



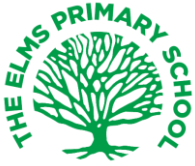
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Meeting	Full Governing Body	Where	Online
Date	Tuesday 4 th June 2024	Time	6.00pm
Attendees	Tracey Smith (TS, Executive Headteacher), Jo Baird (JB, Head of Folly View Primary School), Pauline Forbes (PF, Chair, community governor), Kate Morris (KM, staff governor), Amelia Woodward (AW, staff governor), Emma Ellins (EE, parent governor), Hazel Meckler (HM, community governor), Debbie Hulme (DH, community governor), Adam Pickford (AP, community governor), Jonathan ? Alexandra Molton (AM, Clerk)		
Absent	Michael Outen (MO), Calum Ison-Jacques (CI-J), Wayne Hinton-Lewis (WH-L)		

No	Description	Action
Procedural Matters		
1	<p>Welcome new members, visitors or staff presenting The new Executive Head, Joseph joined the meeting. LH was welcomed to the meeting as an adviser for the LGC following the resignation of PF as Chair. PF confirmed that she will remain as Chair until a plan for the future is confirmed. NB It was later confirmed that PF would remain as Chair of the LGC until July 2025. Michael Rowlatt (MR) joined as a potential new community governor and introduced himself to the rest of the committee. ACTION: AP and FS to meet with MR offline to talk through the current situation regarding H&S at both schools if Michael is appointed by the Trust Board as he is likely to take on this area if appointed.</p>	AP & FP
2	<p>Apologies for absence and acceptance/non-acceptance/quoracy Apologies were sent to the meeting and accepted from MO and CI-J. WH-L was not in attendance at the meeting. EE joined the meeting at 6.30pm.</p>	
3	<p>Declaration of any personal or business interests None were made at this point in the meeting.</p>	
4	<p>Minutes of the last meeting on 21st March 2024 ACTION: TS will chase CI-J to add the new First Aid policy for TEP to GovernorHub.</p>	TS



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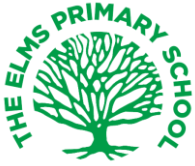
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	<p><i>Has it made a difference sharing the Home School Link worker across both schools?</i> JB: Yes it has made a big difference as there are still lots of safeguarding issues at FVP so she is able to help to pick up some of the work with vulnerable families here. TS confirmed that it has been agreed for a new Home School Link Worker to be in a permanent post across both schools from September and an advert for this role has gone out this week.</p> <p>TS has mentioned Smart Log to Anne Lynn (AL) but this has not yet been explored in further details. Whether we use it or not is likely to be connected to budgets.</p> <p>TS confirmed that the Trust is keen to adopt CLEAPSS going forwards to offer more protection in the classroom.</p> <p>PF had added the finance information to GovernorHub following the last LGC meeting.</p> <p>Other actions were confirmed as being completed.</p>	
Ensuring Accountability		
5	<p>Heads of School reports JB gave an update at FVP:</p> <p>It was very busy last term, with a focus on wellbeing. Subject leads organised several enrichment days; martial arts, science events and World Athletics day. The School Council held an eco-day with the money raised split between improving the outdoor area and the WWF.</p> <p>We moved forward with our work on monitoring and have been doing some deep dive practices which staff have found really helpful. Tina has been collating all of the monitoring which has been happening. JB had a practice 90 min Ofsted call with Louise Warren which was helpful.</p> <p>We have two new experienced teachers confirmed for September and one ECT starting at the school.</p> <p>We have a new, experienced SENCo starting in September.</p>	



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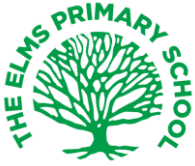
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<p>One of the Year 4 teachers has now completed the DSL training. Helen Cox (HC) has put through some more EHCP requests this week and some funding requests for children starting with us in September.</p> <p>We have had a bit of a battle re safeguarding with social services; two of our children are on a child protection plan but were without a social worker for six weeks so we have been picking up this support which has been extra work.</p> <p>We have sent out a staff survey, which was completed by almost all staff. There were lots of positives in the results and it showed that staff have a shared vision for the future of the school.</p> <p>TS has sent a staff survey out to TEP staff this week too. PF suggested adding the results to GovernorHub for governors to review before the next LGB meeting.</p> <p>ACTION: AM to add survey results on to the next meeting agenda.</p> <p>TS gave an update on TEP:</p> <p>This term we have a focus on curriculum and getting this into a good place ready for September.</p> <p>AW explained that staff have had an update on Music and today had a session on Art last time.</p> <p>Shelley MacIntosh has put lots of work into developing the Geography curriculum and has put together a fantastic plan for this going forwards.</p> <p>Staff have also discussed how the History and Geography curriculums connect.</p> <p>Some of the new curriculum will be used now and some from September.</p> <p>We have appointed a new Year 1 teacher, who is someone we have employed before. TA interviews are coming up and the HSLW advert is currently out.</p> <p>We also focusing on the pockets of bad behaviour which remain at school and getting</p>	<p style="text-align: center;">AM</p>
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	<p>some support to get this into a better place. These 5/300 children take up a lot of staff time.</p> <p><i>Do you have an idea of which subjects you will steer Ofsted inspectors towards?</i> TS: Yes. Early Reading, Maths, Science, History and PE at FVP. PE is the evolving subject at FVP and Science at TEP.</p>	
6	<p>Safeguarding update SCR checks are taking place at FVP next week and at TEP the following week.</p> <p>TS asked if more governors would be interested in getting involved in more of the safeguarding checks at each school in the future.</p> <p>There have been a couple of safeguarding issues at TEP but TS confirmed that these have now been resolved.</p> <p><i>Is the safeguarding role a bigger job at FVP than at TEP?</i> TS: No, but FVP have a smaller leadership team so there are less people to share the work.</p> <p><i>How are you managing the EYFS work with all of the safeguarding work too, JB?</i> JB: I am managing it at the moment but we are planning to redistribute some of the roles I am currently undertaking from September once our new SENCo is in place.</p> <p><i>And you feel this is achievable in terms of your own work/life balance from September?</i> JB: Yes. We also have plans in place from next September when we carry out a leadership review at both schools.</p> <p><i>Why are we waiting until next year?</i> TS: Because both schools will have their final numbers of classes in place by this point.</p>	
7	<p>Curriculum update TS gave an update to the last QoE meeting.</p> <p><i>Is the new curriculum fully embedded for Sept 2024?</i> TS: Final touches being sorted currently but yes it will be completely ready for Sept. The curriculum at FVP is well implemented and clear to see.</p>	



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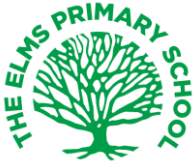
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	<p>The curriculum at TEP needs some work in order to be in the same place as FVP. The curriculum intent has needed to be embedded further at TEP. Lots of work has taken place and we are starting to see the impact of this already.</p> <p><i>Are there any subjects you are concerned about as they maybe haven't made as much progress?</i></p> <p>TS: Geography was a concern, but Shelley, Jo B, Joe and Tracey have now done a lot of work and it is looking excellent going forwards.</p>	
8	<p>Health and Safety</p> <p>AP confirmed that the next meeting date is in July but this will need to be rescheduled. FS confirmed that he has done a COSHH walk around at FVP but not all of the information was available from both schools. There is some work to be done to tally what is recorded with the contents of the cupboards.</p> <p>JB confirmed that the COSHH certificates have now been sourced for all of the COSHH substances at FVP.</p> <p><i>Do you have any immediate concerns about H&S at either school?</i></p> <p>All: No.</p> <p><i>Are all of the outstanding issues at FVP resolved now?</i></p> <p>JB: No. Jo Ray (JR) in the central team is still in contact with the developer to resolve the issues of the ground around the site being unsuitable for us to use. OCC are also involved and a proposal for rectifying this should be forthcoming.</p> <ul style="list-style-type: none"> - Progress on IT upgrade <p>Only TEP needs an update as all of the equipment at FVP is new. JR will confirm dates and work taking place as soon as this is confirmed.</p> <ul style="list-style-type: none"> - Planned summer work at TEP and maintenance <p><i>Is the work planned for last year due to take place this year?</i></p> <p>TS: Yes; roofing in Block A, drainage issues in the Early Years area, windows in Block A. Richard Evans wants to redesign the office/reception area at TEP so that visitors walk straight into the office. The plan is to add a window into the wall by the front door to make the area safer as staff will be able to greet everyone coming into the school. This is likely to cost around £60,000 and we could probably cover the cost of this from our budget surplus, but the work has not been confirmed yet.</p>	



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Strategic Matters	
9	<p>Finance update</p> <p><i>What are the key focus areas for each school as we move into the new academic year?</i> TS: Embedding the curriculum – particularly for TEP FVP: Managing growth carefully and new ECT – will have ECT + 1 and ECT TEP: Sticky learning – know more, remember more and retrieval of previous learning</p> <p><i>And what do you see as the biggest challenge for each school for the new academic year?</i> TS: Flux and changes of staff between both schools.</p> <ul style="list-style-type: none"> - Confirm budget for 2024/25 <p>Draft budgets had been added to GovernorHub ahead of the meeting for governors to review.</p> <p><i>The work involved in mentoring an ECT is more time consuming these days; have we got capacity for an ECT mentor?</i> TS: Yes, we have support in place for this. AW agreed that the process of ECT mentoring is quite time consuming so we need to factor this into the process to ensure that adequate time is allowed for this support to take place properly.</p> <p><i>Do ECTs and mentors get time during the week for this?</i> AW confirmed that there is time allotted for this. JB confirmed at FVP the mentor receives additional time each week for the role in addition to PPA time. TS confirmed that PPA time will be ½ day per week from September, rather than a whole day every other week, which will make scheduling easier.</p> <p><i>Why are the figures at TEP going up so much over the next few years?</i> TS: It is because we are funded based on retrospective numbers and at some point this will drop off.</p> <p>TS confirmed that FVP have been really careful about spending this year, using three HLTAs to cover staff absence, and stopping them needing supply staff. JB explained that not</p>



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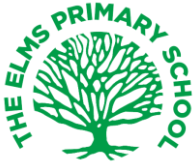
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<p>having a SENCo from Easter to July has also resulted in a massive cost saving.</p> <p><i>Why are the class numbers the same on all years at TEP when we are reducing class numbers there?</i> TS: I think this refers to the number of classrooms which are needed.</p> <p><i>Why does FVP not show pupil numbers but TEP does?</i> PF: It is because we are reducing the PAN at TEP to 30 from September 2024.</p> <p>There is currently a likely surplus at TEP of £260,000.</p> <p><i>Why is the balance being carried forward for each year the same as the previous in-year position?</i> LH explained how the numbers are carried forward for the next year, assuming no further spending than what is already planned for.</p> <p><i>Does this figure for 2024/25 include the salary for the HSLW?</i> TS: Yes, each school will cover half of this role. It also includes two staff members who will be leaving or moving across to FVP in September 2025. One staff member is leaving this year and Sarah Henman will return to being a HLTA from September and this has been factored into the budget for next year.</p> <p><i>Are the SENCo hours right for both schools?</i> TS: Yes.</p> <p><i>Will this be enough SENCo capacity?</i> TS: Yes as there will be more children and therefore more need at FVP.</p> <p><i>Will the situation for Deputy heads be the same across both schools in terms of teaching from September?</i> TS: Yes this matches across both schools next year, with both teaching one day a week.</p> <p>Governors approved the draft budget for 2024/25 for TEP.</p> <p><i>Are the budgets no longer combined?</i></p>	
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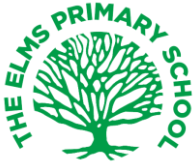
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<p>TS: No, they are now shown as separate.</p> <p><i>Does the budget for 2025/26 for FVP have a different staff structure?</i> TS: Yes, this assumes the school is fully staffed. The SENCo at each school will be a TLR post and there will be two additional TLR posts at each school.</p> <p>TS confirmed that we have also cut costs this year by cutting subscriptions, stopped staffing claiming overtime unless pre-approved and also applied for charity funding to pay for our new books.</p> <p>JB explained that in the current Year 3 class there will be 50% SEN children and at least 6 EHCPs in that one class next year. This class will split into two classes for 2024/25, so there will be two Year 4 classes, one of 15 and one of 16.</p> <p><i>How will we manage the changes in staff numbers at TEP with the reducing numbers?</i> TS: Two of the current Year 6 teachers will move from TEP to FVP from 2025/26 and the same from Year 5. Staff will be able to stay with their same year group but may move schools.</p> <p><i>Is the current TLR post holder staying in the budget for next year?</i> TS: Yes. JB confirmed that the SENCo post is also included in the budget for next year as a 4 day post with the option of the fourth day teaching once they are settled in to the role.</p> <p><i>Will there be enough admin capacity as the school numbers increase?</i> TS: This should be ok for next year but potentially we will need more resource from 2025/26.</p> <p><i>Are there any additional needs in terms of catering or cleaning at FVP next year as the school numbers increase?</i> TS: No, these are all covered in the budget.</p> <p><i>Do we have plans to use all of the left over money from grants such as Sports Premium this year so that these are not lost?</i> TS: Yes, we have plans to spend these before the end of the year across both schools.</p>	
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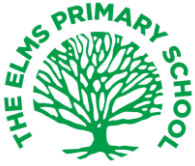
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	<p>LH suggested checking the projected pupil numbers for next year to make sure these are reflective of all of the Nursery, Preschool and Reception numbers at FVP. JB confirmed that these are reflective of all of these numbers added together.</p> <p>Governors approved the draft budget for FVP for 2024/25.</p> <p>ACTION: TS to add the staffing structure to GovernorHub to show how this changes across the next five years so that governors can keep track of this going forwards.</p>	<p>TS</p>
<p>10</p>	<p>Staffing for 2024-25</p> <p><i>Are we fully staffed for Sept 2024?</i> TS: Yes.</p> <p><i>How long does TB have a temporary TLR3 for?</i> TS: 12 months.</p> <p><i>Have we managed to recruit for a SENDCo at FVP? If not, what is the plan for Sept?</i> TS: Yes – experienced.</p> <p><i>Does FVP currently have enough TLR posts as it is an expanding school? What is the plan for this moving forward?</i> TS: Jo B is taking EYFS leadership from now then a complete staffing restructure is planned for Sept 25.</p> <p><i>Are there any staff requiring additional support as we move into 2024-2025 in order to effectively meet the teacher standards?</i> TS: No. One teacher at TEP had a few issues with marking books but resolved now.</p> <p><i>Is TEP SENDCo still working 4 days as opposed to 3? If so, how long will this continue for?</i> TS: Alternate weeks, therefore 3.5 days until workload decreases.</p> <p><i>How would you assess current morale and wellbeing amongst staff and the school leaders?</i> TS: Much better – recent survey at FVP has shown that wellbeing is high. TEP have one planned for June.</p>	



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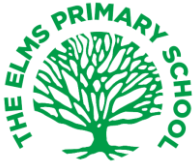
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	<p><i>When will you be confirming with parents which teachers will be teaching each class next year?</i> TS: We will be letting parents know shortly.</p> <p><i>Is Sarah Henman likely to go on to complete teacher training after this year?</i> TS: I would like her to take this up in the future but we have not confirmed anything so far.</p> <p><i>Can we not use our deficit money to pay for this?</i> TS: It is certainly something we could argue for next year, based on our budget. Governors agreed that it was prudent to support Sarah in obtaining teacher status.</p> <p><i>What is the cost involved in supporting Sarah to become a teacher?</i> TS: £500 a year for three years.</p> <p><i>Can it be done as part of an apprenticeship levy?</i> TS: This is being looked into.</p> <p>ACTION: PF will raise the issue with AL in the central team on behalf of the LGC to ask for approval for Sarah Henman to start teacher training from June.</p> <p><i>What is the equivalent spend of this £15,000 on agency staff?</i> TS: This would only cover 15 days of an agency staff member.</p> <p><i>Can we ring fence £15,000 for Sarah to complete teacher training?</i> TS: Yes, this is possible.</p>	<p>PF</p>
<p>Other Matters</p>		
<p>11</p>	<p>Any other business agreed as being urgent.</p> <p><i>What is our plan for plugging the gaps coming up in the LGC?</i> PF: LH and I have met with another potential community governor and another potential candidate has contacted AM so this may result in another new community governor. The constitution of the LGC has changed following the new Terms of Reference earlier this year so there will now be more community governors and only two parent governors across</p>	



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	<p>both schools.</p> <p><i>Will we be meeting in person again this year?</i></p> <p>PF: Yes, hopefully we could meet with staff in person before our last meeting of the year at FVP.</p> <p>ACTION: Governors to sign up to bring items to the gathering with staff nearer the time.</p>	ALL
12	<p>Next Meeting Dates (full LGB):</p> <p>Monday 15th July 2024 at FVP.</p>	