

WSAPC Management Committee Meeting
on Microsoft Teams

Wednesday, 18th May at 4.00pm

FGB present: Bob Smytherman (BS), Doug Thomas (DT), Fi Young (FY), Katherine Lock (KL), Sue McMeeking (SM), Gina Webb (GW), Tess Eastmead (TE)

Associate Members: Sam Channon (SJC), School Business Manager, Helen Ellis (HE), Ben Thomas (BT)

Clerk to the Governing Body: Louisa Rydon (LR)

MINUTES		
1)	<p>Welcome and apologies Apologies were received and accepted from Kieran Scanlon. Jodie Rowe did not attend the meeting. BS was confirmed as a co-opted governor until his renewed LA position was confirmed.</p>	
2)	<p>Declaration of interests FY: declared a prize won in the Red Balloon Academy Trust auction.</p>	
3)	<p>Notice of AOB See item 12.</p>	
4)	<p>End of year 2021/22 finance report SJC gave a presentation clearly setting out the year end figures and reasons for the carry forward of £559,735.63. As confirmed at Resources, a revenue contribution was made to capital for funding for specific projects. Due to the reallocation of revenue to capital, governors confirmed the carry forward was within the allowable 8%.</p>	
5)	<p>Review and approve 2022/23 budget SJC continued her presentation and explained the change in budget forecasting to use just last year's figures and actual spend in view of the changes that had occurred due to covid. Governors carefully studied the three year projection and appreciated the budget challenges that would arise going forward. They commented on the healthy carry forward incorporated into the 2022/23 budget but understood the need for prudence in 2023/4 and 2024/5. SJC reported on the efficiencies being worked on to reduce the deficit in those years alongside the impact of a surplus this year. Governors were pleased that teachers had been given the opportunity to request curriculum resources and extra finance had been put towards pastoral leaders and SEND support at primary. They could see the importance of managing staff expectations on budget levels in the following years. SJC reported on the focus on value for money and continuing to explore more efficient practices. Governors were given a clear idea of the spend on the CAP priorities for WSAPC and Chalkhill. Governors thanked SJC for her very helpful presentation. GW asked if money saving schemes such as solar panels had been investigated. SJC confirmed when they had previously looked at the possibility the costs had been too great but with the new funding and grant schemes it looked more viable and was something WSAPC was working on. On discussing staffing costs, SJC commented on the aim of the wellbeing scheme to drive down staff absence and reduce supply costs. Having studied the figures, governors unanimously approved the budget for 2022/23 of £6,197,046.62.</p>	
6)	<p>Governance a) <u>Pecuniary interests</u> Governors had received the electronic form and were asked to respond by 20/5/22. Donna Hulbert to inform LR of any missed forms to chase.</p>	All/LR 27/5/22
7)	<p>Approval of last FGB minutes: 30th March 2022 The minutes were approved and electronically signed as a true record.</p>	
8)	<p>Matters Arising/Action Grid a) <u>Transport/primary provision</u> The need for a letter to Lucy Butler had been superseded by the response of WSCC following the Green paper and the feasibility studies carried out for the provision of a</p>	

	<p>broad and balanced curriculum. Governors were delighted to hear this, but would not hesitate to write the letter if it became necessary.</p> <p>b) <u>Governors</u> There were currently several vacancies on the Board and all governors were asked to look out for possible candidates. DT was in discussion with a possible parent governor.</p> <p>c) <u>Surveys</u> Parent survey to be run.</p> <p>d) <u>Interim HTPM</u> The committee discussed the beneficial meeting and the positive reasons for using an external advisor. DT commented on the value of having an interim review. The date for the 2022/3 meeting had been set for 14/9/22.</p> <p>e) <u>Year 11 transition programme</u> Evidence of success of programme to next meeting.</p> <p>f) <u>Safeguarding</u> GW had completed the lead governor training. She raised the importance of all governors monitoring safeguarding during visits and recommended safeguarding and health and safety should be included in the visit report template. Governors agreed they should recommence visits and asked GW/HR to liaise over the visit forms for discussion at the July FGB.</p> <p>g) <u>Pen portraits</u> TE promised to have her portrait and third person bio done by next week. Governors asked FY, as link governor to contact Jodie Rowe about her picture/bio and attendance at meetings. They appreciated the pressures on JR's time but they really valued her expertise as a primary rep on the FGB. Governors had a discussion about the need to have governors able to sit on disciplinary/appeal hearings and agreed they could approach governors from other schools when there was an urgent need to fill a panel of three. GW to approach governors from where she was a governor. LR also was able to request support from WSCC Leadership and Governance.</p>	<p>All 6/7/22</p> <p>SJC 6/7/22</p> <p>BT 6/7/22</p>
9)	<p>Any questions on Committee minutes</p> <p>a) <u>Chalkhil</u> FY highlighted the concerns with the changes in medical staff who had not been encouraging patients into education. She confirmed the action taking place for improvements. Any question on the minutes should be emailed to LR.</p>	
10)	<p>Policies/documents requiring governor approval</p> <p>a) <u>Capability</u> b) <u>Data protection</u> The electronic process was being followed, if no comments were made two weeks after submission, the policy was approved. If changes were recommended, they would be resent to governors. Governors had made some comments on data protection though noted it was a model policy. It was agreed WSCC MODEL should be highlighted on model policies. Comments would be taken on by the school before the policy was resubmitted for approval.</p>	
11)	<p>Key Themes of Meeting/Impact on pupils The school was in a strong financial position to add valuable resources for the 2022/23 year. Careful monitoring and value for money was being adhered to for financial prudence in challenging circumstances for future years.</p>	
12)	<p>AOB</p> <p>a) <u>Clerking</u> In the light of LR's resignation, governors spoke of two options. BS had contact with a remote clerking service and GW believed the clerk at the other school she governed might have capacity. In the first instance, governors asked SJC to approach GW's contact with an idea of the hours and commitment.</p> <p>b) <u>See confidential part II minutes</u></p>	<p>GW 27/5/22</p>
13)	<p>Dates of next meeting Learning and Standards confirmed for 22/6/22 at 4.30pm. FGB, Wednesday, 6th July at 4pm</p>	

Signed.....*Bob Smytherman*..... Date.....6th July 2022.....

ACTION GRID MAY 2022			
No.	Action	Who	By when
6	Complete electronic pecuniary interests form.	All	20/5/22
8b	Approach possible candidates for vacant governor positions.	All	6/7/22
8c	Run parent survey	SJC	6/7/22
8e	Identify students who could demonstrate how and why year 11 transition programme had been beneficial.	BT/JW	6/7/22
8f	Include safeguarding and health and safety in governor monitoring visit templates.	GW/HE	6/7/22
8c	FY to contact JR. JR pen portrait/picture for website.	FY/JR	30/5/22
12	Approach possible new clerk with details of the role.	SJC	30/5/22