

**Flushing Church of England Primary School Governing Body Zoom Meeting
Thursday 10 February 2022, at 6pm**

MINUTES

In attendance:

Robert Hurrell, Mark French, Leslie Hygate, Helen Dodd, Sue Treneer, Alison Eva, Andrew Stevenson, Adam Whittle & Lisa Beverley-Jones; Hayley Tucker (clerking)

Meeting started at 18:01

1) Prayer

Andrew Stevenson started the meeting with a prayer.

2) Apologies

Stacey Mullins. Polly Tregaskes.

3) Pecuniary interest registration (verbal declaration)

No changes – need form for AW – HT to send.

4) Items declared for any other business

None

5) Minutes from the previous meeting

It was noted that AS was missing from the list of attendees -HT to add. All agreed that they were an accurate and true record of the meeting and will be signed by RH when he is in school.

6) Matters arising from the previous minutes

All lapsed Governors have been reinstated.

Covid-19 update – 3 cases in Dolphins. Currently only required to report to PHE when there are more than 2 cases in a group. Have sent letters to families as they are advised to undertake 7 days of testing as close contacts. Starfish currently 2 cases but will drop to 1 next Monday – if another case in the meantime they will also be advised to test for 7 days. Restrictions will be dropping at the end of February if all stays on course.

7) FGB composition

The memberships on current committees were looked through and all Governors remained in their current places. The two Governors who had lapsed (ST & HD) have now been reinstated.

AW had received a letter from RH on behalf of the Governing Body as he has not attended a meeting for over 12 months with no meeting apologies. He has confirmed that he wishes to remain on the governing body on the proviso that he will stand aside if he cannot commit in future as it is vital that the FGB works together as much as possible.

8) Finance (Monitoring Report / 3 year forecast & DFE Benchmarking)

Budget Monitoring Report

Updated report received yesterday but the one provided in advance to the Governors was very similar. Report was run through, and the following areas were picked out to discuss:

Staff supply & sickness cover is overspent but we should receive a cheque from School Staff Insurance to cover one staff members absence which will cover the shortfall. We have had the grant for the Mental Health training being delivered.

MDM project has meant that ICT is overspent but this will pay off with the time saved in the future – it was a lengthy process to set up initially but will be fast to update and install now.

Cost for the building work of £3,500 is still due to come out.

Carry forward and reserve both very health at £33,000 and £62869 respectively.

The forecasted spend for the new head is a good estimate as there are unknown factors to be decided once an appointment has been made.

The contingency fund needs to be kept high as there are projected costs of future projects and services such as energy are on the increase. It was noted that we have worked hard to get the budget looking as healthy as it is currently, and the Governing Body are keen to maintain this alongside the new head to ensure our future.

All governors were happy with the budget.

DFE Benchmarking

We received the annual report which matches us up to schools of a similar size and position and we are in line on most points. In some areas we spend more, some less and it is hard to compare when schools all have individual needs, but it was encouraging to see how we compared. Staffing costs will always be high in a small school, but it was noted that our small class sizes are one of the things that sets us apart. Ofsted will query staff costs which are over 75% of the budget and we are just below this.

9) Head's Report

MF ran through his report:

Two pupils have moved school due to their long commute to us, leaving 81 on roll.

Currently forecast 86 on roll in September, plus Nursery pupils.

Apprentices: Decision needs to be made re the apprentices as their 6 months is coming to an end – MF proposed that we employ one of our current two on another apprenticeship scheme which will give them 20% of training and development within their role, including time at college. Both apprentices have had reviews with MF which included evaluations from the staff they work with. If we employ one of the two current apprentices, it will cost approx. £8-£9,000. The Governors queried how long their contract would be and which classes they would work with, and MF advised he anticipated it being Sumer Term 2022 to Summer Term 2023 and it would be where the demand was greater. Several Governors gave positive feedback on the experiences they had had with the apprentices. The Governors were all happy to employ one of the apprentices and an interview will be set up.

Funding for additional apprentices through the Be Ready group has been thus far unsuccessful – the contact we were working with neglected to confirm with DWP that we wished to continue with the scheme before they left and when we chased an update, the cut-off date had passed. MF had been in regular contact with both Be Ready and the DWP but neither have accepted responsibility for the error and we are currently seeing if we can get compensation for the revenue we will have subsequently lost towards further apprentices as this means we now have additional staffing costs to fill the gap created by losing one, or possibly two if one is not appointed.

Assessments: Year 6 completed their end of year tests and results are looking encouraging although the pressure of the actual tests can result in a loss of marks. The government have advised that the results will not be published.

The other years seem to be following suit. Year 4 struggled a little more, but this is largely due to the cohort. Reading issues have been highlighted in Year 2, so we are upping their support after half term.

Pest Control: Rentokil came back to check on the boxes they placed and there has been nothing detected at all. There has been no more evidence within the buildings but will continue to monitor and deal accordingly.

Attendance: The current attendance is lower than this time last year, but, we are above other local schools and there are no worries or any unexplained absences to be concerned with.

The Governors had no further questions re this report.

10) Headship recruitment

MF advised that in terms of the plan, we are bringing the selection date forward to 3 March. Mark Lees has confirmed that he is able to attend on this date. The itinerary for the interview days was run through and all were happy.

Governors queried whether we have any applications – we have had them live (on TES, .GOV teaching vacancies, CAPH, Cornwall Council Vacancies and with the diocese), for two days and have no enquiries thus far. It was noted that other local schools with Head vacancies have had very few applicants, so we need to prepare to readvertise if necessary. There was some discussion as to whether it was good practise to view candidates in their current settings and it was advised that it is now standard practise and to be expected.

11) Standing Items (Health & Safety / Safeguarding)

H&S glazing survey fire risk assessment has been booked in. The Radon survey has been completed and we are awaiting results.

Governor H&S visit now completed, and no concerns raised.

LH & RH completed their Safer Recruitment training but neither have had their certificate – HT to chase.

12) Policies to Review

The SEN, Homework, Teaching & Learning, Recruitment and Understanding Christianity policies were reviewed, and all governors were happy to approve them.

13) Friends of Flushing School

LBJ reported that the fundraising over Christmas went very well, especially considering the limitations in place with Covid. The Walking Home for Christmas Sponsored Walk raised around £1,000. The Class Fundraising project with cards, mugs, tea towels, tags and wrapping paper was very well supported and together with the raffle they raised around £2,000.

The new group are really moving the events forwards and have planned an Easter Egg Hunt within the village over the holiday which will be open to all and based in the village shop and are running a name the bear competition.

The panto next week will bring more funds in again and FOFS are supporting the event as usual.

14) Any Other Business

Residential Trip: Porthpean are no longer able to honour our booking due to staff shortages, they have not been able to recruit enough to run the site this year, and therefore we have had to seek alternatives. A new booking has been made through Kingswood in the Isle of Wight. We are still awaiting bus quotes but looks to increase the cost to parents to around £225 with the shortfall being accommodated very kindly by Friends of Flushing School & the donations from the Panto.

Covid Restrictions: Boris Johnson has advised that restrictions will end at the end of February. We do not feel it is right to drop all as there is still likely to be transmission in school (which if staff are affected will have implications). Therefore, control measures currently implemented will still be in place: We would like Thumbs Up Club and Breakfast Club to return to 1 bubble and some bigger school events to run (such as the panto), if they can be accommodated in large spaces, i.e the Village club. After Easter we will allow parents on site again in the outside spaces, this will help with some families who struggle to get children in to school from the other side of the gate currently in the mornings.

AS left the meeting at 7.04

AE agreed that it this will make it much easier for families to not have to hand over from afar and all governors agreed.

15) Confidential

None

16) Date & time of next Meeting

05th May in person at 4pm or Zoom at 6pm TBC