



**Minutes of a meeting of the full Governing Body
of William Fletcher Primary School
on Tuesday 27 April 2021 at 6.30 pm**

Due to the Coronavirus pandemic, this meeting was held online using Microsoft Teams

Present:

Trish Amesbury (TA) (Co-opted) (Chair)
Vicky Ball (VB) (Vice Chair) (Co-opted)
Kate Hopcraft (KH) (Parent)
Anna Isles (AI) (Co-opted)
Andrew Lister (AL) (Co-opted)
Deborah Nind (DN) (Headteacher)
Oliver Petter (OP) (Local Authority)
Charlotte Rayner (CR) (Co-opted)
Neil Shewry (NS) (Parent)
Rosie Staniland (RS) (Staff)
Kate Thorpe (KT) (Parent)
Daniel Wickham-Jones (DWJ) (Parent)

In attendance:

Sandra Morris (SM) (until 6.53 pm)
Clare Saunders (CS) (Clerk)

The meeting was opened by **TA** at 6.37 pm. The meeting was **quorate**.

1. Welcome

TA opened the meeting by welcoming everyone.

2. Apologies for Absence

There were no apologies. All governors were present.

3. Declarations of Pecuniary Interests

There were no updates.

4. Budget 2021-22

The Budget had been circulated in advance of the meeting, together with the Minutes of the Resources Committee meeting held on 22 April 2021 and the Funding Allocation Summary 21-22. **KT** and **SM** had prepared a summary which had also been circulated.

SM explained that the Budget continued to show a carry forward as in previous years, but that this was reducing and that by year 3 it would only be c£3,000. At that rate, by year 4

the Budget would be in deficit. She reported that the expected intake this year was 31, for which the school would need to provide two teachers and two teaching assistants, and she said that she was projecting a high number for September 2022, but that she would try and get an idea of likely numbers, in August.

VB said that the school had faced this situation in the past and that although the Budget showed a worst case scenario, the reality might be better than feared. She commented that the Resources Committee had discussed the possibility of asking the County to cap the intake figure at 30 for the following year, which would mean only one teacher and one teaching assistant would be needed. **SM** agreed, adding that the numbers this year were low everywhere – it reflected a low birth rate of children starting school this year. **DN** commented that in any year the numbers were not known until the children actually started school in September, although it was usually possible to get an idea of who would be coming, once families had attended parent meetings and children had been on visits.

CR asked whether the school had to maintain the figure of 45 for the cohort all year, and **DN** confirmed that this was the case, so that if any children wished to join the Foundation Stage during the year, they must be accommodated. She added that the numbers often rise at the end of the summer but that it was important to plan for the figure of 31, and that there was some flexibility at the moment because one teacher is covering maternity leave. **TA** concurred, emphasising that plans needed to be made for what was currently known but that governors should be aware of the implications of getting more – or fewer – children than expected. **NS** suggested that as the Budget shows the worst case scenario at the moment, that was as much as could be done for now; **SM** agreed, saying that she always shows this in the Budget. **VB** reminded governors that the Resources Committee monitor pupil numbers throughout the year.

TA asked **DN** when a request for a cap on the 2022 intake would have to be made, and **DN** replied that in the past she had asked for this in September but that she would check. **Action:** **DN** to find out the cut-off date for requesting a cap on the intake figure.

KT said that she thought it would be acceptable to sign off the Budget for one year on the current basis but that it would not be prudent to do so for future years at this level.

DN commented that in fact it would be a huge benefit to the children in Foundation Stage next year to have four staff working with them, if the size of the cohort is 31, and she mentioned that day's news report concerning how children's language acquisition in the early years has been affected by lockdown. She told governors that the school needed to ensure that the youngest children have access to as rich a language provision as possible.

TA thanked **VB** and **SM**, and the Resources Committee, for their work on the Budget, and she also thanked **KT** and **SM** for having produced the summary which was easy for everyone to understand, asking that the same be done for subsequent years. She asked governors to ratify the Budget.

The Budget for 2021-22 was approved by governors.

(6.53 pm – Sandra Morris left the meeting.)

Page 2/6

5. **Urgent Additional Items**

There were no items.

6. **Minutes and Matters Arising from the meeting held on 23 March 2021**

item 6: **TA** asked whether Link Governors had had time to email their Priority Leads; **KH** confirmed that she had not had any updates from governors but that she was available if anyone needed help with this. **RS** asked whether there was a Link Governor for Geography and History, and **DWJ** confirmed that he is the Link Governor for Foundation Subjects, and that he would be contacting her. **Action:** **all Link Governors** to make contact with their Priority Leads if they have not already done so.

item 7: **TA** asked whether any governors had signed up for appraisal training. **NS** confirmed that he had booked on to the course in June; **KT** said that she would be booking this term. **Action:** **KT** to book a place on appraisal training.

The Governors' Terms of Office is on the Agenda for this meeting. Action completed.

item 12: **DN** confirmed that she had thanked Emma Brown for her work on World Book Day. Action completed.

item 15: **CR** and **AI** confirmed that they had set dates for their final committee meetings of the school year. Action completed.

The Minutes of the meeting held on 23 March 2021 were **approved** by governors, and signed by **TA**.

7. **Chair's Items**

Governors' Terms of Office: Kate Hopcraft

TA referred to **KH's** term of office as a Parent Governor which will expire on 18 June 2021. She reported that all governors had been emailed by **the Clerk** in advance of this meeting, and that as a result it had been agreed by the governing body to **appoint KH as a Co-opted Governor** when her term as a Parent Governor ends. She confirmed that there would be an election for a new Parent Governor in the next school year. **TA** congratulated **KH** on her appointment as a Co-opted Governor from 19 June 2021, and **the Clerk** said that she would be in touch with her in June, with a form to complete for Governor Services. **Action:** **the Clerk** to complete the paperwork for **KH's** change of governor category.

It was confirmed that **NS** had joined the Resources and Curriculum Committees, and **CR** welcomed this, saying that it was important to have at least one Parent Governor represented on the Curriculum Committee.

8. Headteacher's Update

Pupil Numbers and Attendance

DN reported that there are currently 270 children on the roll, one child having left at Easter because their family moved to a different part of Oxfordshire. She added that she had received two enquiries about places for children moving into Year 4, but reminded governors that with a 1½ form entry, the school is currently down by 45 children, which has significant Budget implications.

DN highlighted the attendance figure of 98% since September, saying that this is amazingly good, although she had noted that recently some children had started to take time off again, and that she and the staff were working hard with the parents to encourage them to keep their children attending school. She told governors that the figure for persistent absence (ie children with less than 90% attendance) was currently 2.22%, representing six children, and she added that this was lower than the figure given last time.

Staffing

DN reported that the staff who had been shielding had returned to school, and that it was wonderful to have them back.

Teaching and Learning

DN said that the staff were planning to have meetings for those parents whose children were starting school in September, and that these would be held after 21 June in the hope that the government's road map out of lockdown would continue as planned, and that such meetings could therefore take place in school, as it was important for the parents to be able to see the classroom where their children would be learning and to meet the staff.

DN reported that it was hoped that the Year 4 residential in Dorset would go ahead but that she would be able to confirm this in late May.

Partnership Work

Referring to her work with other Heads in the partnership, **DN** said that the meetings were still taking place regularly, and that they had been looking at the issue of the reports to parents due this summer, aiming to use a similar format across the partnership. She commented that there was little information from the DfE at present as to what information should be in the reports and that she was waiting for guidance on this, as the usual focus on progress and attainment would not be appropriate this year.

Safeguarding

DN reported that there are still children in each category – Child Protection Plan; Child in Need; Early Help – but that there were now fewer on the Child Protection Plan, as some had moved to the Child in Need level, which was good because it showed that work with the family had successfully taken place; she emphasised that this was a significant step down as it meant that even though the family was still supported, they would need fewer visits by the social worker, and that this represented real progress.

DN concluded her update by inviting questions from governors. **KT** asked whether there was any plan for the Year 6 children to have a residential this summer, and **DN** replied that

it had not been possible to rebook for Glasbury for this year, so the teachers were currently considering alternatives for the children eg special days out. She confirmed that a residential booking had been made for next year's Year 6 children.

9. Safeguarding

This item had already been covered under item 8.

10. Health and Safety

VB reported that the *Lone Working* policy had been discussed and approved at the Resources Committee meeting. She also told governors that the new gates would be installed in the May half term holiday, and that the CCTV had been installed but that the school was waiting for signage, and a policy to be in place, before it could be used.

11. Governor Training

VB said that **KH** had recently attended three courses, and she thanked all governors who had sent her information about training they had done. She referred to an email from Governor Services, saying that their training courses would remain online via Teams for the rest of this year and also into next year. She added that Governor Services were trialling a new booking system via GovernorHub, so that it might be possible to book on the hub as well as on the OPL website in future.

12. Resources Committee

The Minutes of the meeting held on Thursday 22 April 2021 had been uploaded to GovernorHub and circulated in advance of the meeting.

VB commented that most of the issues discussed had already been covered, as the main focus of the meeting had been the Budget and pupil numbers for next year. She added that it was hoped to get the paving outside Nightingales classroom done, and that quotes would be obtained for this, as well as for the toilets next to Owls classroom.

The next meeting of the committee will be held on Thursday 10 June 2021.

13. Performance and Standards Committee

The next meeting of the committee will be held on Thursday 27 May 2021 at 9.15 am.

14. Curriculum Committee

The next meeting of the committee will be held on Thursday 10 June 2021 at 2.00 pm.

15. Any Other Business

TA told governors that the lines on the road outside school have been repainted as promised, that they are now very bright, and that many parents are abiding by them. She added that she would be putting something in the newsletter this week to make sure everyone knows that they have been put there for safety, and added that the traffic situation did seem to be calmer than previously, although some parents were ignoring the lines. **DN** thanked **TA** for having followed up on the issue of the lines on the road and ensured that they got done.

CR suggested that everyone bring their diaries to the next meeting as dates of FGB meetings will then be set for the following year. **Action: all governors** to ensure they know of any dates next year when they might be unavailable for meetings.

- 16. Date and Time of Next Meeting: Tuesday 22 June at 6.30 pm online**
Items for inclusion on the Agenda should be sent to the Clerk a fortnight in advance.

The meeting closed at 7.20 pm

CS 28.04.2021