



Tas Valley Church Schools Federation

Preston CE VC Primary and Saxlingham Nethergate CE VC Primary

Full Governing Board Meeting

Monday 28 March 2022 at 6.30pm, via [Microsoft Teams](#)

Minutes

Diane Perry-Yates DPY (Chair of Governors)
 Julie Bennett JB (Vice-Chair of Governors)
 Matt Walker MW (Executive Headteacher)
 Claire Crawshay CC
 Rebecca Orford RO
 Daisy Sutcliffe DS
 Fiona Webb FW
 Claire Smith CS
 Will Defoe WD

Apologies:
 Alan Gall AG
 Will Clements WC
 Lesley Allgood LA

In Attendance:
 Christopher Perry-Yates CPY (Governance Professional)
 Georgina Rich GR (Deputy Headteacher)
 Laura Knight LK (Assistant Headteacher)
 Anne Fry AF (Associate Member)

Item No.	Item and discussion	Owner	Target Date
1.	<p>Register of attendance and apologies:</p> <p>The register of attendance was signed.</p> <p>Apologies had been received from Alan Gall, Lesley Allgood and Will Clements. All agreed to accept these apologies.</p> <p>The Governance Professional advised that the meeting was quorate.</p>		
2.	<p>Governing board membership:</p> <p>The governing board received the resignations of Stuart Purling as parent governor, Marie Francis as co-opted governor and Sarah Norman as PCC foundation governor.</p> <p>It was proposed that these resignations were accepted.</p> <p>Proposed: DPY Seconded: CS</p> <p>The Chair of Governors advised that Daisy Sutcliffe had been elected as parent governor following a ballot and welcomed her to the governing board.</p> <p>Fiona Webb was formally proposed to become a co-opted governor with effect from 28 March 2022.</p>		

	<p>Proposed: RO Seconded: CC All voted in favour with no abstentions.</p> <p>The Chair of Governors advised that Anne Fry had agreed to join the governing board as the PCC Foundation member. It was noted that this required an application process and therefore the proposal was for Anne Fry to be appointed as an Associate Member until the application process was complete.</p> <p>Proposed: DPY Seconded: JB All voted in favour with no abstentions.</p>		
3.	<p>Declarations of pecuniary interests:</p> <p>There were no pecuniary interests declared for items on the agenda.</p>		
4.	<p>Minutes of the previous meeting on 17 January 2022:</p> <p>The minutes of the meeting on 17 January 2022 were reviewed and approved as an accurate reflection. The minutes were digitally signed by the Chair.</p>		
5.	<p>Matters arising:</p> <p>The action list from the previous meeting was reviewed.</p> <p>It was noted that a Collective Worship monitoring visit had taken place. The visit to monitor the lockdown experience at Preston Primary was yet to take place. Monitoring forms had been uploaded to GovernorHub.</p> <p>The headteacher advised that a Social Media policy and eSafety Policy had been created. There were still some elements to complete, and it was agreed to carry forward the following action:</p> <p>ACTION: Strengthen the parent behaviour contracts to protect against malicious use of social media platforms.</p> <p>It was agreed that the following action should be carried forward.</p> <p>ACTION: Work towards an action plan for Collective Worship.</p> <p>All other actions were agreed as completed.</p>	<p>MW</p> <p>MW, CC</p>	<p>31/05/22</p> <p>31/05/22</p>
6.	<p>Items for Any Other Business:</p> <p>There were no items of other business declared.</p>		
7.	<p>Chair's actions:</p> <p>The Chair of Governors advised that she had undertaken the following actions on behalf of the governing board due to their urgent nature:</p>		

	<p>a) <i>Approval of Schools Financial Value Standards (SFVS).</i></p> <p>b) <i>Approval of the following policies: Finance, Bad Debt, Redundant Equipment.</i></p> <p>c) <i>Authorisation of the transfer of £10k from the Preston revenue account to the maintenance pot.</i></p> <p>d) <i>Approving over-admitting above PAN for Preston Primary.</i></p> <p>The headteacher update the governing board on the rationale for over-admitting which were</p> <p>Q (RO): How are you forecasting the impact of the adjacent proposed development next to Preston?</p> <p>A: The make-up of both schools has a high proportion of pupils who are not in the traditional catchment, so it is not just about the number of children in Tasburgh but how we market ourselves to the community. There is not usually an immediate impact on pupil numbers from new housing as some people moving in may have children in neighbouring schools already and may not move them immediately. I would not envisage a large influx immediately. It is always difficult to judge.</p> <p>Q (RO): Will pupil numbers remain as a year-on-year assessment?</p> <p>A: Yes. It would be useful to keep the Published Admission Number as it is and then consider over-admitting if needed. We can comfortably over-admit at the moment and remain comfortable in those classes. At Saxlingham we have some very small year groups, so it is worth considering admission cases on an individual basis.</p> <p>It was agreed that over-admitting where possible was a strong position for the school, where class sizes permitted.</p> <p>All governors approved the Chair’s actions.</p>		
<p>8.</p>	<p>Headteacher’s report:</p> <p>The governing board reviewed the headteacher’s report. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>Q(DPY):Is the percentage for girls’ attendance at Saxlingham correct? It shows 87% for whole school girls?</p> <p>A: The data has been checked. The correct figures for Saxlingham are: Whole School: 92.74%, Boys: 93.4%, Girls: 91.88%</p> <p>Q(DPY):Are the measures being taken to address persistent absence working? Are any of the children on the fast-track process? Are there any reasons for the persistent absence which show a pattern?</p>		

	<p>A: No children are currently on the fast-track process, but informal support and regular dialogue is taking place with parents. Office staff have provided MW with detailed feedback about the patterns of absence for Persistent Absentees and continue to monitor their attendance closely. The issue of absence is also clouded by COVID, as we could potentially be accused of contradicting ourselves by insisting on 100% attendance, whilst at the same time, asking parents to exercise caution with regards to potential symptoms of COVID. The recent COVID outbreak at Preston has underlined how quickly the virus spreads, and we were grateful to the parents who took the sensible approach by keeping children off school when siblings had tested positive. This action safeguarded the remaining staff and children, and we were likely to have moved to remote learning in some classes if we had incurred any further staff absences.</p> <p>Q(DPY): Are the 4 children excluded at Preston linked or is there a pattern? Are they SEN or Pupil Premium?</p> <p>A: This is the same child, excluded on 4 occasions. The child is LAC/SEND. We are working with external agencies to support the child as we move forward.</p> <p>Q(DPY): Do we have data for minutes late?</p> <p>A: Saxlingham: average per child is 33.5. This is skewed 2 children in one family. Preston: average per child 19.2. Again, this is skewed by a small number of children. For one child, this issue has been resolved.</p> <p>Q(DPY): What is the nature of the two data breaches? How are these being addressed?</p> <p>A: Incident 1: This was a phishing scam whereby a staff member was sent an email. ICT solutions informed us that the account was breached and took the necessary steps to reset the password. MW logged the breach with DPE, and no further action was required. MW spoke to all staff and alerted them to the scam.</p> <p>Incident 2: Purely a human error, when trying to send out some information regarding remote learning, a teacher sent to a small number of emails without using BCC. Again, this was logged, and the staff were reminded to use BCC. MW will introduce some GDPR training using the DPE online modules in the Summer Term.</p> <p>Q(DPY): The report highlights that staff have completed a pupil premium profile for their classes. Is there a similar profile for SEN children? How do teachers know what the needs are of SEN children in their class and how and when is it reviewed?</p>		
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	<p>A: This information is within the SEND Register and Individual Support Plans. These are reviewed termly, or sooner if the need arises or circumstances change.</p> <p>Q (RO): On the brochure - Can you define SENDCo at first point of use (parents/carers may not be aware what this stands for). b) School meals - these are currently ordered by completing an on-line form not directly through the school office. c) Staff - Remove Fran Whitefoot from Staff List. d) Governing board - update names. e) General Information - communication is by email with text reminders. f) Newsletters are now referred to as Bulletins? g) School Uniform (Preston) * is used in reference to some items in list but there is no indication what this indicates.</p> <p>A: All amendments have been made</p> <p>Q (RO): Is Sports Premium being used to pay for Premier Sports 2 days per week in absence of the usual member of staff?</p> <p>A: Yes, we have paid for this additional cover through Sports Premium. Originally, this was intended as a temporary solution, originally for one week and then extended as it became apparent that the staff absence would be lengthier. Whilst the teaching and learning has been excellent, the solution does not really work within our other timetable constraints, and we are looking to rejig things and cover internally for the Summer Term 1st half.</p> <p>Q (RO): What were the reasons behind the choice of 'Little Wandle' as the Synthetic Phonics Programme of choice? Has the annual subscription of £300 been included in the future budget?</p> <p>A: The decision has involved a large number of staff I have asked staff to research schemes individually and draw up a shortlist. Little Wandle was on everyone's short list. Other factors have included:</p> <ul style="list-style-type: none"> • Little Wandle is based on Letters and Sounds. Staff are familiar with this program and have been used to using it. • It uses Collins Big Cat books which are really child friendly and appealing to pick up and read. We also have the option of integrating some of our existing books if they are fully decodable – if not we can still make use of them in a different way so no books will be wasted. • Staff liked the resources and feel that the children will relate to them. • Reputation – I have spoken to a number of headteachers whose schools already use Little Wandle, and it was useful to ask questions and gain testimonials. • Some staff have attended Little Wandle Information Briefings and were impressed with the feedback. • Training is flexible and can be delivered in house. • MW, GL, KS, JS and JN are visiting another school after Easter to watch Phonics being taught with Lt Wandle. 		
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	<ul style="list-style-type: none"> • The annual subscription has been built into the future years. It is likely that we will activate it, as now the staff have the resources, they are keen to get to grips with it (initially the plan was to start in September). • More information is available at: https://www.littlewandlelettersandsounds.org.uk/ <p>The Executive Headteacher explained that he had performed an analysis of attendance and at Preston Primary this was not looking strong due to Covid-19 absence and as a result there were quite a few children that had fallen into Persistent Absence. When removing Covid absence however the attendance records looked much stronger.</p> <p>Q(DPY): Had the way that absence was recorded changed?</p> <p>A: Yes. The coding had changed and any child absent due to Covid was recorded as absent whereas before this had been coded differently. We have been managing the situation carefully and not encouraged parents to send their child to school if they suspected that they had Covid. The need to close the school had been averted.</p> <p>The governing board commended the hard work of the school staff in keeping the schools open.</p> <p>Q (JB): How are the staff following the difficulties in keeping the school open?</p> <p>A: Overall the spirit in the school and staffroom has been positive at both schools. The staff have pulled together well and have been supporting each other across the Federation. All staff have been flexible and upbeat, although they have been very fatigued. Delivering remote learning at the same time as delivering learning at school was a challenge. The Early Career Teacher (ECT) had also been very impressive throughout this period.</p>		
9.	<p>Safeguarding report:</p> <p>The governing board reviewed the safeguarding section of the headteacher’s report.</p>		
10.	<p>Executive Headteacher’s Performance Management:</p> <p>The Chair of Governors confirmed that the Executive Headteacher’s Performance Management process had been undertaken on 23 February 2022 and objectives set and agreed.</p>		
11.	<p>Resources reports:</p> <p><i>Three-year budget plan 2022-25</i></p> <p>The governing board reviewed the draft three-year budget plan. A copy had been circulated prior to the meeting and can be found filed with these</p>		

	<p>minutes.</p> <p>Q(DPY): What % salary increases have been built into the budget over the 3 years?</p> <p>A: 3% for teaching staff and 1.75% for support staff and 2.75% for staff on grade A have been calculated in the staff costs for this year. We have yet to be told the increases for the next year.</p> <p>Q(DPY): What energy inflationary increases have been put into the budget?</p> <p>A: All the inflation increases have been listed in the notes and continued at the same rate for the 3 years, as we do not know what they will be until this time next year for future years.</p> <p>Q(DPY): In line E27 - Bought in Professional Services - curriculum. The budget shows, for this year, a figure of £46k. In year 2 and 3 it drops down to £14k and £12k respectively. Is this a realistic reduction in years 2 and 3?</p> <p>A: Yes, it is all the Covid funding allocations, which is reducing in future years. These figures have been supplied by Finance.</p> <p>Q(DPY): E19 Learning Resources - not ICT, drops from £37k in year 1 to £21.5k in year 3. Is this a realistic drop?</p> <p>A: This is mostly due to school trips, which are not in the budget for future years as we have not booked them yet, so don't know the costs. We can add the trips in for future years as an amendment after Monday's meeting. It's worth noting that the income is always matched expenditure for trips, so any increases added on each line will cancel each other out. Swimming has also reduced in future years as the first year is for 2 lots of swimming instead of the normal one session.</p> <p>Q(DPY): What is the significant carry forward figure for Sports Premium and Pupil Premium, which is ring-fenced. When does it need to be spent by and what are the plans for this expenditure?</p> <p>A: Pupil Premium - Preston -£10,517. Saxlingham -£1,177 Sport Funding - Preston -£14,442. Saxlingham -£10,295 Covid catch up funding - Preston -£3,960. Saxlingham -£2,230 Covid recovery reallocation - Preston -£1,305. Saxlingham -£1,000 Tutor led grant - Preston -£945. Saxlingham -£118</p> <p>Sport funding has to be spent by the end of the summer term and we are looking into purchasing a minibus with the funds. In the document 'Pupil premium: conditions of grant 2021 to 2022 for local authorities', it states that the grant does not have to be completely spent by schools in the financial year beginning 1 April 2021; some or all of it may be carried forward to future financial years. Any funding that is carried forward must be spent according</p>		
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	<p>to the conditions in this document. We will be looking at how and what we can spend the Covid funding in the summer term.</p> <p>Q(DPY): How much is in the maintenance funds for Preston and Saxlingham and is this sufficient for our needs?</p> <p>A: Current balance was £23,924.92 on the 9/2/2022 plus £10,000 that we transferred on the 22/2/2022, so £33,924.92.</p> <p>Q(WD): I01: Our pupil numbers decline over the 3-year period (from 186 to 181 pupils) – we wouldn't want this trend to continue so important we keep Reception intake numbers high at both schools. Are there any steps we should be taking to support pupil numbers?</p> <p>A: A number of steps are being taken. Since January, the main actions have been regarding improved publicity (further information on the website, website up-to-date, social media presence within the local community, re-establishing community links). A number of prospective parents have visited the school and are waiting to confirm house moves/changes in circumstances before they can transfer their children to us. We have temporarily increased the PAN to over-admit into Reception for this academic year and will look to establish a class structure where we can comfortably admit to all year group. I am speaking openly with staff about the positive impact on the budget if we were to increase class sizes very slightly, offset against minimal impact on workload.</p> <p>Q(WD): I01: In 2024-25, our pupil numbers fall to 181 but yet our income on I01 rises?</p> <p>A: This will be checked with the County Finance Officer.</p> <p>Q(WD): I12: Income from contributions to visits really drops off in later years. I assume we will still offer children visits so should we not include an estimated lump sum in the later years?</p> <p>A: That is because we have only been able to put in the school trips which are already booked (up to Hilltop and How Hill 2022-2023). Other trips will be booked over the course of time.</p> <p>Q(WD): E02: Supply Staff: Should this be higher? We spent £20k on supply staff this year but only forecasting £7k in future.</p> <p>A: Supply costs are now split out between E02 and E26 as per NCC instructions. My preference is to engage with a few trusted and reliable supply teachers who have NCC contracts, but we also use Agency Staff where necessary. The total for supply staff is £12,000 over both lines. This is less than our expenditure this year but hopefully more realistic and moving back to the normal level.</p> <p>Q(WD): E09: Are we investing enough in our staff development & training? It stays flat at circa £3k per year across the budget. Should we pay</p>		
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	<p>more to invest in staff's mental wellbeing?</p> <p>A: A large proportion of the staff training budget went to the SENCo award this year. £3,000 is normally a good amount. We would need to know the staff's specific training wishes to know if we needed to add more to the line and we can adjust as necessary as we move forward.</p> <p>Q(WD): Lines E12-E17: They stay flat or decrease over the 3-year budget. How realistic is that in the face of inflation running at 7% this year/ 4% next year and rising energy prices?</p> <p>A: We take our inflation figures from NCC guidelines so will not know until next year if they will increase or decrease.</p> <p>Q(WD): E27: There is a £25k Sport Premium c/fwd in this line – we must spend that this year otherwise we will lose it.</p> <p>A: This needs to be spent by the end of the Summer Term and we are looking into the possibility of a minibus.</p> <p>Q(WD): What is our Devolved Formula Capital balance?</p> <p>A: £36,164.00</p> <p>Q(WD): Does this budget include estimated costs for all our SIDP priorities?</p> <p>A: Yes</p> <p>Q(WD): Our surplus c/fwd at the end of 2022-23 is 8.98% - a very healthy position but the rules only allow us to c/fwd a max of 8%. Is there any expenditure in 2023-24 we can bring fwd to reduce the surplus? Has the LA Finance Officer given an opinion on whether this c/fwd is acceptable?</p> <p>A: We believe that at the end of 22/23 the carry-forward will be within the 8% allowance. Wherever possible, we have paid brought forward expenditure.</p> <p>Q(WD): The current budget position is very healthy with a max c/fwd this year but does decline over the 3 years to the point we move into a small deficit. Keeping pupil numbers up will be key to address this.</p> <p>A: Agreed</p> <p>Q(RO): Why do Energy costs decrease significantly over the next few years - not reflect current economic climate?</p> <p>A: They don't decrease, they stay the same. We take our inflation figures from NCC guidelines so will not know until next year if they will increase or decrease. We have been quite conservative with pupil numbers and based these on 7 children starting at</p>		
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	<p>Saxlingham in September 2022 and are optimistic that this will be exceeded.</p> <p>Q(RO): Why does the Grounds Maintenance and Improvement cost decrease?</p> <p>A: There is a one-off cost to renovate/re-landscape the wildlife area of £2000 which reduces in future years to a maintenance cost of £500 per year.</p> <p>Q (AF): Bought in Professional Services on line E27, what does this include?</p> <p>A: This includes Sports Premium money that has not been spent. During lockdown, schools continued to receive the allocations, but the government accepted that due to school closures and bubbles, the normal Sports Premium spending had not been possible and therefore we could carry it forward. This needs to be spent before August 2022.</p> <p>Q(DPY): What plans are in place for the Sports Premium funding?</p> <p>A: We are investigating investing in a Federation minibus. Currently when we want to send children to a sporting event, we are spending on coach hire. We also need to hire a coach to take the children into Norwich to the swimming pool. We are planning several opportunities to get the Year 5 and Year 6 children together across the Federation. This would allow us to work more collaboratively across the Federation.</p> <p>Q (RO): Can future running costs be assigned to Sports Premium?</p> <p>A: This is being investigated as part of the overall cost exercise.</p> <p>It was agreed that the Executive Headteacher should proceed with obtaining quotes for a lease agreement for a school minibus.</p> <p>Q (DS): Are you thinking of one minibus to serve both schools?</p> <p>A: Yes.</p> <p>Q (CC): What are the £46k bought in professional services and why do they diminish considerably?</p> <p>A: This includes all the Covid catch-up allocations.</p> <p>ACTION: Headteacher to submit minibus costs to the next FGB meeting.</p> <p>The Budget Plan was formally proposed for acceptance.</p> <p>Proposed: WD Seconded: CS All voted in favour with no abstentions.</p>	<p>MW</p>	<p>16/05/22</p>
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<p>Latest Budget Control Report (BCR) The governing board was advised that the current BCR showed that the Federation was on budget for the time of the year.</p> <p>Autumn RAG rating The governing board noted that the current financial RAG rating for the school was Amber. There were two actions that would take the governing board back to Green, one was finance training, and the other was an MI sheet relating to asbestos (21/19).</p> <p>ACTION: Governance Professional to upload MI 21/19 to the meeting folder for the next FGB meeting.</p> <p>Staffing It was agreed that the staffing update had been included in the Executive Headteachers report.</p> <p>The governing board reviewed the staff structure. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>Premises It was agreed that the premises update had been included in the Executive Headteachers report.</p> <p>Q(WD): Was there any remedial action required on any part of the premises at Saxlingham or Preston?</p> <p>A: The new headteacher training in health and safety had been very useful and risk assessments had been updated and shared with staff. All other checks were in place. There had been limited storm damage: a pane of glass was being replaced in the greenhouse at Saxlingham and a fence was being repaired. The fencing was safe and secure at this stage. There had been fence damage around the wildlife areas at Preston and discussion are underway to decide on how to develop this area. The largest storm impact was damage to a fiberoptic cable that mean that Saxlingham was without internet for two weeks. Plans are also in place to replace a climbing frame that has been condemned.</p> <p>Q (RO): Do you need any support from the governing board with health & safety?</p> <p>A: We have talked about the need to do a walk around with another member of the governing board.</p> <p>It was agreed that WD would undertake site walks at both schools with CS and MW.</p> <p>ACTION: MW to liaise with WD and CS to arrange site walks at both school sites.</p>	<p>CPY</p> <p>MW, WD, CS</p>	<p>16/05/22</p> <p>30/04/22</p>
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	<p>School Fund signatories</p> <p>The governing board agreed to authorise changes to the signatories for the Preston Primary School Fund Accounts. Account number 49819708 sort code 09-01-52. Account number 05328551 sort code 09-01-50.</p> <p>It was agreed to the removal of Mrs L Payne as primary signatory and the addition of Mr Matthew George Walker as the new primary signatory. Second signatories to be Miss Georgina Rich and Mrs Joanne Firman are to remain the same.</p> <p>Proposed: DPY Seconded: CS All voted in favour with no abstentions.</p>		
12.	<p>Ethos reports:</p> <p>The governing board reviewed the SIAMS (Statutory Inspection of Anglican and Methodist Schools) evaluation schedule. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>It was highlighted that it was important for all involved in the management and leadership of the school to fully understand the SIAMS strands, including governors.</p> <p>Governors were advised that there would be an assumption that a school would be Good and would look for evidence that supported this expectation.</p> <p>SIAMS Strand 6: The Impact of Collective Worship</p> <p>It was noted that Collective Worship should be the heartbeat of the school. Collective Worship should reflect the 3 I's: Inclusive, Invitational and Inspiring.</p> <p>Governors were advised that an action plan was being devised to monitor the impact of Collective Worship. It was agreed that the Christian vision was very evident on the websites of both schools.</p> <p>It was agreed that the governing board should capture the pupil voice to understand their view of Collective Worship and setting time to review and monitor the impact of Collective Worship as well as looking for evidence of the vision of the school throughout the school buildings. Other ways of collecting data could be through providing opportunities for visitors to comment on the school.</p> <p>Governors were advised that the staff at both schools had received training from the diocese to support the provision of strong and impactful Collective Worship. Staff meetings also included time to plan Collective Worship.</p>		

	<p>The Executive Headteacher advised that the SIAMS SEF (Self Evaluation Form) document highlighted that there was good practice at both schools and allowed the Federation to look at ways to improve Collective Worship at both schools.</p> <p>SIAMS Strand 4: Community and Living Well Together</p> <p>It was noted that Preston Primary regularly contributed to the parish newsletter at Tasburgh. There were currently investigations into opportunities for Saxlingham Primary to contribute to a local newsletter. Social media sites had been set up for both schools.</p> <p>Governors agreed that it would be useful to include regular updated about the visions and values in regular bulletins. Consideration was also being given to inviting parents to participate in school events at the local church.</p> <p>It was agreed that displays should be visible at both schools that represented the Christian ethos of the school, and this would be monitored by the governing board.</p> <p>Why look at Equality, Diversity and Inclusion (EDI) in schools?’</p> <p>It was agreed that EDI was closely aligned to the school’s vision and biblical foundation. In a context with low ethnic diversity and EAL (English as an Additional Language) it was also important to promote and educate children about all aspects of life in a positive way. This was delivered through all aspects of the curriculum, both discretely and threaded through the who curriculum and events in the school.</p> <p>The Executive Headteacher advised that the schools were inclusive and supported a large number of children with SEND. Through educational visits children’s aspirations in life were broadened.</p> <p>The Executive Headteacher advised governing board of the school council’s work across the Federation to help people in Ukraine which demonstrated the children’s courageous advocacy. It was agreed that schools need to show that they are responding and taking steps to address prejudice, bullying or homophobic incidents as well as harmful sexual behaviours. The key was to teach children to treat others with respect and dignity.</p>		
13.	<p>Staff wellbeing:</p> <p>It was agreed that this had been covered under the headteacher’s report.</p>		
14.	<p>Governor CPD:</p> <p>DPY advised that she had undertaken Equality, Diversity and Inclusion, Budget revision 3 and Budget setting, Effective Budget Monitoring refresher and Performance management refresher training.</p> <p>CC advised that she had attended the Equality, Diversity and Inclusion.</p> <p>JB advised that she had undertaken Safer Recruitment training.</p>		

	RO advised that she had undertaken Performance Management refresher training.		
15.	<p>Governor monitoring plans:</p> <p>The governing board reviewed the monitoring reports relating to the website checklists. Copies of the completed checklists had been circulated prior to the meeting and can be found filed with these minutes.</p>		
16.	<p>Governing board correspondence:</p> <p>The Chair of Governors advised that she had replied to a consultation regarding a planning proposal for a housing estate adjacent to Preston Primary. Safeguarding concerns had been expressed by the school at the proposed plan for an additional entrance to the rear of the school.</p>		
17.	<p>Policy review:</p> <p>The following policies were reviewed:</p> <ul style="list-style-type: none"> a) Anti-bullying policy b) Attendance policy c) Bad debt policy d) Bullying and harassment policy e) Capability procedure – teaching staff f) Capability procedure – support staff g) Disability equality policy h) Drug education policy i) Educational visits policy j) Finance policy k) Gender equality policy l) Health and Safety policy m) Race equality policy n) Redundant equipment policy o) RSHE policy p) Single equality policy q) Single equality and accessibility policy action plan r) Social media policy s) Staff code of conduct t) Website policy u) GDPR policies <ul style="list-style-type: none"> I. Data protection policy II. Clear desk policy III. Data breach procedure IV. Data privacy notice – general V. Data privacy notice – pupils VI. Data privacy notice – workforce VII. Subject Access Request (SAR) procedure VIII. Third party providers list <p>Proposed: CS Seconded: DPY All voted in favour with no abstentions.</p>		

18.	Any other business: The governing board reviewed the proposed meeting schedule for the 2022-23 academic year.		
19.	Items deemed confidential: There were no items deemed confidential.		
20.	Reflection: <ul style="list-style-type: none"> • Approving policies for the smooth running of the school. • Understanding what SIAMS is and reinforcing the Christian vision and values. • Approving the budget to ensure that the children will be well education and the school well resources. • Agreeing to over-admit to ensure financial stability. • Demonstrating that children want to join the two schools. 		
21.	Date of next meeting: 23 May 2022 at 6.30pm via Microsoft Teams.		

Meeting closed at 8.35pm

Actions:

Item No.	Action Description	Owner	Target Date
5	Strengthen the parent behaviour contracts to protect against malicious use of social media platforms.	MW	31/05/22
5	Work towards an action plan for Collective Worship.	MW, CC	31/05/22
11	Submit minibus costs to the next FGB meeting.	MW	16/05/22
11	Upload MI 21/19 to the meeting folder for the next FGB meeting.	CPY	16/05/22
11	MW to liaise with WD and CS to arrange site walks at both school sites.	MW, WD, CS	30/04/22