

Meeting – Part 1 Minutes							
Date/Time		01 March 2021 – 17.30.		Location		Online Meeting via Microsoft Teams.	
Governors:		Init		Governors Attended.		Init	
A Boyce		AB	Chair – Co-opted	A Green		AG	Parent
D Chapman		DC	Vice-Chair – Co-opted	S Mosedale		SM	Co-opted
A Purcell		AP	Head Teacher	M Parkes		MP	Co-opted
S Williams		SW	Deputy Head Teacher	J Webb		JW	Co-opted
Liz Mundy		LM	Parent	I Pratt		IP	Staff
				L Ramsdale		LR	Staff

Apologies	Initial	Reason (Category of Governor)	Absent without Apology	Initials

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 25 January 2021 – Part 1:	Chair
4	Finance:	CFO/SM
5	Staffing – Part 2 Item: (Moved to item 13)	Head Teacher
6	Safeguarding Update:	Head Teacher
7	LGB Risk Register:	All
8	Staff & Pupil Well-Being:	Head Teacher/IP
9	Policy Review:	Chair/Head Teacher
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 – Part 2 Item:	Head Teacher
14	Future Meeting Dates:	Clerk

Agenda Number	Details of discussion	Decision or Action
1	Welcome & Apologies: AB opens the meeting at 17.33, no apologies are noted. IP attends on behalf of the staff governors.	
2	Declaration of Interests: None recorded.	
3	Minutes of the previous meeting – 25 January 2021 – Part 1: The minutes are approved as a true and accurate record of the meeting on 25 January 2021 – Part 1. Matters Arising: • AP to circulate safeguarding S175 action plan to governors. • AB to write to SW, to thank her for her fantastic work on literacy and reading. • Risk register, AP and AB have reviewed the risk register, AB advises this will be discussed during item 7. • Governors confirm that they received the recent staff newsletter from the CEO. AB expresses her thanks towards CEO.	
4	Finance: PW refers to the P4 revised forecast, this report was circulated to governors ahead of the meeting. PW briefly summarises the revised forecast to advise of the following: • Spending patterns have been affected by Covid. • The school is expected to have surplus year end of 30k. Initially the revised forecast assumed the full opening of schools to happen after Easter. The assumed surplus will increase as schools are opening on 8th March. • PW informs the governors another revised forecast will be produced and will be available towards the end of April. • Additional Covid costs were approx. £3,800 and have risen slightly. Biggest loss of income is attributed to the traded services; it is anticipated that income for traded services will start to show an increase by Easter. PW opens the discussion for questions/comments. SM refers to the reduced income and increased Covid costs and comments at the current time it is difficult to assume what income will offset expenditures to date. PW explains the assumption has been made that the Trust will receive that the full amount of the £10,400 Covid catch up funding and this is to be spent on additional resources and staffing. SM reiterates that Ide has been spending more on premises works, refuse and waste collection. SM seeks clarification as to how Ide could bring these expenditures under control. PW advises that refuse expenditure has increased due to the number of paper towels currently being used. With regard to premises	

	maintenance the Trust's Compliance Manager will be conducting a 5 year plan for building and maintenance. SM notes an expenditure of £3,500 from the capital funds to provide digital devices for children who needed them. SM asks AP has that expenditure been sufficient to assist children with remote learning? AP advises the school has received generous donations not only to address remote learning, but to assist with IT generally at the school. AP is to meet with school's IT lead to discuss an IT strategy for the school and to ensure the money is wisely spent. AB asks LM for any comments. LM refers to the IT investment and asks about any additional funding that could be available. AB makes reference to the risk register and the high risk rating with regard to IT strategy and resources and concurs that additional funding is needed. AP advises TME have recently undertaken an assessment of the current IT stock, Wi-Fi and server matters. A detailed quote has now been received. AP cannot see other avenues of funding, unless the school applies for a grant. Three laptops have been received from the DfE, £1000 donation from a parent and £1,500 from a local business and an additional £1,000 from an Exeter Schools project. PW advises of the Covid catch up premium could be an additional source of funding, AP agrees, but would like to spend this funding on extra staffing for catch up tuition for children. JW to investigate further into possible grants. AB summarises that this an area for budget consideration but a plan to address the IT risk is underway. LM asks does the MAT have any plans with regard to a longer term IT strategy for all 4 schools? PW advises that the Trust are looking to update the telephone system across the Trust, but this does rely on satisfactory Wi-Fi. This matter is ongoing. AB asks PW if she is taking the lead on this? PW replies in the affirmative. PW speaks about the challenges that have derived from Covid with regard to moving this forward. Budget setting for next year: PW advises the General Annual Grant (GAG) statements have not been released as yet, but these are expected towards Easter. At this point the draft budget 2021/22 is not available until the GAG statements are received.	
5	Staffing: - Part 2 Item: This item is moved to item 13.	
6	Safeguarding Update: AP advises that the school have continued to monitor vulnerable children during remote learning. No safeguarding concerns or referrals to MASH have been reported. The new staff member at the pre-school have has received initial safeguarding training. MP confirms that she has checked the Single Central Register (SCR) with the school administrator and she has been liaising with the school contact with regard to safe guarding. AP to circulate the S175 safeguarding checks to governors.	
7	LGB Risk Register: AB refers to areas of a high risk rating in particular to section 9a with regard to health & safety and the requirement of having a trained health & safety coordinator within the staff team. It is discussed as to who from within the staff would be able to undertake this role. AB asks PW for any advice regarding this. AP would like to suggest that she has a conversation with one of the staff members to move this	

	forward. AB to send a PDF version of the risk register to all governors and asks the governors to consider the judgements made and to forward comments to her. It is established that AB is the owner of the risk register and will be the person to update this. Governors to comment by Monday 15 March.	Action: Governors to review the risk register and to forward comments in 2 weeks directly to AB.
8	Staff & Pupil update: IP as a staff governor advises that staff are currently doing well and everyone is ok. AP explains that the staff are excited about having the children back in school without the pressure of providing remote learning, although this will be available for children who cannot attend school. AP reiterates how well the staff are coping and how hard they are working. The staff are looking forward to rebuilding relationships with the children whilst being mindful of children that may need extra emotional support. AB comments that the team spirit within the staff has shone through. JW would like to thank AP and the staff for the regular welfare telephone calls throughout the lockdown this was gratefully received by parents.	
9	Policy Review: AB refers to SM's curriculum link report with regard to the school's PSHE programme, Safety, Caring, Achievement, Resilience and Friendship (SCARF). The report was circulated to governors ahead of the meeting. AB expresses her thanks to SM for providing this report. Actions arising from the monitoring include obtaining feedback from the pupils, once the school is fully open and it is safe to do so. AP advises that progression has moved forward regarding the RSE policy and has been in touch with SCARF with regard to parental consultation, further details of the curriculum and examples of resources need to be consulted with parents before the end of this term. Charging & Remissions: AB refers to the last paragraph of the policy, and the right parents have to remove their children should they think this is necessary and speaks as to how this appears to contradict all children being able to experience outdoor visits due to financial circumstance. AB asks AP has this situation ever occurred? AP advises that the school would never exclude a child participating in a school outdoor visit due to financial circumstance. AP to look into the wording of this policy Clerk to forward model policy to AP.	
10	Governor Training: The Clerk advises the governors of the requirement for governors to have training in exclusions and Head Teacher appraisals and advises of available training dates. - Exclusions: 25 March – 10.00-11.30 & 17 June – 10.00-11.30. - Head Teacher appraisal – 28 April – 10.00 -11.30 & 9 June – 13.30-15.00.	
11	Links to parents and community: AP would like to express her thanks to the local business who made a recent donation to the school and informs the governors on how the children have been writing thank you cards. AP to write personally to thank the business and explains	

	the local business is the Ide Community shop. AB to publish the news in the next edition of the Ide times. AB has written to the parent donator to thank them on behalf of the LGB. AP refers to funding from the Ted Wragg Trust and from Teignbridge District Council. AB to write letters of thanks to both on behalf of the LGB. JW proposes to have the thanks put on the school website. AP supports this proposal. DC offers to help with the managing of messages through the school's social media. PW suggests that the school look for a local volunteer to assist with the management and updating of the school website. A longer term strategy for website management is discussed.	
12	Communication with the Trust Board: Governors were circulated a copy of the part 1 Chairs Forum minutes ahead of the meeting. AB summarises the meeting and advises the governors as to what was agreed at the meeting. This included the Chairs of the LGBs to meet initially with the new central staff and Head Teachers. AB reiterates Ide's premises maintenance is of great importance. AB asks the governors if they have any comments or questions they would like to put forward to the Trust Board. No further comments are received.	
13	Matters brought forward by the Chair: Part 2. <i>SW and IP leave the meeting at 18.39.</i> Part 2: End of Part 2: AP would like to express her thanks to all the governors for their support during these difficult times. AB reciprocates thanks AP for all her hard work and thanks PW for attending the meeting.	
14	Future meeting dates: Future meeting dates are confirmed as 19 April and 10 May.	

The meeting closed at: 18.49.

Date/Time of next meeting	19 April 2021 – 17.30.	Location	Microsoft Teams – until further notice.
---------------------------	------------------------	----------	---