



Pilton Infants' School Full Governing Body Meeting 25th April 2023

Minutes

Date/Time: Tuesday 25th April 2023, 5.30pm

Location: School Hall

Governor Attendees	Initials	Governor Category
Brian Holme	BH	Foundation - Chair
John Mortimer	JM	Acting HT
Lindsay Tranter-Sharpe	LTS	Foundation
Jess Haynes-Holme	JHH	Co-Opted
James Crighton	JC	Parent

Other Attendees	Initials	Capacity
Verity Goss	VG	Clerk
Sue Featherstone (until 5.49pm)	SF	Business Manager

Apologies	Initials	Governor Category	Absent w/o apology
Kate Nolan	KN (Vice-Chair)	Parent	

Procedural Items		
1	<p>Welcome and apologies for absence Apologies received and accepted from KN. Abi Milton who had attended the previous meeting as a potential governor had not been able to make this meeting – she was considering whether she would be able to commit to the role.</p>	
2	<p>Declarations of pecuniary/non-pecuniary interest and confidentiality None declared.</p>	
3	<p>Agree minutes of meetings on 14th March Minutes agreed as an accurate record of the meeting.</p> <p>Action points: SCR – on HT report JM to share reports – JM would circulate VG to arrange for policies to be published – VG to work with admin.</p>	

Strategic Items	
<p>4</p>	<p>Budget and Finance - Three year budget for agreement</p> <p>SF distributed the final draft budget.</p> <p>Were the energy costs for the last year now known? SF stated the school had received a bill for £3,500 for the past three months, but it was frustrating that they did not know the cost per unit that they were being charged. Total cost for September – April was £5,000. SF was going to contact the provider to find out details. New buildings had air source heat pumps, which would change the ratios of the bills.</p> <p>SF gave an overview of the main areas of the budget.</p> <p>Final figures showed a five year balanced budget, which the school had not had before. The budget reflected the current situation, with 2.5% built in for staff pay rise, and 2% estimated for other lines. Staffing was as close to accurate as possible – there would likely be some cases where staff requested a change of hours. Maternity leave had been costed in.</p> <p>BH felt it would be useful for SLT to sit down and consider the priorities for surplus amounts, and there would be some work that could be done during the summer term. Lighting was something to consider – SF stated that the capital grant had been received for energy saving schemes such as lighting and insulation. Agreed it would be beneficial to look at the insulation possibilities for the Y2 classroom. JM stated that there were some spaces in the school that were not useful – he was considering whether it was possible to split rooms in some cases to make better use of the space.</p> <p>SF explained that DCC had advised schools to put in an uplift which was why all budget lines had gone up. SF stated that if the government changed this would also change.</p> <p>Had the Covid catch up grant be used? There was some still left over – support using this money was continuing.</p> <p>Governors approved the budget. SF was thanked for her work.</p> <p>SF left 5.49pm.</p>
<p>5</p>	<p>Update on TEAM</p> <p>The stakeholder consultation process had finished the previous term. The draft timeline for the staff consultation process had been written, but TEAM were currently waiting for confirmation from HROne on when they would be able to attend a TUPE meeting before the process could start. The regional schools commissioner had stated the application would be discussed at the May board meeting.</p>

SF to get more details from energy supplier.

JM to meet with SLT in discussion with SF and draw up a high, medium and low priority list of works

JM/SF to look at Y2 classroom insulation.

JM explained that no TEAM deep dive visits had taken place this half term as it had been a short half term disrupted by the bank holiday, strikes and SATs – the next review would be after half term. Curriculum teams meetings were happening the next week.

6 HT Report

Including Progress against School Development Plan, Health and Safety
Consider staffing structure for next academic year

All had received the report. There were quite a few areas where attendance had dropped – before Easter there had been a number of cases of scarlet fever. One child was still on a part time timetable.

Safeguarding – two currently on child protection register, three child in need. Four children had been stepped down from child in need which reflected the progress the families had made.

TA interviews – two full time positions were being advertised. There was a new Y2 1:1 TA who was very strong – this was a joint appointment made with Pilton Bluecoat, meaning the staff member would move with the child at the end of the year giving better consistency.

Staff suggestion box – pastoral support had been a common theme. JM would look at this – possible use for the surplus budget.

What was the school providing for vulnerable children during the upcoming strikes? JM stated that the vast majority of teachers were striking – parents had been invited to book their child in if they were vulnerable or needed a place as a critical worker. There were about 30 children that would be attending. Previous strike days had worked well with TAs leading alternative activities.

Staff sickness – slight improvement on previous year.

Teacher retention rates – there had not been many teachers leave over the past few years. One had left to start a family and chose not to return, one had moved area. Staff governor stated this reflected that the school was a good place to work.

Building work was going well – the initial plan was to hand over the buildings before half term, and the school was still planning on children going in after half term. JM had been discussing with the builders the logistics of moving in furniture while they continued to work on outside areas.

Are there any children who will struggle with the transition to a new classroom? JM stated there were some who would find it a little unsettling, but children were looking forward to moving in. Possibility of showing

	<p>children round before half term, even if the furniture was not in place. A governor suggested that if this was not possible a video of the classrooms to send home over half term may be useful.</p> <p>Data – pupil progress meetings had happened the previous week. There were still a number of children who would not reach expected standard, although they were making process. Two new children had started before Easter with limited English, but they were making good progress. Were the parents supportive? JM stated that the parents were supportive at home with their children’s learning.</p> <p>Y1 data had improved since the last time it was seen by governors. Staff had talked about children that could be targeted to improve more.</p> <p>Reception data had dipped since the last report. JM had talked to the reception teachers about the reasons for this. Staff had talked through the children, and were quite confident that some would improve again – focus on phonics and reading.</p> <p>PIPs training had taken place – the physical contact/safe holding policy was being written, and would hopefully be available for the next meeting. JM explained that this was not a mandatory policy, but was recommended. It was important for a small number of children in the school – the policy would enable staff to feel confident with what they are doing. Relational behaviour policy was on track.</p> <p>JM stated the school was hoping to get some trips happening this term. There was a full cohort next year for reception, with a few on the waiting list. Two children had EHCPs.</p>	
<p>7</p>	<p>Review extended school provision to ensure it meets the current needs of pupils and families.</p> <p>Wraparound care was in place, shared with Pilton Bluecoat. It was not oversubscribed – there was capacity for more children if needed. Hours were the same as most other schools – 7.45-5.30. Pricing was competitive compared to others in the area. Extra curricular clubs such as tennis helped parents that did not need childcare every day, with a variety offered by teachers and TAs enabling children to pursue their different interests. Governors agreed it would be useful to add to the next parent survey to ensure it was still meeting parent needs.</p>	<p>JM to add to next parent survey.</p>
<p>Monitoring and Accountability / Issues to Decide</p>		
<p>8</p>	<p>SEND - Agree annual report on SEND provision for school website in line with statutory duties</p> <p>Moved to next meeting.</p>	<p>JM/VG to liaise with SP to</p>

	<p>Governors discussed the best way for governors to meet subject leads. BH proposed that governors came in to do a school visit, then the leads came to the next meeting. Ebon and Nicky – June, Jess and Stacey – July.</p>	<p>receive report.</p>
9	<p>Review catering – reaffirm food standards in line with statutory duties Catering provided by Pilton Bluecoat to meet the nutritional standards required.</p> <p>Some concerns over portion sizes – JM stated that there was a lot of food wastage where children did not eat everything. JM explained the logic of ‘loaded fries’ meals – getting children to try various meals that they would not normally choose as they came with fries. Vegetables – previously children had a choice and could refuse the vegetable portions, but have now said that they must have vegetables on their plate.</p> <p>Children were also able to choose a jacket potato or tomato pasta.</p> <p>Governors discussed whether children were getting more fussy about food/if more were bringing in a packed lunch.</p> <p>JM would talk to TEAM about whether more variety of carbohydrates would be reintroduced now children had tasted the meals with loaded fries. Sometimes there had been a substitute pudding, but this caused issues for some children.</p>	
10	<p>Policies/items to agree:</p> <ul style="list-style-type: none"> a) SEN – no changes needed, confirmed by SENDCO. Agreed. b) Data Retention and Disposal – updated policy from DPO. Agreed. c) Information Security – question raised on encryption – JHH stated that some laptops were not able to be used if they were encrypted. The advice of the DPO was to use Google Drive. Governors would appreciate a statement from DPO on this to support the policy. What internet security did the school have? Windows anti virus was in place – different one had meant the laptops had stopped working. d) Secondment – no change, model policy. Agreed. e) Appraisal – no change, model policy. Agreed. f) Capability – new model policy – minor wording changes from previous model. 	<p>JHH to contact DPO.</p> <p>VG to arrange for updated policies to be published on website where needed.</p>
Governing Body Management		
11	<p>Governor roles and term of office KN next expiry of term of office in November – to revisit in the autumn term.</p>	
12	<p>Agree dates for FGB meetings for the coming academic year Governors agreed to go back to six meetings – one every half term. September 19th agreed as good date for first meeting.</p>	<p>VG to bring revised dates to next meeting</p>

13	Chair's Business None	
14	Next meeting: Tuesday 6th June 2023, 5.30pm Meeting ended 6.46pm.	

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