



COWES PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BODY MEETING

Held on Thursday 23rd November 2023 at 4.15pm in school

Attendance:	
Alex Osborne (AO) – to Item 7	Sandra Klembt (SK)
John Cross (JC)	Stephanie Praetig (SP) Headteacher
Katie Flood (KF) – to Item 8	Sue Cox (SC) Chair
Rachael Groves (RG)	
Also Present: Donna Robinson (DR) School Business Manager and Tina Jarvis (TJ) Clerk.	
Apologies: None	

Attachments issued before the meeting are shown on page six.	
1	<p><u>Welcome and Apologies</u> SC welcomed everyone to the meeting. There were no apologies but AO advised he needed to leave at 6pm and KF advised she needed to leave at 6.15pm.</p>
2	<p><u>Pecuniary & Business Interests</u> None were declared for this meeting. It was agreed that RG, as a member of school staff, would leave for the pay discussion under Item 15.</p>
3	<p><u>Minutes of Previous Meeting & Action Points</u> The minutes of the meeting held on 28.09.2023 had been distributed prior to the meeting. The minutes were agreed and were delivered to the Chair for signing. <u>Action Points</u></p> <ul style="list-style-type: none"> • 280923/1 Governors to confirm that they have read the updated Keeping Children Safe in Education document - DR confirmed she had received confirmation from all Governors. Item Closed. • 280923/2 SC to arrange staff survey for November 2023 – This is currently underway. Item Closed. • 280923/3 KF to arrange parent survey for December 2023 – The draft survey had been circulated for discussion under Item 7. Item Closed.
4	<p><u>Teacher presentation – English</u> RG provided Governors with three handouts; a summary of the Department for Education’s (DFE’s) reading framework, an example literacy overview and a presentation pack. RG outlined that the current focus was on writing, following the previous focus on reading. RG explained that the DFE’s reading framework had been updated in July 2023, and was included in the staff development day in September. RG outlined the aims of the guidance and the sections included. Each class has a library of books and the children input into which books to include. RG presented the example literacy overview, which outlines the writing and reading journey for a class through the year. RG explained that texts used in class are varied and cover heritage text, fiction, non fiction and poetry. Each text has an associated learning journey, which can be adjusted based on the cohort. RG explained the learning journey structure. RG outlined the recent Key Stage Two moderation by the Local Authority, in which all judgements made by teachers were accepted. RG then ran through the impact of the early reading phonics scheme, and the positive contribution the investment in new books had had.</p>

<p>QUESTION</p> <p>QUESTION</p> <p>QUESTION</p>	<p>RG outlined the English focus areas for the year and the School Development Plan priorities.</p> <p>Governors asked about any children with dyslexia, and if there are alternatives if the phonics route is not suitable? RG advised that the full word view can be used. This programme includes sound linkage.</p> <p>Governors asked if there is any impact on tracking? RG said that by the end of Key Stage One teachers understand how each child learns. There is phonics screening in Year One.</p> <p>Governors asked what multisensory handwriting was, which was referenced in the presentation handout? RG explained that where children cannot see lines to write on, they can be highlighted or other methods used such as writing in sand or water. There are also adaptations for physical challenges.</p> <p>SP congratulated RG for passing her dyslexia training course and recognised the positive impact this training was having for staff and children.</p> <p>Governors thanked RG for her informative presentation. Governors also thank the Friends of Cowes Primary School for their donation of books.</p>	
<p>5</p> <p>QUESTION</p>	<p><u>Business Manager’s Finance Report, including mid term budget review</u> Copies of the CONFIDENTIAL SBM November FGB report and associated papers were circulated before the meeting.</p> <p>DR outlined that at the 30th September, half way through the year, expenditure was at 44.7% of budget and income was at 55.1%.</p> <p>DR advised that both teaching and non teaching staff pay awards had now been agreed. The teacher’s pay award was 6.5% and only 5% was budgeted, in line with Local Authority (LA) recommendations, however there is funding being received to cover the shortfall. The non teaching staff award is a consolidated permanent addition on all pay points and equates to 8.5 – 9.25%. In line with LA recommendations, 4% was budgeted for these pay awards. There will be no funding towards these awards.</p> <p>Since the mid term review was prepared it has been announced that funding will be available in 2024-25 in relation to the teacher’s pension increase.</p> <p>One teacher had resigned with effect from the end of December. As a result, classes will be merged to create a Year Three and Four class, and a Year Four and Five class. There will now be three Key Stage Two classes instead of four.</p> <p>The new leader of the Isle of Wight Council has advised that pupil places will be reviewed in the new year, with a view to any statutory process commencing by Summer 2024 and action being taken by September 2025.</p> <p>At the October 2023 census date there were 148 pupils on roll. This number is used for the 2024-25 budget.</p> <p>[Further discussions are considered CONFIDENTIAL and are recorded in the CONFIDENTIAL annex to these minutes.].</p> <p>Governors asked how inflation had been taken into account in the mid term review?</p>	

<p>QUESTION</p>	<p>DR advised that she had been guided by the Local Authority. The budget software includes a default of 2% inflation. This default can be overridden, however, it reverts back to 2% if there are any central updates to the budget software.</p> <p>Governors asked if school trips have become more expensive for the school, where parents cannot contribute towards the costs due to cost of living pressures?</p> <p>DR advised that all school trips are costed in advance. Parents cover all the costs of school trips with the exception of swimming which the school covers. There has been no impact on the budget to date.</p> <p>SP advised that two proposed trips had been cancelled due to the cost of them.</p>
<p>QUESTION</p>	<p>Governors asked if the cancelled trips impacted delivery of the curriculum?</p> <p>SP advised that they were trips to London, so did have educational value but did not directly impact curriculum.</p>
<p>QUESTION</p>	<p>Governors asked if there was anything more the school could do to increase income and reduce costs?</p> <p>DR advised that in terms of income outside of funding, the school had previously advertised the space available for lettings, however, no lettings had resulted and it cost the school to advertise. DR advised that a previous booking has now returned.</p> <p>Reduction in spending has been a focus over the last twelve years. The school team always look at alternatives and do things in house where possible.</p> <p>Another issue which has arisen is where actual costs have exceeded quotations obtained in advance. There has been a recent example on the replacement of flexi hoses, where the actual invoice exceeded the initial quote. DR met with the director of the company concerned, who agreed he initially underestimated the amount of labour the job would involve. This work was compulsory to undertake.</p>
<p>QUESTION</p>	<p>A Governor advised that they had done some benchmarking of school costs using data available on Government websites, and asked about comparable schools?</p> <p>DR advised it was difficult to establish which schools would be comparable to Cowes Primary School. The data available does not include, for example, detail on the size of the school site, if any of the site is sublet, or whether the school outsources things like catering and cleaning.</p> <p>Returning to the budget review, DR advised Governors that there had been a problem with switching electricity supplier in October 2023. The existing supplier had blocked the transfer on the basis they believed previous invoices were unpaid. DR has evidence that prior bills have been paid.</p> <p>At the recent Finance meeting with the Local Authority the school was asked to consider, again, any efficiencies. Various scenarios had been considered, which DR had outlined in her report. DR reminded Governors that a School Resource Management Adviser (SRMA) review had been commissioned, which may highlight some efficiency savings.</p> <p>The Governors discussed the various scenarios and acknowledged that more information should be available by the next meeting as the SRMA report should be available by then. It was agreed the Governing Body should wait for the independent SRMA report so that all possible efficiencies can be considered.</p> <p>Governors agreed to submit a mid term review budget with no potential savings and only the known staff saving as a result of the resignation from December.</p>

	The Local Authority audit report had been circulated before the meeting.	
6	<p>Head Teachers Report A CONFIDENTIAL written Headteachers report and attendance data had been circulated before the meeting.</p> <p>Attendance - SP highlighted that attendance is currently over 95%. A breakdown was provided including attendance for children with Special Educational Needs.</p> <p>Pupil numbers – currently there are 148 pupils. A profile was given of the current pupils, which includes 22% of pupils with English as an Additional Language (EAL).</p> <p>QUESTION <i>Governors asked if the percentage of EAL children was in line with the national percentage?</i> SP advised it was above national and was the highest percentage on the island as far as she was aware.</p> <p>Staffing – as mentioned earlier in the meeting one teacher had resigned.</p> <p>LLP visit – The latest visit included looking at efficiencies and the merging of classes given the teacher resignation. A report had not yet been received. [Further discussions are considered CONFIDENTIAL and are recorded in the CONFIDENTIAL annex to these minutes.].</p> <p>SP advised Governors that she had met with the leader of the Isle of Wight Council, Jonathan Bacon, who has offered to meet with staff and Governors.</p>	
7	<p>View from the Chair Development & Training Governor – It was agreed at the September meeting that the need for a role of development & training governor would be reconsidered. It was agreed that AO would take on the role.</p> <p>At this point AO left the meeting.</p> <p>Parent & Staff Surveys – The staff survey is underway. A draft of the parent survey form had been circulated before the meeting for discussion. A few minor changes were agreed.</p> <p>It was agreed that an electronic version would be set up and also hard copy forms would be available at the Christmas fair. SP will have the electronic version set up and DR will arrange for the printing of hard copy forms and envelopes.</p> <p>Skills audit – The Clerk reminded staff that this would be issued in December, in line with previous years.</p> <p>At this point KF left the meeting.</p>	
8	<p>Policies to review and ratify The following policies had been made available to Governors before the meeting;</p> <ul style="list-style-type: none"> • Finance policy • First Aid policy. <p>JC outlined that the Finance policy had been updated to reflect that there was no longer a Pay & Finance Committee and that there had been changes in parts of the policy relating to the use of accounting software.</p> <p>JC had compared the First Aid policy to Government guidance and suggested some minor changes regarding including the location of first aiders and equipment.</p>	

	The two policies were agreed by the Governors.	
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"> • Data Protection policy • Children with healthcare needs who cannot attend school • Designated teacher for looked after and previously looked after children • Protection of biometric information of children • Teacher performance management appraisal & capability • Teachers Pay policy • School Attendance policy • Non teaching staff pay policy. <p>The Governors discussed and agreed to adopt the eight policies.</p>	
10	<p><u>School Development Plan (SDP) update</u></p> <p>The SDP is currently being updated to reflect the mixing of classes from January, and to include the latest progress update. SP advised that the school Self Evaluation Form had also been updated to reflect this change.</p>	
11	<p><u>Safeguarding Update</u></p> <p>The annual safeguarding assessment had been completed. There was one action resulting, which had now been completed. The weekly safeguarding question is being reintroduced at the weekly staff briefings.</p>	
12	<p><u>Monitoring Update</u></p> <p>The Clerk reminded all Governors to complete any visit forms as soon as possible. SK will schedule a PSHE visit for before the end of December.</p>	
13	<p><u>Governor Training Update</u></p> <p>SC had attended an Ofsted briefing. SP will be covering the Inspection Data Summary Report (IDSR) and Governor questioning at the next meeting.</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"> • Mid term budget review had been agreed and some efficiencies had been made • An enjoyable presentation on reading and writing had been received which showed a great understanding of the subject • Positive to see there was recognition of dyslexia and member of staff had been trained in this area. 	
15	<p><u>Any Other Business</u></p> <p>Date of January meeting – The term of office of both the Chair (SC) and the Vice Chair (JC) end before the date of the January meeting. Both Governors indicated they would be happy to continue as Governors and those Governors present were supportive of them being reappointed. It was agreed that an additional meeting be held on 18th January 2024 to discuss reappointment and to also consider the draft SRMA report.</p> <p>At this point RG left the meeting.</p> <p>Pay Committee feedback – JC confirmed the committee had met and had made confidential decisions as necessary. The meeting included the feedback from the Head Teachers Performance review. The committee looked at the implications on the budget and the figures covered today remain appropriate.</p>	
	<p><u>Date of next meeting</u></p> <p>The next meeting was scheduled for Thursday 25th January 2024 at 4.15pm, in school, however, an additional meeting was agreed for Thursday 18th January 2024 as above.</p> <p>The meeting on 25th will include a presentation from the Maths lead (Link Governor – Katie Flood). It was agreed the PSHE update would be deferred until later in the year as the designated lead is leaving in December.</p>	

Meeting Ended at 6.50pm**Future Teacher presentations;**

March 2024 – Computing, May 2024 – English (**Link Governor – Sue Cox**), July 2024 – Early Years (**Link Governor – Sandra Klembt**), September 2024 – RE and PSHE (**Link Governor – Sandra Klembt**), November 2024 – Maths, January 2025 - PSHE

Attachments for FGB 23.11.2023

The following documents were available prior to the meeting;

1	3.0 CONFIDENTIAL Draft minutes of FGB 28.09.2023
2	5.0 CONFIDENTIAL SBM report for FGB November 2023
3	5.0a CONFIDENTIAL CFR November 2023
4	5.0b CONFIDENTIAL CFR November 2023 with scenarios
5	5.0c CONFIDENTIAL Review November 2023
6	5.0d CONFIDENTIAL Review 2, November 2023
7	5.0e Monitoring Statement September 2023
8	5.0f Expenditure by CFR September 2023
9	5.0g Income by CFR September 2023
10	5.0h Budget v Actuals September 2023
11	5.1 CONFIDENTIAL Isle of Wight council audit report
12	6.0 CONFIDENTIAL Headteacher's Report November 2023
13	6.0a Attendance report 14 th November 2023
14	7.0 Draft parent/carer survey 2023
15	8.1 Finance policy
16	8.2 First Aid policy
17	9.1 Data Protection Policy
18	9.2 Children with healthcare needs who cannot attend school
19	9.3 Designated teacher for looked after and previously looked after children
20	9.4 Protection of biometric information of children
21	9.5 Teacher performance management appraisal & capability
22	9.6 Teachers Pay Policy
23	9.7 School Attendance policy
24	9.8 Non teaching staff pay policy
25	9.8a Non teaching staff pay framework
26	12.0 OPEN Governor monitoring actions

Signature:

Position:

Name:

Date: