

**ST LEVAN SCHOOL**

**Notice is hereby given that a meeting of the Governing Body will be held at the school on**

**9th May 2023 at 15.30**

**AGENDA**

**Present:** Sharon Brolly

Sophia Milligan

Anya Finch

Ruth Caird

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

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** | **Welcome and apologies for absence**  Apologies for absence had been received and accepted from Vickie and Chris had warned he might not be able to make it due to the weather. It was noted that Mark , the Headteacher was now on paternity leave. |  |  |
| **02.00**  **02.01**  **02.02** | **Declaration of Pecuniary Interest**  Sharon reported that she had authorised a payment for herself for £20 and had left this for the Headteacher to countersign in order to correct the error. This was achieved by ensuring that the cheque was countersigned by a second signatory.  No other declaration of pecuniary or other interest was made. |  |  |
| **03.00**  **03.01** | **Minutes of the meeting held on 14th March 2023**  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**  **04.02** | **Matters arising**  Governors had thanked staff for keeping the school open during the recent industrial action.  All other matters arising had either been dealt with or were otherwise on the agenda. |  |  |
| **05.00**  **05.01**  **05.02** | **Policies**   * **Positive Behaviour Policy** * **Attendance** * **Health and Safety** * **First Aid**   The above policies had been produced by the Headteacher and circulated in advance of the meeting. The Behaviour Policy contained template letters that governors felt would better reflect the ethos of the school if such letters were bespoke to the individual child and family concerned, to reflect their needs This policy was therefore deferred until the policy was adapted to more closely reflect the character of the school. Also, the detention letter should be removed as this is not applicable. and were agreed.  The Health and Safety Policy had a s/he typo and there was reference to e-learning and induction courses, which were not clear and not necessarily relevant to St Levan. Similarly, the First Aid Policy contained named staff (not usual in a policy document) and there were inaccuracies relating to the premises and equipment. These observations needed to be clarified once the Headteacher returned to the school, following his paternity leave. All policies were thought to be in need of some reworking to ensure they accurately reflected the needs and realities of the school. |  | Headteacher to re-review policies. |
| **06.00**  **06.01** | **Safeguarding**  It was understood that the S175 audit was in hand and would be presented to a later meeting. |  |  |
| **07.00**  **07.01** | **School Financial Values Standard**  This had been circulated in advance and was approved in relation to the year just ended. |  |  |
| **08.00**  **08.01**  **08.02**  **08.03**  **08.04**  **08.05**  **08.06**  **08.07**  **08.08** | **Finance matters**  **Latest financial statement and narrative –** Governors noted that a financial statement had not been presented to them since December2022. No draft budget was currently available for them to consider.  ***A Governor was asked why this was and if financial reports and budget information had been requested***  and it was reported that this was the case but that this had not happened.  The Clerk reminded governors of their responsibility re stewardship of public funds, which cannot be the upheld in the absence of proper and reliable financial information that was open to challenge. He also reminded governors that the budget had to be approved in the context of the SIP and SDP and that this required input from either the bursar but more likely the Headteacher, as these documents were integral to the Financial Values Standard and he read out the relevant passages from the FSVS audit just signed off by the governing body.  Governors agreed that additional information was required and that they needed a plan to overcome any hurdles preventing the approval of a budget for the next financial year. In achieving this, Governors felt that it would not be appropriate to intrude on the Headteacher’s paternity leave and recommended that the Chair approached County as a matter of priority to find out why this situation had arisen and also to seek a postponement to the deadline for the approved budget to be returned to them.  It was noted that the last budget showed an in year deficit budget following appointment of a temporary teacher and the cost of and reasons behind this this needed to be accounted for. It was agreed that the Chair would ask the Head of Finance at County if the Headteacher has had a budget meeting with the bursar and if the SIP/SDP requirements had been built into any draft. Although the Chair had been advised by the Headteacher that a meeting had been planned he had been forced to cancel it, whereas another governor thought this meeting had indeed taken place. It was agreed that this confusion needed to be resolved and that in the meantime the approval of the budget would be postponed.  It was agreed that Sharon will update the governors in the morning.  It was further agreed that an additional Budget meeting would be convened via Zoom and this was set for Monday 15th May 2023.  The Chair then raised the issue of the new lease, which was moving to the market value and the rent for this year has increased to £23,000 per annum on a 10 year rolling lease, with a £500 pa increase from 2028 -2023. She confirmed her understanding that in the past the Local Authority had paid a percentage of the rent by increasing the school’s direct grant income and it is not part of the schools budget. The issue of rent paid by schools is currently subject to government review, the outcome of which is unknown. |  |  |
| **09.00**  **09.01**  **09.02**  **09.03**  **09.04**  **09.05**  **09.06**  **09.07**  **09.08**  **09.09** | **Governance matters**  **Update on recruitment and roles of new governors –** It was noted that 5 applications had been received for parent governor.  In terms of vacancies, it was noted that Brigit and Suzie had both left and it was thought that Katie’s term of office had ended and she had not sought to renew, meaning that the vacancies stood at:   * 3 Parent Governors * 1 Co-opted Governor * 1 Foundation Governor   Of the five Parent Governor applications, (Sarah) had submitted her application late and so was time-barred from the Parent Governor election. Further, Vickie had withdrawn her application in order to stand as a governor in another category.  Sophia also advised that she would be happy to become a Co-opted Governor in order not to lose any of the new volunteers.  The Chair had met with all of the applicants to discuss the role, its commitments and the skills needed.  The following appointments were approved and contained within the governor grid below:   |  |  |  |  | | --- | --- | --- | --- | | **Full Name** | **Date of Appointment** | **End Date of Term Of**  **Office** | **Governor Type** | | Mark Francis | 01/01/22 |  | Head Teacher | | Sharon Brolly | 27/09/22 | 26/09/26 | Foundation | | Ruth Caird | 25/01/22 | 24/01/26 | Co-Opted | | Anya Finch | 17/07/20 | 16/07/24 | Staff Elected by whole staff | | Vickie Hugh- Jones | 15/5/23 | 14/5/27 | Foundation | | Sophia Milligan | 23/5/23 | 22/5/27 | Parent | | Chris South | 28/2/22 | 27/2/26 | LA | | Sarah Shaw | 15/5/23 | 14/5/27 | Co-Opted | | Paul Yeates | 15/5/23 | 14/5/27 | Parent | | Emma Lauren Pascoe | 15/5/23 | 14/5/27 | Parent |   The other three applicants would become parent governors without the need for an election and the Clerk was instructed to proceed with their appointment.  It was agreed that Sharon would update the governor responsibility grid to reflect who would sit on what Committee as follows:  First Committee:  Sharon  Vickie  Second Committee:  Sophia  Chris South  Ruth would remain as stand in for either Committee  New governors would be allocated to either Committee once in they were in post.  Finance Committee:  Chris South  Anya  2 of the new governors would also go on the Finance Committee.  It was agreed that the issue of subject governors would be reviewed in July 2023. |  |  |
| **14.00** | **Date of next meeting, all commencing at 15.30 at the school are as follows:**  4th July 2023  26th September 2023  28th November 2023  16th January 2024  12th March 2024  14th May 2024 and  9th July 2024 |  |  |