



Meeting of the **Local Governing Body** of **Stottesdon CE Primary School** held in school on **Tuesday 27th February 2024 at 4.00pm**

MINUTES

Present	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	
In attendance	Gill Bradley (left at 4.28pm)	GB	Trust Head of Finance, Business & Operations
	Viv Hulme (left at 4.28pm)	VH	Estate, Facilities & IT Infrastructure Lead
	Hannah Coleman	HC	Governance Professional
Apologies	Apologies had been received from Dan Middleton (DM).		

Ref.	Minute
1.	Welcome, prayer and apologies
a)	RD welcomed all to the meeting and CT led the prayer.
2.	Declarations of Emergency AOB
a)	There were no declarations of AOB.
3.	Declarations of Interest (not previously declared)
a)	There were no further declarations of interest made.
4.	Governance
a)	There had been no recent governor training.
5.	Finance, business and operational organisation
a)	The Trust Head of Finance report and financial statements were received: <ul style="list-style-type: none"> i) The budget was 5 months into the year. Income was on track. The Free School Meals was over due to additional pupils taking it over expected however this balanced with the equivalent expenditure line. There had also been a generous donation from FOSPS. ii) The overspend in the staffing lines was due to staff absence and cover but the internal insurance scheme had covered this in full. The non-salary costs eg training were on track. iii) The Family Support Worker was currently funded by the Trust. The school had used part of her allocated time. iv) The RAAC survey costs had been claimed and would be received in due course. v) Cleaning was significantly over and hygiene demands remained high. There had been contact with Public Health Shropshire due to a peak in sickness cases. <p>Q1. Could costs be saved by purchasing materials in bulk and distributing across the Trust? Purchasing was being reviewed and monitored and there was the potential to purchase materials centrally. The logistics of delivery to each school would need to be explored.</p> <ul style="list-style-type: none"> vi) The statutory compliance grant application was funded in line with the pilot scheme. vii) The planned actions on school improvement were budgeted for eg safeguarding and curriculum. viii) The new cloud telephone system had seen an initial expenditure. ix) Overall, expenditure was on track. x) The DFC instalment was due in March. This would go towards the new gate and the completed roof works. The remainder would go on school refurbishment. xi) Trust-wide, a new risk was cash flow due to the increased use of reserves. xii) All staff were receiving refreshed contracts. This did not include any amendments to terms and conditions but was to bring all contracts in line. xiii) Pupils had engaged in the new food menu ideas and this had fed into the new Food Policy.



6.	Trust estates, facilities and IT infrastructure
a)	<p>The Trust Estates, Facilities & IT Lead report was received:</p> <ul style="list-style-type: none"> i) Statutory compliance had been reviewed during the first term and any issues highlighted. ii) There was no RAAC identified. iii) The Estates Team was active in completing tasks eg emergency lights, electrical equipment, heating and pest control. iv) The leaks in part of the roofing had been fixed over half term. A CIF bid had been submitted. v) A business development plan was being drafted and this would identify priorities. vi) Carpet installation was imminent in order to meet the needs of a pupil and the arrangements for the gate refurbishments were ongoing. vii) The photocopier contract had gone out to tender and the new photocopiers were due to be delivered next month. viii) A site visit from the DfE was scheduled this week. ix) The Estates Team were completing training to upskill eg electrical work and replacing LED lighting. This would save on contractor costs. x) The 5-year electrical survey quotes were being sought. xi) An ICT audit of compatibility had been carried out in readiness for upgrades. xii) It was commented that the members of the Estate Team were considerate during their visits and this was greatly appreciated. <p>GB and VH were thanked for their reports and updates and they left the meeting at 4.28pm. There were no further premises updates.</p>
b)	
7.	Minutes and matters arising (not otherwise on the agenda)
a)	The minutes of the LGB meeting held on 23 rd January 2024 were agreed.
8.	Governor activity and monitoring school performance
a)	<p>The following link governor visit reports were received:</p> <ul style="list-style-type: none"> • Pupil Premium 31st January – there was c£46k per year for PP and the Sports Premium. The funds were very effectively deployed eg TA support which supported inclusive learning within the classroom. There was an MIS report which evidenced the afterschool engagement for the disadvantaged groups. • Computing 21st February – the report was awaited. • Humanities – due 8th April. • EYFS – due early summer.
9.	Feedback from Director
a)	The summary note from the Board of Directors meeting held on 5 th February was received. The Family Support Worker had been very well received and the workload was significant. Since the meeting, a date had been arranged with the local councillors to discuss the lack of capacity in children's services in the county. The collaboration with another MAT was supporting Lacon as a secondary school peer which was having a positive impact. The catering budget was in deficit partly due to staffing absence but recruitment had begun. The next meeting was scheduled for 18 th March.
10.	Policies and other documents
a)	There were no Trust policies to note.
b)	There were no local policies due for review.
11.	Discretionary actions taken by the chair or vice-chair
a)	There had been no actions taken.
12.	AOB
a)	Chair succession planning was discussed and it was agreed to place this on the next agenda. It was further agreed to seek a new community governor and move with recruitment.
13.	Date of next meetings
a)	The date of next meeting on Tuesday 7 th May 2024 at 4.00pm in school was noted. Leo Castledine, Chair of Directors, would be attending.

The meeting closed at 4.57pm.



Signed:

Date: 16/5/24