

MINUTES OF MEETING



School: Cotgrave Candleby Lane
Meeting title: Summer term meeting of the local governing body
Date and time: Tuesday 2nd July 2024
Location: at the school

Membership
'A' denotes absence

Councillor Richard Butler
Mrs Amy Devonish
Mrs Lisa Handley
Mrs Claire Lindsay (Headteacher)
Mrs Rebecca Mason
Mrs Michelle McCartney
Mr Neil Robinson (Chair)

In attendance

Mrs V Hayles (clerk to governors)
Mr D Andrews (SBM)

LGB/19/24 Preliminaries

Actions

1.1 *Apologies for absence*

Apologies for absence were received from Mrs H Ballard, Trust business lead who was unable to attend due to illness.

1.2 *Declarations of interest*

Mrs L Handley declared an interest in item 10 Estates.
There were no other declarations of interest in items on the agenda.

1.3 *Membership – Vacancies and terms of office*

It was noted that there were no vacancies and no terms of office due to end in the next 12 months.

1.4 *Minutes and matters arising from last local governing body meeting*

The minutes of the meeting held on Tuesday 5th March 2024 had been available on GovernorHub. They were agreed as an accurate record of the meeting and were signed electronically by the chair.

Item	Action	Outcome
LGB/02/24 2.1	AD to look at uploading the dashboard to Governorhub.	This had not happened. The latest dashboards would be uploaded
	ClIr Butler to review Health and Safety training offered by the Trust.	This was ongoing

LGB/03/24 3.1	CL to investigate the use of ParentPay as a "savings" account for trips.	This had been completed.
LGB/05/24 5.1	Governors to send any questions or comments on the report to AD who would forward to Mrs Ballard for clarification.	No comments or questions had been received.
LGB/09/24 9.3	CL to inform governors of the decision on school organisation once known.	Agenda item
LGB/11/24 11.1	RB to arrange a Health and Safety monitoring visit.	On going
LGB/12/24	LH to compile possible questions to ask parents and to discuss with CL.	On going
LGB/16/24	AD to confirm the meeting date was in line with budget approval timelines.	Completed
LGB/17/24	CL to discuss the recording studio agreement with the Trust and to clarify the concerns raised by governors.	Agenda item

Q. Governors asked if any trips had needed to be cancelled due to lack of parental contributions?

The headteacher replied that the Y2 trip had been cancelled. The school were alerting parents to trips earlier which gave more time to make smaller instalments.

Governors discussed their lack of understanding of the budget documentation presented at the Spring meeting. It was agreed that it would be helpful if Mrs Ballard could provide some support and training on this issue as it was important for governors to understand the budget.

ACTION: Mrs Ballard to provide support for governors on the budget in the autumn term. **CL**

LGB/20/24 Report from the chair

2.1 *Key messages from FHP Local Hub Board*

The chair stated that the last meeting of the hub board had been cancelled. The dashboards would be circulated for comment.

ACTION: Hub dashboards to be uploaded to Governorhub.

VH

LGB/21/24 Education – School performance

3.1 *Feedback from HT report.*

The headteacher highlighted the following:

- Outcomes across school were strong.
- Y1 Phonics outcome – 91%.
- Y4 MTC 75% achieved full marks and 84% achieved 21 marks or more.
- Y6 Outcomes would be published on 9th July.

3.2 *Feedback from Link governor – Childrens Experience*

Information was provided in the headteacher report. There were no other items to report.

3.3 *Feedback from Trust Activity*

There were no items to report.

LGB/22/24 Admissions

The headteacher informed governors that the PAN would be reduced from September 2025.

There were 60 children joining the school in September. These would be taught in three classes of 20. This had been in case additional children joined the school in Reception.

Q. Governors asked if this would continue through the school for this cohort?
The headteacher explained that the reduced PAN in September 25 would enable the school to limit numbers to 60. The current Reception cohort would be taught in two classes in Y1, if numbers remained at 60.

LGB/23/24 Finance

5.1 *Budget monitoring report and commentary on variances from School Business Manager/ Finance Business Partner.*

Governors discussed the Executive summary which had been shared on governorhub. *See confidential minutes.*

Q. Governors asked how the in-year surplus was being achieved?

The headteacher explained that the class structure was being changed in KS 2. There would be 2 x Year 3 classes and 2 x Y4 classes. As these cohorts moved through school a teacher would be lost each year and this would help achieve a surplus.

Q. Governors asked if it was the intention to maintain straight year group classes of the Y3 and Y4 cohorts?

The headteacher explained that the classes would remain as straight year groups until Y6. The classes would be big, over 30 children in each. The only change would be if there was an influx of children.

Q. Governors asked if there would be additional TA support in these year groups?

The headteacher stated that there was currently a TA training to be a teacher in Y3. This would effectively mean that there were three teachers. The cohort would be split to deliver lessons in three groups wherever possible.

It was noted that the KPIs in the multi-year forecast were being met for staffing.

Q. Governors asked if the deputy head was being replaced?

The headteacher explained that they would not be replaced. This saved costs and the savings were already included in the budget.

Q. Governors asked if the decline in pupil numbers was school specific or a national issue?

The headteacher explained that there was a national decline in the birth rate and schools were seeing reducing pupil numbers. The headteacher stated that there was very little pupil movement once they had joined the school. The issue was attracting children to the school and not the Little Kites Nursery.

Governors discussed the marketing of the school nursery as the Candleby Lane School Nursery, making it very clear that it was not linked to the Little Kites provision.

It was noted that the school could only take over the Little Kites Nursery if it was agreed by the Nursery trustees.

Governors discussed the differing costs to parents of the two provisions and the need to undertake some financial modelling exercises. Governors stated that the flexibility of Little Kites was a draw for some parents. The headteacher stated that staffing costs made that prohibitive at the present time.

The headteacher agreed to look at the admissions criteria to see if attendance at the school nursery could be included.

Q. Governors asked if the school were doing everything possible to promote the nursery and the school?

The headteacher outlined the extensive outreach work that was undertaken and the links that the school had made. There were plans to circulate the Ofsted outcome locally with banners advertising the school on all entrances.

Q. Governors asked if there had been any increase in the cost of Central Trust services?

The headteacher assured governors that there had been no increase.

5.2 *Recommendation to approve budget 2024/25*

Governors approved the 2024/ 25 budget as presented.

5.3 *Staffing*

The headteacher highlighted the following from her report:

- Resignations.

- Mr Betts, deputy head has secured a Head Teacher role in a school outside of the trust.
 - Katie Parks, class teacher resigned with immediate effect and this is being covered by supply until the end of the school year.
 - Sarah Craig resigned as School Business Lead and has been replaced by David Andrews who started at the beginning of June.
 - Lucy Hine, class teacher has resigned to work abroad next academic year. Robyn Strong, class teacher has relocated so will be leaving at the end of the school year.
 - Bronte Holden, TA, has been selected to train at the Henley Rowing Academy so will also be leaving at the end of the term.
 - Claire Large and Sally Crew, office admin assistants have both resigned their part time roles.
- Appointments
 - Luke Morledge as Phase Leader, who is an experience teacher.
 - 3 ECT's. Two are from the Flying High SCITT programme – Anna Giles and Mwansa Mwandela and Yvette Mensah.
 - Two TA's Rebecca Rice and Charlie Cooke. They will take up post in September.
 - Vacancies
 - One TA vacancy.
 - Full Time Office Admin assistant

LGB/24/24 Targeted Funding

6.1 *Feedback from link governor – targeted funding*

The headteacher directed governors to her report.

LGB/25/24 Attendance, Behaviour and Suspensions

7.1 *Feedback from link governor – attendance*

It was noted that attendance stood at 94.48%

The headteacher updated governors on the new statutory attendance framework that would be in place from September. A letter would be sent to parents outlining the changes.

It was noted that there had been no suspensions.

LGB/26/24 Safeguarding

8.1 *Safeguarding and child protection statutory reporting, including Local Authority Section 175 audit*

The headteacher reported an additional DSL would be trained to replace staff leaving who were DSLs.

8.2 *Update on the school's Safeguarding audit, action plan and progress (if applicable).*

The headteacher reported that the school had completed the actions identified within the last Trust audit.

8.3 *Equality, racial and other Safeguarding incidents reported since the last meeting.*

It was noted that there was nothing to report.

LGB/27/24 Staffing

9.1 *Confirmation of completion of performance management Mid-year reviews for 23/24.*

The headteacher confirmed that the mid-year review had been completed and that there were no issues to report.

LGB/28/24 Estates

11.1 *Completed standards audit feedback*

The headteacher referred governors to her report.

The headteacher circulated a document outlining the organisations who hired the school for different activities and the lettings costs. The headteacher explained that all lettings' costs would be increasing in September as this was a way of generating an income for the school.

The arrangement for lettings was also being reviewed. Currently, the dance studio was predicted to bring in £12K a year, the actual costs were £7K. This was a result of cancellations and the studio not being used when booked out. The same situation had also arisen with the football team.

Contracts were being updated and the new versions issued to all organisations using the site.

The headteacher circulated a document outlining the proposed use of the recording studio, the cost of upgrades (£6177) and proposals on how the upgrades could be funded.

- Proposal 1 – School funds the upgrades and the money generated from lettings reimbursed this cost.
- Proposal 2- The Trust fund the upgrades and the money generated from lettings is used to pay back the costs.

Governors discussed the proposals and the potential users of the studio. It was agreed to accept proposal 2.

LGB/29/24 Family and community engagement

Governors were invited to attend the school fair. This would be an event for the community. It had been arranged by 2 TAs and a small group of parents (4), three of whom were governors. A request for volunteers had seen three responses.

It was hoped that the anticipated success of the event would encourage other parents to get involved.

LGB/30/24 Governors Training

Governors were reminded to complete the audit that had been circulated.

LGB/31/24 Policies

There were no policies for approval.

LGB/32/24 Feedback to go to Local Hub Board or Full Board of Trustees.

The LGB had nothing to feedback.

LGB/33/24 Confirm dates and times of future meetings

Governors confirmed the following dates with a start time of 5.30pm.

Tuesday 12th November 2024

Tuesday 4th March 2025

Tuesday 1st July 2025.

LGB/34/24 Determination of confidentiality and communication

It was **agreed** that all papers excluding those linked to Finance LGB/23/24 5.1 were to be made available, as necessary.

The meeting closed at 7.50pm

Signed

 (chair)

Date 12.11.24