

St Michael's CE Primary School

Minutes of the Full Governing Body meeting held on 24th May 2023.

Present: R Baddon (Chair), B Godbold, N Hawkins, M Karen, A Rack, A Stevens, L Taylor, E Wood (Deputy Headteacher) and G Burrows (Clerk)

Notes:

Blue highlights Governor questions and challenges.

Green denotes Governor resolutions.

A prayer was said prior and after the meeting.

Agenda No	Item	Action
1. Apologies	Apologies were received and accepted from Mother Karen	
2. Re-appointment of Co-Opted Governor	L Taylor was reappointed as co-opted governor.	
3. Declarations of Interest	S Addison – member of staff S Goddard – member of staff E Wood – member of staff	
4. Approval of Minutes	Minutes of the meeting held on 29th March 2023 were received and accepted as a true record.	
5. Matters Arising	Year 5 intervention – wouldn't know how effective until the following week? This data will be available in June. Caretaker – shouldn't be entering the loft? New caretaker appointed this will be discussed.	
6. Headteacher's Report	This report will include where appropriate for each meeting – Attendance, Curriculum Report, Finance Report, Premises, Health & Safety, Staffing, Safeguarding & Covid Update. Points to note and items raised: Curriculum Report: Attendance seems to have risen slightly which is positive - are there any clear factors for this improvement? With the families that had meetings with Mrs Wood in March, has there been tracking of attendance and any results seen? Key families were invited to an attendance panel. Data reviewed after 6 weeks. 4 families improved, 1 continued to dip and the other hasn't changed. The impact will be better seen later in the year. One family are school refusers. Reported to LA that school cannot keep her children safe. Has been to the press and the police. There is always at least one child at home each day out of a family of 5.	

Early help was making good progress but non engagement. Feel she is getting close to home school. Next step would be letter from legal with a fine. Says she cannot afford a fine, but still not attendance.

- **SATS have now taken place for KS2 and KS1. What are your predictions for the outcomes for these, based on the data collection at the end of March (noted in the minutes that you would present in the following meeting). Is there any anecdotal feedback from staff or students which can give a view?** Mid pupil progress meetings for KS1 teachers. SATs predictions are in line with predictions. Writing moderation will be completed after half term. There are some children teachers have been cautious with who are borderline. Have asked the teachers to bring those students to moderation. Gives assurances. Predictions won't be in line with national, but this was predicted. There are many factors than can be attributed to those results. KS1 data will be at next meeting, along with GLD and phonics.
- **Which actions of the plan to improve attendance is giving the continuing small but important rise in attendance even with the presence of some unwelcome illnesses?** Parents who knew E Wood's didn't make much difference but those that didn't it did. Can use a different face, with S Addison or governors attending. A Coney will be showing a new attendance form to show what doing to tackle persistent absence.
- **Primary School Reading has been in the news lately. Will the school phonics program ensure all pupils will be able to read and how long will it be extended to pupils making slow progress, and what other methods can then be employed if this does not work?** Redeployed a reading phonics leader without a class commitment shows commitment to RWI. Working with English hub with literacy consultant 6 times per year for small steps and targets. RWI consultant observes 3 times a year. Implementing fresh start RWI goes into year 4. Year 3 and 4 speed sounds. 1;1 coaching for bottom 20%
- **Lexia – are we getting value for money?** We are only using for bottom 20% 3-year contract for 300 licences and has expected impact on catch up, but feel bottom 20% will still benefit, so only purchased 60 licenses. It is a catch-up tool. It is timetabled to use in school.

Financial Report

- **I12 Income from Contributions to Visits seems low - is this concerning?** 2022/2023 – funding allocated to correct codes for future plans.
- **E25 Catering Supplies - what does this cover and why does it appear to be overspent by so much?** Factor in household fund, free school meal vouchers. Money comes back in as income.
- **E19 Learning Resources- Are there any potential extra major resource costs on the horizon over the next year as there was about a 10% (approx £6K) increase in the revised budget this year?** No, pathways English programme identified as part of the monitoring visits from the LA.
- **E12 - Building Maintenance and Improvement- As for E19, are we allowing ourselves a bigger buffer this year to cover extra potential costs?** 22/23 revised budget up approx. 90% (£13,660). Yes
- **Total projected PP carry forward looks uncomfortably large, current year £42K and year 2 £55K. With the school's large input into catch up programs, staffing increases etc how is this so? If pupil results don't meet expected, we will be open to valid criticism?** New budgets have fully utilised the grants. New

	RWI role this year, staffing member deployed to facilitate catch up tutoring and reading. Homes for Ukraine funding? Yes, has been allocated. • I have noticed the school use Rodden and Cooper for building works and have stated that we are planning to use them to do alterations to the music room. Is there a reason that we always use Rodden and Copper? Do we obtain 3x quotes to ensure the school is receiving the best value for money? Alterations were to the main office to ensure bursar can work uninterrupted. Always get quotes, minimum of 3 where possible. Is this in the finance policy? Yes. Finance policy will be sent out for approval at next meeting or by email. • What is “office works” for £5,477 for the DFC spend? Similarly, to point above, have we gone out and obtained quotes for this work to ensure best value for money? Yes 3 quotes, only 2 were possible as the period time other companies could not accommodate. Went with more expensive quote as wanted to make sure it was compliant, only a few £100. Went with R&C as know them well. Reason was to allow the bursar to manage her workload and do it well. • Teaching staff costs (E01) is expected to increase by 4.92% is this in line with expectations or should we budget more to be prudent? We have budgeted as suggested by school’s finance team. 8% for teaching and 9% for non-teaching. It differs for different pay grades. Factored in for teaching but not support staff which had to be added. • E04 - premises staff is budgeted to decrease by 50.25% due to Carlton cleaning taking on caretaking duties, however cost E07 - cost of other staff, have also decreased for this reason? Shouldn’t it just be one expenditure line decreasing, not both? Costs of other staff is decreasing as they are taken from grants. S Addison will investigate further and respond by email. • Have we explored options to help reduce E16 - Energy costs ? E.g. solar panels, replacement of old heating systems, lights on sensors/timers. Yes • Is the school aware of the additional MSAG (mainstream school additional grant) for 2023/24? If so, is this included in the budget? Yes • Will the ropes and climbing frame be replaced using Sports Grant, or not replaced at all, if so why? Not replaced at all as they have been condemned not required as part of gym curriculum. • E07 Cost of other staff. – Why a credit for 2 years 22/23 23/24? Any staff who taken from grant, cost is split coded, income from grants more than cost of other staff. • E12 Building and Maintenance £28,662 22/23 Is 10K going to be enough in 2 years’ time? Estimated based on building maintenance costs for buyback and additional amount for anticipated. No large expenditure expected for example heating, flood and fire doors. Forecast through the year. • E16 Energy. £19,862 23/24 £44,656 then back to £22,709 in 24/25. Why the big increase for 1 year? 55% increased 300% increase – information from school’s finance. Could look different going by what the government has indicated.	
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	• 108B Income from Facilities and Services. - Why is 23/24 only £7,800 (and future years) whilst 22/23 was £18,591? One off cost, rhubarb theatre, insurance income for the driveway and ECT funding and school fund income. Coding on old BWOn, coding on new BW system should be in the correct place. • Devolved Capital – How to spend the grant of £21,180? Will the Pond House classroom repairs be met from this grant? £16,199 energy efficiency grant, stipulations on how must be spent. Survey has been completed on LED lighting and room sensors. Is it extra? Yes, but put in to devolved. The pond house has been allocated funding from pupil premium.	
7. MTFP Approval	Scenario plans were circulated prior to the meeting. Since setting budgets interviewed with expectation of UPS and middle MPS. The candidates that were appointed were ECT's. One on second year and one in first year. Confident with appointments and that have capacity within school to support them. This therefore makes a huge difference to MTFP. Has implications on staffing structure due to ECT release time. S Addison does not want to consider C, D and E at present until the MTFP has been review. Need additional leadership capacity but need to investigate what that would look like. Especially with the MTFP going into a deficit in future years. S Addison proposes scenario B with pastoral role temporary for one more. This has a significant impact across school. What is the planned c/f, is it within 8%? Yes, but if over will be requested how it is going to be spent. Want to be strategic and get the staffing structure right. Future deficit figures are likely to be change for the positive due to the number of EHCP. Impact of permanent pastoral would have an impact on these deficits. Carry forward due to recruiting another assistant HT. Recruiting for year 3/4 and 5/6. What is the recruitment procedure? 17 applied, shortlisted to 8. Task, lesson obs, school council, year 6 SPAG test then shortlist for interview, reduced to 4, ECT and experienced teachers. References, applications all help in decision. AHT appointment if it is right for the school will be external and internal. MTFP B was approved by the full governing body. Governors stated that MTFP B needs to be reviewed in light of S Addison and E Wood's workload. Will also consider SEND workload. Is there anyone interested in SENCo? Yes, some staff have expressed an interest Would need to advertise in internally.	
8. Safeguarding Report	Safeguarding audit has now finished. Governor assurances still need to be made.	

	Continues to be a priority. Increasing number of children with interventions.	
9. SDP/SEF/5 Year Vision	A Rack sent a reminder for governors to allocate themselves to a priority and make a governor visit. Reports to be sent for the next meeting.	All Governors
10. SIAMS & Church School Distinctiveness	S Addison is booked on training for the flourishing under the new SIAMs. Won't be inspected in the next academic year. A Rack to add a section for this on governor visit report.	
11. Policies	The following policies will be circulated via email: a) Finance Policy b) Whistleblowing Policy c) Critical Incident Policy	
12. Governor Visits	The following visit reports were circulated prior to the meeting: • SAT's	
13. Governor Items	Governor Vacancies • Foundation –2 foundation vacancies. • Parent Governor – no nominations. Previous applicant to be approached. • Co-Opted to note re-appointment of L Taylor	
14. Items for Next Agenda	Note policies approved by email	
15. Date & Time of next meeting (s)	All meetings are at 6.30pm • 5 th July (Curriculum)	

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