

		Action
	<p>legal obligations on schools is being considered.</p> <p>Governors' Self-Evaluation: ongoing.</p> <p>Filtering and monitoring: a weekly report from Agile, the school's IT support company, is received each week by the Headteacher and this will be shared with the Chair on his next visit to ensure he is aware of the process the school takes. This enables the school to be compliant with the regulations.</p> <p>Any other actions had either been completed or were covered by the agenda for the meeting.</p> <p><i>JR arrived at 6.26pm.</i></p>	<p>SB</p> <p>FJ/JM</p>
4.	<p>Headteacher's Report – SIAMS</p> <p>The Headteacher advised that the SIAMS inspection earlier in the day had gone well and she was very happy with the outcome.</p> <p>The inspector had spoken to the children, staff, parents and governors, as well as with JR and Pete Silverwood representing St Mary's Church.</p> <p>The draft report would be provided within 15 working days and would be published on the website once finalised.</p>	
5.	<p>Committee Reports – Resources Committee</p> <p>Minutes of the meeting held on 9 May had been circulated before the meeting and RZ highlighted the following key points:</p> <ul style="list-style-type: none"> • Finance <p>Some minor variances on the April BC11 had been explained.</p> <ul style="list-style-type: none"> • Nursery <p>The case would be presented at the Basingstoke & Deane Planning Committee meeting on 12 June and the objections addressed.</p> <ul style="list-style-type: none"> • Internal Controls <p>The report on the checks on purchasing, payroll and petty cash, where only some minor issues had been identified, will be circulated.</p> <p>Very few petty cash transactions are carried out and the limit is £250. This is because the procurement cards are used for most purchasing and it is believed that the £500 limit is adequate for the Headteacher and Deputy Headteacher and £1,000 is the limit for the Business Manager.</p> <ul style="list-style-type: none"> • Safeguarding <p>Handover from BG to SB is in progress.</p> <ul style="list-style-type: none"> • Buildings/Site/Health & Safety <p>The grass cutting contract for 6 cuts is in place for the main field.</p> <p>The trial of the orange holding fencing area at the bottom gate is currently working well and it is planned to continue with this. However, some parents coming before 8.15am have been advised that the school does not take responsibility for their children if they are left before 8.25am when the gates are opened. There may be a need to reiterate the message and/or put signs up to raise awareness.</p> <p>HCC has confirmed that the Straight A apprenticeship training provider can be used for assistance in obtaining a facilities operator apprentice from September 2024 to work 30 hours per week. The school will pay the salary and HCC will pay for the training and the vacancy will be advertised.</p> <p>The outdoor classroom pod, which was declared dangerous, has been demolished.</p> <p>A quote for the replacement of the rotten wooden post and rail outside class 1 to prevent children from falling from the paving edge down into the YR gravel area is awaited.</p> <p>A gas leak near the pool area was repaired and Lordsfield offered £500 towards the</p>	

	Action
<p>cost.</p> <p>No further modifications have been needed since the asbestos survey was last updated in 2020. Details of where asbestos is located is maintained in paper form as withdrawal from the LA Property Services SLA means that the online register is no longer available.</p> <ul style="list-style-type: none"> • Staffing <p>Staff absence continues to be a concern. The Headteacher had discussed absence with a number of staff members as they had hit the trigger points of 6 days over 2 or more occasions in the past 12 months (September - December 2023). There is also one member of staff approaching the trigger point.</p> <ul style="list-style-type: none"> • Mobile Devices <p>A local parent group, which is keen to promote a ban of smartphones for children, had held an event in the previous week which was attended by approximately 10 parents and the Headteacher. Whilst the school does not currently ban children from bringing mobile phones to school, they are stored securely and not accessed by the children during the school day. The use of mobile phones and social media is covered in the school's Computing curriculum. However, it is aware that some children are using platforms that are not age appropriate and believe the key issue is supporting parents on how they can put appropriate controls in place.</p> <p>RZ advised that the local group is gathering momentum and is asking governors to consider broadly supporting the group and its aim to support and inform parents. The Headteacher advised that internet safety events run for parents are generally not well attended. It was suggested that consideration might be given to framing a communication to parents which would be non-judgemental but would highlight the concern for the impact of smartphones on children's mental health and wellbeing. WG suggested offering to add some information about the national campaign to the website and the Headteacher will contact the group for information. The Headteacher encouraged governors to consider attending the next information session at Overton at 7.30pm on 9 July 2024.</p> <ul style="list-style-type: none"> • Budgets <p>The draft 'O' budget for 2024/25 includes provision for a 0.6fte Family Support Worker to support the Inclusion Manager and replace the ELSA, who is leaving at the end of June.</p> <p>The number of children coming into YR in September has been confirmed as below PAN at 53, which will adversely impact future budgets for the next 7 years. Additional expenditure of £11.5k has been allowed for 30 new i-pads and a trolley to replace outdated i-pads as they are now used more frequently than laptops. Provision of £14k has also been made for the redecoration of the Y3, Y4 and Y5 classrooms, shared areas and toilets, as well as £2k for window and cladding cleaning.</p> <p>A quote for additional fencing to secure the wooded area behind the pond and the replacement of the YR fencing is awaited.</p> <p>A budget of £10k has been set for any replacement equipment needed in the kitchen as this is now the school's responsibility, together with £875 for annual servicing and £2k for small repairs.</p> <p>There were no significant issues to report on the 'Y' (community) budget, which is used for the Breakfast and After School Club.</p> <p>Real costs for staffing and catering have been used for the new draft 'Y' budget and it is planned to use the surplus of £156,882 brought forward for the nursery and training room.</p> <p>There are no significant changes to note on the 'D' (School Direct) budget. With the last cohort finishing this summer, this is the last term of the 'D' budget and it is planned to use the surplus of £580,928 for the nursery and training room.</p> <p>The committee had agreed to recommend all three budgets, as follows, to the</p>	<p>FW All</p>

governing body for approval and these were agreed unanimously:

'O' (School) Budget

Total Income	£2,222,953 Two million two hundred and twenty two thousand nine hundred and fifty three pounds
Total Expenditure	£2,719,126 Two million seven hundred and nineteen thousand one hundred and twenty six pounds
In-Year Surplus/(Deficit)	(£496,173) (Four hundred and ninety six thousand one hundred and seventy three pounds)
Surplus/(Deficit) Brought Forward	£555,026 Five hundred and fifty five thousand and twenty six pounds
Cumulative Surplus/(Deficit)	£58,853 Fifty eight thousand eight hundred and fifty three pounds

'Y' (Community) Budget

Total Income	£44,958 Forty four thousand nine hundred and fifty eight pounds
Total Expenditure	£173,741 One hundred and seventy three thousand seven hundred and forty one pounds
In-Year Surplus/(Deficit)	(£128,783) (One hundred and twenty eight thousand seven hundred and eighty three pounds)
Surplus/(Deficit) Brought Forward	£156,882 One hundred and fifty six thousand eight hundred and eighty two pounds
Cumulative Surplus/(Deficit)	£28,099 Twenty eight thousand and ninety nine pounds

'D' (School Direct) Budget

Total Income	£25,550 Twenty five thousand five hundred and fifty pounds)
Total Expenditure	£581,400 Five hundred and eighty one thousand four hundred pounds
In-Year Surplus/(Deficit)	(£555,850) (Five hundred and fifty five thousand eight hundred and fifty pounds)
Surplus/(Deficit) Brought Forward	£580,928 Five hundred and eighty thousand nine hundred and twenty eight pounds
Cumulative Surplus/(Deficit)	£25,078 Twenty five thousand and seventy eight

		Action
	pounds	
6.	<p>Policies for Approval</p> <p>The Mobile Devices policy, which had been reviewed by the Resources Committee and recommended to the governing body for approval, was approved unanimously.</p> <p>It was agreed unanimously to adopt the changes to the MoPP related to:</p> <ul style="list-style-type: none"> ○ Paternity Leave Policy and How To Guide ○ Restructure and Reductions How to Guide and FAQs ○ Time Off Guidance and Supporting Employees with Caring Responsibilities How to Guide ○ Flexible Working Policy ○ Safeguarding: Replacement of TRA Employer Access for schools 	
7.	<p>Update on Academisation</p> <p>The Headteacher advised that, following publication of guidance from the Diocese, two academy trusts, SFET and UniWAT, had asked about the school's progress, and it was agreed that this should be discussed in more detail at the next meeting and that information for governors' consideration would be put together.</p> <p>It was noted that, if a decision to convert to an academy was taken, approval from the Diocese would be needed before it could be taken forward. Ideally, the Diocese would like schools to join the Diocesan MAT.</p>	Clerk – agenda/FW/WG/FJ
8.	<p>Monitoring Grid Update</p> <p>In RS's absence, it was agreed that this should be carried forward to the next meeting.</p>	RS/Clerk - agenda
9.	<p>Chairman's and Clerk's Items</p> <p>9.1 Parent Governor Election</p> <p>The letter advertising the vacancy has been sent out with a closing date for applications of 7 June. A number of application forms have already been requested.</p> <p>9.2 Hampshire Services for Schools/GovernorHub</p> <p>The Headteacher confirmed that, as negotiated by a cluster of local schools, the school would pay £150 per year to continue to subscribe to GovernorHub.</p>	
10.	<p>Training</p> <p>10.1 Training Booked/Undertaken</p> <p>It was noted that JR has booked to attend HT Performance Management training in September.</p> <p>10.2 Date and Topic for Whole Governing Body Training</p> <p>It was suggested that a session on Governing Body Self-Evaluation should be arranged and the Chair will discuss this with RS.</p>	JM/RS
11.	<p>Governor Visits</p> <p>RZ's report on monitoring of the SATs on 15 May had been circulated before the meeting and was noted.</p>	
12.	<p>Correspondence</p> <p>There were no items of correspondence to note.</p>	
13.	<p>Any Other Business</p> <p>The Headteacher advised that the school had been chosen to be moderated for Y6</p>	

		Action
	writing.	
	Date of Next Meeting The next meeting will take place on Tuesday 9 July at 6.15pm.	

The meeting closed at 7.35pm

Signed: (Chair of Governors) Date:

Action Report – 21 May 2024

Ref	Action Report	Action	Status
17.03.22	4 – Headteacher's Report	JM and RS to review and update governor job descriptions.	Ongoing
05.12.23	4 – Headteacher's Report	JR and BG to review information on Ethos and Values on the website.	Ongoing
05.12.23	11 – Training	BG to send slides from training on the Effective Use of Pupil Premium to the Clerk.	Ongoing
19.03.24	1 – Apologies for absence	JM to contact Beth Gough to discuss when she may feel able to return to the governing body.	COMPLETED
19.03.24	3.2 – Actions	ALL to attend pupil progress meetings at 8.15am on 25 and 27 March if they were available.	COMPLETED
19.03.24	4 – Headteacher's report	FW and SB to discuss the content of a letter specifying the level of support for behaviour schools can reasonably be expected to provide to be sent to the other Headteachers.	Ongoing
19.03.24	7 – Excellence Plan	SB to take a governors' self-evaluation process forward.	Ongoing
19.03.24	8 - Academisation	FW and WG to feedback on the briefing from the Diocese	COMPLETED
19.03.24	9 – Monitoring Grid	<ul style="list-style-type: none"> • JM to circulate the report from meeting on filtering and monitoring with the School Business Manager. • SB to take monitoring of safeguarding forward. • RS to update the grid. 	Ongoing COMPLETED
19.03.24	10.1 – Governing Body Membership	RZ to take filling the remaining Parent Governor vacancy forward with the Chair and Headteacher.	COMPLETED
19.03.24	11.3 Skills Audit	ALL to return completed pro-formas to RS by 25 March.	COMPLETED
21.05.24	3 – Actions	FJ to share the monitoring and filtering checklist with the Chair.	New action

21.05.24	6 – Resources Committee	FW to contact the parent group promoting a ban on smartphones for information on the national campaign for publication on the website. ALL to consider attending the next information session at 7.30pm on 9 July 2024.	New action New action
21.05.24	7 – Update on academisation	FW/WG/FJ to put information together for discussion at the next meeting.	New action
21.05.24	8 – Monitoring Grid	RS to update in readiness for the next meeting.	New action
21.05.24	10.2 – Date and topic for WGBT	JM to discuss governing body self-evaluation with RS.	New action