



Newton Popleford Primary School Full Governing Body Meeting

Meeting 6: Part I Minutes						
Date & Time	Thursday 26 th April 2023 5:30pm	Location	Newton Popleford Primary School			
Governors Present	Initials			Governors Present	Initials	
Mr A Pope	AP	Headteacher		Mr J Slade	JS	Co-opted Governor
Mrs T Murphy	TM	Parent Governor		Mr S Ireland	SI	Co-opted Governor
Mr C Trengove (Chair)	CT	Parent Governor		Mr G Oldroyd	GO	Parent Governor
Mrs N Dowsing	ND	Parent Governor		Mr T Warren	TW	Co-opted Governor
Mrs L Wright	LW	Co-opted Governor		Mrs C Odberth	CO	Co-opted Governor

Apologies	Initials	Reason for Absence (Category of Governor)
Miss R Layman	RL	Personal
Mrs M Raffell	MR	Personal

Absent without Apology	Initials	Category of Governor
-		
-		

In Attendance	Initials	Capacity
Mrs S Brown (virtual)	SB	Clerk
Ms A.Nash	AN	School Administration Manager

Minutes to
All Governors
School website

The meeting opened at 1735.

Ref	Action or Decision	Action Owner & Deadline
1.	<p>Governors welcomed Angela Nash to the meeting and thanked her for attending to answer finance/budget related queries.</p> <p>Agreement between Part I and Part II</p>	Agreed
2.	<p>Apologies for Absence – apologies received from RL & MR were sanctioned by governors.</p> <p>Governors had been saddened to hear of N.Macleod's passing since the last FGB, their thoughts were with the family at this sad time. Mr Macleod had been a school governor and would be sadly missed by the governor team.</p>	Agreed
3.	Notice – Received	
4.	Quorum – The meeting was quorate.	Agreed

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Signed

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5.	Declaration of Business Interests relating to the agenda – None	
6.	<p>Minutes</p> <p>(a) <u>To confirm Part I Minutes of Meeting 30.03.23</u> The minutes were agreed as a true and accurate record of the previous meeting and were signed by CT.</p> <p>(b) <u>To confirm Part II Minutes of Meeting 30.03.23</u> The minutes, which were shared physically during the meeting, were agreed as a true and accurate record of the previous meeting, and were signed by CT.</p> <p>(c) <u>To consider matters arising from the minutes.</u> Action updates as below unless covered elsewhere within the meeting's agenda:</p> <ul style="list-style-type: none"> - All Business interests and Declarations of Eligibility had been signed by governors. - SB had saved all received Safeguarding certificates (CO/GO/JS/LW/MR/ND/RL/SI/TW) to the "Governors Shared Drive – CPD Governor Training – Certificates". TM would send her L3 certificate to SB. CT would send his safeguarding certificate to SB. - RL meet KD to monitor SEND in nursery - Complete. - AP/CT sign off on strategic priority letter - Complete - Access personnel governor report from 080223 – carried forward to May FGB - Red bridge letters shared with campaign group - Complete - AP ensure staff had read policies (CoC, whistleblowing etc.) – Complete, now all diarised. - Arrangement of date for July Governors Awareness Day – Tuesday 3rd July was confirmed. CT/AP to draft a plan for the day to include consideration of skills audit results, governor role allocations 23/24, training needs. - AP to contact the local councillor for support with parking around school – Complete, awaiting response. Best endeavours had been made to ensure safety off of the school site. - AP to provide an update to governors about flexible schooling at Newton Popleford – for May FGB - Conduct a temporary reshuffle of corridor areas to trial usage for interventions – trialling continued to find a best fit scenario. The school would likely need to research costs for furniture solutions. Current furniture, not fit for purpose, could be sold or repurposed as part of Devon's sustainability drive. - Organise an Open Day for EYFS during the Summer Term – complete, diarised for 21st June. - Investigate/consider the diversity of the literature within the proposed phonics scheme – AP conceded the diversity of the literature was limited but was confident this could be successfully navigated by supporting children's reading with other existing texts within the school. - Diarise a date for the Pre-school working party to next meet – in progress, feedback anticipated for the May FGB. - Assurance of child:adult ratio compliance during lunchtimes in the pre-school – complete & compliant. - Explore options for staff wellbeing surveys & how to feedback outcomes to governors - complete - SB signpost governors to information about the governance of staff wellbeing – complete - Clerk to monitor for Finance training for CO in the Autumn Term – ongoing, Autumn term training dates not yet published 	<p>Agreed</p> <p>Agreed</p> <p>TM/CT</p> <p>C.fwd</p> <p>AP/CT</p> <p>C.fwd</p> <p>C.fwd</p> <p>Clerk</p>
7.	<p>Current Budget</p> <p>(a) <u>Review budget 2022-2023</u> Carried forward, at request of AP, to capture full 22/23 financial year-end position.</p> <p>(b) <u>Agree CFR report from Devon</u> Carried forward, at request of AP, to capture full 22/23 financial year-end position.</p>	<p>Carry forward</p> <p>Carry forward</p>
8.	<p>Analyse use and impact of additional funding (e.g. Pupil Premium, Sports, SEN) See doc:</p> <ul style="list-style-type: none"> - Budget report to governors <p><u>Special Educational Needs (SEN)</u>: AP talked governors through the SEN spending for 22/23, the majority of which had been spent on staffing with smaller spends going towards resources (e.g. widget, a communication tool, and various diagnosis</p>	

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	<p>tools). The impact of SEND spending could be measured by monitoring children's progress towards achieve their MyPlan targets.</p> <p><u>Sports premium</u>: Governors understood that most of the Sports Premium funding was spent on staffing to facilitate P.E. lessons and extra-curricular activities. £350 had been spent on resources and accessing the Sidmouth Learning Programme. The funding could not be spent on swimming lessons but had been used to pay for transport to various sporting events attended by other schools. The impact of the Sports Premium spending could be measured by monitoring the children's increased exposure to sporting activities; increased knowledge of sports and their rules; an increase in school participation at sporting events. AP was confident that the impact from Sports Premium was positive and could be seen across the school. It was anticipated that spending for 23/24 would be similar to 22/23.</p> <p><u>Pupil Premium (PP)</u>: For 22/23, most of the funding had been spent on staffing with the school using the DfE's menu of approaches to deliver interventions in literature, maths, and whole school improvement endeavours. The percentage of Newton Poppleford children attracting PP funding was due to decrease for 23/24. The impact of the funding could be measured through monitoring data and the progression made by disadvantaged children. AP was confident that the school had a positive culture for supporting PP children. AP does feel that the school can continually improve this aspect of its provision and do more.</p> <p>Question: For all the above funding streams, how could governors effectively monitor impact in the future? Through the monitoring of termly data which would next be presented at May's FGB. The data was also used to inform the Self Evaluation Form (SEF).</p> <p>Question: How did the school ensure Pupil Premium families could be made aware that they were eligible for Free school meals (FSM)? FSM information was well communicated, by the Administration team, when children first started at the school and periodically thereafter.</p> <p>Question: Was the school aware of any eligible children whose families did not claim for FSM? It was possible there were some families who did not claim but, whenever the school became aware that a family might be eligible, sensitive discussions were had with the families to encourage take up.</p> <p>Question: Recognising that some SEN children require 1-1 support, was the school continuing to move away from a 1-1 support model for some children to enable independence? The provision given to SEN children was unique to each child, dependent on their needs, with some requiring 1-1 provision. Where possible, the school was working on enabling children to be independent as and when each child was ready. To enable children's independence further there was more work to be done around changing the culture of the school provision for, and understanding of, SEN. Change was happening, with more Teaching Assistants (TA) now more regularly in class with their SEN children.</p> <p>Question: Were there any staff training needs related to SEN provision and general SEN understanding? External training was being planned for autism spectrum disorder. Driving the cultural change within the school would be driven by the Senior Leadership Team (SLT).</p> <p>Question: Had TAs been attending, or invited to attend, whole school staff training opportunities? No but AP was developing a programme of training for TAs.</p> <p>Question: Who was monitoring learning standards for SEN children? CT and ND had diarised a monitoring visit to focus on the progress of PP children – feedback would be provided at the next FGB.</p> <p>Governors completed reviewing the use and impact of additional funding streams.</p>	<p>CT & ND</p> <p>Agreed</p>
9.	<p>Agree SLA (Service Level Agreements) – DES, SCOMIS and DCC (possibly Mutual fund)</p> <p>See docs:</p> <ul style="list-style-type: none"> - Curr plans - Current contract year 2 of 3 started 01.04.22 - DES 13.03.23. - Finance consultancy - Governance consultancy - Heads performance management 	

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	<ul style="list-style-type: none"> - Health and Safety - HR Direct - Scomis services 01.04.23 <p>To assist governors with their general knowledge and understanding of the school's finance processes, A.Nash answered questions about the use of the school's management systems, its internal processes, and clarified the codes within finance reports. Once governors agreed the proposed budget, it would be entered back into the Financial Management Suite (FMS) which could compare actual spending v predicted spending and improve future finance analysis for the school and governors.</p> <p>Question: Did the forecast budget include known staffing changes? Yes.</p> <p>1810: AN was thanked by governors for her attendance. AN left the meeting.</p> <p>Noticing that DES had provided two levels of subscription service for 23/24, governors compared the service levels and consulted on their use of the consultancy service over the last year. SB would implement a revised method for recording governor training records, for simpler reflection in the future.</p> <p>Question: Was there a governor training budget? Governor training costs were included within the staff training budget.</p> <p>Governors agreed (see referenced docs) to maintain its current level of service from all providers as below:</p> <ul style="list-style-type: none"> - Curriculum spending as proposed within the document "curr plans" - SIMS provision - A Standard DES Governance consultancy subscription @ £710. For future reflection, it was requested that AP/AN find a way to identify, from within the staff training budget, the total amount spent on governor training. - SCOMIS 23/24 renewal fees, to include technician visits, @ £5585.25 with Annual licence and Add-ons yet tbc by SIMS. - DES Head teacher performance Management - Finance consultancy - HR direct fees - Health and Safety 	<p>SB</p> <p>AP/AN</p> <p>Agreed</p>
10.	<p>Review projected admission numbers against budget plan</p> <p>See docs:</p> <ul style="list-style-type: none"> - Pupil numbers forecast and mobility analysis <p>Having conducted a mobility analysis, AP informed governors that pupil numbers had been generally stable for the last five years. Looking ahead, Devon CC had confirmed that it was likely pupil numbers would decrease, for the next ten years, due to falling birth rates across the county.</p> <p>Question: what was AP's understanding of the school's reputation/image amongst the local community, and prospective families? AP understood that the school had a very positive image and was well regarded amongst the community. TM concurred. AP was confident that the projected fall in numbers was due to falling birth rates across the county rather than a shift in the communities' opinion of the school. Governors remained alert to school's competing for children in the future and considered advertising solutions.</p> <p>Projected Nursery numbers for September 2023 were positive. The Pupil Admission Number (PAN) was 30 in KS1. SB advised AP to consult with the Devon Admissions Team about the PAN for KS2 - it might be possible, with governor approval, to go over PAN in KS2 dependent on considerations being made about the impact on resources, staff, and existing class cohorts. These considerations could be made on a case-by-case basis with thought being given to the precedence being set.</p> <p>Question: What were the anticipated impacts on staffing for the coming years if children numbers continued to fall? Staff were already aware that, where possible, recruitment was not occurring to fill vacancies left by departing staff. It would be key to deploy Teaching Assistants (TA) efficiently and flexibly when delivering targeted interventions throughout the school.</p>	

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	<p>Some consideration was given to the possibility of merging year groups in the future. This was thought generally undesirable, and likely not achievable, as PAN would have to be exceeded and the curriculum delivery at the school was not conducive to mixed year groups. The school was a single form entry school which it was keen to retain.</p> <p>The significant impact, on the budget, of falling numbers was recognised by governors. Governors completed their review of projected pupil numbers and were assured the figures were included within the forecast budget.</p>	Agreed
11.	<p>Review staff training requirements and agree costs See doc: - <i>Staff training costs and budget recommendations</i></p> <p>Governors reflected on the provided staff training forecast. AP confirmed that the two-day paediatric course, onsite, was required but conceded the costs were significant for this.</p> <p>Question: Had cover costs been included in the forecast for the Paediatric refresher? Cover would not be required as the course would be delivered during non-pupil and twilight days.</p> <p>Question: had AP considered grants for training? AP was unaware of any. CT suggested a local charity might be able to offer grants (likely to aid Pupil Premium children) and would investigate.</p> <p>Governors agreed the proposed staff training and proposed costs.</p>	CT Agreed
12.	<p>Review and approve 5-year budget plan 2023-2028</p> <p>See docs: - <i>Budget dashboard (6)</i> - <i>Income & Expenditure report (1)</i> - <i>Comparison of KPIs</i></p> <p>AP advised that the submission of a deficit budget would result in a consultation with Devon CC to put in place actions for rectification. Whilst years 2 – 5 were all in forecast deficit, Devon CC would focus on years 1 and 2 initially. The main impacts on the budget were:</p> <ul style="list-style-type: none"> - A projected decrease of Pupil Premium children - A projected decrease of new enrolments (lower birth rates across the county) - Increased staff costs due to unfunded government pay increases - Increase in cost of living (utilities etc.) <p>Question: Would the submission of a forecast deficit budget initiate audit procedures from Devon CC? No, Devon CC conducted an ongoing Audit programme with the school going through an audit during the Summer Term. On submission of a predicted deficit budget forecast, Governors were open to working with the Devon CC Finance Team to find a solution for the future.</p> <p>Question: Were there any obvious ways to address the deficit? Projected staff costs were 95% of the whole budget, far more than in previous years. This was mainly due to unfunded government increases to staff wages. Where possible, departing staff were not being replaced to reduce the staffing bill.</p> <p>Question: What more could be done to reduce the forecast deficit? Staff training could be reduced but AP was keen that staff training should remain a priority.</p> <p>Question: Were staff aware of current budget pressures? Yes, there was a very open and communicative culture amongst the staff. There was some nervousness in school around the recruitment freeze but staff had been assured that redundancies were not being considered. AP had conducted exit interviews with recent staff leavers and would feedback the outcomes (generally positive) at the May FGB.</p> <p>Governors approved the 5-year budget, for submission to the LA, with cumulative surplus/(deficit) as follows: Year 1 £9854; Year 2 (£79,815); Year 3 (£226,821); Year 4 (£457,565); Year 5 (£767,515)</p>	AP Agreed

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Meeting went into Part II at 19:10		
13.	19:10: ND, TW, CO, & SI left the meeting.	
	19:14: ND, SI, & TW re-joined the meeting which moved back into Part 1. This meeting represented JS' last as a school governor due to his retirement at the end of his current term of appointment. JS was thanked for his many years of dedicated service to the governance of Newton Poppleford Primary School.	

The meeting closed at 19:14.