



Notes of Full Governing Body Meeting Tuesday 7 December 2021: 8.00am

This meeting was convened via Teams due to social distancing measures during the Covid-19 pandemic

Present:

J Dilley (Chair) B Ellis
B Ellis
M Rooms

C Skene
S Williams
J Hollingsworth

In attendance:

S Laidlaw (Business Manager)
Simon Webber (Kreston Reeves)
Carly James (Kreston Reeves)

Item	Item
1	Apologies for Absence Paul Holmes-Ling and Simon Herriott
2	Disclosure of Personal and Pecuniary Interests in Proceedings and Eligibility as a School governor Nothing declared
3	School Financial Audit Sally Laidlaw (SL) introduced Simon Webber and Carly James, Kreston Reeves auditors, who attended the meeting. The financial statements had been circulated prior to the meeting. It was explained that the Governors' Report includes statutory information and reports on the year to 31 st August 2021. Aspects of the report were highlighted to governors by Carly James and governors asked questions to clarify points that were raised. The Key Audit Findings document was presented by Simon Webber and governors asked questions to clarify points that were raised. <i>The auditors left the meeting at 9:20.</i> Governors felt that the information was delivered in a way that was understandable and were pleased with the appointment of the new audit team.
4	Minutes of previous meeting and matters arising The minutes of the FGB Meeting on the 21 September were approved as an accurate record. With the absence of the Clerk it was not possible to confirm that all actions have been completed and it was agreed that these would be followed up.

5	<p>Financial Report</p> <p>SL explained that it had not been possible to prepare any finance papers as there was an ongoing issue with the software that was currently with the software developers.</p> <p>SL explained that she would prepare a detailed paper for the meeting in January 2022 which would also allow for the auditors' adjustments to be incorporated into the current budget.</p> <p>SL instead used the opportunity to share with the governors the power point presentation that staff had seen for the proposed new staff and student entrance. It was discussed that a planning application had been submitted and that the architect was currently sourcing a re-costing of the project for information purposes. Once planning had been approved tenders would be sought and these would be brought to governors for approval. Governors asked about the design of the entrance queried room changes and clarified staff responses which SL confirmed as being on the whole favourable.</p>
6	<ul style="list-style-type: none"> • Verbal update from the Headteacher
7	<p>Governance Matters</p> <ol style="list-style-type: none"> 1. Appraisal Policy 2. Pay Policy 3. Complaints Policy
8	<p>Items for Standards focussed agenda:</p> <ul style="list-style-type: none"> • Numeracy

There being no further business, the meeting closed at 9.57

Summary of Actions Agreed at the meeting

No	Action	By	Status
1	Discuss addition of the impact of COVID to the Governors' Report	SL/JD	
2	Provide more information on proposed improvements to the telephone system to the Chair.	SL	
3	Add presentation on how to ensure every child has access to IT, to the next agenda.	BE	
4	All Governors to become Trustees	All	
5	Two Trustees to become Members	TBC	
6	Governors to sign form for Companies House	All	
7	HT report to be sent to the two prospective trustees	GN	Contact info needed
8	Add the proposed change to tutor time to the January agenda	GN	