

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

Minutes of the meeting held in school on Thursday 23 October 2025 at 6.30pm

PRESENT	Amy Sanderson (Chair)	Nicholas Sykes (Headteacher)
	Marcus Bowell	Laura Lascelles
	Steve Gilmore	Mohammed Rafique (from item 5.03)
	Jenny Hand (from item 5.03)	

IN ATTENDANCE: Julie Kirkpatrick (Clerk – Governor Support Service)
Molly Walter (School Business Manager - SBM)

		ACTION
1.00	APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS The Chair invited all governors to introduce themselves. There were no apologies to record.	
2.00	DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS There were no new declarations of interest.	
3.00	ELECT A COMMITTEE CHAIR This item was deferred until later in the agenda to allow all governors who had expressed an interest to be present.	
4.00	MINUTES OF THE LAST MEETING Resolved: <ul style="list-style-type: none"> That the minutes of the meeting held on Thursday 01 May 2025 were agreed as a correct record. 	
5.00	REVIEW ACTIONS AND MATTERS ARISING	
5.01	(Minute 4.01: 23 Jan 25) Risk register: Action completed. The Risk register had been included with the governor papers pack for this meeting and was a discussion item on this agenda.	
5.02	(Minute 4.02: 23 Jan 25) Premises: Income/Grant scheme: Action ongoing. The Chair of the Parent support association (PSA) had approached organisations and been instrumental with bid applications for the refurbishment of the main school hall by 2028. The Head reported on all the ideas that had been suggested one of which included contacting people who had attended school previously and a launch tea party. It was agreed that this would remain an ongoing in progress item for updates and discussion.	Head/PSA
	<i>Jenny and Mohamed arrived at this point.</i>	
5.03	(Minute 4.07: 01 May 25) Governor Health and Safety (H&S) visit rescheduled from July. Governors continued to maintain their focus	MB

on health and safety. The Health and Safety governor, Marcus would visit on 20 November 2025.

- 5.04 **(Minute 5.03: 01 May 25) Information Technology (IT).** Action closed. The Windows 10 system which school used on numerous IT-based devices and PCs, became redundant in October 2025. School had been advised it would not be secure to continue using affected devices. The Head made governors aware that PSA funding had not been necessary and devolved capital from the school budget had been used for the necessary upgrades.
- 5.05 **(Minute 5.04: 01 May 25) FGB Budget approval in FGB 21 May 2025** Action completed within FGB meeting.
- 5.06 **(Minute 6.01: 01 May 25) Headteacher plan for both office and Superintendent cover discussion within FGB 21 May 2025.**Action completed within FGB meeting.
- 5.07 **(Minute 7.03: 01 May 25) Pay Policy update and governor training,** The Head reported that the 2025-2026 Pay Policy would be circulated to all governors for consideration once received from the LA..
- 5.08 **(Minute 10.00: 01 May 25) Risk register – consistent item on this agenda.** Clerk action completed refer item 14.00.
- 6.00 BUDGET MONITORING INCLUDING PUPIL NUMBERS (TOR) 2.01)**
6.01 The Head and SBM had met with the finance officer in early October to discuss the budget.

Mid-Year budget review - approve the budget review virement form. This document details changes made to the approved budget following the budget review with your School Finance Officer. The document needs to be approved, signed by the Headteacher and committee Chair (or FGB Chair if the budget is approved by the full governing body), reported to the full governing board, and returned to the finance team by the end of December.

Clerk post meeting note – the above document would be signed by the Headteacher and committee Chair following FGB approval as this point was not discussed within this meeting.

Governors heard that school had been conservative with a cautious estimate for SEND income. They were referred to Appendix 1a which had been circulated prior to the meeting and contained more information highlighted by the SBM on the main budget variances.

Governors commented on the look of the hall and that the new flooring made a difference. The Head replied that this had been an incremental factor in the decision to increase lettings income using a phased approach.

**Clerk FGB
agenda**

**Clerk FGB
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November
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Q: Governors asked the SBM for further information regarding Peri - Bursar assistance, had the SBM found this useful?

A: The SBM gave examples where the assistance had helped and where some expenditure needed to be aligned within the correct section of the budget.

Governors queried the catering and milk expenditure which the SBM clarified was an invoice that had not yet been processed for Chartwells.

SBM

Laura arrived at this point and the Head briefly left the meeting to let her in the main school door.

6.02 Pupil numbers were considered and the effect on the budget. Governors were advised that the nursery admissions estimate had been too high, that the January intake would increase Nursery numbers back to where the budget had anticipated. A report which highlighted local birth rates had also been circulated for governors prior to the meeting which showed an overall picture of lower numbers of children locally for school places.

The Head gave an overview of pupil numbers. Governors heard school had a track record of 60 places being full, school had 59 children who had started in Reception this academic year. Governors were pleased to hear from the Head that in comparison to admissions within local schools, this was a pleasing number of new starters.

6.03 There were further governor questions around SEND. The Head answered that that future budget estimates would remain cautious in respect of SEND funding. Additional information was given from the local authority (LA) briefing the Head had attended that week.

6.04 Governors heard that the SBM was looking at the printing contract and expenditure, quotes for different printing service providers were being obtained. Governors considered being paperless and what documents were essential. The Chair would conduct a poll for all governors to share their opinions of what documents could be paperless and what would be useful printed.

The Chair reverted back to item 3.00 at this point

3.00 ELECT A COMMITTEE CHAIR

Steve Gilmore was nominated for the position of Chair. There were no other nominations and voting took place.

Resolved:

That Steve Gilmore be elected as Chair of this committee for a term of one year until the first meeting of the academic year 2026.

Laura Lascelles offered to help Steve, to step in if required in the future.

From item 7.00 Steve took over from Amy as Chair of this meeting.

7.00 AUDIT OF UNOFFICIAL SCHOOL FUNDS (TOR 2.03)

The clerk gave advice regarding necessary LA timescales for submission of the unofficial school fund audit and checked that the person responsible was qualified and impartial.

The SBM intended to confirm details of funds held in separate bank accounts which required being registered and audited annually. This included proof of audit (an Internal Audit requirement), audited accounts and a copy of the end of year bank statement, to check the balances reconcile.

This item was carried forward to the next meeting to ensure that the minutes recorded an audit had been completed with evidence forwarded to the local authority. Additionally, the Chair requested that the SBM provided clarity on the year end process and sign off.

SBM

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

Governors noted one of the three roles of governance was to oversee the financial performance of the school, to make sure its money was well spent.

The Head referred to Appendix 3, with detailed a summary of pupil premium (PP), PE, and sports premium funding expenditure. He queried which governor was responsible for PP and was advised this had been allocated to Nicola Allardyce.

The clerk gave advice on what governors could discuss within the meeting which was primarily budget allocation. She referred to the Quality of Teaching and Learning agenda (QTLA) which included discussion and review on the impact of spend, to ensure grant funding was allocated in accordance with grant conditions, to overcome barriers to learning and reports detailing plans.

The Head highlighted the speech and language challenges within school.

Governors probed for more information about funding and PP pupil number trends, the Head reported numbers of qualifying PP pupils had decreased this academic year.

9.00 POLICIES FOR APPROVAL

9.01 The Governor expenses policy had been circulated to governors prior to the meeting.

Resolved:

That the Governor expenses policy was approved.

- 9.02 The Managing attendance policy (updated May 2025) had been circulated to governors prior to the meeting.

Resolved:

That the Managing attendance policy (updated May 2025) was approved.

- 9.03 The Leave of absence and annual leave policy (updated 2025) had been circulated to governors prior to the meeting.

Resolved:

That the Leave of absence and annual leave policy (updated 2025) was approved.

- 9.04 The Teacher's appraisal policy was new. Governors heard that the Head was waiting for the policy from the LA which he would forward when received.

Head

10.00 STAFFING AND RECRUITMENT, INCLUDING WELLBEING (TOR 3.01)

- 10.01 The SBM reported on the comprehensive staffing report which had been provided to governors in advance of the meeting.

Governors wanted reassurances and more information why staff had left which the Head gave.

Two requests to reduce working hours from staff to reduce hours were considered. The financial viability of the requests was examined, which included the impact on the budget, staff wellbeing and health.

Solutions and suggestions were put to governors which, following further discussion and reassurance about both staff and the Head's wellbeing, governors agreed. Both staff requests were granted with the caveat that one was on a trial basis, regularly reviewed to ensure that the Head and other senior staff members did not take on too much responsibility as a result of the decreased hours.

Governors asked about Molly, the SBM's workload and checked in with her how new office staff were settling in. Governors heard about a strong start within the office which was now back to a full 2.5 staffing complement.

The SBM gave a staff absences update, how focused attention and the supportive process had started to make a positive difference to staff absence.

Governors were mindful that with a better budget position, the Head had consulted staff for their ideas to assist staffing. The impact of these staff suggestions with different scenarios or variations was explained. In response to a governor query about the usage of HLTAS, the Head explained how school used their abilities fully within school.

The SBM appraisal was shared with governors as an example of staff appraisals conducted.

11.00 HEADTEACHER'S APPRAISAL (TOR 3.02)

The pay committee panel had met in the summer term to conduct his appraisal the Head reported. He added that he had shared all his targets with governors.

12.00 TEACHERS' PERFORMANCE MANAGEMENT (3.02)

The Chair checked and it was felt that the Head had given full and detailed information on both arrangements for the appraisal of teachers support staff. There were no further questions.

13.00 HEALTH AND SAFETY AND PREMISES (TOR 6.01)

- 13.01
- Governors were reassured an appropriate and up to date fire risk assessment was in place, that the Head or other appointed competent person had completed an annual Fire Safety Risk Assessment. The SBM reported on a pleasing 3-minute school evacuation following a recent fire practice.
 - Governors were given a premises update which included work completed during the summer which included the replacement of the hall flooring.
 - Accidents or near misses/issues and actions taken in response were considered with governors referred to Appendix D within their report pack for more detail.

A Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) report had been completed following an accident. Governors asked for more information and a summary update which the SBM and Head would provide.

- First aid – all governors were satisfied school were compliant with the requirements for pediatric first aid.

The SBM gave a verbal update of recent focused specific first aid training including Epi-pen and intimate care plan training.

The Medical tracker system would hopefully be implemented in January the SBM outlined more information about how this would benefit school and be implemented consistently throughout school.

There were no further governor questions when the Head and Chair checked.

Head/SBM

14.00 RISK REGISTER

Governors were satisfied that the Risk register the SBM had forwarded and presented contained all key risks.

The Chair would conduct a visit to assist the SBM and for best practice prior to the next meeting.

Chair

15.00 EDUCATIONAL VISITS (TOR 6.03)

Governors ensured school complied with local authority procedures concerning the health and safety of pupils involved in school activities off site, which included an oversight of the staff signing off the relevant visits on the Evolve system.

An appropriate policy was in place, Molly clarified that Damien had taken on educational visits coordinator responsibilities and that staff sent all requests via the Evolve system digitally.

Q: A governor asked if governors could support school educational visits or were school able to manage with volunteers? Governors also queried how the volunteer system worked?

A: The SBM clarified firstly the opportunity to take part was offered to PSA parents, that governors would be welcomed. Governors agreed with the SBM rationale and reasons why governors and PSA would be approached first to volunteer.

16.00 ANY OTHER URGENT BUSINESS

The Head gave an overview of a recent complaint.

Governors made the Head and SBM aware of a scam circulating on school WhatsApp groups involving concert tickets for sale. School would alert parents via the school messaging service, DOJO.

SBM

17.00 DATE AND TIME OF THE NEXT MEETING

Confirmed dates for Governor meetings 2025-2026 - All meetings take place on a Thursday evening 6.30-8.30pm.

2026 Spring 1 Jan-Feb

Thursday 15 January QTLA

Thursday 22 January L&M

2026 Spring 2 Feb-Apr

Thursday 12 February PDBW

Thursday 19 March FGB

2026 Summer 1 Apr-May

Thursday 30 April QTLA

Thursday 07 May L&M

Thursday 21 May FGB

2026 Summer 2 May-July
Thursday 11 June PDBW
Thursday 02 July FGB

The Chair closed the meeting at 8.23 pm.

Signed (Chair):
Date: