

**Meeting of Full Governing Board
22nd May 2023
4.30pm in School Library**

MINUTES

Governors Present:	Mick Baker, James Bennett, Philip Brown, Emma Grose, Matt Hillier, Dick Knight, Catherine Packham, Bronagh Shevlin, Bridget Taylor (Chair)
Officers Present:	Teresa Dee (Clerk)
In Attendance:	Sara Bailey, Richard Baker, Hayley Russell, Paul Watson

	<u>Agenda item</u>	<u>Action</u>
	<p>Pre- Meeting Presentation/Training Paul Watson and Hayley Russell gave a presentation on supporting the neurodivergent school community and engagement with the parent/ carer group. This was followed by a questions and answers session. 4.58pm - Hayley Russell left the meeting.</p>	
1	<p>Introduction</p> <p>a) Welcome James Bennett was welcomed to his first meeting as an elected Parent Governor.</p> <p>b) Apologies for Absence Apologies for absence received from Rachel Borland. Hiba Nour was also absent from the meeting.</p> <p>c) Declarations of Interest The Governors' declarations register was included within the meeting papers. There were no declarations made relating to agenda items.</p>	
2	<p>Last Meeting Dated 13th March 2023</p> <p>a) Approval of Minutes The Full Governing Board reviewed and approved four pages of minutes from the meeting held on 13th March 2023. The Chair signed the minutes as confirmation of their accuracy.</p> <p>b) Actions and Matters Arising Not Included Elsewhere on Agenda</p> <ul style="list-style-type: none"> Diamond Fund -Reminder given that Dick Knight was to represent Governors as a trustee on the charity. <p>5.05pm - Paul Watson left the meeting</p>	
3	<p>Chairs Update The Chair provided a verbal update on business conducted on behalf of the Board and current issues:</p> <ul style="list-style-type: none"> The Lets Dance event had been held , was very successful and enjoyed by all that had attended. It was noted that a number of sporting events had also been successful for the school. 	

	<ul style="list-style-type: none"> • A governor had raised awareness amongst the Board of the current situation in Sudan with a request for a charity to be nominated for the school community to support. • Meeting dates were about to be set for 2023/24 , governors were happy to follow the same pattern as the current year. • The Chair would be away for the next board meeting , rather than change the date the Vice Chair would be asked to step in. 	
4	<p>Head's Report</p> <p>The Headteacher presented his report to Governors on an assumed read basis, highlighting some key points and answering questions as follows:</p> <ul style="list-style-type: none"> • In addition to dance and sport successes the drama department as part of the open house event presented a play in the woods for visitors and the art department had exhibited student work. • Year 11 students were currently in exams season and on study leave. All but two students had been in for exams during the first two weeks. GCSE results were due 24th August. • Outcomes for current year 10 were projected to dip slightly, data provided within the report. • Attendance whist still above national levels at 90.8% for the whole school was an area of concern for school leaders, particularly within the free school meals group where attendance was at 83.6%. • School budget was very tight, the suggested 6.5% increase on teachers' pay would further impact should it be agreed and remain unfunded. • There had been no response from the Local Authority regards the improvements to the canteen area or to the SEND resource provision application. • Recent staff resignations in science and maths. There potentially could be a gap in the business/computing department for the next year due to recruitment challenges. • Safeguarding data within the report, a fuller discussion item would be held at the next meeting with the school's designated safeguarding lead. • There was a complaint that had gone through stage 1 with potential escalation to Governors at stage 2. 	
5	<p>Ofsted Session</p> <p>Governors were provided with a summary of the main types of inspection carried out by Ofsted along with the four areas of inspection being:</p> <ul style="list-style-type: none"> • Quality of education • Behaviour & attitudes • Personal development • Leadership and management <p>The effectiveness of the Governing Board would fall within the leadership and management section. More detail of what inspectors would be assessing under this section we provided noting that governors would be invited to attend a meeting with inspectors.</p> <p>The current self-assessment for the school was that it was a "good" school, not yet outstanding because of the limiting factors relating to attendance, disadvantaged student outcomes and the impact of literacy teaching at all levels.</p> <p>Further detailed self-assessment information was provided on a summary sheet noting the progress since the last Ofsted inspection and the current school development priorities.</p> <p>There was a question about the impact of complaints on the inspection process, it was advised that Ofsted would be aware of any qualifying complaints including one recently lodged.</p>	

	<p>There was a further question around the provision in place for underperforming teachers with the advice that support plans were in place and that those teachers would be identified during an Ofsted inspection with inspectors unlikely to go into those teachers' classes. The whole Ofsted process would be one of triangulation of what being told by staff and governors, from a survey of what seen in parents and carers surveys, what seen in class and the school outcomes.</p> <p>ACTION - An additional summary information sheet was requested on the area of safeguarding.</p>	MH/GW
6	<p>Business Group Report - Meeting of 10th May 2023 The Business Group had met on 10th May, notes from that meeting were include within the meeting pack.</p> <p>a) Budget Monitoring Report - Final Outturn The final budget outturn position was better than had been predicted due to some late adjustments and higher income. The surplus carried forward into the 2023-24 financial year was £712,659. It was noted that there had been an in-year deficit during 2022-23 of £210,163.</p> <p>b) Draft Budget 2023/4 & Multi Year Budget - Approval A revised budget was presented noting that there had not been any significant changes since the last draft though the carried forward figure had resulted in some adjustments. Other points noted were:</p> <ul style="list-style-type: none"> • Staffing for 2023-24 was the biggest expenditure at 80% of the available budget. • There had been assumptions of 7% increases on support staff pay and 4% on teachers' pay. • Surplus position predicted for end of 2023/24 of £8,60. • There had been no capacity to incorporate a short-term contingency figure within the budget. • It was difficult to predict for the following two years, on current staffing levels, income, and non-staffing expenditure levels the situation was one of escalating deficit positions with higher ratios of the budget being spent on staffing (93.5% in 2025/26). <p><u>Comment and questions from Governors</u></p> <ul style="list-style-type: none"> • There was a suggestion that admin costs were high, why was this? • How is deficit funding possible? Do the Local Authority provide additional funding? • Has there been any thought given to generation of income? <p><u>Response to Governor comment and questions</u></p> <ul style="list-style-type: none"> • On the government's financial benchmarking site, the school came out well in all areas except for admin costs where the levels were higher than comparator schools. Some further work would need to be done to understand why this was, whether it was down to the team structure, extracurricular activities, or historically higher paid staff. (a demonstration of the benchmarking site was provided) • If a school was looking to be in a deficit position it would need to apply for a licensed deficit and have a recovery plan to return a balanced budget, normally within three years. • There was a plan to do more inhouse cooking as opposed to buying in for the canteen which could increase profit margins. There was no capacity to increase the number of 	

	<p>lettings as the facilities were so heavily booked and prices had been increased recently across the board.</p> <p>AGREEMENT - The Full Governing Board approved the budget for 2023/24 as presented with available budget of £10,363,798 (including carry forward of £711,187) , expenditure of £10,355,197 resulting in end year surplus of £8,601. The submission of the multi-year budget as presented was also approved.</p>	
7	<p>Other Reports - Governors and School</p> <p>a) Canteen A written proposal for the canteen was presented with two options on pricing, one to leave prices at they were resulting in an estimated loss of £7,705 and one to increase prices by 5% resulting in profit of £15,925. It was noted that no price increase had been included within the budget presented earlier in the meeting.</p> <p><u>Comment and questions from Governors</u></p> <ul style="list-style-type: none"> • Were there other options than the two presented where there was a break-even position. Whilst there were many children that benefitted from free school meals there were those in lower income families that had insufficient income to cover higher prices. • There were other ways to increase revenue, improved access to the facility being one. • It would be interesting to see the impact on income with the year 11s being out of school and others being able to access the provision more easily. • Parents had commented on difficulties for students to access food along with limited on spaces for students to eat their food. • If the volume of sales was increased with a price increase it might lead to a situation where the loss is increased. <p><u>Response to comment and questions</u></p> <ul style="list-style-type: none"> • The proposed increase represented 5p increases on items, different % increases could result in less manageable pricing. • Currently half the school access the canteen at a time, increasing the time that the canteen was operational could adversely affect staff breaks. There seemed to be space at each of the allotted times for students to access. • Food inflation is making everything more expensive especially of the scope to make more inhouse is not expanded. <p>ACTION - Overall there was a reluctance from Governors to increase prices without looking at alternatives to breakeven on catering first. Business Manager to bring back in July.</p>	SB
8	<p>Policies and Other Documents for Approval</p> <p>a) Supporting Students with Medical Needs Governors had previously raised questions regarding this policy that had been addressed over email and via the Business Governors Group. A revised policy was presented for Board approval.</p> <p>AGREEMENT - The Full Governing Board approved the supporting students with medical needs policy as presented.</p> <p>b) Uniform Policy An updated uniform policy had been presented for the Board's approval.</p>	MB

	ACTION - The Chair and a member of the uniform working group proposed a smaller group review of the policy. Inclusion of a parent representative from the ADHD group was suggested.	
9	<p>Governance</p> <p>a) Training Log Spring Term The governors training log for spring term was noted. The “Governance Journey” document was referred to as a reminder of training expectations within the first four-year term.</p> <p>b) Governance Diversity Information - Requirement to Publish Data Governors were advised of a recent amendment to the information that schools must publish online that included the publication of diversity data about the board. To collect the data the National Governors Association had board diversity indicators form which Governors were asked to consider along with the requirement to publish information.</p> <p>ACTION - Nominations Panel to consider if and how to collect and publish board diversity data and make recommendations to the Board.</p>	NOM
10	<p>Any Other Business</p> <p>a) Parent Fundraising Discussions had started on setting up of a parent fundraising group for specific projects. Governors were asked to consider a steer on the type of priorities for the school. Governors felt they needed more time and some potential options to consider priorities. An additional minibus, extra seating and digital screen signage were suggested by the school representatives.</p> <p>b) Printers A proposal to lease two network printers was provided verbally, at a cost of £450 per quarter over 4 years with no additional servicing costs.</p> <p>AGREEMENT - The Full Governing Board approved to the leasing of two additional printers at a cost of £450 per quarter over 4 years.</p> <p>c) Year 9 Employer Day A successful event had been held where local employers had visited to be interviewed by year 9 students.</p> <p>Meeting ended at 6.37pm Date of next meeting - 10th July 2023</p>	

Minutes ApprovedDate.....