## THE MINUTES HAVE BEEN APPROVED BY THE FGB AND SIGNED OFF BY THE CHAIR ON 26th JUNE 2023

## MORLEY VICTORIA PRIMARY SCHOOL GOVERNING BOARD MEETING

# Minutes of the meeting held in school on Monday 24 April 2023 at 6.00pm

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| **PRESENT** | Claire Skeet (Chair)  Julie Hardaker (Vice Chair)  Dee Odesola  James Stott  Rebecca Passley  Ali Archbold (New parent governor) | Joanne Wood (Headteacher)  Julia Britton  Candy Evans  Reena Sharma  Angela Walker |
| **IN ATTENDANCE** | Kathy Houseman | Clerk, Governor Support Service |
|  | Debbie Smith | Deputy Headteacher (DHT) |
|  | Kelly Moore | School Business Manager (SBM) |

**The agenda was taken out of order with Item 4 – Any other urgent business being discussed after Item 14.00 as the meeting focussed on the school budget.**

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| **1.00** | **APOLOGIES FOR ABSENCE** | **ACTION** |
| 1.01 | Apologies for absence were received and accepted from Emma Robshaw, Susan Gilbertson and Kevin Precious. |  |
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| **2.00** | **MEMBERSHIP MATTERS** |  |
| 2.01 | Ali Archbold, a new parent governor attended the meeting and is now a member of the full governing body. |  |
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| **3.00** | **DECLARATION OF INTERESTS** |  |
| 3.01 | Ali Archbold was given a declaration of interest and code of conduct form which were both signed and returned. |  |
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| **5.00** | **QUESTIONS ABOUT THE HEADTEACHER’S REPORT** |  |
| 5.01 | To be covered in the next FGB meeting 26 June 2023. |  |
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| **6.00** | **GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES** |  |
| 6.01 | To be covered in the next FGB meeting 26 June 2023. |  |
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| **7.00** | **MINUTES OF THE LAST MEETING** |  |
| 7.01 | **Resolved:**   * That the minutes of the meeting held on Monday 20 March 2023 were agreed as a correct record and the Chair was authorised to sign them. |  |
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| **8.00** | **REVIEW ACTIONS AND MATTERS ARISING** |  |
| 8.01 | **Behaviour and reporting behaviour (minute 5.01 refers)**  Action ongoing. Headteacher to show governors data around behaviour issues and incidents. A crib sheet has been created for staff of what to add to c poms for consistency across school. | **HT** |
| 8.02 | **School Self Evaluation Form (SEF) to be updated and shown to governors (minute 6.01 refers)**  Action completed. SEF updated and circulated to governors. |  |
| 8.03 | **Circulate SEF after Easter break (minute 8.05 refers)**  Action completed. SEF reviewed by Headteacher and c irculated to governors. |  |
| 8.04 | **Governors to complete appropriate training on Leeds for Learning Site (minute 8.06 refers)**  Action completed. AW completed training. |  |
| 8.05 | **Governors Training (minute 8.07 refers)**  Action ongoing. Still log on issues and problems with videos for training. | **SG** |
| 8.06 | **The National College (minute 8.08 refers)**  Action ongoing. Not yet completed. AW to confirm if access gained to the site. | **AW** |
| 8.07 | **Procedures involved with staff performance management appraisals (minute 11.02)**  Action ongoing. To be looked at on governor day 9 June 2023 | **HT/Govs** |
| 8.08 | **Governor Development (Minute 14.01 refers)**  Action ongoing. Governor Action Plan to be reviewed on governors’ day. The Headteacher will go through the action plan with governors. | **HT/Govs** |
| 8.09 | **Complaint from Year 6 Parent (Minute 16.01 refers)**  Action ongoing. Still looking at some action points for example parental presentation re behaviour. A meeting to be held on 22 May 2023 dependent on somebody available from the cluster to be present. | **Chair** |
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| **9.00** | **COMMITTEE REPORTS** |  |
| 9.01 | To be carried forward to the Summer Term.  School Financial Value Standard was completed and submitted on time – 31 March 2023.  The ARM to be carried over to the next FGB meeting 26 June 2023. |  |
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| **10.00** | **SAFEGUARDING/CHILD PROTECTION** |  |
| 10.01 | To be carried forward to the next FGB meeting 26 June 2023. |  |
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| **11.00** | **POLICY APPROVAL** STATUTORY (TOR 1.05) |  |
| 11.01 | Carry forward to the next FGB meeting 26 June 2023. |  |
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| **12.00** | **REVIEW OF INFORMATION ON THE SCHOOL WEBSITE** (TOR 1.06) |  |
| 12.01 | Carry forward to the next FGB 26 June 2023  JB to look at the school website with a view of adding some information and agreed to write a statement of governor representatives. This will be circulated to all governors to check. | **JB** |
| 12.02 | The Clerk agreed to look into information that needs to be included on the School Website and inform school. | **Clerk** |
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| **13.00** | **GOVERNOR DEVELOPMENT** |  |
| 13.01 | All governors were asked to update their training – online safety, governor books briefing, FGM and Child protection/Safeguarding. |  |
| 13.02 | Governors will be completing Prevent training online. |  |
| 13.03 | All governors have completed training that they were required to do. |  |
| 13.04 | The Clerk was asked to look into any specialist training for the Chair based on Safeguarding training. | **Clerk** |
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| **14.00** | **GOVERNOR OVERSIGHT OF THE SAT’S PROCESS**  Several governors volunteered to take part in the SAT’s process:  Tuesday 9 May 2023 - Claire Skeet  Wednesday 10 May 2023 - Julie Hardaker  Thursday 11 May 2023 – Reena Sharma  Friday 12 May 2023 – Candy Evans |  |
| **4.00** | **ANY OTHER URGENT BUSINESS** |  |
| 4.01 | **The School Budget:**  Kelly Moore the School Business Manager (SBM) gave a detailed report to the governors regarding the school budget. Data had been pre-circulated to all governors and the following points were highlighted:   * KM reported that the budget meeting took place at the end of the Easter holidays and as expected, finances were not looking too good and showed a deficit of £75 000. * Due to increases in staff costs not being accompanied by additional funding from the local authority to cover the increase in staff pay, the bottom line was showing a significant deficit in the school budget. * Therefore, the governors were asked to agree a deficit action plan going forward to demonstrate how school would make a positive impact on improving the budget. * However, this would prove to be a mammoth task as this could potentially mean losing staff/staff hours. * The local authority was aware of the situation and have shown an understanding of the predicament as many other schools in the authority are in a similar situation with their finances. * Both the buildings and curriculum costs in Basement Buddies spent more money than usual. * The cost for catering provisions was higher than expected due to the increase in the cost of food. Aldi is now the preferred supermarket to purchase food to reduce costs. * In order to maintain a decent contribution to school, there is a need to increase the fees for Basement Buddies which are presently priced at £5.50 for a morning session, £11 for after school sessions and £26 for training days.   **Q:** A governor asked if Basement Buddies could be open in the school holidays?  **A:** It would not be financially viable due to the staffing costs to cover wages.  **Q:** A governor asked if school could send out a message to parents to ask if any would be interested in the service.  **A:** It would be more complicated as staff contracts would have to be restructured from working term time only.   * PE Partner packages have taken over and offer competitive rates and are highly attended. * It was agreed that a survey would be carried out to gather information to find out how many parents would be interested in sending children to Basement Buddies in the school holidays. * £19 000 was transferred across to the main school budget from Basement Buddies at the end of the financial year. * The Headteacher holds regular meetings with Basement Buddies every 2 weeks. * All governors agreed to increase the fees to attend Basement Buddies. * The Chair agreed to attend a termly meeting with the Headteacher to discuss Basement Buddies finances. | **HT** |
| 4.02 | In summary, the Finance Report showed a deficit budget as expected. Leeds city council will expect to see an action plan showing how school will work towards reducing the deficit and eventually returning it to a positive balance sheet. However, this is a difficult situation to solve and will be ongoing as the school’s staffing model is not yet in place and staffing costs take up the vast amount of the budget. |  |
| 4.03 | There are high numbers in reception classes for 2023/24 – 60 children which is positive for the school budget. However, there are at least 10 children with special educational needs and only one with funding. The SEND budget will not cover the costs involved as school will have to employ Teaching assistants to support the children’s needs; school has to pay the initial £6000 to cover the child’s needs. |  |
| 4.04 | **Q:** A governor asked how do school know that the children who have applied to attend the school in reception class have special educational needs?  **A:** The Headteacher replied that the information can be found on the application form filled out by the parent/guardian. |  |
| 4.05 | **Q:** A governor asked how many children had applied for a place in reception who did not attend the school nursery?  **A:** The Headteacher reported that 21 children had not attended the school nursery. |  |
| 4.06 | **Q:** A governor asked when the budget had to be in by?  **A:** The school business manager replied by June although the full picture of funding will not be known. |  |
| 4.07 | **Q:** A governor noticed that the supply budget appeared to be low and asked if that was because school used Higher Level Teaching Assistants to cover for teacher absences?  **A:** SBM replied that funds still all came out of the supply budget. |  |
| 4.08 | **Q:** A governor asked what the consequences of not getting to grips with the budget deficit would be?  **A:** SBM replied that the local authority would step in and force the school to reduce the deficit. Pupil Teacher Ratio (PTR) would be looked at. The PTR is due to return to normal in September with Teachers returning from maternity leave. Any reductions in staff would probably have to come from a reduction in Teaching Assistants. |  |
| 4.09 | The local authority has suggested that a reduction in the cost of gas and electricity bills should cover any increases in teachers’ pay. |  |
| 4.10 | It was noted that a large amount of school funds was used to fund pupils to attend school trips and residentials. Some governors suggested that school should promote school trips and residentials in a way that would encourage more parents/guardians to contribute more funds to pay for their children to take part. If not, this was an area that would need to be looked at seriously as a means of reducing the deficit. |  |
| 4.10 | JB agreed to write a letter to parents/guardians to encourage them to pay for their children to attend school trips and residentials in order for them to take place. | **JB** |
| 4.11 | It was noted that the residential trip to Ingleborough which was due to take place in two months’ time still had an outstanding balance of £3050, the cost to each pupil being £185. |  |
| 4.12 | The Chair suggested quantifying to parents/guardians what the effect of not paying towards school trips or residentials equated to in real terms to school, for example, the monies that school had to pay was equivalent to employing a teaching assistant for 3 months. |  |
| 4.13 | It was also reported that there would be an expected reduction in pupil numbers over the next few years which would have a negative impact on the budget deficit. |  |
| 4.14 | The Headteacher and governors discussed other areas which impacted on the budget deficit highlighted below:   * There was an overspend to Early Years Foundation Stage (EYFS) due to supply and maternity costs and monies spent on training and recruitment. As a result, it was noted there was a need to scrutinise training costs in future. * Energy consumption increased, a decision on the energy efficiency grant needs making on how to best spend the money. * Building improvements need to be decided upon with the priorities being the windows and roof repairs. The roof will be repaired in the summer holidays and a new boiler will be purchased. * Paper costs were incredibly high, with the cost of a ream of paper increasing to £3. * Refuse increases due to inflation. * Supporting children with additional needs increased. * An overspend on local authority packages. * The governors agreed to increase the price of dinner times for nursery children to £3. * IT Curriculum to spend £9000 on new iPads, the funds to be taken from the Capital budget (Capital budget to be used for IT and buildings).   **Q:** A governor asked if the iPads had to be brand new equipment or could they be refurbished to save funds.  **A:** The Headteacher replied that refurbished equipment does not have the same life span as new equipment and the iPads needed to last. Also, the equipment needed to be Apple to fit with the equipment already in place in school.   * The Cluster had increased costs to £28 000. * Two teachers would be returning to school and one teacher leaving.   **Q:** A governor asked if the SENDCo recruitment was taking place this week and was it for a full-time post?  **A:** Yes, it would be on Wednesday but not full-time.   * There would be a recruitment taking place for a position in the office team due to a member of staff leaving. The position was to be flexible on how many days offered and would depend on the quality of staff. |  |
| 4.15 | Grant Funding – It was mentioned that NISA the local petrol station donated £5 500 to school funds as a community gift. |  |
| 4.16 | Governors discussed the price of school meals and all agreed to increase the costs from September. |  |
| 4.17 | The school business manager ended the budget meeting stating that as the deficit was quite substantial, ultimately, the only way to reduce it enough to make a big enough impact would be by reducing staff numbers. A plan was in place to reduce the deficit. |  |
| 4.18 | **Resolved:**   * That governors approved the deficit Budget from 2022/23 |  |
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| **15.00**  15.01 | **CHAIR’S BUSINESS**  Prevent training would be 29 June 2023 6:00 – 7:00pm |  |
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| **16.00** | **CLERK’S BUSINESS** |  |
| 16.01 | There was no clerk’s business. |  |
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| **17.00** | **DATE AND TIME OF NEXT MEETING** |  |
| 16.01 | **The next FGB meeting to be held on Monday 26 June 2023 at 6pm** |  |
|  | *The meeting closed at 8.15 pm* |  |