

MINUTES

Recreation Road Infant School

Full Governing Body Virtual Meeting via Zoom

Chair – Matthew Hartley

24th March 2021 at 7.00pm

Recreation Road, Norwich, NR2 3AP

GOVERNING BODY MEMBERS					
Florence Harrison (FH) Co-Chair of Governors	Co-opted	Present	Gary McGuiness (GMC)	Co-opted	Present
Matthew Hartley (MH) Co-Chair of Governors	Co-opted	Present	Kathryn Savva (KS)	Co-opted	Present
Michael Bunting (MB)	HT	Present	Ulrike Theuerkauf (UT)	Co-opted	Present
Avidan Kent (AK)	Co-opted	Present	Sheree Brock	Staff	Present
Clemmie Williams (CW)	Parent	Absent	Adrian Ramsay (AR)	Parent	Present
Jen Carlin (JC)	Associate Member	Present	Deborah Ilott (DI)	Co-opted	Present
Amanda Lowe (AL)	Associate Member	Absent			

Clerk: **Sheila Lewis-Smith**

			Action Points		
Date	Item	Details	By Whom	When	
2/12/21		Action Point 5: Resources Committee governors to arrange to undertake Benchmarking training.	AK and AR	12/05/21	
3/2/21	7	Action Point 2: Clerk to add Review of Catch-Up plan to FGB agenda 12/05/21.	Clerk	12/05/21	
"	12	Action Point 4: FH to update the guidance on the Monitoring Plan.	FH	12/05/21	
24/3/21	5	Action Point 1: MB to check with Admissions that pre-admission pupils are counted on the role, as they are holding a place.	MB	12/5/21	
"	7.1	Action Point 2: Clerk to add Cleaning matters to the agenda for FGB 12th May.	Clerk	12/5/21	
"	7.1	Action Point 3: Clerk to add CIL grant approval to FGB meeting on 21st April.	Clerk	21/4/21	

No.	Item
1.	<p>Welcome and Apologies <i>To receive and agree apologies / ensuring meeting is quorate.</i></p>
	<ul style="list-style-type: none"> • MH was Chair of the meeting. • Apologies were received and accepted from Amanda Lowe and Clemmie Williams • The meeting was quorate.
2.	<p>Declaration of Business & Pecuniary Interests in this agenda</p>
	<p>None declared.</p>
3.	<p>Notification of any other urgent business. To be submitted to Chair of this meeting (MH) 24 hours in advance of the meeting to decide if it should be considered at the meeting.</p>
	<p>None received.</p>
4.	<p>Minutes of previous meeting 3rd February 2021 4.1 Approval of the Minutes 4.2 Matters arising not appearing elsewhere in this agenda.</p>
	<p>4.1 The Minutes of the previous meeting on 3rd February were approved as a true and accurate record. FH to sign off.</p> <p>4.2 <u>The following actions were completed.</u></p> <p><u>2/12/2020</u></p> <p>Action Point 1: MB to suggest which committee monitor which aspect of the SIDP and the create a visual timetable. Ready for committee meetings on 10/3/21.</p> <p>.</p> <p>Action Point 5: MB to send AL link to SchoolBus.</p> <p>Action Point 6: Clerk to send MB and FH details of governor declarations.</p> <p><u>Outstanding or removed actions.</u></p> <p><u>2/12/2020</u></p> <p>Action Point 3: PP Plan to be reviewed by T&L Committee 10/3/21 <i>Action moved to T&L Committee agenda for 5/5/21.</i></p> <p>Action Point 4: MH to write up report regarding Budget Revision 2. <i>MH advised that this action could be removed as a further Budget Revision had been conducted.</i></p> <p>Action Point 5: Resources Committee governors to arrange to undertake Benchmarking training. <i>AK and AR still to access Benchmarking training via Bitesize.</i></p> <p><u>3/2/2020</u></p>

	<p>Action Point 2: Clerk to add Review of Catch-Up plan to T&L Committee agenda 10/3/21. <i>FH and MB had needed to reschedule a meeting to discuss this. Copies of the plan had been made available to governors. To be completed by T&L Committee 5th May.</i></p> <p>Action Point 4: FH to update the guidance on the Monitoring Plan. <i>Action deferred to FGB 12th May.</i></p>
5.	<p>Headteacher's Report / Safeguarding Update / Vulnerable Groups / Wellbeing and Workload update</p> <p>Only to include updates since the committee meetings held 10th March 2021</p>
	<p>MB advised that there were no updates since the committee meetings in March.</p> <p>Q: Why does there appear to be a reduction in EYFS numbers?</p> <p>A: 4 children are now classed as "pre-admission" following advice from Admissions and would have been on the January census figures.</p> <p>Q: Will this have a knock-on effect next year – are they counted as on role?</p> <p>Action Point 1: MB to check with Admissions that pre-admission pupils are counted on the role, as they are holding a place.</p> <p>Attendance has been good with a drop-off this week due to a cold spreading around after being back at school for 3 weeks.</p> <p>Q: Do isolating children count as an absence?</p> <p>A: No, they are coded with an X and do not count in attendance figures. Children off with a cold would be counted as absent in the figures.</p> <p>Q: Are the numbers of parents accessing the parent-teacher conferences still down and is this usual between the autumn and spring meetings?</p> <p>A: No, this rose to 91%. A spring meeting is not usually held but it was felt important given the circumstances over recent months. CPD was suspended while staff were conducting the conferences to ease workload.</p> <p>Advantages of running these conferences virtually had been seen: meetings did not overrun, staff finished together, meaning no lone working and a second parent could access the meeting from a different location this time. MB advised that a hybrid system might be developed and continued in the future.</p> <p>MB advised that there is the potential of a child starting after Easter with an EHCP; this would take the total in school to 6, which is a high proportion.</p>
6.	<p>Budget 2021-2022 Progress and update</p>
	<p>All year-end surpluses had been accounted for. The 2021-2022 budget process had been started and more lines had been added, as the predictions were healthy. There is no deficit in Yea 3. Cid Catch-up, Pupil Premium and Sports Premium grants have all been ringfenced. Pay rises of 2.57% to 3% have been factored in but if they are not realised, this would provide £30K more in the budget. Pupil numbers are full in EYFS. The tender for the toilet project had also come in under the expected amount, which now means it looks unlikely that School Fund money will need to be used.</p> <p>Governors asked about how many Covid related grants there were. MB said that there was the possibility of another grant somehow linked to Pupil Premium, but that there were no firm details of this yet.</p>

7.	Verbal Reports from Committees – the main points
	<p>7.1 Resources</p> <p>The budget had been discussed. The current cleaning contract had been raised as it was not felt to be up to expectations. Governors felt this was a Health and Safety issue, especially in the covid situation. It had been proposed to look into bringing the cleaning in-house. JC is to put detailed proposal to the May FGB meeting.</p> <p>Q: Are the issues with the cleaning covid related or has it been an issue for a while.</p> <p>A: They have not delivered what was promised. One issue is the management and supervision of the staff. Alternative companies have been considered but it was note that Avenue Junior School had similar issues with the current company.</p> <p>Action Point 2: Clerk to add Cleaning matters to the agenda for FGB 15th May.</p> <p>The committee had also considered the Community Infrastructure Levey grant that had been offered to improve the car parking for the swimming pool. NPLaw had scrutinised the contract, which includes a clause to allow /provide public access for 10 years. If approved, there would be a four-week lead in time.</p> <p>Action Point 3: Clerk to add CIL grant approval to FGB meeting on 21st April.</p> <p>7.2 Teaching Learning</p> <p>DI had been elected as Vice Chair of the committee.</p> <p>The committee had received a detailed update about the opening of the school for all pupils from 8th March. There was a focus on Subject Leadership. Monitoring plans had been reviewed. Data on the progress of specific groups such as gender and SEND had been explored and how the school is addressing these patterns and issues. A freelance Speech Therapist is working in school and the Wellbeing curriculum is being implemented.</p>
8.	Governors' Monitoring
	<p>8.1 To receive verbal monitoring reports from governors.</p> <p>None to report.</p> <p>8.2 Future monitoring plans</p> <p>UT and MB will liaise over Equalities issues.</p> <p>FH and MB to meet to discuss Pupil Premium and Covid Catch-Up funding.</p> <p>MH will attend budget setting.</p>
9.	Governor Training
	9.1 Update on training undertaken or planned.
	None presented.
10.	Sports Hall Update, including Swimming Pool CIL Funding agreement
	<p>The Management Committee are waiting for confirmation from Schools Plus that they are able to take on the management of the Sports Centre. There has been discussion over how much percentage of the lettings the company would take. The grant that has been received will support the Sports centre for the next year but lettings income is vital to get beyond this period. MB has</p>

	<p>made it clear to the committee that RRIS does not intend to increase its contribution to the centre.</p> <p>Further to the notes in item 7.1 of this agenda regarding CIL funding (£60K) , MB said that the pool would be fenced off from the school, improving safety for RRIS children and visitors. JC said that the management fees for NPS were being paid by the Sports Centre, and a number of parties would benefit from this improvement.</p>
<p>11.</p>	<p>Confidential Item</p> <p>11.1 Confidential Minutes 3rd February 2021 – approval</p> <p>The clerk advised that these should only be reviewed by those governors present at the meeting. SB and JC left the meeting for the approval of the minutes.</p> <p>11.2 Confidential Item</p> <p>Confidential Minutes were produced for this item.</p>
<p>12.</p>	<p>Dates of next meetings:</p> <p>Thursday 15th April - Extraordinary meeting. 6 p.m.</p> <p>Wednesday 21st April – FGB to approve budget and CIL funding. 7 p.m.</p> <p>Wednesday 5th May – Resources Committee at 6.30 p.m. and T&L Committee at 7.40 p.m.</p> <p>Wednesday 12th May – FGB at 7 p.m.</p> <p>Thursday 10th June – Extraordinary meeting at 6 p.m.</p> <p>Wednesday 7th July – FGB at 7 p.m.</p>

6.	SEND Funding and spend (AP from previous meeting)
	<p>Two documents had been uploaded for governor information.</p> <p>An Excel sheet showed what information the school has to provide in order to request top-up funding. The second document showed the funding. It takes approximately a half a term after application to receive any top-up funding, although some can be backdated. There is an overspend in SEN, so top-up funding can be applied for.</p>
7.	SIDP 2020-21 Update
	<p>Yellow highlights mean action is completed.</p> <p>The plans support the vision and values of the school and are focussed on developing excellent inclusive quality teaching.</p> <p>It was agreed to identify which committee should monitor the different objectives in the SIDP.</p> <p>Action Point 1: MB to suggest which committee monitor which aspect of the SIDP and the create a visual timetable. Ready for committee meetings on 10/3/21.</p> <p>MB said that the school were on track to meet the majority of the actions by the end of the year.</p> <p>Q: Are any areas impacted by lockdown? A: Yes, where outcomes are linked to pupil data.</p> <p>Q: Are there any ways to track remote learning achievements? A: Although every child has a home learning book, staff do not know to what level they have been supported and is not evidence that can be used to make valid assessments. This is something that will have to be looked at when the children return to school.</p> <p>Reports will be moved back to the end of the year and parent – teacher consultations will be held 2-3 weeks after children return to school. The Catch-Up plan involves some work on a virtual tour of the school to make it complete across all transitions in the school.</p> <p>Action Point 2: Clerk to add Review of Catch-Up plan to T&L Committee agenda 10/3/21.</p> <p>Governors said that they liked the format with a summary but would welcome a visual timetable, especially as it was a two-year plan.</p>
8.	Budget Revision 3
	<p>JC advised that there had been some revisions and savings due to Covid. More accurate estimates of fuel bills had been made. The Catch-Up funding had been added in line 118d. The school is in a good financial position for the financial year ending 31st March 2021. JC is looking at surpluses to ensure they are within the 8% permitted or are allowable carry-forwards.</p> <p>The additional funding anticipated from the Fair Funding Formula will add around £88,000 to the budget. MB said that Option 2 had been approved by the Schools' Forum. Surpluses of around 3% were now predicted in Year 3 of the budget but this was likely to rise. Pay rises have been factored into the budget but these are now unlikely to happen, unless they are pay increments.</p> <p>Q: Is there any more provision to carry forward more this year due to the underspend caused by covid? A: No. The school is not in danger of having money clawed back by the Local Authority as there are various funds that can be excluded from the 8% carry forward cap. Funds can be transferred from the main account to the capital budget for the toilet project if needed. This can then be recouped from the School Fund account. Pupil Premium and Sports funding is carried across, as it is funded for academic and not financial years.</p>

	Budget Revision 3 was proposed by MH, seconded by FH and approved by all.
9.	<p>Policies for approval by FGB</p> <ul style="list-style-type: none"> - Complaints Procedure, Covid 19 Addendum <p>Q: The policy does not give specific timescales for respond to complaints during Covid – what are these?</p> <p>A: The DfE has not given a specific timescale but schools are to make “best endeavours”. There is room for flexibility under the current pandemic.</p> <p>Proposed by FH, seconded by DI. Approved.</p> <ul style="list-style-type: none"> - Staff Covid Rapid Testing Policy <p>Policy for governor information.</p> <p>Q: Do staff have to share the results of positive tests with the school?</p> <p>A: We cannot insist on any medical information being shared, only request it.</p> <p>Q: How is the testing going?</p> <p>A: There have been two rounds. 98% take-up, including contractors and university students. MB confirmed he was the Covid 19 Co-ordinator and the Covid Administrator.</p>
10.	<p>DfE Analyse School Performance – implications for RRIS</p> <p>“Coronavirus (COVID-19): school and college accountability 2020 to 2021”</p> <p>The EYFS profile will not be completed or any data submitted for 2020-21.</p> <p>Key Stage 1 – Teacher Assessment will be submitted but there will be no SATs papers/testing. However, the school may use some of the materials to inform their judgements.</p> <p>How the school reports to parents will be decided when the situation is clearer as the year progresses.</p> <p>Attendance data will be published, with caveats attached. MB explained that the current figure shows around 40% attendance for the year but this is because not all the children of critical workers (143) attend each day and this is counted as an authorised absence.</p> <p>Benchmarking data will also be published.</p> <p>Q: Are Ofsted inspections happening?</p> <p>A: There is a plan to resume then later in the year. RRIS is well prepared for an inspection and there is a system of constant review.</p>
11.	<p>Verbal Reports from Committees – the main points</p> <p>11.1 Resources</p> <p>11.2 Teaching and Learning</p>
	<p><u>11.1 Resources</u></p> <p>School Fund Audit – no issues raised.</p> <p>Benchmarking Data – looked to be average to low spend in a number of areas.</p> <p>MH showed the board the dashboard. Notable differences were the low spend on teaching resources – this was considered to be due to the fact that the school is compared to primary schools rather than just infant schools. The spend on energy is higher than average, thought due to the expenses of running the swimming pool. MH pointed out that some of the categories have changed, creating</p>

	<p>changes in the figures. The school's ratio of pupils to adults is also higher than average.</p> <p>MH advised that the school are in a good position but need to think carefully where to spend to ensure maximum effectiveness, especially as the finances improve over the next few years.</p> <p>Schools Financial Value Statement - this is a questionnaire and a dashboard. It needs to be returned to the LA by the end of February and the DfE by the end of March. KS has taken on the preparation of the SFVS which is nearly complete.</p> <p><u>11.2 Teaching and Learning</u></p> <p>AL had joined the last committee meeting as an observer.</p> <p>JJ had left the committee following her resignation as a governor of RRIS.</p> <p>DI has taken over the governor lead for Safeguarding and RSE.</p> <p>The key focus of the meeting had been Remote Learning and how the school were using MS Sway. Children were being taught how to use the programs.</p> <p>Data had been shared on maths and writing, where improvements had been seen. Gaps were evident between the various groups – vulnerable, gender, diversity etc.</p>
12.	<p>Governors' Monitoring</p> <p>12.1 To receive verbal monitoring reports from governors.</p> <p>12.2 Future monitoring plans</p>
	<p><u>12.1 To receive verbal monitoring reports from governors.</u></p> <p>Pupil Premium - FH had monitored PP on two occasion; one with a representative from VNET and once by meeting with MB and Susanna Manrique, when the revised plan was available. Both PP and Catch-Up funding plans were looked at. A review of the previous year showed the impact of covid and the lockdowns. MB confirmed that the PP Plan would be on the website by 4/2/21.</p> <p>Action Point 3: PP Plan to be reviewed by T&L Committee 10/3/21.</p> <p>MH had attended Budget Revision 3.</p> <p><u>12.2 Future monitoring plans</u></p> <p>FH reminded governors to look at the monitoring plan. FH is to update the guidance, which will tie in with the work MB will do to allocate SIDP areas to committees and timeframes.</p> <p>Action Point 4: FH to update the guidance on the Monitoring Plan.</p> <p>AL provided information as to how to triangulate monitoring. It was suggested that Subject Leaders show how their subject develops from EYFS to the end of KS1. This would allow governors to have a clear view of progression. This information could be presented in a variety of ways such as posters or portfolios. The timetable of how things were taught across the year groups, showing how learning was built up and the progression of the learning. This would tie teacher, curriculum and governor monitoring together.</p> <p>MB observed that the SIDP was a 2-year plan to develop the curriculum. It was suggested that the next stage could be to create a portfolio. Governors discussed Ofsted-style Deep dives to focus Governors in School monitoring. It was suggested that from September, there could be presentations at some meetings. Co-Chairs and Committee Chairs plan to meet to discuss the format and focus of meetings from September.</p>
13.	<p>Governor Training</p> <p>13.1 Update on training undertaken or planned.</p>

	<p>13.2 Update on whole Governing Board training from Educator Solutions</p> <p><u>13.1</u> FH – Chair of Governor training DI and MH – Wellbeing session run by VNET forum. GMc – Safer Recruitment NSPCC training UT – The Black Curriculum "Decolonisation: Maintaining the Integrity of Education" 3/2/21 MB advised that the Norwich Opportunity Area is funding Headteacher Coaching for 6 half termly sessions which he will be attending.</p> <p><u>13.2</u> MB reminded governors that governor-specific training courses were available on SchoolBus. Action Point 5: MB to send AL link to SchoolBus.</p>
14.	<p>Sports Hall update</p> <p>GMc provided an update; a company called Schools Plus had been contacted to possibly take on the management of the centre. They would pay a percentage of the revenue to the schools. They would manage marketing and staffing.</p> <p>MB advised that a refund from BMP is due. The contributions are historically based on the physical size of the school and RRIS is the largest. MB is to take this issue to the Management Committee, as RRIS has 10% usage of the facility and yet pays 20% of the BMP fees.</p> <p>There has also been an approach by the LA/ City Council to use the facility as a Polling Station in the May elections.</p>
15.	<p>Website compliance – to confirm that the website meets latest requirements, including financial information.</p> <p>MB confirmed that the school had reacted to the latest DfE guidance regarding what should be on the website. Governor membership and declarations needs to be added. The Catch-Up funding plan and Pupil Premium Plan is uploaded. The SEND Information Report will be worked on.</p> <p>Action Point 6: Clerk to send MB and FH details of governor declarations.</p>
16	<p>Membership of the Governing Body</p> <p>16.1 Governor membership and vacancies</p> <p>There is currently a vacancy for a Co-opted governor. No immediate plans were made to recruit to this vacancy.</p> <p>16.2 To consider for the appointment of an Associate member.</p> <p><i>(AL left the meeting for this item)</i></p> <p>It was proposed that Amanda Lowe be appointed as Associate member to specifically support T&L Committee. Proposed by FH, seconded by GMc and approved unanimously.</p> <p><i>(AL returned to the meeting)</i></p> <p>JC confirmed she would start the appointment processes for AL – DBS, GIAS etc.</p>
17.	<p>Confidential Item</p>

	Confidential Minutes were made for this item.
18.	<p>Dates of next meetings</p> <ul style="list-style-type: none"> • Resources Committee 6.30 pm 10th March 2021 • Teaching and Learning Committee 7.40 pm 10th March • FGB Meeting 24th March 2021 <p>All meetings to be held via Zoom.</p>

Meeting finished at 21.00

Signed by the Chair as a true record of the meeting:		Date:	
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