



FULL GOVERNING BODY MEETING
WEDNESDAY 17th JANUARY 2024: 6.00PM AT THE SCHOOL

<u>Present:</u>	Jo Blunden (JB), Bridget Ditcham (BD- Chair), Rachel Farris (RF), Bryony Harding (BH), Keith Hay (KH), Lucy Hill (LH), Ben Hockley (BHo), Phillipa Irving (PI), Michelle Law (ML), Justin Ng (JN - Part), Iwona Rokosz (IR) and Heather Williams (HW).
<u>Also present:</u>	Rebecca Marr (Clerk - RM), Vanessa Neale (Deputy Headteacher -VN) and Carol Simpson (Business Manager – CS - Part).
<u>Circulation:</u>	All Governors, Vanessa Neale and Carol Simpson.

Item No.	Agenda items/Discussions	Action
1.	All were welcomed to the meeting. <u>Apologies</u> Apologies were received from Kat Crane and Belinda Rowland.	
2.	<u>Declaration of interests</u> None.	
3.	<u>Approve the minutes of 29th November 2023</u> The minutes of 29 th November 2023 were proposed as a correct record by LH. This was seconded by PI. The minutes of 29th November 2023 were approved as a true record. There were 4 abstentions from governors not present at the meeting.	
4.	<u>Governing Body organisational matters (item 5 on the agenda)</u> Nothing to report.	
5.	<u>Headteacher’s report (item 6 on the agenda)</u> A written report was circulated before the meeting. A verbal report was also given to the FGB; a summary of which is: <ul style="list-style-type: none"> • An application to reduce our PAN for 2024 and 2025 was not successful partly due to another local school making a similar application, which would create a shortfall of places in the local area impacting on parental reference. The application for 2023 was successful, and our PAN has been reduced to 30. We are able to make 	

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another application retrospectively if required for years 2024 and 2025.

CS joined the meeting (6.05pm).

Q: Was the application of the other local school refused?

A: Yes.

Q: Have we received admission numbers yet for September?

A: No, we will not know these until April. The last open morning went well as did the earlier ones, so we are hopeful our numbers will be good. We also shared our good Ofsted report with prospective families.

Q: Is there anything to report as a result of the health and safety audit?

A: There were a few minor points but nothing to be unduly concerned with. We will ask the Wellbeing Group to consider and devise a stress management policy.

Q: Have you received any applications for the maternity cover in Younger Team? Are you concerned about this and is there a plan?

A: We have not received any applications but we are exploring options. We are concerned about recruitment generally in the education sector.

Q: Is the wrap around care breaking even if the numbers attending have decreased?

A: Yes, it is breaking even. We review the financials regularly and alter the charges accordingly. We are not concerned about the numbers attending as we are still quite busy. It is the numbers in the early drop off that have decreased. We are considering an earlier start to early drop off from September which may increase the numbers.

Q: Where support has been put in place following pupil progress meetings are the interventions communicated to parents?

A: It depends on what the nature of the intervention is. Most are shared at parents' evenings or in informal conversations with families.

6. Matters arising (item 4 on the agenda)

To check the year end, carry forward for last year and advise the FGB – the column was mistakenly the 20-21 figure instead of 22/23. CS to change and circulate an amended document.

To negotiate and agree a contract variance with the catering company – A contract variance has been agreed in accordance with the FGB's suggested proposal. It has been agreed there will be no more variances for the duration of the contract. The supplemental invoices are still being received. The catering company are aware we are not paying these, and we return the invoices with a payment query.

Add the RSE training materials to Governor teams – Done. Item closed.

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To feedback on the pupil premium strategy report and publish it on the school website - Done. Item closed.

Add a review of governor visits policy to the next agenda – Done. Item closed.

Send the Clerk any outstanding visit report forms – Done. Item closed.

JN joined the meeting (6.17pm).

7. **Ofsted**

It was noted how pleasing the Ofsted report is.

Q: The report has so few improvements are we clear about what we need to do to be judged as outstanding?

A: ML and VN were given detailed feedback by the Inspectors, and some areas were very close to being outstanding. The inspectors felt that there was not enough evidence of the learning journey but if the inspection had been 4 months later the judgement very well may have been different. The Inspectors were impressed at the journey the school has been on and the pace of the development. Assessment needs further embedding which we are doing and are aware of.

8. **SDP**

An updated SDP had been circulated before the meeting.

The focus remains on writing and tracking pupils' progress closely. Arbor will be fully utilised so we can track trends, and this will help with consistency of behaviour. Timescales have also been added as a result of governors' request.

Q: What is the next step as the document runs until June 2024?

A: We will keep this document until September as it is a working document and there is still work to be done particularly around writing. The next SDP priorities depend upon school outcomes and staff feeding into the document. Marketing and sustainability are likely to feature.

Q: Priority 3 is a governor action – is there a plan?

A: The time pressure of this has been relaxed but the work should still continue. The next governor strategy day in June will have a focus on governor visits. Governors were warmly invited to attend school events for example the stay and read sessions.

Q: Will some of the items in green on the rag rating go back to yellow as future dates have been added?

A: Yes – I will action.

9. **Budget update including P9 budget monitoring approval.**

The budget monitoring documentation had been circulated prior to the meeting.

A verbal report was given to the FGB; a summary of which is:

- Since the last budget monitoring report, the in-year deficit has increased by £14,000 mainly due to rising energy costs, unexpected

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national insurance payments (as support staff were taken over the threshold by receiving back pay in one lump sum) and additional hours worked by staff as a result of covering absences (illness or training).

- WBC are also charging us for our use of the solar panel energy that was previously free.
- The report is in a new format and is taken from Arbor. The FGB were asked if they liked this new report.

Q: I like the report but there is no comparative data from last year. Can we include this?

A: It will be on next year as this is the first year of data on Arbor.

Q: Our in-year deficit looks scary despite our carry forward. Have we had a response from WBC to this?

A: Officers from WBC looked at our budget and could not make any suggestions. WBC think they will qualify for additional funding to give to schools this year as the percentage of their schools in deficit will cross the threshold required.

The FGB noted:

1: They had considered the benchmarking report which illustrated that our costs, particularly staffing, were not out of kilter with other like schools. A lot of these schools are in a deficit budget.

2: The FGB need to understand the consequences of WBC not providing funding to cover the deficit before they can look at making critical funding decisions

3: There is a financial cost of covering staff absences, but these are outweighed by the consequences to pupils learning and staff wellbeing if these staff absences are not covered, particularly given the way we teach at school.

4: We have a falling roll. Efficiencies are being considered all the time.

The budget monitoring document was unanimously approved and signed by the Chair for submission to WBC.

10. Interim budget 2024-25

Q: How is next year's funding looking?

A: As expected. The funding per pupil will slightly increase but we will have fewer children. The Government have announced that teacher pay rises and pension contributions will be fully funded but those of support staff will not be.

11. Approval of Certifying Officers

A document setting out the current authorisation limits had been circulated prior to the meeting. **The authorisation limits were unanimously approved with no changes.**

12. Wrap around care.

The FGB was asked to approve the school exploring changing the start time of the early drop off club to 7.30am. The costings need to be considered. The

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staffing implications have been already discussed with the relevant members of staff and agreed in principle.

Q: Will the price of the early drop off increase?

A: Yes, to cover the staff cost and the cost of the pupil breakfast.

The FGB unanimously agreed for the school to explore this further.

13. Policies: behaviour, governor visits, privacy notice governors and pupils, staff leave of absence and staff sickness

The following policies had been circulated prior to the meeting: behaviour, governor visits, privacy notice governors and pupils. **These policies were unanimously approved subject to a minor amendment to the general behaviour statement.**

The staff leave of absence and staff sickness policies were carried over to the next meeting.

14. National issues

Benchmarking – already discussed in agenda item 9. The FGB further noted that the report was reassuring particularly around our staffing levels as that had previously been an item for further investigation.

15. Training/school visits

15.1 Governor training attended – it was noted that BHo and CS had attended a privacy update. Governors were encouraged to attend the forthcoming introduction to the early years’ framework, school improvement planning and how to deal with complaints.

15.2 – Link governor visits – Reports had been circulated prior to the meeting. There was nothing further to report.

16. Health and Safety

The recent health and safety audit was positive with a few minor points to action around recording. The introduction of smart log will assist with this. We will wait for the report before actioning. WBC confirmed that there were no urgent matters to address.

17. Staff wellbeing

A report had been circulated prior to the meeting.

The first meeting of the wellbeing Group has been arranged for 30th January at 2.30pm. More governors are welcome to join.

18. 50th Celebrations

The FGB were advised of the details of the 50th celebration event. All governors were warmly invited to attend.

19. CPTA report

A verbal report was given to the FGM; a summary of which is:

- The Christmas events were very successful raising £3,000.

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- The CPTA were invited to take part in one evening of the Round Table’s Santa sleigh.
- The Christmas pre-order sales were successful although it was a lot of work for the volunteers.
- We have some new volunteers.
- ML was thanked for allowing a no rules day which raised £360.
- The movie night raised £200, the toy sale £60 and the cake sale £200.
- Future planned events include a raffle, silent auction and quiz night.
- Fundraising has paid for early readers, tablets for Middle Team and a staff lunch to celebrate the Ofsted inspection result and to thank staff for their hard work.
- The current fundraising efforts are for the regeneration of Teletubby Hill.
- A special thank you was given to Nick Wheeler who raised £1,300 for the school by collecting and disposing of Christmas trees in the local area. The Maidenhead Advertiser published a piece on this which also covered the school’s recent Ofsted inspection and the 50th celebrations events.

20.

AOB

None.

21.

Date of next meeting – Wednesday 20th March 2024 at 6pm

The meeting ended at 7.18pm.

Next steps:

- 1: Circulate an amended budget document with the 22/23 end of year figure
- 2: Add the updated policies to the website and to the staff policy folder
- 3: Add the staff leave of absence and staff sickness policies to the next agenda
- 4: Add privacy to the next agenda

CS
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