



**Minutes of Trewirgie Infant School local governing body meeting, held on
Tuesday 25th January 2022 at 5pm via Microsoft teams.**

Present	Kerry Raymond - Chair Emma Guppy-Wilcox - Vice Chair Cath Callows - Head Teacher Ian Eslick Holly Hipkins Mike Hall Nadine Francis
In attendance	Sam Newman - Governance Clerk Amanda - Business Manager Nick Aldworth - TPAT Finance Clair Bateman - Assistant Head

Agenda point	Item	Person/ Action
1	Apologies, welcome & quorum The chair welcomed everyone to the meeting and introduced the new clerk. Apologies were received from Lisa-Marie and Louise. The meeting was quorate in line with the terms of reference.	
2	Declaration of business and pecuniary interests Clerk informed governor's of some missing declarations, advising that she would be sending to anyone that had not already completed one to fill in and return.	SN
3	Minutes and matters arising from the last meeting Minutes were agreed to be a true and accurate representation of the previous meeting. Finance actions- 19th Nov: Nick requested a copy of minutes and actions going forward - SN to achieve this. 19th Nov: SLA contract lines need investigating to understand what is included: Answer: Not reflected in November figures, likely to be reflected in January figures, a move around of budget lines, allocated to different lines rather than altogether.	



	Action: Access to connect for Kerry and Sam. Ongoing.	SN/KR
4	<p>Governance</p> <ul style="list-style-type: none"> ● LGB membership ● Recruitment ● Skills audit <p>The Chair had raised a question with the Clerk previous to the meeting regarding the potential of an associate governor.</p> <p>The Clerk advised that the TPAT Scheme of Delegation does not allow for associate governors, however there was no issue with co-opting this person as a governor with an agreement from all governors that they may not attend every meeting, or that they may just give monitoring feedback to the committee.</p> <p>The Head will pass on the pen portrait to the Clerk for distribution to all governors and start the recruitment process.</p> <p>The Head stated that the person would be a huge asset to the team, she has lots of experience as a Head Teacher as well as a Governor.</p> <p>Link governor roles- Updates on the list from Kerry for different areas.</p>	CC/SN
5	<p>Headteachers report, to include safeguarding and health & safety</p> <p>All relevant papers were distributed prior to the meeting.</p> <p>The Head Teacher discussed the report and highlighted an amendment on page 1 of the report, the correct figure for Pupil Premium was actually 17.6%, there was an error with the original sims report, this has now been amended.</p> <p>The Head Teacher asked if there were any questions from the governors relating to the report.</p> <p>A governor <i>asked</i> for an explanation of the report in more detail as she didn't fully understand everything within the document.</p> <p>Answer: The Head Teacher explained the NOR (number on roll) and the issues that the school had in relation to the PAN, the PAN for Trewirgie being 270, with 234 currently on roll. There have been numerous processes put in place to address this, as well as supporting the school to move from RI (requires improvement) judgement, in addition to this, the drop in birth rate for the coming years Reception aged children also doesn't help the situation, the nursery has also changed in the way it is run, it went from a 60 place sessioned setting to a flexible provision, meaning the amount of hours went up, however overall numbers went down.</p> <p>SEND, FSM, PP and EAL were compared against the national averages, looking at how Trewirgie Infants School compared to national figures, it has a higher SEN rate, FSM is lower than national, however there are more in the 0-10 % of the highest deprivation.</p> <p>Attendance is 92.35% with the national target at 96%. EWO (Educational Welfare Officer) will be coming to the school tomorrow, looking at data and attendance, ensuring all relevant letters are being sent at the right times and work is happening to support pupils.</p> <p>Persistent absence national target was 8.2% pre covid, currently the</p>	



	<p>school has a figure of 11.9% in KS1, to take into consideration the fact that a lot of the reception children are not of statutory school age, and although the Headteacher will not authorise any absence requests, unless exceptional circumstances, people are still choosing to go on holiday due to covid restrictions finally being lifted and not wanting to lose money, it leaves people in a difficult situation.</p> <p>Safeguarding: Reports before and after covid, the school have noticed similar trends to other schools, there has been an increase in children in care currently, concerns around domestic abuse, continuing in a way we didn't anticipate, discussions were had with the SENCO worker for TPAT, who agreed that everyone was seeing the impact, the amount of VIST's is high, the main concern is the threshold for social care being so high, what the school picks up itself is now more vital than ever.</p> <p>A governor challenged the reduced timetable and alternative provision and how the school is managing it?</p> <p>Answer: No pupils are currently in alternative provision, there are some on reduced timetables that have SEN need, they are however, in school daily, just shorter days.</p> <p>A governor questioned the safeguarding report from Jo Harvey, and wondered if she would produce a report for the governors?</p> <p>Answer: Hopefully, she asked lots of questions, the gap missing with monitoring is the pupils voice, she is due to come back soon and produce something, CB would like a full audit.</p> <p>Health & Safety: CO2 units in the school, readings are taken to ensure air quality, caretakers do this and report back to TPAT, lots of change, new risk assessments to work through, new COSHH systems, most are on smart log systems, new caretaker has been excellent, moving everything across.</p> <p>PFI still ongoing, reviewing fire alarm upgrades and electrics.</p> <p>Currently awaiting a new boiler and heater in KS1, there is no primary source of heating in the block, only portable heaters at present.</p> <p>The Head discussed page 4 of the report, the impact of covid is still there, first hour of the day is spent sorting who's in, cover support, and the impact of staff absence is significant, challenging before Christmas, with 9 staff off and an outbreak in the Year 2 cohort.</p> <p>Currently in a better place, today 8 children testing positive, 9 families (siblings parents).</p> <p>National guidance on January 27th is to take away masks in communal areas, as a school we will judge accordingly.</p> <p>Year 2 phonics screening were due to take place in the Summer term last year, however these were postponed and took place in the Autumn term, with an 86% pass rate, averages from TPAT show that Trewirgie are considerably comparative with.</p> <p>Tutoring and recovery premium was elected to be used to fund a teacher in the afternoons to support this. The decision is to also utilise this throughout the Spring term to support the current year 1's. Those of the 86% that didn't achieve will get to resit the screening in June.</p> <p>A governor expressed how great the results were, and to also commend the school on continuing with outdoor educational visits, a lot of schools had not managed to continue with these.</p>	
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	<p>Data summary was discussed. No questions were raised on this. The SDP (School Development Plan) was discussed and the governors looked at what had been done over the last term to continue to improve. Focus this term is SEN and PP, looking at IPM's (Provision Mapping) for the children, the links are being made in the curriculum. Chris is coming to support History, Art and Science this term, is it sequenced and logical for the context. Geography, DT and PE, with Paul Hodson doing a deep dive into SEN. Ongoing work with Maths lead at TPAT continues, looking at maths scrutiny. A teacher expressed gratitude for the support of the SEN Lead from TPAT. Claire Ewart (TPAT SEND) is coming in tomorrow to look at provision, leading into Paul Hodson in February. The Deputy Head invited the Chair to do her monitoring report when available. Ofsted focus is Curriculum and SEN.</p>	
6	<p>SDP update The School Development Plan was discussed within the Head Teacher report.</p>	
7	<p>Governor monitoring schedule and visits Cath, Sam and Kerry to discuss the schedule, which areas need supporting. SCR (Single Central Record) check also needs to be arranged.</p>	<p>SN/KR/CC EGW</p>
8	<p>Policies None to report.</p>	
9	<p>Latest management reports and financial accounts</p> <p>A governor stated that they could not find the reports in the folder for the meeting, the previous Clerk had been sent these prior to the new Clerk taking over, these were then not forwarded. Nick shared his screen to discuss with the governors and will send it to the Clerk after the meeting.</p> <p>Nick Aldsworth discussed the financial reports. November figures, holding report with a lot going on. Staffing and staff costs will be reflected in December reports. Budget set in July 2021, approved by governors. Outturn is where we expect to be with what we are currently aware of. November report flagged that the Sport Premium funding is down, NOR at Jan, £15k flat rate, additional income from LA, funded FSM vouchers beyond October half term, they will also fund in February half term. Other grants included £4461 money from real ideas (kickstart programme) DWP funding, to onboard 3 employees, payments are now contributing to the salary cost. Green is positive, amber neutral, red is an area of concern. Expenditure</p>	



(cost line) remodelling all staff costs, teaching line at approval was Cath in classroom 1 day per week, decision was made to take Cath out and make her new role a 100% management role, teaching model from LFS team, allowance for additional cost that school incurs for maternity, we pay stat pay and company mat pay, budget didn't account for that. Supply costs were high, TA recruitment was difficult, with a forecast of £45,000, December report will be higher, SEN TA and 3 days in nursery, supply committed for the remainder of the financial year. All support staff background work is to remodel for the move to the TPAT pay scale, support staff will see the benefit of this in their February pay.

A TA (Teaching Assistant) on the existing pay scale would have a £17189 FTE, with the school currently paying 17632 FTE, in addition to this there is also the national living wage increase to be accounted for, with County Council indicating £18300 FTE going forward.

Premises costs discussed. 1 area of concern not in report is energy costs rising. Trewirgie are in contract until 31st May 2022, the broker is advising a 150% increase in the energy prices. For comparison, TPAT's energy bill last year was £400,000, with the rising prices it could be set to be £1m across TPAT for the year, going forward with the increase in energy prices.

SLA contracts were previously brought into, these are now paid for through central TPAT funds, so some savings have been found there. Sport premium funding allocated is in line with County Council, there had also been a refund from a provider that the school subscribes to, that were unable to provide activities due to lockdown. Any funding this year must be spent by July 31st, any unspent will be clawed back at a later date. There is a concern that there is a change in stance for how they fund Sport Premiums going forward.

FSM on report in November, no billing from catering provider (chartwells) with a spend of £16950, FSM vouchers issued to eligible parents.

£1320 surplus approved for the year, forecast is now standing at a £27,000 deficit, impacted by staff costs primarily, in addition to 9 funded plans for SEN.

SEN funding is needed.

Challenges ahead with regards to money management,

A governor **questioned** whether, in Nick's opinion were the school doing everything they could be and how does Trewirgie compare to other schools?

Answer: Of the 10 schools Nick looks after, he didn't see that many would achieve their budget. He also stated that with Trewirgie moving to the TPAT pay scale, this would undoubtedly have had a significant impact on their budget for this academic year.

SEN is the most significant variation, Nick didn't believe there was anything additional that the school could be doing to improve.

Trewirgie has reserves if needed. 2022/2023 would be interesting for budget setting.

A Governor **challenged** whether there were any grants that could help with the energy bills and whether this had been explored before?

Answer: Only grant is a salex loan, receiving funding for replacement of



	<p>normal light bulbs for energy savings. Trewirgie were currently in receipt of this loan and the Business Manager stated that this was for the installation of the LED lighting.</p> <p>A governor questioned if there were any other covid related grants?</p> <p>Answer: With our reserves, we had too much money, we weren't eligible.</p> <p>A government approved broker works on our behalf to achieve the best deal for us.</p> <p>A governor asked if we could look at solar panels, if it hadn't already been explored?</p> <p>Answer: The issue with being a PFI school, we were under contracts, we could look at this moving forward.</p> <p>Nick will report back.</p> <p>Teacher asked about the pay scale move, will it be back paid from September?</p> <p>Answer: It will be effective from the 1st January, so the back pay will be from that date.</p> <p>A governor wanted to express thanks to subject leads, curriculum fayre documents were great.</p>	
10	<p>Confidential items None</p>	
11	<p>Dates of future meetings</p> <p>Spring term Finance Committee – Fri 18th March 2022 at 9am</p> <p>After discussion it was agreed that the Clerk would not be present at the meeting, someone would record the meeting on her behalf with the agreement of the governors and the minutes would then be written from the recording. The recording will be deleted once the minutes are finalised to ensure GDPR regulations are followed.</p> <p>Summer term LGB – Tuesday 3rd May 2022 at 5pm Finance Committee – Fri 17th June 2022 at 9am LGB – Monday 11th July 2022 at 5pm (for final data) or move to September 22 TBC</p>	

Agenda point	Action	Person
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2	Clerk to send out declaration of interest forms to remaining governor's.	SN
3	Access to connect for Kerry and Sam. Ongoing.	KR/SN
4	Head to pass on a pen portrait, the clerk will distribute it to governors.	CC/SN
7	Monitoring schedule to be discussed and agreed.	SN/KR/ CC
7	SCR review from EGW	EGW
9	Nick to send the Clerk the November Financial Reports	NA
10	Nick to look into costing for solar panels	NA

Meeting closed by Chair at 18:35pm

Signed as an accurate record.....

Print name.....

Date.....

Please note that these are draft minutes until signed off by the Chair at the next meeting.

