

Minutes for Meeting of the Governing Body of Ladysmith Federation					
Date / Time	Tuesday 17 th October 2023		Location	Ladysmith Junior School	
Attendees	Initials		Attendees	Initials	
Annie Fletcher Co-Chair	AF	Co-opted	Sarah Melhuish	SM	Co-opted
Mark Wilkinson	MW	Exec Head	Kate DeBurgh	KD	Parent
Justine Brooker	JB	Co-opted			
James Lee	JL	Co-opted	Adam Brown	AB	Staff
Hannah Snowden	HS	Co-opted	Andy Thornhill	AT	Co-opted
Present					
Neil Williams	NW	LJS Head School	Dave Broad	DB	LINS Head School
Apologies	Initials				
Richard Goodchild	RG	Parent	Tom Butcher Co-Chair	TB	Co-opted
Greg Hawkins	GH	Co-opted	Karen Bates	KB	Co-opted

The meeting was quorate.

Ref	Discussion, Action or Decision
	Level 2 safeguarding training given to governors present excluding Justine Brooker (already had through work).
1.	Apologies for Absence
	Tom Butcher - work Richard Goodchild - work Karen Bates - work Greg Hawkins - work Absences approved
2.	Declaration of Interests invited and declared
	No interests declared
3.	FGB Meeting Minutes 27.09.23
	Minutes were agreed by FGB and signed by co-chair. Richard Goodchild is noted as attending the last governors meeting but was not present. MW to change on minutes. Action – Neil and Dave to review SOPs for first aid incidents.
4.	Finance and Resources
	Governors were given the following updated documents: <ul style="list-style-type: none"> • HCSS Budget Dashboard – 23/24 • HCSS Income & Expenditure report – 23/24 • FRS Federation School Budget Share • FRS Federation Capital Report from Finance Governor (AT) was shared with FGB.

Finance questions to Lorraine Carter from AT:

Miscalculated funding - With reference to the miscalculated funding it's difficult to predict how it will affect us as the consultation process doesn't close until the 22nd October. There are 4 models being consulted on. Based on the figures county have used (Last year's census) I believe the best outcome is that we lose 17K across the federation and the worst is £38K. However, the actual funding will be based on this October census and we have 12 less pupils than last year so it should be less of a loss as they can't take money away from pupils we don't have on roll!

Adjustment to match Version 2 SBS Calc – Both schools are funded as though they are separate schools i.e. we receive 2 budgets that we add together into a federation budget. We use the software for LJS and when we import the new budget into the system the software doesn't include the non-pupil factors for the Infant school, it expects us to produce 2 separate reports for 2 separate budgets. Whilst pupil numbers are included, additional factors for LINS such as funding for deprivation, looked after children, EAL and the lump sum is not imported and therefore we have to manually add this in.

MSAG - Mainstream School Additional Grant. The Supplementary grant has been removed and we now have MSAG comes under the heading of Non – Budget share income.

UIFSM - Universal Infant Free School Meals. The amount of money we receive for KS1 pupils

Pay Grant – When you look at the budget for 23-24 it is only showing the pay grant from April – August 5/12th's. Following years show full year's budget allocation. Part of the annoyance of working in a financial year opposed to an academic year!

Holiday pay – I have heard nothing more from payroll apart from a note to say "To assist schools in identifying this additional budgetary commitment you will soon receive further, more specific information from the Schools Finance team identifying the cost impact to your school for arrears payments that will be due to your staff" The backpay will be from April 2021 to 30th September 2023. From Now (October 1st) holiday pay is paid for hours worked not contracted hours. I wouldn't know where to start to try and work this out due to the high volume of extra hours claimed at LINS to cover absence! Of course, it's a concern and I will update you as soon as I have any more information.

Rates - Yes, business rates, County charge us but also fund us for this. No concerns about revaluation as county pay the full amount of our rates. The funding is in and out, we pay the invoices. If either of the sites are revaluated then I would inform county and we would receive the additional funding required.

Further discussion

Concerns noted that the school business manager holds a lot of information about both schools and is currently in poor health due to a hip issue but if she were to need to take a sustained period off, there would be a risk of losing that knowledge and this gap would need to be filled through county.

Thought needs to put into succession planning for this scenario.

Sarah is meeting with Lorraine after half term and will begin to work with her to create a document to record important information.

NORSE CLEANING CONTRACT

Request from MW to approved Norse to extend cleaning contract to the Junior School. This is due to lack of staff and inability to appoint. **APPROVED**

5.

Governor Individual Roles

Governor Roles confirmed as:

	<p>Safeguarding School Improvement Community, Staff and Parental Links Inclusion and SEND Premises, Security, Health and Safety, ICT GDPR Personnel Curriculum Finance Pupil Premium /Disadvantaged EAL Early Years Online Safety</p> <p>Tom has created an advert for new governors. All enquiries to go to co-chairs Tom and Annie. Kim (prospective new governor) to be new LA governor hopefully.</p>	<p>Greg Hawkins / Kate De Burgh James Lee Sarah Melhuish Hannah Snowden Richard Goodchild Karen Bates Sarah Melhuish Justine Brooker Andy Thornhill Justine Brooker Hannah Snowden Annie Fletcher Kate DeBurgh</p>
6.	Lead Governor Terms of Reference	
	<p>The following are the current model ToRs. These were circulated 27.09.23 to be checked and approved at this meeting.</p> <ul style="list-style-type: none"> • Community, Staff and Parental Links Lead Model ToR • Curriculum Lead Governor Model ToR • Finance Lead Governor Model ToR • Inclusion SEND Lead Model ToR • Personnel Governor Lead Model ToR • Premises, Security, Health and Safety Model ToR • Pupil Premium Model ToR • Safeguarding Lead Model ToR • School Improvement Lead Model ToR <p>Outcome: Agreed with the changes below EAL not mentioned in the SEN ToR. Mark to add section of responsibility of EAL in SEN. SEN references attendance. This to be moved to Safeguarding ToR.</p>	
7.	School Improvement Plan	
	<p>The SIP was shared with Governors. School Improvement Actions were discussed as per the plan.</p> <p>Outcome: APPROVED</p>	
8.	Governor Visits / Reports	
	<p>Early Years Report – No longer relevant as this was from a visit in the summer term. Annie came in to visit on 9th October and has arranged to visit Alice after half term.</p> <p>Finance Report – shared under finance section</p>	
9.	Governor Training	
	<p>Standing item – minute Governor training and feedback James – completed partnership training Annie has completed LADO training Justine – completed Pupil Premium and History courses on National College</p>	
10.	Policies:	
10.1	Social Media Policy	

	Carried over from FGB 27.09.23 – changes made to reference disciplinary policy APPROVED pending alteration to specify governing body within policy Are we proactively monitoring new social media group? Andy to advise on how set up an alert for any google searches for school social media
10.2	Admissions Policies 2025-26
	Model Devon County Council policy based on the 2024-25 policy that has been agreed. APPROVED
10.3	SEND Policy SEND Information Report SEND Accessibility Plan 2023-26
	Policies updated for 2023-24 – no major changes from last year APPROVED Hannah meeting with SENDco to discuss possible future changes to SEND policy.
10.4	Supporting Pupils with Medical Conditions
	Updated with Staff changes for 2023-24 APPROVED
10.5	Pay Policy
	Due but not included – not updated by DCC yet. Carry to next meeting.
10.6	Governor Allowances / Expenses Policy
	Same policy as agreed last year – no changes APPROVED
10.7	Teacher's Appraisal Policy
	Model DCC APPROVED
17.	Date of next meeting: 29th November 2023
	Meeting Closed at: 19:00
	PART 2