



Pilton Infants' School Full Governing Body Meeting 14th March 2023

Minutes

Date/Time: 14th March 2023, 5.30pm

Location: School Hall

Governor Attendees	Initials	Governor Category
Brian Holme	BH	Foundation - Chair
John Mortimer	JM	Acting HT
Kate Nolan	KN (Vice-Chair)	Parent
Lindsay Tranter-Sharpe	LTS	Foundation

Other Attendees	Initials	Capacity
Verity Goss	VG	Clerk
Sue Featherstone (until 5.56pm)	SF	Business Manager
Abigail Milton	AM	Observer

Apologies	Initials	Governor Category	Absent w/o apology
Jess Haynes-Holme	JHH	Co-Opted	
James Crighton	JC	Parent	

Procedural Items		
1	<p>Welcome and apologies for absence BH welcomed all to the meeting. Apologies were received and accepted from JHH and JC. BH introduced AM as a potential governor, who was observing this meeting.</p>	
2	<p>Declarations of pecuniary/non-pecuniary interest and confidentiality None declared.</p>	
3	<p>Agree minutes of meeting of 10th January, Part II Minutes, and actions arising Minutes were agreed as an accurate record of the meeting. Actions – JM had investigated the admissions map and communicated to governors. Policies had been actioned. Part II minutes were distributed to those present, and agreed as accurate.</p>	

Strategic Items

4 Budget and Finance

SFVS

Governors had received the SFVS draft. Comments were invited.

Financial experience within the governing body – chair's experience within the local authority to be added.

Finance committee – needed to state that it was a single governing body with a lead finance governor. All finance items were received at the full board meeting, held six weekly.

Asset register – there was a manual inventory. Governors felt it would be beneficial to consider an electronic register as it would be easier to update.

Professional advice – wording discussed to ensure it reflected current practise.

Benchmarking – governors discussed which areas of finance had been included within the benchmarking exercise.

Collaboration – governor questioned what collaboration there was currently with the Three Valleys Learning Partnership. Currently there was not much work, but there was more work with TEAM. Agreed should be adjusted to reflect this.

Audit – due to take place but date not yet known. There were delays due to Covid.

Monitor Budget

Budget monitor had been received. SF stated that the last gas bill had been received in November, and she was chasing for the next bill. The financial advisor was next visiting on Thursday, and would give advice on how to record bills that were paid after the financial year ended. Files had come down for staff pay, which could now be updated. Spending was now frozen as it was two weeks until the end of the financial year.

What was the main factor for the overspend? SF stated this was mostly due to the pay rises – increase of approx. £27,000 in total. Was gas for the period that had not yet been billed accounted for? SF stated that she had included an estimate, but was aware the actual cost may be higher. There would be enough to pay for it.

Pupil numbers next year – expected to have a full cohort starting. Current Year One and Reception were now full – next year the school should be at

SF to update and ensure submission.

	<p>capacity. BH had recommended that a plan was put together looking at finance at the beginning of the year to look through how the budget was spent outside of the standard items.</p> <p>Buying in to services – SF explained that the school had had to buy in to DCC services from April as they were not yet part of TEAM. Contracts with services such as Parentmail would also need to be reviewed.</p> <p>Governors thanked SF for her contribution. SF left the meeting 5.56pm.</p>	
5	<p>How governors can expect to be involved in an Ofsted inspection and what they need to know? <i>A video and slides followed by a discussion.</i></p> <p>Governors watched a video of what governors should expect if they were involved in an Ofsted inspection.</p> <p>Items raised:</p> <p>It would be useful to have a clear sheet for the governors setting out who had which lead roll.</p> <p>Parent/Staff/Pupil survey – this had last been completed in December 2021. JM explained that this year the surveys were planned for the summer term to tie in with TEAM – last year TEAM compared results across all the schools. It was also a good time for the results to feed into the school development plan. JM stated there was also a staff suggestion box – staff had identified children needed more pastoral support. How was staff wellbeing monitored? BH and KN attended meetings with staff – not all governors had been aware of this. Governors discussed how there were a lot of good things going on in the school, but it was important that all governors were aware of everything. Did staff know what the school’s wellbeing offer was? JM explained what staff had access to, and what took place in the school. JM explained that staff were able to take time within the day after any safeguarding incidents if needed, and support was available if needed.</p> <p>When had the SCR been last looked at? Caroline Pinsent had examined it on a recent visit. LTS stated that as part of her staff role she had done an audit on every staff member to ensure it was correct. JM would also complete a dip test.</p> <p>Governors agreed another health and safety walkaround would be useful.</p> <p>Summer term – governors needed to review the plans that had been presented by the key subject leads, and compare them to what had actually happened. Governors discussed the best use of governor visits, and how they would be able to have accountability as a governor, making the most of a governor’s time to be beneficial to both the governor and staff. Governors discussed how they also saw different aspects as part of their other</p>	JM to complete a dip test and report back.

	<p>relationships with the school – as staff or parent. Agreed that the subject leads taking governors on a walk around would be beneficial.</p> <p>Governors agreed there was currently consistent head teacher reports, which enabled them to challenge effectively.</p> <p>Governors agreed it was a useful video to watch. Governors should receive prevent training. Did any governors need level 3 safeguarding training? No – level 2 was all that was needed by governors. The safeguarding audit had given examples of where governors had had an impact.</p> <p>Governors discussed how a sense of community was established within the parents – events helped to build this, but the loss of the hall during the classroom building meant that not all normal events were able to take place.</p>	<p>JM to send slides out.</p>
<p>6</p>	<p>HT Report - Including progress against SIP, Health and Safety, Staff wellbeing and absence</p> <p>Report had been received. Questions invited from governors.</p> <p>Staff absence – was the Bradford factor used? It would be in cases of long term absence.</p> <p>Visit from LA advisor had gone well, with valid points raised.</p> <p>Year one predictions – noticeably lower than Reception and Year Two. JM confirmed that this cohort had also been lower in their Reception year. The figures were from Christmas – JM expected these to go up at the end of term, and Little Wondel was definitely having a positive effect on phonics, and maths was also improved.</p> <p>Had having to use the hall as classrooms had an impact? There had been some impact – it was noisier, but staff had managed very well in the space. JM was hopeful that the building work would finish on time.</p>	<p>JM to share visit report.</p>
<p>7</p>	<p>Update on Management Partnership with TEAM MAT</p> <p>Result of stakeholder consultation and decision to be made on next stage.</p> <p>The stakeholder consultation had finished – there had been one person attend the stakeholder meeting, and a small number of e-mailed had been received. It was felt that parents not attending the meeting gave the strong message that they were supportive of the school joining TEAM. JM had received communication that the application would be considered at the April or May meetings. Staff consultation process could not start until the school had received formal notification of this. Currently it was still on track to academise on 1st September.</p> <p>Governing board needed to formally decide whether to move on to the next</p>	

	stage of the academisation process – all agreed.	
Monitoring and Accountability / Issues to Decide		
8	<p>Safeguarding</p> <p>Safeguarding audit with Caroline Pinsent had taken place a few weeks previously – report would be distributed. Actions included visit notes from governors – JM had done a template report. Safeguarding page on the website had been updated. Contextual safeguarding of the site would be completed.</p>	JM to distribute report.
9	<p>Policies</p> <ul style="list-style-type: none"> a) Computing – renewal of policy as recommended by computing lead. Curriculum section mentioned KS2 which was not applicable to Pilton Infants – JM would check with JH. Policy agreed. b) Confidentiality – recommended that this was added as an appendix to the code of conduct. Agreed. c) Data retention and disposal – carried forward to next meeting. d) Disclosure and barring service – new model policy. Agreed e) Governor allowances/expenses – renewal of current policy. Agreed. f) Information security incident management – carried forward to next meeting. g) Intimate care – new model policy. Agreed h) Lettings – renewal of current policy. Agreed. i) Recruitment and selection – new model policy. JM confirmed that optional checks detailed in 12.7.1 and 15.1.1 took place. Agreed. j) SEN – carried forward to next meeting. k) Smoking at work – renewal of current policy with slight changes to include vaping. Agreed. 	VG to ensure policies updated.
Governing Body Management		
10	<p>Governor terms of office/vacancies</p> <p>VG informed governors that the next expiring term of office was KN in November. There were currently vacancies – AM would consider if she felt able to join the board.</p>	
11	<p>Chair of Governor’s Business</p> <p>It had been a successful meeting – governors felt better prepared for an Ofsted inspection.</p>	
12	<p>Date of Next Meeting</p> <p>Tuesday 25th April, 5.20pm. Meeting ended 7.51pm</p>	