



## MINUTES

- BOARD:** Full Governing Body
- SCHOOL:** Wood End Primary School
- DATE:** 2 July 2024
- TIME:** 4.15pm to 6.10pm
- VENUE:** Wood End Primary School and Remote
- ATTENDED:**
- |                       |                                |
|-----------------------|--------------------------------|
| Matthew Jeatt (MJ)    | - Trustee (Chair)              |
| Ian Greeves (IG)      | - Staff Governor               |
| May Sule (MS)         | - Trustee                      |
| Charity Jones (CJ)    | - Parent Governor in the Chair |
| Warner Stainbank (WS) | - Headteacher                  |
| Julie Evans (JE)      | - Trustee                      |
| Beth Parker (BP)      | -Trustee                       |
- ALSO PRESENT:**
- |               |                               |
|---------------|-------------------------------|
| Ayushma Arya  | - Prospective Parent Governor |
| Kevin Bhambra | - CFO                         |
| Sarah Lindsay | - Bursar                      |
| Denise Hark   | - Judicium Clerk              |

**QUORUM:** 4 Trustees (one third of governors in post).

[Meeting Folder](#)

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked \* are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	<b>Welcome:</b>
1.1	CJ welcomed all to the meeting. WS introduced Mrs Arya, prospective parent governor.



1.2	It was requested that the Finance item be taken at the start of the meeting to allow KB and SL to leave the meeting after the item.
2	<b>Procedural items:</b>
2.1	<b>Apologies for absence</b> Apologies for absence were received from Taya Sturge and Beth Parker had sent her apologies that she would be late for the meeting.
2.2	<b>Confirmation of Quorum</b> The meeting was confirmed as quorate. Quorum is four.
2.3	<b>Declarations of interest for this meeting</b> No pecuniary or personal interests were advised for any agenda item for this meeting.
2.4	<b>Confidentiality Statement:</b> All matters discussed during the meeting are confidential until the Minutes have been approved. Any items recorded in the Confidential Part II Minutes remain confidential after the Part II Minutes have been approved.
8	<b>Finance Matters</b>
8.1	<b>Approval of budget 2024/25 and 3-year plan</b> SL and KB had met regularly to ensure that the budget presented would be in surplus.
8.2	KB reported that the initial draft budget had been sent to governors a couple of weeks ago for questions following the SRFM Committee meeting. No comments had been received from governors.
8.3	The budget has moved to an improved position although it is still very tight.
8.4	Income for the first year of the budget had been based on the funding letter and was based on actual pupil numbers. There had been some changes to some of the funding elements and this is all mapped to the CFR codes.
8.05	The teachers' pay grant and the teachers' pension grant are all included in the 101 code.
8.06	Income figures for years 2 and 3 are the best estimate based on an ASCL document – Finance Matters.
8.07	The upcoming years reflect changes in pupil on roll numbers which have some of the lower number groups leaving the school. The budget for 2025/6 shows an additional 6 pupils and for 2026/7 is an additional 16 pupils. By that point the school should be nearly full.
8.08	SL reported that some items had been recoded including I12 Contributions to educational visits also including full-time charges for nursery which had been moved from the school meals code.
8.09	Line I09 catering is zero because there is no catering income because of the universal free school meals.
8.10	Q: Why do lettings reduce from £80k in the first year to £25k in the following 2 years? A: This is because of the cessation of Ealing recharges re the John Chilton building. A moderate amount had been included in this line as the school would no longer have the Key Stage 2 hall to hire out.



8.11	Expenditure has assumed a 3% increase for teachers' pay. The annual award for non-teaching staff, due from April has not yet been agreed. The government had made an offer, and this was now being negotiated.
8.12	The budget has allowed for a salary uplift where staff are moving up the scale.
8.13	Long-term sickness absence insurance from Ealing is now in a separate heading.
8.14	The school uses the ASCL guidelines for 3-year budget assumptions.
8.15	E12 building maintenance for 2024/5 includes expenditure incurred by the school on behalf of Ealing. This could end up being higher.
8.16	The maintenance of the kitchen equipment would now be covered by the new catering contract.
8.17	New boilers have been installed which show greater efficiency and there would also be new energy providers from September. The school would only be paying energy costs for the Key Stage 1 site.
8.18	E18 Other occupancy costs include security services. This would be lower than this year as the Chubb contract would be moving to John Chilton.
8.19	E19 Learning resources includes £4k for the OPAL resources which would be used by the SMSAs to improve behaviour at lunchtimes; £2,700 for the Talk for Writing resources and a new PE scheme.
8.20	30 pupil Chromebooks for pupils and 15 for staff would be offset by Devolved Formula Capital.
8.21	The initial start-up charges for catering supplies would be higher in the first year.
8.22	There is one agency TA who is providing one to one support.
8.23	KB noted that this had been a very challenging year financially with the in-year surplus this year being just £5, however, budget growth has been evidenced for years 2 and 3.
8.24	Q: Why did the budget for cleaning and caretaker showing expenditure of 358% in November 2023? A: Last year's budget had been considerably underestimated. There had not been any unusual purchases.
8.25	KB reported that expenditure for non-staffing codes have been reviewed and if comparing this year to next year it should be amended to reflect actual spending.
8.26	Q: Is the allocation of £15k for cleaning and caretaking at the right level this year? A: Some of the percentages had not been fully calculated in the Management Accounts. SL would look into this.
8.27	Q: As we are hoping to have less reliance on supply teaching why have we still got one agency supply TA? A: It was challenging to recruit. There had been 3 supply staff over the year but there is only one at the moment. One member of agency staff would transfer to the school's employment in January 2025. There would be a finder's fee of £7,000 to be paid by the school if they transferred earlier.



8.28	The Chair noted that the £3k surplus at the end of the third year was very tight. He added that he hoped that this would settle down, but greater surpluses needed to be reported.		
8.29	Q: Is there any way that the school could increase income from charity donations? A: (WS) This is difficult but it could be looked into. The school would need to look at additional income areas. The amalgamation had taken up a lot of time this year, but additional income sources would be looked at going forward.		
8.30	SL added that the school could explore bidding for smaller grants for individual projects.		
8.31	The budget was formally <b>APPROVED</b> .  <i>KS and SL left the meeting at this point (5.00pm)</i> <i>BP joined the meeting at this point.</i>		
8.32	<b>Approval of PE and Sports Premium Report</b>		
8.33	WS reported that the final report was not yet available. Year 6 were currently completing their final swimming assessment.		
8.34	The PE and Sports Premium Report would be shared with governors at the end of term. <b>Action: WS to share the PE and Sports Premium report with governors.</b>		
3	<b>Governor Membership</b>		
3.1	The following vacancies were noted: one parent governor and 2 trustees		
3.2	WS reported that the intention was that Mrs Arya would join the board as parent governor next term. Marcel Jones would join the governing board in September as a Trustee.		
3.3	This was the last meeting for CJ who would be leaving at the end of term. MJ noted that CJ would be greatly missed and thanked her for all her help and engagement, particularly noting the amount of work she had carried out on the amalgamation of the two schools.		
3.4	CJ commented that she would like to stay connected to the community.		
4	<b>Any other business:</b> There were no items of Any Other Business raised.		
5	<b>Minutes:</b> The minutes of the previous meeting on 22 May 2024 were <b>AGREED</b> . <b>Minutes of the FGB meeting of 22 May 2024 to be signed on Governor Hub.</b> <b>ACTION: MJ</b>		
6	<b>Matters Arising:</b>		
	<b>Item</b>	<b>Action</b>	<b>Actionee</b>
	4	Minutes of FGB meeting on 22 February to be signed on Governor Hub	MJ
	9.3	WS to send out proposed dates for the Curriculum & Achievement Committee and the Behaviour, Ethos & Welfare Committee	WS
			<b>Status</b>
			ONGOING
			ONGOING



11.7	WS to invite governors to the SDP planning event. This had not yet taken place, but would be arranged with the new SLT in September.	WS	ONGOING
<b>OUTSTANDING ITEMS</b>			
5 (4.7.23)	MJ to complete Safeguarding training. All governors would be required to complete Safeguarding Training in the autumn term.	MJ	ONGOING
7	<b>Correspondence:</b> The Chair reported that he had not received any formal correspondence.		
9 9.1 9.2 9.3 9.4 9.5 9.6 9.7 9.8	<b>John Chilton Building Occupancy:</b> The Head Teacher reported that the plan is to move out of the Key Stage 2 building in January 2025. The work is slightly behind schedule. The building will continue to be shared in the first term with John Chilton taking on some of the costs. They will take over a number of the contracts which are due to expire in September and they will charge Wood End accordingly. The school is going through TUPE arrangements for catering as this would be provided by ISS. They would be catering for all from the Key Stage 2 kitchen for the first half term, expecting to move not the new kitchen from October. TUPE meetings held been held this week to see if staff are willing to transfer to the new provider. As there are currently two Lead Cooks this would need to be managed. Menus would be sent out to families shortly. Q: Will the school cater for John Chilton long-term? Why are they not using their own kitchen? A: (WS) It is cost-effective to use one kitchen. They will pay a small charge for electricity. There would be two moving days in January 2025 for everyone to move into the building. John Chilton would start their building work and move in during September 2025. The schools would be totally separate, but WS added that the school would want to continue working with them as the staff and leadership of the two schools had started to work more closely together.		
10 10.1 10.2	<b>Headteacher's Report:</b> Governors had received and reviewed the Headteacher's report prior to the meeting, and the report was filed on Governor Hub. WS talked governors through the key points from his Headteacher's report and highlighted the following points: Parental workshops/coffee mornings had continued but some parents had requested that these take place at different times. An online coffee evening was held in response to this, but it had not been successful. A coffee afternoon would be trialled.		



10.3	Governors were invited into school to attend a Science Fair which was due to take place later in the week.
10.4	Other events taking place before the end of term included a Celebrate Learning event, the Year 6 end of year performances and prize-giving celebrations.
10.5	A session for governors with the School Council was planned for 15 July which would give governors the opportunity to ask questions,
10.6	Governors were invited to attend the Staff and Governor barbeque which would take place on the last day of term (19 July).
10.7	<p><b>Quality of Education</b></p> <p>The role of subject leader has changed with specific subject leaders all new to their roles. They were becoming more confident in this role and were using pupil voice. They talk to children to find out what the children are remembering.</p>
10.8	There were 3 ECTs this year but there wouldn't be any next year. One member of staff on supply would become a full-time employee but only for one year as they would be moving back to Canada. They would get a mentor as they are in their second year of teaching.
10.9	<p>Q: As the SENCO who is leaving had managed the ECTs would the leadership team provide support for them next year?</p> <p>A: There is no plan in place for them to get additional support as none of them are on a competency plan.</p>
10.10	<p>MJ expressed concern over the Headteacher's previous report to the SRFM Committee about the pressure on the budget and the statement that the school was unable to purchase resources for some children. The SRFM Committee had requested that the budget should be amended to ensure that adequate resources are available for all children. WS confirmed that this has been amended although there are some resources that the school cannot purchase because of the budget. MJ said that he was concerned that the statement implied that resources are available to most but not to some and this does not fit with EDI objectives. WS noted that the school needed to be mindful of the resources available and these were a challenge. Alternative resources may be given where appropriate.</p> <p><b>Action: WS to provide the section of the SRFM report to all governors.</b></p>
10.11	MJ suggested that the school should consider innovative ways of raising additional funds to ensure that additional support can be provided so that all children can reach their full potential.
10.12	WS noted that the statement had referred to the need to develop Early Years outdoor learning provision. They have only been allocated what they need at a particular time. MJ commented that governors are aware that Early Years needs to be developed over time, but they must have the resources to enable their progress. WS gave an example saying that the school cannot afford to purchase scooters for outdoor play so other sources are being investigated.
10.13	<p><b>Attendance</b></p> <p>The attendance target was 95% and attendance currently stands at 94.6% or 94.7% without nursery.</p>



10.14	The target for persistent absence was 10%, the actual was currently 14%, however this had reduced substantially from 22% in the previous year. WS noted that huge inroads into this had been made by Parvinder who also carries out home visits.
10.15	Q: What is staff absence like? A: Staff absence has reduced. There is currently one member of teaching staff on long-term sickness absence.
11	<b>Committee Reports</b>
11.1	<b>Behaviour, Ethos &amp; Welfare Committee and Curriculum &amp; Achievement Committee</b> WS agreed to email the minutes from both these committees to governors. <b>Action: WS to email committee minutes to governors.</b>
11.2	<b>SRFM Committee</b> The SRFM Committee had not been quorate so had not met.
12	<b>Strategic Priorities:</b>
12.1	<b>Review of progress of the SDP</b> WS reported on the priorities in the SDP.
12.2	Subject leadership and leadership across all areas and levels would continue next year as this was a two-year plan.
12.3	Work was ongoing around Talk for Writing. A consultant would also be working with staff to develop writing.
12.4	A lot of work had taken place around the vigilance aspect of Safeguarding.
12.5	Work would continue with the Local Authority around the Therapeutic Thinking culture.
12.6	Handover has taken place for the new Deputy.
12.7	There has been support and investment in OPAL, including a training session for lunchtime supervisors.
13	<b>Governor Visits:</b>
13.1	CJ reported that she had planned to visit the school, but Ofsted had been in at the time.
13.2	MS had visited the school and had observed a class assembly.
13.2	CJ said that governors had previously discussed a report template to keep a written record of governor visits. WS agreed to put a template together. <b>Action: WS to put together a governor visits template.</b>
14	<b>Approval of Policies:</b>
14.1	The Disciplinary Procedure had been uploaded to Governor Hub. WS agreed to email the procedure out to governors and invite them to comment. If no questions were received from governors, it will be assumed that the policy is agreed. <b>Action: WS to email the Disciplinary Procedure to governors.</b>
15	<b>Live Risk Register:</b>



15.1	The ongoing building works would remain on the risk register.
15.2	MJ commented that he had witnessed positive behaviour from the contractor giving instructions to a new contractor. He added that his correct behaviour and instructions re Safeguarding had been reassuring.
16	<b>Equality Diversity &amp; Inclusion (EDI):</b>
16.1	The new SLT would plan in an EDI training session for the next academic year.
16.2	MJ noted the conversation earlier in the meeting regarding equity in terms of resources for all children.
16.3	CJ requested that when the SLT meet could they discuss how to include the community.
16.4	CJ noted that one of the sports tournaments had included Boccia which had been helpful in terms of inclusivity.
17	<b>Confidential items:</b> No matters were identified to be recorded under Part II Confidential Minutes.
18	<b>Any Other Business:</b>
18.1	The Chair thanked CJ for all the work she had done for the school through the amalgamation and all the support she had given to staff and governors. CJ commented that she would be interested in an Associate Governor role at some point.
18.2	WS thanked all governors for their time they had put in during the year.
18.3	MJ thanked all staff for working through the difficult challenges and asked for thanks to be passed on from governors to those staff who were leaving at the end of term.
19	<b>Meeting date:</b>
19.1	The following meeting date was confirmed: <b>28 November 2024 at 4pm.</b> The meeting would be held in school. WS noted that this would enable governors to see the progress being made in school. Committees would be held online next year.
	<b>The meeting was closed by the Chair at 6.10pm</b>

## ACTION LOG

Item	Action	Actionee
8.34	WS to share the PE and Sports Premium report with governors.	WS
5	Minutes of the FGB meeting of 22 May 2024 to be signed on Governor Hub.	MJ
10.10	Action: WS to provide the section of the SRFM report to all governors.	WS
11.1	Action: WS to email committee minutes to governors	WS
13.2	Action: WS to put together a governor visits template	WS



14.1	Action: WS to email the Disciplinary Procedure to governors.	WS

### OUTSTANDING ITEMS

Item	Action	Actionee
From 22/5	Minutes of FGB meeting on 22 February to be signed on Governor Hub	MJ
From 22/5	WS to send out proposed dates for the Curriculum & Achievement Committee and the Behaviour, Ethos & Welfare Committee	WS
From 22/5	WS to invite governors to the SDP planning event.	WS