

**ST LEVAN SCHOOL**

**Minutes of a meeting of the Governing Body held at the school on**

**Tuesday 17th January 2023**

**AGENDA**

**Present:** Sharon Brolly Chris South

Anya Finch

Headteacher Katy Cook

**In attendance:** Geoff Brighton, Clerk, minutes

Part meeting: representatives from Educatering

Key: Sentences in blue indicate decisions of the governing body, ***whereas those in bold italics denote questions or challenges put by governors to the Headteacher.***

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| Item |  | Action |
| **01.00**  **01.01**  **01.02** | **Welcome and apologies for absence**  The Chair welcomed everyone to the meeting.  Apologies for absence had been received and were accepted from Vickie, Ruth and Sophia. |  |
| **02.00**  **02.01** | **Declaration of Pecuniary Interest**  There were no declarations of pecuniary or other conflict of interest made. |  |
| **03.00**  **03.01** | **Minutes of the meeting held on 29th November 2022**  The minutes of the meeting had been circulated in advance of the meeting and were agreed as an accurate record and signed as such by the Chair. |  |
| **04.00**  **04.01** | **Matters arising**  All matters arising had either been dealt with or were otherwise on the agenda. |  |
| **05.00**  **05.01**  **05.02**  **05.03**  **05.06**  **05.07** | **Report of the Headteacher**  The Headteacher provided a verbal report to the governing body. He said that Little Levans is going well and is fully subscribed.  It was noted that the backlog maintenance meeting planned for today had been delayed due to the adverse weather (snow).  The Headteacher confirmed that the new intercom system is now attached on the site entrance gate, thus improving safeguards and an improved and more welcoming access for visitors.  The following documents had been circulated in advance of the meeting and were noted:   * **Autumn term Assessment Report 2022** * **School Evaluation Form - written November 2022** * **SIP annotated update - updated January 2023** * **Critical Incident plan - written January 2023** * **Visitor Information leaflet update - written January 2023** |  |
| **06.00**  **06.02** | **Attendance**  It was noted that attendance stood at 92% for the Autumn term, against a target of 96%, which would always be hard to achieve as the school has a flexi-school programme. |  |
| **07.00**  **07.01** | **Premises update**  There was nothing to report under this heading. |  |
| **08.00**  **08.01** | **Policies – standing item**  The headteacher explained that the following policies had been formulated in conjunction with staff and both were approved:   * **Curriculum Policy** * **Early Years Curriculum Policy** |  |
| **09.00**  **09.01** | **Safeguarding**  The Headteacher reported that the S175 form arrived on the day of the meeting and would be completed and submitted to County within the deadline. |  |
| **10.00**  **10.01**  **10.02**  **10.03**  **10.04**  **10.05** | **Health and Safety**  The meeting had been preceded by a tester menu being provided by Educatering, representatives from whom also provided a presentation to governors and their firm and service.  After the representatives from Educatering had withdrawn, it was reported that Chartwells had announced that prices were being substantially increased and al alternative caterer was sought. Staff had heard of Educatering from others at a conference. However, the Litmus Partnership, set up to jointly procure catering services and which first engaged Chartwells, have advised that they were in fact dropping the contract for all schools, including St Levan. Litmus planned to retender but the charge for this would be a fee of £2,250. The supply contract with Chartwells will theoretically end at half term, but as they have not formally given notice the supply to St Levan should continue for three months.  **A governor asked what are other PET schools doing?** It was noted that St Levan and An Bya were considering Caterlink, another catering company, but other PET schools will be asked what they are doing at that their meeting on Thursday.  **Parents had been asked in the recent parent survey why they did not take up school meals, and the Headteacher was asked what the response had been.** He said that the answer was not yet known. Take up in school was typically 12 meals per day but this varied enormously according to menu popularity, with roasts being the most popular and most highly subscribed school dinner.  Following discussion, it was agreed to ask Educatering if there was room for manoeuvre in the £1500 annual fee that they proposed. It was also agreed to look into Caterlink before a final decision was made. It was agreed not to join the Litmus group on this occasion. |  |
| **11.00**  **11.01** | **School Financial Values Standard**  The Chair reported that completion of this audit document had commenced for the current year and would be circulated in due course. |  |
| **12.00**  **12.01** | **Finance matters**  The latest financial statement and narrative dated the 28th November 2022 showed a decreasing surplus, but the figures in the financial summary contained too many errors to be considered reliable at this point. The Chair was seeking clarification from the new Bursar and if no or insufficient answers were received, the matter will be taken up with the Bursar’s line manager. |  |
| **13.00**  **13.01**  **13.02**  **13.03** | **Governance matters**  **Update on Parent Governor Elections –** It was reported that Susie had said that she had resigned as a governor as she now no longer had children in school. Governors recorded their disappointment at this news and thanked her for her massive contribution and dedication over the years.  This created an additional vacancy on the governing body.  It was agreed to proceed with the parent governor elections as soon as possible after half term.  **Governor questions document - written January 2023 – this document was** noted and the subject would be returned to at later meeting. | Clerk to issue parent governor election material for sending out in satchel post. |
| **14.00**  **14.01** | **Possible questions from Ofsted**  This document was noted. |  |
| **15.00** | **Date of future meetings, all commencing at 15.30 at the school, were agreed as:**  **14th March 2023**  **16th May 2023 and**  **4th July 2023** |  |