



MIDDLEWICH PRIMARY SCHOOL
Minutes of the Safeguarding, Finance and Staffing Committee
Friday 12th November 2021 at 8am
Held remotely via MS Teams



Present: Rob Bunn Chair
 Sandie La Porta (SLP) Headteacher (HT)
 David Atkinson (DA)
 Cheryl Bertoni (CB)

Also in attendance: Louisa Moseley Clerk to Governors
 Beverley Stephens School Bursar (SB)
 Katie Davies DHT

PART 1 -	Action
1. Apologies and Additional AOB Item	
The Governing Board noted the absence of Laura Platt. No apologies had been received in advance of the meeting.	
2. Conflict of Interest	
All declarations of interest had been recorded on Governor Hub. There was no expected conflict with the business of the meeting.	
3. Election of Committee Chair and Vice Chair	
The committee appointed David Atkinson as Chair of the SFS committee for 2021/ 2022, but due to the lack of time to prepare, Rob Bunn agreed to Chair this autumn meeting. The committee appointed Dr Robert Bunn as Vice Chair of the SFS committee for 2021/ 2022.	
4. Minutes	
The part one minutes of the meeting held on 11 th June 2021 were confirmed as a true and accurate record of the meeting. ACTION: RB to sign a copy of the minutes when next in school.	Chair (RB)
5. Actions & Matters Arising	
The action log was reviewed, and it was confirmed that all actions not addressed elsewhere in the agenda had been completed and closed appropriately.	
6. Agree Committee Terms of Reference for 2021/22	
The Terms of Reference were reviewed by the governors and it was agreed to keep membership to a minimum of five governors including at least two non-staff members. During the PWCP committee it was agreed to amend the quorum of the meeting from five to four governors in light of the reduced number of members on the board currently. The Chair and HT agreed the TOR should align for both committees as follows: Quorum: Four governors including two governors who are not employees of the school. ACTION: Clerk to update the TOR and bring to the FGB for approval.	Clerk
7. COVID-19 Update	
Governors received the Covid-19 risk assessment on Governor Hub prior to the meeting.	

The HT informed governors that the school are following the government and CE guidance. The school have reintroduced masks in communal areas. If there are more than 5 children that test positive in one class, it is deemed an outbreak.

Q: Does an outbreak change how the affected class interact with the rest of the school?

A: Yes. They form a bubble and have separate lunch times and virtual assemblies. They are separated from other classes to minimise the spread.

Q: Have cleaning routines changed at all?

A: The school no longer have a cleaner for midday to wipe down tables, so teachers and support staff are having to do this. Another cleaner works after lunch to maintain hygiene levels in line with CE guidance.

Q: Have there been many outbreaks in school?

A: Only one class had an official outbreak but there were 39 positive cases of Covid-19 across the school at one stage.

8. Safeguarding

8.1 Safeguarding update including DSL report

The DSL report was shared on Governor Hub prior to the meeting.

CB gave a verbal summary to governors, detailing the following:

- The DSL and DDSL have attended all required meetings with external agencies.
- Both DSL and DDSL have supported individual families.
- DSL and DDSL attended SCiES update (summer 2021).
- The Child Protection and Safeguarding policy has been updated in line with the model document from the SCiES Team.
- DSL and DDSL have attended the training for the new ChECS referral system.
- All staff had attended or were booked on to attend the necessary safeguarding and prevent training this year.
- All staff have read and signed the KCSiE, child protection policy and confidentiality agreement.
- Assembly themes follow the RHE curriculum being delivered in class.

Governors noted the following actions the school have to complete:

- One-minute guides to be sent to all staff on a monthly basis.
- Staff safeguarding knowledge to be informally assessed through use of safeguarding scenarios from the SCiES Team. Staff to be selected at random.
- DSL and DDSL to continue to attend SCiES update (autumn 2021)

Governor comment: *Could the SCiES safeguarding scenarios be sent to specific members of staff that do not have as much experience with safeguarding rather than randomly sending out to all teachers, some of whom are managing safeguarding concerns on a regular basis. The scenarios could be viewed as training opportunities rather than additional workload.*

Response: *This is a good idea.*

8.2 Operation Encompass

Operation Encompass is an initiative to enhance communication between the police force and school in relation to domestic violence.

The school reported that:

- One email had been received in the autumn term and the child is being monitored.

8.2 Attendance

The attendance report was shared on Governor Hub prior to the meeting. Governors noted the attendance figures are quite low in comparison to other years but in line with national attendance data for 2021.

Schools are now expected to record positive cases of Covid-19 as illness on registers.

- Whole school - 93.8%.
- Pupil Premium – 92.08%
- Non-Pupil Premium – 94.46%

Governors noted the attendance for PP and non-PP children is not comparative due to numbers. The school are keeping a close eye on all vulnerable pupils.

Currently, there are no open cases with the Education Welfare Service.

The school are receiving leave of absence requests. Three out of six requests have been approved. The school are being firm and not authorising holidays unless for exceptional circumstances.

Less children are arriving late to school. The staggered starts with ten-minute intervals have worked well and will continue.

Q: Is the drop in attendance all due to Covid-19?

A: Largely, but also due to minor illnesses such as coughs and colds. This is a national problem.

Q: Is the number of leave of absence requests the same as in any other year?

A: The number of requests has reduced this year compared to previous years.

Q: Are there any patterns in recorded absentees or any areas of concern?

A: No. All absentees are individuals and there are no patterns identifying groups of children not in school. The school are mindful of monitoring any Persistent Absentees (PA's).

8.4 Premises update including risk assessments and H&S review.

The school had completed risk assessments for all classes as well as the whole school risk assessment and outbreak management plan on Governor Hub.

The Health and Safety review is due and will be discussed at the next SFS committee meeting.

8.5 Fire Drill Update

The fire drill report for September 2021 was shared on Governor Hub prior to the meeting.

The fire drill took place in the early autumn term and was successful. No issues were reported, and no actions were raised.

9 Finance

<p>9.1 Budget update The three-year budget plan had been circulated on Governor Hub prior to the meeting for governors to review. A finance meeting had been held earlier in the term with CE. Alison Sumner attended as the representative governor. Incremental pay progressions had been factored into the budget. Governors congratulated the school on a positive budget report. There were no questions from governors.</p> <p>9.2 Benchmarking The school were awaiting the data to be published by the DFE in January 2022. Governors to review benchmarking in the Spring SFS committee meeting.</p> <p>ACTION: Clerk to add benchmarking to just the spring SFS meeting agendas.</p> <p>9.3 School Fund The school fund had been audited but had not yet received a copy of the account and the School Fund Audit Certificate to share with governors. The actual budget was balanced at approximately £4K.</p> <p>Q: Is this in line with other years? A: Yes. The balance is normally around this amount.</p> <p>9.4 Scheme of Delegation The scheme of financial delegation had been shared on Governor Hub prior to the meeting. Governors noted there had been no changes and approved the document.</p> <p>9.5 SFVS The school had not yet received the evaluation of the SFVS submission from May 2021. DA agreed to be the nominated finance governor and review the SFVS with the SBM this year before submission on 31st March 2022.</p> <p>9.6 Manual of Internal Financial Procedures (MOIFP) DA agreed to review the MOIFP with the SBM and bring any questions or queries to the SFS committee in the spring term before recommending approval of MOIFP in the spring FGB meeting.</p> <p>ACTION: The SBM to send out available dates to DA to arrange a finance meeting to review the SFVS before 31st March and the MOIFP. ACTION: Clerk to add H&S review to spring SFS agenda.</p>	<p>Clerk</p> <p>DA/BS</p> <p>Clerk</p>
<p>10 Residential Update</p>	
<p>The school intend to resume all residential as soon as possible for KS2 pupils but are not planning too far in advance due to Covid-19. The next residential provisionally booked is Whitby for Year 6 with further intended residential from the spring term onwards for Years 3,4 and 5.</p>	
<p>11 Staffing</p>	
<p>Training and Development All staff had received:</p> <ul style="list-style-type: none"> • Mandatory safeguarding training. 	

<ul style="list-style-type: none"> • Phonics scheme training for teachers and TA's. • CPD delivered by the science lead. • Antbullying training for the pastoral team • Training on the catch-up curriculum • Subject leads received support from Middlewich High subject specialists to develop the curriculum. • In house training on improving writing across the school. • OFSTED training for schools on a good curriculum via webinars. • HMI training through CE on science. <p>In addition</p> <ul style="list-style-type: none"> • KD is completing a level 7 apprenticeship (masters) qualification • KD competed training on the induction framework for Early Career Teachers (ECT) as an induction tutor and mentor. <p>Q: Is the level of training in line with other years and is it manageable for staff at this time?</p> <p>A: It is similar. The school are aiming to continue as normal, supporting the childrens learning as best as possible. The school have reduced data collection and have put more personnel in place to support staff and allow for all the training and development to take place.</p>	
12. SDIP and Self Evaluation	
<p>Governors reviewed the SDIP for 2021-22 shared on Governor Hub prior to the meeting. The HT has written the School Self Evaluation Form (SEF) but had yet to share it on Governor Hub. The new SDIP will be reviewed in the spring term and again at the end of the year alongside detailed school action plans. Governors noted there is a larger focus on staff wellbeing. RB and SLP agreed to discuss this further.</p> <p>There were no questions.</p> <p>ACTION: RB and SLP to discuss how staff wellbeing can be monitored and reviewed as a target on the SDIP.</p> <p>ACTION: SLP to share the SEF alongside the SDIP on Governor Hub for the autumn FGB meeting.</p>	<p>RB/SLP</p> <p>SLP</p>
13. Directors Report	
<p>Governors received the directors report on GH prior to the meeting. The clerk provided an appendix of relevant items for governors to review and recommend they read the full report. All items have been addressed within the committee meetings.</p>	
14. Policies	
<p>Governors agreed the following policies would be reviewed by DA before recommending approval at the FGB meeting in autumn 2021:</p> <ul style="list-style-type: none"> • Violence and Aggression risk assessment • Data Protection • Capability of staff (LA) • Newly qualified staff (ECT) <p>Governors agreed the following policies will be reviewed by RB before recommending approval at the FGB meeting in autumn 2021:</p>	

<ul style="list-style-type: none"> • Child protection and procedures • Health and safety • Attendance policy (non-statutory) <p>Governors noted the designated safeguarding lead as Vicky Williams.</p> <p>ACTION: Governors to agree individual policy responsibilities at the FGB meeting in autumn 2021.</p> <p>ACTION: DA and RB to review SFS policies and recommend approval at the autumn FGB meeting.</p>	
	Govs
	DA/RB
13. Any other business	
There were no items of other business.	
15. Next meeting	
Governors agreed the next meeting be held on Friday 4 th March 2022 at 8am on Teams.	

*The meeting moved to Part 2.
CB and BS left the meeting.*