

CRITCHILL SCHOOL – VIRTUAL LOCAL GOVERNING BODY MEETING

Wednesday 18th November 2020 7.00 pm

MINUTES

Present:

Sophie Addison	Headteacher
Claire Hudson	Chair
Gareth Williams	
Elaine Shobbrook	
Helen Piper	
Amy Legge-Hillier	
Andy Jones	
Kate Frost	

In attendance: Claire Gordon Clerk to Governors

1. Apologies

Non attendee Simon Mills.

2. Membership

The board were updated with 1 current community governor vacancy.

3. Minutes of Previous Meeting

The action points were discussed and all were in hand.

The minutes were of a true record, the Chair will sign and send to the clerk.

4. Headteachers Report

The HT invited questions.

Q – A governor queried pupils on roll number, 3 less boys than in Septembers report. A – The HT confirmed that we hadn't had any students leave us and that this was a typing error.

Q – A governor asked of information regarding student attendance and noted it's lower than usual?

A – The HT advised that we have been contacted by the LA regarding persistent absence, a large piece of analysis has been completed.

A number of students with complex medical needs of course struggle with meeting and maintaining a high attendance rate, 2 students have also recently been hospitalised due to their medical conditions, both have now returned home and are recovering.

We also have 1 family that have decided not to send their son back to school due to Covid 19 the LA are aware of the situation.

Q – Will the Post 16 build need to go for planning, what's the timescales? A – Yes, we are still making final amendments to the plans when this is complete we will send to planning. We're are hoping that this will happen by Jan/Feb we are unsure if/how Covid 19 may delay this.

Signed.....

Dated.....

Careers Update

Sally Smiles Careers & Working Futures Lead gave a presentation on CEIAG – The PowerPoint is available on the google drive.

Governor questions –

Why didn't we continue with work placements in September? A – This was considered, discussions took place with the local authority, MNPS and the work place employers, risk assessments were looked at and it became clear that it would be very difficult especially when transporting our students. A joint decision was made that for now we would postpone all placements.

SS left the meeting.

Safeguarding

CH recently completed the SCR review, this has been submitted to the trust.

No safeguarding concerns to report.

Covid19 Update

The HT advised that she had been liaising with Public Health England over this last week, there was a clear message that within Frome and the surrounding area there had been a significant rise in positive cases.

On Thursday last week we were informed by Wiltshire County Council that a passenger assistant on school transport was absent and unwell with Covid symptoms during that time her husband and daughter had both tested positive. We immediately contacted the families of those students who travelled on that bus, we explained they would need to self-isolate until the PA received the result, the PA tested positive.

Since then we have also had 1 member of staff who became unwell with Covid symptoms, the member of staff has also tested positive. All of our families were contacted and made aware of the situation on Saturday and were informed of the plan going forward.

This meant 30 students and 26 staff members needed to self-isolate, the significant staff shortages are having a massive impact on the school which led to the decision of joining 2 classes.

The staff team are working incredibly hard through a really challenging time.

Q – When are the students who are self-isolating due to return to school? A - Fri 27th Nov.

Q – What would need to happen for you to make the decision of closing the school? A - We are taking every day as it comes, liaising with Alun on a daily basis. Our priority is not to close, this isn't the best option for our students.

Q – How is the staff member who tested positive? A – Very unwell at home, we are keeping in close contact.

The governing board sent the very best to the staff member and wished her a speedy recovery.

Q – Do we have any staff that are CEV? A – Yes 1, this member of staff is working from home.

Signed.....

Dated.....

5. Finance

Month 2 report

The SBM advised on the following key points –

This is the first report for this financial year following budget setting in May and there have been significant changes.

Our planned admission places is now 80, we had confirmation from the DfE that our consultation to expand has been agreed.

We are due to receive a further 10k place funding as we are now 81 on roll rather than 80.

COVID 19 funding will also increase to around £19K this funding is earmarked for specific activities

Staff costs have increased due to staff changes and the support staff pay award. There have been additional staffing costs mainly due to the pay award being more than we had anticipated.

400K budgeted for the P16 build with an additional £50k ear marked.

In house therapists additional cost 17k for this academic year.

There is a projected surplus as a result of the large carry forward but it was highlighted that the accounts show a large in-year deficit. (This includes the P16 project which will not be a factor next year.) The SBM is currently working on budget forecasts for the next 3 years to identify if balanced budgets can be achieved.

Funding is likely to remain the same in future years as we are now full but we may lose 20K of outreach funding. A review of all IT resources is currently being undertaken and there is likely to be significant expenditure required in this area along with increased costs for Harry's Hydro.

HP left the meeting.

6. H&S

H&S Inspection Report

Apologies for the lateness with this report, please email any questions to Claire H.

Internal audit report

We have received the final report which has been uploaded to google drive for your information, the audit was discussed at our previous meeting, no further action required.

Lettings Procedure

The lettings rates were discussed, the board were in agreement to keep them as they are, but in the future we may need to think about increasing them if we are needing to carryout deep cleans after rooms have been in use.

7. External Visits

Standard agenda item, there were no visits to approve.

Signed.....

Dated.....

8. Policies & Procedures

The clerk updated the board on the policy and procedure review document, uploaded to google drive for your information.

Home/school link policies are currently with SLT for review once completed the clerk will email the relevant governor to review the policy.

The clerk has allocated the policies equally between governors, you can find this information within the review document.

9. AOB

Deferred to the next meeting.

ACTION – Clerk to request information from HP.

10. Monitoring

Term 2 monitoring date has been set.

ACTION - CH & AJ to book term 3 monitoring.

11. Training

Prevent training – it was noted that HP needed to complete.

CP training – it was noted that GW needed to complete – ACTION clerk to send dates.

CH advised that she is arranging for one of her colleagues to deliver a bespoke training package to our new governors Kate and Andy, ALH also requested to join this training.

It was agreed that this would take place during the school day AM if possible, SA advised we would arrange cover for ALH to be out of class.

12. Dates of future meetings

Meeting dates available on the google drive.

Next meeting date – Wed 27th Jan 7pm via google meet.

Part 2 confidential in separate document.

SUMMARY OF ONGOING ACTIONS			
DATE	ACTION	WHO	OPEN/CLOSED
23.01.20	SBM & CH to book H&S inspection	ES/CH	CLOSED
30.09.20	Governors to meet after Christmas re Ofsted	ALL	OPEN
30.09.20	HT, SBM & Chair to meet re H&S	SA, ES, CH	OPEN
30.09.20	CH & AJ to meet re Link governor role	CH AJ	CLOSED

Signed.....

Dated.....