



COWES PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BODY MEETING

Held on Thursday 18th May 2023 at 4.15pm in school

Attendance:	
Alex Osborne (AO)	Stephanie Praetig (SP) Headteacher -Item 4 onwards
John Cross (JC)	Sue Cox (SC) Chair
Sandra Klembt (SK)	
Also Present: Donna Robinson (DR) School Business Manager and Tina Jarvis (TJ) Clerk.	
Apologies: Katie Flood (KF) and Rachael Groves (RG)	

Attachments issued before the meeting are shown on page six.	
1	<u>Welcome and Apologies</u> SC welcomed everyone to the meeting. Apologies had been received from Katie Flood (KF) and Rachael Groves (RG) which were accepted. SP had advised that she would be arriving late.
2	<u>Pecuniary & Business Interests</u> None were declared.
3	<u>Teacher presentation – English</u> As RG is the English lead, and was unable to attend the meeting, the presentation was postponed.
4	<u>Minutes of Previous Meeting & Action Points</u> At this point SP arrived. The minutes of the meeting held on 16.03.2023 had been distributed prior to the meeting. The minutes were agreed and were delivered to the Chair for signing. <u>Action Points</u> <ul style="list-style-type: none"> • 160323/1 School Business Manager to draft an email to the Local Authority regarding guidelines for social media recruitment checks – This was completed and will be covered under the Business Manager’s finance report. Item Closed. • 160323/2 Clerk to re-circulate dates for Head Teacher Performance Management training. Dates have been circulated. Item Closed.
5	<u>Business Manager’s Finance Report, including 2023/24 budget</u> Copies of the following were available to Governors prior to the meeting; CONFIDENTIAL SBM FGB report, CONFIDENTIAL CFR at 01.04.2023, Cowes Primary Monitoring Statement March 2023, Expenditure by CFR March 2023, Income by CFR March 2023 and Budget v Actual March 2023. DR outlined that at the final reconciliation for the year ended 31 st March 2023, expenditure was 97.4% of budget at £1,112,593 and income was 100.7% of budget at £1,112,150. When added to the brought forward balance there was a year end credit balance of £26,039. The devolved capital balance was £18,376 credit at the end of March. This included the grant towards energy efficiency which must be spent by 31 st March 2024. The devolved capital provisional allocation for 2023/24 is £6,194. SP advised that consideration had been given to using the energy efficiency grant for replacing the front porch or the back fire doors as discussed at the previous meeting. The Local Authority had since advised that it could be used to purchase interactive multi-function boards in classrooms to replace inefficient white boards and projectors. This would have the biggest impact for the children. Any money remaining from the grant could be used to replace existing ipads which are not energy efficient.

The SBM report included an analysis of the final year end outturn compared to the November budget update. In terms of income the increased income was largely due to a couple of additional grants and increased income from Crew Club due to increasing attendance and some holiday club provision.

In relation to expenditure, this was approximately £29,000 lower than expected in November however, there are carried forward balances in respect of school trips where invoices have not yet been received. There had however been underspends for energy and insurance.

The remedial work in relation to the Summer work in 2020 are continuing. A load monitoring survey is to take place to see if the gas hob can be replaced by an electric one.

This week the external cooking grill had fallen off. This happened when the school was closed and there was no one on the grounds. It was reported as a near miss to both Health & Safety team and the insurers. It was repaired the same day.

The remedial work related to the Summer work in 2022 will be completed by Mountjoy.

The cashless system currently used by the school for parent payments is being closed in July. DR has spoken with other schools and identified two other suppliers of cashless systems. One company was slightly cheaper and the school already used their software for other items. A training session has been undertaken and the new system will be trialled after half term.

Social media recruitment checks

DR contacted the Local Authority (LA) regarding online recruitment checks. They confirmed they offered the service at a cost of £20 for standard checks. This was cheaper than the third party recommended by the HR advisers. Governors agreed it was a safer position to use the LA to undertake the checks, rather than an outside company, and agreed to use the LA service for online recruitment checks.

2023/24 budget

Looking to year ending 31st March 2024, there is a predicted deficit. The Local Authority (LA) are aware of this and have been kept informed of the financial position throughout the year. The Governing Body cannot approve a deficit budget, but would need to recommend it to the LA.

The deficit is largely driven by reducing pupil numbers, which is happening both locally and nationally. There are also inflationary impacts from increasing costs and a reduction in the number of pupil premium children and therefore a reduction in the associated funding. The budget is also impacted by having costs associated with a two form entry site, but income related to one form entry.

[Further discussions are recorded in the CONFIDENTIAL annex to these minutes.]

Pre school licence 2023/24

The pre school licence is comprised of two parts, rent and utilities. Historically, the Local Authority (LA) set a charging mechanism for pre schools. It was based on a rental rate of £64.56 per square meter occupied, discounted by 90% reducing each year until a 50% discount was received. When the 50% discount was achieved there was no further advice forthcoming from the LA. The school set an agreement to freeze the rent for a period of five years, to 2022, but to add a utility charge based on school energy expenditure in the previous year multiplied by the square meters occupied. This agreement was then extended in 2022 by a further year.

The LA have now provided an updated licence for pre schools. They recommend no discounts on rent and an increase in the charge to £86 per square meter occupied. As a gesture of goodwill, and recognising the benefit that the nursery provides to the school and the school community,

	<p>it is recommended that rather than double the rent this year, the licence for 2023/24 includes a discount. [Further discussions are recorded in the CONFIDENTIAL annex to these minutes.]</p> <p>Governors asked, given the predicted deficit, if giving a discount on rent to the pre school would be challenged by the Local Authority? DR advised they could challenge it, but that the LA have provided no advice on the rent or rent discounts since 2011 until now.</p> <p>Governors recommended the pre school licence for discussion with the pre school trustees. Governors asked for the justification for the rental discount to be documented for future reference.</p> <p>DR acknowledged the work of the Crew Club staff in increasing pupil numbers. It is planned that when the school day increases in September the Crew Club hours will not be extended, but the prices will remain the same. This was agreed by Governors.</p> <p>DR advised that catering income was reducing, in part this is an impact of the reducing pupil premium numbers. It was proposed that catering costs be reviewed as part of the November mid term budget review. This was agreed by Governors.</p> <p>DR proposed a small increase to the hours of two teaching staff, as documented in the SBM report. The hours will allow cover for Planning, Preparation and Assessment time (PPA) and cover for one of the Headteachers teaching commitments. In addition, a requirement has been identified for a Learning Support Assistant to support those children moving to Year 1 in the Autumn term who still have some basic needs. There is also a need to extend one member of office staff hours by 15 minutes a day when the school day increases in September, to allow sufficient cover in the office at the end of the day.</p> <p>Governors asked the impact of the staffing changes not included in the budget? DR confirmed it was approximately £4,000 - £5,000.</p> <p>Governors agreed the recommendations on staffing hours.</p> <p>Governors asked if the budget was sufficient to cover all legal obligations, such as the national curriculum, safeguarding and Health and Safety? SP confirmed it was.</p> <p>SP and Governors thanked DR for her work on the budget. SP recognised the balance needed between managing finances and ensuring a quality education for the children. The Governors recommended the budget for submission to the Local Authority.</p>	
6	<p>Head Teachers Report School Development Plan (SDP) - the latest version had been issued before the meeting, which had been updated by SP and SC.</p> <p>Attendance – the latest attendance report had been circulated before the meeting. The school is due to issue the ninth fine for the year, and two cases are going to court. A governor asked about the persistent absence figure and what this relates to? SP will circulate the definition of persistent absence from the Government target. ACTION POINT: SP to circulate the definition of persistent absence from the Government target.</p> <p>Early Reading – a report from the recent visit by the English hub was issued before the meeting. Some actions were suggested and will be covered with the Leading Learning Partner (LLP) at the next visit.</p>	SP

	<p>Governors asked if there will be any targets and feedback on the plan? SP advised some areas will be measurable such as phonics, some areas are not measurable.</p> <p>SATs – SP thanked SC, SK and KF for coming into school to monitor the SATs process. Overall, the tests went well. There has been discussion nationally over the reading paper.</p> <p>Length of school day – there had been very few responses to the consultation. In total four responses had been received. Two related to increasing staff hours in relation to the extended day, one was a thank you, and one related to a request to align times with the local secondary school. If times were aligned it was considered there could be road safety issues. Governors agreed to implement the revised school hours from September 2023.</p> <p>Pupil survey – an initial report had been circulated to Governors. The next steps are to share with staff and decide on any action plan. [Further discussions are recorded in the CONFIDENTIAL annex to these minutes.]</p>	
7	<p><u>View from the Chair</u></p> <p>Governor buddy system – SC advised that MG had been buddy to more recent Governors before she left. Given the low number of Governors, especially those who had been in the role for any length of time, SC felt the role needed to be reassessed, so that a new Governor was assigned a ‘buddy’ to explain the basic points of the role and school. New Governors should then be free to ask any further questions to any Governor.</p> <p>Training – Governors were reminded that they should book onto training courses as early as possible as the courses fill up fast. The SDP included Governors undertaking finance training where needed. In addition, responses to the skills audit indicated a number of governors would like more training on equality and diversity.</p> <p>Due to the high number of recently recruited Governors, SP asked for a number of Governors to undertake the Safer Recruitment course. This can be done via Governor Services or online. ACTION POINT: Clerk to recirculate training dates for finance, safer recruitment and equality courses.</p>	Clerk
8	<p><u>Policies to review and ratify</u></p> <p>The following policies had been made available to Governors before the meeting;</p> <ul style="list-style-type: none"> • Complaints Procedure • Charging and Remissions policy • Intimate Care Policy • Equality Diversity and Inclusion Policy • Equality Statement <p>Prior to the meeting a Governor had suggested changes to the Charging and Remissions policy, to add Data Protection to the legal framework list in section 2, and in section 3 to clarify that all communications will clearly state if contributions are voluntary. These changes had been made. The five policies were agreed by the Governors.</p>	
9	<p><u>Local Authority/DfE policies to be adopted.</u></p> <p>The following Local Authority/DfE policies had been circulated to Governors prior to the meeting;</p> <ul style="list-style-type: none"> • Respect Policy • Attendance Management Policy • Bullying and Harassment policy <p>The Governors agreed to adopt the three policies.</p>	
10	<p><u>School Development Plan (SDP) update</u></p> <p>Covered under Head Teachers report.</p>	
11	<p><u>Safeguarding Update</u></p> <p>AO attended the last meeting as Safeguarding Governor.</p>	

	<p>There are currently no Child Protection plans in place. There are a small number of early help and Child In Need plans.</p> <p>The Child Protection Online Management System (CPOMS) is going well. There is a focus on ensuring cases are being moved from Active to Inactive promptly.</p> <p>[Further discussions are recorded in the CONFIDENTIAL annex to these minutes.]</p>	
12	<p><u>Monitoring Update</u></p> <p>Three forms had been circulated since the last meeting. It was agreed the open Maths action (item 5 on the action list) had been covered by the recent Maths visit and could be closed.</p> <p>A health & safety visit form had been received this week and would be circulated.</p>	
13	<p><u>Governor Training Update</u></p> <p>SC was booked on an attendance webinar which has been rescheduled to later in the month. AO has attended part one of the induction webinar. JC has done some equality and diversity training.</p>	
14	<p><u>Impact</u></p> <p>The Governors agreed on the following impact achieved at this meeting:</p> <ul style="list-style-type: none"> • Significant budget discussions have taken place and Governors understand the budget recommendation to the Local Authority, • A process has been agreed for social media recruitment checks, • The pre school licence for 2023/24 has been evaluated, • An increase in the length of the school day has been agreed, which meets Department for Education recommendations, and • An increase in Learning Support Assistants hours has been approved which will directly impact the children. 	
15	<p><u>Discussion and vote on co-opted Governor application</u></p> <p>An application had been received and the Clerk and AO had met with the applicant. SC knows the applicant. The application was discussed and following a vote it was agreed to appoint the applicant (R Mulcahy) subject to the necessary checks.</p>	
16	<p><u>Any Other Business</u></p> <p>Proposed meeting dates 2023/24 – A list of proposed dates had been circulated before the meeting. A request was made to move the September 2023 date from the 21st to 28th. This was discussed and agreed.</p> <p>Governor’s end of year report – It was agreed a report would be included in the final school newsletter of the year. Each Governor should make a contribution. The draft should be completed by the next Governors meeting.</p> <p>ACTION POINT: All Governors to draft a paragraph for the end of year report. Clerk to send a reminder.</p> <p>School council – Previously there was a suggestion to invite the school council to present at the final meeting of the year. Governors agreed this would be a good addition and agreed to change the time of the July meeting to 3.15pm to accommodate the children.</p> <p>ACTION POINT: SP to arrange for the school council to present at the July meeting.</p>	<p>All/ Clerk</p> <p>SP</p>
	<p><u>Date of next meeting</u></p> <p>The next meeting is scheduled for Thursday 13th July 2023 at 3.15pm, in school.</p> <p>There will be a presentation from the Early Years lead.</p> <p>It was agreed to have the deferred English presentation at the September meeting and have a written report on Religious Education at that meeting.</p>	
Meeting Ended at 6.25pm		

Future Teacher presentations;

July – Early Years (**Link Governor – Sandra Klembt**), September – English (**Link Governor – Sue Cox**) and RE written report, November – Maths (**Link Governor – Katie Flood**), January – PSHE (**Link Governor – Sandra Klembt**), March – Computing, May – English (**Link Governor – Sue Cox**)

Action Points

180523/1	SP to circulate the definition of persistent absence from the Government target	SP	By next meeting
180523/2	Clerk to recirculate training dates for finance, Safer recruitment and equality courses.	Clerk	By next meeting
180523/3	All Governors to draft a paragraph for the end of year report. Clerk to send a reminder.	All/Clerk	By next meeting
180523/4	SP to arrange for the school council to present at the July meeting	SP	By next meeting

Attachments for FGB 18.05.2023

The following documents were available prior to the meeting;

1	4.0 Draft minutes of FGB 16.03.2022
2	5.0 CONFIDENTIAL SBM report to FGB May 18 th 2023
3	5.0a CONFIDENTIAL CFR 01.04.2023
4	5.0b March 2023 Monitoring Statement
5	5.0c Expenditure by CFR March 2023
6	5.0d Income by CFR March 2023
7	5.0e Budget v Actuals March 2023
8	6.0 School Development Plan Summer 2022 -23
9	6.0a Early Reading Report
10	6.0b Attendance Report 12 th May 2023
11	6.0c CONFIDENTIAL Report on Pupil Wellbeing Survey
12	8.1 Complaints Procedure
13	8.2 Charging and Remissions policy
14	8.3 Intimate Care Policy
15	8.4 Equality Diversity and Inclusion Policy
16	8.5 Equality Statement
17	9.1 Respect Policy (<i>new</i>)
18	9.2 Attendance Management Policy
19	9.3 Bullying and Harassment policy
20	12.0 Monitoring forms since last FGB
21	12.1 Open monitoring actions
22	15.0 Governor Application
23	16.0 Proposed meeting dates 2023/24

Signature:

Position:

Name:

Date: