

Draft Minutes for Meeting of the Governing Body of Ladysmith Federation					
Date / Time	25 th May 2022 17:30		Location	Ladysmith Junior School	
Attendees	Initials		Attendees	Initials	
Karen Bates (Co-chair)	KB	Co-opted Governor	Andy Thornhill	AT	Co-opted Governor
Greg Hawkins (Vice Chair)	GH	Co-opted Governor	Jill Green	JG	LA Governor
Mark Wilkinson	MW	Executive Headteacher	Annie Fletcher	AF	Co-opted Governor
Sarah Melliush	SM	Co-opted Governor	Tom Butcher	TB	Co-opted Governor
Present					
Neil Williams	NW	LJS Head of School	Dave Broad	DB	LINS Head of School
Lorraine Carter	LC	Federation Business Manager			
Apologies	Initials				
Amy Grashoff (Co-chair)	AG	Co-opted Governor	Charlotte Hartland	CH	Staff Governor
James Hewlett	JH	Co-opted Governor			

The Meeting was quorate.

Ref	Discussion, Action or Decision
1.	Apologies for Absence
	James Hewlett – Work commitments Amy Grashoff – Work commitments Charlotte H - Illness Approved: Absences approved by Governors
2.	Declaration of Pecuniary Interests invited and declared
	No interests declared
3.	Finance and Resources
	Budget Questions submitted by Andy Thornhill – see Headteacher report section for questions and answers. Approved: Governors voted to approve the budget that shows a 3 year surplus of £12400. End of year FRS reports were circulated and showed unconfirmed carry forward figures for SBS for LJS £291,822 LINS £0. Cap share LJS £20566 LINS £23987 meaning a Federation capital carry forward of £44544. Staffing

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	<p>Discussion around change in staffing at the Junior School with two UPS3 teachers retiring, being replaced with ECTs. Additional teaching posts have become available because of staff relocation and leadership roles within the federation.</p> <p>This has had an impact on the budget, creating a larger surplus in year 3.</p> <p>We discussed the potential benefits of a change in staffing.</p> <p>We discussed the importance of using the internal experience / capacity to strengthen each year group.</p> <p>Two of the new teachers have been teaching at the Junior School this academic year on a long-term supply basis.</p> <p>There have also been a number of TA resignations which will need to be filled.</p> <p>Approved: Governors voted to approve the structure</p>
4.	<p>Governor Recruitment and Skills Audit Governing Body Updates</p>
	<p>One application received.</p> <p>We need to advertise for a staff governor as Charlotte is leaving</p> <p>Andy has had some interest from other parents.</p> <p>Amy Grashoff has stepped down as co-chair</p> <p>Karen is able to continue for the remainder of the term but will not be able to chair from September but may be able to continue as a governor for another year.</p> <p>Potential interest in clerk role</p> <p>Tom would be interested in a co-chair model.</p> <p>Jill Green's term comes to an end at Christmas and she doesn't intend to renew.</p> <p>Annie to come to the new parent's evening on 22nd June to recruit new parents</p>
5.	<p>Headteacher Report</p>
	<p>Governors had submitted questions prior to the meeting which MW answered during the meeting.</p> <p><u>James Hewlett</u></p> <p>What update was given to LINS staff about the building? Anything the governors need to know?</p> <p>Letting teachers know that the food room won't be moving and that if we can sort the rental agreement out that the babyroom will be moving to the community room. Also talked about areas for improvement – getting hot water into the year 2 classrooms etc.</p> <p><u>Tom Butcher</u></p> <p>Can you tell us a bit more about the Pupil Counsellor role?</p> <p>A new role to fill the gap of one of our main pupil mentors leaving previously in the year. The role will include relevant training on a child counselling course. The role will be part of Louise's SEND and Inclusion team and will be directed by her. It is a Federation role and will operate across both schools.</p> <p>Can you confirm whether the CPOMS data from the two schools are now measuring the same things across the two schools?</p> <p>Yes – all categories on CPOMS have been aligned across the Federation.</p> <p>Can you confirm if the budget provided for approval incorporates the one-year plan discussed at the last meeting to spend more of the surplus to support the delivery of the SIP? (i.e. support for RWI, etc). To what extent is the cost of the planned additional spend offset by new ECT teacher appointments?</p> <p>The budget does increase the planned spend agreed at the last FGB. New appointments will have a positive impact on the budget but only in the case where an Early Career Teacher is actually replacing a UPS or high MPS teacher.</p>

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	<p><u>Andy Thornhill</u></p> <p>2021 actuals (comments mainly to ensure any reasoning has been carried into the way the budget has been prepared)</p> <p>LJS</p> <p>Spent 29k less on teaching staff - AS who has been absent due to cancer was due back at the start of this academic year so her salary, from September, was included in the budget when we put it together last May. She wasn't able to return and was absent unpaid as she had used her 12 months sickness pay up. Ana came back to work after the Easter holiday this year.</p> <p>Spent 19k less on covid catch up (nil spend) -Covid catch up money wasn't spent last year but forms part of the carry forward in this year's budget.</p> <p>Spent 6k less on stock - Savings partly made due to Covid at the beginning of the financial year. We have also used stock from LINS that had been 'found' around the Infant site</p> <p>Received 7k of recovery funding - £7K recovery funding is the difference between Covid current Covid catch-up budget plus the variance</p> <p>Photocopy and telephone less – covid an dual site savings? We moved to internet calls with our existing broadband provider during the Autumn term and therefore ended our contract with BT making huge savings. This was not planned when the original budget was set.</p> <p>Photocopy costs were reduced due to Covid</p> <p>In total 95k below budget and 133k surplus</p> <p>LINS</p> <p>Less early years block funding - Funding based on previous terms numbers which was lower than expected.</p> <p>In total 90k more income – high needs and budget share majority</p> <p>SBS increase in deprivation, Free School Meal take up. Numbers have more than doubled on previous year.</p> <p>High Needs Block is forever changing. New children with EHCP (Education Health Care Plans) One new child joined reception in September with an EHCP and he alone brought in an extra £14,659</p> <p>£25K additional income from school improvement team to raise standards of teaching</p> <p>Increase in Covid catch up funding, no information as to what to expect when we put the budget together</p> <p>Increase rent for FISH to cover cost</p> <p>Higher take up of FSM on census day feeds into allocation of UIFSM</p> <p>36k more staff costs – note teaching lower but high supply and TA</p> <p>Lots of absence, ongoing problem at LINS plus the added effect of Covid.</p> <p>MTA overspend as we have used MTA to cover for absence in the Nursery</p> <p>Admin overspend as governors agreed to appoint a PT admin support for me from September 21, not in original budget</p> <p>Premises underspend as unable to recruit cleaners</p> <p>Overspend Supply Absence , cover for teachers absence (mainly Covid)</p> <p>Overspend in Supply General includes extra costs (difference between upper pay scale and Leadership pay) for Leadership cover for Maternity Absence plus extra hours for training and</p>

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	<p>delivering RWI (Read, Write, Ink) Income from School Improvement Team was put towards this</p> <p>TA extra hours used to cover absence and maintain ratios of adult to child. One TA on long term absence due to Covid from September to December, her hours were picked up by other part time TA claiming extra hours. HLTA have had extra hours to cover many teacher absences.</p> <p>Assistant Head Teacher on Maternity leave for longer than budgeted for, savings made as all salary is paid through the mutual fund</p> <p>Repairs and Maintenance – high – check budget going fwd (note comment in HM report)</p> <p>Additional unexpected costs to Repairs & Maintenance as new leadership team recognised that site security was poor, also picked up during a safeguarding audit. New master key locking system installed. Security fencing improved and changes made to access for visitors to the site.</p> <p>IT support overspend – covid?</p> <p>IT Support overspend was mainly down to connecting the Infant school to the Junior school broadband in order to benefit from savings on broadband and telephone cost. One off payment.</p> <p>Check understanding of final position – commitment vs actual? (no commitment in LJS)</p> <p>There is a £5K in the federation budget for IT support</p> <p>Effectively balanced with use of commitment?</p> <p>Budget</p> <p>Confirm only looking 3 years out and so ignore 4&5</p> <p>Yes confirmed. No idea what the funding may be from year 4 onwards.</p> <p>Shows us using surplus in 3 years</p> <p>Is this consistent with need to show balanced accounts (appreciate HM report says so but concept would mean that year 4 is unsustainable? Just want to check we aren't creating a problem in the future. I assume we expect funding increases not budgeted to make up the increasing costs?)</p> <p>Budget does show us using the surplus but we are confident that we will make savings during the three years, particularly on changes within staffing (retirements)</p> <p>The budget share will increase but we don't currently have the relevant information to show the figures</p> <p>Electricity / gas – what has been assumed in light of current crisis?</p> <p>We have budgeted for a 40% increase in energy cost. We have made repairs to boilers and addressed water leaks which will improve efficiency</p> <p>Inflation on other outside costs?</p>

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	<p>Repairs – 42k dropping to 35k – sustainable (note HM report comment however we spent more than this is 21?)</p> <p>As mentioned earlier we addressed issues with site security in 2021, this came to approx. 15k and was a one off cost. The budget has been left healthy this year as we may need to use some of this to contribute to the capital spend for the installation of a conservatory for the nursery.</p> <p>What is Medigold?</p> <p>Medigold is who we use for employee assistance, which includes OH referrals and fit for work reports. We made payment in March this year for this financial year and we will not make next year's payment until April 2023</p> <p>What is Salix loan?</p> <p>Salix Loan was taken out for new lighting in areas around the school. The loan was taken out in July 2019 and runs until July 2024</p>
6.	School Improvement Plan (SIP)
	<p>Governor visits:</p> <p>Amy Grashoff – safeguarding 28.4.22</p> <p>Tom Butcher – Single Central Record 29.4.22</p> <p>Annie Fletcher / Tom Butcher – EYFS lead recruitment 11.5.22</p> <p>Andy Thornhill – finance meeting – 25.5.22</p>
7.	Admissions
	<p>The Nursery admissions policies for 2023 / 24 was circulated and discussed.</p> <p>Approved: Governors voted to approve the Nursery Admissions Policy 23/24</p>
8.	Final Governing Body Meeting Minutes 22.03.22
	<p>Approved: Governors voted to approve the FGB Meeting Minutes for 22nd March 2022.</p>
9.	Review Term Dates 23 / 24
	<p>Action required: The term dates were not available in time for the meeting and will be deferred to the next meeting.</p>
10.	Headteacher Appraisal Panel
	<p>Delayed due to illness. Jill and Sarah to suggest dates and liaise with MW to arrange.</p>
11.	Review dates for FGB meetings next year

Ref	Discussion, Action or Decision
	Approved: Governors approved the FGB meeting dates for 2022/23
12.	Matters arising
	3. Finance and Resources <i>AT to meet with LC after Easter holidays to discuss benchmarking.</i> Benchmarking was done as part of the SVFS
13.	Policies: -
13.1	Federation Online Safety Policy
	Action required: This is deferred to the next meeting as it was not ready in time for the meeting.
13.2	Federation Exclusion Procedures
	Approved: Policy approved by Governors
13.3	Federation Equality Policy
	Policy updated following feedback from Emma B and Farah. Re-written policy to be approved following notes from Emma. MW to share policy with governing body. To be reviewed in June
13.4	Federation Early Career Teacher Policy (NQT)
	To be reviewed in June – Sarah M to review
13.5	Federation Children with Health Needs who cannot attend school
	Approved: Policy approved by Governors
13.6	Federation Designated Teacher for Children in Care
	Approved: Policy approved by Governors
13.7	Staff wellbeing Policy – new Policy
	Approved: Policy approved by Governors pending slight alterations by Sarah
14.	Training
	Tom’s training has been rescheduled for 30 th June
15.	Date of next meeting: June 28th 2022 FGB (Resources and Finance) 5.30pm @ TBC
	Meeting Closed at 6:45pm

Signed.....

Dated.....