

Full Governing Body Meeting  
 Finance & Resources Committee Meeting  
 Monday 2<sup>nd</sup> May 2023, 6.00 p.m.  
 Minutes

**Present:**

Toby Allebon	Harriet Phillips
Hayley Brooker	Victoria Renfro
Jo Dooley	Steve Rothwell
Craig Dyer	Nicki Simmons
Sarah Jarman (EHT)	Cath Stubbs
Sean Lang (Chair)	Sulochana Subramaniam
Catherine Monument	Richard Wilson
Ambili Nair	Stanley Wilson
Julia Neal	Zoe Vassiliou (Clerk)

	Item	Minutes	Action
1	<b>Apologies for Absence accepted</b>	Apologies were received and accepted from Joanna MacKenzie.	
2	<b>Declaration of Interest</b>	None declared.	
3	<b>Agree Minutes of the last meeting</b>	FGB Minutes 20.03.2023 were agreed. F&R Minutes 13.03.2023 were agreed.	
4	<b>Matters Arising</b>	<ul style="list-style-type: none"> <li>The Clerk confirmed she had re-circulated governor training information.</li> <li>Harriet Phillips confirmed that she and Joanna MacKenzie still need to arrange a date for their website audit.</li> </ul>	
5	<b>Ratify Budget – 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024</b>	<p><b>Budget – 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024</b></p> <p>The Business Manager confirmed that she has closed down the financial year 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.</p> <ol style="list-style-type: none"> <li>For the financial year 22/23 Queen Edith had an overspend of £95,464 with a carry forward of £275,936. Therefore the balance to carry forward for 23/24 is £180,442. Queen Emma had an overspend of £61,564 with a carry forward of £146,210. Therefore the balance to carry forward for 23/24 is £84,646. The Federation revenue balance is £265,088.</li> </ol>	

		<ol style="list-style-type: none"> <li>2. The Federation’s revenue balance is less each year and we are increasingly reliant on lettings income to support the capital budget.</li> <li>3. <b>Challenge: Why is there an under-spend at Queen Edith?</b> This is because whilst we have had quotes for planned work, the work has been carried forward into 2023/24 financial year.</li> <li>4. IT equipment is very old and has needed / will need to be replaced, including PCs for both offices; this is due to a lack of investment over previous years.</li> <li>5. The figures do not include funding for Reception 2023. Governors should be aware that as it stands our numbers for Reception 2023 are low at both schools and this will impact on the funding we receive.</li> <li>6. <b>Challenge: Is there any wastage within the budget?</b> Potentially as teaching staff leave they can be replaced with early career teachers.</li> <li>7. A number of unpaid invoices for supply teaching assistants at Queen Emma came to light after the resignation of the Finance Manager and this has impacted on what we thought we might have to carry forward.</li> <li>8. <b>Challenge: How will you monitor this moving forward?</b> The new Finance Manager is in place and has previous financial experience. She is spending 3 days per week sitting with the Business Manager. A training package through the ICT service is in place.</li> <li>9. <b>Challenge: Is the position reliant on the individual as opposed to processes?</b> Whilst process is important the individual has to be able to work independently using their own initiative.</li> <li>10. There is a large over-spend on supply teaching assistants at Queen Emma; staff have become reliant on a larger number of TAs in school and this will have to be stringently monitored during this financial year. TAs will have to be shared and pupils who are entitled to a 1:1 TA will be a priority.</li> <li>11. <b>Challenge: Is it possible to generate more income through lettings?</b> Most spaces at each school are booked after school and at weekends so it is difficult to see how more income will be generated, other than by raising our rates.</li> <li>12. <b>Challenge: Will the number of TAs need to be reduced?</b> Yes, we will need to cut back on the use of supply TAs in school and use our existing, permanent TAs more creatively. As pupils with an EHCP get older (KS2) TAs should step away from being with these pupils at all times in order to prepare the child for life in secondary school where they will need to be more independent. This will give TAs the opportunity to provide more general support for the class.</li> </ol> <p><b>Ratification: The full governing body ratified the budget for 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024.</b></p>	
6	<b>Review of hybrid meetings</b>	<ol style="list-style-type: none"> <li>1. Governors have been very good at only joining remotely when there is a specific need and this has improved attendance. However, on the evening it is difficult at the start of the meeting for the Clerk to take minutes whilst admitting governors to the Teams meeting or to resolve any technical issues, which we have had on a couple of occasions.</li> </ol>	

		<p>2. Staff don't have the opportunity to join remotely as they attend a staff meeting until 5.15pm.</p> <p>3. Chair suggested that perhaps a governor could be responsible for admitting those attending remotely on the evening.</p> <p><b>4. Challenge: it is possible to support a more diverse range of governors by having the option to join remotely e.g. people with disabilities or single parents.</b></p> <p>5. FGB agreed that hybrid meetings should remain an option, if a governor has no alternative. Remote attendance should be agreed well ahead of the meeting and a governor will take on the responsibility of admitting governors after the meeting has started so the Clerk is not impeded from taking minutes. The Committee meetings will continue to take place at Queen Emma but in the ICT Suite so we can use the IWB.</p> <p>6. Chair and Clerk will work out more detailed plan for the FGB meetings at Queen Edith.</p>	
7	<p><b>Policies for review</b></p>	<p><i>Policy for children with health needs who do not attend school</i></p> <ul style="list-style-type: none"> <li>This policy has been put together by Hayley Brooker and details how we would ensure a child with health needs receives education. This can include external agencies e.g. health or the Local Authority. It is statutory for the Local Authority has to provide 15 hours education for children not able to be in school.</li> <li><b>FGB ratified the policy for children with health needs who do not attend school.</b></li> </ul> <p><i>Mobile Phone Policy</i></p> <ul style="list-style-type: none"> <li>Policy is based on local authority guidance and covers how we manage devices and mobile phones in school; this has been cross-referenced with our Social Media Policy.</li> <li>Clerk to amend Policy name – 'Policy on the use of mobile phones and other smart devices in school'.</li> <li><b>FGB ratified the policy on the use of mobile phones and other smart devices in school.</b></li> </ul> <p><i>Protocol for children not collected at the ends of the school day</i></p> <ul style="list-style-type: none"> <li>This is a joint protocol between education and social care and has been up-dated by the Local Authority.</li> <li>The protocol is where a parent / guardian is very late to collect children on a regular basis. Most parents are rarely late and when they are they call the school office to let school know the reason for their being late e.g. if they are stuck in traffic.</li> <li><b>FGB ratified the protocol for children not collected at the end of the school day.</b></li> </ul> <p><i>Whistleblowing Policy</i></p> <ul style="list-style-type: none"> <li><b>FGB ratified the Whistleblowing Policy and Procedure.</b></li> </ul> <p><i>Behaviour Policy</i></p> <ul style="list-style-type: none"> <li>The behaviour policy has been reviewed to reflect the new school rules, which in turn are linked to the 7 Habits.</li> <li>It includes more affirmative measures when the school rules have been broken.</li> </ul>	<p>To feedback to governors</p>

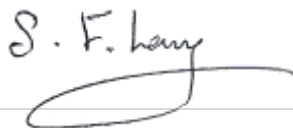
		<ul style="list-style-type: none"> <li>The website has been up-dated in line with the new policy.</li> <li><b>FGB ratified the Behaviour Policy.</b></li> </ul>	
8	<b>Ofsted Update</b>	<p><b>Ofsted Action Plan</b></p> <p>Using the report from our Ofsted Inspection, EHT has developed an action plan with 3 targets. This is usually provided by the Local Authority, but have not actioned this as they do not agree with the Ofsted findings. As we could have a monitoring visit at short notice EHT has wanted to set up an action plan to be prepared. The action plan includes what we always previously did and is not a response to the inspection findings.</p> <p><i>Target 1: Maintain rigorous safeguarding and child protection records:</i></p> <ol style="list-style-type: none"> <li>1. My Concern has been further rolled out at both schools which has always been the plan as detailed in the school development plan previously.</li> <li>2. <b>Challenge: Are all safeguarding concerns recorded on My Concern?</b> Yes. All teaching staff and teaching assistants have had training and this is now being rolled out to other support staff. If a visitor or volunteer has a safeguarding concern they would record this on a log of concern sheet and hand it to a DSL / DDSL before leaving the school site. This log of concern would then be scanned onto My Concern and a record started by the DSL / DDSL. Older CP files, which were on paper prior to the introduction of My Concern remain in a locked cabinet in a locked office.</li> <li>3. The FLT monitor vulnerable children weekly, as previously.</li> <li>4. As before, the FLT have safeguarding as a standing item at their weekly meetings.</li> <li>5. Referrals are made to social care regularly. School should receive feedback after 10 days, but as we often do not, we continue to chase these up tenaciously.</li> <li>6. Case studies about vulnerable pupils are shared with the standards and improvement committee.</li> <li>7. Prior to our Ofsted inspection and currently, a 1<sup>st</sup> Day response absence report is circulated to FLT each day and if we haven't heard why a child is absent, this is chased up. If we cannot get in touch with the family a home visit is made. Teachers are provided with a weekly absence report so they are aware of which children in their class have absence under 90%.</li> <li>8. Attendance concerns are now recorded on My Concern, although we have taken a decision not to record behaviour concerns on My Concern.</li> <li>9. Challenge: What is ECM? ECM is Every Child Matters and these meetings are held half termly; they include Phase Leaders so we can share pastoral issues. These have been in place for many years.</li> <li>10. As previously, safeguarding is a standing item on FGB agenda and Standards and Improvement Committee agendas.</li> <li>11. As previously, safeguarding detail is provided in the termly HT report. This information includes number of referrals made during the term and external agencies that we are working with.</li> <li>12. Blue incident books have been removed from class rooms.</li> </ol>	

		<p><i>Target 2: All teachers adapt learning activities to accurately reflect what pupils know</i></p> <ol style="list-style-type: none"> <li>1. The Local Authority has worked with teachers to show them how to carry out diagnostics to use in maths for gap analysis and appropriate teaching and these are currently being introduced.</li> <li>2. We have prepared a new starter booklet for pupils who join us mid-year which will detail entry attainment for maths and reading so progress can be accurately measured.</li> <li>3. A review of 'do now' grids in Geography, History and RE has taken place and we will now introduce these into all foundation subjects.</li> <li>4. Staff have been sent a questionnaire to evaluate the impact of the diagnostic assessments.</li> <li>5. At the end of Spring term we have carefully analysed data for vulnerable pupils and PP pupils to inform their future provision. We will carefully analyse Summer term data to see which interventions have had the most impact in each year group.</li> <li>6. The two year curriculum review is being refined so that key concepts remain sharp.</li> </ol> <p><i>Target 3: Barriers to some pupils being able to access the wider curricular experiences on offer do not exist.</i></p> <ol style="list-style-type: none"> <li>1. All vulnerable and PP children will continue to be offered a free school club place each term.</li> <li>2. The cost of music lessons for PP children can be covered from their funding.</li> <li>3. The Perse will continue to offer free extra-curricular activities for children who are entitled to free PP funding.</li> <li>4. We continue to provide Premier Sports coaches during the lunch time period for all children.</li> <li>5. We continue to increase the variety of clubs available for children so that there is a wider offer now that the restrictions of the pandemic are over.</li> <li>6. We will publicise the offer of free places for PP children who may want to attend clubs in the correspondence that goes out to parents.</li> </ol> <p><b>- Challenge: As the actions detailed in this plan were all in place before the Ofsted Inspection Governors are concerned that if Ofsted return for a monitoring visit and see this action plan that they will think these actions have only been implemented in response to the inspection.</b> Governing Body discussed how the action plan could be incorporated into, or sit alongside, the school development plan. EHT will incorporate the action plan to sit within the school development plan as a document for internal use and not to be shared externally.</p> <p><b>- Ofsted Update from Chair</b></p> <ol style="list-style-type: none"> <li>1. Branwen Jefferies, Education Correspondent at the BBC, spent a day in school and filmed an interview with CoG and recorded an interview with the EHT. Her report was available on the BBC website and was picked up by a large number of other TV and radio stations and newspapers. The coverage was largely positive and supportive of our planned legal action.</li> <li>2. EHT will attend the NAHT national conference this Saturday where she will meet with Professor Julia Waters, the sister of Ruth Perry, former HT of Caversham Primary School.</li> <li>3. The NAHT are taking separate legal action to challenge the validity of one word judgements; they</li> </ol>	<p><u>EHT to up-date SDP</u></p>
--	--	--	----------------------------------

		<p>raised £40k in one day towards this legal action.</p> <ol style="list-style-type: none"> <li>4. We are positively engaging with other cases and have been encouraged to do so by our barrister; the hope being that a narrative is created.</li> <li>5. The barrister has also advised us to follow up our Step 2 complaint to Ofsted, with a Step 3 complaint, which focuses on procedures. We have now done this and although it was submitted late Ofsted have accepted it.</li> <li>6. We have also submitted our request to the high court for judicial review; the sealed claim has now been lodged and we should have an answer in 21 days.</li> <li>7. We have challenged the fact that our FOI request was turned down and hope to hear back mid-May.</li> <li>8. Parent meeting was very supportive and they asked very good questions. They had been shocked to hear how the inspection was carried out and anxious for the well-being of staff. Parents also picked up that our complaint is focused on procedures and not interpretation.</li> <li>9. Sarah and I wrote to Queen Edith parents today so that they have been made aware of the potential impact of the report on the Federation.</li> </ol>	
9	<b>Safeguarding (Including training) (SJ)</b>	<p><b>Safeguarding training</b></p> <ul style="list-style-type: none"> <li>- It is important that Governors regularly attend safeguarding training and opportunities have been shared by the Clerk.</li> </ul> <p><b>Pupil Voice Safeguarding Report – Victoria Renfro</b></p> <ul style="list-style-type: none"> <li>- Victoria had been into school in her capacity as Safeguarding Governor and spent time with a group of children. Pupils were very clear on how to keep themselves safe and on fire and evacuation and invacuation processes. They had enjoyed their online safety day and understood the importance of using age appropriate tech. Pupils are also clear that the school is safe and adults can help them. The only concern raised was that ball games can sometimes feel intimidating.</li> </ul>	
10	<b>Increase in charges for Cambridge Kids Club (CM)</b>	<p>Contract set up in 2017 between QF and CKC refers to a 2% increase every September. Given the very real increase in our costs we do need to review this. They will need to be given 2 terms notice of any change. We know that CKC has increased their rates by more than 2% per year since 2017 so whilst their profit margins are protected ours are not.</p> <p><b>Challenge: By putting up our rates will CKC increase their rates for parents again?</b> An increase in their costs might have this impact but our charges are very low (£31.84 per day) and they have already put their prices up.</p> <p><b>Challenge: How much should we increase it by?</b> We have significant reparations to our buildings (community room, large hall, dining room) as result of pretty rough usage; electricity and gas costs have increased and they should be contributing a fairer proportion to these.</p> <p>Challenge: We need to separate repairs and utility bills. Craig Dyer has a formula for working this out</p>	<u>Craig to share formula with</u>

		fairly and will share this with the Business Manager. Governors broadly agreed that 2% increase in September as per contract with a further 5% or 7% added from Summer term 2024, but this to be decided after further information is provided to the Finance and Resources Committee at the next meeting.	CM CM to update committee on what increase of 5% or 7% would look like.
11	<b>Governance Review</b>	<ul style="list-style-type: none"> <li>- Governor services provide a governance review for governing bodies when Ofsted Inspection is due. This is to check their effectiveness and to identify training needs of existing governors and skill sets that we might look for in new governors.</li> <li>- FGB agreed that they would like this to go ahead.</li> </ul>	EHT to contact Governor Services to arrange a date
12	<b>Feedback from Governor Training, Governor Visits and Link Governor Visits</b>	<b>Governor Visit Report – Inclusion – Sean Lang</b> <ul style="list-style-type: none"> <li>- Sean Lang visited Queen Edith in his capacity of Inclusion Governor.</li> <li>- Had an in-depth meeting with Hayley Brooker, discussing EHCP pupils and funding and visited the Chill-Out room to view the facilities, which have been funded by the PSFA. It can be used for individual children with a TA, but also provides a safe-space for children during play or lunch times.</li> </ul>	
13	<b>Impact of meeting</b>		
14	<b>Receive Minutes of Committee Meetings</b>	24.04.2023 – Standards & Improvement	
15	<b>Items to be reported to parents</b>		
16	<b>Correspondence Circulated</b>	Governor training. Correspondence in relation to Ofsted.	
17	<b>Any Other Business</b>	<ul style="list-style-type: none"> <li>- Request for June’s F&amp;R Committee meeting to take place on Thursday 29<sup>th</sup> instead of Monday 26<sup>th</sup> June.</li> <li>- This was agreed. Richard Wilson and Toby Allebon are unable to attend.</li> <li>- We are looking to recruit new governors and have met with two candidates. 1 is unable to join us due to work commitments on Monday evenings and the other has a financial background but we are already lucky to have two qualified accountants on the governing body.</li> <li>- FGB agreed that CoG will approach the local independent councillor, Sam Davies.</li> <li>- ZV to chase up a candidate put forward by governor services.</li> </ul>	
18	<b>Date of next meeting:</b>	<b>Monday 10<sup>th</sup> July 2023, 6.00pm</b>	

Signed:



Dated: 10<sup>th</sup> July 2023