



**Alderman Jacobs Primary School (Academy Trust)**

**Full Governing Body**

**Wednesday 9<sup>th</sup> December 2020**

**MINUTES**

**Key:**

**Trustee Questions**

**School Improvements**

**Trustees Present:** Cathy Carlisle (Head), Joel Combes (Chair), Elaine Crane, Denise Burt, Laura Hemmaway, Lisa Hatfield, Andrew Pattison, Sadie Wiles.

**In Attendance:** Gemma Glazebrook (Clerk)

Meeting commenced at 6.11pm

1	<p><b>Welcome and Apologies</b> Joel Combes (JC) welcomed trustees to the meeting. Apologies were received from Laura Holland. Eamonn Dorling has resigned from his role as the LA trustee. Cathy Carlisle (CC) introduced and welcomed Sadie Wiles (SW), the new co-opted trustee.</p>	All to note
2	<p><b>Declaration of Pecuniary Interest</b> Cathy Carlisle (CC)- Daughter carries out temporary midday / TA work Lisa Hatfield (LHA)- Step Son works for Newflame Laura Holland (LHO)- Trust Member of Alderman Jacobs School (Academy Trust). Joel Combes (JC)- Wife, Sarah Combes is a teacher in school Sadie Wiles (SW)- CFO of OWN Trust, Governor of Nene Valley Primary School</p>	All to note
3	<p><b>Minutes of previous meeting ~ 8<sup>th</sup> July 2020</b> The minutes were agreed as an accurate record. Proposed by Andrew Pattison (AP) and seconded by LHA.</p>	All to note
4	<p><b>Agreed Actions Update</b> All actions have been completed satisfactorily and closed</p>	All to note

<p>5</p>	<p><b>Raising Standards</b></p> <p><b>i. Headteacher's Report</b></p> <p>All trustees were provided with a copy of the report prior to the meeting. The Headteacher's report includes the Self-Evaluation and the Strategic Plan for Improvement. The report details the actions that will be taken over the year, what the school has done so far, update on staffing and leavers and pupil attendance. It was explained that safeguarding will now be a standard agenda item.</p> <p>Trustees questioned whether they need to have an input towards the premises and resources. Yes, it was explained that the school is putting together a CIF bid for underfloor heating as the hot and cold pipes are currently running alongside each other. It will cost £400,000 to replace all elements that are not correct. It was advised that the school should contribute 5-15% towards the CIF to obtain more points. It is recommended that if the school contributes 7.5% we would achieve 3 points. Trustees questioned whether we need to agree today. It was explained that the CIF bid needs to be submitted in January 2021 and the school has a surplus that has been carried forward. It was confirmed that the budget has been reviewed and we have the funds available to meet the required contribution. Trustees confirmed that if you are only required to contribute if your bid is successful, it is in the school's interest to go ahead. The school confirmed that as we are a single academy trust to contribute 15% is a large sum. Trustees questioned whether the school has obtained a quote for the work. Yes, the quote showed that replacing the plumbing would cost £400,000. There are other things that were identified, and the quote includes that for instance... water heaters etc. Trustees confirmed that the money contributed to the CIF bid would be an investment. Everyone agreed to go ahead with the CIF bid. Proposed by DB, seconded by JC.</p> <p><b>ii. Achievement Committee Minutes - 11<sup>th</sup> November 2020</b></p> <p>All Trustees were satisfied with the minutes.</p>	<p>All to note</p>
<p>6</p> <p>Laura Hemmaway (LHE) arrived 6.56pm</p>	<p><b>Resources to Support Learning</b></p> <p><b>i. 5 Year Financial Forecast</b></p> <p>The 5-year financial forecast was provided to the members and trustees in the AGM. It is not for a full review tonight but just to highlight in advance of the resources committee in February 2021. The school is financially viable. We are looking ahead 5 years and we anticipate at keeping the numbers very similar. The school has a very good reputation and due to high birth rates, early years is at capacity and we are over PAN in some year groups. We are the school of choice and there is the addition of housing developments aimed at the family market. There is currently a significant in year</p>	<p>All to note</p>



	<p>surplus.</p> <p>In regards to the spending review, salaries are capped but this may not necessarily be sustainable. Due to the pay freeze this has increased our surplus going forward. This will be for a discussion in January 2021 in the resources committee. Trustees stated that this is well prepared, and they are satisfied with the spending review and have no questions.</p> <p><b>ii. Resources Committee Minutes – 21<sup>st</sup> October 2020</b> All Trustees were satisfied with the minutes.</p> <p><b>iii. Audit Committee Minutes – 21<sup>st</sup> October 2020</b> All Trustees were satisfied with the minutes.</p> <p><b>iv. Financial Management &amp; Governance Review</b> This is carried out by the ESFA. The school was randomly selected and were asked to provide documentation and then take part in a virtual meeting. One finding from the review was there is a difference between their strong preference regarding the number of trustees and what we are doing. These were minor things and overall the school is compliant in all aspects. <b>Trustees questioned whether this was all explained in Annex B.</b> Yes, it is all detailed, but they are all minor.</p> <p>The ESFA have an expectation that the full governing body meet six times a year, whereas the board currently meets three times a year. Some discussion needs to be had. In order to be compliant, we may need to alter the articles of association. We need to decide if we are happy where we are or do amendments need to be made. The school must provide the reasons in the audited accounts. Maybe this would be a discussion for the FGB in March 2021.</p> <p>Trustees are able to view the monthly accounts on google drive, these are then acknowledged and signed off by the chair of trustees and the finance and operations manager.</p> <p><b>v. Management accounts</b> All Trustees confirmed that these have been shared with them and are satisfied with them.</p>	
7	<p><b>Project Proposals</b> The school development proposal is based on the large surplus we</p>	All to note

have carried over. It is proposed that we use the money on the school so that those children who are currently attending can benefit from it. There is currently a lack of space due to the number of interventions that need to take place and the expansion of pre-school and straw bears.

A lot of schools have invested in outdoor multipurpose rooms which are in KIT form. The school is proposing that we invest in an outdoor multipurpose room that would be for interventions and a dedicated space in the afternoon for music. Music, D&T and Art will be the key subjects this year on the curriculum. This development will benefit the children and will be a selling point for the school and will help keep pupil numbers high. There are several valid reasons. We are looking at the 4.5ft by 6.5ft unit. The price for the room with extras (everything you need) would be £35,000. Trustees questioned whether it would need to be connected to the mains. Yes, it would need to be connected to the electrics and will also require an Ethernet cable in order for it to be connected to the internet.

The second project, the wellness room, would be used to increase wellbeing and support. The school currently has an empty room for timeout however for children's emotional wellbeing we would like to add padding to the walls. For therapeutic reasons we would like to add fiber optic lights, blue tooth speakers for calming music and sensory smells. Trustees questioned whether this would be another pod style room. No, this would be the same room that is currently used but we would like to make amendments to it in order to increase emotional wellbeing. The price would be £7,000 for the wellness room and £3,000 for the sensory garden.

The 3<sup>rd</sup> project would be for a nurture room which would be a conservatory type building. This is not fully costed yet but the school would like to obtain a full quote. Trustees questioned where this would be located. This would be near the sensory garden and would give quick access to the wellbeing room and SEN hub. The school is moving with the times and we have a good reputation for dealing with attachment and it would be great to have the facilities to deal with attachment issues. Trustees confirmed that the estimated price quoted is sensible and it's definitely worth getting a full quotation. Trustees questioned whether this would be enough space. This would provide extra space but it will not be the size of a classroom. However, it will be big enough. Trustees questioned whether it would be better to get a larger size. Possibly but this is the best option currently. Trustees stated that as it's not a permanent structure or big development at least we will not have to go through trying to obtain planning permission. The structures are



	<p>marketed for schools. Trustees questioned whether the size was limiting. It was confirmed that the building will provide space for interventions and group work which is what the school currently needs. Trustees questioned whether the building would be quite small especially once items are placed in there. It was confirmed that the building would be quite sizeable. Trustees questioned whether it would be the same size as the after school club. It was confirmed that the proposed building would be slightly smaller. Trustees questioned whether it would get too hot as the building is mainly glass. It was confirmed that the building would be facing the school and would have air conditioning. Trustees stated that as the room will never go to waste and due to the lack of space currently available and the need for a safe place to go, they agree for the wellbeing room and music room to go ahead and for the school to obtain a full quotation for the nurture room.</p> <p>Music Room (to go ahead) ~ Proposed by JC, Seconded by LHE          Wellbeing Room (to go ahead) ~ Proposed by JC, Seconded by, LHE          Nurture Room (to obtain a full quote) ~ Proposed by JC, Seconded by LHE</p>	
<p><b>8</b></p>	<p><b>Policies to Review</b></p> <p>The following policies were agreed and adopted:          GDPR Data Protection - Proposed by JC, seconded by LHE          GDPR Privacy &amp; Fair Processing (Parents) - Proposed by JC, seconded by LHE          GDPR Privacy &amp; Fair Processing (Employees) - Proposed by JC, seconded by LHE          GDPR Privacy &amp; Fair Processing (Governors) - Proposed by JC, seconded by LHE          Admissions - Proposed by AP, seconded by DB          Safeguarding &amp; Child Protection - Proposed by SW, seconded by AP          Trustee Roles &amp; Responsibilities - Proposed by DB, seconded by LHE          RSE - Proposed by SW, seconded by AP</p> <p>Working from home - Proposed by AP, seconded by JC          It was confirmed that risk assessments are completed for any employees that have to work from home and they are provided with all necessary equipment. Trustees stated that we need to add something regarding informing relevant agencies if employees are working from home i.e. landlord, mortgage provider and buildings &amp; contents insurance. It was confirmed that the policy will be</p>	<p><b>All to note</b></p> <p><b>Gemma Glazebrook to action</b></p>

	<p>amended to show this. Trustees questioned whether employees could use this policy as an excuse to work from home and when COVID-19 is over could this policy be removed. It was confirmed that this can be a temporary policy. There are other policies such as lone working, flexible working and parental leave to cover other aspects. The policy does state that it is at the head teacher's discretion.</p> <p>Ashtma ~ It was confirmed that this has always been ratified but if the board sees this as more of a protocol it doesn't need to be a policy and therefore will not need to be ratified. Trustees questioned whether the school still needs to be governed by this policy. It was confirmed that people will still need to adhere to it as it's an operational protocol. All trustees agreed that this will no longer be a policy and will not need to be brought to future meetings. It will now be an operational protocol.</p>	<p><b>Gemma Glazebrook to action</b></p>
9	<p><b>Trustee Visits</b> Trustee stated that we need to get back to completing monitoring visits in January 2021. LHO will speak to the trustees regarding completing the visits. JC and AP will meet for compliance. The visits need to be completed before Easter 2021.</p>	<p><b>All to note</b></p>
10	<p><b>Safeguarding</b> All Trustees confirmed that the safeguarding audit has been shared with them.</p>	<p><b>All to note</b></p>
11	<p><b>ESFA Letters &amp; Baroness Berridge Letter</b> All Trustees confirmed that these letters have been shared with them.</p>	<p><b>All to note</b></p>
12	<p><b>Governor Training</b> DB has booked two virtual Termly Governance Briefing and Networking sessions in 2021. Trustees were reminded to complete the mandatory Safeguarding Training if they have not done so already.</p>	<p><b>All to note</b></p>
13	<p><b>Any Other Business</b> None</p>	<p><b>All to note</b></p>
14	<p><b>Summary of meeting</b></p> <ul style="list-style-type: none"> <li>• Reviewed policies.</li> <li>• Discussed new projects and relevant questions have been asked.</li> <li>• Viewed management accounts.</li> </ul>	<p><b>All to note</b></p>

