**MIDDLEWICH PRIMARY SCHOOL**

**Minutes of the Safeguarding, Finance and Staffing Committee**

**Friday 5th March 2021 at 8am**

Present: Sandie La Porta (SLP) Headteacher

Lee Turner (LT)

Rob Bunn (RB)

Stuart Mayhead (SM) Chair

Cheryl Bertoni (CB)

Laura Platt (LP)

David Atkinson (DA)

Also in attendance: Louisa Moseley Clerk to Governors

Beverley Stephens Bursar

Gemma Reynolds Observer

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| **PART 1 -** | **Action** |
| 1. **Apologies and Additional AOB Item** |  |
| All committee members were present.  No apologies had been received for the meeting.  There were no items of other business. |  |
| 1. **Conflict of Interest** |  |
| Stuart Mayhead is a Governor at Middlewich High School.  All declarations of interest had been recorded on Governor Hub.  There was no expected conflict for the business of this meeting. |  |
| 1. **Minutes of the previous meeting** |  |
| The part one minutes of the meeting held on Friday 13th November 2020 were confirmed as a correct record, to be signed by the Chair and retained by the school.  **ACTION**: Chair to sign sets of previous minutes when next in school. | **SM** |
| 1. **Actions & Matters Arising** |  |
| **Actions**  The following actions had not been completed due to the national lockdown and governors agreed they should be carried forward:  **Discussion to be held with school council by HT about ways in which new children could be helped to settle in.** On Hold, to be reviewed.  **SB/GR to meet and formulate a policy review cycle – clarifying who is responsible for specific policies.**  A work in progress still not complete. To be brought to the Summer term SFS committee meeting.  All other actions were addressed within this meeting agenda or completed and closed as appropriate. | **SLP**  **SB/GR** |
| 1. **Covid-19 update** |  |
| * 1. Governors received an update on the regular review of the risk assessment and safety procedures. Governors reviewed and **approved** the risk assessment for the full re-opening of the school on 8th March 2021 shared on Governor Hub prior to the meeting. The HT informed governors that the green highlighted points indicated the additional points or amendments made to the risk assessment. The highlighted points included: * The restriction of shared resources across bubbles. * Health and Safety regarding specialist teachers (PE, music, French) working across learning groups. * All staff to carry out asymptomatic testing twice a week. * Face coverings to be worn in all public areas where social distancing between adults is not possible. Face coverings need to be stored in a sealable plastic bags between use. * The logistics of entering and leaving the school premises safely. * The sharing of staff wellbeing and mental health information.   ***Q: Have the staff agreed to the Lateral Flow Tests (LFT)?***  ***A:*** *Yes. It is voluntary but staff have been willing to comply. The tests are taken on a Wednesday and Sunday evening to allow time to respond to any positive results. The school have received no positive tests as yet. All safety measures are still being strictly adhered to.*  ***Q: Are the staff happy to comply with the LFT’s?***  ***A****: It gives them a sense of reassurance.*  ***Q: Did the original letter to parents mention the need for all parents on site to wear face masks?***  ***A:*** *The office will add it to the letter being sent out today.*  **ACTION**: To add the need for face masks to be worn by anyone on site on the letter to parents.  The governors passed on their thanks to the staff for complying with the LFT’s.  **ACTION**: SLP to pass on thanks to the staff for their support and willingness to undertake LFT’s. | **SLP**  **SLP** |
| 1. **Safeguarding** |  |
| * 1. **Safeguarding update including DSL report.**   GR informed governors that all children known to social care had been invited in to school and have attended school during lockdown. The school had kept in contact with families in the community through emails and phone calls. On the return to school, lessons on emotional wellbeing and mental health will be a priority. The school have organised an NSPCC assembly the first week back. Staff will be reminded in the staff meeting to record any concerns regarding wellbeing and safeguarding. All staff had completed the safeguarding training.  ***Q: Are there any families the school have not been in regular contact with?***  ***A:*** *All families have been contacted but a few have been more sporadic, and one family have been more difficult to reach. However, the school do not have any particular safeguarding concerns about this one family. Every week, the school hold engagement meetings to monitor and track the level of attendance and engagement in remote learning. The vast majority of pupils are completing 75% or more of the set work. Anything less is being actioned. Teachers, Family Support workers and Support Assistants will contact the families regularly and offer additional Zoom sessions if required.*   * 1. **Attendance**   The attendance report was shared on Governor Hub prior to the meeting. CB shared the following summary:  The report extends from 1st September to the 1st February spanning the first full Autumn term in school and the half term in lockdown. Due to this, the picture of attendance is not clear. 19 out of 52 children in receipt of Pupil Premium were in school during lockdown. The school had received six requests for leave of absence involving nine pupils. Two were approved. The school predict more will follow if holidays are permitted from the end of June.    ***Q: Does the school have any plans to address the gap in PP attendance and its impact?***  ***A****: Yes. This will be discussed in Part 2 under item 3.*  ***Q: What has the attendance on live Zoom lessons been?***  ***A****: It has been high. Any children not attending have been contacted and, in some cases, staff send reminder messages to parents. The teachers are tracking the engagement and the quality of work in English, maths and Zoom class sessions*   * 1. **Premises update; including risk assessments and H&S review.**   (This item was discussed before safeguarding and attendance to accommodate PT.)  Paul Taziker joined the meeting to discuss the Health and Safety review with Cheshire East council from 2nd March 2021.  All policies and documents had been reviewed. Three key actions were reported as follows:   * The school needed a Risk Assessment of Stress Policy to be approved at the next FGB meeting. Increased levels of stress across the county are predicted on re-opening so all schools need a policy in place.   **ACTION:** PT/ SLP to produce a Risk Assessment of Stress Policy.  **ACTION:** Governors to approve the Risk Assessment of Stress Policy at the Spring FGB meeting.  **ACTION:** Clerk to add policy to the Spring FGB agenda.   * The school need a Violence and Aggression Risk Assessment to be put in place. The school have been provided with a proforma to personalise.   **ACTION:** PT to finalise the Violence and Aggression Risk Assessment with SLP.  **ACTION:** Governors to approve the risk assessment via Governor Hub under the declarations tab.   * Covid Risk Assessment to include a section on staff working from home. These staff are classed as lone workers and the school need to detail how they are supported.   **ACTION:** PT to add additional information on staff homeworkers to the risk assessment.  **ACTION:** Governors to approve the additional changes to the Covid risk assessment at the Spring FGB meeting.  **ACTION:** Clerk to add the review of risk assessment with staff homeworkers to the Spring FGB agenda.  ***Q: The school does not have an asbestos certificate. What is the reason for this?***  ***A:*** *There is asbestos in the old toilet area that is sealed with no risk of exposure. The school have considered removal, but this would be a significant financial commitment.*  Governors thanked Paul for his hard work and efficiency.  (The meeting moved back to item 6:1).  **6.4 Fire drill update.**  A fire drill will take place when the school re-opens. | **PT/SLP**  **Governors**  **Clerk**  **PT/SLP**  **Governors**  **PT**  **Governors**  **Clerk** |
| 1. **Finance** |  |
| * 1. **Budget update**   Governors received the Budget 3-year plan via Governor Hub prior to the meeting.  BS shared the following summary:   * BS and SM had attended a budget meeting. * The budget had not changed a great deal since the Autumn term meeting. * The school had not used any extra supply staff this term, though this may change moving forward. * The sports Funding had been extended but no date had yet been given. * The school had spent extra on hygiene products due to Covid-19 but may have Covid funding from the Government. They had already received approximately £400 from submitted claims. * A £28,553 deficit in Year 2 is predicted due to the additional expenditure this year which has reduced the carry over.   ***Q: The projected carry forward is £173,250. The uncommitted limit is £158,846. Is there a provision in place to allow the school to carry this over or is there a plan for the additional amount?***  ***A:*** *The school need to plan how to allocate the budget once the school is fully re-opened. The school have not received any advice from CE finance about carrying forward more than is normal. The budget remains under constant review.*  ***Q: The Direct Employees budget increases by £200K from Year 1 to Year 3. What is driving this additional amount from 79% to 89% of the budget?***  ***A:*** *This is most likely due to oncosts such as pensions and National Insurance. It may also include the incremental increases in teacher salaries.*  Further budgetary implications were discussed under Part 2 item 3 staffing.  **Benchmarking**  Governors reviewed the Arbor benchmarking report 2019/20 shared on Governor Hub prior to the meeting. The HT advised governors to view the DFE benchmarking model through the school website link. The following points were highlighted:   * The support staff costs are high because this incorporates the cost of supply cover in house. * Water and sewerage services supplied by the Local Authority are high compared to schools nationally though in line with Cheshire East (CE) schools. It was agreed that SM and BS discuss the cost of water and sewerage at the next finance meeting with CE.   **ACTION**: SM and BS to discuss water and sewerage costs at next finance meeting.  **ACTION**: Governors to read through the benchmarking document and direct any further questions to BS.   * 1. **School Fund**   The school fund document was shared on Governor Hub prior to the meeting. There was a balance of £4,700. The school had received donations from the local community for IT equipment. There had been little movement as the school are limited on what it can be spent on.   * 1. **SFVS**   Chair to meet with SB to complete SFVS submission for 2021/22.  It was agreed that SM will meet with BS to review the SFVS next week and then LT as Chair of Governors to sign the SFVS submission on completion before being brought to the FGB meeting in Spring 2021 for FGB approval.  **ACTION:** SM to review SFVS and LT to sign before Spring FGB.  **ACTION:** Clerk to add SFVS approval to Spring FGB agenda. | **SM/BS**  **Governors** |
| 1. **Staffing** |  |
| * 1. **Training and Development**   All staff that were due to update their safeguarding training had completed the course. The staff are now able to access a number of webinars on remote learning and wellbeing linking to subject specialisms. Staff are able to complete more training in their own time. |  |
| 1. **SDIP and Self Evaluation** |  |
| Governors reviewed the School Improvement Plan, previously circulated on GovernorHub, summarising actions taken.  ***Q: Should the specific action plans include the phrase, ‘The school meets and exceeds the needs of the pupils in receipt of PP and SEND.’***  ***A:*** *This would need some consideration as it refers to actions and not targets. To exceed the needs of pupils is a difficult concept.* |  |
| 1. **Governor Monitoring Visits** |  |
| Guidance on monitoring visits for link governors had been shared on Governor Hub prior to the meeting.  ***Q: Who should governors contact to arrange a link visit?***  ***A:*** *Contact Bev in the school office to forward on any emails to relevant staff.*  ***Q: Has it been a significant amount of time since governors have been allowed in school for link visits?***  ***A****: Yes. It will need relaunching on the full re-opening of school. New governors need a link role allocating to them.*  **ACTION**: Allocate link roles to new governors and relaunch the link governor visits at the Spring FGB meeting.  **ACTION**: Clerk to add link governor role allocation and meeting arrangements to Spring FGB agenda. | **LT**  **Clerk** |
| 1. **Governor Training** |  |
| SM encouraged governors to access Modern Governor training on Governor Hub as well as any CE training in Finance for Non-Financial Managers and safeguarding for governors.  DA had completed the following training:   * Exclusions Panel Training on 1 Mar 2021 * Effective Complaints Handling on 11 Feb 2021 * The Strategic Role of the Governing Board on 3 Feb 2021 * What is "Effective Governance"? on 21 Jan 2021 * Schools Finance Training for Governors on 18 Jan 2021   **ACTION**: All SFS committee members to complete a finance training course for non-financial managers.  *Cheryl Bertoni left the meeting 8:53am* | **SFS committee** |
| **12. Policies** |  |
| All polices for review were CE model policies.  The following policies were reviewed and approved:   * Lettings policy * Whistleblowing policy * Disciplinary procedure * Disciplinary policy * Complaints   RB agreed to review the following policies and approve them via Governor Hub under the declarations tab.   * Data Protection * Charging and remissions   **ACTION**: RB to review the Data Protection and Charging & Remissions policies and approve them via Governor Hub under the declarations tab. |  |
| **13. Governance Newsletter** |  |
| The HT informed governors that the school website was compliant.  The Clerk asked governors to read the Governance Newsletter and bring any further actions or questions to the Spring FGB meeting.  **ACTION**: Governors to bring any actions or questions regarding the Governance Newsletter to the Spring FGB meeting. | Governors |
| **14. Any Other Business** |  |
| There were no items of other business. |  |
| **15. Impact Statement** |  |
| Governors have:   * Reviewed and approved the Covid-19 risk assessment for the re-opening of the school. * Received a report on the Health and Safety review. * Received the budget update and discussed financial position of the school. * Identified opportunities for further government training. * Approved school policies. * Received the benchmarking document. * Discussed safeguarding provision throughout the lockdown. |  |
| **16. Next meeting** |  |
| The next meeting will be held on Friday 11th June 2021, at 8am to be held virtually via MS Teams. |  |

Moved to part 2.