



**Rossett Acre Academy RKL
Meeting of the Governing Body
on Monday 14 March 2022 at 6.30pm in school**

Present: Natalie Jones (Vice Chair), Joe Masterson, Sam Moncaster, Carolyn Nimick, Corrine Penhale (Head), Stuart Pierce.

In Attendance: Patrick Boreham (Trust Accountant, online), Kirsty MacNair (School Business Manager), Kate Woodcock (Deputy Head) and Susan King (Clerk)

- a. Ensuring clarity of vision, ethos and strategic direction;
 - b. Holding the headteacher to account for the educational performance of the school and its pupils;
 - c. Overseeing the financial performance of the school and making sure its money is well spent.
- Agreed by Governors

Item No	Minutes	Action
1.	<p>Welcome and apologies Apologies were received and accepted from Shayne Hewlett (Chair). Natalie Jones, Vice Chair took the Chair in his place.</p>	
2.	<p>Finance and Health and Safety reports Finance The financial monitoring documents with detailed notes were circulated prior to the meeting. PB appeared online and reported on the Rossett Acre financial situation. The following main points were noted.</p> <ul style="list-style-type: none"> • The school is performing worse than expected with a deficit of £1,741 rather than the expected surplus of £10,180 • This is due to a drop in income mainly from Fun Club and deferred sports funding funds. There has also been an increase in staffing costs for agency staff due to Covid 19 and other illnesses. • Expenditure is doing well with underspending in the majority of areas. • Following a meeting with the Head, a re-forecast has been made which includes dropping the income expected from Fun Club and raising supply staff costs. • The reserves ratio against the GAG is still within the range the Trust expects so the situation isn't too worrying. • It is expected that the monthly figures should now be in line with the new forecast expectations. <p>Q: What are the reasons in the drop in Fun Club income? A: Parents working more flexibly and less need for after school care. Q: Do you expect this to get better? A: It's hard to predict with more flexible working but it is hoped that there will be more income from new reception children in September. Q: What are the commercials with the Fun Club contract? A: We don't charge rent but with get a proportion of the profits.</p>	

	<p>Q: What are the issues with staffing? Covid 19 and other illnesses but also very difficult to recruit teaching assistants and teaching staff so there is an increased reliance on agency staff which are very expensive.</p> <p>Q: How many vacancies have you got for teaching assistants? Two but there may be more following new Educational Health Care Plans (EHCP) recently submitted and about to be submitted.</p> <p>Q: Do we qualify for DFE funding? A: We are looking into this and will apply after Easter if we qualify.</p> <ul style="list-style-type: none"> • A governor commented that he was aware that obtaining supply of teachers across the Harrogate district was very difficult. The Head reported that one of the Nurture Team was also absent due to sickness. • PB explained in detail what changes had been made to produce the re-forecast. <p>Q: What percentage was the finders fee? A: 20% of the full salary. It was deemed worth it to avoid paying the agency fees for ongoing agency staff.</p> <ul style="list-style-type: none"> • PB reported that the next report for governors will have more information regarding gas and electricity costs which will need adding to the Year 3 forecast. The Head reported that as a result of the energy hikes, the Trust was investing in LED lighting and solar panels for all schools. As schools were different sizes, the benefits from the solar panels would likely be spread equally across all schools in the Trust. These plans would mean that the second part of the roof would not be completed as planned this year. <p>Discussion took place regarding heating savings and the school Eco group which was very watchful of energy savings.</p> <p style="text-align: right;">PB left the meeting</p> <p>Health and Safety</p> <p>The School Business Manager reported on Health and Safety. A report was circulated prior to the meeting. The following main points were noted.</p> <ul style="list-style-type: none"> • The new fencing would hopefully be erected the following week. The Trust had agreed to pay the majority of the cost for this. • Reporting to DfE is now weekly and not daily regarding Covid 19. Staff are also not required to test twice a week now. • The car park potholes had now been repaired. • A decision regarding how much cleaning will be needed will be taken following the Easter holidays. • A member of catering staff (employed by Taylor Shaw) is likely to be leaving and will be a big loss to the school. <p style="text-align: right;">KM left the meeting.</p>	
3.	Urgent Business: None received.	
4.	Declarations of interest: None raised.	
5.	Confidentiality: Following the meeting, two bullet points under item 8 were identified as being needed to be confidentially minuted. It was noted that the meeting was confidential and that confidential items were minuted separately.	
6.	<p>Minutes of the meeting on 6 December 2021</p> <p>The minutes of the meeting held on 6 December were approved with the following amendments.</p> <p>Item 3: first governor question amended to:</p> <p>Q: How do you use the recovery premium? A: It is used for extra Teaching Assistant time in two high needs classes to target specific children and pupil premium children.</p>	

	<p>Item 20/Safeguarding: first line amended to 'Part Two of Keeping Children Safe in Education.</p> <p>The hand-amended minutes were signed for the file and the Clerk would alter the electronic final minutes for the website.</p>	Action Clerk
7.	<p>Matters arising from the previous minutes</p> <ul style="list-style-type: none"> • Link governors: NJ agreed to be the PE link with help from SP. The Clerk would update the Link Governor document and send it to the Head for her to update the contacts for the links. • Business interests: It was noted that Catie Bradbury was dealing with these electronically. • School catchment area: The Head reported that she had received a report on the catchment area of Rossett Acre from Sue Turley. It outlined that the school can propose a change which would need a consultation process to start this September. However, changes were rarely made. Lengthy discussion took place and it was agreed that the Head would discuss this with the CEO. 	Action Clerk/ Head Action Head
8.	<p>SEN and Pupil Premium Update</p> <p>The SEND (Special Educational Needs and Disability) report was circulated within the Headteacher's Report prior to the meeting. The Deputy Head summarised the following main points.</p> <ul style="list-style-type: none"> • The Deputy Head had met with SP, the link governor. • Since the report, an EHCP had been granted but with a lower band, so an appeal had been made to ask for more funding. • Three more EHCPs were currently being assessed. It had been found that if a parent submitted their own child's EHCP they were coming through quicker. A governor commented that, in his experience, using the GP also had good results. • Confidential bullet points minuted separately 	
9.	<p>School Development Plan (SDP)</p> <p>The Head reported that the SLT had met regarding the SDP earlier that evening. They were still working on it and a few areas had not been started yet due to Covid 19 and staff issues.</p> <p>The Mental Health Award will be deferred now until next year, however, staff were still accessing courses this year. The Science Quality Mark has been on hold but is about to be submitted. The RED Award for Equality was a focus at the moment. Q: Who is the Mental Health Lead in school? A: The Head and Deputy Head.</p> <p>Once the SDP had been updated, it would be circulated to governors.</p>	Action Head
10.	<p>Head Teacher's Report</p> <p>The Head Teacher's Report had been received prior to the meeting. The following further points were noted.</p> <ul style="list-style-type: none"> • The data headlines included in the report were a snapshot of where we are, at the moment. <p>Q: How confident are you of the Y6 statistics which are forecasting 100%? A: A number of SEN children are not included in this snapshot and Writing may not achieve 100% but according to the assessments carried out, this is where we are at the moment.</p> <ul style="list-style-type: none"> • Writing has taken the biggest hit due to the pandemic. • Y1 are closely monitored in terms of all areas. Support staff have been 	

	<ul style="list-style-type: none"> Y6 children were learning about civil rights and civil right poetry. On the Open Doors website there were poems published from Rossett Acre children. <p>Q: Are we promoting the positives about what the children are doing? A: Yes, we will look into doing some promotion, perhaps starting with the support for Ukraine.</p> <p>Discussion took place regarding the school's Facebook page and how governors could help to get Facebook discussions going. The Head would discuss this with the SBM.</p>	Head/ SBM
11.	<p>Risk Register</p> <p>There had been no change since last time it was reviewed.</p>	
12.	<p>Three/Five Year Strategy</p> <p>There had been no change since the last meeting where it was discussed.</p>	
13.	<p>Policies</p> <p>The following policies were circulated prior to the meeting.</p> <ul style="list-style-type: none"> Children with health needs who cannot attend school Teaching and Learning <p>It was confirmed that there were no significant changes to the policies and governors approved them.</p>	
14.	<p>Board vacancies</p> <p>It was noted that there were two vacancies for Trust appointed governors. At the recent meeting between the CEO, Vice Chair and Chair, the CEO had agreed it would be a good idea to try and get an experienced governor from one of the other schools to join Rossett Acre's LGB.</p>	
15.	<p>MAT update</p> <p>At a recent meeting, the agenda included transforming learning, individual devices, a new coaching model.</p> <p>The Youth Board meeting has been postponed. This was for pupils across all the schools.</p> <p>The Head reported on the recent ASCL conference which had been very inspiring especially the talk by Nicholas Hamilton.</p>	
16.	<p>Governor training</p> <p>SP reported that he had attended the introduction to governance and would be willing to distribute the slides from that. This was agreed with thanks.</p> <p>SP had also attended the SEND training.</p> <p>Governors were also asked to come into school and visit their links whenever possible with prior arrangement. The Link Governor document would be updated and sent out.</p>	<p>Action SP</p> <p>Action All</p>
17.	<p>To note any governor correspondence received</p> <p>The Chair had dealt with recent correspondence.</p>	
18.	<p>Any other business</p> <ul style="list-style-type: none"> Finance education: CN, the staff governor reported that she was currently caretaking Financial Education - Centre of Excellence within school. With 	

	<p>the Pupil Voice Ambassadors (PVA) and following consultation with other pupils, they were hoping to set up a healthy tuck shop within school.</p> <ul style="list-style-type: none"> • Jigsaw maths study: The school had agreed to take part in this study and would receive £750 once the final assessments were completed. • East Barnby: The Head reported that the costs for this trip had risen and outlined how the school finances such trips when some families are unable to pay. Discussion took place about possible ways to finance trips. • Meeting with CEO: It was noted that the Chair and Vice Chair had met with the CEO of Red Kite. It was agreed that he would be invited to a future meeting of the LGB. 	Action Head
19.	Date for next meeting Monday 23 May 2022	
	The meeting finished at 8.35pm.	
	Signed: Dated:	