



STENBURY FEDERATION

Interim Executive Headteacher: Mr M Snow
Chair of Governors: Mrs D Barker



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MINUTES OF THE STENBURY FEDERATION GOVERNORS MEETING HELD VIRTUALLY ON WEDNESDAY, 27th January 2021 COMMENCING AT 5.30pm.

Present:

Di Barker (DB) Chair – Local Authority Governor
Kate Green (KG) Co-opted Governor
Catriona Travers (CT) Parent Governor
Lacey Nicolls (LN) Parent Governor
Angela Dexter (AD) Schools Business Manager
Leigh Mannix Clerk

Nicole Sturgess (NS) Co-opted Governor
Mark Snow (MS) Interim Exec HT – Godshill/C&R
Neil Jackson (NJ) Vice-Chair - Co-opted Governor
Andy Creed (AC) Co-opted Governor

Vacancies: One: 1x Co-opted Governor

Key: Challenge, Support, Ring-Fenced, Decision, Action

Item	Minute	Action	By
1	7/8	MS to send breakdown figures for vulnerable and key worker children attending school during lockdown to Governors.	MS
2	9	MS to send a list of the number of vulnerable pupils not attending school during lockdown to Governors.	MS
3	9	AD to look into changing H&S providers.	AD
4	10	AC to send LM updated LA policies.	AC
5	10	LM to update policy index and forward to Governors. LM and DB to meet when possible to look at the policy schedule.	Clerk
6	10	LM and DB to meet when possible to look at the policy schedule.	DB/Clerk

1 Apologies & Welcome:

Apologies: Polly Smith

2 Declaration of Interest:

DB declared that she is also a Governor at Barton Primary School to be a link between the Governing Bodies.

KG declared that she is also a Governor at Wroxall Primary School.

AC declared that he is a SBM for Gatten & Lake Primary and Clerk for Gatten & Lake Primary & Wroxall.

It was agreed that there was nothing on the agenda that would require any of those making declarations to step away from the meeting.

LM declared an interest in item 6 (Restructure Plan) on the agenda and would need to step away from the meeting.

3 Order of Business:

It was agreed that Item 6 (Restructure plan) would be moved and discussed at the end of the meeting, this would enable LM (clerk) to step away from the meeting.

ACTIONS

Accepted

I certify that these minutes are a true and accurate record of the Governing Board Meeting.

Signed.....Chair/Vice-Chair Date.....

4 Minutes of the Previous Meeting:

The minutes from the meeting on 9th December 2020 were circulated ahead of the meeting. There was one amendment, to add AC to those who were present at the meeting.

The minutes were proposed by AC seconded by MS with all in agreement.

5 Matters Arising:

The matters arising were circulated ahead of the meeting and taken as read. The matters arising had all been completed ahead of the meeting.

6 Finance Report:

Thanks went to AD for her reports circulated ahead of the meeting.

AD reported that the budget is in a much better position than originally thought.

C&R saved money on resources last year and it had made a difference with the Pre-school relocating to Godshill. AD informed Governors that spending would be frozen at the end of January, unless there were COVID related expenses.

Governor Challenges sent prior to the meeting and answered by AD.

E16 Energy (Godshill)

Q. The notes show that electricity is owed to Chillerton. Are bills placed to Godshill and then credited back to Chillerton?

A. This was a supplier error, they should take DD from each school – I advised them to change.

Q. If so there a system in place to reconcile this should there be an audit?

A. Monthly reconciliation spreadsheet in place and signed off by EHT.

Q. Are there other examples where Godshill takes the income/cost just for it to be credited/charged back to Chillerton?

A. Yes, mainly staff, but also CB invoices. Monthly reconciliation spreadsheet in place and signed off by EHT.

Q. Concern that 40% of the budget used for energy.

A. Chillerton saved on energy during the first lockdown.

E25 Catering supplies (Godshill)

Q1. Why was a virement passed of £5,620 in November 2020?

A. The reduction in pupils having paid school meals due to Covid.

Q2. The monthly charge in December was £4,528. Why was this so high, being nearly half of the first 8 months?

A. 2 months bills input in Dec (Nov & Dec) higher number of children eating, as the school was fully open and back to main menu.

Q3. Given the lockdown scenario and less school meals, what is the year-end prediction?

A. Caterlink will charge us an average of 61 meals @ £1 plus actual paid meals taken. Await Jan invoice.

I01 Funds delegated by the LA (Godshill/Chillerton)

Q. What funds are due from Chillerton and is this just a normal journal entry? Are these payments taken into account for the surplus predictions?

A. AWPU for 19 children @ 7/12th £6607 per month since Sep, invoiced to Godshill in monthly rec.

I03 High needs top up funding (Godshill)

Q. Are the funds due of £6,278 been confirmed for receipt in January?

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A. Yes, been in touch with Finance as Reception EHCP child monies not received, confirmed due Jan.

I11 Receipts from other insurance claims (Godshill)

Q. The budget is £2,800. Where were claim funds allocated, how much and was this for trip expenditure (E28)?

A. PGL cancelled trip due to Covid-19 in the first lockdown – claim for actual money paid by parents and all been refunded (less arrears to school)

I17 Community focused school facilities income (Godshill)

Q. Are we anticipating achieving this income line?

A. Preschool monies are due Jan is £16,236

General finance

Q. Are there any lines of income and expenditure that give cause for concern in achieving a surplus of approximately £10,000 at each school?

A. Only CB expenses (overestimated in my predictions) plus expenses on learning resources may increase before year end if school's reopen.

Q. Has notice been received of a financial audit being undertaken for the schools?

A. No notice has been received yet.

Health & Safety

Q. Could Health and Safety be a regular agenda item? Have we heard from IW Council when they are going to start their H&S audit, even if initially virtually?

A. Latest email from LA –

Going forward

While routine site visits are suspended, we are still planning to continue with implementation of Option 1 for all schools.

This entails a member of the H&S team contacting your school directly, via e-mail, to request H&S documentation in order for an H&S Adviser to remotely review the content and feedback accordingly using the H&S audit checklist. This activity accounts for around half of a standard audit.

School inspection data summary report (IDSR) guide

Q. An email was circulated to Governors on 22nd January 2021 concerning the IDSR – will the school IDSR showing the data used by Ofsted inspectors when preparing for and during inspection be shared with Governors?

A. Governors should be able to access the school's own IDSR – they have to liaise with the Headteacher to be given access to this.

All performance-related data within the IDSR still relates to 2019. The Government [announced](#) that it will not publish any school or college level educational performance data based on tests, assessments or exams for 2020.

The following has been updated:

- **contextual information based on the January 2020 census including pupil movement information**

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- *exclusions data has been updated to the final release of 2018/19*
- *three term absence data release of 2018/19 data (postponed from April 2020)*
- *final retention, completion and attainment 2019 key stage 5 data (postponed from May 2020)*
- *latest destinations (key stages 4 and 5) data*
- *latest school workforce census data*
- *latest financial data.*

Please ensure you download the latest version of your IDSR, which will have 22 January 2021 release date.

In addition to data updates, we have released some minor developments as a result of feedback and have published an updated HTML guidance document for the IDSR. This includes example reports, located here:

<https://www.gov.uk/guidance/school-inspection-data-summary-report-idsr-guide>
<https://www.gov.uk/guidance/16-to-19-inspection-data-summary-report-idsr-guide>

Should you have any IDSR or Ofsted IDSR service queries, please contact either:

- *Schools team - School.Performance.Data@ofsted.gov.uk*
- *16 to 19 team - FEandSkillsData@ofsted.gov.uk*

A huge thanks to AD as she had walked into a difficult situation when she took up the position of SBM.

NJ reported that whatever the outcome at Chillerton the £10K surplus would stay with them. Godshill would be paying £150k back to the LA and a request would be put towards them to negotiate a repayment period of 10 to 15 years. The finance group would be meeting and will report back to full Governors for a decision on a recommendation. **Congratulations to the team at Godshill for the £10k surplus, especially in the wake of a COVID year, it was much appreciated by the Governing body.** The outstanding balance owing is still an overall problem, but the children must not suffer from past decisions taken by the previous Governing body.

NJ requested, with Governors approval, that an acquaintance of his, who has a financial background with Barclays and the Bank of England take a look at the figures to see if any money can be saved. NJ asked for thoughts with regard to this.

DB felt it would be a good idea to have an independent advisor, but he would have to be an official member of the Governing body, a possibility would be to become an associate. CT agreed and felt it would be a good layer of protection. NS felt it would be good to have a commercial independent rather than someone with an educational background.

Challenge.

Q. MS asked if there would be a financial cost involved.

A. No

DB felt that if he would be an unpaid consultant then he must be an associate member of the governing body and the appropriated advice must be sort.

Governors were in agreement that he would be an associate member of the governing body.

NJ asked what the expectations of the role would entail. DB mentioned the role would be specific to finance and findings would be reported back to the full governing body, but would not have to attend per se. AC stated that an associate would not have to commit to a set period of time, possible a year

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in the first instance. NJ said he would say 6 months in the first instance, this would enable a good timeframe to get ideas and agree a way forward.

Once again a huge thanks to AD for her report.

7 Headteachers Report Update:

MS reported that looking back he had not expected the schools to close. The staff and parents have been great. A member of staff is still unwell with COVID, which has had an impact at Godshills. MS also had to isolate during the first week back after the Christmas break, **a huge vote of thanks to LMH, who had been a rock and a safety net for the schools.** There had been some teething issues with home learning and the expectations from the government guidance. It was felt that there was either too much, or too little. Support had been given to parents, who have found it a real struggle with the high expectations. Schools seem to be taking the blame and it is not helpful when there is negativity from the press. The children are back in school and schools are open. Teachers are in contact with parents whose children are not accessing school and both schools have approximately 20-30% uptake of critical and vulnerable children.

The LLP is liaising with the schools.

There are test kits in school now for the staff, these will be done twice a week and as yet there are no positives. This is helping to set minds at rest.

The teaching staff, including support staff, have worked incredibly hard. MS felt the teachers were on their knees and needed the half term week to recharge.

There were some children that staff have been unable to contact and this is a cause for concern. DG has been phenomenal with regard to safeguarding and keeping in touch with the vulnerable families.

Laptops have gone home to the families that have needed them.

MS had gone against a rigid timetable and was being more flexible. Oak Academy was being used once again. Teachers have been making videos to teach the children.

CT mentioned that google classroom was self-sufficient this time as it was much better and would like to thank the schools. Hats off to everyone involved.

NS said that her children were in school and agreed google classroom was much better, with a lot more resources, a massive thank you for doing a great job.

LN praised Mrs Smith's YouTube stories and the children are really engaged in them, on top of this there was an array of activities. Tapestry was always updated, with lots of encouragement from PS. Lots of time and effort had gone into them and support had been phenomenal. Thanks to all parents too.

MS reported that it was hard to transfer the high level of expectations to the parents. Feedback is given to the children, but parents should have patience towards the teachers, they are working flat out. They are making calls to parents to give them support too.

NJ said he would like to personally thank the staff for all their extra hard work.

Challenge

Q. NJ asked if it would be possible to have a breakdown on figures for the keyworker and vulnerable children.

A. MS would send breakdown figures for vulnerable and key worker children attending school during the latest lockdown to Governors.

NJ was concerned as the children had missed such a lot of teaching time and how this would be managed by school leaders. Children need stability.

MS stated that children needed the skills to function in a digital world, but the difference between rich and poor is stark. The vulnerable children need access to IT as this is the way the world is going. The curriculum needs to prepare children for the digital world and build techniques to be used in teaching. Some of the teaching is still routed in the 1950's. The SIP has to incorporate this as there is a wealth of knowledge on line. All children to be embedded in the recovery. NJ agreed this was critical as 80% of tomorrow's jobs do not exist today.

CT mentioned that two job skills are needed creativity, which primaries cannot lose sight of, and digital.

Challenge.

Q. AC asked what the projected numbers were for September.

A. The first choices for Godshill are 19 and there were no requests for C&R. This may lead to further

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conversations.

Thanks went to MS.

8 School Improvement Plan:

Most of this had been covered in the Heads report.

DB stated that it was difficult to monitor properly at the moment.

MS would be meeting with JW to collate evidence from this lockdown and the percentage of vulnerable and critical worker children. The uptake had been quite good with between 75%-95% of children attending and in some classes there had been 95%.

MS to send breakdown figures for vulnerable and key worker children attending school during lockdown to Governors.

Challenge

Q. Were there any areas of concern?

A. MS reported that Governors must be mindful of the additional workload that had been put on both, staff and children and their wellbeing.

MS reported that C&R are in the Ofsted window and the SCR needs to be checked asap. DB informed Governors that this had been monitored before the Christmas break and would be looked at again during this current half term.

Attendance is difficult to monitor at the moment and there are concerns with regard to being unable to reach certain children.

9 Governor Matters:

- a) Nothing to report under this item.
- b) Thanks to NS for her report, which is on the Governors Hub. Nothing to report. KG/DB reported on the SEF/SIP and one of the items looked at was to link Governors to members of staff and get back to a monitoring cycle. The clerk mentioned that some staff and parents did not know who their Governors were and with this in mind requested to have a headshot and a small bio from each Governor, this could then be added to the Newsletter, go in school and also onto the websites.
- c) Nothing to report under this item.
- d) Nothing to report under this item.
- e) Nothing to report under this item.
- f) Nothing to report under this item.
- g) Thanks to AC for his H&S report, there is a worry with regard to the council as an independent auditor, although we are paying less we are getting nothing in return. AC mentioned that looking forward we need to see who we stay with as our provider. **AD to look into this facility as a proper audit needs to be done.** Governors were happy that AD look for an alternative provider. MS reported that KC had to isolate due to COVID and IG from C&R had been on site to help in his absence. Having completed a site walk there were lots of jobs that needed doing. AC to look into accessing Good Skills.
- h) MS mentioned that safeguarding governor should meet with DG to go through My Concern and the safeguarding of the vulnerable children not in school. DG is very helpful and the teachers can focus more on teaching. **MS to send a list of the number of vulnerable pupils not attending school during lockdown to Governors.**

10 Policies for Review:

The following policies were presented to the meeting:

- Child Friendly Peer on Peer
- EYFS Policy
- Complaints Policy (LA)
- Marking Policy
- Complaints Procedure
- Disciplinary Procedure (LA)
- Governors Allowance

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There were updated LA policies and AC would send the updated policies to LM.
The remaining policies were proposed by NJ, seconded by KG with all in agreement.
DB and LM to meet and look at the policy schedule and to stretch this out over the year.
LM to update policy index and send to Governors.

11 **Correspondence:**

No correspondence received for consideration.

12 **Consultation/Restructure Plan:**

NJ asked how much longer would the Federation need CB as AD could use the SBM at Barton now as a point of reference.

MS reported that once the restructure had been completed then it would come to a natural close, but KW would be on the end of a phone if needed. MS mentioned that CB is aware.

NS asked if it would be an idea to have an amazon wish list set up for resources in EY's and use this for a diversity of products. It was felt this would be an idea to help fundraise and use FROG's. Parents may prefer to pay for this rather than spend monies on buying presents for teachers, especially in light of the deficit the Federation is currently facing. DB thought this would be something that could be looked into. MS thought this would be better to go through FROG's and PS.

Consultation update – these minutes were restricted at the time of the meeting.

The Redundancy committee will review the proposals, sent to Governors by DB, following on from this part of the meeting. The clerk left the meeting at 7.04pm as she had a pecuniary interest in this item.

13 **Impact of the meeting**

DB felt that following the comprehensive financial report from the recently appointed SBM and the chair of the finance group, they had a clear understanding of where each school budget was, the issues of the historic deficit and the hard work that has gone into ensuring both schools have operated within the in year budget without losing sight of the needs of the children.

AC. A positive meeting and it is pleasing to see the progress of the Business Manager who has quickly taken on a lot of new responsibility, particularly in the portfolio areas of finance and health & safety. The Governing body is now receiving good quality information in a timely manner. It is also encouraging that the FGB are prepared to look wider for its independent H&S advice, as what has been experienced to date has fallen short of what many providers have put in place. The projected numbers for September 2021 at 19 first choices for Godshill is a good indicator of the work being undertaken by MS and the team, as viewed within the community during exceptionally challenging times. **Thank you to everyone for making this happen.**

14 **Date of the Next Meetings:**

5.30pm Wednesday, 10th March 2021 to be held virtually.

There being no further business to discuss the meeting closed at..... this has been left open as clerk had already left the meeting.

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