**Darley & Summerbridge Community Primary School Federation**

**Minutes of the meeting of the Full Governing Board held on**

**Wednesday 8 February 2023**

**At 18.00 at Darley Community Primary School**

**Present:-**

Nick Coates (NC) - Headteacher

Stuart Mallender (SM) - Co-opted Governor (Chair)

Carol White (CW) - Co-opted Governor (Vice Chair)

Lynne Chapman (LC) - LA Governor

Andy Howarth (AH) - Staff Governor

Kate Milne (KN) - Co-opted Governor

Eddie Moore (EM) - Co-opted Governor

Lucy Martin (LM) - Parent Governor

Jim Dixon (JD) - Co-opted Governor

**In attendance:-**

Sharon Langton (SL) - Federation Business Manager

**Core Functions of a Governing Board :-**

Ensuring clarity of vision, ethos and strategic direction.

Holding the Headteacher to account for the educational performance of the school and its pupils.

Overseeing the financial performance of the school and making sure its money is well spent.

**Procedural**

1. Apologies received from Peter Massey.

2. No pecuniary interest declared.

3. The FGB were reminded of the confidential nature of the meeting.

4. No urgent business matters to consider.

5. The minutes of the meeting held on 7 December 2022 were approved and signed by the Chair.

6. No matters arising from the minutes of the meeting on 7 December 2022.

**Business of the meeting**

7. All Governors completed the Register of Business interests. Jim Dixon to complete after the meeting. **Action: NC**

8. Re-election of governors: Lynne Chapman proposed by L Martin, seconded by S Mallender. Carol White proposed by L Martin, seconded by S Mallender.

9. The Federation Business Manager had provided details of the forecast outturn for the year ahead of the meeting.

The figures show a reduction since the last reports due to the significant increase in energy bills.

There is also an adjustment of approximately £15,000 in the pre-school income due to fewer children than originally forecast.

It was noted that the Energy Relief Grant of £11,000 per school had been received.

Pupil premium rate increased to £1154.

Additional funding approved budget increase of 0.5%.

The FGB approved the SFVS.

The Federation Business Manager was thanked for her continued hard work in preparing the accounts.

10. Draft Governor Action Plan to include future monitoring visits. The Headteacher confirmed that all Governors have been invited to attend some shared subject monitoring sessions over the next three half terms. All future monitoring visits to be reported at FGB. **Action: NC to forward suggested dates for monitoring visits.**

11. MAT update - following the Governor’s resolution on 11 January 2022 to proceed with conversion to Academy status, the Chair confirmed that the Federation had completed the application to the Regional Schools Commissioner (RSC).

Due diligence will now commence.

12. Details of policies due for review have been sent to all Governors ahead of the meeting.

Governors to advise any suggested amendments before 10 February 2023.

13. Headteacher Report - a copy of the detailed Headteacher’s report had been circulated in advance of the meeting.

The report updated the FGB on the following:-

Health and well-being

Strike Action

Federation Development Plan

School Self Evaluation

Safeguarding and Child Protection - No current issues

Health and Safety

Premises

Personnel

Proposed numbers for September 2023

Policies and Risk Assessment

Curriculum update

The Safeguarding Audit for both schools, circulated ahead of the meeting, was approved and ratified by the FGB.

KM provided an update on Pre-School where staffing continues to be challenging.

As at February 2023 Pre-School at Summerbridge has 18 children and 30 at Darley. These figures will reduce to 9 at Summerbridge and 20 at Darley in September 2023.

AH provided a brief update on Pupil Performance. It was noted that Year 1 appear to be improving across all subjects. However, Years 2 and 3 are under performing in both schools.

A full report will be provided at the next FGB following assessment week when further data will be available.

14. The Headteacher confirmed that a child has been excluded from school until 10 February 2023. A reintegration meeting is due to be held before the child returns to school.

A request had been made for additional pay to non-teaching staff whilst on duty during out of school normal working hours. The FGB appreciate the additional time that staff spend taking the children on school trips but agreed that there would be no additional payment.

The meeting closed at 19.45hrs

Date of next meeting: March 22nd 2023 at Darley