# Minutes of Governing Body Meeting, 14th March 2023

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| Present: | P Perry (Deputy Chair)  R Campbell (Head teacher)  S Moss  N Wiltshire  A Holland  B Calvert  C Lawlor |
| In Attendance: | A Clarkson Bursar |
| Apologies: | K Davies, C Gilbey, M Welsh |

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| **23/35** | **Receive Apologies for Absence –** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose - Decision*  Apologies received in advance via email  **Agreed by all governors** | |
| **Actions Arising / Resolutions 23/35** | | |
| Accepted | | **Chair** |

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| **23/36** | **New Declarations of Interest and Interests Relevant to this Meeting** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose – Information*  Nil received | |
| **Actions Arising Resolutions 23/36** | | |
| N/A | | **NA** |

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| **23/37** | **Agree Minutes of Past Meeting and Consider Matters Arising** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose – Information*  **REF – 23/31 Completed**  None to report | |
| **Actions Arising / Resolutions 23/37** | | |
| Previous minutes a true reflection and accepted as such unanimously | | **N/A** |

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| **23/38** | **Consider Meeting Focus – Finance and Resources** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – CoG - Headteacher*  *Purpose – Information*  Policy documents tabled in advance to all Governors via portal.  *Finance*   * Receive and consider Draft Start Budget * Review Contract Schedule (if available)   Bursar update:   * Income based on one day count of pupils on roll on October census * Variable funding streams for high, vulnerable, special need categories, however do note that funding moves with child if they in year transfer so cannot be presumed to stay the duration of the year with fluidity of this school * Funding is to meet child's individual needs, and this must be covered within school planning * Pupil Premium finding includes FSM (Free School Meals) (£1345 pypp), Looked after/post looked after (£2345 pypp), Service Child (£335 pypp). Service child funding now is now eligible for 6 years after parent/guardians have left service life. * Receive additional income from sports funding, MOD grants when applied for and approved, school meals, etc. - revenue streams clearly shown on tabled documents   There is a considerable amount to consider for the future years and 3-year plan, and we continue to work on best information available to us at the time, which as all governors are aware changes very quickly here meaning SLT and bursar need to proactive in management of budget.  **Explain then how can the move of pupils with additional funding streams adversely impact the school budget?**  *A pupil could in year transfer out of school, which impacts staffing. Often a TA is in place for 1:1 support for a child and this move means there is a team member within school of which we no longer have funding for salaries. The office is very thorough when new students are starting with robust protocols that inform SLT of any incoming needs which may require to be staffed with or without funding.*  **Surely then if children arrive with needs, they will bring their funding with them that can be a positive to budget management and HR?**  *Occasionally yes, we may fall into the category of one child leaving who had support to one arriving that has funding and needs support, however much more often we find that children arriving needing support do not have EHCPs (Education, Health, and Care Plans) in place despite their obvious needs as overseas schools are not run in the same manner as here. This results in the school providing for the needs of the child unfunded, until the full-time scheduled SEND (Special Educational Needs or Disabilities) (Special Educational Needs or Disabilities) process has been completed to apply for said funding. This is a lengthy process with collation of data and evidence.*  **What management of HR is in place regarding staff in these circumstances to ensure fair employment and appropriate budget management?**  *As a school we do our upmost to retain the staff that are fully trained and experienced in their set field and key stage area. Again, mobility can help if our staff are part of a service family, they may well be posted out of school therefore becoming natural departures and progression. We also set most staff on who are specifically for such categories of pupil on fixed term contracts that can be set as review termly or annually. We do aim to always start with a 12-month contract to achieve the best possible applicants for the post. We also have in recent years made some of these roles part time across 2 applicants giving us great flexibility if additional pupils arrive.*  **CONFIDENTIAL Are these then classed as short term-rolling contracts?**  *Confidential response held by CofG and Headteacher governors present for response no staff governors present that had to leave the meeting.*  **Is there a fear then that the numbers calculated for each October Census is going to reduce due to the accommodation model?**  *We have a sense they are beginning to shrink; we have indeed shrunk during the last 6 years and are hopeful that we may have met a balance. The station has not given us reason to consider there will be a reduction in size but of course those families arriving here may well not need primary school education for their children. We remain fluid with numbers but are diligent in assessing where we sit continually throughout the year.*  **Considering your response, you only have 20 new starters for reception class within the plan, is this accurate?**  *Yes, this is currently the applied for places, however actual figures are released in April, this appears to be the picture right across North Yorkshire there is a reduced number of pupils for reception starters in the new academic year for unknown reason. There are much higher numbers of 2yr olds in nursery at present, so likely to rise again.*  **Can you clarify to the board how frequent oversight of variances are?**  *The bursar sends a budget report to SLT monthly, and this is part of our SLT weekly meeting discussing all the impacts of income and expenditure and how we continue to manage most importantly the children's needs alongside budget pressures.*  *Budget update continued:*   * Budget is currently at a healthy start balance * Expecting to be a £200k surplus for next year * This should then just cover the next 2 years with continual increases to utilities expected maintenance and contract schedules as well as staffing being impacted by national pay rises which school must meet * Challenge will be to meet the rapidly changing financial pressures within the country.   **How then do you consider long term implications of the increased costs are going to impact this budget plan and has the plan diligently addressed this?**  *Yes, everything we have inclinations or ideas regarding has indeed been incorporated into the budget plan. Below are some of the considerations that have been implemented within the budget.*   * Pupil figures in October were 178, in January they decreased to 168 and the budget has been amended accordingly * Staff pay awards have been included at the rate of what was issued last year (although this could increase as unions have just rejected this pay offer), to note these pay awards are NOT fully funded by government so this comes out of school funds which to put in context the NI superannuation adds another 30% on the original impact of the award * Utilities fluctuating prices, 150% increase is costed in to the electric, however school is heated by oil and this has always fluctuated as it depends on cost at time of delivery so this although there has been an increase is not as prominent as that of other utilities but has been included. * NYCC bulk buy our energy and as a school we continue to find and incorporate energy efficiency measures to the best of our abilities within the bounds of our school premise's. * Possible up to £20k increase on next year and up to £160k the following year leaving a challenging budget ahead. * HR- natural progression of higher-level paid staff to roles in other employment has improved our current budget and has meant that no redundancies have been required to level the budget to its current standing. Additionally, an accepted request to reduce a teacher's hours at the start of next academic year, (which will not be backfilled with additional pay required) - NW has stepped in to cover this reduction within her duties as she will relinquish her maths lead role on the return of staff from parental leave. * We adapt as we move forward with the primary focus being on the children within this essential decision making * We also believe that plans and forward management of the budget will be able to manage if numbers of pupils have a small reduction   Bursar update continued:  The contract schedule review shows the bulk of what we are buying into as a school and the change of costings so you can compare with the knowledge of the current economic climate impacting services.  As previously discussed, the bulk of the increase of costs is staff pay throughout NYCC, as these services are fully managed by NYCC inclusive of covering staff absence, all HR for catering, cleaning and grounds maintenance services etc therefore we see that cost being passed on to us as the customer.  **Considering the on costs that come with NYCC bulk contracts etc are you considering replacing these with other providers?**  *This has been considered over the last 3 years but on research we have discovered that what companies have often promised is not what service you receive, and we see many schools leaving for example County Caterers, to return to them 3 years later as the external provider has also increased costs and does not deliver the same standard of serviced cover. That said we are currently investigating if it is possible to change Grounds Maintenance contract as we have recently used an excellent service provider who is already providing grounds maintenance services to the station so this may well be a good swap with economical savings* | |
| **Actions Arising / Resolutions 23/38** | | |
| Resolutions: All tabled resolutions carried    The above resolutions tabled in advance of the meeting have been adopted unanimously.  **Agreed** (All) AbstainNone | |  |

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| **23/39** | **Consider Meeting Focus – Resources** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Headteacher*  *Purpose – Information*  *Resources*   * Review and finalise SFVS (SCHOOL FINANCIAL VALUE STANDARD) * Review LA H&S Visit Outcomes   *The SFVS has been jointly prepared with chair, vice chair and headteacher, of which you are aware and presented today as the check of financial due diligence within school.*  **Regarding question 3 response, in part, explain?**  *The SFVS asks if clear and concise budget reports are delivered to governors 6 times a year, we meet this in part as we have a FGBM each term concentrating on finance, but this equates to 3 in an academic year. However, the bursar produces a monthly report to SLT of which we are happy for the governors to see or request throughout the year.*  **Would it be better to have a sub finance committee then to cover this?**  *No, we do not have committees due to nature and mobility of the governing body. When we did have committees with the delegated powers, we found that often the meeting was not quorate due to OOA, postings, etc and this then created issues for the main FGBM when work had not been completed. We do however have finance working parties whenever they are required within the year which complete the footwork, for example as with the SFVS completion to bring to the board for discussion and approval.*  ***SFVS put to vote – Unanimously accepted***  **Meeting focus: Safeguarding**   * Safeguarding Audit Completion (biennial due 2023)   Safeguarding Audit:  Incredibly robust and depth document with 154 questions - it is hard to give full clarity and have valuable input due to quantity of data required. It should really help school and governors in knowing what we have in place and what we may need to implement from training needs, premises, needs for children etc.  Points to be aware of that were highlighted during the audit with the vice chair:   * We are pro-active in tenaciously reviewing our families and their needs knowing that many services are stretched and we do chase as required * No significant outstanding actions from SEA safeguarding report * Safeguarding action plan – governor vacancy of vice chair departure will be filled with A Holland with hand overs during the summer term * A member of the governing body is to complete training for safeguarding recruiting – S Moss volunteered to complete this training * Medical Education Service – These should always be involved with a 10 day plus absence for a child with medical absence codes. This has not been actioned for our most recent pupil with this code for very particular reasons which are applicable to their case * Traffic Management Policy, no written plan currently in place as our car park is purely for staff it is not for any parent parking. May need addressing going forward. * Headteacher’s report always updates board re any latest information on safeguarding and social care open cases (within GDPR, General Data Protection Regulation) confines. Since the last report to governors 6 of the 30 low level cases have moved to social care. | |
| **Actions Arising / Resolutions 23/39** | | |
| Resolutions: All tabled resolutions carried    The above resolutions tabled in advance of the meeting have been adopted unanimously. Safeguarding audit and SFVS both voted upon.  **Agreed** (All) AbstainNone  SFVS and Related party Transaction form to be submitted to NYCC by 31/03/2023  Training link for Safeguarding Recruitment to be sent to S Moss | | NA  Clerk  Clerk |

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| **23/40** | **Policy Update 23/40** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose - Decision*  Policy documents all tabled in advance to all governors.  Policies to be reviewed as per policy schedule:   * Accessibility and Equality Plan * EYFS * Freedom of information * Staff – Procedures for dealing with allegations of abuse against staff   **Has the school had any recent FOI’s and how are they dealt with?**  *Yes, office manage these in conjunction with Veritau for guidance on how to respond, then GDPR protocol followed and live log of requests is updated with response time and documents needed etc, which is checked annually on GDPR audits.* | |
| **Actions Arising / Resolutions 23/40** | | |
| Resolutions: All tabled policies carried    The above policies tabled in advance of the meeting have been adopted unanimously.  **Agreed** (All) AbstainNone | | **NA** |

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| **23/41** | **Receive Monitoring Reports – 23/41** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose – Information*  *Monitoring: Maths and Respect*  No questions re monitoring, reminder re monitoring evening with governors and staff being held on 15th March 2023 to review curriculum development. | |
| **Actions Arising / Resolutions 23/41** | | |
| NA | | **Clerk** |

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| **23/42** | **Discuss H&S – 23/42** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose – Information*  *Informed board that one of school boilers condemned and out of use and the other is in an extremely poor state of repair. HSL will inform NYCC as this is part of annual check and will send out a team to quote to replace these, Admin have informed NYCC property manager for our school to ask how these progresses going forward and are awaiting response.* | |
| **Actions Arising / Resolutions 23/42** | | |
| HT / Office manager to liaise with NYCC re: replacement | | **RC/YS** |

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| **23/43** | **Discuss AOB – 23/43** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair/Clerk*  *Purpose – Information*  *NA* | |
| **Actions Arising / Resolutions 23/43** | | |
| NA | | **Clerk** |

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| **23/44** | **Confirm Date of Next Meeting – 23/44** | |
| *Summary of Discussion* | *Tuesday 9**th May 1330hrs*  *Additional CPD (Continuing Professional Development) prior to this date will be confirmed asap* | |
| **Actions Arising / Resolutions 23/44** | | |
| NA | | **NA** |