

GOVERNANCE

4. ELECTION OF THE VICE CHAIR

4a **Governors agreed the Vice Chair's term of office would continue to be one year.**

4b The Chair reported Stephen Rogers had indicated his willingness to continue as Vice Chair of the governing board. Further nominations were invited where there were none.

4c

4d **Governors unanimously agreed the reappointment of Stephen Rogers as Vice Chair. His new term of office would commence on 12th December 2024 and concluded at the time of the term two FGB meeting held in the 2025/26 academic year.**

The Chair referenced the October 2024 FGB meeting when he had spoken about succession planning and his intention to eventually step down from the governing board. Governors were invited to come forward if interested in pursuing the role of Chair. The Chair was very pleased to report that Jane Burnett, foundation governor had since come forward. It was understood the governor intended to step down from her other governance responsibilities in two years' time. In consideration of this, the Chair of governors indicated he would step down at the time of the term six FGB meeting in 2025/26 when a new Chair would be elected.

5. TERMS OF REFERENCE (ToR)

The GP prepared the draft ToR in advance of the meeting which was based on a hybrid Circle model of governance to include a Finance Committee (filed electronically). The Education People's updated model ToR (Sept. 2024) for both a Circle and committee based model had been adapted to serve purpose.

Governors approved the Terms of Reference for 2024/25 without amendment.

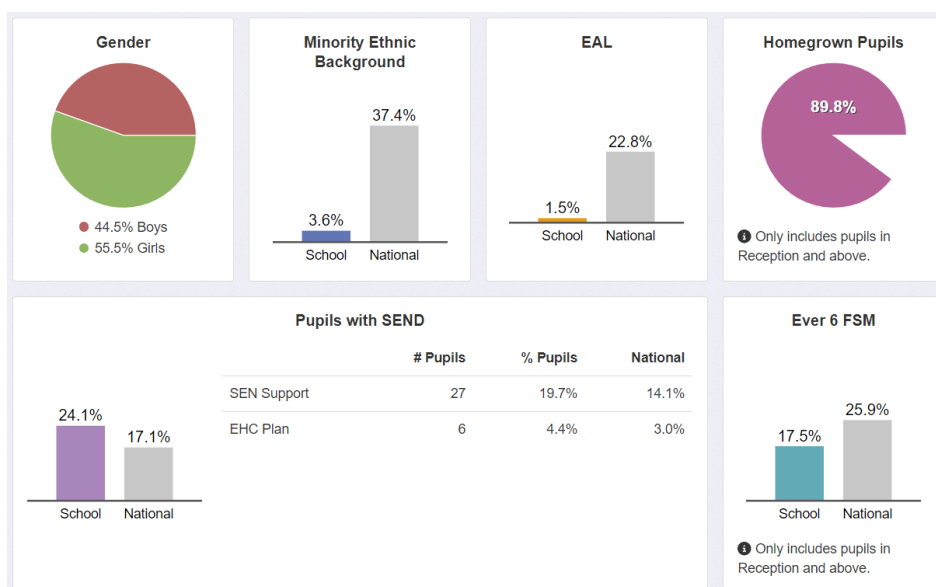
SCHOOL IMPROVEMENT

6. SAFEGUARDING/ONLINE SAFETY TO INCLUDE FILTERING & MONITORING

The Acting Headteacher (AHT) said there were no issues, incidents or concerns to report and there were no items in respect of online safety or filtering and monitoring.

7. ACTING HEADTEACHER'S REPORT

A contextual update was provided in advance of the meeting (filed electronically).



| Year Groups | | | | | | | | | | |
|-------------|--------|------|-------|-----|-------------|------------|-------------|----------|--------------|--|
| | Pupils | Boys | Girls | EAL | Summer Born | Ever 6 FSM | SEN Support | EHC Plan | Absence Rate | |
| Reception | 19 | 9 | 10 | 0 | 11 | 1 | 0 | 0 | 3.7% | |
| Year 1 | 18 | 9 | 9 | 0 | 7 | 3 | 3 | 1 | 2.8% | |
| Year 2 | 20 | 7 | 13 | 0 | 5 | 5 | 5 | 0 | 2.9% | |
| Year 3 | 19 | 6 | 13 | 0 | 9 | 2 | 4 | 3 | 6.4% | |
| Year 4 | 19 | 9 | 10 | 1 | 8 | 2 | 4 | 0 | 5.8% | |
| Year 5 | 21 | 9 | 12 | 1 | 7 | 7 | 7 | 1 | 5.2% | |
| Year 6 | 21 | 12 | 9 | 0 | 11 | 4 | 4 | 1 | 7.6% | |

Staffing Update

(Some items within the report were considered confidential which were reported in the part two minutes.)

The AHT reported the Year one mornings only teacher had resigned at the end of term one where it had become necessary to recruit for the role. The AHT explained that whilst two applicants had applied, one subsequently withdrew their application due to childcare issues. The AHT commented the school had tried to find a way to resolve this issue.

The Assistant HT who was a teacher in Smugglers class (Year 2) on a Monday and Tuesday would temporarily move to Oast class (Year 1) for four mornings each week (Monday to Thursday) where it was proposed the successful applicant would cover Year 2 on a Monday and Tuesday. The other Year 2 teacher would then cover the teaching responsibility on Wednesday to Friday each week. It was noted the children would participate in PE on a Friday morning as was normally the case.

The applicant with prior childcare issues was happy with the school’s proposal and was available to work two full days rather than four mornings. Following the interview process during which she was considered a very good and experienced practitioner, the applicant was successfully appointed who would take up post from January 2025. A letter would go out to Year 1 and 2 parents the following morning given the changes in both classes.

8. SEF/SCHOOL IMPROVEMENT PLAN (SIP) 2024-25

The December update to the RAG (red, amber, green) rated SIP was made available in advance of the meeting (filed electronically).

A governor asked the AHT if she felt good progress had been made so far against the School Plan priorities. The AHT said she was happy with the progress made at this point in the year. RAG rating the actions had helped to identify those areas which were yet to be addressed which required a focus. The development of subject leadership was happening as was the development of the curriculum and work in EYFS.

It was agreed the School Improvement Plan would in future be referred to as the School Development Plan.

A governor commented the plan was an organic document which would evolve over time. The AHT said she was confident in the progress which had been made.

Action: The AHT to prepare a School Development Plan Executive Summary for governors.

AHT

9. GOVERNOR MONITORING

9a The H&S governor’s monitoring report of 26th November 2024 was provided as a supporting paper for this agenda item (filed electronically).

| | | |
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| <p>9b</p> | <p>It was noted the wellbeing governor met with the School Council earlier that day where a report would shortly follow. The SEND/Pupil Premium governor was also due to carry out a visit on Friday, 13th December 2024.</p> <p><u>Term Three Governor Monitoring Activities</u></p> <ul style="list-style-type: none"> • Safeguarding (JC) • Curriculum (JC) • Wellbeing staff survey (KD) • Collective Worship, Learning Walk - Quality of Education, Behaviour for Learning (JC/HL) – carried over from term two. • Collective Worship, Learning Walk - Quality of Education, Behaviour for Learning (RG) – Monday, 13th January 2025 • Parent survey (JC) <p>Action: The AHT to present the term two pupil progress and attainment data during the term three FGB meeting.</p> | <p>AHT</p> |
|------------------|---|-------------------|

FINANCE & RESOURCES

| <p>10.</p> <p>10a</p> <p>10b</p> | <p><u>FINANCE/HEALTH & SAFETY/PREMISES/GENERAL DATA PROTECTION REGULATIONS (GDPR)</u></p> <p><u>Local Authority Feedback – Six Month Budget Monitoring</u></p> <ul style="list-style-type: none"> • There were no comments arising from the income and expenditure reconciliation report feedback for 2024-25. • I09 (Income from catering) The Actual percentage was already 100.00% compared to the year-end forecast. • E09 (Staff development and training) The Actual to date percentage was only 33.92% compared to the year-end forecast. • E12 (Building maintenance and improvement) The Actual to date percentage was only 18.83% compared to the year-end forecast. • E17(Rates) Rates expenditure needed to be shown as an actual by year-end with an equal amount in I01. The school was asked to use their 2024-25 rates valuation. • E20A (Connectivity) The actual and committed combined figure was greater than the year-end forecast by £86.02. • In year position – the in-year position forecasted a deficit. <p><u>Seven Month Budget Monitoring</u></p> <p>The October 2024 budget monitoring report was made available in advance of the meeting (filed electronically).</p> <ul style="list-style-type: none"> • <u>Year End Revenue Budget Projection</u> <table border="1" data-bbox="256 1550 1265 1756"> <thead> <tr> <th></th> <th style="text-align: right;">(£)</th> </tr> </thead> <tbody> <tr> <td>Revenue Income</td> <td style="text-align: right;">919,920</td> </tr> <tr> <td>Revenue Expenditure</td> <td style="text-align: right;">975,464</td> </tr> <tr> <td>Revenue Balance</td> <td style="text-align: right;">-55,544</td> </tr> <tr> <td>Revenue Balance B/F 2023/24</td> <td style="text-align: right;">75,793</td> </tr> <tr> <td>Revenue Balance C/F to 2025/26</td> <td style="text-align: right;">20,249</td> </tr> </tbody> </table> <p><u>Year End Capital Budget Projection</u></p> <table border="1" data-bbox="256 1818 1265 1986"> <thead> <tr> <th></th> <th style="text-align: right;">(£)</th> </tr> </thead> <tbody> <tr> <td>Total Capital Income</td> <td style="text-align: right;">801</td> </tr> <tr> <td>Less Capital Expenditure</td> <td style="text-align: right;">802</td> </tr> <tr> <td>Capital Balance</td> <td style="text-align: right;">-1</td> </tr> <tr> <td>Capital Balance B/F 2023/24</td> <td style="text-align: right;">0</td> </tr> </tbody> </table> | | (£) | Revenue Income | 919,920 | Revenue Expenditure | 975,464 | Revenue Balance | -55,544 | Revenue Balance B/F 2023/24 | 75,793 | Revenue Balance C/F to 2025/26 | 20,249 | | (£) | Total Capital Income | 801 | Less Capital Expenditure | 802 | Capital Balance | -1 | Capital Balance B/F 2023/24 | 0 | |
|---|---|--|-----|----------------|---------|---------------------|---------|-----------------|---------|-----------------------------|--------|--------------------------------|---------------|--|-----|----------------------|-----|--------------------------|-----|-----------------|----|-----------------------------|---|--|
| | (£) | | | | | | | | | | | | | | | | | | | | | | | |
| Revenue Income | 919,920 | | | | | | | | | | | | | | | | | | | | | | | |
| Revenue Expenditure | 975,464 | | | | | | | | | | | | | | | | | | | | | | | |
| Revenue Balance | -55,544 | | | | | | | | | | | | | | | | | | | | | | | |
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| | (£) | | | | | | | | | | | | | | | | | | | | | | | |
| Total Capital Income | 801 | | | | | | | | | | | | | | | | | | | | | | | |
| Less Capital Expenditure | 802 | | | | | | | | | | | | | | | | | | | | | | | |
| Capital Balance | -1 | | | | | | | | | | | | | | | | | | | | | | | |
| Capital Balance B/F 2023/24 | 0 | | | | | | | | | | | | | | | | | | | | | | | |

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|-------------------|--|------------------|--|
| | <p>Capital Balance Carried Forward to 2025/26</p> | <p>-1</p> | |
| | <p>OTHER</p> | | |
| <p>10c</p> | <p><u>Any Other Items: Finance, Premises, Health & Safety or GDPR</u></p> <p>The Chair reported he had written to the Chair of governors of Flourish Together Federation earlier that day. The Memorandum of Understanding for their Executive Headteacher to provide guidance and support to the AHT would conclude at the end of term two 2024 as previously agreed which would not be extended due to the school's budgetary constraints. On behalf of governors, the Chair said the school was extremely grateful to the Executive Headteacher for the support she had provided during terms one and two of 2024/25.</p> <p>The H&S governor took this opportunity to report that some staff members were parking in the school's bus bay whilst dropping off their children. This would otherwise make it more difficult to enforce with parents.</p> | | |
| <p>11.</p> | <p><u>CHAIR'S ACTIONS/CORRESPONDENCE</u></p> <p>The Chair reported he had written to all staff earlier that day to thank them for the outcome of the SIAMS inspection and for their team and individual work during the first two terms of this year. The Chair said this had been emphasised practically during Christmas lunch earlier that day when all staff had been involved. Staff were also made aware in the letter that the post of substantive Head would be advertised during January 2025.</p> <p>The Chair would also write to parents regarding the recruitment of a substantive Head.</p> <p>There were no Chair's actions to report and no other correspondence had been sent or received.</p> | | |
| <p>12.</p> | <p><u>ANY OTHER BUSINESS</u></p> <p>There were no matters arising.</p> | | |

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|--------------------------|--|--|
| 13. | <u>CONFIDENTIALITY</u> | |
| 13a 13b | Some discussions within agenda item 7 (Acting Headteacher's Report) were considered confidential which were contained in the part two minutes. There were no other discussions or supporting papers which were considered confidential. | |
| 14. | <u>DATE OF NEXT MEETING</u> | |
| | The next FGB meeting would take place virtually at 6.30pm on Thursday, 30th January 2025. | |

The meeting closed at 6.00 pm.

Signed: _____
(Chair)

Date: _____

ACTION SUMMARY

| ITEM | AGENDA ITEM | TO BE ACTIONED BY | ACTION |
|-------------|--------------------|--------------------------|---|
| 1. | 3b | Governance Professional | To include a fifteen minute presentation on the curriculum within the 30 th January 2025 meeting agenda. |
| 2. | 3b | RG | To refresh her safeguarding training by completing the NGA Learning Link module 'Essential Safeguarding for Governors and Trustees'. To send her certificate to the GP. |
| 3. | 8 | Acting Head | To prepare a School Development Plan Executive Summary for governors. |
| 4. | 9b | Acting Head | To present the term two pupil progress and attainment data during the term three FGB meeting. |