

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

Minutes of the meeting held in school on Thursday 26 October 2023 at 6.30pm

PRESENT Bobbie Gresser (Chair) Nicholas Sykes (Headteacher)
 Marcus Bowell Emma Heatley
 Bobbie Gresser Mohammed Rafique
 Jenny Hand

IN ATTENDANCE: Julie Kirkpatrick (Clerk – Governor Support Service)
 David Harris (School Business Manager)
 Nicola Allardyce (Associate Member)

		ACTION
1.00	APOLOGIES FOR ABSENCE	
1.01	Apologies had been received and accepted from Amy Sanderson	
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	ELECT A COMMITTEE CHAIR	
	This item had been actioned in the previous FGB 21 September when Amy Sanderson was re-elected Chair of this committee.	
5.00	MINUTES OF THE LAST MEETING	
5.01	Resolved: <ul style="list-style-type: none">• That the minutes of the meeting held on 27 April 2023 were agreed as a correct record.	
6.00	REVIEW ACTIONS AND MATTERS ARISING	
6.01	Health and Safety training slides (minute 5.05 refers): Action completed. The Chair had shared the slides with all governors.	
6.02	Future budget meetings (minute 5.06 refers): Action closed. Amy Sanderson would attend the next budget meeting with the finance officer.	
6.03	Impact of staff development on learning – committees to discuss collation of evidence (minute 5.08 refers) Action closed, refer item 16 on this agenda.	
6.04	Governor individual policy responsibility (minute 5.10 refers): Action in progress. The SBM had sent a list of all policies for individual governors to read. The Chair had started the process of allocating individual responsibility to review policies throughout the year and this	L&M agenda

would be discussed at the next meeting.

6.05 **Pastoral role - SDQ (minute 7.06 refers):** Action ongoing.
In answer to a query from the Chair, the Head clarified an SDQ was a question-based impact assessment report which showed individual staff progression, plus other useful information such as attendance. The Chair requested a case study report to enable governors to further examine and assess the impact of the pastoral role increased hours.

Head

6.06 **Young worker's assessment (minute 7.11 refers):** Action closed.
The SBM had completed a working time regulation, young person's assessment and a risk assessment plus spoken to the health and safety team. The staff member was no longer employed though was still a volunteer within school whilst completing teacher assistant training.

6.07 **Health and safety visit report (minute 9.01 refers):** Action in progress. Amy S would send her health and safety visit report to governors.

AS

6.08 **Dojo calendar function (minute 10.02 refers):** Action closed.
The SBM had investigated a Class Dojo online calendar function. Governors discussed the findings and agreed Class dojo was the correct tool to use. The Chair was reassured key school dates and events were also on the school website and that feedback would be sent to advise parents that the Class Dojo calendar possibility had been considered. Additionally, Key dates for each half term would be sent out to parents half termly.

7.00 **MID-YEAR BUDGET REVIEW**

7.01 **Budget 2024/2025 - Appendix H - Explanation of variances and three-year approved budget breakdown** had been circulated to all governors. The SBM and Head identified and explained key points which were.

- Point 1 - 2024/2025 reduction of circa £30,000 as teacher numbers would reduce from 18.7 to 17.7. In context it was explained three years ago school had twenty-one teachers with three teachers in Y6.

Q: Was the decrease budget driven?

A: Yes, the Head clarified

- Point 2 - proposed teacher pay increase, 6.5% minimum.

Q: A governors asked if the correct updated figures had been factored into this budget for the staff pay rise?

A: The SBM confirmed 4.5% was allocated then the additional 2% proposed. With government planned funding it was estimated school would be 0.5% better funded in respect of staff pay rises since the last review. The impact of this would be felt more than potentially other local schools due to higher pay scales of teachers which reflected their

experience and good school staff retention. The Chair highlighted this as positive for the school.

- School used circa 79% of their full budget on staffing compared to an average usage of 72% to 80% in other schools, due to the numbers of experienced staff within school at the top of their pay scales.
- Point 3 – premises, decoration and flooring work had caused increased charges for both skip hire and extra bin collections as these were based on weight.
- Point 4 - Utility costs had decreased dramatically a governor pointed out and wanted to know more. The Head clarified an expected 50% increase in utilities had not happened and the money had been redistributed within the budget.
- Point 5 – there had been a general increase in staff insurance costs.
- Point 6 – an increase in SEND funding per unit was explained, early years had a high number of SEND children, some of whom had arrived at school with funding in place which was a positive. School also had Increased nursery pupils due to a January 2024 intake of up to ten pupils. Unit funding had increased to over £700 per unit. There had been a funding increase in Y3 due to the numbers of pupils with special needs within this year group. Overall pupil numbers were good with 419 places filled out of a potential 420 places on roll.
- Point 7 – fewer numbers of pupils on school meals were discussed and governors asked about the reasons for this. The SBM explained Chartwells, who ran the school meal service, were not concerned as this could be explained with increased costs of the meals and the loss of the bulge cohort pupils from school.

7.02 There was an in-depth discussion around the budget challenges school and governors faced. Governors were mindful of the impact on staff and the wider impact of staff time to analyse or investigate issues for example the poverty gap or the continued staff support and challenge for well able children highlighted in the recent Ian Stokes report. The Head explained there was still a need to deliver quality planning already in place though this was coupled with the challenge of SEND and SEMH children who had now moved to Y4 where staff were dealing with increased complex pupil needs, they had not dealt with previously.

The need for committees to challenge or focus with consideration of their aspirations going forward due to the proposed staffing impact was discussed.

The Chair thanked the Head for significant proposals outlined to governors due to the budget challenges and constraints the Head faced and a proposed bottom line resulting in year deficit reduction from £239,310 to £108,330 since the last budget meeting.

Governors further questioned and discussed staffing changes.

- 7.03 The budget review virement form and a budget summary report with variances had been circulated prior to the meeting.

Resolved:

- That governors approved the budget review virement form.

8.00 AUDIT OF UNOFFICIAL SCHOOL FUNDS (TOR 2.03)

- 8.01 The SBM clarified that the school fund was audited in line with the academic year September to August and would be audited and reported with evidence forwarded to the local authority (LA) and to governors at the end of this academic year.

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9.00 AGREE THE ALLOCATION OF GOVERNMENT GRANT FUNDING (TOR 2.05)

- 9.01 The SBM had forwarded an in-depth breakdown of the Pupil premium grant and the report was available on the school website. The Chair clarified there were no questions from governors.

- 9.02 PE and sports premium – the report was available on the school website. There were no further questions from governors.

- 9.03 SEND top-up funding/Funding for inclusion report – the report was available on the school website and there were no further questions.

- 9.04 Governors had scrutinised the above reports and were satisfied they demonstrated robust procedures, that money had been used for the purpose intended and the impact of the funding.

10.00 POLICIES FOR APPROVAL (TOR 2.04, 3.05)

- 10.01 A number of policies had been circulated for review. Governors were happy to continue to adopt LA model policies where possible and noted there had been no changes to any of the policies presented.

10.02 **Resolved:**

- That the Governor expenses policy was approved.

It was noted no governor expenses budget had been used previously or would be available going forward. The policy would be reviewed in three years unless there was a change in HMRC guidelines.

10.03 **Resolved:**

- That the Capability of staff policy was approved.

10.04 **Resolved:**

- That the Teacher's appraisal policy was approved.

- 10.05 The Managing Attendance policy, Leave of Absence and Annual Leave **Head/**

policy had been reviewed in February 2022 and the next review would be February 2024

Chair

11.00 STAFFING AND RECRUITMENT, INCLUDING WELLBEING (TOR 3.01)

11.01 The Headteacher shared a staffing summary and highlighted arrangements in place to cover absence due to long term absence, which governors were happy with.

Key points queried were.

Q: A TA appointment had been made to cover planned long-term absence. Was there an additional cost for this?

A: Yes, however it was necessary as the illness and staffing impacted one year group heavily. A slight cost saving had been made elsewhere with the replacement of a UPS3 teacher who was retiring with an ECT.

A teacher had successfully completed their ECT training, a government backed teacher training scheme, and this was the first teacher within school to do so. Governors commented this was positive and praised that school had the capacity to properly induct and nurture new teachers. The teacher would now take on RE subject responsibility.

11.02 Governors discussed further staffing, long term absence and impacts. The Head outlined reasonable adjustments he had made, and governors were satisfied school had supported staff where needed. Governors wanted to know if HR had been consulted and it was confirmed HR were liaising with the Head and staff union representative. Further governor questions were answered around impacts on the children of staff absence, staff observation and change of role consideration and other options. The Head was thanked for his management of the situation and consideration for staff wellbeing.

12.00 HEADTEACHER'S APPRAISAL (3.02)

12.01 A pay committee had approved the pay progression and a report sent to all governors prior to the meeting.

Resolved:

That the committee approved the pay increment

13.00 TEACHERS PERFORMANCE MANAGEMENT (3.02)

13.01 The Head explained this involved setting both a pupil performance target and a second specific target in relation to a specific lead subject which in turn linked to progression and being Ofsted ready.

The delegation of appraisals to other staff was asked about and explained in detail including support given for staff conducting appraisals.

The Chair asked about the monitoring process and the Head advised

more monitoring took place in preparation for Ofsted and that this monitoring fed into appraisals. The monitoring involved, triangulation, collecting books, observing in class and the subject leader monitoring lesson delivery of their subject for example, across three different year groups to see practice.

Q: Did the subject leads have any additional support on giving feedback and conducting observations?

A: Yes, they had received specific training and support with target setting from the Head and external training. They were also given time out of class to complete observations and feedback.

Q: Are outputs and appraisal conversations discussed together with the Head?

A: Yes, he stated, meetings and discussions were held both prior and after feedback to support staff with subject lead responsibility.

The Chair asked if there were any further questions and governors confirmed there were none.

- 13.02 Pay progression with evidence in place to support this was recommended within Appendix A which governors had previously received. Governors agreed Teacher's Pay and Appraisal policies were effectively implemented, and mid-year reviews were scheduled.

Resolved:

- That governors approved the proposed pay progression's.

14.00 HEALTH AND SAFETY AND PREMISES (TOR 6.01)

14.01 Premises – the Head and SBM gave an overview of the following.

- A fire risk assessment had been completed and there were no governor questions.
- Foundation stage to complete flooring over the next 2 academic years.
- Roof work during the summer had overrun by seven weeks.
- No new roof leaks had occurred after recent heavy rain.
- The Hub, a room available since the bulge cohort left, had been turned into a multi-use space which included, a dark and calming space, place for work, cookery, to eat and for example a farm area. The space was being used flexibly at set times or as an ad hoc area.
- Mrs Jheeta could now use a further room set aside for pastoral care.

Governors asked to see the rooms at the close of the meeting. At the end of the meeting, the Head showed all governors round the rooms and explained how the two rooms were transforming SEND and pastoral care.

14.02 Health and safety

There was one CF50 form for physical or verbal abuse to staff, and the Head explained this was for staff verbal abuse. After analyzing Appendix B – location of incidents, governors questioned an increase in minor first aid incidents in the F1 playground however were satisfied there was no pattern or cause for concern and that this could be attributed to staff safely recording every minor incident rather than any scaffolding in place which had not been the cause of any accidents during the roof work.

First aid provision was good with first aid trained staff spread across the premises when children were present and to accompany children on outings.

The SBM informed the meeting additional staff had been trained to support a child with epilepsy needs.

15.00 EDUCATIONAL VISITS (TOR 6.03)

15.01 The SBM clarified school used the Evolve system and risk assessment were completed prior to trips on this system. The Chair asked who the educational visits co-ordinator would be as the current staff member responsible was leaving school. The SBM confirmed the new Senior Administration officer would take on the educational visits co-ordinator responsibility.

16.00 STAFF DEVELOPMENT - IMPACT ON LEARNING

16.01 Appendix C – Staff Meeting feedback – Computing June 2023, had been sent to governors before the meeting.

Q: How do governors receive feedback on the quality of staff training?

A: Teachers completed a short survey, the Head showed governors an example of the survey results which were positive.

Q: Was any training planned for staff to support more-able children and was the evidence for more -able children difficult to quantify?

A: Helen Davey (SIA) had focused her recent visit on more able and SEND children. This had involved observing challenge during maths lessons. Evidence had been observed in books and the Head indicated that teachers knowing and stretching a class was a theme when observations took place. The Head pointed out more concrete evidence and information on how teacher's supported more-able children would be discussed within the QTLA committee meetings.

Governors drew attention to music teaching showed as a real school strength within the recent SIA report alongside art and design compared to observations in these subjects two years ago.

The Chair wanted to know what training budget new governors had and was reassured there was capacity within the school budget.

17.00 DATE AND TIME OF THE NEXT MEETING

Including governor visits to be undertaken prior to the next meeting.

All meetings below would commence at 6.30pm.

FGB

Thursday 30 November 2023

Thursday 07 March 2024

Thursday 16 May 2024

Thursday 04 July 2024

QTLA

Thursday 01 February 2024

Thursday 02 May 2024

PDBW

Thursday 29 February 2024

Thursday 06 June 2024

L&M

Wednesday 24 January 2024

Thursday 25 April 2024

The Chair closed the meeting at 8.25pm.