**Darley & Summerbridge Community Primary School Federation**

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

**Wednesday 29th March 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) via TEAMS

Lynne Chapman (LC) - LA Governor

Andy Howarth (AH) - Staff Governor

Kate Milne (KN) - Co-opted Governor

Eddie Moore (EM) - Co-opted Governor

Jim Dixon (JD) - Parent Governor

**In attendance:-**

Sharon Langton (SL) - Federation Business Manager

**Apologies:** Peter Massey, Lucy Martin

**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.

Ensuring that the safeguarding arrangements are effective

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

**Procedural**

1. Apologies received from Peter Massey and Lucy Martin

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 8th February 2023 were **approved** and signed by the Chair.

6. No matters arising from the minutes of the meeting on 8th February 2023.

**Business of the meeting**

7. **Register of Business Interests - None**

8. **Monitoring Budget**

- In year carry over £46,000, which is £20,000 under forecasted, due to £10k error in TA wages and £10k energy cost rise.

- Energy relief scheme coming to an end – Gas Bill £6,500 Electricity £4,000 current forcast per month.

- Large drain on funds due to energy

- Possible new contract with the energy company available from Sept (when we join with YACAT)

It was noted that costs associated with school meals, after school and before school clubs and pre-school staffing are currently running at a loss due to increased prices. It was stated that as there have been no price increases in the last three years it was agreed that it is appropriate to implement increases (chargeable prices) to reduce losses from 1st April. The federation does not have the capacity to subsidise these areas. Part of the decision making took into account other providers fees and it was determined that our federation fees are lower than other local schools. As such the following price increases were agreed:

- School meals to be increased to £2.75 from £2.50

– Pre-school meals to increase to £1.90 from £1.70

- Afterschool club £4.00 from £3.75

- Breakfast club £3.70 from £3.50

- Pre-school sessions £5.75 from £5.50

- Adult meals to be increased to £3.30 an increase of 25p

- Out turn budget end of April

- Start term budget in May

**Action: NC to communicate price increases to parents in next newsletter**

9. **Governor Action Plan**

- Ratified by governors and action points agreed

- HT gave thanks to the governors who are offereing their support with subject monitoring and a reminder to those who as yet have not signed up to visits to do so by the 31st March 2023

**Action: Governors to contact NC with dates for monitoring visits**

10. **MAT update** – Stuart updated governors (this was added to by NC in his HT update)

- MAT aplication process is progressing forward

- DFE have questioned the pre-school provision as it is governor led at present (more detail in HT report)

- LA charge a fee of c£12,400 for the federation to convert.

**Action: SM to write to YCAT CEO to challenge the fee on our behalf and make sure the federation doesn’t start with YCAT with a budget deficit**

11. **Policies** – none to be reviewed at this meeting

12. **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

Finance

Personnel – **Confidential**

- 4 Fixed term contracts coming to an end (31/08/23) need to be extended or terminated based on the needs of the schools

* Two contracts to be rolled over into September as these posts have not changed and there is still the requirement to have them.
* Two contracts will end as the job roles have changed and will need to be advertised externally. Those members of staff currently performing those roles will be encouraged to apply for the new roles.

**Action: NC to communicate to those staff involved**

**Pre-School** (Kate Milne gave an update)

- Numbers at SB are low from September – this does not cover cost of staff.

- To be monitored and re-visited at the next two FGB meetings but it was felt that a reduction in days at SB would be a mistake and not considered

**Action: KM to work with SM / JD regarding an advertising banner to promote the pre-school at Summerbridge**

**Curriculum update**

**MAT Update –** More detailed analysis within HT report.

*- “I have been working closely with EPM whilst we navigate the complexities of converting to an academy. This has not been without its challenges. Namely, under the local powers held by governing bodies, governing bodies can provide governor-led provision for 2–3-year-olds. As the governing body is disbanded under an academy, trusts do not have the same powers, so this is an unforeseen problem that is currently being worked through by EPM and the DfE. What is already becoming apparent throughout this process is the lack of understanding by the DfE when it comes to small schools and federations.”* N Coates

**Pupil Performance and assessment** (AH gave an update)

AH shared recent data with governors. Darley improvements have been made in Y2/3 although they are still not in line with national expectations. A new child at Y4 at Darley working below the expected standard has lowered the overall standard of all the children. Data in Year 4 is misleading because only those who have been accessing the Year 4 curriculum have been included in the Y4 data as the other underperforming Y4s are included in the Y3 data which in turn skews their data. At Summerbridge, the Y3/4 cohort are a concern with poor results and attainment. This is compounded by a high number of SEN children within the class (33%). Y6 at Summerbridge is also a concern particularly in Maths.

*SM asked about the impact of the poor performance on our move into YCAT. Would this be a concern when they do their due diligence?*

Potentially, yes, as part of the process is to look at pupil performance.

*EM asked about the intervention that is in place for low performing cohorts.*

Andy explained the different strategies that are in place to support the class.

*SM asked about the impact that staff absence may have on poor performance. There appears to be a link between consistent staff absence and poor performance?*

This is a raised concern that needs to be monitored so that when the SATs are completed their performance can be reviewed. Additional reading comprehension work should be sent home to support the work of the teachers in school.

- Pupil progress shows an improvement in some attainment at Darley (Y2 and 3), but also a drop in attainment in some areas at Summerbridge (2 and 3).

**Action: SLT to support teachers to improve progress.**

**Action: Governors to review performance of Y6 in later FGB Meetings**

13. **Any other business notified from item 4 above**

The meeting closed at 20:00hrs