



**MEETING OF THE LOCAL GOVERNING BODY OF STOTTESDON CE PRIMARY  
SCHOOL HELD IN SCHOOL ON TUESDAY 11TH JULY 2023 AT 4.00PM**

**MINUTES**

|                      |  |    |  |
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| <b>Present</b>       | Rachel Datlen                                      | RD | Chair of LGB                                 |
|                      | Mark Daborn  | MD | Vice-chair of LGB                            |
|                      | Jane Jones   | JJ |  |
|                      | Katie Jones  | KJ | Headteacher                                  |
|                      | Richard Lewis                                      | RL |  |
|                      | Dan Middleton (joined remotely)                    | DM |  |
|                      | Chris Tibbits                                      | CT |  |
| <b>In attendance</b> | Gill Bradley (left at 5.01pm)                      | GB | Trust Head of Finance, Business & Operations |
|                      | Hannah Coleman                                     | HC | Governance Professional                      |
| <b>Apologies</b>     | Apologies had been received from Sarah Price (SP). |    |  |

| Ref.      | Minutes   |
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| <b>1.</b> | <b>Welcome, prayer and apologies</b>  |
| a)        | RD welcomed all to the meeting, and MD led the prayer.  |
| <b>2.</b> | <b>Declarations of Emergency AOB</b>  |
| a)        | Consider statutory data.  |
| <b>3.</b> | <b>Declarations of Interest</b> (not previously declared)   |
| a)        | It was noted that CT had stepped down as a Director at the Cleobury Country Centre and his declarations had been updated.   |
| <b>4.</b> | <b>Governance</b>   |
| a)        | It was noted that Richard Lewis had been re-appointed as parent governor for a new 4-year term.   |
| b)        | It was noted that the term of office for Jane Jones was due to end on 23rd September. Elections would be held at the start of September.  |
| c)        | Nominations for the positions of Chair and Vice-chair 2023-24 were invited. MD proposed, RL seconded and it was agreed to appoint Rachel Datlen as Chair, and RD proposed, JJ seconded and it was agreed to appoint Chris Tibbits as Vice-chair. These recommendations would be put to the Board of Directors. Heartfelt thanks were extended to MD for his dedication and patience as a governor over the years. He was a valued member of the board and kept links with the church alive, and governors wished him well in his retirement. He in turn replied that it had been a privilege to serve as a governor at the school. The wait for a new incumbent was unknown, however there was the potential to appoint a foundation governor in the interim. |
| d)        | The governor monitoring reports for English and EYFS were received. Both visits had been positive, including reading with the children and spending time with the nursery and reception children. The EYFS provision was excellent; there was good use of the outdoor area, a holistic approach adopted, and the staff leadership was strong.   |
| <b>5.</b> | <b>Finance, business and operational organisation</b>   |
| a)        | The Trust Head of Finance reports and management accounts to end-May were received. The accounts were currently in a deficit position at this point, however the expenditure was being carefully monitored, and there could potentially be some capital funding allocation. One significant factor was staff overtime due to covering staff absence. Other areas of overspend included conscious decisions eg DBS checks. Year-end should break even overall.   |
| b)        | The budget 2023-24 was considered: <ul style="list-style-type: none"> <li>i) From September, GAG funding would be for 101 pupils which was an increase from last year. The supplementary grant had also been received.</li> <li>ii) The nursery grant funding was based on last year actuals.</li> </ul>  |



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| <p>c)</p>                            | <ul style="list-style-type: none"> <li>iii) The capital grant was based on pupil numbers.</li> <li>iv) The teacher pay award had been budgeted at 4%, and 3.5% for support staff. It was unknown whether there would be further national funding to support anything above this, or provision made for any back funding.</li> <li>v) The budget was tight, but the staffing percentage was at the recommended level.</li> <li>vi) The Trust SLA contribution was proportionally split over the schools based on pupil numbers, and each school paid proportionately into Trust reserves at 0.75% of their base budget.</li> <li>vii) Some statutory compliance tests were being covered by a grant scheme, making savings.</li> <li>viii) The Hall repayments continued, and the window project balance was integral to the budget.</li> <li>ix) The MIS system was moving to a new system. Financial savings would be seen from year 2, and the reporting would be more effective, intuitive and useful. The migration had been carried out last week. The new system incorporated other facilities to aid time efficiency.</li> <li>x) The business supports cost was higher due to legal support for policies and compliance, and engaging an external DPO at Trust level.</li> <li>xi) The FSM income was being placed straight into catering and the income and expenditure lines balanced.</li> </ul> <p><b>Q1.</b> Were there any CIF bids planned? The last two had been unsuccessful. The criteria had changed and projects tended to prioritise schools facing closure.</p> <p><b>Q2.</b> Regarding school trips, were less families able to contribute? Voluntary contributions were asked for, and there was an element of chasing required. Transport costs had significantly increased and, in the current climate, it was not felt that families could be asked to pay more. The income received covered the cost of the trips, however it was tight.</p> <ul style="list-style-type: none"> <li>xii) RD proposed, CT seconded and it was agreed to approve the budget 2023-24.</li> </ul> <p>The DfE benchmarking report card was received, however there would be a more appropriate benchmarking comparison with local similar schools in the autumn.</p> <p>GB was thanked for her reports.</p> |
| <p><b>6.</b></p> <p>a)</p>           | <p><b>Trust estates, facilities and IT infrastructure</b></p> <p>The Trust Estates, Facilities &amp; IT Lead report was not currently available. TW had resigned and was congratulated on his new job. The Trust had commissioned an asbestos survey to meet national requirements. There was limited contingency left from the window project, and it was suggested that this could be used partly on redecoration.</p> <p>GB left the meeting at 5.01pm.</p>   |
| <p><b>7.</b></p> <p>a)</p>           | <p><b>Minutes</b></p> <p>The minutes of the LGB meeting held on 9th May 2023 were agreed.</p>  |
| <p><b>8.</b></p> <p>a)</p> <p>b)</p> | <p><b>Matters arising</b> (not otherwise on the agenda)</p> <p>Diocesan training available to RE leads, and SIAMS for staff and governors, had been investigated. There was a new SIAMS framework coming into effect from September. The Headteacher had already attended training, and CT was booked.</p> <p>Regarding the upcoming governor vacancy, there was a potential new candidate to approach in the community, and the Parish Council could also be asked. This was ongoing.</p>   |
| <p><b>9.</b></p> <p>a)</p>           | <p><b>Disadvantaged pupils</b></p> <p>The Designated Teacher report on LAC/PLAC had been updated. This would be reviewed in the autumn, along with the link governor role perhaps to incorporate PP. The interventions in this area had impacted positively on pupil progress over the last year.</p>  |
| <p><b>10.</b></p> <p>a)</p>          | <p><b>Staffing</b></p> <p>There had been no staff movement. Lower pupil numbers were expected in September and levels of staffing would need monitoring, especially on growing numbers in the nursery.</p>   |
| <p><b>11.</b></p> <p>a)</p>          | <p><b>Feedback from Director</b></p>   |



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|   | The summary note from the Board of Director's meeting held on 13th June 2023 was received. The Lacon Ofsted feedback had been useful and governors were encouraged to look at it. The Educational Consultant for the Trust would cover curriculum development at the next PD Day.  |
| <b>12. Policies</b>                             |  |
| <b>a)</b>                                       | The following Trust policies were received: <ul style="list-style-type: none"> <li>i) Business Continuity Plan</li> <li>ii) Charging Policy</li> <li>iii) ECT Policy</li> <li>iv) Pooling Policy</li> <li>v) Financial Reserves Policy</li> <li>vi) Lettings Policy</li> </ul>   |
| <b>b)</b>                                       | There were no local policies due for review.   |
| <b>13. Actions taken by Chair or Vice-chair</b> |  |
| <b>a)</b>                                       | There had been no actions taken or correspondence received since the last meeting.   |
| <b>14. AOB</b>                                  |  |
| <b>a)</b>                                       | The statutory data was presented. The data was strong, and the school was currently above county and national levels. The phonics rapid catch-up provision had proved very successful. Overall, data was rising to similar pre-pandemic levels. The KS2 SATS results had been published today. All were meeting at expected in reading, writing and maths, and greater depth was above national average. |
| <b>15. Date of next meeting</b>                 |  |
| <b>a)</b>                                       | The Annual Planner 2023-24 was received.   |
| <b>b)</b>                                       | The date of the next meeting was scheduled for Tuesday 10th October 2023 at 4.00pm in school.  |

The meeting closed at 5.40pm.

Signed:

Date: 10/8/23