

	1. Budget Monitoring update	
	<p>1.1 Reports and carry forward update given by Finance Manager DW noted that the staff pay rises had been applied, so the figures are more realistic, particularly when compared to the previous report. Year end position is also now more realistic due to the update. Carry forward is considerably higher, £197,000 instead of £85,000. Reasons for this include: *Additional grants related to COVID received. *Nursery pension grant (received because Nursery has to be run by a fully qualified teacher) *High needs block for pupils with EHCP's has been higher than received. *Additional Pupil Premium funding. Noted that budget plan is always based on pupils present at the time, so does fluctuate depending on funding streams going in and out. DW noted that the Universal infant free school meals funding had reduced but means tested free school meals had increased. Noted that both can't be received, so if Year 2 child is eligible for means tested FSM, their universal FSM is removed. Commented that the school is spending money as planned, just that the aspects mentioned above have changed the landscape slightly.</p> <p>CC asked if the grants received related to Covid would be audited. DW replied yes, school led tutoring will need to be reported on in every census. Will get collected back if not spent. Covid recovery fund has to be on the website, in terms of outbreak management fund, I don't think we have to declare/report in anyway. Outbreak management is to cover things like supply costs to allow the school to remain open and operate.</p> <p>1.2 Authorisation to purchase school van in this financial year Budget plan allocated £10k next year to replace the school van. Requesting permission from Governors to sign off purchase of a new van this year, instead of April. Van is due a MOT next month, seems ridiculous to spend money on a van this Christmas that will be replaced in April. Governors voted unanimously to purchase of van this financial year. DW to arrange requisition form to be signed by Chair. TP requested that the new van include West Croft logo.</p> <p>1.3 Wrap around care provision – budget and policy approval Reports and budget plans had been circulated to Governors prior to the meeting, prepared by DW.</p> <p>Since CanPlay (Athos) announced his retirement, we have been investigating as a school the wrap around provision we could offer, as it is felt that it is very much needed for our families.</p> <p>Provision will be Governors responsibility, as it can not be supported by the main school budget. Has to be a stand alone entity.</p>	

KK asked for clarity around what Governor responsibility fully meant.

TP explained that the provision will be Governors responsibility but can be delegated to school for the practical aspects (to source staff etc)

DW added that the provision had to be completely funded separately which is where the Governor responsibility comes in. Will be managed in house initially, so it will be my responsibility to prepare reports etc but your responsibility to monitor. Can't let it go into deficit.

TP proposed wrap provision be a standing item on agendas.

KK questioned what the notice period to terminate was, if financially not viable. Need the ability to terminate quickly if needed.

DW replied that she wasn't sure of an exact time period, WSmart had indicated a couple of terms to settle in. There will be a time period of notice for parents I'm sure – will find out. Staff will be issued separate contracts so that will not be an issue.

KKeller asked if there was any evidence previously if the provision was financially viable.

DW explained that the provision had never been run in house before, I know that Athos doesn't make a huge profit but his costs are low.

KKeller noted that it has to be weighed up with how attractive it makes the school, especially to working parents. Good idea.

DF explained that the decision had been taken to initially run in house, removed the manager aspect to reduce the cost. Will help get the provision set up.

DW agreed, adding, it's the best way to set it up, so that it is as we'd like it as a school. Once established it can then be handed over to someone to run externally.

JE asked if the school was charging for the use of the hall.

DW replied yes, we can, can charge a set fee, will transfer cost of mine and DF's time to wrap budget line. Can do for hall and electricity etc. Not fair to do it for the first two terms though, while the provision becomes established. Can review each year.

JE questioned if the deficit of the provision was the same amount being charged for the hall, would that be considered?

DW responded yes, wouldn't charge anything that meant the provision was in the red.

KK asked for clarification of what needed to be agreed.

DW confirmed; financial budget proposed. Should numbers drop below the 50% monitor very carefully.

Agree that it is Governor responsibility and can't be financial supported by the school.

Agree to submit business plan to County. (Should come back next week after being submitted to W.Smart)

Agree to £250 school fee for time and no heat/water etc first term.

Governors agreed proposal above. Provision to be set up and established for two terms and then reviewed.

DW noted that the provision didn't currently include Nursery pupils. Uptake of Nursery children was small, especially compared to cost associated due to ratio's needed. Reception to Year 6 agreed for first term and provision only during term time. Will be a

	<p>like for like replacement for current provision being offered by CanPlay.</p> <p>DF added that the Wrap Around Care Policy also needs to be ratified. Policy has been reviewed by DW, EP and TP, but CM and LJ are still outstanding. Can send as current is, if everyone in agreement of this.</p> <p>Clerk to email policy via email with meeting notes. Email trail to agree policy to be filed.</p>	<p>Clerk to email Wrap Around Care Policy to Governors for ratification.</p>
<p>2. Headteacher Update</p>		
	<p>2.1 Termly headteachers report Report circulated to Governors prior to the meeting.</p> <p>CL submitted the following questions/comments: I appreciate it may take time to find a qualified outdoor learning practitioner but is it not possible to recruit a TA and admin assistant before February half term? TP noted that the wording in his report was misleading. Meant after Christmas break, not in February as 'after half term' implies.</p> <p>How do formal absence meetings work? Does everyone who has been absent have a return to work meeting regardless of the length of absence? EP explained that all staff have a return to work form completed with them, regardless of how long they have been absent or the reason. Formal absence meetings are a different process and are conducted when an absence meets a trigger point of the managing sickness and absence policy. Not all staff qualify for an absence meeting every time they absent.</p> <p>It is good to see all the in-house training and development happening. Are PSHE, RE and MFL being consistently delivered? TP replied; yes. PSHE, RE and MFL being consistently delivered via twilight training. Monitoring for subject leaders hasn't taken place due to staff absence.</p> <p>Has AR reading data improved? Assume this is an area that will be looked at on 7th December? TP explained that CM had analysed the star reader tests and improvement was shown. Direct correlation between one to one reading. KK questioned what the external visitors on 7th December would be specifically looking at. TP replied that BMurray would now not be involved. Now Tanya – SEN advisor would be visiting with JDymond, looking at Kiwi room and provision. KK clarified that it was no longer a full e-visit. TP – no still key areas of improvement only.</p> <p>Thanks for providing the Safeguarding and Child Protection data. It helps to be aware of the challenges faced at West Croft and what the SENDCo is doing to address these.</p>	

	<p>DF asked why the recent adverts placed for staff (3 adverts) were advertised as one permanent and the other two temporaries. Implies that a decision has been made about the staffing structure for September 2022, even though staff are being told that the structure is still in discussion.</p> <p>TP responded that the Outdoor Learning Practitioner is part of his proposed new structure, so it was agreed this would be advertised as a permanent role.</p> <p>DF countered that it does imply that a decision has been made about specific roles though, implies that some are more important than others.</p> <p>TP replied that HR advise had been sought and it was indicated that because the other roles advertised were still under discussion and an Outdoor Learning Practitioner was highly likely to be agreed under the new structure, it could be advertised as a permanent position. There was also some discussion around the calibre of candidates that could be recruited under a permanent role. Might be slightly higher quality.</p> <p>KK commented that as long as it could be justified that forest school was honestly that valuable to the school and therefore pupils that was fine, but should we be advertising permanent positions in current financial situation? Have questioned this myself.</p> <p>TP – yes in my opinion.</p> <p>DF noted that he his comment was not reflective on the position of Outdoor Learning Practitioner. Just round consistency and fairness, the working party are supposed to still be agreeing the plan but one decision has clearly already been agreed.</p> <p>CC added that a pragmatic approach was needed. There is a lack of children in the area, we don't want them to chose other schools above ours. Need to think about what makes our school unique and special and advertise and market as a unique selling point. Forest school provision is one of those things.</p> <p>KK noted that it was a good opportunity for the next leader to make it their own.</p> <p>TP agreed, I really want to take it to the next level. We have great facilities. Could offer other schools our grounds etc.</p> <p>CC clarified if that included a new climbing frame.</p> <p>TP replied yes, new climbing frame was top of the pupil survey so is in process.</p> <p>TP noted that since his Headteacher report there had been a few more resignations, so will inform staff and Governors formally via email.</p> <p>2.2 Agree term dates for 2022 – 23 academic year TP noted that term dates had been aligned with Bideford College where possible, for ease of families. 2022-23 Academic Term dates unanimously agreed.</p>	
	<p>3. Governor Reports</p>	
	<p>3.1 Health & Safety Report Report produced by JE circulated to Governors prior to the meeting.</p>	

	<p>JE noted that Covid was of course still causing issues but DF, JP and PS do a great job. Noted the hygiene rating and review conducted on the kitchen. Well done to the team – new kitchen manager is doing a great job.</p> <p>3.2 Non-pupil day feedback from start of term Report by CL circulated to Governors prior to the meeting.</p> <p>3.3 Feedback from recent staff exit interviews Chair agreed that as MM and CL were not present and were supposed to be leading this item, it would be moved to the next agenda.</p> <p>3.4 Budget/staffing restructure update Chair noted that there was still lots of work to be done. Work in progress to make sure year 3 balances. Need to have another working party before commenting again. TP and CM going to have another look at structure and bring back to working party.</p>	<p>Clerk to add feedback from recent staff exit interviews to next agenda.</p>
<p>4. Policies</p>		
	<p>4.1 Charging and Remissions Paragraph regarding proposed wrap around provision discussed above added. <i>Policy unanimously agreed.</i></p> <p>4.2 Behaviour Policy Chair asked if there was any feedback from staff. TP confirmed policy was emailed to staff and Governors with a request for feedback. DF noted that he had raised a point regarding each class having their own reward system. Doesn't help staff who aren't based in a class give rewards. TP noted that clarification had been given around Dojo points. <i>Policy unanimously agreed.</i></p> <p>4.3 Update to Safeguarding policy Small amendment since policy was last ratified, TP is now the online co-ordinator. <i>Policy unanimously agreed.</i></p> <p>Meeting closed at 6pm</p>	
<p>Meeting ends</p>		

Key :

Green = decision

Red = challenge

Blue = action