



## THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL

Meeting of:	Local Governing Body		
Date and time:	Thursday 19 <sup>th</sup> May 2022 at 6:30pm (by Teams conference call)		
Governors Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Stephen Bennett, Josie Bannister, Father Trevor Marshall, Justine Howard (Vice Chair), Rachel Bryan, Patricia Dickie		
Others in attendance:	Annie Park (Clerk), Rev. Rachel Hawes		
Apologies	Liz Coyne,		
<u>Quorum</u> :	5	Quorum met:	Yes

**Meeting Commenced: - 14:03pm**

Item		Action
1.	<p><b><u>Prayer</u></b> The meeting opened with a short prayer.</p> <p><b><u>Welcome, Introductions and Apologies for Absence</u></b> The Chair welcomed the Governors to the LGB. Apologies were received from Liz Coyne and were accepted.</p> <p>The Chair welcomed the Rev. Rachel back to the Governing Board. The formal approval will be by the Trust panel in two weeks' time.</p>	
2.	<p><b><u>Declarations of interest and Code of Conduct</u></b> Governors were reminded to declare any interests that became pertinent during the meeting. There were no new declarations from the Governors.</p>	
3.	<p><b><u>Acceptance of Minutes and Action from March 2022</u></b> The Governors confirmed the minutes were a true and accurate record. The Minutes were proposed by SB and seconded by JP. <b>Chair to sign the minutes and email to the Headteacher.</b></p>	JP
4.	<p><b><u>Matters Arising</u></b> All Actions were noted at the end of the minutes. All actions were closed.</p>	
5.	<p><b><u>Leadership &amp; Management – Headteacher's Report (Verbal)</u></b> The Headteacher explained they are presenting to the Education School Standards Committee next week in the Leadership and Management role. This is the SWAT analysis of the school. Nine Trustees, CEO, COO and Executive Leaders will be represented to along with Keith Palthorpe. The presentation was done to the Chair of Governors today. Headteacher to send SWAT analysis to the Governors at the next LGB meeting.</p> <p>The Headteacher explained that the three members of the SLT meet weekly and then Ellie joins fortnightly.</p> <p><b>Q – When do Governors get SATS results, how did the exams go for the pupils?</b></p>	

	<p><b>A – All children took all the SATS papers. This was 31 children. There was a dispensation for scribes, readers, and modified texts and these were provided. The Reading paper was fair, as was the Maths paper. There was hardly any algebra and a lot of fractions. The lower ability children tried very hard, and they will have made progress, but they found the paper challenging. There was no difference in the papers set three years before, so no allowance for the pandemic. The SPAG paper was very difficult</b></p> <p>A Governor noted that it was importance to have consistency going forward. The Headteacher noted that the SPAG papers was harder than the 2018 paper, but the reading was fair and in line with what was expected. Maths was also in line with expected, but with less algebra.</p> <p>The KS1 papers took place this week. The Maths papers have been completed and the school is looking at around 70% will meet ARE which is very positive. Reading paper one has taken place today and the paper was fair.</p> <p>In terms of administration of the SATS there was an SLT meeting for the SATS papers for Year 6 and Year 2. The children performed very well and will be a fair representation of what they should have achieved.</p> <p><b>Q – Will there be statistical moderation of the results to consider the pandemic?</b>  <b>A – The SLT suspect they will see the national level scale change depending on how the children perform. The school will not be moderated.</b></p>	
<p><b>6. Teaching &amp; Learning</b>  <b>6.1 Summer Term Academy Plan</b></p>	<p>The Summer Term Academy Plan was sent to the Governors prior to the meeting. The Headteacher explained that normally they would meet with Justin Smith, but they currently have COVID. The SLT have reviewed all the Spring areas, and some were brought forward to summer and the plan was drawn up. The Governors noted that this was a very comprehensive document.</p> <p><b>Q – Are there any concerns or potential problem areas which will need more focus?</b>  <b>A – Phonics. There are no concerns with the teaching, it is the gaps from children not being in school and parents found it very difficult to teach phonics. SEND will be an area where there needs to be work as the children make progress but not the national standard and the school want to improve this. Greater Depth is also a target area, in particularly for Maths. Staff are undertaking training for Sussex Maths Hub on how to work with the greater depth standard.</b></p> <p><b>6.2 Term 4 data</b></p> <p>The Headteacher explained the school has move from 24% to 40% for the phonics. There are one of two children off the score and the school are looking to meet national expectations of around 76%.</p> <p>Teacher assessment will be taking place for Year 2. The school will moderate the papers internally and then moderate the English, Maths and Science books for Year 2. A Governor noted that there was a visit on the 10<sup>th</sup> May to look at attainment. The report was sent to the Governors. <b>Clerk to forward meeting report to the Governors.</b> SB and the Chair have attended a DCAT training event on data packs that the Governors receive for the LGB meetings. This explained what Governors should look for and question. <b>Clerk to send training link to the Governors.</b></p>	<p>Clerk</p> <p>Clerk</p>
<p><b>7. Leadership &amp; Management – Staffing</b></p>	<p>There will be a retirement at the end of the year.</p> <p>The school have appointed a class teacher – the school is not at the resignation date of the 31<sup>st</sup> May so cannot allocate classes until after this time. The school will tell parents in mid-June which teacher will be with which class.</p>	

## 8. Leadership & Management – Finance

### Budget Approval 2022/2023

The 2022/2023 Budget was sent to the Governors prior to the meeting. The Bursar took the Governors through the Budget dashboard.

- Setting the budget has been challenging with the rising costs
- The new COO has set tough challenges with setting the budget with pessimistic income and higher expenditure, so this is worst case scenario budget.
- Assumed that all staff have increased a pay scale
- Planned in inflation increases
- The income figures are basic level.
- The budget has been reviewed by the Head of Finance who understood the deficit going forward.

For 2022/2023 –

End of Year – surplus £22,056 (twenty-two thousand and fifty-six pounds)

For 2023/2024 –

End of Year deficit £19,375 (nineteen thousand three hundred and seventy-five pounds)

**Q – You said that across DCAT the school was well placed, looking at the staff analysis this must be difficult to deal with?**

**A – It has been a very cautious pessimistic budget going forward and the hope there is that there is movement in the budget and there are things that the school can do to boost income going forward so this is a cautious scenario.**

**Q – There is a surplus predicted for this year and there are reserves, this could cover the £19,000 (nineteen thousand pounds) deficit? If the school are looking at 2024/25 and a substantial deficit, is it the school's responsibility to cover this? Does extra funding come in?**

**A – No, there is no additional funding. The budget is very conservative and does not consider pupil numbers or growth in income that the school has such as wraparound care. The school has been very pessimistic and has put additional costs in, but the school has the responsibility to review the finances and look to set the balanced budget.**

**Q - Is it possible to run a deficit budget with permission from the finance officer?**

**A – It is possible but would be at the Trust Board discretion and there would have to be an excellent business case for this**

The Bursar noted that there were staff on part-time contracts, and nearly all staff were UPA which was an additional cost for the school but there was a lot of room and scope to adapt the budget

The school does have reserves of around £146,000 (one hundred and forty-six thousand pounds) in September 2021 and a lot of this is ring fenced for sports premium and pupil premium and has to be used in a certain way, and the school is not cash-poor, but the money has to be used for the specific's areas.

The Governors noted that the school was in the correct tolerance across the 5-years for the percentages for expenditure and staffing percentage of expenditure.

**The Governors agreed the Budget for 2022/2023.**

	<p>The Chair noted that the Sports Premium and Pupil Premium has to be spent before the end of July as there is a new ruling that Pupil Premium and Sports Premium has to be spent in the academic year. The Headteacher confirmed this was in progress.</p>	
9	<p><b>Leadership &amp; Management – Safeguarding</b></p> <ul style="list-style-type: none"> <li>• The school has three children on Child Protection Plans currently. Regular meetings are taking place.</li> <li>• Increase in the family support that the school is having to provide from the Headteacher and SENDCO.</li> <li>• The school is taking a very active role in advice and support from sleep help, debt management, family support and this can be very overwhelming at times for the staff. There are considerable changes in family circumstances.</li> </ul> <p><b>Q – Is there anything the Governors can do to assist this process?</b>  <b>A – Currently this is not possible. There is an increase of need in the community and the school is having to signpost to the different support areas, but this does take a considerable amount of time</b></p> <p>The Governors discussed whether a Trust position could be put in place for the school to share a Family Support Worker with another Trust school. The Headteacher noted that there were no schools that the school could link with due to location and the Governors discussed different options to move forward. The Chair noted that this had been added to the presentation for the Trustees, so they are aware of what the school is doing and the support that the staff need.</p> <p>It was noted that the school could produce a welfare booklet to give signposting to families. It was suggested that there should be two people on the gate in the morning to share the load with the Headteacher. There needs to be additional support on site. The Headteacher agreed this was a challenge and would bring it up with the Trustees next week.</p> <p><b>Q – Have DCAT spoken to the Diocese about this and linked up working?</b>  <b>A – Chair to discuss at the next Trust meeting to see if something can be put in place.</b></p>	JP
10.	<p><b>Leadership &amp; Management – Premises and Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• The school has worked hard on the compliance this year including the 5-year electrical testing and the water survey has been completed. The Alarm system has been upgraded.</li> <li>• This has put the school in a better position and there is now a steady site manager on site which has been very positive.</li> <li>• Funding has been received for the boiler next year, and the school have ensured that this can grow with the school.</li> <li>• The school would like to address the boys' toilets at the top of the school which need a complete overhaul.</li> <li>• There is rotavating ongoing including the Peace Garden tomorrow and then the Woodhorn Trust are donating turf for the Peace Garden and assisting with gardening to bring the area into use.</li> <li>• The portacabin will be going in shortly giving the site manager a proper site office so the Headteacher can then have a full meeting room.</li> </ul>	
11.	<p><b>SIAMS and Prayer week</b></p> <ul style="list-style-type: none"> <li>• It has been difficult to set a date currently due to COVID</li> <li>• The School are aiming to get a SIAMS meeting in Term 6</li> <li>• The Headteacher has been putting together a prayers and values week, so the children have a clear understanding of the five school values. This will be the 20<sup>th</sup> June week. There will be prayer</li> </ul>	



	<p>activities outside. There will be two days of afternoon work in class looking at values. Governors' participation would be very welcome.</p> <p><b>Q – In previous years there was a plan for the Governors participation?</b>  <b>A – This will be in the afternoon and there will be a timetable for the Governors to sign up to. The Ethos Committee will also link to the prayer week.</b></p> <p>Headteacher to meet with Rev. Trevor, Rev. Rachel and Liz Coyne.</p>	
12	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>The SCR check is due. The Chair will undertake this next week.</li> </ul>	JP
13.	<p><b>Policies for Review</b></p> <ul style="list-style-type: none"> <li><b>Home Visits Policy</b></li> </ul> <p>The Headteacher explained that the staff do not do home visits on their own. The reasons to do a home visit are discussed in advance, and two members of staff undertake the visits. There is a mobile phone provided, the office is informed when the staff members are out of school and only the SLT do home visits, this is not undertaken by TAs. The Headteacher has written the Home Visits Policy, and this is linked to the Safeguarding Policy and is in place to safeguard staff. All Governors agreed the Home Visits Policy</p>	
14	<p><b>Any Other Business</b></p> <p><b>Jubilee</b>  Thursday 26<sup>th</sup> May. Red, White, and Blue themed and the children are learning a Jubilee song. The school have been learning and about the monarchy and the 70-year reign. There will be an afternoon tea at 2pm.</p> <p><b>Summer Fayre</b>  This will take place on the 1<sup>st</sup> July,</p>	
15.	<p>Date of next meeting –</p> <ul style="list-style-type: none"> <li>Tuesday 14<sup>th</sup> June at 2pm.</li> <li>Friday 15<sup>th</sup> July 2pm – in person</li> </ul>	Clerk

**The meeting closed at 19:58pm**

**Summary of Agreed Actions from May 2022 Meeting:**

No	Action	By	Status
3	Chair to sign the minutes and email to the Headteacher.		
6.2	Clerk to forward meeting report to the Governors. Clerk to send training link to the Governors.	ASAP ASAP	
9	<b>Q – Have DCAT spoken to the Diocese about this and linked up working?</b> <b>A – Chair to discuss at the next Trust meeting to see if something can be put in place.</b>		
11	Headteacher to meet with Rev. Trevor, Rev. Rachel, and Liz Coyne.		
12	The SCR check is due. The Chair will undertake this next week.		

Signed

Date 24 June 2022