



# Federation of St Nicholas C of E Middle School & Pinvin C of E First School

Local Advisory Board Meeting

Minutes 18<sup>th</sup> May 2021 at 6:00 pm (via Microsoft Teams)

<p><b>Present:</b> Trevor Knight TK (Chair) John Gardener JG Richard Elliott RE Victoria Clarke VC Claire Lording CL</p>	<p>Lucy Thornton - LT Lucy Smith - LS Sandra Jennings SJ Head Suzanne McSwiney - CG Clerk to Governors Niki Smith – NS – Federation Business Manager</p>
--	--

OPENING PRAYER given by Rev Claire Lording	
1	<b>Welcome / apologies</b>
	Meeting commenced at 6.00pm - Welcome by TK Apologies from Karen Broughton
2	<b>Items to be raised under Any Other Business</b>
	<p>Leavers gifts – It was agreed that a bible and dictionaries will be given to Y4 children. It was agreed that Leavers journals should be given to for Y7 children and those leaving at the end of Year 6 It was also suggested that mugs and hoodies could be provided for Y7 leavers if parents were willing to contribute. No other AOB</p>
3	<b>Declaration of Interest in Agenda Items</b>
	No interest to declare
4	<b>Minutes</b>
	<p>Minutes of meeting held on 23.3.21 received and approved.</p> <p>Matters Arising - TK had circulated draft terms of reference for the proposed working groups originally discussed but asked for Governors to reflect on whether these separate groups were still needed. Governors agreed there was a risk these groups could create duplication and whilst the business of these proposed groups remained important, it would be more effective to include these as themes within full LAB meetings and, if necessary, schedule additional LAB meetings to accommodate this.</p> <p>It was agreed that a separate Finance and Resources group would still meet, however. RE also mentioned Pay Committee. TK had proposed to incorporate this within the Finance and Resources Committee but would review whether this was appropriate.</p> <p>Governor of the Month/Meet the Governor – TK noted that some Governors had missed their dates for submissions of brief newsletter articles. He would recirculate the list with further suggested dates.</p>
	<p><b>Action</b></p> <p>NS/SJ to look at costs and arrange</p> <p>CG to add Minutes to Governors Website</p> <p>TK/CG to incorporate the key working group themes within agendas of future LAB meetings.</p> <p>TK to review position of Pay Committee.</p> <p>TK to circulate updated dates.</p>

5	<b>Budget and Finance</b>	<b>Action</b>
	<p>NS went through budget figures – The Middle School forecast was much improved because of the impact of additional income and expenditure savings and looking at a likely small surplus which is a significant turnaround. The First School budget position had also improved but a significant deficit remained.</p> <p>NS confirmed that she was working on the budget for 2021/22 and, as part of this, would be looking into reviewing contract fees to reduce future costs. The proposed budget would need to be considered and approved at the next LAB meeting arranged for 15<sup>th</sup> June 2021.</p> <p>Following the last meeting TK had contacted DoWMAT asking that any relevant DfE funds for costs incurred due to Covid be transferred to the Federation’s budget and had been informed this would happen at the end of the financial year. There was some question whether the indicated transfer was accurate, and NS mentioned that she had written to Claire Rushton (DoWMAT) for breakdown of figures to clarify.</p> <p>TK and SJ thanked NS for her work in managing the budget and providing detailed information to the LAB. NS left meeting at 18.48 hours.</p>	<p>NS/SJ to complete draft budget proposals for consideration by LAB on 15<sup>th</sup> June.</p> <p>NS would chase and inform TK.</p>
6	<b>Head Teacher’s Report</b>	<b>Action</b>
	<p>HT Report had been circulated prior to meeting and SJ went through the points in detail covering items including attendance data, safeguarding issues, progress on school improvement and curriculum development plans and staffing issues.</p> <p>JG asked about the number of trained mental health first aiders. SJ confirmed that across the Federation there will be six which should be sufficient.</p>	
7	<b>School Restructure and Projected Pupil Numbers</b>	
	<p>SJ and TK updated Governors on the ongoing consultation with staff and unions in relation to proposed staffing changes. A decision meeting was scheduled for 17<sup>th</sup> May to decide on requests for voluntary redundancy and potential compulsory redundancies, however two other staff have been offered posts in other schools and so it may be that compulsory redundancies can be avoided.</p> <p>There had been no further developments regarding the future direction for schools in the Pershore pyramid as a Worcestershire County meeting originally scheduled for 6<sup>th</sup> May had been cancelled. Governors discussed potential scenarios for the Federation school and would return to this item at the next meeting.</p> <p>There had been no change in projected pupil numbers for 2021/22.</p>	<p>CG/TK to add to the agenda for the next meeting.</p>
8	<b>Governing Body Review and Governor Monitoring</b>	
	<p>TK reminded Governors to write up reports of monitoring visits and submit to SJ.</p>	

9	<b>Concerns to Discuss</b>	
	<p>Governors noted that a parent had put in formal complaint regarding the school not allowing his child to wear a hoody. TK had responded confirming that hoodies were not part of the school uniform as outlined in the school uniform policy.</p> <p>A parent had requested that there should be a leavers ceremony for Y6 children who were leaving. TK and SJ had responded to explain that formal leavers events were for the whole cohort of children finishing their time at middle school at the end of year 7. However, arrangements will be made to appropriately recognize those children leaving at the end of year 6.</p> <p>Staff and Pupil Wellbeing – TK, JG and SJ attended a recent wellbeing awareness event. Wellbeing is important issue for all organizations; the Governing Body was aware there were wellbeing issues for Federation staff and pupils and re-enforced its commitment to support the school in addressing these.</p> <p>SJ reported that a few pupils wellbeing issues had arisen and appropriate support had been put in place. She also indicated that staff morale was a challenge in both schools because of the circumstances of the last 12 months with the impact of the COVID and lockdown, the significant work that staff had undertaken, the recent staff consultation and the uncertainties regarding the future direction of the Pershore Pyramid.</p> <p>It was agreed that to establish a Governor wellbeing lead and CL was suggested for this role. VC also offered to help in this area.</p> <p>TK also suggested holding a staff and governors meeting/social event before the end of school year.</p>	TK to discuss with CL.
10	<b>Rapid Improvement Plan</b>	
	<p>Governors noted the RIB minutes of 13<sup>th</sup> May and TK and SJ gave brief verbal reports on the meeting. The Rapid Improvement Board continued to be impressed with the progress and improvements across both schools.</p>	
11	<b>Policies and Key Documents</b>	
	<p>Following the recent parent complaint, Governors reviewed the current School Uniform Policy. It was agreed that the policy remained fair and appropriate and was reapproved. It was agreed that it should be clarified that children could wear hoodies on official non-uniform days and for other agreed special events or circumstances.</p> <p>Governors had been asked to consider the Marking and Assessment Policy and send any comments to SJ or TK in the next week.</p>	
12	<b>Any Other Business</b>	
	No AOB	
13	<b>Date and Time of Next Meeting</b>	

Next meeting scheduled for 15<sup>th</sup> June 2021 at 6 pm via  
Microsoft Teams

TK thanked everyone for attending the meeting -  
Meeting concluded at 8.05 pm.