

## **Potten End C of E Primary School**

Minutes of the meeting of the Governing Board held on Thursday 16<sup>th</sup> May 2024 at 7.30pm at the school

Co-opted Governors (max 4)	
Valerie Gunn (VG)	Present
Pam Kirk (PK)	Present
Foundation DBE or PCC Appointed Governor (1)	
Claire Wallis (CW)	Apologies
Foundation Ex-Officio Governor (1)	
Vacancy	
Foundation Parochial Church Appointed Governor (1)	
Emma Harris (EH)	Present
Headteacher	
Denise Kennedy (DK)	Present
Local Authority Governor (1)	
Jane Briffet (JB)	Apologies
Parent Governors (max 5)	
Robert Dale (RD – Chair)	Present
Steve Cutler (SC)	Apologies
Joanne Moore (JM)	Present
Jack Perkins (JP)	Present
Staff Governor (1)	
Vicki Ford (VF) Staff	Apologies
In Attendance	
Julie Raybould – HFL Clerk	

## **Supporting Documents:**

0. Potten End FGB Agenda 16.05.24	7. Pay_Boards_Proposal
4. Draft FGB Minutes 20.03.24 926 Potten End	8a. Curriculum Committee Draft Minutes 30 April 2024
5. 926 Potten End - Budget Summary 2024-25 inc TPECG - Day 2	8b. DRAFT_Resources_Committee_Minutes_07_05_24
5. Budget 24-25 Governors	8c. Attendance Policy
	8c. Child Protection Policy 010923 Non-website version
	8c. Complaints Policy 13.12.23
	8c. FGB requests from complaint process
	8c. GDPR Policy 070722

The meeting opened at 7.34pm

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Quoracy: 6 Governors	Action	Due
1.Welcome and apologies.		
EH opened the meeting with a prayer.		
The chair welcomed all to the meeting.		
Apologies received and accepted from: VF,FC,JB,CW		
It was noted that Nadia Richman's resignation as a parent governor has been received.	DK	
Action: GIAS and hub to be updated		
Governors were reminded of the need for confidentiality.		
2. Declarations of interest		
Governors were reminded to declare any new interests, of conflict with any agenda item.		
None declared.		
The agenda moved to item 6		
3. Notification of any AOB		
Associate Member appointments - EH		
4. Approval of minutes FGB 20.03.24		
The minutes were agreed an an accurate record of proceedings and are to be signed by the		
chair and filed by the school.	RD/DK	
5. Matters Arising		
The following was raised:		
5.7.18: Strategic Plan		
Action: Strategic working party to report at next FGB.	RD	
5.11: Resources Committee TORs		
The GB agreed that a Pay Committee (3 governors) would be established with an additional		
set of TORs to reflect delegated responsibility for Pay and Pay Appeals decisions.		
Action: JP to produce Pay and Pay Appeals TORs.	JP	
10: Training		
The GB fed back that recently experienced HfL Safeguarding training was not satisfactory and		
debated options and alternative providers.		
It was agreed that Child Protection Level 1 HfL training will be arranged and that governors		
are also signposted to the Modern Governor Safeguarding e-learning.		
Action: JM to follow up with colleagues regarding appropriate Safeguarding training	JM	
Other significant training courses have been signposted to all.		
The agenda moved to item 8		
6. Budget sign off 2023-24		
The GB noted that the year end C/F was £123,714, with a rag rating of approx 8.9%		
The agenda moved to item 7		
7. Budget ratification 2024-25; 3-year forecast		
DK advised that the budget proposal includes some significant cuts in expenditure, including		
costly therapies such as Circle Therapy, with the school using its internal resources for		
therapeutic support moving forward, which in turn will allow support for more children. Such		
cuts have been necessary to avoid a deficit budget position in 26/27 onwards.		
The budget reflects an in-year surplus of £20,620 and a year end C/F of £144,335.		
DK explained that in Year 2 some staffing decision will need to be made.		
The 3 year forecast reflects an in-year deficit in year 3 of £30k and a C/F of £136,402 at the		
end of year 3.		
Q: Why make the decision about staffing now? There will be a review of current fixed term		
contracts in place at the appropriate point.		
The Resources Committee also noted that the proposed budget reflects significant cuts.		

The GB noted the poor state of repair of the boiler, which may utilise spare funds if		
additional capital funding for it is not forthcoming.		
Q: Can the school cope with a reduced number of TAs given the needs of the children and		
the increasing SEND needs? In an ideal world the school could use 4 additional TAs but the		
cuts reflect what the school can just about manage with.		
The estimated C/F Rag Rating at the end of Year 1 is approx 12%.		
Q: What is the reason for the increase of 10% in teaching staff? This includes both pay scale		
uplift and pay progression awarded. There are staff on M6 which can also apply for UPS and		
this is also factored in.		
DK also noted the impact of maternity pay and related supply costs.		
The GB noted the school's prudence in avoiding setting in year deficit budgets and duly		
ratified the 2024-25 budget.		
The agenda moved back to item 4.		
8. Committee/panel reports		
Curriculum		
A PE and sports premium presentation was received.		
The Ofsted PE review was signposted.  Solve all other decreases and the standard and DfF average the many size of the standard and size of th		
School attendance is such that additional DfE support is not currently required.  The second state of		
The minutes are available for review.		
<ul> <li>An update on Essentials Maths and Reading was received.</li> </ul>		
Science and Maths link visit reports were received.		
Good progress is being made across the school particularly in KS1 and that a target of		
70% in SATs would be a good outcome for his cohort.		
<u>Resources</u>		
See items 6 and 7.		
See items o and 7.		
Complaints		
A complaint hearing was conducted at the end of last term.		
The complaint has resulted in some recommendation for the board to consider.		
Refer to Part 2 confidential minutes.		
Action: It was agreed that the GDPR policy would be updated to reflect that personal data	RD	
AND INFORMATION will not be shared.		
Action: Attendance Policy to be updated to clarify the deadline for children to be in class.	DK	
Aggressive & Vexatious Behaviour.		
Action: Home School Agreement to be reviewed and shared with parents annually		
JM left at 21.00. It was noted that the meeting remained quorate.	DK	
9. Church/Diocese update	+	
Rev Ben Brady has moved in and will be installed on 15 June in Church. Governors are		
welcome to attend.		
10. Policies for review	+	
None for ratification at this meeting.		
11. AOB	+	
<ul> <li>Associate Member appointment - EH</li> <li>It was proposed and agreed that Nadia Richman is appointed as an Associate Member,</li> </ul>		
assigned to the Curriculum Committee.  Action: Hub to be updated.		
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GDPR – there has been 2 SARs, 1 of which was over 470 pages of information. The school has made a charge for the information requested.		
school has made a charge for the information requested.		

Amazon wishlist – RD	
RD advised that there is a suggestion that an Amazon wishlist is established to support school	
supplies. The opportunity to purchase from Boomerang was noted.	
12. Date of next meeting: 11.07.24 @7.30pm	
The meeting closed at 21.35	

## <u>Actions</u>

Item	Action	By/when
1.	Hub and GIAS to be updated with parent governor resignation	DK/Clerk
4.	Minutes 20.03.24 to be signed, dated and filed by the chair	RD
5.5.7.18	Strategic working party to report at next FGB.	
5.5.11	P to produce Pay and Pay Appeals Committee TORs.	
5.10	JM to follow up with colleagues regarding appropriate	
	Safeguarding training	
8a	GDPR policy would be updated to reflect that personal data AND	EH
	INFORMATION will not be shared.	
8b	Attendance Policy to be updated to clarify the deadline for	DK
	children to be in class.	
8c	Home School Agreement to be reviewed and shared with parents	DK
	annually	
11	Hub to be updated re governor resignation and associate member	Clerk
	appointment	