

Meeting – Part 1 Minutes							
Date/Time		Monday 8 June 2020 – 17.30.		Location		Microsoft Teams	
Governors Attended.		I		Governors Attended.		Initials	
Amanda Pujol		APu	Governor - Parent (Chair)	Stephen Mosedale		SM	Governor – Co-opted
Ann Boyce		AB	Governor - Co-opted	Liz Mundy		LM	Governor - Parent
Alice Purcell		AP	Head Teacher	Ian Guy		IG	Governor – Co-opted
Jemma Webb		JW	Governor – Co-opted	Dawn Chapman		DC	Governor – Co-opted

Apologies	Initial	Reason (Category of Governor)	Absent without Apology	Initials
Seann Williams	SW	Deputy Head Teacher		
Maggie Parkes	MP	Governor – Co-opted		

In Attendance	Initials	(anyone who is not a governor/associate)	Minutes to
Phillippa Lane	PL	Clerk	Attendees
Pauline Woodbridge	PW	CFO	Apologies
			Academy Website
			Trust Board.

No	Agenda	Led by
1	Welcome and Apologies:	Chair
-	Head Teachers Update: This item includes all Governors:	Head Teacher
2	Declaration of Interests – Resources Business Meeting:	Chair
3	Minutes from the previous meeting 10 February 2020 – Part 1:	Chair
4	Budget Planning 2020 -2021: Part 2 Discussion:	Chair/CFO
5	Premises – Update:	JW
6	Health & Safety Update:	Head Teacher
7	Personnel – Part 2:	Head Teacher
8	Communication to the Trust:	Chair
9	Matters brought forward by the Chair	Chair
10	Future meeting dates:	Clerk

Agenda Number	Details of discussion	Decision or Action
1.	Welcome & Apologies Apu opens the meeting at 17.34 and welcomes the attendees and PW (CFO) to the meeting. APu explains that the Head Teacher will provide an update to all governors on the update of the partial reopening of the school. Non resources governors are welcome to stay during the business part of the meeting.	
	Extra Item: Head Teachers Update: AP updates the governors on how the school has been coping after the partial reopening. Currently key worker and year 6 are in school, with year 6 coming in for mornings only. Staff are coping well with the safety measures that have been put in place. Foundation are due to return next Monday (15 June). There will be two separate groups initially, one group of eight returning on a Monday and Tuesday and the other group on Thursday and Friday. Wednesday will be kept free for teacher planning and a deep clean. Oak and Apple classes will operate in a similar way. The challenge ahead lies with the return of year 1 and lack of available space and not sufficient staff to operate within the guidelines, however this year group may be able to return on a part time basis. AB asks a question as to how are the year 6 home-schooled children managing. AP admits this is a challenge as the majority of staff are now on site. Chestnut class home schooled children have been directed to the BCC bite size online learning. Teachers are still accessing Seesaw, but staff do not now have the capacity to check and feedback on work. APu asks a question about the learning outcomes for children and is it possible these will be met by the end of the year/term? Is it likely these will not be met due to home learning? AP explains that it will be likely that certain learning outcomes will not be met, however the home learning has been based on focussing on recapping subjects and embedding the gained knowledge. Plans will have to be put in place in September to ascertain learning attainment to see where children are with their learning such as assessing reading age. APu asks AP if there any more guidance that could be given to parents to supplement their children's home learning? AP replies that the school is happy to provide more guidance, but it needs to guidance that parents will appreciate. The BBC bite size online learning has been designed specifically for each year group and their expected learning objectives. AP mentions the need to continue with reading practice. LM wonders if it would be possible for parents to know what the expected learning objectives are for the three core subjects, reading, writing and maths and are there any tools parents could use if their children are not meeting these objectives? And would the school be able to provide a book reading list? AP confirms that she will these comments forward with SW. IG asks a question regarding the additional cleaning. AP replies that it was going very well. DC enquires as to the hand washing facilities. AP replies that hot water is now available in each classroom provided by mini water heaters. Sinks are placed by each entry point into the school and there is plenty of hand gel available. PPE equipment has arrived and AP has made the staff a training video on how the equipment is used. DC enquires as to how the children have transitioned back into school and are there any concerns with regard to their well-being? AP explains that the children returning to school have settled in well, however she does have a concern with some key worker children. This group of children have attended school since the lockdown and have been contained within a group of children of all different age groups. The length of time the key worker children have been in this situation in collaboration with long school days may have had an impact on some	

	children. APu mentions that the 2-meter social distance may be reducing, would this have an impact on the operating of the school? AP replies that it wouldn't, as the 2-meter rule cannot be maintained between the members of each pod. AB asks what will be the school's strategy to integrate the key worker children back into school life with their peers? AP replies that this probably won't be able to happen until September. APu offers AP positive parental feedback regarding a recent letter to parents concerning social distancing within school.	
2.	Resources Meeting Commences: DC leaves the meeting at 17.53. APu welcomes the Resources Committee. Declaration of Interests None recorded.	
3.	Minutes of the previous meeting 10 February 2020 – Part 1: Apu summarises the action log and outstanding actions are recorded as complete or ongoing. Please see attached Action Log. The minutes are agreed as a true and accurate record of the meeting.	
4.	Budget 2020-2021: Review of expenditure to date: AM starts this discussion with a query relating to supply costs budgeting. Supply costs for training cover can be predicted, however this is virtually impossible to predict for possible staff sickness or absences. It is discussed as to whether three separate budget headings for supply are needed. PW establishes that supply costs are within one budget; however, it is up to the Head Teacher if they want to split the costs into separate cost centres. AB asks has the sickness cover within the administration team part of the cause for the over spend? PW confirms that sickness cover for the administration team is taken from a different budget. Other matters discussed: - No additional hours for staff were permitted after 23 March and the Trust were directed to request staff who had accrued time off in lieu or were entitled to long service days, to take this time in the summer term to ensure a full quota of staff in September. - Nursery income is mentioned as being an area difficult to budget as with extended care such as breakfast and after school clubs due to an increase in expenditure in line with income, however the school does still make a profit. - No income has been received as yet with regard to student placements. The school have had three students this year and have not received any income. The Business Manager to speak to the Exeter Consortium. - IT support costs have risen from £9K to £14K, this is likely to be due to the purchase of learning software packages and extra support from TME. PW advises that the school have made a saving of £3,400 in the office budget, but are over spent by £5,400 in IT support. This is reflective of the IT support budget costs being placed in the office budget in the 19/20-year budget. - A discussion takes place regarding the possibility of requiring extra staff in	

	September. AP confirms that the school would not have capacity in the budget to be able to pay for extra staff. Part 2 Discussion: End of Part 2: The budget for the curriculum budget has decreased by £2. AP explains that to have the three TA's and the SENCo, the school will have to cut back on resources, however resources for the curriculum were purchased this year and the school has good teaching resources in place. This will not affect the lighting up learning scheme. Three-year budget forecast: PW confirms that there is an in year 12K overspend this year, the annual contribution to the Trust is less than expected. The Trust have budgeted for a 2.5% increase in teacher pay and 2.75% for support staff, but these figures have not been officially confirmed. Lack of pupil numbers this year has had a major factor on the budget this year. Pupil numbers are set to rise to 141 next year. Lost revenue from breakfast and afterschool clubs has also had a negative impact. Approximately £7K has been lost in nursery payments, £3,400 in catering income and £10K in extended services, but this has been offset against extra staffing costs and other resources. APu asks what can governors do about the £12K overspend? PW explains that the school has not accrued extra costs due to Covid-19 and informs the governors that the Trust has paid for the Easter holiday care provision, free school meal vouchers and hampers, any hand wash purchased or cleaning will be able to be claimed back. PW explains that next year the school will have an in year over spend of £3,800 and in year surplus of £5K the following year. PW as CFO is happy to submit the 3 year forecast to Trustees to approve and to use the £12K out of the surplus. SM thanks PW and AP for all their hard work with regard to the budget. APu asks the governors if they are happy to approve the budget. All agree.	Decision: Governors agree to approve the budget.
5.	Premises Update: - The plumbing works have now been completed and the fence has been painted. - Decisions for CIF Bid applications have been deferred until June. - Quotes are being obtained to replace flooring in one of the classrooms.	
6.	Health and Safety Update: - AP advises that the school is up to date with fire safety checks, fire extinguishers have all been serviced and the fire alarm has been tested. New muster points have been established to be compliant with social distancing regulations. - Legionella testing checks are up to date. - Regular staff meetings are taking place with regard to cleaning and each pod has its own cleaning caddy. Staff have been advised of the procedure for dealing with a child with Covid-19 symptoms. The whole pod will have to self-isolate if a confirmed case is found, if this is the case home schooling	

	will be provided to all children within that pod. - AB would like to thank to a member of staff who has worked particularly hard with the home school provision and training other staff members. - Guidelines have changed with regard to supply teachers. The school can use supply teachers, unless they have worked in another school in the previous 2 weeks.	
7.	Personnel – Part 2 Discussion: End of Part 2 Discussion: PW advises the governors that the Trust will take its time making sure the right decision is made with a view to recruiting new staff in the Autumn term. Temporary posts will continue until further notice. The Trust need to move forward with centralising HR and finance to remove the burden on the Head Teachers. AB speaks about the support from the LGB for centralising and she is concerned that the Ide governors have been more operational than strategic, but concurs that JW has made a big difference to Ide with regard to premises maintenance and would hope that a health and safety/premises officer would be able to work with JW in the future. PW explains that the Trust may be moving forward to standardisation rather than centralisation.	
8.	Communication to the Trust: AB mentions that the governance handbook and scheme of delegation and the CEO's draft version of what services are currently centralised and which ones are not. AB to speak to the CEO regarding this at the Chairs Forum.	
9.	Matters brought forward by the Chair: No items to be brought forward from the Chair. AP would like to thank PW for all her help and support with Ide's finances. AB would like to convey her thanks to AP and to all staff at Ide. It is decided that a letter will be issued to all parents from the LGB thanking parents for their support and efforts with home schooling, information regarding the curriculum and to inform parents of all the works that have been carried out in conjunction with FIS. AP would like the support provided by the Trust to be recognised. The letter to be issued after the CEO's letter to parents.	
10.	Future meeting dates: FGB: 6 July 2020 – 17.30	

The meeting closed at: 19.03.

Date/Time of next meeting	Monday 6 July – 17.30	Location	Microsoft Teams – until further notice.
---------------------------	-----------------------	----------	---