



HARTFORD INFANT SCHOOL
MEETING OF THE LOCAL GOVERNING BODY
Thursday, 22nd April 2021 at 18:15 (Virtual)

MINUTES

Governors: Vaughan Clark (VC) – Chairperson
 Amy McCrae (AM)
 Sue Orledge (SO)
 Sunetha Diaram (SD)
 Rae Lee (RL) - Headteacher

In Attendance: Jose Railton (JAR) – Clerk
 Mark Norman (MN) – Director of Finance and Operations
 Chris Jukes (CJ) – Primary Executive Leader

The meeting was quorate

1. 1.1 1.2 1.3	Welcome and apologies for absence. The mtg was opened at 18.15 hrs by VC. KR remains on maternity leave, governors continue to consent to this absence. Governors acknowledged the sad passing of Jill Watkin-Tavenor. Jill had been a fixture at HIS for many years and her absence will be greatly missed by pupils, staff and governors alike. Both VC and RL attended the commemoration of Jill’s life and offered condolences on behalf of Cam Academy Trust. ACTON 1: JAR to bring to the attention of Cam Academy Trust the necessity for an additional Trust appointed governor to be sourced. JAR	JAR
2. 2.1 2.2	Declaration of Pecuniary and other Interests in any of the agenda items. No declarations were made in regard to any of the agenda items. SO confirmed that she has completed a paper copy of the declaration form and this is being held within the school.	
3.0 3.1	Finance Update Governors agreed for there to be a change in the agenda order and to discuss financial information earlier in the meeting. MN screen shared the March 21 Budget Monitoring Forms	

<p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p>	<p>An overview of the schools current financial situation was given, below are highlights from this conversation:</p> <ul style="list-style-type: none"> • MN reminded governors that a carry forward for the year of approx. £150k was originally forecast. • Indicative of times, PP has increased from £50k to £56k, this reflects more parents being in receipt of UC due to pandemic. • FSM grants has added an additional £1800 to the budget. • FSM vouchers: Income of £5329, school provided £5362 worth of vouchers to families. This money has been claimed back on behalf of HIS. • There are more EHCP's that had been originally anticipated, as such additional income has been secured. Governors were reminded that having additional pupils with EHCP's does bring with it added costs in terms of funding the additional support that these pupils require. • Hire of facilities is down £3k for leasing and £12.5k for extended school due to part closure. The overall projection has reduced from £37.5k to £25k (at present £8.5k). It was acknowledged that during the most recent lockdown SO had provided the wraparound care of both the before and after school provision, governors thanked her for her dedication. • Positive increase overall of £10.5k on income basis. • Additional costs have been incurred due to the pandemic, these have included: staff shielding, staff absence, longer lunch breaks (11.20-13.25) to comply with Covid restrictions. Additional staff required to cover the longer lunch period, Covid 19 tests, hand sanitisers and some additional changes within school to make the environment Covid compliant. • Photosynthetic panels and a new boiler have been installed. HIS are now in the energy saving payback period for this initiative. It was noted that savings may not be seen at the present time due to ventilation of classrooms and heating systems being on. • The school is forecast to finish the academic year with £172k in reserves (this is in addition the 5% put aside at the time the school joined the academy). <p>A discussion was had related to the funding of the new pre school provision being established on the school site. Indicative costs are in the region of £45-50k. MN noted that he would be attending a Trust Resources Committee the following day. Although the pre school was not on the agenda for this meeting he would make committee members aware that it would be an agenda item for the next meeting.</p> <p>Q. Will the pre school costs come from £172k reserves? A. MN explained that this has not yet been established but it is likely that funding for the pre school will come from a variety of different sources including the reserves and Trust resources.</p> <p>MN left the mtg at 18.35pm. CJ joined the mtg at 18.35pm</p>	
<p>4.</p> <p>4.1</p>	<p>Approval of the minutes from the LGB on the Thursday, 21st January 2021</p> <p>The minutes of the LGB held on Thursday, 21st January 2021 had been</p>	

4.2	<p>circulated to governors in advance of the mtg. Governors agreed that the minutes were a true reflection of the discussions that had taken place and as such would be signed by the chair.</p> <p>ACTION 2: Minutes to be uploaded to the school website</p>	RL
5.	<p>Review of the actions [LGB 21/01/2021]:</p>	
5.1	<p>ACTIONS</p>	
	<p>a. Minutes to be uploaded to the school website. RL completed</p>	
	<p>b. Two NoV's (November and today's), completed by AM to be distributed and included on the agenda of the next LGB. JAR completed</p>	
6.	<p>Safeguarding updates</p>	
6.1	<p>Risk assessments created in the autumn term, have been reviewed and amended. There have been some changes made around bubbles. Risk assessments are published on the school website.</p>	
6.2	<p>There continue to be three DSL's within school. MyConcern continues to be used to report and safeguarding concerns. Staff have noted that this is a much quicker system than the paper system previously used.</p>	
6.3	<p>SD and RL have been in contact. SD will soon have access to MyConcern to review, once done she will complete a NoV.</p>	
6.4	<p>RL noted that there are some small pieces of information missing on the SCR. RL and Tanya Tull from Cam Academy Trust will be going through this on Thursday, 29th April to address any issues. CJ is also due to complete a safeguarding meeting with HIS this term.</p>	
6.5	<p>HJS HoS organised with the Trust new fencing to be installed along the far side of the field (this backs onto housing and it had been noted that some of the fencing owned by the home owners had developed holes). This has made the site more secure. Fencing has also been installed in two additional locations on site</p>	
7.	<p>Policies</p>	
7.1	<p>Although some policies had been distributed prior to today's meeting it was noted that amendments had since been made to these documents. A number of other policies in relation to the new pre school were also being developed. These were being cross-checked so that not only do they link in with existing school policies but that the procedures outlined in both are consistent across the site.</p>	
7.2	<p>It was agreed that the governors would wait for all policies to be written or updated accordingly and that these would be ratified at the meeting scheduled to take place on Thursday, 8th July.</p>	
7.3	<p>(At this point all present had to leave and re-join the meeting due to time limits on zoom).</p>	

<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p>	<p>Head Teacher Verbal Update</p> <p>Prior to the meeting copies of the Spring SWOT and SEF and been circulated. RL apologised for not having completed a written Headteachers report explaining that time had been instead focused on establishing the documentation for the new pre school provision.</p> <p>Highlights:</p> <ul style="list-style-type: none"> • Pre school policies have now mostly been completed and are going through final checks. • Community links: HIS have continued to work with the Acorn Project looking at wellbeing for individual families that may require extra support. • Since autumn term, HIS have linked in with the EMWB team, they can offer a lot of support including work around transition. • Oracy Project: working more with other Cam Academy Trust schools in the local area. All seem to have same vision of how to move forwards within their schools. • Laptops: HJS donated their government quota of laptops back to the Trust, this was allocated back to HIS. As a result HIS were able to provide laptops to those children in need. • There have been a few low level, internal breaches of GDPR, these have been shared with Cam Academy Trust. • The Sport Premium spending plan is available on the school website. RL thanked Elaine Rudd from HJS and Nicola Ellenderand Linda Ogilvie for Jeavons Wood for all their help and support in updating the school website. • Sports clubs run by Premier Sports are now happening. <p>A conversation was had regarding school focusing on PHSE/wellbeing work with pupils for the three weeks before the Easter holiday with enquiry sessions taking a 'back seat'.</p> <p>SD left the meeting at 18:50</p>	
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p>	<p>NoVs:</p> <p>a. NOV A McCrae for SDP Target 1 Oracy 30.11.20</p> <p>b. NOV Amy McCrae SDP 4.12.20</p> <p>AM talked governors through both of the NoV's submitted. No questions arose from these.</p> <p>Forest School is now in a very different format to that pre-Covid due to volunteers not being able to access the site.</p> <p>Catch-up funding money is being used for TA intervention [this is now known as Recovery].</p> <p>It was noted that due to the additional hand-washing and sanitising attendance rates within school were higher, due to cleanliness.</p>	

9.6	A discussion was had regarding the PP template changing. HIS will be expected to use DfE template. Any interventions put in place by HIS will have to be supported by research.	
9.7	VC noted that he had a useful meeting with Vicky McGregor to discuss concerns about recovery, especially for SEND pupils. During this meeting VC had also asked questions concerning mental health and wellbeing of both children and staff. VC reported that he had been very impressed by work by school and that Vicky in particular had been doing.	
9.8	RL noted that in terms of SEND children had been attending throughout lockdown, apart from two who had been sheltering at home. During the latest lockdown additional nurture had been put in place. For those not in school virtual nurture groups had been run, some by TA's.	
12.	Date of next meeting:	
12.1	Budget...VC, RI and MN 8 th July @ 6.15pm Meeting closed at 19:15pm Documents saved in governors file: Minutes of 21 st January 2021 LGB; 07. HIS Mar 21 Budget Monitoring; Attendance Policy Feb 2021; HIS COVID 19 Full Closure Risk Assessment 25.1.2021; NOV A McCrae for SDP Target 1 Oracy 30.11.20; NOV Amy McCrae SDP 4.12.20; Remote Learning Policy updated 28.1.21; SEN and Inclusion Policy October 2020 with addendum; SEN Report 2020-21 with January addendum	

The meeting closed at 19:25

Action Summary: 26/11/2020

	Action	Owner
1	JAR to bring to the attention of Cam Academy Trust the necessity for an additional Trust appointed governor to be sourced.	JAR
2	Minutes to be uploaded to the school website.	RL