



Learning God's Way

**FULL GOVERNING BODY MEETING**  
**Thursday 26<sup>th</sup> May 2022, 7pm in the Staff Room**

**6pm for West Sussex Governor Services training on Ofsted readiness**  
 A recording of the training will be made available for governors unable to attend

Meeting Focus – Finance, Staffing & Premises

	<p><b>Present:</b> Mary Dark, Helen Fletcher-Reilly (Chair), Al Knox, Mike Jee (Head), Carolynn Lorimer, Martin Smith, Chris Snell (via zoom)  <b>Apologies:</b> Emma Craughan, Vicki Goodin, Debbie Ricks, Rod Sharman, Mark Standen (Vice-Chair)  <b>Clerk:</b> Jennie Ring  <b>Also present:</b></p>	<b>Action</b>
155	<p><b>Apologies for absence</b> – were received and accepted from Emma Craughan, Vicki Goodin, Debbie Ricks, Rod Sharman and Mark Standen.</p>	
156	<p><b>Declaration of Interest</b> – none</p>	
157	<p><b>Urgent matters to be considered for inclusion</b> - none</p>	
158	<p><b>Minutes of meeting 28<sup>th</sup> April 2022</b> – were agreed and signed.</p>	
159	<p><b>Matters arising</b></p> <p><b>Actions from last meeting:</b> Items 2&amp;3 (minute 148) – The Head agreed to email the SEF and 90 minute conversation to the Clerk for inclusion in the GVO Key Documents, OFSTED folder.</p> <p>All other actions were complete.</p> <p><b>Task Group Meeting</b> – Mr Snell, who attended the last Task Group Meeting, verbalised the similarities in what governors were being asked to familiarise themselves with reference to Maths with what had just been outlined during the training in preparation for Ofsted. Namely, knowledge of the Ofsted criteria, curriculum plan, design, structure, sequencing and outcome aims, which includes intent, implementation and impact. The valuable and calm contribution from senior leaders in the last Task Group meeting was acknowledged.</p>	<b>Head/Clerk</b>

	<p>The next Task Group meeting is on 12<sup>th</sup> July 2022, 1-3pm. Miss Howes will take Mrs Spears' place. A discussion took place on whether it was appropriate to call on Mrs Spears virtually.</p>	
160	<p><b>Approval of 2022-23 budget</b></p> <p>The Head tabled a document with key points and key areas. The Head and Bursar have worked together on the budget statement for 2022-23 – just over £2M. Using the document the Head gave a little more detail on each point, including the intention to continue 1:1 pupil conferencing every week next academic year for disadvantaged children.</p> <p>Class sizes in Year 5 are now manageable, in line with normal numbers, and so I presume the additional teacher would be to provide booster teaching? Yes, they would probably be split into three groups for mornings, but for registration purposes Y5 would be two classes.</p> <p>There is a total of £96K in reserves, with the possible allocation of some to curriculum based items rather than buildings, though perhaps with the exception of funding for refurbishment of the Early Years toilets.</p> <p>A discussion took place on the financial consequences of specialists working with staff on the curriculum, IT hardware needs, the status of the former IT Suite, positive feedback from teachers on how Chromebooks have been received by children, calls on the London Account funds, and the progress of the claim for compensation following works done in the school.</p> <p>If the IT Suite's use was change, what are the options? Ticklemetoo could use it. The Head briefly outlined the pros and cons for this option. It could be left as space, perhaps for use to address possible disruption to classes when building work on the Special Support Centre (SSC) begins. Some space could be allocated to upgrading toilet facilities.</p> <p>How many classrooms are awaiting interactive whiteboards? One.</p> <p>Are there any aspects of the curriculum which could not be supported by Chromebooks? No, they have sufficient capacity and facility to support the curriculum. The cost of a class-worth of appropriate specification Chromebooks is £10K. The functioning of the school wifi needs some attention. The Chair strongly urged the Head to go ahead with purchasing additional Chromebooks.</p> <p>I see Support Staff and Support Budget are in line, it's teaching staff that has increased – is there a turnover of staff expected in the next 12 months? Yes, and attention needs to be given to the balance between expensive but experienced staff and early career teachers, given the changes already experienced, and those to come. I notice the figure for teaching staff is about in line with benchmarking figures (45-54%). This represents good movement from former circumstances. Yes.</p> <p>Small amounts (£100) allocated to classes seem slightly meaningless, could these be increased to reflect a purposeful figure, sending a more positive message? It's hard to say what a class teacher may want funds for – this figure is intended to fund those small items that a teacher may just discern will be useful at the time.</p>	

	<p>The Head agreed to make clear that although the figure is there in the budget, there is more available.</p> <p>The budget was agreed for approval. The Chair signed the Annual Budget Listing.</p>	
164	<p>Since the meeting was about to become inquorate the Policies item was brought forward here.</p> <p><b>Policies</b></p> <p>The Behaviour &amp; Attitudes Policy 2022 was approved.</p> <p>Mrs Dark left the meeting as previously notified. Mrs Lorimer was called away in an emergency.</p> <p>The meeting became inquorate. There were no necessary decisions anticipated. The rest of the meeting being for information, discussion and questioning, it was agreed to continue.</p>	
161	<p><b>Premises and buildings update</b></p> <p>The Head tabled key points and cost breakdown documents. A discussion took place on the options for the source of monies which will make the governor's 10% contribution in relation to the School Condition Allocation (SCA) funding.</p> <p>Is it the case that entry to school now is only through knowledge of the passcode or by buzzer to the school staff? Yes, the gates are shut at 9am. Staff can see visitors via video link. Do the staff also have to admit those picking up from William Older at midday? This is some extra demand on their time... The Head agreed to investigate.</p> <p>Early next year there will be a need to decide priorities for refurbishing the toilets in EY, Y3 and Y6, and on how much to draw from the London account. A view was expressed that EY should have priority. Costings and quotes will be obtained for the next meeting. It was noted that the library toilets are also in need of refurbishment.</p>	<p><b>Head</b></p> <p><b>Clerk/Head-ag pl</b></p>
162	<p><b>Staffing update to include: absence, wellbeing, resignations &amp; appointments</b></p> <p>The Head tabled a key points document. One member of staff, who works 2 and a half days in Y2, is resigning is due to retirement, and a replacement has already been found. Of the two members of staff on long term sickness, one will continue after half term, the other is unknown at present. There were no covid absences to report.</p> <p>A discussion took place on the possible ways staff might be deployed in view of this change and other staff movement. It was acknowledged that further discussion on possible restructuring of the senior leadership team will most likely be necessary.</p>	<p><b>Clerk – ag pl</b></p>

163	<p><b>Notice of residential visits</b></p> <p>There are visits to Dalesdown for Y4 and Cobnor for Y6. This year there is good uptake for Dalesdown, with a few being day visitors rather than staying overnight. Seven children stayed behind at school from Cobnor for various reasons. They were allocated to different classes for the week.</p> <p><b>Has covid had an impact?</b> It's mostly children who are currently school refusers/avoiders that have been challenging to encourage to attend. Some may come as day attenders.</p> <p>The Clerk reminded governors that it's the risk of any financial liability that governors need to be address under this item. Health &amp; Safety and other risk assessments are carried out by West Sussex's Evolve.</p> <p>There has been no financial loss involved for these trips. Some parents have had payment plans in place, some disadvantaged children have received subsidy from specific school funds.</p>	
165	<b>Chair's Action</b> - none	
166	<p><b>Date of next meeting</b> – Thursday 16<sup>th</sup> June 2022, 7pm, in the Staff Room.</p> <p><b>Academisation</b> – At a date to be confirmed, sometime between the beginning of September and 16<sup>th</sup> November, local CofE School Heads and Chairs are invited to a meeting with Trevor Cristin, Diocesan Director of Education, on the subject of academisation. The feeling among Heads at present is that it's better to be proactive in making decisions rather than having decisions made on one's behalf, and CofE schools come together under a multi-academy trust (MAT).</p>	

Addendum to minute 160 – the Budget Statement 2022-23 was signed the following day by the Chair at school.

Addendum to minute 163 – two of the seven children anticipated to stay behind in fact went to Cobnor.

## ACTION TABLE

D = Done

P = In progress – give update

O = Still outstanding

	Minute:	Action from:	Action by:	Status
1	159	Head/Clerk – email & import SEF and 90 min conversation into GVO	Post meeting	
2	161	Head – investigate staff time taken by admission of William Older midday pick up	By next FGB 16 <sup>th</sup> June	
3	161	Head/Clerk – decide which agenda to place decision on funding refurbishment of toilets	By next FGB 16 <sup>th</sup> June	

4	162	Clerk – diarise necessary work on a governor coming to end of term of service with ref to Mary Dark	Post meeting	
5	162	Head/Chair/Clerk – decide how/when to accommodate discussion on SLT restructure	By next FGB 16 <sup>th</sup> June	