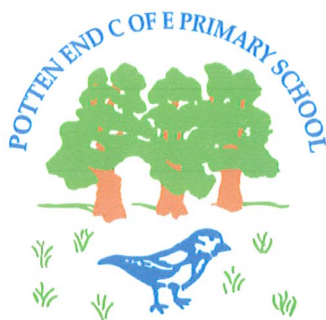


R.D.



Potten End C of E Primary School

Minutes of the meeting of the Governing Board held on
Thursday 25th May 2023 at 7.30pm at the school

| | |
|---|-----------|
| Co-opted Governors | |
| Valerie Gunn (VG) | Present |
| Pam Kirk (PK) | Present |
| Jane Briffet (JB) | Present |
| Claire Wallis (CW) | Present |
| Foundation DBE or PCC Appointed Governor | |
| Beverley Hamilton (BH) | Present |
| Foundation Ex-Officio Governor | |
| Joseph Roberts (JR) | Present |
| Foundation Parochial Church Appointed Governor | |
| Emma Harris (EH) | Present |
| Headteacher | |
| Denise Kennedy (DK) | Present |
| Local Authority Governor | |
| Amanda King (AK) | Present |
| Parent Governors | |
| Robert Dale (RD – Chair) | Present |
| Steve Cutler (SC) | Present |
| Joanne Moore (JM) | Present |
| Jack Perkins (JP) | Present |
| Nadia Richman (NR) | Apologies |
| Staff Governor | |
| Vicki Ford (VF) Staff | Present |
| In Attendance | |
| Julie Raybould – HFL Clerk | |
| Marianne Barker (MB) Associate Member | |

Supporting Documents:

- [0 - Potten End FGB Agenda 25.05.23](#)
- [5 - Draft FGB Minutes 25.05.25 1926 Potten End](#)
- [7 - DRAFT Resources Committee Terms of Reference Apr 2023](#)
- [8 - Draft Budget for Governors \(Resource Committee Reviewed\)](#)
- [8 - FY23/24 Final Budget for Governors](#)
- [13 - Draft Attendance Policy](#)
- [13 - EYF5 updated policy 5.3.23 - For Information Only](#)
- [DRAFT Curriculum Committee minutes 180523](#)
- [DRAFT Resources Committee Minutes_04_05_23](#)
- [RE SIAMS link governor report - 18.5.23](#)

R.D.

The meeting opened at 7.40pm

| Quoracy: 8 Governors | Action | Due | | | | | | | | | | | | | | | | | | | | | |
|---|--|---------|---------|----|---|----|--------|---|----|------|--|----|-----|--|-----|-----|---|-----|-----|--|-------|--|--|
| <p>1. Welcome, and apologies for absence The chair welcomed all to the meeting. Apologies received and accepted from: Extended leave of absence approved for NR until September, for personal reasons.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| <p>2. Opening prayer & reflection JR led the opening prayer.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| <p>3. Declarations of interest, reminder of the need for confidentiality Governors were reminded of the need for confidentiality. There were no new declarations. Action: Outstanding Governorhub declarations for current academic year to be completed by: PK, DK, VF, CW, NR, BH</p> | | | | | | | | | | | | | | | | | | | | | | | |
| <p>4. Notification of any other urgent business (AOB)</p> <ul style="list-style-type: none"> • Boiler - SC <p>Due to a parts manufacturing issue,</p> <ul style="list-style-type: none"> • SENCO workload - SC | | | | | | | | | | | | | | | | | | | | | | | |
| <p>5. Approval of minutes FGB 23.03.23 The minutes of both meetings were agreed an an accurate record of proceedings and are to be signed by the chair and filed by the school.</p> | RD/DK | | | | | | | | | | | | | | | | | | | | | | |
| <p>6. Matters Arising</p> <p><u>Actions</u></p> <table border="1" data-bbox="165 1032 1254 1312"> <thead> <tr> <th>Item</th> <th>Action</th> <th>By/when</th> </tr> </thead> <tbody> <tr> <td>4.</td> <td>Minutes 02.02.23 to be signed, dated and filed by the chair</td> <td>RD</td> </tr> <tr> <td>5.5.13</td> <td>Updated committee TORs to be shared via GHub.</td> <td>RD</td> </tr> <tr> <td>5.14</td> <td>RD to complete and share link visit report form.</td> <td>RD</td> </tr> <tr> <td>11.</td> <td>Governors to forward outstanding skills audit forms.</td> <td>All</td> </tr> <tr> <td>12.</td> <td>Governors to advise any link preferences to chair</td> <td>All</td> </tr> <tr> <td>15.</td> <td>Support staff sick pay update to be provided at next FGB. Chair to prepare relevant documentation.</td> <td>RD/DK</td> </tr> </tbody> </table> <p>It was agreed that all above matters were either complete, in hand or on the current agenda. <u>Item 6.15 Sick Pay</u> Action: Update deferred to next FGB</p> | Item | Action | By/when | 4. | Minutes 02.02.23 to be signed, dated and filed by the chair | RD | 5.5.13 | Updated committee TORs to be shared via GHub. | RD | 5.14 | RD to complete and share link visit report form. | RD | 11. | Governors to forward outstanding skills audit forms. | All | 12. | Governors to advise any link preferences to chair | All | 15. | Support staff sick pay update to be provided at next FGB. Chair to prepare relevant documentation. | RD/DK | | |
| Item | Action | By/when | | | | | | | | | | | | | | | | | | | | | |
| 4. | Minutes 02.02.23 to be signed, dated and filed by the chair | RD | | | | | | | | | | | | | | | | | | | | | |
| 5.5.13 | Updated committee TORs to be shared via GHub. | RD | | | | | | | | | | | | | | | | | | | | | |
| 5.14 | RD to complete and share link visit report form. | RD | | | | | | | | | | | | | | | | | | | | | |
| 11. | Governors to forward outstanding skills audit forms. | All | | | | | | | | | | | | | | | | | | | | | |
| 12. | Governors to advise any link preferences to chair | All | | | | | | | | | | | | | | | | | | | | | |
| 15. | Support staff sick pay update to be provided at next FGB. Chair to prepare relevant documentation. | RD/DK | | | | | | | | | | | | | | | | | | | | | |
| <p>7. To approve the Resources Committee TORs The draft TORs were reviewed at the meeting, and duly ratified.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| <p>8. Budget sign-off 22-23 This was reviewed and signed off by the resources committee, the year ended with a £100k carry forward.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| <p>9. Budget ratification 23-24; 3-year forecast. It was noted that the budget had been thoroughly scrutinised by the resources committee and is recommended for ratification by the GB. Questions were invited. Q: 107: What is the change to the PE Grant figure? This is due to carry forward – it is received per financial year but is to be spent by the end of the academic year. Q: What is the total staff cost as % of overall expenditure? 74.36%</p> <p>The in-year carry forward is projected to be £148, leaving a cumulative carry-forward of £90k at the end of the financial year 2023-24.</p> | | | | | | | | | | | | | | | | | | | | | | | |

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|---|----|--|
| <p>The year 2 year-end carry forward is projected to be £62.4, reducing to £11.5k at the end of year 3.</p> <p>The GB debated the matter of SEND support and whether additional manpower is required. DK noted that this is an operational decision and that currently, there is sufficient manpower. It was noted that the needs of the incoming cohort are not yet clear.</p> <p>Q: How many pupils come with high needs funding? 4 children, 2 in year 6.</p> <p>A regular cycle of lettings rates review was suggested, every 2-3 years.</p> <p>Action: Lettings review delegated to resources committee</p> <p>Q: Query the additional £35k grant – what is this for? Increasing staff pay and energy costs.</p> <p>The GB ratified the 2023-24 budget.</p> | JP | |
| <p>10. GDPR</p> <p>There has been 1 SAR since the last report.</p> <p>It was noted that although this was not submitted via the correct process it was picked up and the DPO advised promptly.</p> | | |
| <p>11. Safeguarding</p> <p>Nothing to report at this time.</p> | | |
| <p>12. Church/Diocese update</p> <p>A SIAMS training/preparation session has taken place.</p> <p>It is suggested that a SIAMS focus group is established.</p> <p>Some additional work on how the vision and values are embedded within the school.</p> <p>It was suggested that the head of another local church school who is also a SIAMS inspector could provide some additional preparation support.</p> <p>Dates have been arranged for the children to visit church. Pupils are aware of Pentecost – key festivals are being marked. Reflection club is going well, with a focus on spirituality.</p> | | |
| <p>13. Policies for ratification</p> <ul style="list-style-type: none"> Attendance <p>The GB ratified the Attendance policy.</p> <ul style="list-style-type: none"> EYFS (for information only) <p>The GB noted the EYFS policy.</p> | | |
| <p>14. AOB</p> <ul style="list-style-type: none"> Boiler - SC <p>Due to a parts manufacturing issue, parts may not be readily available should the boiler have future issues.</p> <ul style="list-style-type: none"> SENCO workload <p>See item 9.</p> <ul style="list-style-type: none"> Behaviour <p>There has been recent communication regarding pupil behaviour. DK noted that this relates to behaviour outside of school and parents are being liaised with as necessary.</p> | | |
| <p>15. Date of next meeting: 13.07.23 @7.30pm</p> <p>The meeting closed at 20.38.</p> | | |

Actions

| Item | Action | By/when |
|------|---|-------------------------|
| 3. | Outstanding Hub declarations to be completed: | PK, DK, VF,CW, NR |
| 5. | Minutes 23.03.23 to be signed, dated and filed by the chair | RD |
| 6.15 | Sick pay update to be provided at next FGB | RD |
| 9. | Resources Committee to undertake lettings review | JP |



17/07/23