

**CHAPEL ALLERTON PRIMARY SCHOOL GOVERNING BOARD
LEADERSHIP AND MANAGEMENT COMMITTEE**

Minutes of the meeting held in school on Thursday 27 April 2023 at 6.30pm

PRESENT Amy Sanderson (Chair) Nicholas Sykes (Headteacher)
Bobbie Gresser Mohammed Rafique (from item 7.06)
Emma Heatley (from item 5.02)

IN ATTENDANCE: Julie Kirkpatrick (Clerk – Governor Support Service)
David Harris (School Business Manager)
Becca Pinder (Deputy Headteacher/Associate Member - DHT)

		ACTION
1.00	APOLOGIES FOR ABSENCE	
1.01	Apologies had been received and accepted from Faye O’Toole and Yolanda Cerda. Mohammed Rafique and Emma Heatley had sent messages they would be arriving late.	
2.00	DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS’ INTERESTS	
2.01	There were no new declarations of interest.	
3.00	ANY OTHER URGENT BUSINESS	
	No urgent business to report.	
4.00	MINUTES OF THE LAST MEETING	
4.01	Resolved: <ul style="list-style-type: none">That the minutes of the meeting held on 26 January 2023 were agreed as a correct record.	
5.00	REVIEW ACTIONS AND MATTERS ARISING	
5.01	Potential associate member (minute 5.01 refers): Action closed. Bobbie Gresser reported that there was no longer a potential new associate member. Governors stated they would examine the recently received skills audit report recommendations and discuss at the next FGB alongside succession planning	FGB agenda
	<i>Emma Heatley arrived at this point in the meeting.</i>	
5.02	Staff surveys (minute 5.02 refers): Action closed. The SBM confirmed that there would be a further wellbeing survey for staff, in the summer term and that the communication survey for parents had been sent in March.	
5.03	School Fund Audit (minute 5.03 refers): Action completed. The SBM had circulated the report from the school fund audit to governors.	
5.04	Amendments to policies to reflect extra-curricular time (ECT)	

(minute 5.04 refers): Action completed.

Q: A governor sought clarification which policy this referred to?

A: The SBM confirmed it was the teacher pay policy and all requested amendments had been actioned.

5.05	Health and Safety training slides (minute 5.07 refers): Ongoing – Chair to complete this action.	Chair
5.06	Future budget meetings (minute 6.16 refers): Ongoing, the Head confirmed budget meetings were every six months. It was decided this action would remain to enable a governor potentially to sit in on the next budget meeting with the finance officer. This would be an observing role the Chair clarified.	Chair
5.07	Headteacher performance management (minute 8.01 refers): Action completed. Governors had conducted a mid-year review of objectives with the Head on 6 March 2023 and the Chair confirmed all performance management objectives were on track.	
5.08	Impact of staff development on learning – committees to discuss collation of evidence (minute 9.13 refers) Action outstanding. Governors retained this action for discussion at the next Leadership and Management (L&M) committee meeting.	L&M Agenda
5.09	Gratitude from the board (minute 9.08 refers): Action completed. The Head confirmed he had thanked the special educational needs and disabilities (SEND) and Speech and language teaching (SALT) staff for their hard work on behalf of the Governing Board particularly those who had been deployed differently following the departure of a TA.	
5.10	Governor individual policy responsibility (minute 10.02 refers): Action ongoing. The SBM had sent a list of all policies for individual governors to read. Governors were yet to decide who to allocate the individual responsibility of reviewing which policies throughout the year.	Govs
5.11	Health and safety audit (minute 11.02 refers): Action closed. The SBM had added the dates requested to the audit.	
6.00	APPROVAL OF THE BUDGET (TOR 2.01)	
6.01	The SBM and Head outlined each of the main budget variances within Appendix A - 3-year budget report and explanation of variances, which had been circulated to governors prior to the meeting. Governors were informed of the following additional detail to the report following discussion with the finance officer.	
6.02	Point 5 - Contract cleaning The increase was due to rising chemical costs	
6.03	Point 6 – Rates	

The SBM explained school receive the rates payment from the council and then it is deducted so the cost is balanced out at zero, see point nine, Appendix A.

6.04 **Point 7- Curriculum**

The Head made governors aware an expenditure on books for the phonics scheme was an investment which had successfully enabled additional interventions.

6.05 **Point 10 - SEN funding**

An increase in SEN unit funding was expected in April 2023 to £24 per unit

6.06 **Point 13 – Lettings income increase**

Q: What does it mean we are investigating?

A: The SBM explained the lettings income figure was above the original prediction of £38,000. This higher figure was due to ad- hoc bookings. Governors were made aware that the figure would settle back to circa £38,000 over the following years.

Q: What is the additional grant referred to?

A: The SBM confirmed it was to cover Early Career teacher (ECT) time.

6.07 **Other planned expenditure**

Chartwells funding for the complete renovation of the dining hall and toilets were all accounted for in the budget.

6.08 **Staffing**

The Head pointed out when the budget was set, he was unaware two teachers would be leaving so it was too early to factor this within the figures. An increase in teaching assistants offset this reduction in teaching staff salaries.

6.10 The SBM and Head highlighted the following budget points to governors and invited discussion.

Pay awards pending

The predicted teacher pay award was currently 4.5% the Head confirmed.

Q: The Chair asked if there would be any more funding?

A: The Head confirmed an MSG funding grant would give school 0.5%. There was discussion around the current teacher strikes and concerns raised regarding the budget in relation to how and when the unions and the Government would agree a way forward. Additionally, the impact of how this would be funded. The budget had been set and a pay rise of 4.5% for teachers and up to 9% for support staff had been accounted for. The Head made governors aware the staffing budget would have a projected surplus of £5000 in this scenario but only due to a reduction in teacher to pupil ratio of 1.2 teachers.

6.11 **SEN increase**

A potential increase in the number of SEN children had not been factored into the budget however it was hoped extra funding would help alleviate this when received.

6.12 **Utility bills**

It was noted gas costs had tripled and that the local authority (LA) agreed energy deals in advance, so school paid fifty per cent more for their energy bills than last year.

6.13 **Inflation**

Five percent inflation had been built into the budget

6.14 **Nursery applications**

Owing to a downward trend in birth rates in the area, nursery applications were significantly lower. It was anticipated twenty-six children would join Nursery in September which was significantly less children than previous years. As a direct consequence, the Head informed governors he planned to move a member of staff elsewhere within school

Q: The Chair wanted to know If this was an awareness problem and if parents were unsure how and when to apply for Nursery after the pandemic?

A: The SBM stated that school had sponsored an advertisement on Facebook which had initiated only one or two recent enquiries.

6.15 There was a detailed discussion surrounding a previously completed bulge analysis for two-year-olds to attend Nursery. Projected government funding for two-year-olds was potentially due to start from 2024 onwards.

Q: When exactly would Government 30 hours funding for two-year-olds start the Chair enquired?

A: Funding is scheduled for September 2024 but a general election in May 2024 could impact this.

6.16 **Budget 2024/2025**

Governors debated the estimated deficit picture for 2024-25 and had reassurances the finance officer had commented other school budgets were similar.

Q: A governor wanted to know if the finance departments were escalating to the LA and Government the reality of the difficulties schools faced?

A: The Head said yes, he hoped so. It was pointed out that a minority of schools had not spent their budgets and could have a surplus of up

to 15% though this was not the real picture for many schools.

- 6.17 Following detailed discussion, the committee reported their provisional budget approval to the full governing body (FGB) for review at their next meeting on 23 May 2023.

Budget summary 2023/24

Estimated Income **(2,674,290)**

Estimated Expenditure **(2,765,320)**

In Year Surplus/Deficit **(91,030)**

Estimated balance brought forward from 2021/22 **(116,820)**

Forecast contingency 2023/2024 **25,790.**

6.18 **Resolved:**

- That the plans for allocation of the budget-to-budget headings for the financial year 2023/24 were approved, which included:
 - A proposed in-year surplus of **£25,790.**
 - A forecast deficit amount for 2024/25 of **£259,760.**

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7.00 STAFFING AND RECRUITMENT UPDATE INCLUDING PERFORMANCE MANAGEMENT AND WELLBEING

- 7.01 The Head had circulated Appendix B to governors which gave a thorough review of the staff structure and vacancies in preparation for the new academic year. All mid-year performance management for teachers has been completed. He highlighted the following points.

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- 7.02 The bulge cohort would leave this summer term and a governor noted that funding would continue to be received for 2023/2024.

- 7.03 Teaching assistant (TA) numbers were not being reduced as their retention enabled more valuable interventions.

Q: Are TA's expected to cover lessons?

A: The Head responded no, TA's were only used for occasional cover however some were qualified teachers so covered for sickness and meetings as a backup option. When covering Teachers, Teaching Assistants were paid at the HLTA rate.

- 7.04 Whilst the budget showed less teaching staff numbers, the Head explained this was commensurate with losing the full class (bulge cohort). With planned staff changes to part-time hours this teaching staff loss equated to 1.2 teachers the Head clarified.

- 7.05 **Q:** Does the budget include the increase in TA's?

A: The Head replied the TA's were in the budget for 3 years.

Q: The Chair wanted to know if 1.2 teacher's salaries were more expensive than three TA's?

A: The SBM confirmed yes, however more value can be added the Head quantified due to having more SEND pupils with needs extra

TA's could support. Additionally, more SEND funding was expected due to the increase in SEND pupils.

Mohammed Rafique arrived at this point in the meeting.

7.06 Pastoral role

The Head requested an increase from part time to full time or seventy-five per cent of hours worked for the staff member in the pastoral role currently. The numbers of SEN children and children with Social, emotional, and mental health needs had increased with a waiting list for the pastoral support.

Q: Governors wanted to know if the increase could be quantified and how this impact could be measured?

A: The Head explained it could with the use of SDQ's, which was a question-based impact assessment report.

Q: Is there any charitable funding we can access to help?

A: The SBM answered that he had researched funding and that most emotional support funding was for staff training not on-site support

There was further discussion around the support the pastoral role offered and the DHT described how bespoke the support was, how invaluable early intervention was and that children had a constant and consistent person to seek support from which they found a huge help when faced with overwhelming feelings

Q: A governor wanted to know if this increase in pastoral role hours had been factored into the budget and how many children the role currently supported?

A: The DHT said around twenty children were currently supported with a waiting list for support and the Head clarified the hours increase had been included within the budget.

7.07 Staff working hours change requests

Prior to the meeting governors had been sent Appendix B- HR update and Appendix Bii HR – Budget principles for 2023-24 which advised of several individual staff member requests to amend their working hours.

The Head drew attention to any potential impact these changes could have and highlighted to governors how he could counter-act that with positives to be gained from the requests.

In summary the requests were as follows.

- An unpaid one-year sabbatical for a teacher to prioritise caring for a family member.
- TA request for decreased working hours from full to part-time due to balancing work and raising a young family.
- TA request for decreased working hours from full to part-time to

allow for studying time as the staff member would begin a university course.

- A TA who had been with the school for over twenty years requested a decrease from thirty to fifteen hours and was flexible as to when this could be, suggesting either mornings or two and a half days per week.
- A Teacher request for a reduction in hours from full-time to two and a half or three days per week.

It was noted a staff member who had previously been on a one-year sabbatical had chosen to resign to continue to provide ongoing support to a family member.

7.08 **Q:** A governor wanted to know if a sabbatical for one teacher and an increase in teaching hours for another would benefit school?

A: The Head confirmed that the sabbatical would be unpaid and the increase in hours would be offset against this saving. The increase was agreed as a one-year agreement which would be reviewed at Easter the following year.

7.09 **Q:** In view of the above requests, were there any guidelines from a HR perspective about maintaining a healthy work life balance a governor queried?

A: The Head answered that there were policies, and the LA had a strong commitment to being as family-friendly and supportive as possible, but it was an individual Head's decision

The SBM drew governors' attention to the strength of the staff team and how staff felt confident to request such changes.

7.10 **Q:** A governor asked if the Head felt the staff changes outlined would work?

A: The Head was confident all the requests would work and would be accommodated given further additional staff changes below.

- A staff member who had completed a phased return to work was being supported by the DHT and SBM with the aim that all aspects of the experienced teacher role and subject leadership would be fulfilled by June. Governors discussed measures the DHT had put in place within the classroom environment and were satisfied a suggested move to a bigger classroom would not be beneficial. Governors were pleased to hear "Access to Work," a government scheme, supplied transport to and from work which had helped and plus that the staff member had a good support network outside of school.
- A lunchtime TA had resigned, and recruitment was underway for a replacement.
- The SBM had supported a staff member on long term sick following surgery with pension predictions and information on early retirement. The staff member would inform school within

the coming weeks of their decision.

- Two SEND part time TAs had been recruited however one had subsequently been unable to provide the required identification to complete safer recruitment checks. As a result, the other TA had agreed to continue in the full-time role. The Head informed governors this was a former pupil under the age of eighteen however who had already shown promise and impressed within the role.

7.11 **Q:** How does that work from a safeguarding angle due to the staff member's age and potential vulnerability in the SEND support role, a governor was concerned and wanted to know more?

A: The SBM and Head reassured governors the necessary DBS and checks had been completed on appointment.

Governors all agreed the Head and SBM needed to clarify if any additional support or checks were needed and the SBM would investigate a young worker's assessment. A governor highlighted that the staff member concerned may need or be entitled to additional breaks throughout the working day.

SBM

7.12 In summary following further discussion, all staffing change requests were agreed either permanently or for a period of one year with governors and the Head committed to review in readiness for the academic year 2024-25. It was reported staffing changes would result in a saving of £5000 within the staffing budget.

7.13 **Teacher strikes**

Q: Governors wanted to know which year groups had attended school during the recent strike day and how teacher morale was?

A: School had opened to Foundation stage, Year two and Year six. Governors were informed pupil attendance had been good and acknowledged the year groups school opened for were a priority.

Q: The Chair asked if any online work was set for the remaining children not in school?

A: The Head verified that he was unable to ask striking teachers to do any work which included setting pupil's online work.

Governors were pleased to hear a staff morale survey was planned for the summer term. The Head pointed out how staff faced tough decisions about the strike and the personal financial impact which could potentially affect staff morale.

8.00 **POLICIES FOR APPROVAL**

8.01 The Charging and Remissions and Health and Safety policies had been circulated prior to the meeting and tabled for approval.

Resolved:

- That the Charging and Remissions policy was approved and adopted by the full governing body.
- That the Health and safety policy was approved and adopted by the full governing body.

8.02 **Q:** The Chair asked if the Charges and Remissions policy still included an agreement to pay the residential cost for pupil premium children and if this still happened?

A: The Head confirmed it did and Governors placed on record their approval and appreciation that their commitment to continue to fund pupil premium children to participate fully in the school residential had consistently taken place since 2014.

9.00 HEALTH AND SAFETY AND PREMISES

9.01 A governor had completed a recent health and safety visit with the SBM and would send her report to governors.

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9.02 The SBM had circulated Appendix C prior to the meeting which included a detailed breakdown of accidents or incidents. He pointed out calmer zones and the artificial grass in the playgrounds had reduced accidents outside.

9.03 **Q:** Had there been any hospitalisations because of an accident in school?

A: The SBM stated there had not been any hospitalisations.

9.04 **Q:** Can we have more information on the CF50 for parent abuse?

A: The SBM said a parent had been sent a warning letter about future conduct and the Head confirmed next steps in the event of any re-occurrence would be to ban the parent concerned from the grounds.

Q: The Chair was concerned and queried if this was a repeatedly offensive parent?

A: There had been an incident in the previous year the DHT confirmed.

9.05 Premises

Q: Have roof risk assessments been completed and are all contractor's safeguarded?

A: The SBM said yes and all asbestos checks too.

9.06 The Head confirmed all decoration and refurbishment taking place in school would be completed by May half term.

9.07 The DHT informed governors a waterproof reading container had been ordered for the playground to complement the new Geodome.

10.00 ANNUAL REVIEW OF EFFECTIVENESS

10.01 Communication

Prior to the meeting the following documents had been sent to all governors.

- Appendix D- Communication Survey
- Appendix E – School Development Plan update
- Appendix F- Staffing requests (see agenda item 7.00)

SBM

10.02 There was discussion of the communication survey findings, and it was agreed a way forward would be for the SBM to research a calendar function on Class Dojo. Whilst the current school events calendar was on the website it would be good to give parents the option to synchronise the calendar to their phones. Governors understood PDF documents had to be uploaded rather than word documents and that sometimes PDF versions were not compatible or opened in a different format on parents' smart phones.

10.03 Governors had read and digested the comprehensive Leadership and Management report (Appendix E) regarding aspect four - Ofsted priorities and were pleased with the good ratings against specific actions.

11.00 DATE AND TIME OF THE NEXT MEETING

- The full governing board meeting would be on Tuesday 23 May 2023 at 6.30pm
- The next L&M meeting in the forthcoming academic year 2023 – 2024 had not yet been set.

The Chair closed the meeting at 8.15pm.

Following the close of the meeting a discussion took place around the current IT support contract from Carr Manor which would move to Baywater Kent for the next Academic year. The support offered would change and governors discussed the individual needs of the school where most IT issues were cable related and needed to be sorted on site. The ideal would be to have someone on hand every week to offer both on site and remote support. Governors asked if a better alternative option was to have someone employed by the school or to share IT support with other schools. The Head confirmed options would be pursued and he would update governors once he had sourced more information.