



Full Governing Board Meeting

Thursday 29th April, 2021, 5pm, virtual

FGB						
Date	29.04.21 5pm	Location		Virtual via Google Meetings		
Governor name	Initials			Present	Absent With apology (sanctioned)	Absent without apology (not sanctioned)
Su Carey	SC	Co-Head		Y		
Faye Poynter	FP	Co-Head		Y		
Warren Thornton	WT	Staff		Y		
Chris Galloway	CG	Co-Opted			Y	
Chris Townsend	CT	Co-Opted			Y	
Donna Wright	DW	Co-Opted	Chair	Y		
Mike Hunt	MH	Co-Opted			Y	
VACANT	-	Co-Opted	-	-	-	-
David Spelman	DS	Foundation		Y		
Caroline Raby	CR	Foundation			Y	
VACANT	-	LA		-	-	-
Andy Isaac	AI	Parent		Y		
Debbie Radley	DR	Parent		-	Y	
In attendance:						
Natalie Stanbury	NS	Clerk		Y		

Being the best we can be - committed to making a difference		
	Item	ACTION/ DECISION
1	<p><b>Welcome and Apologies</b> Apologies were sanctioned as above. The meeting was quorate.</p>	
2	<p><b>Declarations of interest</b> Governors must declare an interest and leave the meeting when the appropriate item is dealt with.</p> <p>Current declarations are <a href="#">here</a></p> <p>No new declarations noted.</p>	
3	<p><b>Matters arising:</b></p> <p><b>ACTION</b> - NS to provide the necessary paperwork, begin the process of DBS checks, update the website and all relevant databases. In process.</p> <p><b>ACTION</b> - DW to make arrangements with Louise Richards for the submission of the SFVS. Complete.</p> <p><b>ACTION</b> - Relevant Governors to agree and complete the governor financial skills matrix. Complete.</p> <p><b>ACTION</b> - NS to place new policies on the website as appropriate. Complete.</p> <p><b>ACTION</b> - NS to draft H&amp;S Policy and send to SC and AI for adoption. SC and AI to agree.</p> <p><b>ACTION</b> - NS to place the January FGB minutes on the website. Complete.</p>	
4	<p><b>Business brought forward by the Chair</b> Any urgent business to report not already on this agenda.</p> <p>No business brought forward.</p>	
	<p><b>To discuss and agree the budget (5 year plan) including the agreement of all bought in services.</b></p> <p><a href="#">Budget Plan 2021-2022</a></p> <p>Governors thanked both the Heads and Louise Richards for their work on the budget plan.</p> <p>Governors asked about the assumptions the plan was based upon and the implication on school finance. Head's explained the rationale for the assumptions in the budget – as discussed in previous meetings numbers are reduced, particularly at Berry Harbor due to current</p>	

restrictions and health and safety factors with regards to COVID. Heads are not prepared to compromise on safety at this time – this will inevitably have an effect on the budget.

Governors asked – can we discuss progress on the actions to remedy this? Heads explained:

- Conversations with our finance adviser and FIPS continue
- Governors noted that cost of staffing is high and Heads explained this is one of the things being discussed with our finance adviser – as noted at the last meeting under SFVS and benchmarking discussions - County are happy for us to continue with the current staffing structure – changes are being made to the general teaching structure where possible – ensuring any changes do not have a detrimental effect on teaching and learning – we will continue to work with FIPS.
- We continue to push for funds to be made available to us resulting from the 106 agreement at West Down. This situation continues and we await a new agreement to be agreed and signed between DCC, NDDC and Acorn SW.
- We await a decision from FIPS on securing additional funding for buildings at Berry Harbor.
- After school provision continues to be reviewed but governors were aware that closing the provision could have a negative effect on numbers if we were to close this service.
- Governors asked about teaching costs - why do teacher costs go up and then down? We have built in a 2.75% increase for Sept 21 only as Devon has advised. The assumption is that if staffing cost go up in future years this will be offset by an increase in budget income

Since the meeting governors asked:

- The catering income doesn't cover the cost of running a meals service - is this correct? Do we need to do anything about this? The catering service has always needed budget share income to top it up. This is the reason that lots of schools had closed their school kitchens before the introduction of Universal Infant Free School Meals (UIFSM). Since the introduction of UIFSM the budget share contribution to the catering costs has reduced. Lou keeps a record of catering income and expenditure - see below (the 20/21 sheet is less useful because for covid school closures). So in 19/20 our budget share topped up the catering budget by just under £3K (this is for both school kitchens). We haven't reviewed options for a while but last time we looked - a managed catering service was significantly more expensive and less flexible. Providing meals to both schools from one kitchen was more expensive due to travel time and costs (and the meals would not be as nice). The only way found in the past to reduce costs is to increase the number of children taking meals or to increase the cost of paid meals as long as this doesn't impact on take up. We can promote

	<p>school meals again ready for the new school year (although meal numbers are already good at the moment) and governors could review the cost of a school meal.</p> <p>Governors also noted the following additions to our income this year:</p> <ul style="list-style-type: none"> <li>• we qualify for sparsity funding this year – welcome addition to our income.</li> <li>• We will be using some of the apprenticeship levy we have contributed to due to having a member of staff currently on apprenticeship</li> <li>• Travel costs are lower due to less travel during the pandemic</li> </ul> <p>Governors asked Heads to confirm what plans are in place or carry forward in the first two years – carry forward will be used to underpin our commitments for years 3-5. Again – we continue to seek a long term solution to longer term risk in our budgets due to buildings constraints.</p> <p>DECISION - Governors discussed all bought in services and agreed to contract these as outlined in the budget as in previous years.</p> <p>DECISION - Having discussed the assumptions the budget is based upon – governors agreed the budget plan as discussed in the meeting and referenced above.</p>	<p>DECISION – Agreement of bought-in services</p> <p>DECISION – Agreement of 5 year budget plan</p>
<p>6</p>	<p><b>Update on Community Partnerships</b></p> <p>Held confidentially in Part 2. Minutes will be distributed securely at the next FGB.</p>	
<p>7</p>	<p><b>Agree the minutes of the previous meeting</b> <a href="#">25.03.21</a></p> <p>These were agreed as an accurate and true record. They will be signed at the next face to face meeting.</p> <p>ACTION – NS -minutes of the 20<sup>th</sup> May 2020 meeting will be agreed at the next FGB to include the spending decision for chromebooks.</p>	<p>DECISION – minutes of the previous meeting agreed.</p> <p>ACTION NS</p>

8	<p><b>How have we ensured and assured we are fulfilling our 3 core roles?</b></p> <ul style="list-style-type: none"> <li>• <b>Ensuring clarity of vision, ethos and strategic direction;</b></li> </ul> <p>Setting the 5 year budget, ensuring talks continue with our finance adviser and FIPS</p> <ul style="list-style-type: none"> <li>• <b>Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff;</b></li> </ul> <p>Ensuring teaching and learning objectives are met despite our financial position</p> <ul style="list-style-type: none"> <li>• <b>Overseeing the financial performance of the organisation and making sure its money is well spent.</b></li> </ul> <p>Agreeing the 5 year budget, scrutinising plans for spending, assuring ourselves assumptions are sound and realistic, discussing the long term plans for our financial health, discussion of community partnerships available to us.</p>	

**DECISION** – Agreement of bought-in services 2021-2022

**DECISION** – Agree the 5 year budget plan 2021

**ACTION** - NS to draft H&S Policy and send to SC and AI for adoption. Drafted - SC and AI to agree.

**ACTION** – NS -minutes of the 20<sup>th</sup> May 2020 meeting will be agreed at the next FGB to include the spending decision for chromebooks.

