Meeting – Part 1 Minutes			
Date/Time	9 March 2022, 6.00pm	Location	Microsoft Teams Meeting.

Governors:	I			Governors Attended.	Initials		
C Edwards	CE	Chair – Parent		J Noakes	JN	Vice Chair – Co-opted	
T Al-Khalili	TA	Co-opted Governor		F Radmore	FR	Staff	
M Bell	MB	Co-opted Governor		C Rowe	CR	Co-opted (joined at 6.26pm)	
A Evans	AE	Co-opted (joined 6.08pm)		J Stone	JS	Head Teacher	
G Martin	GM	Parent Governor					

Apologies	Initial	Reason (Category of Governor)

Absent without Apology	Initials
J Downing	JD
M Rich	MR

In Attendance	Initials	(anyone who is not a governor/associate)
K Palmer	KP	Clerk
E Ralls	ER	DDSL/PSA
P Woodbridge	PW	CFO

Minutes to
Attendees
Apologies
Academy Website
Trust Board.

No	Agenda	Led by
1	Welcome and Apologies:	Chair
2	Declaration of Interests:	Chair
3	Minutes of the previous meeting 9th January 2022 – Part 1:	Chair
4	Finance	Head Teacher / CFO
5	Staffing: Part 2 Item (NB moved to item 13)	Head Teacher
6	Safeguarding	Head Teacher / CR / ER
7	Staff and Pupil Wellbeing Update:	Head Teacher / JN
8	Policy Review	Head Teacher
9	Governor Visits:	Chair / MR
10	Governor Training	Chair
11	Links to Parents & Community	Head Teacher
12	Communication with the Trust Board	Chair
13	Matters brought forward by the Chair	Chair
14	Future Meeting Dates:	Clerk

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Agenda Number	Details of discussion	Decision or Action
1	**Welcome and Apologies:** CE opened the meeting at 18.00. No apologies had been received; governors noted that CR would be late due to other commitments. JD and MR did not attend.	
2	**Declaration of Interest:** None recorded.	
3	**Minutes of the previous meeting 9th January 2022 – Part 1:** The minutes of 9th January 2022, part 1 were **approved** as a true and accurate record of the meeting. Governors noted that all matters arising were included within the agenda. CE asked whether it was possible to sign the minutes electronically, PW advised this function was previously linked to the clerks email so was not currently active. Governors **approved** for the minutes to be signed "en masse" when visits into school were viable.	**Action: CE to sign minutes when school visits viable.**
4	**Finance:** CE thanked PW for her two reports. PW noted that the Trust reviews the previous terms figures and produces a year end forecast to check spending. Governors were advised that the school has a carry forward of £45,000, with a year end overspend of £24,000, £17,000 was allowed for within the budget so careful review of next year's budget was required. Approximately £20,000 was received in grants and £12,000 was expected for high tariff needs funding. *AE joined the meeting at 6.08pm.* PW highlighted that income from pupil numbers did not match the increased costs from higher numbers of pupils eligible for free school meals – a retrospective grant would be received for this, but the amount was not yet known. PE grant had been allocated for spending within the year and funds had been allocated for repairs and maintenance including emergency lighting, roof repairs, new entrance gate and white boards. A condition improvement fund (CIF) bid had been submitted, although if this was unsuccessful work would be started on the toilets. CE asked whether the CIF bid covered the roof repairs, JS advised the hall roof was an emergency repair and therefore not within the CIF bid, however the flat roof over the staff room was included within the bid. CE asked why spending was planned for a different area if the CIF bid was unsuccessful, PW advised the emergency roof repairs would be approximately £5,000, the flat roof work approximately £174,000 and the fire safety work approximately £286,000. JS advised the school was unable to cover the costs of items included within the CIF bid so if this was unsuccessful, funds would need to be reallocated to updating the toilets as this work needs addressing. JN asked whether the ordering process for curriculum items had been clarified with subject leads, PW advised the ordering system has been amended to make it easier for staff but it had not yet been possible to visit the schools and discuss this	

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	with the staff. PW advised that the order close date of June remained to ensure all equipment is in place by September and invoices can be paid by the end of the summer term. JS advised he felt the acquisition form process was working well. PW advised governors that the general annual grant (GAG) funding for 2022/2023 was based on 190 pupils at the school on the October census day, last year this was 180 pupils, so funding would be increased by £67,000. Governors noted the teachers pay award was likely to be 5.5% over then next two years and was to be funded from schools' budgets. JS advised governors that 22 pupils had listed St. Thomas as their first-choice school for September 2022 which was lower than predicted, however the birth rate locally for that cohort was lower. PW noted the increased costs of utilities and advised the Trust was reviewing all contracts. Governors noted the change currently underway from the SIMS information system to Arbor and the impact this was having upon administration staff. JS advised governors that three quotes had been received for the emergency roof repair in the hall however the presence of asbestos had complicated this. • DJH Roofing - £1975 - no inclusion for asbestos removal • DFR - £5562.50 – asbestos removal included • Barclay and Co - £9318.20 - no inclusion for asbestos removal JS recommended DFR to undertake the work. CE asked whether the local governing body (LGB) could approve as this fell above the LGB approval limit. PW confirmed that she was happy to allow LGB approval in this instance. MB asked whether these contractors were approved by the Trust and what due diligence had been undertaken on the company, JS advised this was managed by the Trust's Compliance and Premises Manager, but he would check this. *CR joined the meeting at 6.26pm.* Governors **approved** the quote from DFR and **agreed** for them to be commissioned for the work. CE asked if any other work was required over the summer, PW advised none had yet been highlighted but the Trust's Premises Manager is currently reviewing tasks such as replacement carpets and redecorating. JS advised that quotes were being received regarding the corridor artwork, and quotes for automatic gates with a link to closed circuit television to be installed in the summer were currently with the Trust Board.	**Action: JS to check that DFR is a Trust approved company** **Decision: DFR quote approved.**
5	**Staffing: Part 2 item.** This was moved to item 13.	
6	**Safeguarding** CR welcomed ER to the meeting in her role as Parent Support Advisor (PSA) and Deputy Designated Safeguarding Lead (DDSL) within the school. Governors noted the safeguarding report and safeguarding action plan that had been circulated ahead of the meeting and thanked ER for these documents. ER highlighted that the biggest challenge was being able to engage with the children's social care. ER reported that referrals are being made by the school, but	

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	these have not been followed up by the social care team. Social workers have been noted to have missed meetings and the school was very concerned regarding the levels of monitoring and support families were receiving. ER advised that the school was being left to manage situations that should be dealt with by social care services. CE asked what the impact was of the school holding the increased risk and what could be done to mitigate the risk, ER advised that the school escalated the problem regularly to the senior service leads at County but no improvement in service levels had been seen. ER advised governors of the significant time impact this had on school staff. JS highlighted that issues needed to reach crisis point before support was offered from external agencies, and the negative impact this has upon school staff. Governors noted the significant negative impact of the situation on individual children and their families and other children in school. Governors noted their support for the school staff and that the school was taking all action possible to continually escalate the issue appropriately. Governors formally recorded their thanks and appreciation to school staff for the work that is being done within a very challenging situation. Governors **agreed** that this item would remain as a standing agenda item and for the close liaison between ER and CR to continue. Governors **agreed** to review the safeguarding action plan and increase governor involvement as required to support the school with this issue. Governors reviewed the safeguarding action plan, CE asked whether there were any children for whom second contact details had not been possible to obtain, ER advised that very few children have one contact and she had sought advice from Babcock who advised that if all other options had been explored then one contact was acceptable. CE asked when the website updates were expected to be completed, JS advised these had been completed. CE asked whether all staff were up to date with their single central record (SCR) entries, JS advised that all personnel files and the SCR had recently been audited and any missing items identified. The majority of these have now been addressed. CR asked what timescale the staff had been given to present the appropriate documents; JS advised they were constantly “reminded”. JN asked whether staff had received safeguarding training via Babcock or in house, JS informed governors that ER, himself and the deputy head receive training from Babcock and all other staff receive training from the CEO or via the National College. In house training was given on specific issues and updates and advice provided in staff meetings. JN advised governors of the National Online Safety website but noted there was a cost implication. ER advised information was shared with staff via teams as information was received, as well as being placed in the staff room and in the resource file. CE asked what “early help” within the teaching assistant (TA) role looked like, ER advised this was around TA staff observing changes in the child’s behaviour or their presentation, or identifying potential issues from conversations with the families which started to build a picture. ER advised that staff were very effective at using the child protection online management system (CPOMS) to record concerns which ER reviews. ER advised that TA staff received training last term to support them to identify needs.	**Action: To ensure safeguarding is a standing agenda item.**

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	JS advised that the safeguarding action plan worked well and that he and ER met weekly regarding safeguarding issues. Governors thanked ER for her time and contribution to the meeting. *ER left the meeting at 6.56pm.*	
7	**Staff and Pupil Wellbeing Update:** Governors noted the report previously circulated by JN regarding the results from the recent survey. JN highlighted that 100% of pupils stated they were aware of how to stay safe online but noted that drugs had not been spoken about in school. JS advised governors that the school followed the Jigsaw programme for drug education and drug education was covered later in the year than the Autumn term which was when the survey was completed. JN noted that the school had already addressed the small number of comments regarding negative behaviour and bullying received from pupils. JS noted the importance of receiving the feedback from the year 6 pupils. CE highlighted that 0% of pupils felt they were not listened to which was a very positive finding and congratulated staff. MB highlighted that the survey presented a very useful insight into pupil perception of life in school. Governors noted that the issue raised regarding drug education had been addressed as additional curriculum content had been covered as the year progressed. JS advised governors that there had been a behaviour issue with some year three pupils, but this had been managed and the interventions are showing a positive impact. JS noted that the school has one child with family in Ukraine and the school was working to support the child as able. Worry boxes were available for the pupils to use to raise any concerns regarding the situation in Ukraine, and staff were dealing with issues on an age appropriate level and responding to concerns raised by the children. Guidance was being sought from the Trust regarding how the school should address this. Parents had asked regarding fundraising for this but currently the school was not taking this forwards. Currently four staff were absent due to Covid. Staff were aware that cover teachers were not available, and JS advised governors of the negative impact of this on staff wellbeing. Governors thanked JN for her work on the pupil survey.	
8	**Policy Review:** Charging and Remissions Policy: Governors noted the breakfast and afterschool club was provided by an external provider. Governors **approved** this policy. Governors noted the review date needs to be amended on the policy, CE asked who undertakes this role, PW advised this would be done by the Trust administration.	**Decision: Charging and Remissions Policy approved.** **Action: JS to forward policy to Trust admin.**
9	**Governor Visits:** Health and Safety Visit: Governors noted the visit pending by MR.	**Action: MR to arrange H&S visit**

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	CR reported she visited early years foundation stage (EYFS) two weeks ago (report pending) and also reviewed intervention groups and reception children with English as an additional language (EAL). She advised she was also organising a visit looking at special education needs and disability (SEND).	**Action: CR to provide EYFS/EAL visit report** **Action: CR to arrange SEND visit**
10	**Governor Training:** Keeping Children Safe in Education (KCSiE): CE noted that as of 19.1.22 five governors had completed this training. CR highlighted she had completed this, but it was not shown on the register, CE agreed to check with the CEO. CE asked all governor to complete this training by the May meeting and he will ask the CEO to resend the link to the training. MB advised he has governor induction training on 27.3.22. GM advised she had completed webinars on governor induction, sexual harassment, the role of the school governor and safeguarding, and is currently undertaking one on Ofsted. CE reminded governors that training is available for all governors.	**Action: CE to liaise with CEO regarding CR's KCSiE training and ask to resend KCSiE training link.** **Action: All to ensure they have completed KCSiE training.**
11	**Links to Parents & Community:** St Thomas Facebook Page Update: JS advised the importance of this to support increasing pupil numbers and noted he will forward information for inclusion to AE. AE advised governors that she had started to develop a calendar for the year and also had put together a presentation regarding what should and should not go onto Facebook and what might be more appropriate for other platforms such as ClassDoJo. Within this, rules regarding when information should be posted is included, such as only Monday to Friday school times only, with the exception of just prior to the September start to allow information to go to new parents. A short statement from some subject leads, e.g. literacy and maths, would be helpful and AE is hoping to attend school to discuss this with teaching staff. Links have also been made to focus weeks / months, such as April being National Stress Awareness month. Governors thanked AE for her work on this. 150th Anniversary Plans: JS informed governors that the Deputy Head has taken a lead on this and a budget of £2,000 was allocated. The planned start date for celebrations was 8th July 2022 and the Theatre Alibi were linking with the event. Current plans included a marquee on the playground, children's music performances and performances from external musicians, a local bar and events planned to include an evening event. Photographs were being collected to form a display and artwork development is continuing. CE asked what the budget was expected to cover, JS advised funds would be used for marquee hire, hog roast and cake. PW asked for governors to consider any potential sponsors for the event.	**Action: JS to forward information for Facebook page to AE.**
12	**Communication with the Trust Board:** CE advised he attended the Chair's Forum and governors noted the previously circulated minutes from this meeting. CE highlighted the planned visit in late March from Matthew Shanks to conduct a school review to support preparation for an Ofsted inspection with subject leads. Within this the school can ask for certain aspects to be reviewed. CE asked whether advance notice of areas was required, JS advised he would check with CEO as Ide had already received a review visit.	**Action: JS to check with CEO re advance notice or areas for review by MS.**

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	CE reported that Ide held a "Make a Difference Day" twice a term where parents and governors go into school to help with a project and CE asked if anything similar happened at St Thomas, JS advised this had occurred a while ago regarding pond clearing but there had not been a good response. AE advised could also link with "Good Gym" who provide physical help for projects. CE asked governors for any issues or questions to be raised with the Trust Board, no items were identified.	
13	**Matters brought forward by the Chair:** Accessibility: CE asked what progress had been made against the accessibility plan, JS advised that the deputy head had started the audit regarding three areas of accessibility – physical accessibility into school, accessibility of the curriculum to all pupils, accessibility of education to pupils with SEND. The physical accessibility of the school has been completed and issues identified. JS reported that auditing the remaining two areas would take longer but it is hoped to have recommendations for further actions available for the next meeting. CE asked governors if there were any particular areas they wanted focus upon, no areas were identified. Governors noted that the reports from the Trust's Premises Manager and MR's health and safety visit would feed into this action plan. JS noted that some reception area roof was lost during the last storm and the premises manager was aware. CE asked what stage the repairs had reached, JS advised it has been made safe, but the level of insurance cover was unclear as it was a temporary structure. *FR left the meeting 7.38pm.* **Part 2:** Item discussed and recorded in part 2 minutes.	**Action: DJ to attend May FGB With update on accessibility report**
14	**Future meeting dates:** Governors **confirmed** these as: • Wednesday 25th May 2022, 6.00pm • Wednesday 6th July 2022, 6.00pm	

The meeting closed at: 19.57.

Date/Time of next meeting	Wednesday 25th May 2022, 6.00pm	Location	Microsoft Teams Meeting- until further notice.

Signature of Chair