

**MINUTES OF THE MEETING OF THE GOVERNING BODY
 OF WALTON ON THE HILL PRIMARY SCHOOL
 HELD ON WEDNESDAY, 28 NOVEMBER 2023 AT 6.30PM**

Present:

Nicola Fannin	Richard Laing	Sarah Asher, Chair
Neil Skinner	Ruth Wilson	Tim Samuel, Executive Headteacher
Caroline Kaelgar Devine, Vice Chair	Rachel Whitton	

In attendance:

Sarah Westerman, SBM/Clerk

Apologies:

Anne Edwards Wesley Deavall

PART 1

Item	Topic/Purpose	Action
1	<p>Board business</p> <p>a) Confidentiality declaration - Governors declared they were all in a secure and confidential environment.</p> <p>b) Absence – Apologies for absence were received from Wesley Deavall and Anne Edwards due to work commitments. The meeting was quorate.</p> <p>c) Constitution of the governing body –There are no further vacancies.</p> <p>d) Declaration of interests – none declared.</p>	
2	<p>Chair’s action</p> <p>SA advised that she has not been called upon to act in an emergency on behalf of governors since the previous meeting.</p>	
3	<p>Minutes</p> <p>Governors agreed the Part 1 minutes of the FGB meeting held on 22/09/23 and the Clerk will retain a hard copy on file to be signed off by the Chair in due course.</p>	
4	<p>Matters arising from the minutes dated 22/09/23 (not covered elsewhere on the agenda)</p> <ul style="list-style-type: none"> • TS to circulate staff survey this half term. Parents survey has been circulated and TS will report back on findings at the next FGB • The FGB portfolio matrix has been updated and circulated by SA. Link governor’s meetings to take place over the next term. SW to circulate the revised guidance and monitoring forms which include safeguarding and diversity prompts, 	Governors to report back on their subject link meetings at next FGB meeting.
5	<p>EHT & Headteacher’s updates</p> <ul style="list-style-type: none"> • KSNA • Pupil Premium Statement <p>Circulated prior to the FGB. No challenges were raised in advance of the meeting by the FGB.</p> <p>EHT update</p> <p>TS asked for the governors’ agreement for SA to meet with the Kingswood governors and for TS to meet with Greensands, to discuss future of the Alliance.</p> <ul style="list-style-type: none"> - An extension to 2 years is being considered 	

<ul style="list-style-type: none">- TS expressed the need to decide in Spring 2024 as to the future given the impact it will have on several members of staff (at both schools).- TS will bring it back to the FGB with a proposal after the meeting with Greensand/governors. <p>The FGB agreed with the suggested approach.</p> <p>Headteacher Update</p> <p>Pupils on roll dropped to 206 on the October census (impact on budget). NF queried if this raised any alarm bells. RL confirmed that there is still a high level of interest in the school. It was circumstances outside the school's control leading to the drop (e.g., moving house just before the census). Current parent open mornings have been well attended. TS thanked RL for his efforts on showing prospective parents around. It was in fact remarked by visiting parents the effort school makes in showing parents' round. Next year is looking full for the cygnets 2024 intake, there are already 45 applicants (and 15 siblings).</p> <p>Safeguarding</p> <p>NF remarked that there was more detail included in the Headteacher's report this term, which she found beneficial. RL confirmed that he will continue to include this level of detail. RL also remarked that safeguarding issues at school consume a lot of time and that the support from TS has been invaluable this term.</p> <p>The school have elected to use CPOMS from January 2024. An online tool that simplifies safeguarding tasks, including data sharing, student transfers, governance reporting etc. RW remarked that her school already use this software and she will share tips/user guides with RL/TS next week when she visits.</p> <p>RW added that it is important to comment on any low-level concerns within the safeguarding section. RL confirmed that there was only one low level concern this term. In addition, RL should include a note that nothing has arisen on the filtering & monitoring into the HT report. RL will action. RL and RW to also discuss F&M next week.</p> <p>KSNA visit</p> <p>RL advised the FGB that it is was a robust/challenging (but more supportive) visit. SA was interviewed thoroughly.</p> <p>Visiting officer commented on the school's calm and purposeful environment. The Cygnets play area was also discussed, and the approach to outdoor learning will be addressed as part of the play area investment.</p> <p>This will be an annual visit going forward.</p> <p>Pupil Premium (PP) Statement</p> <p>RL is meeting with NS later in term. PP Statement to be published on website before 31 Dec 23.</p> <p>NS queried the level of detail within the statement. RL advised that this is the Dfe template.</p> <p>NS commented on the 8 challenges presented in the statement, and whether these are shorter/longer term challenges that the school can overcome. RL responded that these are more like barriers rather than challenges that we can influence. Part B shows how we as a school make a difference to the PP students.</p>	
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<p>6</p>	<p>SDP - Objective and Priorities The SDP was circulated to the FGB prior to the meeting for any comments/challenges. This has evolved over the last term, following discussions with TS, RL, SA and CKD, and is now an effective document. TS/RL to write an executive summary to attach to the SDP.</p> <p>AE sent some valuable comments prior to the FGB. She remarked that the plan was teacher heavy and that it would be worthwhile adding a statement that children’s emotional well-being is central to the school’s approach to pedagogy. Also consider adding something about recognising children’s motives and guiding them towards purposeful engagement with curriculum knowledge.</p> <p>RW queried the wellbeing section and how the school is monitoring this. She suggested adding an element about the “Pupil Voice”, such as what the pupil parliament have introduced/changed. RW’s school use pupil surveys and wellbeing ambassadors to track wellbeing. The school could potentially use Microsoft forms at start of PSHE lessons to gauge pupil feelings. RL remarked that use of Zones of regulations is working very well in the school for the whole school approach.</p> <p>NS advised that the glossary needs to include head of school.</p> <p>RL to circulate final version for governors to sign off before end of term.</p> <p>NF suggested this is shared with parents, include the main headlines with a link to main SDP document.</p>	<p>TS/RL to write executive summary for SDP</p> <p>RL to update SDP for final amendments and circulate to FGB before end of term</p>
<p>7</p>	<p>Safeguarding update KR and RL have completed their refresher training as a DDSL’s. RW attended the DSL network training.</p> <p>RW is meeting with KR and RL next week for safeguarding link meeting. TS advised that most volunteers will need some form of safeguarding training from 2024. Consider the use of a Microsoft form. NF suggested we target all the new Cygnets parents at the introduction to school. All agreed this was a good idea, RL/TS to ensure this happens in 2024. SA added that we should consider using the school production (and other “fun” events) to encourage parents to volunteer.</p>	<p>Include safeguarding training within new parents’ introduction meeting</p>
<p>8</p>	<p>Attendance Current attendance 96.5% (National average is 92%) - very positive results and we have no major concerns.</p>	
<p>9</p>	<p>Diversity and inclusion This has been included within the recent parents survey, asking how they think we are doing in this respect. To be fed back at next FGB. It is now included within the governor link meetings. RL added that we have improved communication regarding diversity in assemblies.</p>	
<p>10</p>	<p>Finance and school budget update</p>	

<p>The October FMR, the Draft Budget 2024/25 and the Three-Year Budget Plan were circulated to governors by SW prior to the meeting. SW has added an additional variances worksheet to the FMR to enable governors to see the movement from the submitted budget to the end of year outturn which is currently a healthy £168k and is higher than originally forecast. The variances mainly reflect increased local income generated from lettings, SCITT and TS's Safe work in Kingswood.</p> <p>SW also circulated and ran down the Draft budget Summary for 2024/25, which details the assumptions made in arriving at an in-year deficit of £23k. The funding the school receives this year is £20k higher like for like, unfortunately there are 206 on roll compared to 207 last year, and 209 the year before. Per Pupil funding for the current year is £4.7k, and for 24/25 increases to £4.8k (2.1% increase).</p> <p>Teachers pay additional grant was awarded in 23/24 and 24/25 to help fund the teachers' pay rise. The other items in revenue funding are all driven by calculations using census numbers on roll/EHCPS etc. Sports premium confirmed for next two academic years.</p> <p>The income generated by the school includes a prudent amount for lettings income, based on committed amounts from Tiger Lily and Dance Motion, wraparound. SW has omitted next year's SCITT money as not yet confirmed, and any additional work for SAFE.</p> <p>Donations are the class budgets provided by the PTA each term. Again, this will be higher as fundraising ramps up.</p> <p>Staff costs continue to be the biggest expense and an area we continue to focus on this year. This figure is derived from the detailed salary calculator which includes pay progression and a pay rise at 5%. Also included here are Forest School staff costs due to the confirmation of sports premium. Budget includes current support staffing hours, with a pay rise of 5% and pension remaining at the reduced rate of 23%. We will review the support staff contracts and hours in Spring. SEND staff are dependent on EHCP children.</p> <p>Tutoring and phonics staff costs are £1.3k for the summer term.</p> <p>After staff costings the other items in premises and services are largely driven by prior year costs plus inflation of 5%, and agreed SLAs. Energy costs are reducing slightly, and at this stage Surrey have advised to include the actual spend expected to pay this year.</p> <p>The school are also required to submit a 3-year budget, based on Surrey's assumptions. The 3-year budget does not include any further funding increase. These include staff costs based on current staff pool, with no pay rises, and premises costs and curriculum services do not factor in inflation. It shows increasing deficits that we can absorb due to the healthy surplus.</p> <p>Governors gave their approval to the Draft Budget 2024/25 and the Three-Year Budget Plan and thanked SW for her hard work.</p> <p>SFVS</p>	
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	SW confirmed she will draft the SFVS in January for NF to review prior to governors approving it for submission by 17 March. SW does not anticipate the need for major changes	
11	<p>Premises and Health & Safety</p> <p>The overview document has been shared by SW who confirmed that statutory inspections and building repairs continue to be carried out in a timely fashion. SW thanked Maxine Borrell for ensuring that works covered under the Surrey buyback are completed and for stepping up into the caretaking role this term.</p>	
12	<p>Committees/nominated governor/other reports</p> <ul style="list-style-type: none"> • Pay Committee – Approved teachers’ pay progressions - nothing exceptional to note • HT Appraisal Panel – FGB will review the outcomes from last academic year • SA to meet with Greensand’s CEO to set objectives for EHT. • SA to sit in on RL appraisal this term. 	
13	<p>Governors’ skills audit and training review</p> <p>Skills audit collated since last FGB. There were no major skills gap identified by the NGA audit. All governors will be required to undertake Diversity & Inclusion training this year (as agreed in the 2023/24 Diversity action plan) and we are working to identify a provider.</p> <p>AE is currently completing another action research project. RL completed DSL refresher training. RW attended the DSL network training.</p>	
14	<p>Self-evaluation of governance</p> <p><i>‘What have we done at this meeting that has improved the education for the children in our school?’</i></p> <ul style="list-style-type: none"> • Approved the Draft Budget 2024/25 and Three-Year Budget Plan • Approved SDP • Considered how to baseline wellbeing • Reviewed the Pupil Premium statement • Considered outcome of KSNA visit • RW updated on safeguarding 	
15	<p>Dates of future meetings and agenda items</p> <p>FGB Meeting Spring 1 Wednesday, 7 February 2024 at 6.30pm</p> <p>FGB Meeting Spring 2 Wednesday, 13 March 2024 at 6.30pm</p> <p>Future agenda items</p> <ul style="list-style-type: none"> • Governor link/subject lead meeting reports • School fund accounts • SFVS <p><i>The meeting closed at 8.15pm.</i></p>	