

Meeting – Part 1 Minutes							
Date/Time	10 May 2021 17.30.		Location		Online Meeting via Microsoft Teams.		
Governors:	I			Governors Attended.	Initials		
A Boyce	AB	Chair – Co-opted.		M Parkes	MP	Co-opted.	
D Chapman	DC	Vice-Chair – Co-opted.		A Green	AG	Parent	
I Pratt	IP	Staff		A Purcell	AP	Head Teacher	
S Mosedale	SM	Co-opted.		J Webb	JW	Co-opted.	
L Mundy	LM	Parent.		S Williams	SW	Dep Head Teacher	
L Ramsdale	LR	Staff					

Apologies	Initial	Reason (Category of Governor)	Absent without Apology	Initials
D Chapman	DC	Co-opted		

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

No	Agenda	Led by
1	Welcome and Apologies:	Chair
2	Declaration of Interests:	Chair
3	Minutes of the previous meeting 26 April 2021 – Part 1:	Chair
4	Finance – Draft Budget 2021/2022:	CFO
5	Safeguarding Update:	Head Teacher
6	Staff & Pupil Well-being Update:	Head Teacher/IP
7	Governor Visits Report:	Chair
8	LGB Risk Register:	Chair/CFO
9	Policy Review:	-
10	Governor Training Update:	Clerk
11	Links to Parents & Community:	Chair
12	Communication with the Trust Board:	Chair
13	Matters brought forward by the Chair:	Chair
14	Future Meeting Dates:	Clerk

Agenda Number	Details of discussion	Decision or Action
1	Welcome & Apologies: AB opens the meeting at 17.31, apologies are noted from DC.	
2	Declaration of Interests: None.	
3	Minutes of the previous meeting 26 April 2021- Part 1: The minutes are approved as a true and accurate record of the meeting on 26 April 2021 – Part 1. Matters Arising: - AB advises of the completion of the action relating to SW. AB refers to DC's report which reflects SW's hard work. - AB and AP to liaise with the Trust's Compliance Officer (CO) to address the school's premises and health & safety compliance matters. AB has spoken to the CO with a view to convening a meeting before half term. JW and AB have compiled a list of premises and health & safety issues to forward to the CO. PW to be copied in to any correspondence etc.	
4	Finance: Draft Budget Report 2021/22. The CFO advises the LGB of the key points from the draft budget report. The report was circulated to governors in advance of the meeting. AB proposes to move to item 8 after this item to discuss the financial section of the risk register. Income: Available funding in 2021/22 is based on the October 2020 census with the number of pupils who were on roll at that time. £4343 for 2021/22 per pupil is expected and this funding includes the teacher pay and pension grant. This is an increase in pupil weighted funding from the previous year. Higher Needs (HN) funding has increased in respect of one child currently attending the school. PW advises this funding may not continue if this child leaves the school. AB asks AP, is there a chance this child may leave the school this year? AP believes the child will continue attend this year, but there may be a possibility the child will leave at the end of next year. Sports Premium (SP) funding is anticipated to remain at £16k. The catering income is expected to remain at £12,200 for the year. AB refers to the catering income and the consistent lack of income in this area. PW reiterates this matter relates to the current provider and plans to address this have been put on hold due to Covid. Breakfast and After School clubs are expected to generate an income of £33k. Nursery income figures look healthy looking forward. Expenditure: Teaching and staffing costs due to rise, despite a pay freeze for public sector workers. PW explains staff currently on lower pay scales will get an increase of 1% in 2021/22. The Trust have assumed staff will get a pay increase of 2% for the following years. PW outlines the other streams of indirect staff expenditures, these include; staff absence insurance, pension deficit, apprenticeship levy, recruitment costs and other staff costs. MP seeks clarification and refers to the supply teaching staff/other column which indicates a figure of £7,800. PW confirms this is	

	for supply cover costs. AB has a query regarding the apprenticeship levy and asks who does this refer to? PW advises the Trust, as a MAT are obliged to pay a Government levy to enable the Trust to take on apprentices. Building repairs and maintenance budget to increase to £5k. Utility such as electricity and water are assumed based on usage and previous usage. Cleaning material costs to increase by £300, due to the continued Covid infection prevention. AB refers to the school's water usage and speaks about previous water bills being exceptionally higher than the other schools within the Trust and reiterates the historical problems with the water meter and reported leaks. AP asks PW what are the current costs of the school's water bill? PW confirms the costs have reduced and £5k has been allocated to the budget. AB seeks clarification as to Ide's current costs compared to another similar sized school within the Trust. PW explains the schools have not had a full school year since the start of the Covid pandemic, therefore it is difficult to estimate usage and cost. The school's insurance paid through the Education, Skills Funding Agency (ESFA) which is more cost effective. IT software and consumables to increase to £7k as the demand for improved IT facilities since Covid has increased. AB asks is there any indication catch up funding will be available next year? PW replies that this is not yet known. PW continues to summarise other school expenditures, such as; early years resources, curriculum resources, Special Educational Needs (SEN), sports premium expenditure, Pupil Premium (PP), residential visits, office costs and governor expenses. AB enquires as to the proposed new telephone system and the improvements required for the broadband and asks is this included in the draft budget? AP clarifies that the budget has accommodated the existing telephone system, although concurs this is matter that still needs to be addressed. AP agrees that the phone system does need to be replaced and plans are in place to move forward with this. AB raises the matter of the poor broadband at Ide, PW advises that a better connection can be obtained, but this will be costly and may not be the actual problem. PW informs the governors the total estimated expenditure for 2021/22 is showing as £772,195 with a brought forward surplus of £185,68. PW reminds the governors the school must be able to submit a balanced 3-year budget, but further work will be needed to balance the budget in the 3rd year. AB asks why would there be a deficit in the 3rd year? PW advises costs are inevitable to increase such as staffing costs and there is no guarantee government funding will be increased to cover this (rather the reverse). In the 3rd year staffing costs will be set to rise by £15k and this includes the assumed staff pay increase of 2%. AB refers to SM as a lead governor in finance for any comments or questions. SM thanks PW for her explanation of the budget and has no further comments. AB thanks PW for her report. MP asks when will the governors be able to view the complete MAT budget? PW advises this will be available in June.	
5	Safeguarding Update: AP advises of a case of a child in need, this has resulted in a Multi-Agency Safeguarding Hub (MASH) referral.	

6	Staff and Pupil wellbeing update: IP has no further comments to add, after the previous meeting but, advises the return of the school volunteers has made a big difference. AP concurs with this. AB asks AP to update her if the school require further volunteers.	
7	Governor Visits Report: AB refers to DC's report and expresses her thanks for the report and the content. JW refers to the return of books to school and speaks about Friends of Ide School (FIS) assisting with this. SW thanks JW for help with this. A brief discussion takes place regarding applying for funding to buy books for the school. AG speaks about her experience at her previous setting and speaks about the 'New Wave English Hub' as a possible funding stream. SW responds and speaks about a similar funding stream recently applied for, but the school did not meet the criteria due to the number of PP children attending the school, which was not sufficient to enable funding. SW advises the school does currently have a good selection of books. AP informs the governors herself and SW are looking into the possibility of using Read Write Inc (RWI) and are planning to visit St Thomas to investigate further. AP speaks of the school's dedication to ensure all children achieve their reading age expectancy.	
8	LGB Risk Register – Finance: AB shares the financial section of the risk register and invites PW to assist with the financial section. The Clerk shares the document during the meeting. 7a, to add – 'The LGB to receive regular income and expenditure reports on a monthly basis.' This also applies to 7d. Likelihood to remain on 2, impact to move from 1 to 2. 7b, to add - 'The school has produced a balanced budget for 2021/22, but is aware that pupil numbers fluctuate, which could affect this.' Likelihood to remain at 3. Impact to remain at 1. 7c, to add – 'The expenditure on staffing for 2021/22 is 72% of total income.' Likelihood to change to 1. 7d – Completed (see 7a). 7e, to add - 'Mispostings have been reduced significantly, cost centres are monitored by CFO regularly.' 7f, to add – 'The Trust has internal and external audits annually to ensure compliance.' 7g – (see 7f). 7h, to add – 'The School will not go ahead with a trip unless adequate funds are available.' To change the likelihood and impact to 1. Clerk to make the amendments to the risk register.	
9	Governor Training: The Clerk advises the governors of the available Babcock course for the remainder of the school year. Exclusions training is to be re-evaluated with another provider	

	and the organisation of safer recruitment training is progressing.	
10	Links to Parents & Community: AB refers to the proposed sensory garden and asks JW to update the governors. JW advises that a parent of the school is taking charge of this and the garden is progressing. MP asks where will garden be located? JW explains this will be located near the old library. AB advises she is editing the Ide Times and encourages the school to provide any news or information ideally on a monthly basis, the deadline is 20 of each month.	
11	Communication with the Trust Board: No further comments are brought forward. The Clerk reminds the governors the Chair's Forum will be taking place on 1 July and matters to be brought forward will be sought at a FGB nearer to this date.	
13	Matters brought forward by the Chair: AB informs the governors of her membership to the Devon Association of Governors (DAG) and invites the governors to consider joining. AB reminds the governors of the requirement to publish the school's reports on the use of the PP, SP funding and advises that schools must publish their Covid catch up funding report to illustrate how this funding has been spent. AP speaks about the school's teaching assistants (TAs) and how their skills have enabled the extra interventions to be implemented. AB seeks clarification as to the extra interventions put in place by the TAs and asks if they have had to increase their hours to provide this. AP replies this is not the case and the interventions are currently being carried out within their designated hours. AB proposes the report to be presented at the next or following meeting.	
14.	Future Meeting Dates and Key Points: Future meeting dates are confirmed as 24 May and 5 July. 24 May at 17.30: - Budget 2021/22 approval. <i>Children in care and Intimate care policies.</i> <i>Outdoor Education policy statement.</i> <i>Behaviour Policy.</i> <i>Emergency plan.</i> 5 July at 17.30: - SEND Review and SEND Policy. - Governor self-evaluation. - Setting priorities for the next academic year. - Sports Premium report. - AG Pre-school report.	Action: Governors to read the SEND report – previously circulated.

	• Agree the Head Teachers appraisal committee. • Health & Safety Review with the Trust's CO.	
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The meeting closed at: 19.14.

Date/Time of next meeting	24 May 2021 – 17.30.	Location	Microsoft Teams – until further notice.
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