

CONISBROUGH IVANHOE PRIMARY ACADEMY GOVERNING BODY

Minutes of the Conisbrough Ivanhoe Primary Academy Governing Body's Meeting held virtually on Tuesday 30 November 2021, commencing at 4.45 pm.

PRESENT: C Lee (Chair), J Brian (Headteacher), L Fletcher, R Lockwood, R Stocks, J Toller, R Matthews and A Nixon

IN ATTENDANCE: J Marriott (School Business Manager)
F Denigan, Observer

CLERK: Wendy Heath

1 WELCOME

The Chair welcomed Governors to the meeting.

2 TO AGREE A FINISHING TIME FOR THE MEETING AND IDENTIFY ANY URGENT ITEMS OF BUSINESS TO BE CONSIDERED DURING THE MEETING NOT INCLUDED ON THE AGENDA

There were no urgent items of business identified.

RESOLVED (1)

That the finishing time for the meeting be agreed as 6.45 pm.

3 APOLOGIES

The Governing Body considered the apology received.

RESOLVED (2)

That the apologies for absence from the meeting for R Wesley be accepted.

4 GOVERNING BODY MEMBERSHIP

Support Staff Vacancy

There was currently a vacancy for a Support Staff Governor Representative. This had not yet been advertised but would be before the end of term.

The Chair also informed Governors that a new Member, Shelia Haigh, had been identified and an advert had been arranged with Governors for Schools and Inspiring Governance for both Members and Governors. The Chair agreed to share the details of the prospective new Member with J Toller and A Nixon.

RESOLVED (3)

- a) That nominations be sought for the Support Staff Governor before the end of term.
- b) That the Chair share the details of S Haigh with J Toller and A Nixon.

5 URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR

It was reported that no urgent action had been taken since the last Governing Body meeting but the Chair confirmed that together with the Headteacher and School Business Manager (SBM) had met with representatives from HCAT (a Barnsley Academy Trust) who had been assisting the SBM on the finance side and also with Alan Richards, former National Leader of Governance (NLG). A Richards had confirmed that he would be willing to support the school and had previously supported schools through 'financial notice to improve'. He had recommended monthly meetings but was only available during the day which would prove difficult for Governors.

A Nixon joined the meeting at 4.55 pm.

6 DECLARATIONS OF BUSINESS AND PERSONAL INTERESTS

There were no declarations of any business or personal interest raised in connection with any items on the agenda.

7 MINUTES OF THE LAST GOVERNING BODY MEETING

RESOLVED (4)

That the Minutes of the meeting held on 19 October 2021 be agreed and signed as a correct record.

8 MATTERS ARISING FROM THE MINUTES/ACTION SHEET

Governors reviewed the Action Sheet from the Governing Body meeting held on 19 October 2021 and the following update was provided;

Action 2 – Declaration of Interest Form, Code of Conduct, Skills Audit and KCSIE

Forms were still outstanding for V Sedgwick who was currently not in school. These would be followed up when she returned.

All other actions had been completed.

9 **ACADEMY ITEMS**

The following academy items were considered;

a) **SRMA/Financial Notice to Improve (FNTI) Update**

The Chair explained that the update had not yet been received. Data information had been requested from the SBM which had been submitted. A spreadsheet had been created by the Chair entitled CIPA Improvement Actions which had been circulated to Governors. The spreadsheet included actions that had been taken from the report and RAG rated the progress on the actions.

Governors were asked if they had any comments or suggested amendments to the spreadsheet and none were received. The Chair agreed to update the section on Governor Recruitment and submit the spreadsheet. It was not yet known when the Financial Notice to Improve (FNTI) would be received.

b) **Risk Register**

This was yet to be updated as the current one was last updated in 2019. There was a need to include the risk regarding the FNTI. The Chair and SBM agreed to meet the following day to review the Risk Register.

c) **Skills Matrix Review and Training Opportunities**

Governors had completed the skills matrix which had been collated. The Chair had also circulated details on e-learning from the National Governance Association (NGA) for any Governors who wished to undertake this training. Any new Governors appointed would be asked to complete the skills audit and specifically look for the skills that the Governing Body needed. There was a need to ensure that any new Governors would add value to the Governing Body.

Discussion took place on inviting Governors to attend a refresher course on Safeguarding. A spreadsheet would be established for Governor training which would identify if there were any gaps for mandatory training.

F Denigan joined the meeting at 5.14 pm but was asked to leave while the decisions around pay were being discussed.

d) **Pay Review**

Discussion took place and decisions made on pay recommendations presented by the Headteacher. These were minuted separately.

F Denigan re-joined the meeting at 5.30 pm.

e) **Policies**

The following policies had been circulated for approval;

Whistle Blowing Policy
Safer Recruitment Policy
Local Offer 2021/2022
SEND Policy
Intimate Care Policy
Pay Policy

F Denigan reported that she had updated the Safeguarding Policy which was based on the latest Doncaster model policy and adapted it to the school. She also explained that she was looking to implement a test for staff to undertake to ensure that they had read and understood the relevant policies and guidance relating to safeguarding.

R Matthews joined the meeting at 5.45 pm.

There were a number of queries identified in the Local Offer 2021/2022 that required updating and these would be addressed before they were published. The policies also needed to be updated to reflect the date reviewed and date next to be reviewed before uploaded onto the website.

Further policies were being reviewed and would be presented at future meetings for approval.

f) **Headteacher's updates including update to School Improvement Plan**

The Headteacher addressed his written report and provided a brief update on the following areas;

- **Attendance**

Attendance for the period up to 16 November 2021 was provided which was 94.3% overall and the Headteacher explained that it was currently difficult to measure attendance as there were a lot of children absent with Covid Nationally. Attendance for the week before half term was 91.2% compared to 90.6%. Even though it was low it was much lower nationally.

- **Covid Recovery Plan**

The Covid Recovery Funding received for 46 children had been used to set up school led tutoring groups for 15 hours over a number of weeks in groups of three. A baseline would be established and they would be working to key targets in order to be able to measure progress. Costings had been included in the School Improvement Plan.

- **Quality of Education**

The quality of education continued to be excellent but there had a number of issues around staff illness this term. The teamwork had been fantastic and the school was well resourced in terms of staff.

- **Personal Development**

There was a focus on personal development and most children were coping with what continued to be a difficult period. It was felt however that there was more anxiety in the community of children and some showed a significant amount of anxiety and some came from families where parents had struggled to cope. On the whole it was felt that school was a very calm place due to the systems in place that were working well.

Q Are you keeping an eye on the new developments?

A The Government has advised that adults wear face masks anywhere other than in the classroom. We are waiting to see what will come from the Government. Parents spend a lot less time on site now and I don't want to go back to asking parents to wear face masks. I will not be easy to ask parents to wear face masks unless it is mandated by the Government.

- **Visits/Visitors**

Visitors had been into school (such as the Space Zone and music and sports teachers) but there would be no further visitors invited. Nativities would be published online for parents to see.

- **Tests**

There would be no published league table tests in 2022 but currently the tests would still take place.

- **School Issues**

- ✓ Funding had been received a few years ago for electrical rewiring in the roof but this had not been progressed. A meeting took place with AHR who were confident that the work could still be done in the Summer 2022. It wasn't clear though whether the funding still existed and whether this funding would need to be re-applied for.
- ✓ The toilet block would be extended and refurbished in January/February 2022 and would take 12 weeks to complete.

- **School Improvement Plan**

The School Improvement Plan had been shared together with costings and this was also in the website (without costings).

g) **Finance Update**

The SBM reported that the budget forecast and the cash flow had been submitted to the ESFA by the deadline.

Management accounts should be submitted on a monthly basis but this was part of the financial notice to improve and the SBM had been asked to do more work on these which would be looked at with Vicky Harrison HCAT (a Barnsley Academy Trust) as part of the month end routine. She had been supporting the SBM and had provided examples to assist in the required submissions. Month by month there was a picture of what was happening so that at the end of the year there was a clear picture to show why things had changed. That document would also inform Governors much better and also be an accurate record.

The SBM had been required to provide information to the Auditors for the external audit and also for the year end annual accounts return. The Chair confirmed that 17 December 2021 was the likely date for the Auditors to present the account findings to Governors at 5.00 pm.

The Chair agreed to circulate the information that had been sent to the ESFA. Governors were asked to approve the budget forecast. The Chair agreed to circulate the budget forecast to Governors and if there were no objections received by Friday 3 December 2021 this would be taken as approved.

SBM had reconciled the bank account for October but the external auditors had identified an anomaly on the reconciliation sheet that had been pulled off the finance system. There was ongoing work on this.

Chair and SBM were meeting the following day to look at the Academy Financial Handbook 'musts'. Some of the 'musts' were not currently being met and there was a need to identify these and report any action taken against these.

R Stocks joined the meeting at 6.15 pm.

The Chair explained that together with the Headteacher and the SBM she would be meeting the Auditors on 9 December 2021 to have an initial conversation prior to the meeting on 17 December 2021.

The SBM explained that she would be doing an update which would be for October and November. The bank account had been reconciled up to 6 November 2021. The current balance in the bank account as of

today was £167,000. The ESFA had requested this be split so that the capital revenue that needed to be spent (assigned) was taken out of this.

Q What is this?

A It is some historical capital (£29,000) that has not been spent that has been identified by BHP in last year's accounts. It is unspent capital that we have to spend this year. We have already agreed to contribute 10% to the KS2 toilets so this can be used. It could also be used for the CIF bid for the electrical work. Governors need to consider this. The estimate of the contribution towards the toilets is between £12,000 and £13,000 which will still leave a significant amount to spend.

Q What did we receive it for?

A As this is historical and before I commenced in post I don't know how £29,000 has been accumulated. It was an anomaly in the annual accounts last year. BHP have looked at it and confirmed it is correct and that it needs to be spent by the end of the financial year and would need to be approved by Governors.

The Chair would email the following documents to Governors;

- Three year budget forecast
- Cash flow report (24 months)
- Income and Expenditure Profile Report (3 years). This had been done in conjunction with Vicky Harrison from HCAT.

h) Planning Calendar

The Planning Calendar had been circulated to Governors and had been pulled together to include the areas that needed to be addressed by the Governing Body and at what time of the year. This was an ongoing working document that would be added to over the course of the year. Governors were asked to suggest any areas that needed to be included in the calendar.

Governors agreed the calendar in principal and to include it as an agenda item at future meetings for review.

Additional discussion would need to take place once the Financial Notice to Improve notice was received about whether monthly meetings were necessary in order to drive the actions forward.

RESOLVED (5)

- a) That the Chair update the section on Governor Recruitment in the CIPA Improvement Actions spreadsheet and submit it.

ACTION SHEET

| | |
|----------------------|-------------------------------------|
| Academy: | Conisbrough Ivanhoe Primary Academy |
| Meeting Date: | 30 November 2021 |
| Clerk: | Wendy Heath |

| | Actions carried over | By Whom | | |
|----------------------|--|----------------------------------|---------------------|-----------------|
| Action Number | Action Required | By whom | By when | Actioned |
| | Advertise the Support Staff Governor | School Business Manager (SBM) | | |
| 1 | Update the Governor recruitment section in the Action Plan to reflect the advertisements included with Governors for Schools and Inspiring Governance. | Chair and SBM | As soon as possible | |
| 2 | Update the Risk Register to include the Financial Notice to Improve. | Chair | As soon as possible | |
| 3 | Take advice from Advanced HR on the temporary contracts and check the wording in the contact letters for these members of staff. | Chair, Headteacher and SBM | As soon as possible | |
| 4 | Policies to be uploaded to the academy website. (amendment to be made to the Local Offer and review dates to be added on all policies). | SBM and Chair | As soon as possible | |
| 5 | Three Year Budget Forecast, Cash Flow Report (24 months) and Income and Expenditure Profile Report circulated to Governors for approval. If no objections or suggested changes are received by 3 December 2021 these would be taken as approved. | Chair / All Governors | 3 December 2021 | |
| 6 | Consider whether any additional meetings would need to be purchased from the Governance Service once the Audit Report was received. | Chair | Spring term | |