

# Townley Primary School & Pre-School

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Headteacher: Mrs Maria-Anne Higgins

## Hybrid Budget Meeting of the Full Governing Body Thursday 6th October 2022 at 6:30pm

Name	Initials	Role	Present / Apologies / Absent
Sarah Bayliss	SB		Apologies
Yvonne Chenery	YC		Present
Simon Freeland	SF		Apologies
Maria Higgins	MH	Headteacher (HT)	Present
Nathan Lansdell	NL	Associate Member	Present
Sue Rudge	SR	Chair	Present
Paul Simpson	PS		Present
Giles Thorlby	GT		Present from
Sophie Pheasant	SP	Clerk	Present

		Action	By whom
1. Opening formalities	1.1 <i>Those present and apologies for absence</i> The Chair welcomed all present and stated apologies on behalf of SB and SF.		

Signed by the Chair on

2021.....

	<p><i>1.2 Acceptance of apologies</i> All apologies were unanimously accepted.</p> <p><i>1.3 Ratify Nate Lansdell as LA Governor</i> The LA have agreed NL can be LA governor. NL's new position was confirmed by governors.</p> <p><i>1.4 Annual declaration of pecuniary interest forms</i> The Chair asked the Clerk to email pecuniary interest forms to all governors and asked for them to be completed and returned prior to our next meeting.</p> <p><i>1.5 Declarations of interest relating to an agenda item</i> None declared.</p>	<p>AP1 - Letter of confirmation for/re. NL</p> <p>AP2 - Pecuniary interest forms to be emailed to all governors and forms to be completed</p>	<p>Clerk</p> <p>Clerk All governors</p>
2. Renewal of statutory documentation	<p><i>2.1 Approve standing orders</i></p> <p><i>2.2 Approve terms of reference</i></p> <p><i>2.3 Approve governor code of conduct</i></p> <p><i>2.4 Approve governor visits protocol</i></p> <p><i>2.5 Instrument of governance (note)</i></p> <p>The Chair explained that all documents are now available in 'General' folder on Teams.</p>		
3. Minutes of previous meeting and matters arising	<p><i>3.1 See action points from previous meeting dated 12.07.22</i></p> <p>HT to contact swimming coach - to be done next year</p> <p>Governor visit to check reading - not yet complete</p> <p>18:51 - Chair left the meeting.</p> <p>SIDP update - done</p> <p>Maths - up to date until Christmas. Agreed to update again in January as the new Maths lead has not worked with Maths Hub before.</p>	<p>AP3 - Check if names or initials need to be included regarding proposals</p> <p>AP4 - Chase outstanding governor reports</p>	<p>Clerk</p> <p>Chair</p>

	<p>18:53 - Chair returned.</p> <p><i>3.2 Agree the minutes</i> Governors agreed for 'ARE' to be edited to 'AIR'. The Chair asked the Clerk to check if the names or initials of those who proposed and seconded appointments need to be included in the minutes.</p> <p><i>3.3 Chair to sign the minutes</i> The Chair signed the minutes.</p>		
4. Headteacher's report	<p>HT gave a verbal report as it is the first half term so not much to report.</p> <p>HT stated that the focus this year is that teachers receive development on children retaining information, using key vocabulary and training practices. She added that in maths the focus is to be on operation symbols and knowledge of multiplication.</p> <p>HT spoke about persistent absence and explained that if the child is only just statutory school age the parenting team do not like to issue parenting orders. She has issued penalties for term time leave. Four families with low attendance/persistent absence is now down to three families. She has authorised 2 weeks leave in term time for a child due to exceptional circumstances. Another family has requested leave and will tip us into persistent absence. A parent is in the military and their family is based in America. HT said she wishes to keep funding for a staff member who comes in on Fridays and helps her to keep on top of attendance by checking it weekly.</p> <p>HT wishes to develop the school by offering a range of clubs. Currently there is football club (which runs until Christmas), film club (which receives donations from the church) and cookery club which runs throughout the year. Governors discussed advertising for volunteers, mainly to assist with running and supervising after school activities and to help within the school by listening to children read etc. HT emphasised that volunteers will need a DBS.</p>	AP5 - Advertise for volunteers	Clerk

HT will continue to develop links to the community.

HT would like to strengthen EY admissions paperwork regarding nursery applications.

HT stated that two new families have joined us and the children have fitted in perfectly.

**Governor challenge** - How are the three children from Year 3 doing in Year 5?

HT explained that results are mixed; one child is fine but two are still adjusting.

HT explained that we had three visitors from Australia, 7 year old twins and a 9 year old. One child joined each class for the day and reported that they'd had the best day ever and they want to return. HT stated that break times are different in Australia and that there is no school meals provision.

19:16 - GL joined the meeting.

HT stated that curriculum expectations are much more demanding and that schools in Australia are huge. Each year group has five or 6 classes and year 2s are only just starting to learn letter sounds. Our year 6 work is equivalent to their GCSES. HT found it interesting to compare.

HT said she is very happy with the new EY teacher and that there are two student teachers starting next week on their final placements.

HT stated that parents are happy to speak to the acting headteacher with concerns etc and that the acting headteacher has managed staffing and the office using her initiative.

5. School improvement and development plan	HT said there is no update at this time, but encouraged governors to edit SEF if they wish to.		
6. Safeguarding updates	<p><i>6.1 Keeping Children Safe in Education (KCSIE) 2022 inc. governor confirmation re Pt 1/Annexe</i></p> <p>HT said she will be providing safeguarding training at Spring Meadow for staff of both schools. She asked that KCSIE training be completed and declared by October half term. HT stated that there are not many changes, but noted that ‘peer on peer’ is now referred to as ‘child on child’ and that potential employee references must be checked by calling the referee. The Chair provided information and dates for further training.</p>		
7. Finance updates	<p><i>7.1 Budget position as at August end, month 5</i></p> <p>The Chair explained that Jonathan Lewis is happy to come to governor meetings to discuss finances and we’ve gone up 136 for government funding. The Chair added that we have slightly lower NI costs but there could be a 5% increase in teacher salary to be backdated and a possible 10% support staff increase to be backdated to the previous financial year. There is currently no news regarding oil costs/funding for schools.</p> <p><b>Governor challenge -</b> Are you stuck to the current energy suppliers?</p> <p>HT replied that she uses ESPO who are willing to do a new contract for 2024 now due to the increased cost in energy. ESPO does procurement for maintained schools. HT will be having a meeting next Friday to discuss finances and this will include energy costs.</p> <p>HT added that she does not have a budget update because of staff absence, and our finance officer has assisted another school in the same role. Our finance officer has stated that she enjoys supporting other schools and that it makes her feel valued.</p> <p><i>7.2 Pupil Premium</i></p> <p>HT is pleased that Year 6 showed better than expected progress since Year 2, despite Covid. Two children achieved greater depth in reading and SPAG. There was nobody that didn’t make progress. HT said that the school gives PP children what they need,</p>		

	<p>which is often a loving and supportive relationship. There are currently 24 PP children, which is in excess of 25%, which will attract more funding and allow the school to keep current staffing.</p> <p><b>Governor challenge</b> - Did you know that meal vouchers are being extended until next year? HT confirmed she was aware and that she will continue to make sure all relevant families have access to their vouchers.</p> <p><i>7.3 Sports premium</i> HT said Year 3 should be the focus regarding swimming. 75% of Year 6 are swimmers, with one new in-year pupil that was new to swimming. She added that one child was too tall for the pool so was unable to turn without their feet touching the sides or bottom of the pool.</p> <p><b>Governor challenge</b> - Could we not do the final lesson in another pool so they can turn? HT said this is a good idea.</p> <p><i>7.4 SEND funding</i> HT explained that Jonathan Lewis has promised that Townley is on the list for a top-up and the schools forum decided that schools who are inclusive are being penalised for being inclusive. Two Norfolk children have moved to Cambs and Cambs have agreed to funding. Assessments have been done and are now going to the panel.</p> <p><b>Governor challenge</b> - If in a deficit would that effect whether we get funding? HT replied that Jonathan Lewis has said we will get the funding.</p>		
8. Governor monitoring, training and CPD	<p><i>8.1 Link governor roles</i> The roles were discussed and agreed at the previous meeting.</p> <p><i>8.2 Monitoring visits</i></p>		

	<p>The Chair confirmed that some visit reports have been uploaded to Teams already. HT said she would like them printed and in a folder. Governors agreed. Two governors said they have recent visits to write up.</p> <p>A governor noted that two parents helped bring in ESPO packages from the rain.</p> <p><i>8.3 Training and CPD</i></p> <p>The Chair explained that there is a new folder and encouraged governors to use NGA online to access training.</p>	<p>AP6 - Thank the two parents.</p>	<p>HT</p>
<p>9. Policies and procedures</p>	<p>All policies listed below were agreed to:</p> <ul style="list-style-type: none"> <li>2 - Accessibility (our policy, new plan)</li> <li>8 - Safeguarding (LA new policy)</li> <li>9 - Code of Conduct (EPM new policy)</li> <li>16 - First Aid (our policy, minor changes)</li> <li>20 - H&amp;S (our policy, minor changes)</li> <li>23 - Intimate Care (LA new policy)</li> <li>30 - Physical Intervention</li> <li>35 - Pay (EPM, new policy)</li> <li>37 - Behaviour (our policy)</li> <li>44 - Supporting children with medical conditions (our policy, minor changes)</li> <li>46 - Whistleblowing (LA new policy)</li> <li>52 - Manual Handling (our policy, no changes)</li> <li>62 - Prejudice Related Incidents (LA new policy)</li> </ul> <p>One change in First Aid policy was suggested because it says 'group room' and the school no longer has one. HT said two other changes are required regarding Covid. All suggested changes were agreed to.</p>		
<p>10. Education news and correspondence</p>	<p>The Chair explained that Jonathan Lewis thinks it will be a good idea to have a separate finance committee.</p>		

	<p><b>Governor challenge</b> - What are the benefits?</p> <p>The Chair replied that if we spend a lot of time discussing finance in meetings we may not discuss education as in-depth or vice versa and that there is a lot going on with finances and budgeting, energy increases etc. The Chair suggested a monthly BMR go to all governors.</p> <p>HT said there are not enough changes to warrant a monthly BMR and that we always meet separately to discuss the budget. The Chair, HT and MH agreed to do a finance update after half-term, following another meeting on 4th November. HT added that certain days would be best as the finance officer would also be able to attend.</p> <p>Governors discussed increasing Covid figures; East Cambs and Fenland have the lowest increase at the moment.</p>		
11. Impact of meeting and impact of Townley on other schools	<p>HT is pleased to see the range of staff supporting other schools. Teaching staff from Sutton attended a story cafe and will soon attend another. HT continues to support Spring Meadow.</p> <p>Travis Perkins have donated materials for benches, sensory paths etc.</p>		
12. Any other business	None discussed.		
13. Future meetings	<p>Thursday 8th December 2022, 6:30pm</p> <p>Thursday 2nd February 2023, 6:30pm</p> <p>Thursday 30th March 2023, 6:30pm</p> <p>Thursday 4th May 2023, 6:30pm (<i>Budget setting</i>)</p> <p>Thursday 18th May 2023, 6:30pm</p> <p>Thursday 13th July 2023, 6:30pm</p>		