

Name	Type of Governor	Present	Apologies
Katie Blood	Headteacher	Yes	
Father Ben Eadon (Chair)	Foundation (Ex Officio)	Yes	
Tony Firmin (Vice Chair)	Foundation	Yes	
Nikki Harper	Parent	Yes	
Catherine Wilson	Foundation	Yes	
Dan MacIntyre	Parent	Yes	
Ian Beggs	Staff	Yes	
Ben Scott	Foundation	Yes	
Mary Nixon	Foundation	Yes	
Roger Fine	Local Authority	Yes	
Fiona Keeling	Associate (Deputy HT)	Yes	
Tom Way	N/A (Clerk)	Yes	
Sarah Foster	School Business Manager	Yes (items 1 – 4)	
Vacancy	Foundation		
Vacancy	Foundation		

Quorum: 10 out of 10 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and DHT are highlighted in **bold**.

## 1. Welcome / Opening Prayer / apologies for absence and declarations of interest

*The Chair asked CW to commence the meeting with an opening prayer.*

The Chair confirmed that all governors were in attendance and welcomed RF to the governing body.

There were no declarations of interest for this meeting.

## 2. Minutes of FGB meeting held on 24.03.22 accuracy / matters arising

The GB agreed that the minutes were an accurate representation of the meeting.

*The following actions have been met:*



- The Chair has checked with RCD whether all governors have confirmed that they have read the DfE safeguarding document
- The HT and Chair have begun putting together an induction pack for new governors
- The Clerk has circulated the latest template for the monitoring visit form to governors with the minutes
- The HT has reviewed the Diocese email regarding the school concrete type and no further action is required
- The Clerk has sent a reminder to IB regarding the termly premises inspection
- The Clerk has checked and updated the training records from the LA website
- The Clerk has emailed all governors a reminder to send records of any non-LA training that they've completed to them and to do this going forwards
- The Chair has checked for the SEND & Inclusion governance handbook and sent this on to DM
- The Clerk has included a list of link governors on the back of the agenda

Matters arising, not otherwise on the agenda:

N/A

#### **ACTIONS**

**2.1** The HT and Chair to continue putting together an induction pack for new governors

– **ongoing**

**2.2** All governors to read the DfE safeguarding document and confirm with RCD once they have done this – **ongoing**

**2.3** NH and HT to look into costings for replacement school toilets – **ongoing**

**2.4** Chair to check with the Diocese if non-foundation governors can attend Diocese training – **ongoing**

### **3. Election of governors**

The Chair confirmed that TF's term as governor would be expiring soon and asked TF if they were happy to continue in the role. TF confirmed that they were happy to continue in the role.

*The Chair motioned for TF's term as governor to be renewed, and the HT seconded this.*

*All governors agreed unanimously to TF's term as governor being renewed.*

The Chair advised that RF's nomination as the school LA governor had been agreed by the LA.

*The Chair confirmed their nomination for RF as LA governor, and the HT seconded this.*

*All governors agreed unanimously to RF's appointment as LA governor.*

## **ACTIONS**

**3.1** Clerk to inform the Diocese of TF's governor term renewal and the LA of RF's appointment as LA governor

## **4. Finance**

### **A) Confirm new budget**

The SBM confirmed that they had circulated the budget in advance.

The Chair confirmed with the SBM that the school is in an in-year budget surplus now where this was previously a small deficit before. The Chair also congratulated the DHT on their appointment as headteacher at another school and that they were sorry that they are leaving, and the Chair confirmed that there won't be another deputy head appointed so that this has resulted in savings in the budget.

The HT clarified that in this meeting they are asking governors to approve the slightly updated version of the budget here from last time. The Chair asked if there were any questions.

### **With the absence of the DHT, will this result in a net cumulative deficit? (Will the deficit decrease gradually?)**

The Chair advised that the overall deficit will still exist, but that the in-year budget will have a surplus, and the SBM advised that this will chip away at the overall deficit each year.

*The Chair asked if governors approved the budget.*

*All governors confirmed their approval of the updated budget.*

The HT advised that at a recent headteacher's meeting they attended they learnt that around 79% of other schools are now in deficit or will be in the next year.

### **What will happen with the electricity and gas costs for the school in the current economic context?**

The SBM advised that the LA provide the school with their estimates of the costs, but that previously agreed terms have been known to change and that the LA haven't been very forthcoming about this. The SBM further advised that the previous gas figure wasn't enough, but that the LA advised that they can change the figure at their discretion, and that the invoices only go up to March and are not recent enough to provide further info at this point.



**With the change at the top, why are there not bigger savings being made?**

The HT advised that costs are estimated and that they predict the school will have less pupils in the next year or two, and that it may be that the smallest year group will leave and then a bigger one will replace them, but currently they can't predict that the budget will be matched.

**But for the 2022/23 figures the SLT money changes each year?**

The HT clarified that this is due to the other SLT staff changing points on the scale, and the SBM clarified that the financial year period is different to the academic year period. The HT further clarified that Helen Banks is taking on some Assistant Headteacher responsibilities, and that Rachel Christie-Davies is working three days a week.

**Why are the 2023/24 figures predicted to go down?**

The HT advised that this is because that will be the first whole year without the DHT and the way the financial and academic years fall.

**At the recent Headteacher's meeting did you get any ideas from other headteachers about dealing with deficits?**

The HT advised that other headteachers are taking the same measures as everyone else is doing e.g., repositioning staff, losing TAs, or just accepting that there's a deficit and that they can't do anything about it due to the cost of running a school, and that there were no significant differences in approach. There was a further discussion around the differences between one-form and two-form entry schools and how the former is underfunded.

**On the three-year plan it states that for 2024/25 income is going down; how will the school deal with this?**

The HT advised that if there are less pupils then maybe they will combine classes or enact staffing changes if there is no other choice.

**B) Monthly budget monitoring**

Governors confirmed that they had received the documentation for this in advance and that there were no issues with it.

**C) Monthly reconciliation report**

The SBM advised that this only goes up to the end of March because of an LA issue, and governors confirmed that there were no issues with the report.



## **D) Credit card statements**

Governors confirmed that there were no issues with these statements.

The Chair thanked the SBM for attending the meeting and providing the information.

*The SBM left the meeting.*

## **5. Headteacher's 'School at a Glance' Report**

### **A) Progress against SDP**

The HT advised that various school activities have been taking place such as pupils attending singing worship with City Mission, a skipping workshop and swimming lessons, and there was a further discussion around the singing worship which was provided by a local Christian charity. There was also a health and safety discussion around a pupil who had suffered a broken leg and the measures taken by the school.

### **What happened with the intruder who broke a fire alarm?**

The HT advised that the person running a school letting had left the door open in the evening and someone came in from the street and set off the fire alarm and then jumped back over the school wall, and the HT advised that they asked for this to be reported to the police by staff.

The HT advised that persistent absentee figures have dropped significantly, but that this is mainly due to a different formatting of the statistics that now doesn't include pupils who have actually left the school and only includes current pupils.

### **How does the pupil funding work?**

The HT advised that the school only gets funding for pupils registered on the school census on a particular date in October.

### **B) Data**

The HT apologised that they had forgotten that the Spring term data was available in advance and the DHT provided the documentation for it to governors here.

The DHT advised that the end of Spring term data headings needed to be changed as the curriculum has changed now and they gave an explanation of the format and figures for



governors using year 5 as an example. The DHT advised that 80% of pupils are at ARE (age-related expectations), and that 30% of these pupils are above ARE. The DHT clarified the indicators for disadvantaged pupils and how this relates to ARE within the data, and the HT advised that the school has generally been good at helping disadvantaged pupils meet ARE and gave further examples.

The DHT advised that there has been a particular improvement in class observations, and that year 5 have been a good cohort, and there was a further discussion around the differences between year groups and the impact of lockdown upon them.

### **Are there national benchmarks of where we'd hope to be at this point in time?**

The HT and DHT advised that there are no current benchmarks and that the last national average was provided in 2019. The HT estimated that it will be around 80%, and the DHT estimated that it will be about 50% for reception ELG (early-learning goals).

## **C) Staffing**

[see item 4a above]

## **6. Health & Safety**

The HT advised that there were no other Health & Safety incidents to report [see item 5a above].

The HT advised that they will discuss the premises inspection with IB at the first chance, and that it may be appropriate for RF to get involved in this given their experience when they are settled into their role, to which RF agreed.

### **ACTIONS**

**6.1** IB and RF to arrange a premises inspection before the end of the summer term

## **7. Policy Reviews**

### **A) SEN policy**

The HT advised upon small changes in this policy from the last version related to identifying SEND pupils and EHCP pupils being taken on by the school in agreement with governors, and the HT, Chair and DM agreed to discuss this process in further detail.

The Chair asked if there were any questions on this policy and there were none.



*The Chair asked if all governors approved the SEN policy, and all governors agreed.*

## **B) Online Safety policy**

The HT advised that this is a document to be shared with parents and that it includes a form for them to fill in through discussion with their child and then send back to the school in September, and governors agreed that it would be useful if there was the option to do this electronically.

DM noted that through their work in WSCC they believe that safeguarding practice is behind the curve in terms of online activity, and that it is worth thinking about building this in to all safeguarding policy and guidance, and that although it may be more relevant to secondary school pupils it is worth thinking about and possibly raising it with Rachel Christie-Davies. The HT advised that they are very aware of children's vulnerability online and that they will have this covered in the safeguarding policy, but asked for DM to forward anything else in terms of guidance that is useful in this regard.

There was a further discussion around the Harmful Online Content bill coming into force soon, and the Chair advised that the Online Safety policy is due for review again in a year so that they can check this again then, and there was further discussion around advising and educating parents on this too.

*The Chair asked if governors were happy with the policy as it is for now, bearing in mind that it is an area of development, and all governors agreed.*

### **ACTIONS**

**7.1** HT, Chair and DM to discuss the process for taking on EHCP pupils with governors' approval

## **8. Feedback from Governor training/visits**

The Chair confirmed that they had received a SEND report from DM, and DM advised that Rachel Christie-Davies is happy to provide an end of year SEND presentation for governors, and the Clerk agreed to add this to the next FGB meeting agenda. Governors confirmed that there were no questions on this report.

The Chair advised that TF had sent a maths teaching observation report today and the Clerk agreed to put this on the next FGB meeting agenda.

The Chair checked that all governors had received the email from governor support on the 10<sup>th</sup> May about upcoming governor training and all governors confirmed that they had. The Chair also checked that foundation governors had received the Diocese notification of upcoming training, and the foundation governors confirmed that they had.



## 9. Urgent business not on agenda / The Grace

The Chair gave a reminder to governors regarding meeting the Clerk's deadline for providing documentation for meetings in order for this to be sent out all at the same time, and the Clerk agreed to numerate the documentation in line with the agenda going forwards and to try to send it all out in one email where possible.

### **ACTIONS**

**9.1** Clerk to numerate the meeting documentation in line with the agenda going forwards and to send out in one email

*The Chair concluded the meeting by saying the Grace.*

The meeting closed at 7:15pm

Signed .....[Signed copy kept in school office].... Chair of Governors

Date.....14.07.22.....

The next FGB meeting will be on Thursday 14<sup>th</sup> July at 5.45pm.