



**MINUTES OF A HAVANNAH PRIMARY SCHOOL
LEADERSHIP & MANAGEMENT COMMITTEE
HELD ON THE 16th MARCH 2020**

Governors Present: Alex Thompson (AT) Vice Chair
 Stef Williams (SW) Head Teacher
 Suzanne Hayes (SH)
 John Sherwood (JS)

Also in attendance: Maria Wilson (MW) Clerk to Governors
 Deb Ball (DB) SBM

PART ONE: NON- CONFIDENTIAL BUSINESS

		Actions
1	<p>WELCOME AND APOLOGIES FOR ABSENCE</p> <p>SH welcomed Governors to the meeting.</p> <p>Apologies had been received and accepted from George Hayes (GH).</p>	
2	<p>TO RECEIVE ANY CONFLICT OF INTEREST</p> <p>The following pecuniary interests had been declared: Alex Thompson: employed by the Congleton Education Community Partnership; Governor at Goostrey Primary School John Sherwood: Member of the Labour Party; Member of 38 Degrees; Member of ICHEME</p> <p>No conflict of interest was registered with the business of the meeting.</p>	

	<ul style="list-style-type: none"> • There was a discussion of which Social Media Policy the school would adopt: the original document or the document adapted from the Excalibur model. <p>Action: To add an item to the Spring FGB agenda: To review the two Social Media policies and approve the correct version for the school</p> <p>Action: To present the old and the new Social Media policies at the Spring FGB</p>	<p>Clerk</p> <p>SW</p>
<p>5</p>	<p>TO RECEIVE A FINANCE UPDATE</p> <p>Governors had received two documents in advance of the meeting:</p> <ul style="list-style-type: none"> • Spring Term anonymised budget papers • Financial Report to the L&M Committee 16.3.20 <p>Governors were advised of the following:</p> <ul style="list-style-type: none"> • The 3 Yr Budget looks promising for Y1 and Y2. The carry forward in the current year (Y1) is predicted to be £78,916. DB advised the meeting that this is a result of the positive outcome of the Adjudication Panel which granted the school £11, 060 out of a potential claim of £14, 491 based on the settlement agreement with a previous member of staff. In addition there is an increase in the Teachers' Pay and Pension Grant of £3, 300. In Y2 the predicted carry forward is predicted to be £70, 346. The National Funding Formula has benefitted the school with an increase of £31k in the block funding. In Y3 the school is predicting a deficit of £16, 237 but further income is anticipated. <p>Challenge: How does the Y3 deficit compare to other schools?</p> <p>Response: This is not significant compared to other schools. It was noted that the Y3 predictions are acknowledged as being too far in the future to be significant.</p> <p>DB advised Governors that for the first time the school's budget was in excess of £1m.</p>	

	<p>Governors were also informed that there was an increase in pupil premium funding of £25 per child leading to an additional £1, 375 for the school leading to a total pupil premium income of £72, 600 for 55 pupils.</p> <p>With regards to the Sports Premium Funding, the school is working its way towards reducing its current overspend. When the grant ends any overspend will need to be paid out of the main school budget.</p> <p>It was noted that Sport provision has been temporarily increased by one afternoon per week.</p> <ul style="list-style-type: none"> • The School Financial Value Statement (SFVS) now has a red amber green (RAG) rated sheet which forms a dashboard document. • Early Years funding as of Source of Funds 2019/2020 show £76, 978. The forecast for actual funded hours is £90, 112 fro Y1 and Y2. The forecast is for an increase in Y3. <p>Challenge: When will the school receive an update on the Y3 deficit?</p> <p>Response: This will be available part way through Y2.</p> <ul style="list-style-type: none"> • The Statement of Internal Control is a part of the Manual of Internal Financial Procedure (MIFP). • The Scheme of Financial Delegation is a part of the Manual of Internal Financial Procedure. • DB advised the meeting that the MIFP has not changed this year. <p>Action: To approve the Scheme of Financial Delegation and the Statement of Internal Control as part of the MIFP at the Spring FGB</p> <p>Action: To send the MIFP to all governors via Governor Hub</p> <ul style="list-style-type: none"> • SH wished it noted that the new SFVS format is not liked. The SFVS is being completed by SH, GH and JS. It was further noted that this is a very time consuming exercise. <p>Action: To forward a copy of all minutes to SH for SFVS completion</p>	<p>Clerk</p> <p>DB</p> <p>Clerk</p> <p>SH/GH/JS</p> <p>GH/JS</p>
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	<p>Action: To complete the SFVS ready for presentation at the Spring FGB with the support of GH and JS</p> <p>Action: GH and JS to assist SH in the completion of the SFVS document</p> <ul style="list-style-type: none"> On account of the Summer Term FGB meeting being scheduled after the deadline for submitting the final budget to CE: <p>Action: To insert a line in the L&M ToR delegating responsibility for approving the budget to the committee for approval at the Spring FGB</p> <ul style="list-style-type: none"> There was a discussion of the three year budget forecast which was referred to the Part 2 minutes. 	<p>Clerk</p>
<p>6</p>	<p>TO RECEIVE THE HEALTH & SAFETY REPORT AND REVIEW HEALTH & SAFETY DOCUMENTATION</p> <p>The Health & Safety Report was reported on verbally as follows:</p> <ul style="list-style-type: none"> The Report provided a good judgement. One issue raised was the need to replace doors which are not fire compliant. (It was also noted that the stairs from the current staffroom were also not compliant.) <p>Challenge: Has the fire service visited the school to confirm the issue with the doors? Response: DB advised the meeting that following a visit today it was verified that some doors are not compliant: Y1; the hall doors and one in the staffroom. The full report is pending. DB further advised the meeting that whatever work needed to be completed had been budgeted for from Devolved Capital Funds (DFC).</p> <p>Challenge: Can the school request redress from the builders? Response: The Phase 2 builders can be recalled but the original builders cannot.</p> <ul style="list-style-type: none"> It was noted that COSHH (Control of Hazardous Substances Hazardous to Health) had requested twelve risk assessments including documents to risk assess pritt sticks and typex. 	

	<ul style="list-style-type: none"> • A legionnaire check is completed every month. Last time it was noted that there were failure in the water supply system. The details of this were discussed and it was agreed that JS continue to liaise with DB. 	
7	<p>TO RECEIVE A PRE-SCHOOL AND EXTENDED SERVICES REPORT</p> <p>Governors had received this information in the document entitled 'Financial Report to the L&M Committee 16.3.20'.</p> <p>The following discussion took place:</p> <ul style="list-style-type: none"> • Currently there are 55 pupils on the Breakfast Club register. • The numbers in attendance have led to the employment of an additional member of staff to ensure that the staffing ratio of 1:8 is secured for the under 5s. The Breakfast Club has joined with the Out of School Alliance to add a further two members of staff. • Challenge: It was agreed that we would discuss the free admission of staff children if an increase in staffing was triggered. Has the inclusion of staff children adversely affected the staff: pupil ratio? Response: DB advised the meeting that while there is space at the facility staff children can attend. She further added that it is mainly members of staff at school or on a course whose children attend. At most there are 4 staff members' children. <p>Challenge: What is the school planning to do? Are members of staff to be asked to pay a nominal fee? Response: Governors were advised that attendance is variable.</p> <p>Challenge: Are member of staff billed for ad hoc attendance? Response: They are.</p> <p>Challenge: Is there a cut off time before members of staff are billed for attendance? Response: No the school uses its discretion.</p>	

	<p>Governors were advised that the maximum number of children in attendance is 48 which is customary on Monday to Wednesday mornings. There are no more than 30 children on Friday and no more than 8 in the Pre-School.</p> <p>Challenge: Has the additional member of staff been appointed because of the number of Pre-School children or children of members of staff? Response: One member of staff is currently absent so an additional member of staff was needed. A midday supervisor with DBS certification has agreed to fill the role. This person will work alongside two further members of staff on NVQ Level 2 and Level 3. Governors were advised that members of staff from Forest School can help between 4.30 and 4.45pm.</p> <p>Challenge: If the person covering is ill and we cannot run Forest School can all facilities be staffed? Response: They can be. Teaching assistants and members of staff have all shown willingness to cover.</p> <p>Challenge: So, is the school still happy that staff children can attend minus charge? Respond: The situation is on the edge. The facility is busy with children from Y3 and Y4.</p> <p>Challenge: Will the out-going Y6 have a positive impact? Response: No by that age they do not attend After-School activities in great numbers.</p> <p>Action: To add an item to the Summer L&M agenda: To discuss the attendance of staff children at After School Club and potential charging structures</p> <ul style="list-style-type: none"> • Governors were advised that Pre-School private funding in the form of either cash or childcare vouchers is predicted to be £3,800 by the end of March 2020. <p>Challenge: Has the amount of funding per child increased for the 30 hour pupils? Response: No it has not. What has changed is the deprivation funding received by the school.</p>	<p>Clerk</p>
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	<p>Governors were further advised that the Pre-School is currently showing a profit of £11.7k. This figure has been calculated by offsetting the FEEE funding and private fees against staffing and supplies expenditure. However Governors were further advised that the figure will be lower by the end of the financial year on account of members of staff from the Hangout and midday supervisors being used to cover long term staff absence.</p>	
<p>8</p>	<p>TO RECEIVE A BUILDINGS/FACILITIES UPDATE</p> <p>DB advised that following a Compliance Meeting the school received a 95% compliance rating. This was higher than the corresponding time in 2019. DB added that a percentage in excess of 80% receives a rating of good.</p> <p>The following elements of non-compliance were discussed:</p> <ul style="list-style-type: none"> • Repairs to the Trim Trail had been addressed and the work would be completed week commencing 23rd March 2020. Currently the Trim Trail is not in use during school time. <p>Challenge: Are children able to access it out of school hours? Response: They have been asked not to use it out of school hours.</p> <p>Challenge: If they do use it whose responsibility is it? Response: It is the parents' responsibility.</p> <p>Challenge: Have all parents been made aware of this? Response: Some parents have been. It was agreed that the school reinforce the ban via the school newsletter and by putting up a notice.</p> <ul style="list-style-type: none"> • The site team has cleaned the drains. Initially the water flow away was improved but during the very heavy rainfall incurred recently some issues re-emerged. • The mud on site is still a cause for concern. DB advised the meeting that she has asked Creativ Play for a quote to 	

	<p>lay rubber mulch and to provide a lip around the affected area. This would be less invasive than building a wall.</p> <p>Action: To forward relevant documents to JS regarding the Creativ Play quotes for rubber mulch</p> <p>Challenge: Has the site manager replaced the pressure jet? The answer to this was unknown. What was acknowledged was that the tap pressure for using a power wash was very poor.</p> <ul style="list-style-type: none"> • DB advised the meeting that the school had not purchased filters for the kitchen but was getting food bins which should help with the fat plugs in the kitchen drainage system. • It was acknowledged that the site team had worked very hard on the outside space this year. Governors thanked them for this. • DB advised Governors that a decision had been made to move the staffroom upstairs from our current location. This had been fully costed including creating storage space under the stairs and installing a hidden communications cabinet for the new IT facility. <p>Challenge: Will this work be completed by September 2020? Response: It is hoped that both the staffroom and the installation of a firm of venting in the Conference Room will be completed by September 2020. It is all dependent on cost.</p>	DB
9	<p>TO RECEIVE AN ATTENDANCE REPORT</p> <p>Governors were advised that this had not been compiled on account of the current constantly changing coronavirus situation.</p> <p>The following discussion was held:</p> <ul style="list-style-type: none"> • Currently not a lot of pupils had recorded absences. The school was managing the situation with those who were absent with care. • A new Y code has been issued to record pupils in self-isolation. 	

	<p>Challenge: Does this affect the school's overall attendance figures? Response: Currently there are on three pupils absent on a Y code as a precaution because their siblings are unwell or have a cough.</p> <ul style="list-style-type: none"> • Current guidance is for people to self-isolate for 14 days. <p>Challenge: Is the school enforcing this guidance? Response: The school makes reference to the daily guidance from CE and Public Health England and errs on the side of caution with the advice it gives.</p> <p>Challenge: Is the school still admitting siblings if there is a person self-isolating in the house? Response: Pupils are not being admitted to school if any coronavirus symptoms are being displayed or if there is someone at home who is at risk.</p> <p>DB advised Governors that the school is constantly following advice received and making the necessary decisions regarding individual cases.</p> <ul style="list-style-type: none"> • SW advised the meeting that one parent has been issued with a fixed penalty notice following a warning for a 12 day additional holiday. 	
10	<p>TO RECEIVE AN EDUCATIONAL VISITS UPDATE</p> <p>SW provided an update on this year's educational visits as follows:</p> <ul style="list-style-type: none"> • The Y3/Y4 residential has been cancelled. The school will have to incur 100% of the cost but it will refund parents. <p>Challenge: How much will parents be refunded? Response: They will each receive £240.</p> <p>Challenge: Did the trip cost in excess of £5k? Response: It cost approximately £7k.</p> <p>Governors agreed that the correct decision had been made. This residential was with children from other schools which would prevent any control over hygiene being made.</p> <ul style="list-style-type: none"> • Challenge: Have all of the trips/residential visits been paid for? Response: They have been. 	

	<ul style="list-style-type: none"> • The Y1 activity is planned for the 30th March. Currently no decision has been regarding this activity: the school is waiting for Government guidance. It was discussed that parents needed some notice of whether it would go ahead or not: a strategic decision needed to be made. SW advised Governors that if the event was cancelled the school can claim on its insurance. <p>The importance of communication was acknowledged but it was also noted that the situation is changing so rapidly the decision may be taken out of the school's hands.</p> <ul style="list-style-type: none"> • The Y5/Y6 activity is mid-July which is too far in advance to plan for. • SW advised the meeting that if a residential experience had to be cancelled the school would do everything in its powers to replicate the activities in-house via outdoor learning opportunities and exciting non-curricular activities. • Challenge: Has the Y2 residential taken place? Response: It has. • Challenge: Are there any day trips planned? Response: There are. These will need to be cancelled. <p>Challenge: Will the school lose money as a result of this? Response: It is likely that the school will lose money on the coach costs.</p> <p>Governors suggested that the situation faced by Havannah is a national situation and a directive could be forthcoming from the Government.</p> <p>It was noted that all parents should be given a refund for visits/residential experiences paid for. If a parent chooses to refuse their refund it was suggested that this be received as a donation to the school and 'saved' in a separate account line to be spent on a treat for pupils. Governors approved this action.</p>	
11	<p>TO RECEIVE THE PUPIL PREMIUM STATEMENT</p> <p>The Clerk advised that this item was on the agenda because it had not been discussed at the Autumn Term L&M meeting.</p>	

	<p>SW informed Governors that the Pupil Premium Statement is lodged on the school website.</p>	
<p>12</p>	<p>TO RECEIVE AN IT DEVELOPMENT UPDATE</p> <p>The Clerk advised that this item was on the agenda because it had not been discussed at the Autumn Term L&M meeting.</p> <p>DB advised the meeting that the school had fifteen desk tops which would be accommodated in the current staff room area (with the staff room moving upstairs).</p> <p>DB further advised the meeting that two designs had been considered:</p> <ul style="list-style-type: none"> • One with tables organised in a triangular shape dotted around the area • One with a bench of tables running from the partition with the school hall towards the current kitchen units with stations situated facing one another. <p>The second option had been selected for a variety of reasons:</p> <ul style="list-style-type: none"> • The first option would have required extensive cabling and the installation of new carpeting. • The second option is more unobtrusive. • The second option provided a more cost effective model for the electrical supply. <p>DB informed Governors that various contractors had been approached to provide quotes:</p> <ul style="list-style-type: none"> • Ash Stradling had not provided a quote. • Roy Povey had stated that he could not do the job. • Egon Read had not provided a quote yet. • Glendale had provided a quote of £4,775 to provide tables, stools, electrical supply and data storage provision. This was a competitive price. • Chris Bentley at Wharf had quoted £1,100 including data storage, electrical supply and worktops (not desks). <p>DB advised Governors that the PTA would pay for the work so best value needed to be obtained as with all regular school purchases.</p> <p>Challenge: What will the pupils sit on? Response: Stools will be provided.</p> <p>Challenge: Why are tables better? Response: They provide a cheaper option.</p>	

	<p>Challenge: Will there be an issue regarding the amount of heat generated by the machines?</p> <p>Response: There will not be as the ceiling space is high.</p> <p>DB explained that the school will continue with a cable system because the provision of a wireless system can lead to slow connectivity. The logistics of the cable system were discussed.</p> <p>Governors expressed their thanks to DB in a situation where the goalposts regarding specification are constantly changing.</p>	
13	<p>TO REVIEW PRIORITIES 8-10 OF THE SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>The Clerk advised that this item was on the agenda because it had not been discussed at the Autumn Term L&M meeting.</p> <p>SW advised the meeting that the SDP had been amended in light of the Inspection Summary Data Report information received.</p> <p>Action: To present the amended SDP to the Spring FGB</p>	SW
14	<p>TO REVIEW THE FOLLOWING POLICY DOCUMENTS</p> <p>The Safer Recruitment Policy had been lodged on Governor Hub. This was approved by Governors.</p>	
15	<p>TO REVIEW THE RELEVANT ITEMS FROM THE SPRING TERM DIRECTOR'S REPORT</p> <p>The Spring Term 2020 Director's Report had been circulated to Governors in advance of the meeting.</p> <p>The Clerk drew Governors' attention to the following items:</p> <ul style="list-style-type: none"> • Letter: Funding update. The implications of the National Funding Formula had been discussed in Item 5 of the agenda: to receive a budget update • Item 2: Important Ofsted Inspection Updates and ongoing consultation. The Clerk advised that in the event of an inspection it is essential that Governors are fluent with the school's intent statement and monitor quality of education at all meetings. SW added that she, SS-B and EF had attended a Self Evaluation Form (SEF) course which focused on the three Is: intent, implementation and impact. This information would be shared with Governors. 	

	<ul style="list-style-type: none"> • Item 3: MISP programmes. Havannah Primary School is involved in this free CE training.as reflected in the Teaching and Learning Committee meeting. • Item 5: Admissions and Transport. The Clerk advised that schools should review their admissions procedure every seven years. <p>Item 6: Assessment for NQTs. SW was aware of the guidance provided in this item.</p> <p>Item 7: CEIAS. The Clerk advised that the Cheshire East Information Advisory Service is used to mediate between schools and parents to reduce the risk complaints being escalated.</p> <p>Item 8: Ofsted action on stuck schools'. For information only.</p> <p>Item 13: School website compliance.</p> <p>Action: To complete a website audit using the checklist from The Key</p> <p>Coronavirus update: SW advised the meeting that a meeting of the SLT had been held this morning. The school was following all guidelines issued by the Government and CE. There were many operational tasks to be completed. This was having a huge impact on the members of staff in the school office.</p> <p>The following decisions have been made:</p> <ul style="list-style-type: none"> • No non-essential visitors can attend the school; • Assembly has been cancelled; • Lunch in being eaten in classrooms; • There are additional sanitisers place throughout the school; • Caretaking hours have been increased to ensure that the school is fully cleaned; • Parents of children at Pre-School are not entering the building; • Staff are being encouraged to sanitise regularly; • All sporting events have been cancelled and • Electronic updates are being sent out on a regular basis. Letters had been sent to parents on Saturday and one was due to be sent the next day. The aim was to provide a daily update to parents via email and a twice weekly social media update. <p>Challenge: Can Governors be included in the distribution list please? Response: It was agreed that a copy of all communications would be posted on Governor Hub to keep Governors informed as well. Governors want to</p>	<p>Clerk</p>
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	<p>help and to support in whatever way possible. DB advised that this had not been done to date because much of the communication was operational.</p> <p>AT offered to help in the school office if current staff absence continued.</p> <p>Challenge: Are all families on email? Response: They are. If there is an issue the school dos print letters and forward a hard copy.</p> <p>SW advised Governors that printed workbooks had been produced with on-line links for home schooling in the event of the school being closed. AT advised that there were additional resources on the CECP (Congleton Education Community Partnership) website.</p> <p>In the event of school closure, members of staff will be available for consultation.</p> <p>Challenge: If the school does close will members of staff be expected to attend school? Response: If school closes it will work to CE directives. It could provide the school with an opportunity to carry out a deep clean. Before any decision is made, the identification of people at risk will need to be completed.</p> <p>ChESS update This update was discussed under Item 4 of the agenda: To review the minutes and action log of the Autumn Term meeting.</p>	
16	<p>AOB</p> <p>There was no additional business that had not been covered in earlier agenda items.</p>	
17	<p>IMPACT STATEMENT</p> <p>Governors were advised of the school’s current financial position. They reviewed the impact of staffing structure changes; the introduction of the National Funding Formula and other Government funding streams and their impact on the budget. Governors monitor income and expenditure on a termly basis: during this meeting this involved scrutinising best value in the</p>	

	<p>case of health and safety actions and the development of IT facilities. It was agreed that Governors would request the FGB to delegate responsibility to the Committee to approve the final budget in the summer term.</p> <p>Governors had the opportunity to review the school's ongoing response to the current coronavirus pandemic: discussing its impact on attendance of both staff and pupils; communications with parents and Governors; the position regarding school trips and visits.</p> <p>Governors were appraised of the ongoing status of various health and safety issues and new ones identified through surveys conducted on an annual basis. Discussion was held regarding their continued management which will be reviewed during the Summer Term 2020.</p>	
18	<p>DATE OF NEXT MEETING</p> <p>The date of the next meeting was agreed: Monday 6th July 2020 at 5.30pm.</p>	

The meeting moved to the Part 2 agenda.

The meeting ended at 7.45pm.

..... Chair

..... Date