



Full Governing Board Meeting

Thursday 20th May, 2021, 5pm, virtual

FGB						
Date	20.05.21 5pm	Location		Virtual via Zoom		
Governor name	Initials			Present	Absent With apology (sanctioned)	Absent without apology (not sanctioned)
Su Carey	SC	Co-Head		Y		
Faye Poynter	FP	Co-Head		Y		
Warren Thornton	WT	Staff			Y	
Chris Galloway	CG	Co-Opted			Y	
Chris Townsend	CT	Co-Opted		Y		
Donna Wright	DW	Co-Opted	Chair	Y		
Mike Hunt	MH	Co-Opted			Y	
VACANT	-	Co-Opted	-	-	-	-
David Spelman	DS	Foundation			Y	
Caroline Raby	CR	Foundation		Y		
VACANT	-	LA		-	-	-
Andy Isaac	AI	Parent		Y		
Debbie Radley	DR	Parent		Y		
In attendance:						
Natalie Stanbury	NS	Clerk		Y		

Being the best we can be - committed to making a difference		
	Item	
1	<p><b>Welcome and Apologies</b> Apologies were sanctioned as above. The meeting was quorate.</p>	
2	<p><b>Declarations of interest</b> Governors must declare an interest and leave the meeting when the appropriate item is dealt with. Current declarations are <a href="#">here</a> No new declarations.</p>	
3	<p><b>Matters arising:</b> <b>ACTION</b> - NS to draft H&amp;S Policy and send to SC and AI for adoption. Drafted - SC and AI to agree. Complete. Governors discussed adding an additional member of staff to be trained in adult first aid to increase cover at both sites. <b>ACTION</b> – NS minutes of the 20<sup>th</sup> May 2020 meeting will be agreed at the next FGB to include the spending decision for chromebooks. Complete.</p>	
4	<p><b>Business brought forward by the Chair</b> Any urgent business to report not already on this agenda.  No new business brought forward.</p>	
5	<p><b>Lead governor reports - planning for the next term:</b> <b>Governors discussed arrangements for monitoring visits and agreed the following changes to Lead Governor Roles:</b> <b>SEND</b> - Michael Hunt (pending agreement in his absence) <b>Curriculum</b> - Chris Townsend, Warren Thornton <b>Safeguarding</b> - Potential for this to be filled by our new governor once co-opted and Michael Hunt <b>Finance</b> - Andy Isaac and Debbie Radley <b>Health and Safety</b> - Chris Galloway (pending agreement in his absence) <b>Ethos and Vision</b> - Caroline Raby and David Spelman</p> <p>The clerk explained that work is being completed on the annual planner and this will include scheduled monitoring visits for each portfolio.</p>	

	<p><b>ACTION</b> - Clerk to draft the annual planner for the next academic year by the July FGB.</p> <p><b>ACTION</b> - DW to contact those governors not present to discuss change in roles</p>	
6	<p><b>Update on FIPS submission</b> - no further updates to report.</p> <p><b>Receive the CFR Outrun Report. Agree any actions.</b> Governors noted the reason for variance at year end and these were largely due to increases or decreases in the need for spending due to COVID. SBS, High needs and Pupil Premium all attracted a higher funding than anticipated resulting in a variance of £76,705.95 of additional income not budgeted for. Income in general was up for the majority of budget lines with the exception of catering income due to lower numbers in school re COVID.</p> <p>Staffing cost were generally slightly more than budgeted for due to additional staff needed re COVID with the exception of catering staff. Savings were made within CPD costs and this is due to COVID. CPD has continued virtually.</p> <p>Capital fund carry over is £6183.00 and this will fund further maintenance at both sites.</p> <p>Governors agreed the CFR Outturn report, noting the reasons for variance were unavoidable and largely due to COVID.</p> <p>Arrangements for the use of carry forward were discussed and Governors were aware this would be needed for our long term commitments after year 3 of the current budget forecast. Discussion with FIPS continue - we have had confirmation from Dawn Stabb, DCC that we can continue with our current financial structure.</p> <p>Governors noted communication by email in answer to questions raised re budget at the last meeting.</p> <p>Why do teacher costs go up and then down? -We have built in a 2.75% increase for Sept 21 only as Devon has advised. The assumption is that if staffing costs go up in future years this will be offset and increase in budget income.</p> <p>The catering income doesn't cover the cost of running a meals service - is this correct? Do we need to do anything about this? The catering service has always needed budget share income to top it up. This is the reason that lots of schools had closed their school kitchens before the introduction of Universal Infant Free School Meals (UIFSM). Since the introduction of UIFSM the budget</p>	<p><a href="#">CFR Outrun Report</a></p>

	<p>share contribution to the catering costs has reduced. Lou keeps a record of catering income and expenditure - see below (the 20/21 sheet is less useful because for covid school closures). So in 19/20 our budget share topped up the catering budget by just under £3K (this is for both school kitchens). We haven't reviewed options for a while but last time we looked - a managed catering service was significantly more expensive and less flexible. Providing meals to both schools from one kitchen was more expensive due to travel time and costs (and the meals would not be as nice).</p> <p>The only way found in the past to reduce costs is to increase the number of children taking meals or to increase the cost of paid meals as long as this doesn't impact on takeup. We can promote school meals again ready for the new school year (although meal numbers are already good at the moment) and governors could review the cost of a school meal.</p> <p>Governors discussed options for increasing the uptake on school meals - as restrictions lift, we will look at providing the option for taster sessions for children. Governors agreed to review the cost of school meals in the next academic year. It was noted that providing school lunches across two sites is expensive but a much valued service.</p> <p><b>Receive the final budget monitors for 2020/2021. Agree any actions.</b></p> <p>DECISION - Governors agreed the final budget monitors and noted variances and the reasons for i the above section under CFR Outturn Repor</p>	<p>DECISION  <a href="#">Cover Page</a>  <a href="#">G120 SBS</a>  <a href="#">G121 Extended Schools Capital</a></p>
7	<p><b>Update on Community Partnerships</b>  Held in Part 2 - minutes for this item will be shared at the next meeting.</p>	
8	<p><b>Agree additional day's holiday due to Queen's Jubilee</b>  Governors agreed to placing the additional days holiday on Friday 1st July.</p>	
9	<p><b>View results of the parent questionnaire and any actions resulting.</b>  Heads were pleased with the results of the questionnaire - the response was overwhelmingly positive. Heads were able to track those responses where a problem was mentioned and in all cases a response had already been made/ support offered and taken up. This was another example of getting things right for our families.</p> <p>Governors recognised it was important to feedback to parents on the results of the survey and provide any explanations where needed. Governors agreed it would be useful to survey the pupils and compare responses when formulating feedback to parents.</p>	<p><a href="#">Parent questionnaire</a></p>

	<p><b>ACTION</b> - Su, Faye and Donna to work together to provide feedback to parents by the end of half term regarding the parent survey</p>	<p>ACTION - SC, FP, DW</p>
10	<p><b>Receive the report from Devon Audit Partnership. Agree actions.</b> Governors discussed the management action point, noted many were complete and agreed the draft report as presented.</p> <p><b>Agree amendments to the Finance Policy</b> The Clerk made Governors aware of the changes SC had suggested in the policy, the table of delegation was further clarified with permissions added in the delegation and review tables.</p> <p><b>DECISION</b> - Governors agreed the changes to the Finance Policy as presented.</p> <p><b>ACTION</b> - NS to place new Finance Policy on the website</p>	<p><a href="#">West Berry Federation Draft Audit Report Apr 21.docx</a></p> <p><a href="#">Finance Policy 2020 - 2021 May Update.docx</a></p> <p>DECISION</p> <p>ACTION NS</p>
11	<p><b>Agree the minutes of the previous meeting and the meeting of 20.05.20</b> <a href="#">20.05.20</a> <a href="#">29.04.21</a></p> <p>The minutes of 20.05.20 and 29.04.21 were agreed as an accurate and true record. Minutes will be placed on the website by the clerk.</p>	<p>DECISION</p>
12	<p><b>How have we ensured and assured we are fulfilling our 3 core roles?</b></p> <ul style="list-style-type: none"> <li><b>Ensuring clarity of vision, ethos and strategic direction;</b> Adoption of policy, agreement of changes in lead governance, succession planning and discussion of community partnerships</li> <li><b>Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff;</b> Parent survey raised and discussed, arrangements for pupil survey made, monitoring visits discussed, Ethos and Vision Committee - arrangements made to contract the Diocese</li> <li><b>Overseeing the financial performance of the organisation and making sure its money is well spent.</b> Questions and challenge on the budget, agreement of Audit report, CFR report discussed and arrangements for carry forward in place</li> </ul>	

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**ACTION** - Su, Faye and Donna to work together to provide feedback to parents by the end of half term regarding the parent survey

**ACTION** - NS to place new Finance Policy on the website

**DECISION** - Governors agreed the changes to the Finance Policy as presented.

**DECISION** - The minutes of 20.05.20 and 29.04.21 were agreed as an accurate and true record.

