

**MINUTES OF THE FULL GOVERNING BODY MEETING
 VIA VIDEO CONFERENCE**

WEDNESDAY 26th MAY 2021 at 7.00pm.

Agenda Item	Item	Action
	<p>Governor's present: Mr Mark Hilliam, Headteacher Ms Jenefer Morgan, CoG -Foundation Governor Mr John Fenlon, Foundation Governor Mrs Clare Malone, Foundation Governor Mr James Lander, Parent Governor Guest Speaker: Catherine Green, Chair of the Preschool.</p> <p>Also, present: Ms Thelma Maslen, Clerk to the Governors</p>	
1	<p>Welcomes and Apologies for Absence Jenefer Morgan (JM) welcomed Governors to the meeting and guest speaker: Catherine Green (CG), Chair of the Preschool.</p> <p>Mark Hilliam (MH) opened the meeting with a Prayer.</p>	
2.	<p>Apologies for absence Apologies were received and accepted from: Mrs Debbie Higgins, V.CoG - Foundation Governor; Mr Matthew Newman, Staff Governor; Mrs Sharon Johnson, LA Governor. Absent: Mr Temesgen Chinie, Associate Governor</p>	
3.	<p>Declarations of Interest Parental interests were declared by Clare Malone (CM), James Lander (JL), No financial interests were declared.</p>	
4.	<p>Minutes of the previous FGB Meeting 10th March 2021 for approval With minor amendments, the minutes of the FGB meeting from the 10th of March 2021 were approved as a true record and would be duly signed by the Chair.</p>	Decision
5.	<p>Preschool Update – CG gave an update on the Preschool. Preschool notes attached, Appendix 1.</p> <p>Questions from Governors: Q: What are the current preschool hours? The hours are currently 9-3pm and from 8.30 to 3.30 for an additional £3 a session.</p> <p>Q: Are the hours covered by the existing staff? Hours are currently covered by existing staff and if numbers increased new staff would need to be recruited.</p> <p>Q: Is it possible to include Preschool with the Primary school's wrap around care? Additional staff would need to be recruited and demand would need to cover these costs. The preschool are actively looking for additional staff to be able to offer some sessions in the afternoon.</p> <p>JM thanked CG for attending the meeting and welcomed CG to attend the final FGB meeting of the year in July.</p>	

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	<p><i>CG left the meeting 7.30pm</i></p> <p>Q: Could the pre-school provide a limited, settling-in period offering to working parents, from our school and others, to look after new Reception children during the hours when they would not be in school? This is to be posed to the Preschool.</p> <p>With regard to interactions between the Primary school and Preschool, CM noted in normal times the Preschool attended the Primary school nativity plays and visa-versa. Also, in the past a teddy bears picnic was arranged with the Preschool and the Primary school Reception children.</p>	
6.	<p>Matters arising from previous Meetings & Action Log The action log was updated during the meeting and would be amended and distributed with the minutes. For matters arising from previous meetings, refer to the Action Log</p>	
7.	<p>Budget Approval</p> <p>The budget for 2021/22 to be submitted is non-balanced with a deficit of £11,676. At the Finance meeting the Committee agreed a budget deficit of £4,682.00. Since that meeting, proposed staff pay rises (received from Government) were added into the budget which resulted in the increased deficit.</p> <p>CM confirmed the Finance Committee reviewed the budget over two meetings and reviewed the income and expenses (line by line) to see what could be omitted or reduced.</p> <p>The deficit is caused by a number of factors, namely:</p> <ul style="list-style-type: none"> • Lower than expected pupil numbers in Reception for 2021/2022 • A slower recovery from COVID than we had hoped which impacts the income we will generate from wrap around care (as an example) <p>MH and JM attended a meeting with representatives from the LA and Diocese to discuss the budget. It was suggested the Governors' request an extension to the current recover plan submitted to the LA, and time to devise and submit a new recovery plan.</p> <p>All governors present approved the budget 2021/22.</p> <p>Action: JM/MH/CM - A letter needs to be drafted and sent to the Local Authority along with the Budget Approval. JM noted she will request an extension to the recovery plan and the intention is to produce a new recovery plan within 6 months.</p> <p><i>JL left the meeting at 8:05pm</i></p>	<p>Decision JM/MH/CM</p>
8.	<p>Review of GDP JM went through the actions on the GDP with Governors and updated the plan, via rag rating, during the meeting.</p> <p>MH informed Governors he had interest from a Parent to become a Governor. MH will forward her details to JM for an initial discussion and would supply documents for the position.</p> <p>Action: JM will contact Bernadette to advise the school are actively looking for Governors and to place advert in their Church Bulletin.</p>	<p>JM</p>

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	<p>Action: JM to contact Tem to discuss courses for his induction with the Dioceses and the Local Authority.</p> <p>Action: JM to enquire if Safeguarding training can be provided for our FGB by the LA (a separate training)</p> <p><u>Training Log</u> JF has completed the Safeguarding Training run by South Glos.</p>	<p>JM</p> <p>JM</p>
<p>9.</p>	<p>Headteacher Report - <i>The HT Report was distributed prior to the meeting. No questions were forward to MH regarding his report.</i></p> <p><u>Reopening Guidance from the Local Authority</u> MH has been following all the guidance from the Local Authority and DfE.</p> <p>MH informed Governors there will be 3 families from Hong Kong coming to St Augustines and a few children will be leaving for valid reasons.</p> <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> • The perimeter fence has been erected. • Gates have now been fitted with automatic closing and magnetic locks, plus keypad/intercom entry. • Roof leak in disabled toilet – ME will contact the roofing contractors. • Risk assessment not altered due to change in government roadmap post 17/5/21. LA advice is to retain protocols unless there is a good rationale for changing them. <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • Safeguarding was discussed in detail, but it not included here for confidentiality reasons <p><u>Marketing</u> MH has distributed leaflets to all preschools in the area.</p> <p><u>Admissions 2021/22</u> There are currently 22 children expected in Reception in September 2021.</p> <p><u>Staffing</u> MH gave a summary of the staffing changes within the school.</p> <p><u>Behaviour</u> A claim of an incident of bullying was discussed as well as the action taken.</p> <p>In addition to the submitted HT report, MH raised the proposed objection to the proposed Lyde Green expansion. The Governors fully support the objection being made on the basis that there is existing capacity at schools in the area.</p>	
<p>10.</p>	<p>Partnership update JM noted the Camino MAT is moving forward and discussed the latest information from the Diocese and what is expected from the schools.</p> <p>The Diocese is looking for governors to join 5 working groups to continue the MAT discussions.</p>	

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	JF/JL & JM have agreed to join one of the working groups to ensure the interests of the school are represented.	
11.	<p>Policies for Approval</p> <p>11.1 <u>Medical Needs Policy</u> Approved and ratified by the FGB. Next review date 26.05.2022</p> <p>11.2 <u>Data Protection Policy</u> Changes being:</p> <ul style="list-style-type: none"> • Brexit – EU GDPR to UK GDPR • ICT security policy under point 8 – to be changed to eSafety Policy • Freedom of information Policy – JM to confirm with ME when this policy will be sent to FGB for ratification • Subject access requests and data protection complaints must be sent to MH. • Data protection officer – person to be named <p>Approved and ratified by the FGB. Next review date 26.05.2022</p> <p>11.2a <u>DPIA</u> Assessment needs to be completed before any initiative is agreed. Q: Who signs off the DPIA and where is this document is stored? C/F Approved and ratified by the FGB. Next review date 26.05.2022</p> <p>11.2b <u>Records Retention Policy</u> Error in the table of contents to be amended Remove Integra details at the bottom of each page Approved and ratified by the FGB. Next review date 26.05.2022</p> <p>11.2c <u>Information Security Incident Procedures</u> Error in the table of contents to be amended Section 5 to be updated with relevant policies Approved and ratified by the FGB. Next review date 26.05.2022</p> <p>11.2d <u>Subject Access Request</u> Error in the table of contents to be amended Approved and ratified by the FGB. Next review date 26.05.2022</p> <p>11.3 <u>Equalities Policy</u> Governors agreed this was a worthwhile policy to update and include with our policies. A possible title to consider: Diversity and Inclusiveness policy MH to edit and submit for approval at a later stage</p>	<p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>MH</p>
12.	<p>Operating Plan Meeting Dates Approval Action: The meeting dates were reviewed, and TM will make amendments and forward to JM.</p>	Clerk
13.	AOB	
13.1	<p>50th Birthday Celebrations JF updated Governors on the birthday celebrations – ongoing.</p>	
13.2	<p>Governing Board Self-evaluation C/F for the next meeting.</p>	FGB Agenda
13.3	<p>FGB Strategy session and end of year get together Action: JM will send some dates to Governors to agree.</p>	

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14.	Closing Prayer	

Meeting closed at 10.00pm.

Signed:  Date: 14 July 2021

Appendix 1

Background report re. St Augustine of Canterbury Preschool.
Presented to St. Augustine of Canterbury Primary School Governing Body
Wednesday 26th May 2021 by Catherine Green, Preschool Chairperson.

The pre-school began in 1981 when it was set up by a nun on parish land, for the children to play together before starting school. It was intended as a charity run, affordable pre-school, supported by the Church. The school expanded in 1999, and the pre-school needed to be relocated as a result. Father Bernard paid for a new building – the current terrapin-style one we are still using today.

The preschool building was placed on the local authority owned playing fields, but there was no land lease agreement made. The informal contract written at the time, stated the building was to be used as a pre-school only, and as part of the rent agreement, the parish would pay the utilities and for any repairs when needed.

Over the years, there have been discussions regarding an extension, a move to alternative accommodation and a new permanent building. All of these were decided to be either inappropriate, or unachievable until the land lease agreement had been formalised with the Local Authority.

In case you were not aware, but the Preschool is run as a registered charity, and by law is required to have a committee to oversee matters. This includes its finances and to ensure the setting adheres to the Early Years Foundation Stage curriculum.

Our constitution states there must be a minimum of 5 committee members in order for the preschool to remain open. 60% of these members need to be parents of children at the preschool. Naturally as children progress to school, members have to leave and so the committee tends to have a high turnover.

I understand it is likely the preschool came onto the school radar as a concern around this time last year, when our then manager recommended the preschool close, due to an 1) inadequate and unsafe building, 2)

recruitment problems and 3) a falling intake. This came as a surprise to the committee, who were divided in their views, but as some of the points she had raised led us to question the quality of provision, it was decided necessary to enter a consultation phase. This was the point we discussed the situation with preschool staff, the School, the Governing body, the Parish, Diocese, Early Years Alliance, and their Legal team.

To cut a long story short, we were required to hold an extraordinary general meeting last July. As a charity, each family with a child at the preschool has voting rights on major decisions such as this. Once they had heard the concerns we had been presented with, and their implications; each family voted as to whether the preschool should remain open - more than 2/3 of them considered that it should.

During this academic year a lot of work has gone into addressing the problems which prompted the whole consultation phase in the first place.

Firstly, the preschool building – we are still no closer to gaining the land lease agreement, but we really aren't in a position to chase a new building at the moment anyway. With huge thanks to Fr Frank & Bernadette, we have gained 2 extra rooms and the extra space desperately needed by converting the flat at the back of the church hall. The diocese agreed to this temporary change of use, thus giving staff the necessary office space to work and store information securely. It has also provided storage space, allowing the large cupboard in the main building to be converted into a proper nappy changing area. There is also a second room giving scope to split age groups for focussed group work or create a sensory room to benefit SEND pupils.

The Parish have also carried out essential repairs to the building, it is currently sound, safe for children to occupy, and the roof has been sealed and is finally watertight. Staff & committee volunteers redecorated part of the building last August and now the roof is sealed we are looking forward to further improving the learning environment by to doing the same in the main playroom.

Despite having been advised the Preschool had historically had difficulty in recruiting, we have successfully replaced the members of staff who were intending to leave. We have new manager and Deputy, and we've also appointed 2 new members of relief staff.

We are also benefitting from a closer relationship with the South Gloucestershire Early years team, their support, training, and resources. I understand this support had not been previously utilised to its full potential and view this as positive thing moving forwards.

Our intake continues to be a concern. Although numbers have increased during the year, we have less children currently on roll compared to this time last year, therefore the session uptake and resulting income is lower.

We are currently looking to beginning September with approx. 15 children on roll. However, we do have more children registered for Jan onwards. But as these will be 2-year-olds, the number of children moving onto school the following September could still be low.

Now that staffing and the building are considerably improved, from 12 months ago, advertising and intake is very much our priority at the moment. Without pupils grant funding or fees, our cashflow is severely hampered and this is the biggest risk to the ongoing security of the preschool.

To date we have issued article content and paid to run an advert in the local Downend Voice. We are currently in the process of delivering fliers to select local households, which we understand to have young children, and are trying to promote ourselves further through social media.

Throughout our problems this time last year, we were financially sound. But having made a loss this year, we must increase next year's intake, or in the next year or so, we could be potentially facing redundancies and ultimately closure.

Closing points to raise:

- Great improvements have been made, but we are not out of the woods just yet.
- Moving forwards, is there a strategy that could benefit both the school and the preschool?
- Could work on these together?