



GATEWAY PRIMARY SCHOOL

Lifelong love of learning

Minutes – meeting of the Full Governing Board 29th April 2021 - Online

Governors Present:

- Kevin Moyes (KM) - LA Governor and Chair of Governors
- Mike Caffrey (MC) Co-opted Governor
- Kayleigh Anstee (KA) Co-opted Governor and Interim Headteacher
- Natasha Stone (NS) Staff Governor
- Craig Drew (CD) Co-opted Governor

In attendance:

- Gill Lock (GL)
- Bev Martin (BCM) – OCC Governor Services

Governor questions and challenge shown in green

Item No.	Topic	Minutes	Doc Ref	Action
1.	Welcome	KM welcomed all to the budget approval meeting.		
2.	Apologies for absence	Apologies for absence received from Rob Leach (RL) Co-opted Governor		
3.	Urgent Additional Items	There was no urgent additional business.		
4.	Declarations of Interests	There were no new declarations of business.	Declarati on of Interest form	
5.	Approval of FGB Minutes	Minutes of FGB meeting held on 16 th March 2021 The minutes were approved by Governors; they will be signed, uploaded onto the school website and filed in school.	5.1 Minutes of FGB meeting held on 16 th March 2021	
6.	Budget	6.1 Budget summary Gill Lock (GL) went through P11 figures and explained the main variances relate to staffing changes. There are some savings in catering as there have been fewer children in school. Savings have been made with supply as supply has not been used. Additional charges have been incurred for tree surgery. Savings have been made with energy and telephone costs. KM thanked GL and asked for any questions on p11 summary.		

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		<p><i>What were the changes on the new document today?</i> GL stated the main changes were around staffing. A range of different scenarios had been looked at with "Scenario 4" showing staffing tweaked for September where 4 temporary TA contracts would end and 2 full time posts would be advertised see E03 (additional support staff)</p> <p><i>What has changed to make this requirement?</i> The Headteacher confirmed the class structure and small entry numbers into EYFS in September with one class rather than two. TA's are currently partly funded by Covid Catch-Up or attached to an identified child.</p> <p><i>What are the different scenarios/options?</i> The Headteacher outlined the various scenarios with 11 classes or 10 classes, 2 EYFS classes or 1. A teacher currently employed for 4.2 days to cover PPA could be back in the classroom but, of course, this would be detrimental to how PPA etc is covered. Various situations outlined e.g. Deputy Head covering 2 days a week but that would be detrimental from a leadership point of view. One scenario looked at ending 2 TA contracts at the end of August and then just have 2 TA's in for half day. Scenario 6 gives cuts in budgets, scenario 4 stretches too far and hinders progress. Scenario 6 has the required impact on the budget.</p> <p>GL stated the financial impact was £30k in Y3 with Scenario 4, a deficit of £70.9K whereas Scenario 6 would be £46.7k. Noted only 10 extra pupils would be needed to pull the budget back. GL confirmed numbers were 259 last October with a year-on-year increase projected to 283.</p> <p>The Headteacher outlined caution regarding ambitious growth of the school. GL stated that, in agreement with the Finance LA team, the deficit is not included in school figures but the LA will include the deficit in their published data.</p> <p><i>With planned budget, what is end of Y3 forecast?</i> GL stated end of Y3 forecast with Scenario 6 would be £46.7k.</p> <p><i>Would the LA not accept the budget unless it balances by the end of Y3?</i> GL stated the LA would accept Y1 and Y2 with the understanding the school must pull it back. This can only be achieved by increasing numbers or income.</p> <p>Governors noted the positive impacts with the improvements already made.</p> <p>Governors stated that cutbacks cannot be so severe to impact adversely on the progress the school is making. Noted that when a school has a good Ofsted, pupil numbers rapidly increase.</p>		



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		<p><i>Is there any sense from the LA in terms of any pushback of the budget not balance in the third year?</i></p> <p>The Headteacher stated the budget had been scrutinised, line by line, everything that could be stripped out, had been removed. The only savings that could be made would relate to staffing.</p> <p>Discussion took place and it was agreed that a stable staff is required to ensure continued improvement and progress.</p> <p>Discussion took place regarding the existing Federation Deficit debt and whether it could stretch over 5 years. Governors are aware of this debit and making conscious decisions to ensure resources are in place to secure the future for pupil outcomes and numbers.</p> <p>GL confirmed lettings are shown in the budget for the next 3 years as £6k, then £8k and then £10k. GL confirmed income lettings have been lost during Covid.</p> <p>6.2. 3 year Budget – for approval</p> <p>Lengthy discussion took place around the budget and focussing on ensuring the school is being as frugal as possible without having a detrimental impact on pupil incomes and remaining aspirational in the growth of school.</p> <p>Discussion took place and it was noted that there could still be staff resignations up to 31st May.</p> <p>It was agreed that Scenario 4 cuts too far and would be detrimental to progress across the school.</p> <p>It was agreed unanimously to approve the budget for 2021-22 (Scenario 6). All in agreement.</p> <p>Agreed KM will contact Kim James to outline the details regarding the Federation Deficit debt and possibility of repayment over a longer period of time.</p> <p>KM thanked GL for her attendance and hardwork and her excellent work for the school.</p> <p style="text-align: center;"><i>GL left at 5.45pm</i></p> <p>6.2(b) Governor Monitoring Report – Budget 26.4.21</p> <p>Discussion took place around pupil numbers for the next 5 years and any income generation that may be available via grants.</p> <p>The Headteacher outlined how the forecaster system calculates teacher pay rates and if there was to be a freeze on teacher pay that would bring down some of that spending. This will not be known until the LA complete their part of the process.</p> <p>6.3 Mid-year review of funding strategy impact for: Sports:</p>		<p>Budget for 2021-22 approved unanimously</p> <p>KM to contact Kim James</p>



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		<p>The Headteacher outlined the carry forward regarding the Sports Funding due to lockdown. A proportion of money has been used for new PE equipment. A proportion of the funding is used to pay Rachel Mills from Sports Partnership.</p> <p>A new sports track is being costed and further details will be provided as soon as possible.</p> <p><i>How much do we need for a new sports track?</i></p> <p>The Headteacher stated the costs for the track are estimated at approx. £16k. There is carry forward from the Sports Funding and the final amount of what is available will not be known until September. Noted the new track could be used by the community and would be attractive for lettings. Noted that the school is an active participant with many sporting activities, teams, clubs etc. Noted this would potentially form part of the unique selling point for the school.</p> <p>6.4 Pupil Premium</p> <p>The Headteacher outlined the monitoring required for PP spending and, due to lockdown, the impact is not easily measurable. Going forward a new strategy is being used which is data driven and progress driven.</p> <p><i>Where is the bulk of the Pupil Premium money spent?</i></p> <p>The Headteacher confirmed pupil premium is used to support academic progress and the quality of education.</p> <p>6.5. SEND</p> <p>The Headteacher confirmed the SENDCO has secured finance for children who require it. 2 children with and EHCP, for significant needs, will be joining in September.</p> <p><i>How confident are you that spending on TA, staffing costs and CPD are the right things to be using that money on or is there a need to re-think this?</i></p> <p>The Headteacher stated it would be good to review the impact TA's are having at the end of the year. Some children have 1:1 TA support others have groups throughout day. All the work TA's undertake should be measurable.</p> <p><i>Following previous discussion regarding a new format for reports, is there a timeline around that?</i></p> <p>The Headteacher stated that, by the end of Term 5, the new format reports will be available.</p> <p><i>When will be parent questionnaires be sent out?</i></p> <p>The Headteacher confirmed parent questionnaires went out last week for SEND and parents were re-guided to Parent View</p> <p>6.6. Service Premium</p> <p>No updated provided.</p>		
7.	Safeguarding	Any incidents, bullying or racist incidents:		

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		The Headteacher stated there had been no incidents although a situation which arose today, may end in an allegation of bullying.		
8.	Health & Safety	The Headteacher advised there are no health and safety issues to report to Governors.		
9.	GDPR	The Headteacher advised there are no data related incidents to report to Governors.		
10.	Items for next FGB meeting	Agenda items to be passed to the Headteacher/Chair of Governors		
19.	Dates of next meetings	25th May 2021 15th June 2021 20th July 2021 All meetings will be held virtually and start at 5.30pm		

The meeting closed at 6.05pm

