

# Ladysmith Federation

Minutes for Meeting of the <b>Governing Body of Ladysmith Federation</b>					
Date / Time	Tuesday 9 <sup>th</sup> May 2023		Location	Ladysmith Infant and Nursery	
Attendees	Initials		Attendees	Initials	
Tom Butcher Co-Chair	TB	Co-opted	Annie Fletcher Co-Chair	AF	Co-opted
Mark Wilkinson	MW	Exec Head	Sarah Melhuish	SM	Co-opted
Justine Brooker	JB	Co-opted	Karen Bates	KB	Co-opted
Greg Hawkins	GH	Co-opted	Kate DeBurgh	KD	Parent
James Lee	JL	Co-opted	Hannah Snowden	HS	Co-opted
Ana Salter	AS	Staff			
Present					
Dave Broad	DB	LINS Head School	Neil Williams	NW	LJS Head School
Lorraine Carter	LC	SBM			
Apologies	Initials				
Richard Goodchild	RG	Parent	Andy Thornhill	AT	Co-opted
James Hewlett	JH	Co-opted			

**The meeting was quorate**

Ref	Discussion, Action or Decision
<b>1.</b>	<b>Apologies for Absence</b>
	Richard Goodchild – work Andy Thornhill – work James Hewlett - childcare 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 22.3.23</b>
	Minutes were agreed by FGB and signed by co-chair.
<b>4.</b>	<b>Finance and Resources</b>
	Governors were given the following documents: <ul style="list-style-type: none"> <li>• HCSS Budget Dashboard – 23/24</li> <li>• HCSS Income &amp; Expenditure report – 23/24</li> <li>• FRS Federation School Budget Share</li> <li>• FRS Federation Capital</li> </ul> They approved the budget and Appendix A of the Finance Policy Governors were given an update on the cleaning contract in that we have accepted the quote and Norse are in the process of trying to recruit for the Infant school.  <a href="#">Action: Staffing Structure to be agreed at next meeting</a>  The following questions were asked about finance:

## Finance

### James Lee

There's a suggestion to try to make savings in year 3 - how practical is this and has there been any thought as to how?

I think that instead of savings we need to look at income.

Possibly a rent increase for FISH, hasn't been reviewed for 3 years. Maximising rental income and increase in charges for pupils' meals possibly. We also need to change the attitude to spending so that budget holders spend what they need instead of just spending their allocations.

### Tom Butcher

I was surprised (happily) to see that the budget outturn for FY22/23 was 52k below budget- is there a particular reason for this? Is it additional revenue, or a lack of spend in a particular area. I tried to work through the sheets, but nothing is sticking out.

Additional income from the English Hub for RWI received throughout the year and includes a further £3K additional income in March

Savings on Covid catch up as additional learning support came from additional funds to support RWI. We exceeded the amount of tutoring required to secure the funding and so we were able to keep 100% of the funding allocated.

The conservatory ended up costing less than originally allocated so I was able to move some spends on ICT hardware and furniture from SBS to Capital, in line with the spending constraints for capital expenditure.

### Andy Thornhill

2022 budget outcome.

Firstly, to say that being within 3% (100k variance from over 3m of revenue) over the year we have had is great.

As Tom says it would be good just to get a summary from Lorraine as to how the underspend came about as it does look to be a lot of small things but any insight would be helpful and how this may impact future years?

As above

### Budget

All seems sensible subject to the other questions already asked and some from me:

There are 2 line items in SEN funding that are only present for 23-24 totalling c £47k, would there be any reduction in costs associated with these stopping?

Summer term funding for pupils who will be leaving at the end of July. Year 2 funding has been included in the line LJS September to March.

Elec & Gas, I noticed we were under budget on Gas last year. Just want to check this is inline with current spending?

The budget for Gas and Electricity for last year was our best estimate and we looked to be on track until the last 4 months when costs escalated. I have increase the budget for both Gas and Electricity for 23-24.

Lorraine's comments on looking to income to balance the budget makes sense to me. Is there any additional income we could generate from the estate during evenings or holidays?

We will look to increase rental charges for existing lettings and promote the use of premises for additional lettings. We will need to look at increasing the costs of school meals but also mindful that, in part, Norse calculate their management fee using the costs of meals that we charge parents.

TB also asked if Devon agree with the assumptions made around the budget – LC replied that they do and budget was worked on with DCC finance

Action: Look at ways to promote rental space of community room MW/LC/DB

Revisit FISH rental payments MW/LC

5.	Headteacher Report
	<p>Headteacher Report was shared and included:</p> <ul style="list-style-type: none"> <li>• OFSTED feedback at LINS</li> <li>• School Improvement Update</li> <li>• Data Feedback</li> <li>• Attendance</li> <li>• Safeguarding update</li> <li>• Health and safety audit report</li> <li>• GDPR Audit report</li> </ul> <p>The following governor questions were asked and answered:</p> <p><b>Headteacher Report</b></p> <p><b>James Lee</b></p> <p><b>Ofsted:</b></p> <p>The 'Ofsted action plan' - is this complete now (I think you were finishing the fine detail on the copy shared at last FGB) and, if so, could it be shared again? If not, is there a timeframe?</p> <p>I'm sure it will come up, but any update on Ofsted report being published?</p> <p><b>No update on final report release date.</b></p> <p><b>Dave is currently holding a series of meetings with LINS staff to get their views and feedback around the issues raised with Ofsted. We have decided to wait to add in any staff ideas about the way forward.</b></p> <p><b>Pupil outcomes:</b></p> <p>Pupils meeting ARE - year 1 SEND figures of 0% for reading and writing - is this concerning?</p> <p>Difference between disadvantaged/SEND cohort and rest of year for year 1 looks quite large - any particular reason for this?</p> <p><b>This is a small cohort with very high needs.</b></p> <p>Reflecting on Ofsted feedback about not doing enough for these groups, is there anything we can be/should be doing more?</p> <p><b>We have just had a 2-day SEND audit and will be taking recommendations from the advisor once the report is through. General feeling is that we need to revisit target setting with teachers and get back to SMART targets for pupils that can be focused on through quality first teaching. We also need to look at the make up / job allocation within the SEND team to ensure that there are clear roles and responsibilities to avoid cross over and promote accountability.</b></p> <p>Year 2 figures look to be ahead of the national average results which should be acknowledged and celebrated.</p> <p>Similar to year 1, year 5s disadvantaged/SEND cohorts seem to be behind over years - is there any particular reason for this?</p> <p><b>Some very specific needs in the cohort which have impacted results. However, a number of SEND pupils have been targeted through LJS bottom 20% approach and should show an improvement over time. ARE pupil who was SEND has also left.</b></p> <p><b>Pupil attendance:</b></p> <p>LINS figures for SEN and child protection attendance rates look down quite a bit on last year? Are there reasons for this?</p> <p><b>Cross over between the 2 groups and children with specific SEND needs including part time timetables.</b></p> <p><b>Staff survey results:</b></p> <p>Apologies, I don't know total staff numbers - what's the response rate %?</p> <p><b>LINS – 42% LJS – 61%</b></p> <p>LINS - drops in 'staff feeling proud' and 'pupils are safe' - is there any qualitative feedback as to these results?</p> <p><b>'Pupils are safe' most comments are related to staff ratios / SEN needs</b></p>

'Staff feel proud' no qualitative comments  
LJS - results looks positive.

**First aid:**

I see there's a defibrillator at LJS, any plans for one at LINS?  
Waiting to see if allocated one through the government funding scheme. We currently rent the one at LJS (2 years) and then will purchase it.

**Tom Butcher**

Similar question/comment to James I think, it is great to see some good progress in the numbers of pupils at ARE between Spring and Autumn term and this should be celebrated. I see we are still a little behind the 21-22 averages, is there a factor at play here? i.e. how do our numbers of SEND/Disadvantaged compare to other schools?

I do not have a comparison to other schools. Whilst we are still slightly behind 2021-22 national figures at the spring term measure, we are currently looking at an improvement on last year's end of year data for maths and reading and hopefully writing with a final push on this after this week.

Also echo James' question on whether we should be concerned about some of the SEND performance levels compared to averages particularly at yr1, although I do note some small sample sizes. As above

Pleased to see a couple of additional clubs on the list for the Infant School (Lego and Multi skills)

Would it be useful to talk through the staff survey results - particularly for LINS? I appreciate that this was done pre-OFSTED, there seems to be a lot of information in the report which might be useful to talk through as a governing body?

Yes. Discussion to be had at FGB.

Action: SLTs to look at ways of responding to staff surveys. Staff working group to look at and seek solutions to concerns as a possibility.

**6. School Improvement Plan Update / Governor Visits / Reports / Governor subject roles**

Reports were shared from Governor Visits:

- SEND Report / SEND audit visit
- School improvement visit
- SCR check LINS

SEND audit has taken place – HS attended feedback and the report will be sent to school in a few weeks.

Action: SCR – full staff check to be completed annually in Autumn 1. (KD)

Following the LINS Ofsted, to support Justine in her role as curriculum governor, it was felt that some other governors could take on specific subject responsibilities in order to be able to meet with curriculum leads etc.

The following subject roles were discussed:

English	Justine
Maths	Tom
Science	Kate
Computing	Richard
PSHE	Hannah
PE	James H
Geography	James L
History	Justine

	RE	Sarah
	Art	Karen
	Design Technology	Karen
	Music	Annie
	MfL	Greg
	Outdoor Learning	James H / Kate
	<p><b>Action:</b>  <a href="#">MW - Share the list of staff curriculum leads and contacts for each school.</a>  <a href="#">JB - Prepare a crib sheet to assist governors in curriculum discussions.</a></p> <p>TB said it would be helpful if we explained to staff what we are doing and why. Do you think that Neil and Dave could do this during a staff meeting?</p> <p><a href="#">NW / DB – Share curriculum governor plan and reasoning behind it with staff.</a></p>	
<b>7.</b>	<b>Governor Training</b>	
	List any training attended by governors:	
<b>8.</b>	<b>Governor skills Matrix</b>	
	<p>All governors have been asked to complete the skills matrix and return to Greg Hawkins before this meeting. The skills matrix overview was shared with governors prior to the meeting.</p> <p>Feedback from GH: Audit shows that we are compliant and that have strength across the board. However, does show that we are over reliant on a few individuals for financial input. Some governors are still to complete.</p> <p><b>Actions:</b> <a href="#">All governors to complete</a>  <a href="#">NW to set up governor access to the National College website for governor courses and CPD</a>  <a href="#">Some governors needed to undertake additional safer recruitment training.</a></p>	
<b>9.</b>	<b>Governor Website Information</b>	
	<p>New recommendation that governor diversity information is published on the website  Discussion / decision: Inconclusive – wait to see examples from other schools and make a decision at FGB in 2023/24</p>	
<b>10.</b>	<b>Policies: -</b>	
<b>10.1</b>	<b>Federation Behaviour Policy</b>	
	<p>MW / DB have met with LINS staff to discuss behaviour feedback following the Ofsted report and the behaviour specific improvement point on the report. MW is continuing to work on the updated policy. The federation will be adopting the ‘Ready, Respectful, Safe’ behaviour ‘rules’ and will build a behaviour curriculum that underpins it – much of this is in place already but needs to be cohesively brought together.</p>	
<b>10.2</b>	<b>Equality Objectives</b>	
	<p>Staff have not responded to consultation  <b>Action:</b> <a href="#">DB and NW to support process at staff meetings</a></p>	
<b>10.3</b>	<b>Federation Exclusion Procedures</b>	
	APPROVED	
<b>10.4</b>	<b>Self-Injury Policy</b>	
	<p>Comments made by James Lee on the policy. These were responded to by MW.  Further work needed. To be reviewed at next governors</p>	

	Action: MW to find guidance that confirms that self-injury is not recommended to be taught to all at primary school.
<b>10.5</b>	<b>Managing Sickness and Absence Policy</b>
	New Devon Model policy. APPROVED
	<b>Date of next meeting: 28.6.23</b>
	<b>Meeting Closed at: 7:30pm</b>