



MINUTES

BOARD:	Full Governing Body	
SCHOOL	Wood End Primary School	
DATE:	4 th July 2023	
TIME:	4.00pm	
VENUE:	Remote Meeting	
ATTENDED:	Charity Jones (CJ) (left 5.28pm) Julie Evans (JE) Ian Greeves (IG) Jayin Hirani (JH) (joined 4.15pm, left 5.32pm) Shagoofa Karim-Samad (SKS) Beth Parker (BP) May Sule (MS) Kumaradas Suppiah (KS) Warner Stainbank (WS)	Vice Chair Headteacher
ALSO PRESENT:	Sarah Lindsey (SL) Carrie Bendix	Bursar Governance Professional

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		Actionee
1	<p>Welcome: Those present were welcomed by the Vice Chair. She said she will be chairing as the Chair has sent his apologies.</p>	
2	<p>Procedural items: 2.1 Apologies for absence Apologies were received from the Matthew Jeatt (Chair) and Magdalena Walc-Ziobro. Jayin Hirani will join the meeting a little late and Charity Jones (Vice Chair) will leave the meeting at 5.30pm. Beth Parker agreed to chair the meeting when the Vice Chair leaves.</p>	



	<p>2.2 Confirmation of Quorum The meeting was confirmed as quorate. Quorum is five.</p> <p>2.3 Declarations of interest for this meeting No pecuniary or personal interests were advised for any agenda item for this meeting.</p> <p>2.4 Confidentiality Statement: The Vice Chair reminded governors that the minutes remain confidential until approved at the next meeting.</p>	
3	<p>Any other business: There were no items of other business.</p>	
4	<p>Minutes: The minutes of the previous meeting on 25th May 2023 were AGREED.</p>	
4	<p>ACTION: To sign minutes of the FGB meeting of 25th May 2023 on Governor Hub.</p>	Chair
5	<p>Matters Arising from the Minutes of 25th May 2023:</p>	OPEN/CLOSED
(6.3) from 1.12.22	<p>To sign the KCSIE 2022 confirmation in GH ACTIONEE All Governors – Complete</p>	CLOSED
(6.4) from 1.12.22	<p>To sign in GH their agreement to abide by Governor Code of Conduct 2022/23 ACTIONEE All Governors – Ongoing Complete</p>	CLOSED
(6.6) from 1.12.22	<p>To advertise the vacant positions on the board with Governors for Schools ACTIONEE Chair – Ongoing CJ offered to assist.</p>	OPEN
(12) from 1.12.22	<p>SEND, Safeguarding and Health & Safety link governors to continue their regular monitoring visits and report to the FGB. ACTIONEE MJ, JE & SKS – Ongoing CJ attended school for the Safeguarding Audit and will report to governors in the meeting.</p>	OPEN
(6.7) from 23.2.23	<p>To complete governor-specific safeguarding training and send the certificate to the Clerk ACTIONEE All governors – Ongoing (MS and MJ to do)</p>	OPEN
(6.7) from 23.2.23	<p>To ensure all governors complete the safeguarding training ACTIONEE Clerk – Ongoing</p>	OPEN
(6.10)	<p>To update the policy review schedule and implement for meetings</p>	OPEN



	ACTIONEE Clerk – Ongoing (the Clerk is waiting for the list of policies which have gone to the BEW and C&A committees since September 2021)	
(4)	To sign minutes of the FGB meeting of 23 rd February 2023 on Governor Hub ACTIONEE Chair - Ongoing	OPEN
(6)	To set KS up on Governor Hub and send him a full induction email ACTIONEE Clerk - Complete	CLOSED
(7)	To speak with the solicitor and the LA regarding the financial proposals for John Chilton’s occupancy of the building and report to governors ACTIONEE Chair – Ongoing (see item 7)	OPEN
(8.3)	To include the minutes of the BEW meeting on 2 nd February 2023 in the agenda for the next FGB ACTIONEE Clerk - Complete	CLOSED
(8.3)	To ensure the EDI standing agenda item is included in FGB and SRFM agendas, and to inform the Clerk to the BEW and C&A committees that she should do likewise ACTIONEE Clerk – Complete (diarised for FGB and SRFM, Clerk to BEW & C&A informed)	CLOSED
(8.4)	To report to governors on the DSL and Governor workshop ACTIONEE JE/Clerk – Complete (on agenda)	CLOSED
(8.4)	To re-share CJ’s Behaviour, Ethos and Wellbeing visit report with all governors ACTIONEE Clerk - Complete	CLOSED
(8.5)	To send the Scheme of Delegation to governors for approval ACTIONEE Clerk – Complete (on agenda)	CLOSED
(8.6)	To send next year’s meeting dates to governors for approval ACTIONEE Clerk – Complete (on agenda)	CLOSED
(9)	To send governors the Staff and Parent Questionnaires’ results ACTIONEE WS - Complete	CLOSED
(10)	To add item 10 to the next FGB agenda i.e. Review of progress on one priority in the SDP ‘To improve the standard of reading and phonics, ensuring they are fully embedded across the curriculum’ ACTIONEE Clerk - Complete	CLOSED
6	Finance Matters: 6.1 Approval of Budget 2023/24 & Three-Year Plan Governors had received and reviewed the Budget 2023/24 and the Three-Year Plan prior to the meeting. WS explained to governors that as the last SRFM committee was not quorate for part of the meeting when the budget plans were being reviewed, the committee was unable to recommend the plans to the FGB. He said there will therefore more detailed discussion of the budget plans at this meeting.	



	<p>WS talked governors through the following key points they should note in relation to the Budget 23/24 and the Three-Year Plan:</p> <ul style="list-style-type: none"> • The budget for 23/24 is showing a small surplus. However, the school is operating at the 'bare bones' of its financial resources and so working within the budget will be a challenge. Staff and governors both need to be aware of this. • The school is forecasting a £65,000 overspend at the end of the financial year 22/23. • Only essential spending for the rest of this academic year will be approved in order to reduce the overspend as much as possible. • A recent SRMA visit did not yield any new suggestions for making savings that the school is not already doing. • Efforts are being made to generate income through letting out the hall. This brings in approximately £1000 - £1500 per month and the summer fair is taking place this year, the first time since pre-pandemic. • There has been a drop in government funding for 2023/24 because the October 2022 census, on which funding is based, reflected two-form entry all the way through the school. • Approximately £90,000 of Extraordinary Factors income has also been lost. This was the funding received in recognition of the amalgamation of the two schools. <p>SL then talked governors through the budget plans in more detail as follows:</p> <ul style="list-style-type: none"> • I01 – Main government funding based on actual figures and includes the Additional Mainstream Grant. • SEN funding is predicted to broadly similar to 22/23. • Pupil Premium – based on actual figures for April 23 to March 24. • I06 Other Government Grant – includes Early Years and Nursery funding. • In line with John Chilton's increased occupancy of the KS2 site, they will be charged for 60% of costs. This is an increase from 20% in 22/23. • Catering income – relates to funding from the Mayor of London for free school meals now extended to KS2 children. £440 per annum per child will be paid to the school. • £8,500 in maternity insurance payments is expected but can only be claimed once the staff members return to work. 	
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- I18c – 2023/24 is the last year the school will be receiving Covid Recovery Funding and income for the National Tutoring Programme.
- Teaching staff – the school has budgeted for a 3% pay increment. Negotiations between the government and unions are ongoing. WS added that the latest government pay offer to teachers was 4.5%, with 0.5% of that being funded. This offer was rejected by the unions. He said that the school has budgeted beneath that figure in order to balance the budget.
- The cost of two maternity cover staff is included in 23/24.
- Support Staff – based on the current pay increment on offer.
- E04 Premises and E06 Catering are reduced in Year 2 onwards as there will be less need once John Chilton are fully established on site.
- E08 Indirect Employee Expenses – the mandatory payment towards the Local Government Pension Scheme deficit.
- Catering Supplies – includes the anticipated additional cost for the KS2 children taking up the free school meals. Extra food, airline trays and cutlery will have to be purchased.

Governors had the following questions:

Q (CJ): Will the school receive the £440 Mayor of London income for all KS2 children or only for those who take up the free school meals?

A (SL): We will only receive it for those who have the free meals. However, our survey suggests that take-up will be high, and the forecasted income is based on those survey results.

Challenge (MS): Can you please explain the variation in Supply Teaching Staff costs over the years?

A (SL): In 2023/24 we have included the two supply staff to cover the maternity leaves. That will be offset by the partial refund of Statutory Maternity Pay we receive. This will be around £14,500.

Challenge (SKS): Does the teaching staff costs account for those staff who are eligible to progress on to the upper pay scale?

A (SL): Yes, we have assumed for budget-purposes that everyone eligible will progress on to UPS.

Challenge (JH): The budgets for 2024/25 and 2025/26 have a notional 3% increase in teachers' pay. Where has this figure come from?

A (SL): Our CFO recommended that we use that figure.



Challenge (JH): Are there any other grants that we can be applying for?

A (SL): There are lots of smaller grants for which schools can apply which are subject-specific.

A (WS): It is something we need to do more. Parents are also willing to support the school through activities and fund-raising events. The SDP for next year will identify projects around the needs of the pupils with which parents can help.

CJ observed that parents do not understand the school's financial difficulties. When they are made aware, they are willing to offer support.

Q (KS): Is the school subject to the climate change levy?

A (SL): No, we are not.

Q (JH): Are we still buying into the sickness and maternity leave insurance next year?

A (WS): Yes, we are.

Governors **APPROVED** the Budget 23/24 and Three-Year Plan.

CJ thanked SL, KB and WS for all their hard work on the budget plans.

6.2 Approval of PE & Sports Premium Report

Governors confirmed receipt and review of the report prior to the meeting.

WS talked governors through the report as follows:

- The PE & Sports Premium is funding for sports and the school has an accompanying action plan which has been shared with governors.
- Not all areas of the action plan have been achieved such as greater involvement in competitions and children leading on activities. Staff absence has been a factor in these areas not being met.
- The children have asked for certain sports to be provided for which this funding is used.
- The school's Sports Partnership offers additional support for staff in the teaching of PE.
- Staff have been upskilled, but the staff survey indicates that there is still more to do in this regard to deliver high quality PE lessons.
- The PE and sports equipment requires further development.



	<ul style="list-style-type: none"> The use of Sports Coaches will continue next year. Two SMSAs resigned and, instead of replacing them, the Sports Coaches will provide planned activities at lunchtime. A new company will be used as they offer a more structured approach. There will be a continuing emphasis on linking with other schools and more competitions with other schools offered. <p>Governors APPROVED the PE and Sports Premium Report.</p>	
7	<p>Feed back to the governing body regarding latest developments and advice received regarding the LA financial proposals relating to John Chilton’s building occupancy:</p> <p>WS reminded governors that at the last FGB it was decided legal advice should be sought regarding the LA’s financial proposals for the benefit Wood End would receive for John Chilton’s occupancy of the KS2 site. WS said that he and the Chair met with a solicitor to seek that advice, but he was not able to help and has put the school in touch with a solicitor who specialises in education and educational land matters. This solicitor is due to visit the school on 10th July 2023 and WS will report the outcome to governors. WS informed governors that it is hoped the LA will be pay for this advice to the school. He said the school needs the backing of lawyers in relation to the financial benefit matter but also in reviewing contracts and documentation relating to John Chilton moving into the building.</p>	
8	<p>Headteacher’s Report: Governors had received and reviewed the Headteacher’s report prior to the meeting.</p> <p>WS began his reporting to governors by inviting them into school for the following events:</p> <ol style="list-style-type: none"> Sports Days for Years 3 to 6 on Thursday 6th July. Activity Passport Graduation at 5pm on 6th July. Celebrate Learning Event on 11th July at 2pm. Year 6 Performances at 10am and 5.30pm on 13th July. Summer Fete on 14th July at 2pm – 4pm Prize Giving on 17th & 18th July. Staff and governors BBQ at 3pm on 19th July. <p>WS talked governors through the following key points from his Headteacher’s report:</p> <ul style="list-style-type: none"> The school has three ECTs for whom it has its own bespoke training programme. The LA is satisfied that the 	



	<p>ECTs are on track to pass Year 1. They will progress to Year 2 of their programme in 2023/24. There will be no new ECTs joining next year.</p> <ul style="list-style-type: none"> • Attendance is at 93.74% against the target of 95%. However, the figure is in line with schools across the LA. The school continues to do all it can to improve the figure. • Persistent absence is 22%, against a target of 12%. There are specific families and children with whom the school is working, and those families have attendance targets. • One suspension took place last week. • There is nine months left for the funding for Ealing Schools Counselling Partnership services. There is uncertainty about the ongoing funding from John Lyons. If this funding is lost, it will be vital to find an alternative. A Run/Walk the Flag fundraising event is taking place where the partnership flag will be carried between all the schools and WS is running the whole route. • It was hoped that the final staff appraisals would be completed in July but there has not been capacity to do so. These will now be done in September and October and governors will be updated in November. • Staff absence has shown some improvement but remains a challenge. • A Peer Enquiry Review was conducted through Ealing Learning Partnership. The focus was on Early Years and Science. There was lots of positive feedback with some areas for improvement. There has been lots of change in Early Years but there is an experienced Reception teacher joining in September. Currently no-one has been appointed to the Early Years & KS1 Lead post but there is one applicant. • A Safeguarding Audit has taken place in which the safeguarding procedures across the school were considered. The auditor met with both staff and children. The report will be shared with governors, once received. Such audits are very important to ensure the school's ongoing compliancy. CJ will report on the audit under item 9.5. <p>CJ asked if the Early Years & KS1 Lead post has been advertised internally. WS replied it has been and the one applicant is an internal candidate.</p>	
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9	<p>Governance Matters:</p> <p>9.1 Governor recruitment update including a Chair for the SRFM committee WS said that there has been no recruitment yet, but this will be a priority for next year.</p> <p>9.2 Election of Ian Greeves as Staff Governor WS informed governors that staff were emailed regarding the vacant position of staff governor. IG came forward and, as no other staff did likewise, IG was elected unopposed to the board. The Vice Chair welcomed IG to the governing body. IG said that he is very pleased to join the board as this is his first experience of being a governor.</p> <p>9.3 Governor Development Plan Update including Skills' Audit Outcomes: It was agreed that this item will be deferred to the next meeting when the Chair will be present.</p> <p>9.4 Reports from the committees</p> <p>1. BEW committee</p> <p>It was agreed this item will be deferred the next meeting when the minutes are available.</p> <p>2. Curriculum & Achievement committee</p> <p>There has been no meeting since the last FGB.</p> <p>3. SRFM committee</p> <p>In the absence of the Acting Chair of the committee, WS informed governors that the committee had reviewed the Budget 23/24 & Three-Year Plan and the assumptions used therein. It had also reviewed in detail the latest set of management accounts, the Internal Audit report for the period of 1st December 2022 to 28th February 2023, and the Headteacher's Report.</p> <p>9.5 Governor Visits</p> <p>1. SEND</p> <p>The SEND Governor visit is to be arranged.</p>	
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	<p>2. Safeguarding</p> <p>CJ informed governors that she had attended school during the Safeguarding Audit to which WS referred in his report. The auditor thought the school was doing a good job with regards to safeguarding. She was impressed that the children were able to respond to her questions and said that it very much stood out that staff are aware of low-level concerns. 90% of the children had responded to the surveys.</p> <p>3. DSL & Governor Workshop</p> <p>JE and CJ said that the LADO presented the workshop and that it focussed on low-level concerns. The requirement for internet filtering in KCSIE 2023 was also discussed. The workshop slides will be shared with governors.</p> <p>9.5 ACTION: To send the DSL & Governor Workshop slides to the Clerk who will post them on GH</p> <p>9.6 To approve the Scheme of Delegation Governors had received and reviewed the amended Scheme of Delegation prior to the meeting. Governors APPROVED the Scheme of Delegation.</p> <p>9.7 To approve next year’s meeting dates The draft FGB and committee meeting dates for 2023/24 were circulated to governors prior to the meeting. Governors AGREED the meeting dates for 2023/24.</p> <p>9.8 Farewell and Thanks to Shagoofa Karim-Samad CJ reminded governors that SKS is leaving the school in the summer and so will also be leaving her role as staff governor. CJ thanked SKS for her contribution to the board and said it has been a privilege to work alongside her. MS also thanked SKS and said that her contribution and wealth of understanding of what is happening at the school has been invaluable to the board’s decision-making. WS added that SKS has brought some good challenge to the board but also been very supportive. She has brought the staff perspective to the governing body and has also seen the ‘bigger picture.’ He said he greatly appreciated all her hard work and her commitment to the committees on which she sat. The Chair also sent his thanks to SKS for her contribution to the board.</p>	<p>CJ/Clerk</p>
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	<p>SKS said that being part of the governing body has been a pleasure and thanked fellow governors for their support of the school and the staff.</p>	
10	<p>Strategic Priorities:</p> <p>10.1 Review of progress on one priority in the SDP ‘To improve the standard of reading and phonics, ensuring they are fully embedded across the curriculum’ WS informed governors that the Phonics result this year was a 95% pass rate. SKS said that the results were a testament to the hard work of staff. They had provided booster sessions before school and extra lessons and interventions for the children. There was also consistency from Nursery to Year 2, both in terms of the scheme used and how the staff used it. Extra support had been given to staff such as further training and team teaching. WS said that the school cannot be complacent going forward but must ensure the high standards continue.</p> <p>10.2 Initial horizon scanning for strategic priorities for 2023/24 WS said that the SDP for 2023/24 is being drafted with staff and governors. Initial ideas for inclusion are:</p> <ul style="list-style-type: none"> • Early Years – to continue to support the development of this area. • Subject Leadership – ensuring Subject Leaders are experts in their area and creating teams, rather than individuals, to move subjects forward. • Building works – ensuring safeguarding and the continuation of high standards of teaching despite the movement caused by the works. 	
11	<p>Live Risk Register: The following new risks were identified for addition to the Risk Register:</p> <ul style="list-style-type: none"> • Building works – three phases of works and a number of different companies involved. • Pay settlements – if they are higher than the percentages budgeted. <p>Challenge (BP): Will there be a Project Manager to manage the different companies involved in the building works?</p>	



	A (WS): Yes, the LA has a Project Manager who will have oversight.	
12	Equality Diversity & Inclusion (EDI): WS informed governors that he has asked staff who would like to lead on EDI and two staff members have expressed an interest. This may therefore mean joint leadership. He said EDI will be one of the school's priorities for next year.	
13	Meeting date: The following meeting date was confirmed at 4pm: 30th November 2023	
14	Confidential items: No matters were identified to be recorded under Part B Confidential Minutes.	
15	Any other business: WS thanked governors for their support and challenge over the year. He said that the Chair also sends his thanks for governors' hard work and dedication. BP thanked WS for being so willing to listen to governors' comments. MS asked for governors' gratitude to be extended to the staff for all they do.	
	The meeting was closed by the Acting Chair at 5.45pm	

ACTION LOG

Item	Action	Actionee
(5)	To advertise the vacant positions on the board with Governors for Schools	Chair
(5)	SEND, Safeguarding and Health & Safety link governors to continue their regular monitoring visits and report to the FGB	MJ/JE/H&S governor
(5)	To complete governor-specific safeguarding training and send the certificate to the Clerk	MJ & MS
(5)	To ensure governors complete the safeguarding training	Clerk
(5)	To update the policy review schedule and implement for meetings	Clerk



(4)	To sign minutes of the FGB meeting of 23 rd February 2023 on Governor Hub	Chair
(7)	To speak with the solicitor and the LA regarding the financial proposals for John Chilton's occupancy of the building and report to governors	Chair/WS/ Clerk for agenda
(4)	To sign minutes of the FGB meeting of 25 th May 2023 on Governor Hub	Chair
(9.5)	To send the DSL & Governor Workshop slides to the Clerk who will post them on GH	CJ/Clerk