

**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 2nd May 2023 at
6.30pm**

Present: Vanessa Allen (Chair, VA)
Helen Peat (HP)
Kirsten Marriott (Head, KM)
Danielle Saunders (DS)
Danielle Jermy (DJ)
Amelia Beeley (AB)
James Reid (JR)
Carlie Huddleston (Clerk)
Kristi Johnson (KJ)
Jasmin Ash (JA)
Guest: Jo Guest (JG)
Julia Elliott (JE)

Apologies: None

Clerk took minutes for this meeting


Item No.	Subject	Who	By When
1.	Welcome, apologies for absence, declarations of interest The Chair (VA) welcomed everyone to the meeting. Governors welcomed JA to her first meeting. Governors welcomed JE who was observing a meeting to explore if she wanted to become a Governor. All Governors were present. Meeting was Quorate.		
2.	Declarations of interest None		
3.	Any other business – exceeding PAN in year 2. On the Agenda later.		
4.	Minutes of last meeting held on 21st March 2023 and matters arising The minutes from the last meeting were approved and will be signed by the Chair at the earliest opportunity. Actions from the previous meeting and progress are recorded at the end of the minutes.		
5.	School and pre-school budget for 2023/24 A summary document of the budget, a more detailed budget forecast and notes from the school's Finance Administrator (JG)		

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	<p>were circulated before the meeting. Several governors had attended the meeting with JG when the budget was being built. JG gave an overview of the notes provided and advised this had been by the most challenging budget setting process she had experienced since working here. A combination of factors have contributed to this – support staff pay increasing at the rate it has, a historic deficit in Preschool, falling roll numbers and therefore a reduction in per pupil funding have all played a part.</p> <p>In total, we clawed back around £73k from the budget (£38k from expenses as well as £21k for the TA vacancies and around £14k for the Forest School provision from September).</p> <p>Following this, we found that an additional days holiday for all support staff from April 23 (part of the April 22 pay award) was not reflected on the budgeting software. Once this had been added manually, we had an overall 2023/24 year-end deficit of £2k.</p> <p>In order to finally balance the budget with a £2k deficit, we have had to cancel the provision made in 2021/22 for the play equipment for Reception of £4,593. Because we are using this specifically, the Curriculum Contingency line has been further reduced from £15,000 to £10,407 but there will be a credit available in this line in 2023/24 bringing the budget available back up to £15,000. We are effectively cancelling an order that had been allocated as spent in 2022/23 to free up funds for 2023/24.</p> <p>2022/23 financial year end saw an overall carry forward of £61k (£84,861 School, £15,998 Capital and a deficit of -£39,524 in Preschool). This included £32,924 ring fenced amounts so a total of £28,410 general revenue balance carried forward to 2023/24. It is worth noting that for Pre-school at year-end, there was £4,840 22-23 Rates not reimbursed as well as £3,813 EHCP funding not yet received so in effect £8,653 the school should have received within 22/23 that will be received now in 23/24. If received in year, this would have brought the 22/23 in-year deficit in Pre-school down to £13,594. Preschool are expected to make a profit over the year.</p> <p>Question: I understand the work that it has taken to get to a budget that balances. One area that has taken a large reduction is staff training – what is the impact of this likely to be on quality first teaching and staff retention?</p> <p>Answer: Our hope is to utilise a ringfenced budget (£28 Staff Consultancy) for staff training. Also, if we are able to increase our income above predicted level, we will prioritise the areas where we have made reductions and there is the most need.</p> <p>Question: What play equipment is reception not now getting and</p>		
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	<p>could fund raising be a mechanism for still making this possible?</p> <p>Answer: It was the climbing frame within their outdoor area, which was identified for change due to a focus on opportunities to develop upper body gross motor skills for early writing. The play equipment on the main grass has been timetabled and used as an alternative, so we are able to meet need. Fund raising is a possibility within Early Years and can be considered.</p> <p>Question: It says at the bottom the short-term aim is to increase reception intake in the second round. I don't understand how this can be an aim – if anyone has put in an application for admission in the second round then they will get a place providing the school is not at PAN, but HGPS has no influence on whether or not this happens.</p> <p>Answer: We have been offering individualised tours to parents/carers in second round. They may have put second and third choices on their original applications, but a list is distributed to parents on their acceptance letter, detailing which schools have available places. There is a misconception that HGPS is full.</p> <p>Question: What marketing steps will or have taken place to increase the September intake? Both in school and preschool?</p> <p>Answer: See updates for Pre-school in minutes of March 2023 FGB meeting. Further update in May 2023.</p> <p>Increase in spaces in school for September will impact on Oct census and next year's funding to mitigate being in a similar situation next year. We already have an updated banner arriving announcing places in both pre-school and school, an excerpt went into the March 2023 Parish Council booklet and we are looking to set up a social media page that links to the school website and lastly the school website has a banner announcing number of spaces.</p> <p>Question: Will prices at the preschool be increased in September? What has been done to ensure our rates per hour are in line with other local facilities?</p> <p>Answer: Yes, this has already been looked into by JG and LJ-T. The revised policy will come to FGB later this month. Unfortunately, much of our pre-school income is funded so the charged price does not contribute significantly to overall income.</p> <p>Question: The £12k additional sum paid to Aspens seems a large sum, was this contested? Can we increase lunch prices to help</p>		
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	<p>fund this differential? Can the LA offer any further support for this?</p> <p>Answer: Yes, this was discussed at Budget Setting in April. The charge has been contested and a follow-up meeting was due to take place today but was cancelled by the Manager at Aspens. The cost was increased and communicated to parents before Easter. Following the meeting with Aspens, if we feel the cost is not within budget now or in the future, we would have the option to take the contract to tender. This process would be supported by the LA. This charge is also happened for other schools in the LA with a range of catering providers. A sign of the times is that all businesses are struggling to cover costs and provide the same level of service.</p> <p>Question: Hopefully I have understood correctly.....It seems a shame that Forrest school has been cut for next year, I know that many children found this useful. I recall that you were hopeful this could fit in to the sports budget, I assume this was confirmed as a no? Will there be alternative offerings for children who need extra emotional help and if not how will the impact be managed?</p> <p>Answer: In theory, we are able to utilise Sports Premium funding for forest school. We are committed to Hunts School Sports for a significant amount of this and also to prioritise swimming.</p> <p>Unfortunately, with cuts, there is a reality and providing the same with less is not possible. We do have Pastoral Support for targeted emotional support and for while school, the StDP next year will use EEF research on Social and Emotional Learning. The area will be used weekly for Pre-school, Reception and other year groups on rotation when teaching timetables allow class teachers to deliver outdoor learning.</p> <p>Resolution - Revenue Finance: That the Governing Body approves the School Budget Plan for the financial year 2023/2024 total spend of £1,676,700.</p> <p>Resolution -Capital Finance: That the Governing Body approves the School Budget Plan for the financial year 2023/2024 total spend of £23,300.</p>		
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7.	<p>Wrap-around provider update</p> <p>Four applications were received from different providers for the Wrap Around Tender. Interviews have now completed for the tender of the Wrap Around Provision from September 2023.</p> <p>The licence has been offered to Ak-tivities who ran a successful holiday club over the Easter break.</p> <p>The specification within the tender was to ensure the successful provider could offer an increased number of spaces to avoid waiting lists and would also provide spaces from 3 years old with quality Early Years care, which will enormously benefit families within the community and make pre-school a more viable choice.</p> <p>KM and JE left the meeting</p>		
6.	<p>Confidential</p> <p>KM re-joined the meeting after item 6.</p>		
8.	<p>Monitoring report from 2 February day in school (Early reading, SEND, Science and Leadership & Management) – Report was reviewed, and further content will be added for the next FGB meeting.</p>	All	16/05/23
9.	<p>Governor recruitment</p> <p>New Co-opted Governors</p> <ul style="list-style-type: none"> Elaine Gunn – Unfortunately the meetings to clash with Elaine’s existing Governor role at another school Julia Elliott – Attended this meeting to explore the role <p>VA is continuing to advertise – including an advert in St James’ church newsletter, local social media. Still have 2 vacancies.</p>		
10.	<p>Changing date of the May meeting</p> <p>Meeting date is Tuesday 16th May.</p>		
	<p>AOB – Local Authority (LA) have asked Governors to consider exceeding PAN (45 children) for current year 2. LA want to add 3 children into year 2 which is currently already full. There are 2 siblings in other year groups who would also be joining.</p> <p>Next academic year the current year 2 would be with the current year 3 which is a small year group. Together they would still be under 90 children across the three classes.</p>		

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	Approved providing the LA provide a written document that the school is allowed to breach the legal maximum infant class sizes.		
11.	Evaluation of governance impact <ul style="list-style-type: none"> Budget – support from PTA and Governors. True and Honest position on school finances Open about where compromises have had to be made to balance the budget Hard cuts have had to be made 		
12.	Next meeting Tuesday 16th May at 6.30pm		
	Meeting Closed 8.05pm		

	Actions from 21st March	Who	Progress
A	Undertake Safer recruitment Monitoring	KJ	Friday 5 th May
B	Governor biography details / section to be added to website. JR and JA to be added	Clerk	
C	Ask JG to amend presentation of variance information on BMR – clarity for Governors	KM (liaise with JG)	Complete
D	SEF - take the Development Areas column out	KM	Complete
E	Ori has suggested all Governors read the School Inspection Handbook. Found here.	All	
F	SFVS actions for Q18 and Q23 - to be incorporated within a GB plan for progress during 2023/24	Chair	
G	Check where data comes from for the Financial Benchmarking report. Further question to GP re: specific charts and contact with the DfE about the data they access to produce the benchmarking reports.	VA	
H	BMR 11 - liaise with JG to save document in a location accessible to governors and circulate link.	KM	Complete – In finance channel on Teams
I	All Governors to read Safeguarding overview. Found here.	All	

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J	Governors to populate a shared report on their training day on 2 nd February. VA to start the document and circulate.	All VA	On Agenda
K	Monday 22 nd May or Wednesday 24 th May – Governors need to check availability	All	On Agenda
L	Confidential Actions		

	Actions going forward	Who	Progress
A	Undertake Safer recruitment Monitoring	KJ	Friday 5 th May
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G	Check where data comes from for the Financial Benchmarking report. Further questions to GP re: specific charts and contact with the DfE about the data they access to produce the benchmarking reports.	VA	
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