



**MINUTES OF THE LOCAL GOVERNING BOARD (LGB) MEETING  
HELD VIA VIDEO LINK  
ON MONDAY 9 JANUARY 2023 AT 6.30PM**

**Present:** Mr Christopher Watt (Chair)  
Ms Joanne Chitty  
Mr Wayne Norrie

**In Attendance:** Dr Annabel Kay (CEO Warriner MAT)  
Mr Matt Green (Headteacher)  
Mrs Wendy Willie (Clerk)

**ACTIONS**

1.	<b>Dates to be sent to Mr Watt for school visit</b>	<b>Mr Green</b>
2.	<b>Data Report to be issued once generated</b>	<b>Mr Green</b>
3.	<b>SDP Update to be an item on the next agenda</b>	<b>Clerk</b>
4.	<b>Safeguarding Audit to be an item on the next agenda</b>	<b>Clerk</b>
5.	<b>Mrs Chitty to be put in contact with Mrs Dunckley re Pupil Premium</b>	<b>Mr Green</b>
6.	<b>Existing Gmail addresses for trustees to be looked into</b>	<b>Mr Green</b>

*This meeting was held via video link through Microsoft Teams.*

**1. Welcome & Consent to Absence**

Mr Watt welcomed everyone to the meeting. No apologies were received. All documents were made available on GovernorHub prior to the meeting. The meeting was quorate.

**2. Declarations of interest in respect of any items on the agenda & notice of any amendments to the Register of Interests**

None

**Presentation of Annual Report & Financial Statements for year ended 31 August 2022**

Mr Andy Jones from Cooper Parry was welcomed to the meeting. The Annual Report and Financial Statements for the year ended 31 August 2022 and External Audit Findings Report had been circulated. Mr Jones briefed on the content of the documents which were shared on screen.

- It was confirmed that the audit had been completed and signed off.
- Mr Jones stated they are satisfied that the accounts show a true and fair view of the financial position of the school.
- The accounts have been prepared on a non-going concern basis.
- A clean audit opinion is being issued but this includes Material Uncertainty related to the going concern as detailed on page 16 of the accounts.

- No other issues had been identified.
- Mr Jones explained the Key Risk Findings, advising that they focus on these key risk areas based on their knowledge of the Trust and the sector.
- The other key issue is the balance of funding and the amounts owed to the Local Authority (LA), which was Northants County Council (NCC) at that time (2018-219). The LA state that nothing is owed to them but this has not been confirmed in writing. The auditors cannot confirm that the amounts are not payable, as the auditors believe they are payable. Mr Watt highlighted that NCC no longer exists, with West Northants Council (WNC) now in place and expressed frustration that this debt is sitting in the accounts with the LA not willing to put anything in writing. Confidential discussion held, please refer to confidential minute.
- The current deficit is £280,000 including the LA debt.
- There are unspent Capital funds of approximately £47,000 (Devolved Formula Capital) which is due to low capital expenditure.
- It was confirmed that there are no significant audit adjustments.
- The auditors are satisfied that most points from the previous year had been dealt with.

Mr Watt asked Mr Jones if the accounts had been submitted by 31 December 2022. Mr Jones confirmed that the accounts were submitted by 31 December 2022.

Mr Jones was thanked for his presentation and left the meeting at 7.00pm.

### **3. Minutes of the last meeting held 30 November 2022 & Review of Actions**

The minutes having been circulated were agreed as a true copy for signing. Mr Norrie apologised for not attending the meeting on 24 November and explained that he had been poorly and that a message had not been passed to the school by this PA.

Mr Green referred to item 8 a) in the minutes, Year 6 Residential Trip, and advised that the Friends of Southfield School had donated £1,000 to ensure that the trip goes ahead. Mr Watt asked that thanks be passed onto the Friends.

#### **Review of Actions**

Mr Green to provide Mr Watt with dates to visit school this term.

**Action: Mr Green**

### **4. Confidential minutes of the meeting held 30 November 2022 & Review of Actions**

The minutes having been circulated were agreed as a true copy for signing. Confidential discussion held, please refer to confidential minute.

### **5. Annual Report & Financial Statements for the year ended 31 August 2022**

Discussed after item 2.

### **6. Reappointment of Auditors for Recommendation to the Members**

Dr Kay briefed on the issues with the audit undertaken this year by Cooper Parry, who did not move forward with the audit until the end of the Christmas term. This impacted on school staff who had to work during the school holidays, which they should not have been expected to do. Dr Kay advised that the MAT is currently retendering for an auditor. It was proposed that it be recommended to the Members that an alternative auditor be sought. The trustees agreed with the proposal that an alternative auditor be appointed and that it would also be proposed that the Members move forward with the auditor appointed by the MAT.

Mrs Willie clarified that as Chair Mr Watt is automatically a Member of the Trust.

### **7. Autumn Term Attainment Data Report**

Mr Green explained the issues that had arisen at the end of last term, which has impacted on a report being generated. Data had finally been uploaded, but on checking the data today Mr Green found the data to be incorrect. Data report to be provided to the trustees as soon as a correct report is generated.

**Action: Mr Green**

Dr Kay added that the reporting system had been simplified but the data provider could not connect with Southfield. The MAT was using HelloData but the primary schools are moving over to Arbour with the secondary school using Go4Schools.

## **8 School Development Plan (SDP) Updates**

A document had been provided on GovernorHub this evening. To be an item on the next agenda as trustees had not had time to fully review the SDP. **Action: Clerk**

Mr Green clarified that there are three main areas:

- Curriculum implementation
- Developing Subject Leaders which is a Trust wide focus
- Engagement in the Community which is to be led by the trustees

## **9. Review of the Risk Register**

No additional information had been added to the Risk Register, which is on GovernorHub for review.

## **10. Policies for approval**

### **a) SEND & Inclusion Policy**

The current policy had been updated and circulated. All trustees voted in agreement to adopt the policy as presented.

### **b) Equality Impact Statement**

All trustees voted in agreement to adopt the statement as presented.

### **c) Admissions Policy 2024/25**

Mr Green clarified that the policy had been consulted on with no changes made. All trustees voted in agreement to adopt and publish the policy as presented.

## **11. Governor Monitoring**

Mr Watt said he would review safeguarding when he visits the school. Dr Kay confirmed that she completes three safeguarding audits each year, with the next audit to be undertaken this term. Safeguarding Audit to be an item on the next agenda. **Action: Clerk**

Mrs Chitty, Pupil Premium Governor, asked about reviewing pupil premium. Mr Green to link Mrs Chitty with Ms Dunckley, Pupil Premium Lead. **Action: Mr Green**

## **12. Safeguarding**

Mr Green confirmed there are no issues or concerns to bring to the trustees' attention.

## **13. Health & Safety**

Mr Green reported that on the last day of term, 16 December, there had been a major gas leak which caused the evacuation and closure of the school. The cause of the leak was fixed over the Christmas holidays at a cost of £1,200. Mr Green stated that he had to make urgent decisions at the time of the incident to address this issue. The trustees agreed that this was the correct thing to do to deal with the incident.

Mr Green added that areas of the school are old and the rapid changes in temperature that had been experienced over the last few months had caused issues to appear. Mr Watt said that the unspent Capital funding could be used to address issues to ensure the site is safe. Mr Green confirmed that the site is safe.

#### 14. Any Other Business

##### a) Date of AGM

It was agreed that the AGM would be held in line with the next meeting. It was agreed that the next LGB meeting would be held on Monday 6 February at 5.00pm. It was agreed that Cooper Parry did not need to present the accounts to the Members and that they could be provided with an overview at the AGM.

##### b) Southfield Emails

Mr Green to look into the school emails which had previously been set up for all trustees.

**Action: Mr Green**

#### 15. Future Meeting Dates

Trustees discussed increasing the number of trustees in order to help with the workload. It was agreed this would be discussed again at a future meeting.

Dr Kay advised that this is Mrs Willie's last meeting as clerk as she has a new job. Dr Kay confirmed that Ms Liz James, Governance Professional for the Warriner MAT, will take over as Clerk. Mrs Willie was thanked for her work as Clerk.

There being no further business the meeting closed at 7.55pm.

Signed \_\_\_\_\_ Dated \_\_\_\_\_