# Minutes of Governing Body Meeting December 10th, 1330, 2024

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| Present: | S Moss (Chair)  R Campbell (Head teacher)  B Calvert  V Sadd  K Russell  M Welsh (digital)  N Wiltshire (Staff Governor  H Halliwell (Staff Governor) |
| In Attendance: | A Clarkson  Clerk to Governors |
| Apologies: | N Maycock, A Holland, C Gilbey |

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| **25/23** | **Receive Apologies for Absence –** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose - Decision*  Apologies received in advance via email all validated.  Welcome to both H Halliwell and K Russell as new governor members. | |
| **Actions Arising / Resolutions** | | |
| Accepted | | **Chair** |

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| **25/24** | **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** | | |
| N/A | | **NA** |

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| **25/25** | **Agree Minutes of Past Meeting and Consider Matters Arising and CPD (Continuing Professional Development) question** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose – Information*  All actions completed for 25/14 and 25/16.  Note also re update from @clusterheads regarding attendance issues discussed at last meeting that same protocol will be managed regarding pre/post deployment absence requests which supports continuity of message across both primary and secondary schools, due to change in DFE wording. | |
| **Actions Arising / Resolutions** | | |
| Previous minutes a true reflection and accepted as such unanimously to be uploaded to school portal | | **Clerk** |

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| **25/26** | **Consider Meeting Focus – Finance and Resources** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Bursar*  *Purpose – Information*  Policy documents tabled in advance to all Governors via portal.   * Receive revised budget (half year update), scrutiny and forward plan, monitoring statements and revised budget. * Discuss benchmarking report. * Draft SFVS (or delegate to working party) * Oversight of staff performance management   Points of note raised by bursar  We are currently a healthy school on paper with a healthy carry forward, however we have shown clearly the management required and how quickly this drops off within the 3-year forecast due to numerous factors.  March/April of each year we are aware of 1 year pupil figures (October 24 Census numbers dictate April 25-26 funding) and remaining 2 years are approximate additionally we are clearer on staffing. As you can see there is recent considerable change within our plan and the impact of the MODG. Other impacts are due in part to:   * Awarding of £67k MOD grant over 2 years has been added to schedule. * Turnover has reduced which impacts additional income. * Children’s achievement has improved which then impacts future funding with less funding awarded to school as we have improved education, unfortunately we rarely keep our children for full primary education, so this does impact. * Expenditure includes assumed pay awards, LA original assimilation of pay range was not fit for purpose, therefore almost every TA will get a new pay scale with head room for progression on pay points. Despite a negative impact to budget this is good for our staff and validates the work and value of our TA team. * NI employer contribution at 1.4% from April 2025, small print did say that government will absorb this cost and compensate schools accordingly so hopeful this is revenue neutral but no confirmation as yet. * Pay awards, increments (noted that on-costs increase teaching costs by 40%). * Slightly ahead of bench line now on cost per teacher with changes governing body and school have made moving into this academic year, we are more representative of most schools, and this does assist the 3-year plan.   **Questions**  **Have the MOD grants been published outside of school?**  *No, we have not published this outside of school as yet.*  **Can we continue to apply for this grant?**  *Yes we can if they continue to offer them, however the criteria changes and having been in receipt of the grants for 8 years means our chances of being successful or meeting the criteria is less likely, it is not a funding stream we can rely on as it may not be applicable to our situation, we have had a huge blessing and security from our grants so far.*  **The grant says it is supporting other schools will this take a lot of SLT time?**  *Team skills are shared and practices which we have been doing with local school to quite a high level over the last 12 months and more, it will not necessarily take us out in set time scales, but the offer is there to our local schools for this support to continue.*  **Does the forward plan** **include the current six class structure?**  *Yes.*  **Is there any other outside increment from providers that needs/has been considered?**  *Yes, there is similar impact on the traded services (LA) which is factored in for this coming year with probable changes for the following years as per the data we have. Considering the wider financial times, we expect that our non-LA providers may also be forced to increase their costs and invoice accordingly.*  **Regarding the teaching posts and staff structure, have any been pulled out of this for the forward planning?**  *No, currently we have costed with the model of staffing we currently hold, however, as we noted the 3-year plan is fluid, staffing is also fluid due to incoming and outgoing EHCPs and has to reflect the need and requirement in school at the time.*  **What happens to school if the deficit continues to rise without any grants despite our management of the plans etc?**  *You must be proactive, which we are reflecting and amending throughout the year and not just in set time scales. Worst case scenario LA will take over finance within school, with a recovery plan to go forward with.*  **How hard is it though to get out of deficit and still provide education to pupils as required?**  *Very challenging, but as so many schools we continue to endeavour to meet our constraints and plan accordingly to meet out budget every year, the deficit may be allowed to sit in the back ground but you have to show clear and appropriate financial management and decisions need to be taken to address the deficit continually.*  ***All governors agreed very good, revised budget and management from across the board.***  Benchmarking   * This is a comparative set of data with other NYC schools, with comparative size.   SFVS   * Update re information on SFVS and directed to the governing body to self-assess with a small working party, whereby the document will be populated with last year’s responses to enable cross checking and revisit where we are at. Mrs Halliwell and Ms Russell confirmed they are happy to liaise and complete this with the team in late January early Feb.   **Questions**  **We are still higher on leadership and teaching why?**  *On last year’s data yes, covering the flux, range, and capacity we require with our known mobility. SLT is now below the range, historically we were higher. This is a good change and comparison and is still not accurate as SLT do teach one full day so not simply SLT time. For our pupil, teacher ratio we are lower in some year groups they are not all alike so hard to compare again.*  *That said, it is a much more consistent level of benchmarking this year than in many previous years so feels to have a bit more value.*  **Is the comparative on 6 or 7 class structure?**  *This is on our current six class structure.*  **What if mobility climbs again instead of the steady level we have seen recently?**  *We are operating on a low number of admin hours according to the benchmark however this covers the mobility needs if it does ramp up as finance is managed separately by the bursar service and again we have flux within our system and ability to move staff around within our model to support where need may fall.*  **Do we have to take the traded service (cleaning / catering etc.) - can we not cost out with this pool considering the impact of LA pay increments on management etc?**  *No, we do not have to take this, if you remember we removed grounds service from this last year to a local contractor saving nearly £2k per year. There is as you see a significant increase in cleaning and caretaking and a lot of the fees are in the management same with the kitchen service. However, we have looked to replace these with different local contracts and have observed how other schools have done this but often have found companies offer and promise prior to delivery and then eventually tail off the original service offered meaning a much lesser provision. We would also then become the managers of if we have no cleaners due to illness, cooks etc and that would very much increase our admin hours and management.*  *We continue to review and look for savings and best practice for school completing our due diligence.*  **Are you saying that on changing the contract you have issues?**  *Yes, you can do, and that management then falls to school responsibilities, we already oversee our NYC practice and chase when required.*  **If you did put out to tender how many quotes do you need to cover this as we have a local firm that could very much be considered for cleaning and caretaking?**  *Three quotes required, one of those would be the current traded service so an additional two. This will be pursued, HR implications to be considered for current staff.*  **Have you considered the same with the broadband contract which is due renewal?**  *Yes we have completed due diligence on that reviewing four companies but, on this occasion, traded is best offer and provision.*  To note, we are also looking into the traded service absence scheme post an event headteacher attended suggested that an alternative may be beneficial, again looking into the small print neither Mrs Scott nor our Bursar believe this to be the case as some mental health categories are not covered, not all parental leave and with the LA scheme if over a year minimal is paid out percentages are paid back to schools within the scheme. | |
| **Actions Arising / Resolutions 25/26** | | |
| Resolutions: All tabled documents carried  The above documents (revised budget) tabled in advance of the meeting have been adopted unanimously.  **Agreed** (All) AbstainNone | | **NA** |

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| **25/27** | **Consider Meeting Focus – Resources and School Performance** | |
|  | *Lead – CoG – Headteacher*  *Purpose – Information*  Documents tabled in advance to all Governors via portal.  School Performance   * School Performance * Plans for Capital projects * Review LA H&S audit outcomes – see H&S policy.   Staff Performance Management   * Teachers’ appraisal report has been anonymised providing an oversight of the processes used within performance management - robust, fair, and reflective of practice.   Pupil Premium   * All areas (DPP, SP, PE Premium) have been subject to an external audit. Currently mid-way through a 3-year strategy, minimal change other than financial. LA External in depth audit was in the last 2 months and their results were presented at admin and finance conference.   PE Premium   * Difficult to evidence as embedded within school model including staffing of events as originally signed off with governors to support sport provision in and out of school. Headteacher has been part of cluster group of heads trying to improve provision on a cluster level for sports events/competitions, to that end a contribution is being paid by 10 schools to employ a teacher from the Synergy schools (has flex as not on full time contract so their hours have been increased by 0.1)to organise all the cluster events, in advance with clear communication for attending.   Capital Projects   * Bank of 2 roof windows replaced and post last heavy rain no leaks, other two banks of 2 inspected and expect another set of 2 to be completed this year. * Boiler still critical and pencilled in for replacement in Summer 2025 but no updates re that, annual service due in January. Have been assured if heating fails the management of keeping school warm would be covered by NYC, with provision of industrial heaters etc. * New Asbestos Report for whole school has been commissioned (£2k), report pending.   Safeguarding   * Prevent RA – New requirement. Good team knowledge, whole staff covered every year with safeguarding updates, all partnerships in place.   **Questions**  **How regularly do you let staff know where they sit with feedback etc during the appraisal year?**  *There is usually one midpoint interim appraisal, however we would hope that teachers can approach at any time for feedback with our open-door policy. In addition, if there are concerns about practice, we would not wait until appraisal to raise this. More formal pupil progress meetings offer a track of attainment, however pulls on staff time away from productiveness for extensive discussions. We continue with learning walks and teacher assessment throughout the year and any red flags then have a discussion point. Staff meetings and Team meetings are also used any heads up re data challenges, positives from learning and practice, requesting support sharing best practice all we feel fully supports the one formal appraisal per year.*  **Are any CPD sessions required for staff regarding sports as I can offer to provide some CPD (K Russell)?**  *Sports CPD is welcome, we have a new colleague in post in PE lead but will liaise regarding any training you are able to offer. Many thanks.*  **Regarding continued issues you previously discussed re transport to sporting events have you considered the SIF minibus?**  *Yes, and we have had difficulties every time, from being told we are unable to use this facility, to turning up when a service person has booked to transport children to an event when again on arrival to collect they said we couldn’t use it and they were cancelling the booking, there appears to be so many challenges to us having the use of the mini bus. We have however for nearly all the events since summer two, shared coaches with Burneston which is halving the cost of transport currently.*  **Is cluster sport the only sport you do with other schools?**  *Yes, unless you have achieved highly in level 1 cluster events which then allows our students to progress to county level competitions. School children do take part in many activities however regularly such as cheerleading, swimming, football as we have some brilliant local clubs of which many children attend a diverse range.*  *We also via the Swaledale Alliance have the opportunity to join in with other clusters which we do engage with when the programs do not clash. We also hold the gold sports mark, and AFPE award for provision of sport in school.*  S Moss left meeting at 1450 | |
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| **25/28** | **Policy Update** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose - Decision*  Policy documents all tabled in advance to all governors.  Already reviewed digitally – to be noted. All based on previous held policy documents or updated LA templates. Sexual Harassment is a new best practice approach again based on LA policy.  Policies to be reviewed:   1. Whistleblowing 2. DBS 3. Charging and Remissions 4. DBS 5. Sexual Harassment 6. Single Equalities Scheme 7. Budget Management and Scheme of Delegation   **No questions** | |
| **Actions Arising / Resolutions 25/28** | | |
| 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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| **25/29** | **Receive Monitoring Reports –** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose – Information*  *Table*   * *EYFS*   The above reports were received and noted by governors. Actions and follow-ups to be completed in next visits. Looked at new drawing club words and high-level vocabulary, a great initiative which fits with oracy and vocab that particularly good for boys.  **No Questions** | |
| **Actions Arising / Resolutions** | | |
| N/A | | **NA** |

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| **25/30** | **SEND** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – SEND*  *Purpose – Information*   * *4 EHCPS’s pending.* * *Another mediation cancelled at last minute by LA Send* * *One of four pending agreed verbally but not in writing as yet.* * *One of four pending overdue (not on our part)* * *Also, emergency EHCP to apply for* | |
| **Actions Arising / Resolutions** | | |
| NA | | **NA** |

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| **25/31** | **Discuss H&S and Capital Expenditure** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair*  *Purpose – Information*  No further updates  **Question**  **Capital discussed earlier in meeting.** | |
| **Actions Arising / Resolutions** | | |
| NA | | **NA** |

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| **25/32** | **Discuss AOB –** | |
| *Summary of Discussion*  (Including  questions and responses) | *Lead – Chair/Clerk*  *Purpose – Information*  *NA*   1. HT performance review in hand with CofG and liaising with outside assessor for full review date. | |
| **Actions Arising / Resolutions** | | |
| HT/CofG to liaise for Date | | **Head** |

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| **25/33** | **Confirm Date of Next Meeting –** | |
| *Summary of Discussion* | *February 4th, 2025, 1330, on site unless informed different.* | |
| **Actions Arising / Resolutions** | | |
| NA | | **NA** |