

GOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

Full Governing Body Meeting Minutes	Date of Meeting: 22.05.23	Start Time: 1700	End Time: 1815
Present: Catrin Adlam (CA); Esther Andrews (EA); Amy Cox (AC); Jamie Cunningham (JC); Richard Dollimore (RD); Anna Duckworth (AD); Jonathan Elliman (JE); Alasdair Goddard (AG); Laura Smart (LS); Mike Smith (MS); Samantha Smith (SM); Veronica Stoodley (VS), and Howard Wright (HW).	Apologies: Dale Vearncombe (DV).		
In attendance: Jack Frawley (Clerk)			
Chair: Mike Smith (Chair)	Clerk: Jack Frawley		

Main points discussed	Decisions/Actions	Action
1 Welcome and Apologies	An apology was intimated on behalf of DV.	
2 Declarations of Interest	2.1 To record any change to pecuniary interests and to advise of any other interests and related party transactions. None. 2.2 To check that all governors had confirmed pecuniary interests and KCSIE (2022 part 1) on Governor Hub. Noted.	
3 Minute of meeting of 27 March 2023	The FGB approved the minute of meetings of 27 March 2023.	
4 Actions arising from the meeting of 27 March 2023	(i) Mental Health Questionnaire for Stakeholders – having heard from VS in relation to the training provided to the Mental Health Lead and that the questionnaire had been completed by all staff, the FGB agreed not to complete the questionnaire.	
5 Membership	(a) The FGB noted the resignation of Mark Smith as a co-opted governor and thanked him for his service to the FGB. (b) The FGB agreed to appoint Samantha Smith as a co-opted governor and welcomed her to the Board. (c) The Chair highlighted that a form was available on GovernorHub relating to equality monitoring of governors. The publication of the anonymized information was required by the DFE but there was no obligation on individual governors to complete the form.	
6 Revenue Budget 2023/24	The Resources Committee had considered the Draft Revenue Budget for the coming year along with the Draft Revenue Budget (Breakfast Club). VS advised that the budgets were set based on spending and the current budget. She noted that costs were escalating. Expenditure related to supplies and staffing in the main. There was a healthy carry forward this year. It was proposed that c.£45k of this would be used in the next year and then £100k in the year after. Year three was expected to be a deficit position. The FGB was required to formally note that it was setting a deficit budget. There was a risk going forward. Methods of reducing spend were included in the budget plan, for example spend on training had been cut back. It was challenging to project for year three and would be heavily affected by the Government and its funding	



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	<p>priorities at the time. There was a risk in relation to pay awards if not fully funded by central government which would mean the difference required to be met locally.</p> <p>Governors asked if increasing income generation had been looked at, for example through room hire. VS advised that the hall was hired out and there was other rental in relation to peripatetic use. If hires were out of hours than this brought additional challenge such as when the holiday period deep clean could be undertaken. This was not a large area of income generation. Staffing remained the main cost in the budget. The cost of school meals was going up. The funding award relating to free school meals was calculated based on the meals taken on census day. For free school meals £2.35 was funded but meals cost £3 which therefore meant each meal also attracted local subsidy.</p> <p>Discussion then included the need to be cautious and aware of the deficit position but that the financial picture often changed and that year three often looked worse from distance than it ended up being when reached.</p> <p>In relation the Draft Revenue Budgets the FGB noted and was aware of the future year deficit as shown on the plans and would take action to address it.</p> <p>The Resources Committee had agreed to refer the Draft Revenue Budget 2023/24 to the FGB for adoption.</p> <table border="1" data-bbox="371 630 1075 826"> <thead> <tr> <th></th> <th>Value (£s)</th> </tr> </thead> <tbody> <tr> <td>Total Income</td> <td>1,627,641</td> </tr> <tr> <td>Total Expenditure</td> <td>1,672,375</td> </tr> <tr> <td>In Year Surplus/(Deficit)</td> <td>(44,733)</td> </tr> <tr> <td>Surplus/(Deficit) Brought Forward</td> <td>171,721</td> </tr> <tr> <td>Cumulative Surplus/(Deficit) Carry forward</td> <td>126,988</td> </tr> </tbody> </table> <p>AG, seconded by HW, moved adoption of the Draft Revenue Budget for 2023/24. The FGB unanimously agreed to adopt the revenue budget.</p> <p>The Resources Committee had agreed to refer the Draft Revenue Budget (Breakfast Club) 2023/24 to the FGB for adoption.</p> <table border="1" data-bbox="371 976 1075 1173"> <thead> <tr> <th></th> <th>Value (£s)</th> </tr> </thead> <tbody> <tr> <td>Total Income</td> <td>11,505</td> </tr> <tr> <td>Total Expenditure</td> <td>12,968</td> </tr> <tr> <td>In Year Surplus/(Deficit)</td> <td>(1,463)</td> </tr> <tr> <td>Surplus/(Deficit) Brought Forward</td> <td>2,000</td> </tr> <tr> <td>Cumulative Surplus/(Deficit) Carry forward</td> <td>537</td> </tr> </tbody> </table> <p>AG, seconded by HW, moved adoption of the Draft Revenue Budget (Breakfast Club) for 2023/24. The FGB unanimously agreed to adopt the</p>		Value (£s)	Total Income	1,627,641	Total Expenditure	1,672,375	In Year Surplus/(Deficit)	(44,733)	Surplus/(Deficit) Brought Forward	171,721	Cumulative Surplus/(Deficit) Carry forward	126,988		Value (£s)	Total Income	11,505	Total Expenditure	12,968	In Year Surplus/(Deficit)	(1,463)	Surplus/(Deficit) Brought Forward	2,000	Cumulative Surplus/(Deficit) Carry forward	537	
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	revenue budget.	
7. HCC Internal Audit Findings 2021/22 – review report recommendations	The FGB considered the Internal Audit Findings Autumn 2022 from the Southern Internal Audit Partnership which sought to provide all HCC maintained schools with an update on the Internal Audit findings during the financial year 2021/22. The Audit Findings had been considered by the Resources Committee and there are no actions identified by the Committee as being required.	
8 Reports from Committees	<p>(i) Resources The FGB received an update from AG on the recent meeting of the Resources Committee. The Committee had recommended the budget plans 2023/24 to the FGB for adoption. The Committee had also received a health and safety report from DV.</p> <p>(ii) Standards & Curriculum The FGB JE received an update from JE on the recent meeting of the S&C Committee. The Committee had considered a curriculum update on Art. The update included how the curriculum map was being adapted and the introduction of handy facts. There had been a stripping back in Year R from using individual workbooks and having work presented around the classroom. The increase in pupil premium numbers was putting an increased demand on the school. Work had been undertaken with the Rainbow Room to ensure that pupil premium parents were aware of the opportunities available to them. The SATs were not being moderated. Locally there had been no adverse reaction to the reading paper which had been the subject of national press coverage.</p> <p>The Chair expressed his thanks to Governors who had assisted in the monitoring of the SATs.</p> <p>The FGB discussed pupil premium support and funding. Information on the main spend for PP was sought. VS advised that there was support to access trips, instruments and extra PE work. There was ringfenced funding for the Rainbow Room and support around attendance. The focus was on trying to close the gap and remove barriers to participation.</p>	
9 Attendance Update	<p>The FGB considered an attendance update provided by VS with information from the: Attendance Summary report; Absence report, and Pupil Groups report. She advised that the year to date figures were comparable to the national average. Overall school attendance was in line with the national figures. In relation to types of absence there had been more illness and medical appointments than seen in the national figures. 'Holiday' leave was only granted in exceptional circumstances. Although titled 'Holiday' this included compassionate leave and other types including family celebrations such as weddings. Small numbers within the pupil groups could lead to high variance. Pupil Premium was the group with more persistent absence.</p> <p>The FGB asked who monitored attendance and who was responsible for chasing up. VS advised that as a team attendance was monitored. Karen and Sonya were first response in the office and would telephone home if there was no message with the school. Andrea at the Rainbow Room would be involved and know if there were case specific issues and she could phone and/or invite in for a conversation. There was tracking through persistent cases and future actions would be developed. In response to a follow up question on data VS confirmed that data on persistent absence was held and that where action was taken this was recorded.</p>	



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	In relation to safeguarding JE highlighted the review of the single central record and checks that paperwork matches. Staff training logs were available. Exclusions were reviewed. As part of his Governor Visits he asked staff safeguarding questions. There was assurance given that appropriate processes were in place in relation to attendance management.	
10 Safeguarding	<p>a) JE made reference to the update provided in the preceeding item.</p> <p>b) The FGB discussed this meeting's noticeboard question which was "Q. Do you know whether staff understand and know how to implement the school's safeguarding policy correctly?". Discussion included the importance of evidencing how things were known which was drawn out in this question. Governors commented that staff could be spoken to and asked questions on the policy; the importance of having the DSL well known; check training records; ask questions on governor visits; posters, and staff room evidence.</p>	
11 Health & Safety	(i) AG noted that a health and safety update had been given at Resources Committee. The Health & Safety Governor (DV) would soon schedule his next termly walk around.	
12 Governor Visits, Monitoring of SIP and Evaluation	<p>Governors were asked to ensure that any monitoring undertaken was signed off. In the three year plan some tasks required to be reallocated which the Chair would undertake following the meeting.</p> <p>The FGB discussed the availability of GovernorHub Courses. Training on Prevent would be changed following updates being made by Government. The Whole FGB training was booked for September. All Governors were invited to the staff safeguarding training on 5 September 2023.</p> <p>Discussion then highlighted the SEND report. The FGB noted that CB was moving to be an Associate Governor and that a new SEN Governor would require to be appointed in due course.</p>	MS
13 GDPR	There had been no new requests received.	
14 Date of Next Meeting	<p>10 July 2023.</p> <p>The Chair noted that in advance of considering meeting dates for 2023/24 a poll of meeting day preference would be undertaken with Governors.</p>	
15 Other Business Notified to Chair	<p>Membership of Committees</p> <p>In light of recent membership changes which had seen two members vacate places on the Resources Committee new members for the positions were sought. LS was appointed to the Resources Committee.</p>	
	The meeting closed at 1815	

