

**Soaring Skies Federation**  
**Colvestone Primary and Thomas Fairchild Primary School**  
**MINUTES**

<b>Meeting Title:</b>	<b>Full Governing Board Meeting</b>			
<b>Date/time/venue:</b>	Thursday 30 July 2020, 14:00 – 16:00 <b>Held virtually due to exceptional circumstances</b>			
<b>Members:</b>	<b>Membership:</b>	<b>Role</b>	<b>End of Term</b>	<b>Attendance</b>
	Caroline King	Executive Headteacher	On-going	Present
	Amy Coyne	Staff Governor	October 2021	Present
	Claire Barton <i>(Chair of Teaching and Learning Committee)</i>	Co-Opted Governor	October 2021	Apologies received
	Dona Henriques <i>(Chair of Governors)</i>	Local Authority Governor	October 2021	Present
	Kelly Durcan <i>(Vice Chair of Governors)</i>	Co-Opted Governor	October 2021	Present
	Kofi-Mills Bampoe <i>(Co-Chair of Finance Committee)</i>	Co-Opted Governor	October 2021	Apologies received
	Laila Torsun	Associate Governor	October 2021	Absent
	Rebecca Jensen	Parent Governor	November 2021	Apologies received
<b>Additional attendees:</b>				
<b>Clerk:</b>	Chenelle Blake			

**PART 1: Non-Confidential**

	<b>Item</b>	<b>Discussion / Action</b>
1.	<b>Welcome and introductions</b>	The Chair of Governors welcomed the Full Governing Board Members in attendance.
2.	<b>Acknowledgment and Agreement of Virtual Meeting</b>	<b>The Full Governing Board acknowledged and agreed that the meeting will exceptionally proceed virtually due to the Coronavirus pandemic, in line with the current official guidance.</b>
3.	<b>Governors not in attendance</b>	It was noted that Claire Barton, Kofi Mills-Bampoe and Rebecca Jensen sent apologies in advance of the meeting. It was confirmed that the meeting was quorate and able to proceed accordingly.  Laila Torsun was noted as absent.
4.	<b>Declarations of interest</b>	There were no declarations of interest, in relation to any items on the agenda.
5.	<b>Review agenda and agree confidential items</b>	There were no confidential items for discussion.



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8.	<b>School Updates</b>	<p>The EHT advised of governors receiving a detailed teaching and learning update at the recent Curriculum Committee meeting. Governors were taken through the curriculum, with detailed updates provided by Owain and Nasima.</p> <p>It was noted that there are 2 new NQTs (1 in each school) to join in September.</p> <p>Governors were informed of the planned reopening of both school sites on 7 September 2020. It was noted that Nursery and Reception will have the equivalent of home visits on the school sites; the onsite return of these cohorts will be phased in.</p> <p>There will be 2 INSET days on Thursday 3 September and Friday 4 September, to introduce the new curriculum and new approach to teaching and learning of Maths. Keeping children safe in education training and SEN/Medical training will also take place during the INSET days.</p> <p>It was noted that there will be no swimming lessons for the foreseeable autumn term.</p> <p>The EHT advised that the federation will keep in touch with families over the summer break. Phone calls are scheduled for the second and last week in August.</p> <p>It was noted that there have been more social service referrals, particularly for Colvestone school. The EHT advised that Colvestone will prioritise to contact these vulnerable families.</p>
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<p>9.</p>	<p><b>Budget Update:</b></p> <p><b>Review of income and expenditure reports for Colvestone and Thomas Fairchild</b></p>	<p>The CoG confirmed that the budgets for both schools and Deficit Recovery Plan have been submitted to Hackney Learning Trust.</p> <p>Governors reviewed the Income and Expenditure summary reports for period 3: <b>Colvestone</b></p> <p>The report highlighted the areas of overspend, which included Education Support Staff and Agency Teaching Staff.</p> <p>The EHT advised that there was a backlog of invoices from the previous year (financial year 2019-20) which has impacted the budget. As a result the EHT is working very closely with the Consultant Business Manager to monitor the significant areas of over-spends and understand the budget line by line.</p> <p>The CoG clarified that teachers were not being paid overtime, instead, they were required to submit timesheets.</p> <p>It was noted that income is significantly under, however this is due to how Hackney will devolve the funding. The EHT advised that due to no children in school, there will be less funding coming into the school.</p> <p>Governors advised that the report was very clear and helpful.</p> <p>Governors reviewed the Income and Expenditure summary reports for period 3: <b>Thomas Fairchild</b></p> <p>The report highlighted the areas of significant overspend, which included Education Support Staff and Admin and Clerical.</p> <p>The CoG advised of the need for careful tracking of the budget.</p> <p><u>Bought in Professional services</u> – The EHT advised of looking carefully at what services are needed. It was noted that there was a significant amount spent on therapists, which the school can no longer sustain. As a result one of the therapists will no longer continue in September. It was noted that the criteria for this service will be looked at carefully going forward.</p> <p>The EHT confirmed that Thomas Fairchild continue to buy in to the HLT HR service. In relation to Finance, the school will no longer continue to buy into the bursar service, as the Consultant Business Manager is providing the appropriate finance support.</p> <p>The CoG highlighted the need to have a continued link with HLT Finance, particularly when the School Business Manager post is filled. It will be important to have support from HLT finance during this period of transition.</p> <p><b>Action 1- EHT to enquire with Ophelia Carter, Head of Schools Finance about a core/basis level of finance support.</b></p> <p>It was suggested establish whether there will be finance support through the SRAS process, which can avoid further spend on finance support.</p>
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9.1	<b>Review internal procedures revised for the financial year 2020/21</b>	<p>The CoG advised that the Resource Order flow chart was requested to help governors track how orders are raised and for the EHT to have continued overview of orders/invoices.</p> <p>The EHT advised of monthly tracking of ordering, with a requirement for the EHT to sign off any invoices over £250.</p> <p>The CoG advised that having petty cash should be discouraged; however, if the school chose to have petty cash on site, the school will need to closely monitor it. The EHT advised that only Colvestone has petty cash on site; there is a limit of £25.</p> <p>The CoG and FGB agreed the resource order process and advised of the need to embed this into the Financial procedures.</p>
9.2	<b>Review of catering tender</b>	<p>The Catering Document was circulated in advance for governors to review.</p> <p>The EHT proposed to procure Juniper catering across the federation, as the quality of meals and price is most reasonable.</p> <p>It was noted that there is room for improvement of uptake of school dinners at Thomas Fairchild. The EHT advised that staff have been receiving breakfast and lunch for free, however this will no longer continue and they will be charged for all meals.</p> <p>The EHT advised that there is an internal report highlighting school dinner debt, which will need to be picked up in the autumn term.</p> <p>Governors formally agreed to procure Juniper as the Catering provider.</p> <p>It was confirmed that the contract with Juniper will commence in September 2020, with a possible implementation date of 1 November 2020, once TUPE process has been completed.</p>

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10.	<p><b>AOB</b> <b>FGB dates 2020-21</b></p> <p><b>Consultation of support staff</b></p>          <p><b>Pupil numbers at Colvestone</b></p>	<p>Governors agreed the 2020-21 dates agreed, pending Teaching and Learning Committee dates.</p> <p>It was noted that the consultation documentation for support staff has been received for Colvestone School. The CoG agreed to forward them to governors and requested that governors review the documents over the summer break and provide a detailed response/comments for the EHT in September.</p> <p><b>Action 2: CoG to forward the Consultation of Support Staff documentation to the FGB.</b></p> <p>The EHT highlighted the need to keep an eye on pupil numbers in September, as there have been a number of in year transfer applications for Colvestone to go to another local school, which is disappointing. It was noted that there is significant movement in the current year 4 cohort. Wills MacFarlane and the EHT have met with a number of parents, who have provided points of feedback for the school to consider about what can be done differently.</p> <p>The CoG highlighted the importance of monitoring these numbers, particularly with the October Census approaching.</p> <p>The CoG thanked the EHT and all staff for their hard work and commitment, through what has been a challenging year and even more so with the COVID-19 pandemic.</p>
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