

**Southwood Infant School**  
**Minutes of the Meeting of the Full Governing Body**  
**Wednesday 10<sup>th</sup> May 2023 at 6pm**

**Members Present:**

Nina Lynch (NL)  
 Jacqui Jennings (JJ)  
 Zoe Wisken - Headteacher (ZW)  
 Hannah Stiff (HS) – Chair of Governors.  
 Mim Cure (MC)  
 David Bowers (DB)  
 Jennifer Butterworth (JB)  
 Peter Bassett (PB)  
 Rachel Park (RP)  
 Anne Richardson (AR)

**Apologies:**

Sinead Daly (SD)  
 Timothy Hill (TH)  
 Vicky Lawes – Observer

**In Attendance:**

Cat Thorburn – Admin Officer  
 Linda McBrearty – Clerk

	Item	Action															
39	<p><b>Welcome and Apologies for Absence</b>            The Chair welcomed everyone to the meeting. Apologies were received and accepted from SD, TH and VL.</p>																
40	<p><b>Any Declaration of Pecuniary/Conflict of Interests</b>            There were none.</p>																
41	<p><b>Minutes of the Meeting of 1st February 2023 and Matters Arising.</b></p> <ul style="list-style-type: none"> <li>• Minutes of the previous meeting to be approved and adopted – copy in folder.  <b>The Minutes of the previous meeting were approved and adopted.</b></li> <li>• Matters Arising – see table below: -</li> </ul> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th colspan="3" style="text-align: center;"><b>Matters Arising from the Minutes.</b></th> </tr> </thead> <tbody> <tr> <td style="width: 10%;">29a</td> <td style="width: 70%;">           School gates – the Headteacher will try to source suitable replacements.  <b>The Headteacher reported that it is not possible to progress this matter unless the school are in a position to pay the costa themselves.</b> </td> <td style="width: 20%;">HT</td> </tr> <tr> <td>29d</td> <td>           It was requested that for next year’s Pay Committee there should be four non staff members. The Chair will organise this.  <b>Covered later in the meeting.</b> </td> <td>Chair</td> </tr> <tr> <td>29g</td> <td> <ul style="list-style-type: none"> <li>• <b>SFVS – lead governors / progress. Approval of draft.</b>                The draft SFVS had been circulated prior to the meeting for governors to consider. The draft was approved subject to the insertion of an introductory paragraph. PB will complete this and the Chair will sign.  <b>Completed.</b></li> </ul> </td> <td>PB/Chair</td> </tr> <tr> <td>32</td> <td> <ul style="list-style-type: none"> <li>○ Equalities Policy – Equality for Recruitment to be a standing item on all agendas. – <b>item 47 of this agenda.</b></li> </ul> </td> <td>Clerk</td> </tr> </tbody> </table>	<b>Matters Arising from the Minutes.</b>			29a	School gates – the Headteacher will try to source suitable replacements. <b>The Headteacher reported that it is not possible to progress this matter unless the school are in a position to pay the costa themselves.</b>	HT	29d	It was requested that for next year’s Pay Committee there should be four non staff members. The Chair will organise this. <b>Covered later in the meeting.</b>	Chair	29g	<ul style="list-style-type: none"> <li>• <b>SFVS – lead governors / progress. Approval of draft.</b>                The draft SFVS had been circulated prior to the meeting for governors to consider. The draft was approved subject to the insertion of an introductory paragraph. PB will complete this and the Chair will sign.  <b>Completed.</b></li> </ul>	PB/Chair	32	<ul style="list-style-type: none"> <li>○ Equalities Policy – Equality for Recruitment to be a standing item on all agendas. – <b>item 47 of this agenda.</b></li> </ul>	Clerk	
<b>Matters Arising from the Minutes.</b>																	
29a	School gates – the Headteacher will try to source suitable replacements. <b>The Headteacher reported that it is not possible to progress this matter unless the school are in a position to pay the costa themselves.</b>	HT															
29d	It was requested that for next year’s Pay Committee there should be four non staff members. The Chair will organise this. <b>Covered later in the meeting.</b>	Chair															
29g	<ul style="list-style-type: none"> <li>• <b>SFVS – lead governors / progress. Approval of draft.</b>                The draft SFVS had been circulated prior to the meeting for governors to consider. The draft was approved subject to the insertion of an introductory paragraph. PB will complete this and the Chair will sign.  <b>Completed.</b></li> </ul>	PB/Chair															
32	<ul style="list-style-type: none"> <li>○ Equalities Policy – Equality for Recruitment to be a standing item on all agendas. – <b>item 47 of this agenda.</b></li> </ul>	Clerk															

	34 <b>Governor Visits – Feedback</b> For the next meeting – item - <b>item 50 of this agenda.</b>	Clerk	
--	--	-------	--

**42. CORE FUNCTION 3: Overseeing the financial performance of the school, making sure its money is well spent**

43	<p><u>To agree the Recommendations of the Resources Committee Meeting of the 9th of May 2023 for the following: -</u></p> <p>a) <b>Confirmed FY2022/23 Budget Outturn and Carry Forward</b>, for submission by 31<sup>st</sup> May 2023. <b>PB, Chair of Resources, reported back from the recent meeting.</b> The school had ended 2022/23 with 19k more than anticipated with a carry forward of £57k. The reasons for this were outlined. Thanks were given to the Headteacher and Cat for their prudence.</p> <p>b) <b>To formally approve the School’s In-Year 23/24 Budget Plan by 31<sup>st</sup> May.</b> The school was struggling financially, in part due to the way that the system works with predicted numbers and the fact that the actual pupils are nine more than the census that the funding was based on. There had been a long debate over staffing to ensure that the Quality of Teaching was maintained, coupled with the necessity to ensure that the school did not agree a deficit budget. Brief details of the considerations relating to staffing were given. Governors were also made aware that from September there would be an increased number of children with higher levels of need. Full information concerning the needs of the new intake were not yet available therefore the school needed to retain the resources to be flexible. Exact requirements are not likely to be known before the budget review in November.</p> <p>Q. Are there any issues with LSAs covering for teachers? A. They are LSA3s, so they could take a class, they also have support available to them.</p> <p>Q. Are the KS1 staff all full time? A. There is one role which is for four days, but otherwise, yes. The Headteacher advised that with the proposed structure and support, the school could fulfil all requirements. This was discussed.</p> <p>Q. One extra teacher for one extra pupil? A. We have achieved our PAN of 45 children, it would be a gamble not to take a fifth teacher, we cannot refuse any children. We have discussed all tactics possible, the LA thinks that we will get 56. There is still some flexibility in planning, we have a full PAN for September We have spaces in years one and two and so can grow KS1, but we cannot take any more Year R. It was noted that currently the school has 119 children, but funding is only being received for 112. The vagaries of funding were discussed.</p>	
----	--	--

All budget expenditure lines have been scrutinised to ensure Value for Money.

The school has a drawback in that it receives very little in terms of other grants, such as Pupil Premium.

The falling role grant had been looked at in detail in the past but was considered to be unsuitable.

Looking forward, lots of other small schools have straightened financial circumstances.

It was agreed that it was very difficult to forecast accurately with so many variables to be considered, some of which would not be known until September.

Governors discussed finances for the previous years and moving forward, resource planning and support for the Headteacher.

	2023 - 24
NOR	112
FTE Teacher	05.81

Description	C/C 0 2023 - 24
Subtotal Staffing	542,326
Subtotal Non-Staffing Expenditure	188,467
Total Expenditure	730,794
Total Income	682,579

In Year Surplus/(Deficit)	(48,215) Minus (forty-eight thousand, two hundred and fifteen)
Surplus/(Deficit) Brought Forward	56,527 Fifty six thousand, five hundred and twenty-seven
Cumulative Surplus/(Deficit) C/Fwd	8,312 Eight thousand, three hundred and twelve

It was noted that the school would have an in year deficit for 2023-24 of (£48,215) but an overall surplus of £8,312, due to the carry forward from the previous year.

**The budget was recommended to the Governing Body by the Resources Committee.**

**The governing body are aware of the in-year deficit and will take all steps to rectify the situation.**

**The School's Budget for the year 2023-24 was approved and will be submitted by 31<sup>st</sup> May 2023.**

**c) To formally approve the School's Three-Year Strategic Budget Plan by 31<sup>st</sup> May 2023. Submission due 30<sup>th</sup> June 2022.**

	2023 - 24	2024 - 25	2025 - 26
NOR	112	121	128
FTE Teacher	05.81	06.10	06.11

Description	C/C 0 2023 - 24	C/C 0 2024 - 25	C/C 0 2025 - 26
Subtotal Staffing	542,326	567,812	588,403
Subtotal Non-Staffing Expenditure	188,467	191,390	196,633
Total Expenditure	730,794	759,202	785,036
Total Income	682,579	714,429	744,827

In Year Surplus/(Deficit)	(48,215) Minus (forty-eight thousand, two hundred and fifteen)	(44,773) Minus forty-four thousand, seven hundred and seventy-three	(40,209) Minus forty thousand, two hundred and nine.
Surplus/(Deficit) Brought Forward	56,527 Fifty six thousand, five hundred and twenty-seven	8,312 Eight thousand, three hundred and twelve	(36,461) Minus Thirty-six thousand, four hundred and sixty-one
Cumulative Surplus/(Deficit) C/Fwd.	8,312 Eight thousand, three hundred and twelve	(36,461) Minus thirty-six thousand, four hundred and sixty-one	(76,670) Minus seventy-six thousand, six hundred and seventy.

**Governors are aware that the budget is forecast to be in overall deficit from FY 2024-25 onwards and will take all steps to address the situation.**

**The Three Year Plan was recommended to the Governing Body by the Resources Committee.**

**The Three Year Plan was approved by the Governing Body and will be submitted, as required.**

	<p><b>d) To receive a report on any issues arising from strategic financial planning, relating to staffing, etc.</b>  This had been covered in the budget discussion. Staffing is to be reviewed, as and when the higher needs of children and numbers are confirmed, to ensure the Quality of Teaching is maintained.</p> <p><b>e) To receive the planned Capital Expenditure for the FY2023/24 from the R&amp;P Committee.</b>  Capital Expenditure is planned as follows:-</p> <ul style="list-style-type: none"> <li>○ New laptops – £9,000</li> <li>○ School signage - £3,000</li> </ul> <p>The school has the funds available from the devolved capital grant.  <b>The expenditure was approved.</b></p> <p>Q. What about the solar panels, are you using the app?  A. we have looked at the reports, but they are difficult to interpret. We hope that they are reducing the costs to the school.</p> <p><b>Governors thanked the Headteacher and Cat for their hard work and Peter for his feedback from the Resources meeting.</b></p>	
<b>44. CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction. Progress against School Improvement Plan (SIP).</b>		
<b>45</b>	<p><b>a) Progress against the new SIP.</b>  This was included in the Headteacher’s report and made available on the hub, prior to the meeting. There were no questions.</p> <p><b>b) To consider collapsing the Curriculum Committee and integrating its responsibilities directly with those of the FGB.</b>  The Headteacher outlined the proposed changes.  Curriculum matters would now be included in the FGB agendas, this would mean fewer meetings for governors.  Other changes included the Clerk to minute the Pay Committee’s, previously done by a governor.  It was agreed that this could be done without extra charge, provided the Pay Committee coincided with another committee which was being clerked and could take place either before or after that committee.  A possibility put forward was to have the Pay Committees before a Resources committee, this would require careful timings.</p> <p>Governors were also reminded that “untainted” governors needed to be held in reserve in case of appeals.</p> <p>It was also considered that one extra FGB Meeting may be required annually, to allow for Curriculum and Pay Committee strategies.</p>	

	<p>The Clerk advised that, if this was added from April next year, it would not be classed as “extra hours” and would be due for the discounted clerking terms given annually for taking the HCC training as well.  <b>COG and Headteacher need to advise the Clerk of any dates proposed.</b></p> <p><b>The changes were agreed in principle. Dates and specifics to be decided.</b></p> <p>Q. What about going to a complete flat structure?  A. The Resources Committee requires a deep understanding and valuable discussion.  Governors discussed the best ways to manage needs and the best use of timings for meetings.</p> <p><b>c) Review and approve the amended FGB Terms of Reference.</b>  It was not necessary to review the TOR for the FGB as the responsibility for Curriculum rests with them anyway, this would only be necessary if moving to a flat structure.  <b>The Curriculum Committee TOR was rescinded.</b></p> <p><b>d) Agree and book Whole Governor Training session.</b>  Deferred to July, the school doesn’t need to book until end December.</p> <p><b>e) Consult on schedule for GB meetings for next year.</b>  Some Thursday dates for Resources meeting were put forward. Still to be decided.</p>	<p>COG/HT</p> <p>HS/PB</p>
<p><b>46. CORE FUNCTION 2: Holding the HT to account for the educational performance of the school and its pupils.</b></p>		
<p>47</p>	<p><b>a) To receive the Headteacher’s written report.</b>  The Headteacher’s report had been circulated on the hub, prior to the meeting. Questions were invited.  Governors considered the report to be very thorough.  Q. Were there really no complaints at all received from parents?  A. This is according to the definition criteria.  We only had a clarification, when filming the Coronation event. Parental consent was obtained from all parents.</p> <p>The draft Ofsted report had been received and scanned. There are no inaccuracies. The school are very proud of the report which will be able to be released shortly.  There will be two progress targets for the governors to be made aware of at their next meeting.  There were no more questions.</p> <p><b>b) Ensure Child Protection / Safeguarding Arrangements are on course for audit 30<sup>th</sup> September.</b>  This is on track.</p>	

	<p>c) <b>Equality of recruitment</b> – MA 32 There has been no recruitment since the last FGB. Equality procedures are always followed.</p>	
48	<p><b>Policies (Inc. Ratification)</b> The following policies and procedures have been read by the Governors with ratification to be confirmed at the FGB: <b>Bold type policies for consideration by FGB.</b></p> <ul style="list-style-type: none"> <li>• <b>Governor’s Allowances – May 22</b></li> <li>• <b>Governors Roles, Responsibilities and Committee Protocol – May 22.</b></li> <li>• <b>Supporting Children with Medical Conditions – May 22.</b></li> </ul> <p><b>All of the above policies were approved and adopted.</b></p> <p><b>Governor’s Action Plan – the draft was approved and adopted.</b></p> <p><u>Additional Items for discussion:</u></p> <ul style="list-style-type: none"> <li>• <b>Governors Code of Conduct – Declaration button on Hub</b> (under profile)</li> <li>• <b>Please also confirm that all personal declarations are current and within this academic year, e.g. from September 22.</b></li> </ul> <p><b>Governors were reminded to please complete this procedure.</b></p>	All Govs.
49	<p><b>GOVERNING BODY ORGANISATION: efficiency and effectiveness: fitness for purpose</b></p> <p>a) <b>Succession arrangements and training for the governing body.</b> The Chair has completed a new organisation spreadsheet, and this will be circulated. Unfortunately, the school will be losing the services of Jackie, Dave and Mim at the end of term.</p> <p>b) <b>Agree Election Arrangements for Governing Body Officers.</b> Discuss officers for the following academic year. Elections to take place at the July meeting. <b>The following roles were agreed:-</b> Development and Training Officer – Sinead Daly Early Years governor – Anne Richardson English governor – Sinead Daly Attendance governor – Sinead Daly – this could be linked to Safeguarding (HS) Wider Curriculum – Jenny Butterworth SEND – Jenny Butterworth</p> <p>c) <b>Review Committee memberships.</b> <b>Resources Committee</b> Tim Hill Anne Richardson Jenny Butterworth</p>	HS

	<p>Hannah Stiff Peter Bassett – Chair Possibly Vicky</p> <p>Pay Committee Hannah Stiff Anne Richardson Tim Hill Possibly Vicky</p> <p>Q. What about a What’s App Group A. The hub is really for messaging. Care will need to be taken in the information given. HS will set this up.</p>	HS
50	<p><b>Governor Visits – Feedback – MA34.</b> None reported. Mental Health Monitoring was arranged – HS &amp; AR – 22<sup>nd</sup> June 1pm.</p>	
51	<p><b>Assess Impact of Meeting</b> Governors had reviewed and remodelled the meeting structure, in line with better work / life balance. Governors had set a viable budget for the coming year. Governors are well aware of the school’s financial position and of the steps needed to manage the situation. All governors core functions had been carried out. An excellent Ofsted report is expected, governors are very pleased for the staff and the children. Governors feel that the school is doing well, things are now more settled with the appointment of a new Headteacher and that has given additional impetus to already enthusiastic governors.</p> <p>This was Jackie Jennings last meeting. Governors thanked her for her invaluable service to the school and wished her well. A presentation was made.</p>	
52	<p><b>Date of Next Meeting: Wednesday 5<sup>th</sup> July 6pm</b></p>	

Signed as a true and accurate record of the meeting \_\_\_\_\_

Date \_\_\_\_\_

<b>Matters arising from the Meeting.</b>		
45(b)	<p>It was also considered that one extra FGB Meeting may be required annually, to allow for Curriculum and Pay Committee strategies. The Clerk advised that, if this was added from April next year, it would not be classed as “extra hours” and would be due for the discounted clerking terms given annually for taking the HCC training as well. <b>COG and Headteacher need to advise the Clerk of any dates proposed.</b></p>	COG / HT



45 (e)	<ul style="list-style-type: none"> <li>• <b>Consult on schedule for GB meetings for next year.</b> Some Thursday dates for Resources meeting were put forward. Still to be decided.</li> </ul>	COG/ PB
48	<ul style="list-style-type: none"> <li>• <b>Governors Code of Conduct – Declaration button on Hub</b> (under profile)</li> <li>• Please <b>also confirm that all personal declarations are current and within this academic year, e.g. from September 22.</b></li> </ul> <p><b>Governors were reminded to please complete this procedure.</b></p>	All Govs.
49(a)	The Chair has completed a new organisation spreadsheet, and this will be circulated.	COG
49	<p>Q. What about a What's App Group</p> <p>A. The hub is really for messaging. Care will need to be taken in the information given. HS will set this up.</p>	COG