



## Summer Term 2

### The Governing Body of Westminster Community Primary School

#### Part One Minutes of the Virtual Full Governing Body Meeting held on Thursday 9<sup>th</sup> July 2020 at 4pm

#### Composition of Governing Body:

Name	Category of Governor	Term End	Designated Role
<b>Present:</b>			
Miss Phillipa Watton	Co-opted	23-02-2023	Chair of Governors to Autumn 2020 Pupil Premium
Ms Laura Turner	Co-opted	07-10-2023	SEND
Mrs Susan Mayers	Co-opted	14-02-2022	Maths, English, Data/Assessment
Ms Anne Thompson	Co-opted	09-07-2022	Vice Chair to Autumn 2020 Wellbeing, LAC, Safeguarding
Mrs Kath Lloyd	Co-opted	08-06-2024	GDPR;
Mrs Kathleen Spain	Co-opted Staff	18-12-2020	H&S, History, Geography, Computing
Mrs Lisa Denson	Parent	19-01-2024	
Mrs Jo Seaward	Staff	16-02-2021	
Ms Sue Finch	Headteacher		Headteacher
<b>Absent</b>			
Mr Ken Spain	Local Authority	27-03-2022	Health & Safety
Mrs Lisa Chapman	Co-opted	24-03-2022	Music
<b>In Attendance</b>			
Miss Emma Dunn		17-10-2021	Associate member
Mrs Jacqui Critchley			Clerk to Governors
Mrs Lisa Hughes			Bursar

The Clerk checked the number of Governors present (9/11) to ensure that the meeting was quorate

#### 1. Apologies

Apologies for absence received from Mr Spain due to illness. Mrs Chapman attempted to join the meeting via her phone but was unsuccessful and therefore governors accepted her apologies for absence.

**RESOLVED:** That the apologies for absence be accepted.

#### 2. Declarations of Interest

- Miss Watton declared her sister works for Edsential and is also the cook for the Breakfast Club.
- Mr Spain and Mrs Spain are related.
- Mrs Denson declared she is friends with a member of staff, and they run a community group together.



All Governors attending confirmed that they were in a confidential and secure environment during the meeting.

There were no conflicts of interest declared with items to be discussed.

### 3. Membership

Governors noted the parent governor vacancy.

Governors also noted that the Chair and Vice Chair elections will be held in the autumn term and governors were requested to send any nominations to the Clerk prior to the September meeting.

**ACTION:** Governors to send nominations for the Chair and Vice Chair prior to the September meeting,

Governors noted that Mr Spain has been absent due to ill health and in his absence, Mrs Spain will continue in the role of Health & Safety governor as this is a shared role.

**ACTION:** Mrs Spain to ask if Mr Spain wishes to continue as the Local Authority governor.

Due to the amount of virtual meetings that have taken place, governors agreed to appoint the Bursar, Mrs Lisa Hughes, as an Associate Member for a one year term of office until July 2021.

**RESOLVED:** That

- 1) Governors are requested to send nominations for Chair and Vice Chair to the Clerk prior to the September meeting.
- 2) In Mr Spain's absence, Mrs Spain will continue in the role of Health & Safety Governor.
- 3) Mrs Spain will ascertain whether Mr Spain is happy to continue as the Local Authority Governor.
- 4) Governors agreed to appoint Mrs Lisa Hughes as an Associate Member for a one year term of office until July 2021.

### 4. Minutes of Last meeting

The Part One minutes of the meeting held on 14<sup>th</sup> May 2020 were reviewed, agreed to be correct records, and were **approved**.

The Chair of Governors will sign the minutes as soon as it is practical to do so.

**RESOLVED:** That the summer term 1 meeting minutes be approved.



## 5. Matters Arising

There were no matters arising.

Governors received an update on the previous actions:

REF	ACTION	ASSIGNED	UPDATE
Item 3	Organise Mrs Denson's Governor Induction Course	K Lloyd ASAP	Action ongoing as all training suspended
Item 5	Share the resources from the ADHD training with governors.	Ms Turner ASAP	Action completed and closed
Item 5	Introduce the vulnerable families support worker to the school.	Ms Turner ASAP	Action completed and closed

## 6. Chair's Actions

There were no actions to report. However the Chair took this opportunity to thank the Deputy Headteacher for everything she is doing for Year 6 to make their last days memorable.

A discussion took place regarding how the high schools are contacting Year 6 prior to them moving up in September.

## 7. Reports from Governors with Special Responsibilities

There were no reports to be received, however the following was reported:

- a) The Vice Chair has been in touch with the staff in school to ensure everyone is okay and to ask if there were any issues.
- b) Mrs Mayers has liaised with Mrs Seaward regarding Power Maths.
- c) Mrs Lloyd has attended the Schools Forum and she noted that it was the Director of Education's final meeting as he is retiring. The main discussion at the meeting was funding for schools. She also noted that her time on the Schools Forum will be ending soon and there will be places if any governor wished to attend.

## 8. Finance Items - Bursar

The Budget Monitoring Report had been sent out in advance and it was noted that the final carry forward for 2019/20 was -£34,871. This is 17k less than predicted at the spring term budget meeting due to £2k less income and £15k more expenditure due to Covid-19.

The predicted carry forward surplus for the next 3 years is now:

- 2020/21            £850
- 2021/22            42,226
- 2022/23            63,265



The census figures for October 2020 are not correct now as 3 pupils left after the budget meeting, however more pupils might join prior to the census.

Credit notes have been issued against the payments for residential visits and £3,371 is to come back into budget.

A claim for £5,275 has been made to the DFE for Covid-19 funding.

The Headteacher reported that the school trips for next year have been drastically cut back to attain a positive budget and they will be revisited again in due course.

**RESOLVED:** That Governors approved the reduction in school trips to ensure that a positive budget was attained.

#### School Fund

Governors were informed that the Unofficial School Fund has been audited to the 31<sup>st</sup> March 2020 by Katie Clark. The closing balance was £1002.24.

The audit certificate was received with thanks.

#### **9. Governor Hub**

It was noted that the school have access to Governor Hub which is a central area for use by school, governors, and the school clerk. A lot of schools use this system which is a safe and easy way to share documents. Part of the package is access to Modern Governor which offers good training modules that governors can access and complete at their own pace.

#### **ACTIONS:**

- All governors to log on and use Governor Hub and report back.
- Bursar to check out the cost of Governor Hub against governor usage.

#### **10. Headteacher's Update**

The update had been sent out in advance of the meeting and the following noted:

- There have been online weekly meetings with governors to keep them up to date with events and to keep in contact.
- Daily meals are going well, and all the Free School Meals pupils are sorted for the summer break.

The Headteacher recorded her thanks to the Deputy Headteacher and the Governors for their support in this initiative.

The Governors recorded their thanks to the school for all the work done to keep the Westminster pupils fed.



**Governor Question: How much has been saved as the residential visits have been cancelled?**

*Answer: We received back £3,371 which was the cost we paid.*

**Governor Question: What has Covid-19 cost us?**

*Answer: £5,275.*

**Governor Question: Can any money be claimed back?**

*Answer: We are claiming back £5,275 from the DFE.*

### 11. Review of Home Learning

The following was reported:

- a) Home learning is generated through the website and the class pages.
- b) Some SEN pupils do not have access to the website, so we have set up different ways to interact with them.
- c) If a bubble closes, then we need to ensure that there are two weeks' worth of work available online.
- d) For those pupils not able to access online work we will provide physical workbooks.

The Deputy Headteacher reported that there have been virtual meetings for Year 5 for two weeks, and also for the Year 4 coming up to Year 5. The expectation of teachers will be for them to log in with their pupils. Googlemeet meetings are taking place, and we are learning as we go along.

Governors reported that they are very proud of what the staff have achieved in a short period of time.

### 12. Pupil Premium Report

The Pupil Premium report was presented and there were no queries raised. The report will now be published and put onto the school website.

### 13. School Development Plan

The plan had been sent out earlier in the term to allow governors time to read, make suggestions and agree the plan.

It was noted that the SIA, Craig Richardson, has been in contact via email but he will come into school as soon as he can.

**RESOLVED:** That the SSDP be **agreed**.

### 14. Policies

There were no policies for approval this time. Governors noted the curriculum policies that are available on the website.

**RESOLVED:** That there were no policies for approval.



### 15. Meeting Dates 2020/21

The following meeting dates for 2020/21 were agreed:

- Thursday 24<sup>th</sup> September 2020
- Thursday 19<sup>th</sup> November 2020
- Thursday 28<sup>th</sup> January 2021
- Thursday 18<sup>th</sup> March 2021
- Thursday 13<sup>th</sup> May 2021
- Thursday 15<sup>th</sup> July 2021

All meetings will take place virtually at 4pm until it is safe to go into school.

There being no further Part One business that meeting closed.

Chair of Governors \_\_\_\_\_  
Westminster Community Primary School

Date: \_\_\_\_\_