



Potten End C of E Primary School


Minutes of the meeting of the Governing Board held on
Thursday 22nd May 2025 at 7.30pm at the school

Co-opted Governors (4)	
Valerie Gunn (VG)	Present
Pam Kirk (PK)	Present
Jane Healy (JH)	Present
Vacancy x 1	
Foundation DBE or PCC Appointed Governor (1)	
Claire Wallis (CW)	Present
Foundation Ex-Officio Governor (1)	
Ben Brady (BB)	Apologies
Foundation Parochial Church Appointed Governor (1)	
Emma Harris (EH)	Apologies
Headteacher	
Denise Kennedy (DK)	Present
Local Authority Governor (1)	
Jane Briffet (JB)	Apologies
Parent Governors (5)	
Robert Dale (RD – Chair)	Present
Joanne Moore (JM)	Present
Jack Perkins (JP)	Present
Vacancy x 2	
Staff Governor (1)	
Vicki Ford (VF) Staff	Apologies
In Attendance	
Julie Raybould – HFL Clerk	

Supporting Documents:

 9. 25-26_Comparison_draft

 9. 926 Potten End - Budget Summary Day 2 May 2025

 9. Copy of 926 Potten End - Hertfordshire Report Pack Day 2 May 2025 governor

 Draft FGB Minutes 13.03.25 926 Potten End

 Potten End FGB Agenda 22.05.25

The meeting opened at 7.30pm

Quoracy: 6 Governors	Action	Due
1. Welcome, apologies RD took the chair and welcomed all to the meeting. Apologies received and accepted from: VF,JB,EH,BB		
2. Opening prayer BB led opening the meeting with a prayer.		
3. Declarations of interest None		
4. Notification of any AOB <ul style="list-style-type: none"> HCC letter anaphylaxis - JP 		
5. Approval of minutes 13.03.25 The minutes 13.03.25 were agreed as an accurate record of proceedings. Action: To be signed, dated and filed appropriately	RD	
6. Matters arising The following actions were carried forward to the next FGB: <u>Item 13a: Vacancies</u> Action: Vacancies to be discussed at next FGB <u>Item 18a: Policy delegation</u> Action: Statutory policies & delegation to be discussed at next FGB	RD/EH RD/DK	
7. Committee/panel reports (if applicable) <u>Curriculum – VG</u> Data was reviewed. Attainment in KS2 is a challenge - cohort context was considered. There is nothing specific to flag to the full board – detail is available in the minutes circulated. The SEA science visit report was shared – the visit was very positive. Children are clearly enjoying science and some minor tweaks to the curriculum have been identified. <u>Finance</u> The Fund Account Balance is £12660. Funds have supported the THP report which will be used to support a capital bid for a new boiler. The report will be used to inform/update the asset management plan.		
8. Budget sign off 2024-25 Year end C/F is £158k – the P12 report is awaited.		
9. Budget approval 2025-26; 3-year forecast JP explained that the initial budget as presented to the Finance committee had an in-year deficit of £21k. Aspects of this were reviewed, including music provision and PE provision – GameOn. However, this has since been revised and an updated version is being presented to the FGB for approval. Staffing is the main factor driving the negative budget position. It was noted that 90% of expenditure is being spent on staffing. The required boiler works could be as much as £179k which the school’s funds cannot support. A capital bid will be submitted in November. A brief overview of teaching staff changes was provided – all movement has been budgeted for. Q: What has been budgeted for teacher pay awards? 2.8%. 4% is expected, with schools to fund 1%. The 2025-26 budget forecast is an in-year surplus of £3995, with a C/F of £162k. In year 2, the forecast is an in-year deficit of £22.4k, year-end C/F £139.5k In year 3, the forecast is an in-year deficit of £32.6k year-end C/F £106.9k Q: Is there a plan for spending some of the C/F? Not currently, and funding for the boiler repairs needs to be certain first. Q: Does the budget projection include a full Reception intake across the 3 years? Yes.		

<p>Q: Is there likely to be any parental objections to music and Game On? Potentially. The music change would have happened at some point. Thanks were extended to all involved in the budget preparation.</p> <p>The GB approved the budget proposal.</p>		
<p>10. Church/Diocese update (if needed) Partnership with the church is very positive, BB spends time in school regularly.</p>		
<p>11. Policies for review</p> <ul style="list-style-type: none"> • None 		
<p>12. AOB</p> <ul style="list-style-type: none"> • HCC anaphylaxis letter – JP <p>The recent letter sent to all schools by HCC’s Tania Rawle was noted. DK advised that the letter content has been considered and SLT will discuss and agree how the school’s stance will be communicated to parents.</p>		
<p>13. Date of next meeting: 10.07.25 @ 7.30pm</p> <p>The meeting closed at: 20.27</p>		

Actions

Item	Action	By/when
5	Minutes 13.03.25 To be signed, dated and filed appropriately	RD
6.13a	Vacancies to be discussed at next FGB	RD/EH
6.18a	Statutory policies & delegation to be discussed at next FGB	RD/DK