

Minutes for Meeting of the <b>Governing Body</b> of <b>Ladysmith Federation</b>					
Date / Time	22 <sup>nd</sup> March 2023 17:30		Location	Ladysmith Junior School	
<b>Attendees</b>	<b>Initials</b>		<b>Attendees</b>	<b>Initials</b>	
Tom Butcher Co-Chair	TB	Co-opted Governor	Annie Fletcher Co-Chair	AF	Co-opted Governor
Mark Wilkinson	MW	Executive Head	Jill Green	JG	LA Governor
Justine Brooker	JB	Co-Opt	Karen Bates	KB	Co-opted Governor
Greg Hawkins	GH	Co-Opt			
James Lee	JL	Co-Opt Governor	Hannah Snowden	HS	Co-opted Governor
Ana Salter	AS	Staff Governor	Andy Thornhill	AT	Co-opt Governor
Sarah Melhuish	SM	Co-opt Governor	James Hewlett	JH	Co-opt Governor
<b>Present</b>					
David Broad	DB	LINS Head of School	Lorraine Carter	LC	SBM
<b>Apologies</b>	<b>Initials</b>				
Richard Goodchild	RG	Parent Governor	Kate DeBurgh	KDB	Parent Governor

**The Meeting was quorate.**

Ref	Discussion, Action or Decision
<b>1.</b>	<b>Apologies for Absence</b>
	Richard Goodchild – working away Kate DeBurgh - work Approved: Absences approved by Governors
<b>2.</b>	<b>Declaration of Pecuniary Interests invited and declared</b>
	No interests declared
<b>3.</b>	<b>FGB Minutes from meeting 30.11.22</b>
	Minutes were agreed by FGB and signed by co-chair.
<b>4.</b>	<b>Finance and Resources</b>
	Documents shared: LINS Benchmarking LJS Benchmarking SFVS LINS SFVS LJS Contract register SLA Ladysmith Federation HCSS Budget Dashboard – 23/24 HCSS Income & Expenditure report – 23/24 FRS Federation School Budget Share FRS Federation Capital

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	<p>Finance questions from Governors:</p> <p><b><u>James Lee</u></b></p> <p><b>Finance:</b></p> <p>LINS being in the top 20% of similar schools for spend on supply staff and education support staff - is this due to current pupil population or some other reason?</p> <p>Benchmarking is based on last year before the restructure so TA s were on more hours from April to August. Hi Supply is down to staff absence.</p> <p>Reducing pupil numbers over the next few years for LJS budget - is there a reason for the reducing numbers?</p> <p>We had a very low year 3 last September so that also has to work through the year groups. We have been advised by county that pupil numbers will continue to drop until 2030</p> <p><b>Benchmarking:</b></p> <p>LINS dashboard:</p> <p>Our teaching costs are in the lowest 20% but high supply and support staff. Expect this is a balance (i.e. higher teaching costs would reduce supply/support costs) and also I recall down to the relevance of the benchmark schools?</p> <p>One teacher on long term supply(RC) through Exeter Supply partnership therefore teaching low / supply high. High absence levels adds to supply costs.</p> <p>Was surprised our teaching ratio was high and that (probably linked) our average class size was high. Linked</p> <p>In the detailed reports self-generated funding was in the lower half, not overly sure what this refers to, is there anything we can do here?</p> <p>Reduced lettings income due to the Learning Institute leaving. Will be further reduced on this year's benchmarking as Baby room has left</p> <p>LJS</p> <p>Average teacher cost showing as lowest 20% when everything else was broadly in line and so I couldn't quite follow their maths here.</p> <p>High number of MPS compared to UPS this may explain lower costs than comparative schools.</p> <p><b>SFVS:</b></p> <p>The commentary refers back to 21/22 just to confirm this is the correct period it is covering?</p> <p>Yes, latest set of benchmarking data available</p> <p>As highlighted whistle blowing is from a while ago</p> <p>This is being updated at this meeting</p> <p><b>Contracts register review:</b></p> <p>Hygiene services - any opportunity to combine with cleaning at some future point if any synergies?</p> <p>Hygiene services are PHS collection of sanitary bins and needles bins</p> <p>Wessex water chiller lease - confirm lease for only 3 months?</p> <p>Should have read 3 years - apologies</p> <p>Thirsty work - do we still pay this?</p> <p>Yes, cooler in LJS</p> <p><b>Budget:</b></p> <p>Deficit of £373k by year 3, I haven't had the time to drill into the movements so would be good to discuss how we can mitigate this and if I have read it correctly? Will try and do more work on this but wanted to get questions to you.</p> <p>Mark and I will explain in more detail at governors meeting. Please note that the pay offer for support staff (£1,925 pro rata, the same as last year) for 23-24 adds £92k to the budget from April 2023. This was unexpected.</p> <p><b><u>Tom Butcher</u></b></p> <p>To clarify, did we manage to increase the surplus this financial year? If so, what has caused that?</p> <p>The budget papers you have show an underspend in year of £33K. This WILL change! This is due to:</p>

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	<ul style="list-style-type: none"> <li>In recent weeks I have moved spends from SBS to Capital for some ICT, Furniture and Buildings invoices. When we set the budget we had estimated the cost of the nursery conservatory to be much higher than it was. Therefore our Capital cost centre was healthy and we were struggling to balance SBS. Transferring the funds put SBS in a much better place for balancing the budget in year 2.</li> <li>We have received many donations. In February alone we received £4,500 in donations from the English Hub (£3,600) to support RWI and CPTT (£1,100) as contributions towards trips. The surplus has and will change again between today and the end of March as we may have more staff absence to cover, overtime costs that I am not aware of and we have outstanding orders that if delivered will be paid from this year's budget.</li> </ul> <p>I can see that the revenue is actually dropping over the next few years associated with lower pupil numbers - what factors have been considered in these predictions?</p> <p>Pupil numbers have reduced throughout the year as pupils move on to other schools. Numbers for current year are taken from the January census but where pupils have left us and numbers have reduced I have used these numbers for the next year and not assumed we will fill those places. Our recent ofsted may impact on pupil numbers.</p> <p>To what extent do we actually have to square the year 3 budget - given this takes account of increases in cost (including negotiated pay rises), but assumes that there will be zero additional funding? I can't imagine that there are many schools carrying the kind of surplus that we are at the moment, so we must be in a better position than most.</p> <p>My understanding from our Finance Office is that none of his schools can balance in year 3. There is an assumption that we will receive extra funding in year 3 but we have nothing from county to confirm that or work with. We should aim to balance in year 2, however we are seeing more EHCP come through with very little funding so managing staffing is an issue which will be discussed this evening.</p> <p>Discussion amongst governing body suggested that we submit the budget with the deficit, expecting a call from FIPs saying that we need to make further cuts.</p> <p>Cleaning contract may not go ahead as Norse have changed their offer, reducing the service but keeping the cost.</p> <p>Service cost for catering has risen from £10,000 to over £19,000. Lorraine has reduced this to 40% increase and MW is meeting to attempt to further reduce this.</p>
<b>5.</b>	<b>Health and Safety Review</b>
	3-year Health and Safety Review was completed with Mark Wilkinson and Andy Hawkins by DCC. A few action points – mainly about updated training that has lapsed since Covid on Fire risk assessment, asbestos training and display screen assessments for admin staff. All other documents and protocols were in place.
<b>6.</b>	<b>Governor Visits / Reports</b>
	<p>SEND governor visit report shared with LW but to be shared with FGB</p> <p>Safeguarding governor visit report shared with FGB</p> <p>Moving forward, Richard is going to have an oversight of EAL across the Federation as well as Medical inclusion within SEND.</p> <p>Hannah Snowden met with MW regarding the revision of the behaviour policy.</p>
<b>7.</b>	<b>Governor Training</b>
	<p>List any training attended by governors:</p> <p>Safer recruitment training undertaken by Annie Fletcher.</p> <p>Introduction to primary curriculum attended by Justine Brooker.</p> <p>L2 safeguarding training attended by Hannah Snowden.</p>

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<b>8.</b>	<b>Governor skills matrix</b>
	This was shared with governors before the meeting. Governors have been asked to complete and send to Greg who will collate and look at an overview of governor skills. Greg to send out a blank copy.
<b>9.</b>	<b>Policies:</b>
<b>9.1</b>	<b>Federation Behaviour Policy</b>
	MW has met with Hannah S and there is further work to do on this.
<b>9.2</b>	<b>Admissions</b>
	LINS/ LJS approved October draft – no changes Nursery Admissions Policy: Approved (DCC model)
<b>9.3</b>	<b>Recruitment and Selection Policy</b>
	DCC Updated model. Approved.
<b>9.4</b>	<b>Managing Sickness and Absence</b>
	DCC updated model. Approved.
<b>9.5</b>	<b>Federation Charging and Remissions Policy</b>
	No changes from last year. Approved.
<b>9.6</b>	<b>Federation Lettings Policy</b>
	No changes. Approved.
<b>9.7</b>	<b>Federation Data Retention Policy (Federation Record Retention Annual Review Checklist and Record Retention Schedule)</b>
	No changes. Approved.
<b>9.8</b>	<b>First Aid Policy</b>
	Updated qualifications now included. Approved.
<b>9.9</b>	<b>Federation ECT Policy</b>
	Personnel governor to become ECT governor. Approved.
<b>9.10</b>	<b>Staff Code of Conduct</b>
	Approved.
<b>9.11</b>	<b>Whistleblowing policy</b>
	DCC updated model. Approved.
<b>9.12</b>	<b>Children with Health needs who cannot attend school</b>
	No changes from last year. Approved.
<b>9.13</b>	<b>Designated teacher for looked after children</b>
	No changes. Approved.
<b>9.14</b>	<b>Equality Objectives</b>
	Need to be agreed every 4 years. Further work needed.

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	Developing it into a 5-sentence statement. Child friendly objectives to be developed by Ana and Sarah in consultation with wider staff. Ana to ask for feedback from LINS staff and consider consulting school council representatives.
<b>9.15</b>	<b>SLA – Federation</b>
	Governors approved services for schools 2023-2024.
<b>10.</b>	<b>Date of next meeting:</b> FGB: Tuesday 9 <sup>th</sup> May 2023 – Infant School @ 5:30pm
	<b>PART 2</b> <b>Ofsted feedback discussion – confidential part 2 minutes taken.</b>
	<b>Meeting Closed at: 7:20pm</b>

Signed.....

Dated:.....