 

**Lanivet Primary Academy**

Local Governing Body

**Minutes of a Local Governing Body meeting held on Monday 17th January 2022 at 4pm online via Zoom**

**Present:** Claire Davies (Chair)

Heather Jones

Stacey Liddicoat

Joanna Harvey (Headteacher)

**In attendance** Julia Stoneman (Clerk to the Governors)

 Nick Aldworth (Finance Officer)

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| **Key:**SDP – School Development PlanSEF – Self-Evaluation FormSIP – School Improvement PartnerPP – Pupil PremiumEYFS – Early Years Foundation StageSCR – Single Central RecordEHCP – Education Health and Care PlanNGA – National Governors AssociationFSM – Free School Meals | GLD – Good Level of DevelopmentEWO – Educational Welfare OfficerKCSIE – Keeping Children Safe in EducationTIS – Trauma Informed SchoolsCP – Child ProtectionCPOMS – Child Protection Online Management SystemMARU – Multi-agency Referral UnitTAC – Team Around the ChildSALT – Speech and Language TherapyPPA – Planning, Preparation and Assessment |

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|  |  | Action Point |
| 1. Apologies for absence
 | Apologies were received and accepted from Colin Bacon, the new co-opted governor. |  |
| 1. Opportunity to declare an additional pecuniary interest
 | There were none. |  |
| 1. To approve the minutes of the last meeting
 | The minutes of the meeting held on 8th December were taken as a true and accurate record of proceedings. |  |
| 1. Any matters arising
 | It was confirmed that all actions had been completed.  |  |
| 1. Safeguarding update
 | JH updated governors on safeguarding. There were no referrals. CPOMS is being used and is working well. There are lots of reports coming in, but this is dominated by a few children. Most children are reported as safe. The reports are around behaviour and SEN children. |  |
| 1. Finance update
 | Governors confirmed that they had received the November figures. NA went through these with governors and highlighted a number of points. From this:1. Although the school has gone from a surplus into a deficit, NA explained that this should rectify itself and is due to the accounting of the school led tutoring.
2. NA raised a concern about wraparound care. The income does not appear to match how much the breakfast club is being used. Governors discussed this and it was agreed that JH would look into this.
3. It was noted that the agreed debtors policy needs looking at. The school is currently holding a large amount of debt around lunches and there is no system in place to recover this. Governors agreed that allowing debt to build up is doing those families a disservice and needs addressing. It was agreed that NA would include this in his report going forward, so that governors can monitor this.
4. It was noted that the charging and remissions also needs reviewing to ensure that families are not falling into debt.
5. A governor asked whether there is a plan for after school provision. JH confirmed that she is planning to do this, as it would be a big help to working families and low-income families.
6. The increase of utility costs will have a big implication on the budget next year. There will be a 150% increase. This will add an extra £5k to the budget and across the Trust it will be an increase of £170k.
7. A governor asked what the plan is for music provision. JH explained that she would like to offer something additional. Depending on the finances they will either subscribe to curriculum support to help the teachers or pay for specialist provision. NA advised that there is £7315 in the budget for music provision.
8. Governors discussed numbers on roll. There have been 55 applications for Reception Class next year. Twenty-seven of these are first place applications. A vote of thanks was given to the EYFS team for promoting the school and making sure that the open days were successful.
9. Funding will be based on lower numbers that were on roll during the census in October. However, in light of the numbers coming in the following year it may be possible to set a deficit budget.
10. NA offered to do a finance training session with the new governors.
 | 1 JH2 JH3 JH |
| 1. Health and safety update
 | Governors confirmed that they had received the health and safety report, Covid-19 risk assessment and compliance document, which had been previously circulated. JH went through these and highlighted a number of points. From this:1. The Covid-19 risk assessment has been updated in line with new guidance.
2. There has been a cluster of cases, but it has not been necessary to go to remote education. At this stage there are no additional measures that could be undertaken to reduce the numbers.
3. The perimeter fence issue will be resolved at February half term. The grounds will need tidying up, especially after the fence has been done.
4. The new entry system has been sorted out and is working well.
5. A governor asked whether there is a plan to deal with the playground equipment, as it is rusty and unsafe in parts and on the compliance review. JH explained that it will either be removed or replaced, depending on finances. Governors felt that it might be worth considering removing the equipment to make more room and to have some different equipment. NA pointed out that there is an underspend of sports premium of £5144 that could be used to buy some equipment.
6. A health and safety governor is needed. It was agreed to look at responsibilities at the next meeting when the new governors are on board. The clerk to circulate the terms of reference which detail those responsibilities. Terms of reference will also need agreeing now that the governing body has split.
 | 4 Clerk |
| 1. Governor vacancies
 | JH advised that there was one applicant for the parent governor position. She will be appointed automatically. CD to contact her to let her know.  | 5 CD |
| 1. AOB
 | A governor asked for an update on the website. JH explained that it is gradually being updated. The teachers will be given publishing rights to make it easier for them to get their information on there. TPAT are tendering for a website service, so Lanivet will go along with whatever they choose to get best value. TPAT have recently done a website survey, and this is being worked through to ensure that it is statutory. CD will be doing safeguarding monitoring with JH. HJ and CD will do some curriculum monitoring before the next meeting,  | 6 CD JH7 CD HJ |
| 1. Future dates
 | Monday 28th March at 4pm |  |
| In order to evidence that governors are providing challenge to leaders in the school, these questions are highlighted in the minutes |

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| Action Point | Governor/Clerk | Action point to be addressed | Action Update |
| 1 | Joanna |  Look into breakfast club funding |  |
| 2 | Joanna  | Review agreed debtors’ policy |  |
| 3 | Joanna | Review charging and remissions policy |  |
| 4 | Clerk | Circulate terms of reference and add to agenda for next meeting |  |
| 5 | Claire | Contact parent governor |  |
| 6 | Claire and Joanna | Safeguarding monitoring |  |
| 7 | Claire and Heather | Curriculum monitoring |  |

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| **These minutes were passed as a true and accurate record of proceedings at the LGB meeting held on: ……………………………………****Signed ………………………………………………………………..Chair/Vice-chair** |