

**Minutes of the Local Governing Board Meeting for Ide Primary School held at the school on
Thursday 23rd March 2023 at 5.30pm.**

Governors Present: *Ann Boyce (AB), Chair Ben Jordan (BJ), joined 5.40pm
Seb Caunter (SCa), Alice Purcell (AP), Headteacher
Sarah Cooke (SCo), Damon Rew (DR),
Kirsty Grant (KG), *Seann Williams (SW).

Other Participants: Pauline Woodbridge (PW) CFO,
*Kim Palmer (KP) Governance Professional,

*indicates virtual attendance via Microsoft Teams

Item	Details of Discussion	Decision or Action
1.	Welcome, Apologies and Consent AB welcomed everyone to the meeting. Governors noted apologies from Maggie Parkes (MP) and Jemma Webb (JW). Governors consented to these absences.	
2.	Declarations of Interest No additional declarations of interest were made.	
3.	Local Governing Board Matters AB advised Governors that JW intended to resign from her role as Governor following the May meeting. Governors noted that there had been no success with recruitment to a community governor role and there were currently two community governor vacancies and one staff governor vacancy. Governors discussed potential governors. SCa agreed to contact the Parish Council and AB agreed to liaise with the Ide Times regarding recruitment. <i>BJ joined the meeting at 5.40pm.</i>	Action: SCa and AB undertake recruitment activities
4.	Minutes of the previous meeting 26th January 2023 Governors approved the minutes of the meeting held on 26 th January 2023 as a true record. <u>Matters arising not already on the agenda.</u> - GDPR courses – Governors agreed to complete this by the end of term if still outstanding. PW to request Premise Manager to resend link to Governors. - Investigation of available space in school attic (BJ, SCa) pending - Liaison regarding parent talks to pupils regarding job roles (KG, JW) pending. - Safer recruitment training (SCo and SCa) – pending, SCo reported information was awaited from RS - Liaise with SW and feedback to governors' pupils' views regarding the recent developments regarding reading (AP) – pending. - Undertake parents survey – AB reported this had been completed and the results had been previously circulated to Governors.	Action: Complete GDPR training if required Action: SCa, BJ investigate attic Action: KG, JW job role discussion Action: AP liaise with SW

	• Arrange website review with emphasis on inclusion and accessibility – BJ advised this had been completed and the results were better than expected. • Liaise with Premises Manager regarding situation on letting the school hall – pending, SCa advised he had contacted the premises manager and a response was awaited. • Clarify insurance situation for groups without public liability insurance (PLI) using the school hall – pending, AP advised she would follow-up. PW advised that individual groups would require their own insurance. Governors asked if PLI was required for hirers of the school hall, PW advised that it would be inappropriate to let the hall without the hirers having PLI due to the insurance risk to the school. Governors discussed hiring of the school hall as a potential source of income and SCa agreed to investigate the procedure for obtaining PLI to facilitate the hiring process. • SCa to liaise regarding school involvement in the parish council safer parking initiative – ongoing. • Forward induction course information to BJ – BJ advised a suitable date was awaited.	Action: AP follow up Action: SCa investigate PLI process
5.	Headteacher's Update AP advised that an advisor from Devon County Council (DCC) had visited to assess the quality of provision in the early years foundation stage (EYFS) setting and reception classes. Governors noted the report had been previously circulated and was available on Governor Hub. AP noted that the report highlighted several areas of strength within the setting and suggested areas for further development which included the outdoor provision and staff development. Governors noted that an EYFS teacher from Alphington School was also supporting Ide with these developments. Governors asked regarding the plan for the shed location, AP advised this would be relocated near to her office to increase the available outdoor space for EYFS. AP advised that a review of art had taken place by an external agency which was positive, and the report was available on Governor Hub. Governors noted the agency had also offered to do a "deep dive" regarding pupil voice with respect to art. Governors noted that two staff currently on maternity leave would be returning to the school in September on a part time basis which left a staff vacancy for September. AP advised the advert for this role had been published 23.3.23. Governors asked if the two staff re-joining the school would job share, AP advised this was a possibility, but the best fit would be finalised when the recruitment process was complete. Governors asked if parents had been made aware of the findings from the external visits, AP advised the reports had not been shared with parents, but a short summary could be included within the school newsletter. Governors asked the reason for requesting the external reviews, AP advised this was to obtain an objective view on current school provision. Governors asked whether the reviews were expensive, AP advised there was a cost implication, but the EYFS visit had been funded by the Trust and the school had funded the art visit. Governors discussed the value of the external reviews and the benefit to staff of the "deep dive" experience prior to an Ofsted inspection.	
6.	Financial Report	

Governors noted the previously circulated financial reports which were also available on Governor Hub. PW advised the revised forecast budget for the school showed and end of year overspend of £42,000 which was unsustainable. PW highlighted that the forecast included all the requested repairs and maintenance costs however the Governors were required to agree the priority areas so works could be scheduled for completion. Governors noted that if they wished to complete all previously identified work a plan to repay the overspend would also be required. Governors asked if it was possible to take a loan to cover costs, PW advised this was not possible. Governors noted the anticipated costs of the previously listed works and the impact on the school budget of recent staff absences. Governors discussed planned redecoration works. Governors asked whether there were grants or condition improvement fund (CIF) bid monies available for window replacement, PW advised that it was unlikely the school would be awarded a CIF bid as the window condition was not sufficiently poor. Governors noted the complication of the grade two listed status of the building. Governors discussed the possibility of approaching organisations such as Historic England to support this work and SCA agreed to investigate this further. Governors discussed the role of the caretaker in building maintenance and PW advised that due to the increased costs from the current service providers, Devon Norse, the Trust was undertaking a tendering process for caretaking services, but the current contract would remain in place until the end of 2023 due to required notice periods. Governors discussed the quality of the cleaning service and the option of employing a cleaning and caretaking service directly by the school. Governors noted that funding for the stage refurbishment was expected from alternative funding such as the Friends of Ide School. Governors discussed the scope of work required to protect the MUGA, BJ advised that further quotes were awaited regarding this work. Governors asked if any external funding streams were available to support the required external work on the drains and painting, PW advised that the devolved capital budget could be used, AP advised that there was no planned requirement for information technology (IT) spending from this budget however some should be retained in case of an emergency IT issue. Governors asked if the IT support contract was appropriate, PW confirmed this and advised that the tendering process for IT support had been very thorough. Governors asked what the level of cost increase to Devon Norse contracts were, PW advised the increase was 10.5%. Governors asked whether the cost of gardening services had also increased, PW advised there had been a small increase in this area. PW advised that pay awards were pending, yet to be finalised, to become effective for support staff on 1.4.23 and for teaching staff on 1.9.23. Governors noted the energy cost predictions were accurate and the anticipated saving of moving to LED lighting would be 11%. Governors agreed the priorities were to address the drainage issue and the outside painting and agreed to defer the decision regarding which work to commission until the quote regarding the drainage work had been received, BJ advised he expected this to be approximately £1,300. Governors noted the preferred option would be to undertake the drainage work and the ground floor painting work and then higher-level painting work should funds allow. PW advised the draft 2023 / 2024 budget presented showed a model of five classes and as a standstill budget gave an overspend of approximately £40,000. PW advised that the budget included "best guess" estimations for pay awards and increased general annual grant (GAG) funding as well as the funding received from the mainstream schools' additional grant (MSAG). Governors asked if any increase to	Action: SCA investigate potential grants for windows Decision: defer final decision on works until drainage quote received
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	GAG was expected to support staff pay rises, PW advised the MSAG funding had been given to cover this and no further funding was expected. Governors noted the final numbers for reception would not be confirmed until the Easter holidays. PW highlighted the catering contract from Devon Norse currently meant the school suffered a £14,000 loss on school meals. Governors noted that the meals could be provided by Bowhill School which would mean Ide only paid for the meals taken which would be more cost effective. Governors asked what the process was for this change, PW advised that Devon Norse required two terms notice and the two staff members currently employed by Devon Norse for the school would need to transfer to the Bowhill staff team. Governors asked why the school made the loss on school meals, PW advised this was due to staff costs and that these costs were not linked to the uptake of meals. Governors asked whether the catering costs were shown on the draft budget, PW advised that the full cost of £56,137 was shown. Governors asked how much the expected saving was if Bowhill provided the meals, PW advised there would be a surplus balance in respect to catering costs at the end of the first year. PW advised the catering arrangement had been agreed by AP and would change on 1.1.24, with Bowhill keeping any surplus funds unless these were significant in which case surplus funds would be shared between participating schools. Governors asked whether it was possible to be released from the contract for caretaking and catering with Devon Norse sooner than two terms, PW advised this was not possible. Item recorded under a confidential minute. <i>BJ left the meeting at 6.47pm.</i>	
7.	Premises Report Governors noted this had been discussed under item 6. Governors noted the blinds in nursery currently had cords hanging and noted the danger of this for small children. AP and SCa agreed to fix this as soon as possible.	Action: AP and SCa sort cords on blinds
8.	School Data Review AP advised the spring data had just been uploaded and advised she would update Governors at the next meeting. Governors noted the previously circulated "School on a Page" and School Inspection Data Summary Report (IDSR) and agreed to review these in preparation for the next meeting.	Action: All to review IDSR and School on a Page data
9.	Attendance Update AB advised of the recent visit focussed on attendance and Governors noted the previously circulated visit report which was also available on Governor Hub. AP advised that attendance was reviewed every half term with letters sent home where necessary. AB noted the work done by AP and the Office Manager to support school attendance and highlighted new guidelines to be published by the Department for Education regarding attendance. AB noted the attendance policy was not currently on the school's website and agreed to upload the current Trust attendance policy.	Action: AB ensure attendance policy on school website
10.	Safeguarding Update SCo advised of a recent review of the single central record (SCR) and that all identified issues had been followed up and the SCR was correct.	
11.	Staff and Pupil Wellbeing	

	AP advised that there were currently no issues to highlight regarding staff or pupil wellbeing.	
12.	Governor Monitoring Reports Governors noted the previously circulated visit reports which were also available on Governor Hub. <u>Safeguarding Visit</u> – SCo undertook this and reviewed the SCR as detailed in item 10. <u>Maths Visit</u> – SCo advised she had spoken with pupils and staff and reviewed pupils' books. <u>Science Visit</u> – AB noted that the new teaching scheme was working well, and the pupils were very positive about science. Governors discussed the merits and issues regarding observing a lesson being taught and noted the potential negative impact on staff of this compared with book reviews and detailed discussion with the subject lead. <u>Website Review</u> – Governors noted that the accessibility of the site had been reviewed by a colleague of BJ. AB and AP advised that they were checking the website to ensure all statutory requirements were present.	
13.	Policy Review Governors noted there were no policies for review at this meeting.	
14.	Links with Parents and Community <u>Parent Survey Update</u> – AB advised 58 responses had been received and the results had been previously circulated. Governors noted the responses had been reviewed by KG, DR, AB and AP and an action plan developed from the points raised. AB agreed to send the analysis to governors and for information to be sent to parents by the end of term. A further working party meeting was planned for after the holidays. AB thanked those who had supported this work. <u>Plans for the Coronation</u> – AP advised the school was linking with the village celebrations which would be held on the school field on the Sunday and use the school hall and kitchen. Governors asked whether there would be any fundraising planned as part of the event, AP advised this was to be decided.	Action: AB send analysis to all
15.	Governor Training Governors noted this had been discussed earlier in the meeting. AB, SCa, SCo and MP had expressed a wish to complete the safer recruitment training and governors noted the need for this training to support AP in staff recruitment.	Action: AB, SCa, SCo, MP to complete safer recruitment training
16.	Communication with Trust Board AB advised of the scheduled Chair's Forum meeting on 30.3.23 where she would raise premises management and report back to the next LGB meeting.	
17.	Any Other Business	

	PW advised of staffing changes within the Shared Services team, Kate Jones as Human Resources (HR) Officer and Rhiannon Blacklock as HR Administrator and Trust Administration, both of whom would start after Easter. AB requested that Governors undertook visits as soon after Easter as possible. Governors noted the recent national news item regarding events following an Ofsted inspection. AP advised this had been mentioned by staff but no specific issues regarding Ide had been raised.	
18.	Date of Next Meeting Thursday 18th May 2023, 5.30pm at the school. SCo noted her anticipated apologies for this meeting.	

Meeting closed at 7.19pm.

Item	Action	By whom
3	Liaise with Parish Council regarding governor recruitment	SCa
3	Liaise with Ide Times regarding governor recruitment advertising	AB
4	Investigation of available space in school attic	BJ, SCa
4	Liaison regarding parent talks to pupils regarding job roles	KG, JW
4	Clarify insurance situation for groups without PLI using the school hall	AP
4	Investigate the procedure for obtaining PLI to facilitate the hiring process.	SCa
6	Investigate potential grants for windows	SCa
7	Sort hanging cords on blinds	AP, SCa
8	Review IDSR and School on a Page data	All
9	Ensure attendance policy on school website	AB
14	Send analysis of parent survey responses to all	AB
15	Complete safer recruitment training	AB, SCa, SCo, MP