



Meeting of the **Local Governing Body** of **Stottesdon CE Primary School** held in school on **Tuesday 28<sup>th</sup> November 2023** at **4.15pm**

### MINUTES

<b>Present</b>	Rachel Datlen	RD	Chair of LGB
	Chris Tibbits	CT	Vice-chair of LGB
	Jane Jones	JJ	
	Katie Jones	KJ	Headteacher
	Rob Kennett	RK	
	Richard Lewis	RL	
	Dan Middleton (joined remotely)	DM	
<b>In attendance</b>	Gill Bradley (left at 4.40pm)	GB	Trust Head Finance, Business & Operational
	Hannah Coleman	HC	Governance Professional
<b>Apologies</b>	There were no apologies for absence. Viv Hulme (VH) had sent her apologies.		

Ref.	Minute
<b>1.</b>	<b>Welcome, prayer and apologies</b>
a)	RD welcomed all to the meeting and CT led the prayer.
<b>2.</b>	<b>Declarations of Emergency AOB</b>
a)	There were no declarations of AOB.
<b>3.</b>	<b>Declarations of Interest</b> (not previously declared)
a)	There were no further declarations of interest made.
<b>4.</b>	<b>Governance</b>
a)	There was no further update on the new foundation governor recruitment. The new incumbent was expected to be in post in the summer.
<b>5.</b>	<b>Finance, business and operational organisation</b>
a)	The Trust Head of Finance, Business & Operational Organisation report and documents were received: <ul style="list-style-type: none"> <li>i) The year end had seen a deficit of c£51k. This was partly due to the loan repayment to the Trust, seeing a reduction in the debt, and the currently unused national energy grant deferred to the current year budget.</li> <li>ii) The recovery grant was available now and the capital grant funding for the roof repairs. Quotes would be sought now. Other capital funding was not yet allocated.</li> <li>iii) The new auditors had been appointed and the current auditors were finalising the 2023-23 audit. The Trust as a whole was regarded as 'a going concern' and any risks highlighted would be taken to Directors.</li> <li>iv) The insurance claim had been met in full with no further cost to the school.</li> <li>v) Risks included reduced cash flow, imminent Ofsted visit, staff welfare and the catering arrangements. The pension scheme (LGPS) was running at a deficit which impacted payments.</li> <li>vi) The teachers and staff pay awards had been granted and back pay would be met in the next pay run ie before Christmas. The pay award had been budgeted for and the DfE were covering the costs of the back-pay.</li> <li>vii) The benchmarking reports had been shared. Stottesdon was particularly successful in generating funding eg nursery.</li> </ul>
<b>6.</b>	<b>Trust estates, facilities and IT infrastructure</b>
a)	The Trust Estates, Facilities & IT Lead report was received: <ul style="list-style-type: none"> <li>i) The statutory checks (fire, legionella, asbestos) and risk assessments were being carried out. The process was thorough and detailed and VH was visiting each school. She was looking forward to meeting governors in due course.</li> </ul>



	<p><b>Q1.</b> With reference to COSHH, was this within policy and were the procedures in place? A trust-wide approach was being drawn together and the processes were being reviewed and strengthened.</p> <p>GB was thanked and left the meeting at 4.40pm.</p>
<b>7.</b>	<b>Minutes and matters arising</b> (not otherwise on the agenda)
<b>a)</b>	The minutes of the LGB meeting held on 10 <sup>th</sup> October 2023 were agreed and signed.
<b>8.</b>	<b>Staffing and recruitment</b>
<b>a)</b>	The Salaries Panel had met on 19 <sup>th</sup> October to check the appraisal process and the EH/HTPM had been carried out today with Diane Pye. The pay recommendations were ratified.
<b>9.</b>	<b>Governor activity and monitoring school performance</b>
<b>a)</b>	The following link governor visits would take place in the spring: <ul style="list-style-type: none"> <li>• Humanities – the curriculum continued to be developed. This would support transition to the next key stage for history and geography. Monitoring would be carried out in March.</li> <li>• Computing</li> <li>• Pupil Premium and Sports Premium – CT was the link governor for these areas.</li> </ul>
<b>b)</b>	Other areas of monitoring were noted: <ul style="list-style-type: none"> <li>• The report and feedback from Diane Pye’s visit was received. Her visits had been very useful and subject leads felt supported and inspired. The curriculum was evident and detailed, and was now being tailored and structured to be more consistent and cohesive. The report was positive. The next visit due on 10<sup>th</sup> January and would involve being in the classroom and looking at the delivery of the curriculum.</li> <li>• Incidents and accidents had been included in earlier reports.</li> </ul>
<b>10.</b>	<b>Feedback from Director</b>
<b>a)</b>	The summary note from the Board of Directors meeting held on 25 <sup>th</sup> October was received. The next meeting was scheduled for 11 <sup>th</sup> December. Leadership capacity remained key, which would potentially include the expansion of the trust following associated due diligence. Also, Directors had agreed to fund a Trust Family Support Worker. The advert had been posted. CT had reported back to Directors that the presentation from the SENDCo had been very professional.
<b>11.</b>	<b>Policies and other documents</b>
<b>a)</b>	The following policies agreed by the Heads Board were noted and would be going to Directors: <ul style="list-style-type: none"> <li>• Online Safety Policy</li> <li>• Filtering and Monitoring Overview – this included additional expectations of KCSIE. The systems and processes were in place.</li> <li>• Prevent Policy – this included recent LA updates.</li> <li>• Supervision Policy – this was a new policy which included management of cases and appropriate software had been purchased.</li> </ul>
<b>b)</b>	The following local policies were adopted: <ul style="list-style-type: none"> <li>• Anti-bullying Policy</li> <li>• Pupil Premium Statement, for information</li> <li>• Sport Premium Statements, for information</li> </ul>
<b>12.</b>	<b>Actions taken by Chair or Vice-chair</b>
<b>a)</b>	The Chair had been called upon to approve the flexible school closure due to severe weather and flooding on Friday 20 <sup>th</sup> October.
<b>13.</b>	<b>AOB</b>
<b>a)</b>	Recent induction training for church school governors had recommended a book of prayers for schools to use.
<b>b)</b>	It was suggested to sign up to Shropshire Council consultation notifications. It was agreed to set this up.
<b>14.</b>	<b>Date of next meetings</b>



a)	The date of the next meeting was scheduled for Tuesday 23 <sup>rd</sup> January 2024 at 4.00pm in school.
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The meeting closed at 5.19pm.

Minute		Action	By	Due
Monitoring	9.a	Carry out monitoring visits for computing, PP and SP	DM/CT	09.02.23
		Carry out monitoring visit for humanities	RK	22.03.23
AOB	13.b	Sign up to Shropshire Council updates/notifications	HC	01.12.23

Signed:

Date: 23/1/24