

	which was shared with all governors prior to this meeting. After further discussion it was concluded that the Senior Leadership Team (SLT) would own the risk register. The Chair wanted to retain this as an action to refer to any risk register updates in future meetings.	SBM/ Chair
5.04	The Chair referred back to point 5.03 within the previous minutes to request more information about ongoing server issues following the installation of a new server, the Head gave specific examples and the impact on school, ParentPay being affected had been difficult. Q: Was IT contract support still happening? A: Yes, we still have a half day support each week.	
5.05	Reading volunteers (minute 5.02 refers): Action closed. The Head confirmed that reading volunteers had come forward and started to assist in school which had proved beneficial.	
5.06	Change of hours/day requests (minute 6.02 refers): Action closed. The Head had managed to remain flexible and offer support to staff who had requested to change hours or work reduced hours. <i>Mohammed arrived at this point.</i>	
5.07	H&S Audit review and action plan – SBM Accident and Incident recording training/medication records software (minute 8.01/8.02 refers): Action in progress. Evidence of accidents and incidents being investigated had been rated red on the H&S Audit review as there was a requirement to change the way this information was recorded. The SBM reported that he would attend training once a course became available.	SBM
5.08	H&S Audit review and action plan – medication records software (minute 8.02 refers): Action closed. The SBM explained how school had started a phased using of software which provided the means to alert parents when medication had been administered.	
5.09	H&S Audit review follow up - minute 8.04 refers): Action completed. The Chair had followed up with the SBM on any points raised within the audit.	
5.10	School Fund carry forward figure minute 9.01 refers): Action completed. Governors had requested the insertion of a carry forward figure to the next academic year which the SBM had actioned.	
6.00	BUDGET MONITORING INCLUDING PUPIL NUMBERS (TOR) 2.01)	
6.01	The governing body discussed financial performance. The budget virement form was not approved at this meeting but would be reported to the full governing board signed by the Headteacher and Chair and returned to the finance team by the end of December.	FGB 28 Nov

6.02 Pupil numbers were strong at 423 pupils on roll the Head reported which had a positive effect on the budget. Nursery numbers were promising with 42 children attending.

6.03 Staffing

The rationale for higher than budgeted teacher salary expenditure was quantified with the appointment of two new experienced teacher's, government funding for teaching staff increases would be more than expected. The Head and SBM reported they had met with the finance officer and that the supply budget showed 11K overspend due to HLTA cover for staff absence.

Q: Have you had much staff absence? Governors commented that at the last meeting staff absence was high.

A: No staff absence had been low.

The appointment of a new staff member in the both the administration team and a replacement Safeguarding welfare officer (SWO) were explained.

SEND funding and the rationale for the creation of a new SEND teaching assistant was clarified.

The Head described how covering the office before school finished for the summer break had been difficult and demanding for the SBM on his own, governors appreciated this and thanked him for his hard work

The Chair checked and there were no further questions.

6.04 Governors placed on record their thanks for doing a good job with the budget to the Head and SBM in recognition of the financial challenges and decisions faced in the last academic year.

7.00 AUDIT OF UNOFFICIAL SCHOOL FUNDS (TOR 2.03)

7.01 The SBM stated that the school fund was with the auditors currently and this item was deferred until the next Resources meeting.

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

8.01 Prior to the meeting, the SBM had forwarded an in-depth breakdown of the Pupil premium (PP) and Sports Premium grants, both of which were available on the school website. The Head said he had an upcoming meeting with the governor responsible for PP.

Headline information was summarised as follows:

- A PE grant of £20,000.00 was spent on sports coaches, staff training, memberships of sporting associations.
- There were 85 to 90 PP pupils four years ago, now declining PP numbers, currently 60 PP children on role.

**Clerk-
agenda**

- Reduction in budget due to declining PP numbers explained. A governor probed for more information, the Head added that the school catchment area was now not as wide as four years ago which meant a different demographic of pupils who now lived closer to school..
- Office would continue to promote PP to parents, a recent link and information had been sent to parents via the DOJO system
- SBM would update both PP and Sports Premium reports on the school website.

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.

9.00 POLICIES FOR APPROVAL (TOR 2.04, 3.05)

9.01 The policies below had been circulated for review. The Chair clarified that not all governors had read all the policies. It was decided governors would each take a policy to be responsible for, read and feedback at the next meeting.

The clerk and Head pointed out that the policies below were Local authority (LA) model policies and that there had been no changes to any of the policies presented.

Governor allocation to policy to review as follows.

- Governor expenses policy – Chair
- Capability of staff policy – Chair
- Teacher’s appraisal policy – Mohammed
- Managing attendance policy – Jenny
- Leave of absence and annual leave policy – Marcus

The Chair requested that governors gave any feedback to David by 30 November and that the clerk carried the action to approve the policies forward to the next Resources meeting.

**All Govs
Clerk -
agenda**

10.00 STAFFING AND RECRUITMENT, INCLUDING WELLBEING (TOR 3.01)

10.01 Staffing changes at the end of the summer term were discussed. New colleagues had been given dedication induction time, had an appraisal meeting with their leader and regular support and input from both the Head and DHT. The Head had met with new staff who all felt welcome.

Governors discussed further staffing changes which included staff who had decided to leave and the appointment of two new TA’s. Governors queried arrangements in place to support existing staff wellbeing with the anticipated changes when experienced staff left.

10.02 Helen Davey had suggested SEND tracking which the Head gave reasons for and quantified the medical and education challenges school

faced when aiming to meet individual children's needs. It was understood that in some cases alternative provision was sought when school were unable to meet a child's needs.

Q: Can you keep applying for alternative provision when the place is refused on the grounds that needs are unable to be met?

A: Yes, we can also look at other alternative provision in conjunction with the parent to meet individual children's needs.

There was further discussion as governors aired concern about the impact of complex needs on staff wellbeing and the ability within school to meet those needs. Governors talked about the Fair access and admissions policy which the Head explained. The appointment of a specialist individual TA was necessary however flagged as a concern if the child left governors stated due to the impact on the staffing budget.

11.00 HEADTEACHER'S APPRAISAL (3.02)

11.01 This item had been actioned within the FGB meeting 02 October.

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

12.00 TEACHERS PERFORMANCE MANAGEMENT (3.02)

12.01 The Head had given governors an anonymised appraisal example. He had shared his targets on staff appraisals to align all staff targets with his own personal targets. Each staff member had two targets. Governors thanked the Head and commented that the process was extremely thorough, consistent, and fair. There were no further questions.

13.00 HEALTH AND SAFETY AND PREMISES (TOR 6.01)

13.01

- The fire risk assessment updates had been shared with governors.
- A verbal premises update about work completed during the summer was given. Within 5 years the Head commented school will have been decorated throughout when the final redecoration phase completed next Summer
- Governors heard that the final part of the school roof would be replaced next Summer. This was paid for from the council budget. The SBM gave governors more information on the condition of the e roof slate and plans to replace it.
- The SBM made governors aware that a decarbonisation council plan may mean school qualified for replacement radiators and a boiler.
- Considered any accidents or near misses/issues and actions taken. The SBM reported verbally, server problems which had now been rectified, had affected the recording of this data. Governors were reassured that there had been no major incidents or accidents.
- There was always one person with pediatric first aid training on the premises and accompanied children on outings. The SBM reported

that there were twelve staff within school with pediatric first-aid training.

- 13.02 The Head outlined his ideas to celebrate as school would be 150 years old in 2028. He hoped to renovate the large school hall potentially with tiered seating théâtre style which governors agreed would enable school to offer more services to generate revenue from lettings for event performances.

Governors were asked for any suggestions of income schemes or grants school could apply for. Various options were discussed which the Head and SBM would take forward including the possibility of the National Lottery Fund and an approach to the Parents association PSA to raise funds to demonstrate plans or the Head's vision.

**All
Govs/
Head/
SBM**

14.00 EDUCATIONAL VISITS (TOR 6.03)

- 14.01 The SBM confirmed that the new administration staff member had received training on the Evolve and risk assessment system to input school trips. All trips for the whole of the academic year were now on Parent pay which governors remarked was extremely helpful to parents. Reminders of upcoming trips which required payment at six weeks and two weeks before had been working well.

15.00 IMPACT OF STAFF DEVELOPMENT ON LEARNING – DISCUSS COLLATION OF EVIDENCE

- 15.01 The Head gave an overview of the impact of the Rosenshine and Little Wondle programmes. Phonics results had been in the top 10% nationally.

Science teaching had been boosted with dedicated 1-1 time with an experienced science teacher. This would be repeated in November.

Adaptive teaching - there was a planned staff training day in January on the implementation of adaptive teaching, further information would be fed back to the QTLA committee.

The Chair stated this information had been helpful to see how the staffing training budget was spent and the resulting impact or effect.

16.00 ANY OTHER URGENT BUSINESS

- 16.01 The Head proposed that the current school meals contract with Chartwells would be extended as school were happy with the service offered. Governors debated the costs in comparison with the Local Authority (LA) and were pleased that Chartwells remained less expensive than the LA plus that the price had been guaranteed against any further increase for the whole of the new contract term.

Q: A governor asked if Chartwells met all cultural and dietary requirements?

A: Yes, options were vegetarian based with three out of five options usually vegetarian. Halal meat was not served to avoid any confusion with options.

Added value lessons for children were also provided, for example Y3 had taken part in bread baking and sandwich making recently.

All governors agreed to retain Chartwells, and it was decided that a 3 year term contract would be the preferred option,

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.

2024 Autumn 2 Oct-Dec

Thursday 28 November FGB

2025 Spring 1 Jan-Feb

Thursday 16 January QTLA

Thursday 23 January L&M

2025 Spring 2 Feb-Apr

Thursday 27 February PDBW (Cover clerk needed)

Thursday 20 March FGB

2025 Summer 1 Apr-May

Thursday 24 April QTLA

Thursday 01 May L&M

Wednesday 21 May FGB

2025 Summer 2 May-July

Thursday 05 June PDBW

Thursday 03 July FGB

The Chair closed the meeting at 8.07pm.