



**MINUTES OF A VIRTUAL HAVANNAH PRIMARY SCHOOL  
LEADERSHIP & MANAGEMENT COMMITTEE MEETING  
HELD ON THE 6<sup>th</sup> JULY 2020 via TEAMS**

**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
<b>1</b>	<p><b>WELCOME AND APOLOGIES FOR ABSENCE</b></p> <p>SH welcomed Governors to the meeting. The meeting was in full attendance: no apologies were required.</p>	
<b>2</b>	<p><b>TO RECEIVE ANY CONFLICT OF INTEREST</b></p> <p>The following pecuniary interests had been declared:</p> <ul style="list-style-type: none"> <li>• Alex Thompson: employed by the Congleton Education Community Partnership; Governor at Goostrey Primary School</li> <li>• John Sherwood: Member of the Labour Party; Member of 38 Degrees; Member of ICHEME</li> <li>• Suzanne Hayes: employed at Ashdene Primary School, Wilmslow.</li> </ul> <p>No conflict of interest was registered with the business of the meeting.</p>	

3	<p><b>TO CONFIRM THE MINUTES OF THE 16<sup>th</sup> MARCH 2020</b></p> <p>The minutes from the Spring Term meeting of the Leadership &amp; Management Committee held on the 16<sup>th</sup> March 2020 had been circulated to Governors in advance.</p> <p>The minutes were <b>approved</b> as a correct record of the discussion held. It was <b>agreed</b> that the Chair would add an electronic signature to the minutes on receipt.</p> <p><b>Action: To forward the final minutes to SH</b></p> <p><b>Action: To forward the electronically signed Part 1 minutes to DB as a pdf document</b></p>	<p>Clerk</p> <p>SH</p>
4	<p><b>TO REVIEW MATTERS ARISING FROM THE 16<sup>TH</sup> MARCH 2020 MINUTES AND REVIEW THE ACTION LOG FROM THAT MEETING</b></p> <p>The following matter arising was discussed:</p> <ul style="list-style-type: none"> <li>• JS had reviewed the use of rubber reinforcements to prevent mud slip-off on to the playground. He advised the meeting that a rubber retainer would not stop the water and rubbish run-off. A barrier would be better. DB added that there could not be a retaining wall on account of tree roots.</li> </ul> <p><b>Action: JS to discuss provision with DB</b></p> <p>The action log, which had been circulated to Governors in advance, was reviewed. The following actions were carried forward:</p> <ul style="list-style-type: none"> <li>• <b>To review the old and the new Social Media policies</b></li> <li>• <b>To complete the Manual of Internal Financial Procedure (MIFP) and send to Governors via Governor Hub</b></li> <li>• <b>To forward relevant documents to JS regarding the Creativ Play quotes for rubber mulch</b></li> </ul> <p>DB advised Governors that the School Financial Value Standard (SFVS) had been completed and submitted by the 31<sup>st</sup> March, original deadline date. No judgements were anticipated until the Autumn Term 2020. DB <b>thanked</b> SH and George Hayes (ex-Chair of Governors) for their work in completing the document.</p> <p>All other actions had been completed.</p>	<p>JS</p> <p>SW DB</p> <p>DB</p>
5	<p><b>TO RECEIVE A FINANCE UPDATE</b></p> <p>The following documents had been circulated to Governors in advance:</p> <ul style="list-style-type: none"> <li>• Finance Report produced by DB</li> <li>• Summer Term Budget papers from CE</li> </ul>	

	<p>DB advised the meeting of the following headline information:</p> <ul style="list-style-type: none"> <li>• The predicted carry forward for Y1 (2020-2021) is £100,718. This is higher than anticipated at the previous meeting with the School's CE Budget Officer by approximately £30k. This is due to savings in direct employees, staff training and transport costs.</li> <li>• There has been an increase in water rate costs on account of poor management by CE. This has led to extensive complaint of the LA but has still cost the school approximately £4, 061.</li> <li>• In Y2 the school is predicting a surplus carry forward of £62, 544.</li> <li>• In Y3 the school is predicting a deficit carry forward of £36, 741.</li> <li>• Costs for transport and school meals have needed to be guessed.</li> <li>• Refunds for cancelled trips are being claimed for through the school's insurance policy.</li> </ul> <p><b>Q: Can claims be made for lost earnings?</b>  <b>A:</b> This was unclear.</p> <p><b>Action: To discuss claims for lost earnings with CE</b></p> <p><b>Q: Can claims be made for cleaning and other personal protection equipment (PPE) purchased during the current pandemic?</b>  <b>A:</b> The Clerk quoted from the Jacky Forster (CE Director of Education and Skills) email dated 22<sup>nd</sup> June 2020:  <i>'It also advised that schools would only be able to claim where they have to spend reserves to meet the costs'.</i></p> <ul style="list-style-type: none"> <li>• No changes have been made to the catering contract. There has been no guidance from CE as to how schools will be charged for this year. The school did not use CE catering for the first part of the summer term as all pupils in receipt of free school meals (FSM) received Government funded Eden Red vouchers. The school paid £750 to purchase Wonde vouchers for one week at the beginning of the lockdown period whilst Eden Red were getting their system organised. This money will be claimed back. Governors were further advised that £95 per pupil would be provided in a lump sum this week to cover the summer holiday period.</li> </ul> <p><b>Q: Are the Y6 pupils Havannah's responsibility or the responsibility of the High School?</b>  <b>A:</b> The pupils are Havannah's responsibility until the 31<sup>st</sup> August 2020.</p> <ul style="list-style-type: none"> <li>• The school has received its 2020-2021 Devolved Formula</li> </ul>	<p style="text-align: center;">DB</p>
--	---	---------------------------------------

	<p>Capital Grant. Governors were advised that the 2019-2020 monies will be used to contribute towards the replacement of the fire doors in the school hall.</p> <p>Governors were further advised that the school might need to contribute £3.5k from the school budget to the IT room provision. Already the school had agreed to contribute £1.5k. This is because the PTA has been unable to complete any fund-raising activity this term. DB advised Governors that the room has already been completed to house the server. The IT suite has all the necessary furniture, but the computers have not been unwrapped. The company which provided the computers have been asked if the warranty can be extended. DFC money will also be used to refurbish the staff room during the summer holiday period. The total cost of this project is under £5k. The school is sourcing its own furnishings to reduce costs.</p> <p><b>Q: Have the issues regarding getting water supply upstairs to the staff kitchen been resolved?</b></p> <p><b>A:</b> They have been. The kitchen area has been moved to the opposite end of the room to enable pipework to be run from the Reception area. The mini-dishwasher to be installed has been confirmed as a cold-water feed.</p> <p>There were no questions asked of the finance update.</p>	
6	<p><b>TO REVIEW THE CE AUDIT REPORT ACTIONS WITH REFERENCE TO HAVANNAH</b></p> <p>This item had been requested by the Committee Chair. The Audit Report accompanied the Summer Term 2020 Director's Report.</p> <p>The Clerk advised the meeting that only a small sample of schools had been the subject of the audit and therefore the data was skewed.</p> <p>It was <b>agreed</b> that it would be more beneficial to review the recommendations when the 2020-2021 SFVS was being completed.</p>	
7	<p><b>TO RECEIVE AN ATTENDANCE UPDATE INCLUDING THE DATA FROM SUMMER 2018 AND SUMMER 2019</b></p> <p>SW apologised to Governors that this data had not been compiled or presented.</p> <p>The objective for reviewing the data was to find out if the two-week May half term holiday taken by the school affected attendance data. However, because of the current school closure as a result of COVID-19, there was only one year's worth of data to review.</p>	

8	<p><b>TO RECEIVE A COVID-19 UPDATE</b></p> <p>SW advised the meeting of the following:</p> <ul style="list-style-type: none"> <li>• Bubbles were established and were working well.</li> <li>• On Wednesday 1<sup>st</sup> July 2020 99 pupils were in attendance: 10 in Pre-School, where numbers have averaged between 6 and 8 per day; There are two Reception bubbles, one of 12 and one of 10 pupils with three members of staff; In Y1 there are two bubbles, 13 in one and 10 in the other out of a total of 30 pupils; In Y6 27/30 pupils are in attendance and the school has one guest pupil.</li> <li>• There have been no reported illnesses.</li> <li>• The key worker bubble is in the school hall. There has been an increase in applications to join this group. On average there are 20 to 25 key worker children in school. This bubble has four members of staff attached to it.</li> <li>• In total the school is supporting 8 bubbles.</li> <li>• The school has the largest number of full-time pupils on-site in Congleton. All year groups have been welcomed to the school on time.</li> <li>• The one-way system of moving around school is working well.</li> <li>• The staggered start to the school day is working well.</li> <li>• Pupils feel safe at the school.</li> <li>• There has been considerable positive feedback from parents.</li> </ul> <p>SW further added that:</p> <ul style="list-style-type: none"> <li>• Plans for rolling out the current situation to a whole school return-to-work from September 2020 were forthcoming. The current model could be upscaled to accommodate bigger bubbles. The whole school return-to-work had been discussed at today's Senior Leadership Team meeting following guidance released from the DfE and the National Association of Head Teachers (NAHT). There should not need to be any amendment to policy or procedure.</li> </ul> <p><b>Action: To add an item to the Summer 2020 FGB agenda: To review the return-to-work in September risk assessment and action plans</b></p> <ul style="list-style-type: none"> <li>• All members of staff are back in school and all seem comfortable with the situation and in good health.</li> </ul> <p><b>Q: Has the school received any laptops under the Government scheme?</b></p> <p><b>A:</b> The school requested 7 laptops but has been allocated 4. These should have been collected today.</p>	Clerk/SW

	<p>Governors expressed their <b>gratitude and thanks</b> to members of staff for their successful handling of the coronavirus situation.</p>	
<b>9</b>	<p><b>TO RECEIVE A RESIDENTIAL/TRIP UPDATE</b></p> <p>SW advised the meeting that schools had been advised that day trips could resume from September 2020. However, the school has decided that this is too early.</p> <p>SW further advised that no residential trips can be permitted in the Autumn Term 2020. Havannah is not anticipating that any residential trips will take place in 2020-2021. This decision may be revisited if the COVID-19 situation changes dramatically.</p> <p>SW added that trips to Astbury Mere or Standon Bowers may take place in the Summer Term 2021.</p>	
<b>10</b>	<p><b>TO RECEIVE THE DRAFT PUPIL PREMIUM STATEMENT</b></p> <p>SW advised Governors that Mrs Hinds has reviewed the current pupil premium (PP) statement but cannot complete the most important element of the document for this year: measuring the impact of PP funding against pupil data, on account of the school being closed for a term.</p> <p>SW further advised Governors that both she and Mrs Hinds are talking to other schools to ascertain a way forward to produce a meaningful statement this year.</p> <p><b>Q: When is the deadline for publication of the statement?</b>  <b>A:</b> It is lodged on the school website at the end of the year.</p>	
<b>11</b>	<p><b>TO RECEIVE THE DRAFT PE STATEMENT</b></p> <p>SW showed Governors the document on the screen.</p> <p><b>Action: To upload the draft PE Statement to Governor Hub</b></p> <p>SW advised Governors that the Statement is very different this year as the COVID-19 school closure has prevented the completion of any competitions or fixtures since February 2020. No clubs have been held either.</p>	<b>SW</b>
<b>12</b>	<p><b>TO RECEIVE POLICIES</b></p> <p>The Accessibility and First Aid Policies were due to be approved at this meeting.</p> <p>SW added that neither policy document had been circulated to</p>	

	<p>Governors in advance of the meeting. The reasons are as follows:</p> <ul style="list-style-type: none"> <li>• The Accessibility Policy has needed to change to accommodate the COVID-19 risk assessment.</li> <li>• The First Aid Policy has been superseded by the COVID-19 risk assessment. Procedure has changed and will remain altered in the Autumn Term 2020 also. All members of staff at the school are First Aid trained and deal with issues within their own bubbles. There is also the isolation room which has its own first aid process and procedure.</li> </ul> <p><b>Q: Could COVID-19 appendices be produced for the two policies, along the lines of the Behaviour Policy and Safeguarding appendices?</b></p> <p><b>A:</b> It was agreed that this would be good practice.</p> <p><b>Action: To produce the Accessibility and First Aid appendices for the FGB meeting</b></p>	<b>SW</b>
<b>13</b>	<p><b>TO RECEIVE THE RELEVANT ITEMS FROM THE SUMMER TERM DIRECTOR'S REPORT</b></p> <p>The Clerk advised the meeting of the following points:</p> <ul style="list-style-type: none"> <li>• Schools needed to review the position of their Newly Qualified Teachers (NQT) in these unconventional times. SW informed the meeting that the school's NQT started mid-way through 2018-2019 and has just completed their final assignment which the school has signed off.</li> <li>• Latest guidance was that schools should submit their audited Unofficial School Fund Accounts at the earliest opportunity following the return-to-work in September. DB informed the meeting that the accounts are currently in the auditor's possession.</li> </ul>	
<b>14</b>	<p><b>AOB</b></p> <p>There was one item of AOB: The use of Multiflex as the school's PE provider.</p> <p><b>Q: How much money does the school receive in the Sport Grant?</b></p> <p><b>A:</b> It receives £17, 734.</p> <p>Governors were advised that today the DfE had confirmed the continuation of the grant for 2021-2022.</p> <p>DB advised Governors that the school is currently working towards reducing the £10k debt on the sports grant. The reason for this is that, if the funding is not continued, the deficit would be written back to the school budget. The school has budgeted for £10k under its Sports and Games budget line 31373 to pay off the debt.</p>	

	<p>Governors were informed that there had been no PE coaching at the school since February 2020, on account of the coronavirus school closures. However, the school has continued to use Multiflex during lockdown and to honour their contract. Additional Multiflex support was purchased during the Easter holidays to cover the key worker child bubble and they are currently supporting the key worker child bubble on a reduced rate for the last three weeks of term.</p> <p>SW has forwarded copies of the proposed 2020-2021 Multiflex contracts to AT and SH. The following points were made:</p> <ul style="list-style-type: none"> <li>• Maintaining two coaches will cost the school £17, 020. One coach would cost approximately £14k. Governors <b>agreed</b> that it was preferable to maintain two coaches.</li> </ul> <p><b>Q: What is their position regarding working across bubbles?</b> <b>A:</b> According to NAHT guidance, sports coaches can cross bubbles.</p> <ul style="list-style-type: none"> <li>• Governors <b>agreed</b> that there were two key factors when renewing the contract: the school needs quality provision and continuity of personnel.</li> </ul> <p>The following discussion was held: <b>Q: Could the school employ someone solely to teach sport?</b> <b>A:</b> This would not be financially viable, even though the grant had been secured for a further year. There would be too much uncertainty moving forward. Governors were reminded that the rationale behind the sports grant was to develop sustainability of sport in schools and this would not facilitate in-school upskilling of members of staff. Discussion continued that the risk might be worthwhile to enable the children to benefit from professional sports coaching. If a designated role was created, it would need two members of staff and this would be more expensive than employing Multiflex. It was <b>agreed</b> that a cost analysis document be presented at the Autumn 2020 L&amp;M Committee meeting.</p> <p><b>Action: To produce a cost analysis document regarding the employment of Multiflex v employing two designated sport providers</b></p> <p><b>Action: To add an item to the Autumn 2020 L&amp;M agenda: To receive a costs analysis document for the provision of sport</b></p> <p>Discussion returned to Multiflex:</p> <ul style="list-style-type: none"> <li>• The school had been contemplating offering them a contract from September 2020 to April 2021 but now that the sports funding has been guaranteed that will be unnecessary.</li> <li>• Governors <b>agreed</b> that staying with Multiflex for another year would enable a comprehensive review to take place for 2021-</li> </ul>	<p>DB</p> <p>Clerk</p>
--	--	------------------------



The meeting ended at 7.35pm.

..... Chair

..... Date