



Folly View  
PRIMARY SCHOOL

**THE ELMS PRIMARY SCHOOL**  
GLOUCESTER STREET  
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## MINUTES

<b>Meeting</b>	Full Governing Body	<b>Where</b>	Online
<b>Date</b>	Wednesday 7 <sup>th</sup> June 2023	<b>Time</b>	6.30pm
<b>Attendees</b>	Sharon Farrell (SF, Executive Headteacher), Charlotte Mitchell (CM, Head of The Elms Primary School), Jo Baird (JB, Head of Folly View Primary School), Pauline Forbes (PF, Chair), Heather Bourne (HB, staff governor), Kate Morris (KMo, staff governor), Lucy Edwards (LE, parent governor), Ian Pugh (IP, parent governor), Michael Outen (MG, parent governor), Wayne Hinton-Lewis (WH-L, parent governor), Debbie Hulme (DH, community governor), Adam Pickford (AP, community governor), Filipp Skiffins (FS, community governor), Kimberly Morgan (KM, associate governor), Sarah Gristwood (SG, associate governor) Alexandra Molton (AM, Clerk)		

No	Description	Action
	<b>Procedural Matters</b>	
1	<b>Welcome new members, visitors or staff presenting</b> Welcome to governors and to Kate Morris, who is joining us as the new staff governor for FVP.	
2	<b>Apologies for absence and acceptance/non-acceptance/quoracy</b> No apologies had been sent to the meeting. AP was running late but would make the meeting shortly. TG was in absentia.	
3	<b>Declaration of any personal or business interests</b> There were none declared at this point in the meeting.	
4	<b>Minutes of the last meeting on 3<sup>rd</sup> May 2023</b> W H-L confirmed that he has now completed the level 1 course in Safeguarding. <b>ACTION: SG to provide certificates for MO and WH-L as they attended a Safeguarding course run by Gemma Rogan before she left the Trust.</b> SF and Louise Warren have been trying to locate the Safeguarding audits. The LADO have recommended that we do another safeguarding audit. SF and SG are just organising a date to carry this out.  <i>Will this be the same format as the other audit which was carried out?</i> SG: We want to make this fit for purpose and helpful going forwards so it might be slightly	<b>SG</b>



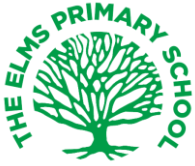
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	different in order to make this happen. The minutes were accepted as a true and accurate record of the meeting.	
	<b>Ensuring Accountability</b>	
5	<p><b>Heads of School updates</b> SF provided an Executive Head report and gave an update about both schools:</p> <p>There has been an increase in 10 pupils at both schools – 4 at TEP and 6 at FVP. Consequently the classes are filling up nicely. 6 spaces are currently available in Reception. There are some spaces in Y1. Y2 is full. There are a few spaces in Y3.</p> <p>There are still a few persistent absentees and we are doing trying our best to get them into school as much as possible. Some SEN children are on part time timetables.</p> <p>The Trust has successfully appointed Heads of School for September – Jo Baird for FVP and Callum Jacques for TEP.</p> <p>Next year we will have to drop 2 classes from TEP and gain two classes of Year 4 at FVP. One of the fixed term contract teachers (0.6) at TEP is happy to move across to FVP so has been successfully appointed to the new Y4 class as a successful job share with Mrs Ottoway who will also be moving her 0.4 permanent contract to FVP.</p> <p>We have appointed a new ECT joining FVP in September.</p> <p>We will have a teaching gap of a 0.5 job share at FVP next year so we are going to be looking for an Assistant Head at FVP which will teach part time to cover this job share role. If we are unable to successfully recruit for this post straight away we will be able to arrange some support from other staff being seconded in to support JB.</p> <p>There were no resignations at FVP but we may need to recruit additional TAs depending on the needs of the children next year.</p> <p>We had a few resignations at TEP: MFL teacher leaving due to her husband’s job. One TA going to retire and another is leaving to take up her university placement.</p>	



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<p>SATS ran successfully at both schools for Year 2. Year 6 SATs went well at TEP - thanks to Joe Moore and CM for their work on this.</p> <p><i>How will it work with the 0.5 vacancy at FVP?</i> SF: We hope that the new Assistant Head will teach two days a week and the remaining afternoon will be covered by a HLTA.</p> <p>JB gave an update about FVP:</p> <p>SF explained that there are still lots of snagging issues at FVP and Trust are working hard to resolve these. One set of toilets will have to be dismantled. The issues are impacting on capacity within the school but staff and children are dealing with this well.</p> <p>A new TA has now started in Reception, which means we are now meeting needs of all of the children in Reception. Another lunchtime supervisor has also started which has helped staff capacity. Staff are feeling more settled now that JB has been appointed as there were concerns after Bryn left.</p> <p>JB is doing a wellbeing assembly once a month to give kids ideas for coping strategies when feeling worried about things. School had a great coronation day celebration – kids came in dressed up and there was a bake off judged by the owners of Lushlooking cakes. Tina has raised the profile of science at the school this term; she has organised a science day and lead on the science fair. There was a PTA cake sale which raised a good amount – and JB hopes to push this forward to help to set up a PTA for FVP. Sports day is coming up this term, which some FCC pupils are helping to run. Parents’ feedback is that they have really appreciated being able to come into Early years and see school books are we are hoping to do more of this going forward.</p> <p>CM gave an update about TEP:</p> <p>KS1 and KS2 SATS have taken place this term. Heads of Schools recruitment has been successful.</p>	
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<p>An agency staff member has been secured for the 3B job share for at least the next three weeks. Another one has been organised to cover the maternity cover role in 6H – which will allow Shelley MacIntosh to do more of her Assistant Heads role.</p> <p>Subject leaders have been working on updating their subject plans but has been affected by staff absence – particularly a HLTA who has been out.</p> <p>Writing moderation continues to be used by teachers.</p> <p>TAs have been covering at lunchtime which has been tricky due to staff absences – SLT are now helping to support this too.</p> <p>Shelley MacIntosh continues to work with staff on mental health and wellbeing. She has attended meetings about this in the Trust.</p> <p>Staff have been a bit unsure but they are feeling more settled now that we have recruited a new Head of School. Some staff clubs are being started which has helped to improve morale. HB has also driven forward science this term at TEP. PF is coming into to do a learning walk about science this week.</p> <p>One internal and one external exclusion have taken place this term, for the same child.</p> <p>One particular Y6 child has not been coming in to school and we are working with FCC to try and get this resolved before they move up to FCC.</p> <p>The Nest is still running for those children who need extra support at the start of the day.</p> <p>Lots of children have now got up to 600/700 team points which is great to see.</p> <p>Small groups of children are working to improve their behaviour.</p> <p>‘ All day every day’ is working really well – children appreciate this special time and recognition. Year 6s help to set this up.</p> <p>Ukelele is still running and we’ve got swimming lessons for Y4 and Y6 this term.</p> <p>Last term we had a parent come in to talk to the children about Ramadan and Eid</p> <p>Coronation day at school ran really well – some of the children attended an after school club to learn to dance around a maypole. They then did this at school and around a maypole in the market square.</p> <p>Tag rugby, book club, Italian club and netball have been running this term. TA Sports have now moved to FVP.</p> <p>The Reception new parent meeting this week was well attended.</p> <p>We have an athlete visiting school this week and children going to the science fair.</p> <p>Transition days for Year 6 are coming up this term, with extra days for more vulnerable students who need them.</p> <p>Our Summer fair, organised by the PTA, is taking place on the field this term and everyone is welcome to attend.</p> <p>Sports Day will be taking place this term, with parents able to come to watch.</p>	
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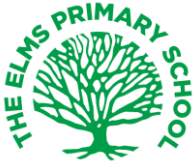
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	<p>Shelley has organised volunteer readers to come in to read with the children and these will be starting this term. A fire audit for H&amp;S is taking place tomorrow with the fire service. Both FVP and TEP are receiving SCR support from the Trust to get these up to date.</p>	
6	<p><b>Safeguarding Update</b> SF and PF have gone through the SCR checks for both schools this term but Safeguarding governors will need to take this on going forwards. PF explained that it is more difficult to find information which is needed about staff who have been at schools for a long time. MO and PF are meeting soon to look at the SCR at TEP and DH and PF are meeting to look at the SCR at FVP. OCC will be carrying out SCR audits for both schools on 22<sup>nd</sup> June. PF explained that the SCR needs to be checked once per long term. <b>ACTION: DH and MO to contact office staff to arrange to carry this out in future.</b> PF asked MO and DH to get their level 3 Safeguarding certificate in September. SF suggested meeting with MO and DH to look at the audit report when the results are available.</p>	DH/MO
7	<p><b>Curriculum Update</b> SF confirmed that the information was not ready in time for this meeting; to be brought to the next QoE meeting and LGB meeting in the autumn.</p>	
8	<p><b>Health and Safety</b> SF explained that Jason at FLT is supporting with issues at FVP in the toilets. There has been a leak in block B at TEP which has been tricky to fix. Drainage issues remain at TEP on the playground. SF informed governors that the grass at FVP is in a poor state and appears to be dying. JB has spoken to Jo Ray at FLT about what we can do about this – we are shortly due to take on the building ourselves want to get this sorted out before this takes place. Fire service audit taking place at TEP tomorrow.</p>	
<b>Strategic Matters</b>		
9	<p><b>Budget</b> IP will be taking over as finance governor for the LGB as LE is stepping down as parent governor at the end of the year. IP and PF have now met to look at finance for both schools and what the role of finance governor entails. SF has just received the latest draft of the budget and has uploaded this to GovernorHub for</p>	



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<p>governors to review.</p> <p>SF shared the latest budget via a screen share. This shows that the deficit remains for the next few years Especially as reserves are used up.</p> <p>With changes to staffing which have now been made, FVP were at -£130k but will now be -£83k and TEP were at £220k but will now be at £266.7k</p> <p>SF explained that we need to take great care looking at staffing going forward as it is likely that we will be down to 1FE at TEP over the next few years, and therefore we will need to consider the numbers of staff in roles such as admin, TAs, pastoral support etc.</p> <p>We have stripped down everything as much as we can looking at budgets going forward but governors recognised that it is hard to set budgets ahead of time as we cannot predict how much funding we will receive from government.</p> <p>SF reminded governors of the impact of staffing issues this year – in terms of the support being given to children against the positive effect that this has had on the budget.</p> <p>Thanks to staff for all of their hard work under challenging circumstances, which has helped us to save money this year.</p> <p>SF suggested there are still some slight changes to the budget for this year as these have been missed off the latest budget figures.</p> <p><b>ACTION: PF to add these figures back in before the budget is submitted.</b></p> <p>PF shared the final document which needs to be sent on to the Resources committee at FLT.</p> <p>Areas of risk to note:</p> <ul style="list-style-type: none"> <li>- Falling pupil numbers</li> <li>- Class sizes – fewer than 26 pupils does not cover teacher cost.</li> <li>- Old buildings at TEP which will need work in the future</li> <li>- Over-staffed in admin as TEP pupil numbers shrink</li> <li>- Not having enough capacity to support children with increasingly complex needs</li> <li>- Staff retention</li> </ul> <p>IP suggested adding in IT projects. SF suggested that the Trust is looking into how they could resource this. However there is very old kit at TEP and the replacement of this will need to be funded.</p> <p>Areas of opportunity:</p> <ul style="list-style-type: none"> <li>- Growing numbers in nursery.</li> <li>- Wrap-around care</li> <li>- Movement of staff across both schools to share expertise</li> </ul> <p><i>Should we include sharing staff resources across FLT in this as other schools are going through big changes too and this may fit with their needs too?</i></p>	<p><b>PF</b></p>
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	<p>SF: It is trickier to share staff across different schools in different locations. We would be better looking at ways we can share staff across both schools – ie a Safeguarding or Pastoral officer which works across both schools.</p> <p>SF explains that breakfast club is working better at TEP as this is full but this runs at a deficit at FVP. However this is likely to be to do with the ages of the children as those with older children are more likely to be happy to drop them off early at school this may change as the school fills up.</p> <p>SF suggested that it would be good to look at hosting an afterschool club, but this is tricky too as we'd want this to be staffed by our own staff in order to maximise the amount of money we can make.</p> <p><i>Did we advertise for after school posts this year?</i></p> <p>SF: Yes but we could not recruit. We were able to employ existing staff to run the breakfast club.</p> <p>HB pointed out that staff are not able to claim for more than 37 hours a week which means they could not be paid to take on additional work at the school, as this then results in them having to take TOIL and therefore being taken out of the classroom, which then impacts upon the day to day running of the school.</p> <p>PF asked for governors to send over any other ideas or feedback which they would like to be included in the document before this is submitted.</p> <p>PF pointed out that staff are employed by FLT which means staff can then move between both schools.</p> <p>PF confirmed that a deficit budget needs to be explained to the FLT Resources committee. The LGB agreed the budget as set out.</p> <p><i>Does this budget include the Assistant Head at FVP teaching two days a week?</i></p> <p>SF: Yes. If we don't appoint to this role and need to employ agency staff this will impact upon the budget.</p>	
10	<p><b>Staffing for 2023/24</b></p> <p>CM and JB are still confirming where teachers will be placed next year and this will be confirmed with staff shortly.</p> <p>SF explained that the person who had been appointed to cover the maternity leave in Y6 from September to February has now pulled out of the role as they have got a permanent job. This will now be covered by agency staff until the end of this year at least.</p>	
	<p><b>Other Matters</b></p>	
11	<p><b>Any other business agreed as being urgent.</b></p> <p>IP will take on some of the SEN governor role for the rest of this year. WH-L agreed to take this role on from September.</p>	

