ul style="list-style-type: none"> RT is on Maternity Leave and will return in October 2021 on a full-time basis. JB is covering this post CL has been on long term sick since May 2020. She has sent in a request to the governing body to change her contract from 1.0 FTE to 0.5 FTE to enable her to return to work and manage her work life balance. <ul style="list-style-type: none"> Discussion took place on the suitability of return to a job share post and her fitness to return to work. Possibility of job share in KS1. Maximum of 2 job share classes (one in each KS) Return to work plan discussed – this will be completed with staff member/headteacher/HR representative Discussion on phased return to work and how this would work for staff and pupils. Phased return will be teaching full classes not small groups <p>Governors agreed contract reduction to 0.5 FTE with effect from 14/6/21</p>	<p>JT to write to CL advising her of the outcome</p>

11	<p>Staff Wellbeing</p> <p>Headteacher updated the governors on how hard the staff are working.</p> <p>The operational part of school is very difficult but the children think everything is normal.</p> <p>The governors discussed how the pressure on staff could be alleviated.</p> <p>School life can get mundane and repetitive especially at the moment with Covid19.</p> <p>Staff do feel valued and looked after by the SLT even though they are all struggling due to Covid19 restrictions</p> <p>Whilst there were no immediate actions the on-going wellbeing of the staff would continue to be a discussion point at the COG/HT fortnightly meetings.</p>	
12	<p>Safeguarding</p> <p>CPOMS is used to record all safeguarding issues however minor to enable a picture to be built up.</p> <p>We have 4 pupils on CIN (Child In Need) Register at the present time</p> <p>Whole staff safeguarding training will take place at the start of the autumn term to ensure everyone is up to date</p>	
13	<p>Premises</p> <p>Guttering was renewed over the Easter Break on one side of the school as well as repairs to the roof on that side. (FS playground side of the school)</p> <p>New door entry system has been installed which incorporates an entry/exit log system. This produces a report of adults on site in the event of a fire alarm and also enables school to see who is on site at any given time.</p> <p>New panes of glass in the mobile classroom and Y6 classroom will be installed over half term</p>	

	The new front entrance will be carried out over the Summer Break. This is a NYCC project.	
14	Health & Safety Dale Barton will visit school on 8 th June 2021 to carry out his Fire Risk Assessment New Policy for the end of the day – a member of staff will now stand at the FS gate as well as the main playground gate to monitor pupils and parents leaving the premises	NS to attend
15	Policy Review GDPR - This is a NYCC policy that is renewed annual to only the date has been changed. <i>Governors agreed to accept this policy</i>	
16	Any Other Business <ul style="list-style-type: none"> A letter had been received from a member of staff requested holiday leave during term time. Discussion took place and governors agreed that it had to be refused in order not to set a precedent. 	JT to send letter to staff member
	The governors would like to issue thanks to all staff for their hard work and support to the school Meeting closed at 8.15pm	