



**Wraysbury Primary School
No Limits to Learning!**

**Minutes
Full Governing Board Meeting
Tuesday 14th May 2024
6:30pm Start**

Wraysbury Primary School

In Attendance

Alison Fox	Head Teacher	AF
Ben Bristow	Vice Chair	BB
Roly Latif	H&S / SEND	RL
Myles Gresswell	DeputyHead	MG
David Hicks	GDPR	DH Joined at 6:43
Ruth Fogg	Safeguarding	RF
Claire Robertson	Resources Committee	CR
Julie Price	Chair of Curriculum	JP
Also Present		
Jo Harris	Clerk	JH
Amy Wilson	SBM (School Business Manager)	AW

Challenge

Support

Action

Item		Action
1.	Welcome – BB Opened the meeting at 6:34	
2.	Apologies: Jayne Kennedy – Previous commitment Accepted by board	
3	<p>Declarations of Interest – None.</p> <p>AOB – None</p> <p>Local Governor Appointment Awaiting DBS application – Action SBM to chase. Aim for Mr Hyat to be present for the last FGB meeting and last curriculum committee meeting of the year.</p> <p>Staff Governor Vacancy No interest. MG could stand down as Co-opted Governor and be elected as Staff Governor, but the board decided to wait until September in case any member of staff recruited for the new academic year is interested in the position.</p>	AW
4	<p>Minutes of the meeting of 12th March 2024 – These had been circulated prior to the meeting and no comments were forthcoming. Minutes agreed and signed by BB.</p> <p>Actions Update starting with newest</p> <p>12/03/24</p> <ul style="list-style-type: none"> 3.1 Done – see paragraph above 5.1 – Outstanding 5.2 – Community grant of up to £2500 for specific projects available. AW and RL to arrange a meeting to investigate further <p>23/01/24</p> <ul style="list-style-type: none"> 8.1 – DH biography still outstanding <p>All other actions completed</p>	

5 **Finance Update**

Presented by AW

1st draft of paperwork was uploaded to Teams on Friday 10th May, but this had been updated on the day of the meeting. Paper copies of documentation were supplied at the meeting.

Current Budget

The first document presented showed actual expenditure against budget. Overall, the school has spent 97.59% of its funding. Any areas of overspend were explained, with the main area of concern in Total Learning Resources. This is due to payment being made for residential trips but parental contributions have not yet been moved from private fund. AW needs training on the accounting software (Agresso) but this has been unavoidably delayed. AW explained that the private fund is the account that parental payments are made into as they cannot be paid into the account holding school funding from RBWM. AW is satisfied that outgoings have been properly allocated and that the figures are a true reflection of expenses made. Former SBM has still been giving support to validate this.

The lack of Agresso training has also caused problems with invoices as everything is being done by RBWM currently and not by SBM.

2024/25 Budget Planning

The second document provided a complete breakdown of the budget planned for 24/25 compared with Budget 23/24. The overspend showing for 23/24 will be covered by money in private fund.

School funds are calculated based on NOR (number on roll) on the previous October census, which also considers the uptake of universal infant free school meals. Due to falling numbers (a reduction of 27), 24/25 funding is down on previous year. To improve the situation in future years we must focus on improving numbers on roll. The low predicted number joining Reception in September is a concern. The School Office Manager has held a workshop for parents who may have been unhappy with the school place they have been offered or those that needed to make late applications. JP mentioned possible errors in admissions allocation. AF said there was no issue on RBWM but possibly in other local boroughs. There is an embargo on contacting any provisional parents until 24th May, and hopefully, WPS EYFS allocation numbers may improve slightly at this point. It was pointed out that many other schools had reported low figures with some schools requesting a reduction in PAN (published admissions number) or considering combining classes / mixing year groups. This would be a last resort at WPS, and is not something that currently needs to be considered.

Staffing costs:

- When originally planning the budget, AF and AW had factored an increase to staff salaries of 5%. This has now been reduced to 4%, but still included the new AHT position and Year 6 teacher vacancy. **BB queried if the school can justify an additional AHT.** The AHT post was recommended by OFSTED and has been factored into the budget.
- Other increases to staffing costs allow for current teaching vacancies to be filled at a mid-scale range, M4, although we could employ NCTs at a lower salary cost.
- M6 staff to move to the upper pay scale based on performance management results
- The removal of the TLR from phase leader roles. The school is currently advertising for an EYFS phase lead and KS1 phase lead to promote flexibility in these roles and move them away from directed time. These roles will now be paid on the Leadership scale. The increase in salary is small but the switch from directed time to leadership is needed to support the current leadership team. JP voiced concerns that other staffing costs are significantly higher than last year, but this is due to the SBM vacancy that has now been filled replacing a more expensive fixed term supply contract. There is an amount of self-generated income in 23/24 which has not yet been included in the calculations as the SBM needs to identify the origin of the money and whether the revenue stream will continue into 24/25. The 2024/2025 Budget is not in deficit owing the substantial carry forward from previous year.

3 Year Budget forecast

The Headteacher and SBM are aware that the budget is not sustainable if NOR keeps falling. They are looking at areas for savings going forward but the current forecast is better than originally forecast. Ideally the school needs at least 400 pupils on its' roll to sustain its current budget. Reception intake in 2025 is expected to significantly higher due to the Covid baby boom. This may result in the need for bulge classes in the borough to meet the demand.

The discussion returned to ways of increasing NOR. SBM has planned maintenance to the premises to increase kerb appeal, and there are plans for increased engagement with local / feeder nurseries and toddler groups. **Action - Curriculum Committee to monitor.** Parental engagement will be covered at the next FGB (planning and review meeting). JP

The Governors were informed of measures that will be considered should number on roll not increase sufficiently to support the current school structure.

- reductions to staff by not replacing leavers
- agreeing to requests to reduce hours
- Try to increase lettings, but this would have to be balanced against any costs incurred by site teams additional working and any negative impacts on work life balance.

	<ul style="list-style-type: none"> Increases to the 24/25 budget for professional services such as Ed Psych or SEND Advisory Team will not be carried on into future years as it is hoped that strategies learnt during this time can be shared in house going forward. Other Professional fees could be reduced by creating a Nurture Room and using in-house staff to support a child to reintegrate into class. As this is dependent on the necessary progress being made, current levels are included in future years on the 3-year plan. <p>The Governors asked the implications of going into deficit. There would be measures put in place by RBWM, the possibility of being made an academy, or restrictions on recruitment and the use of outside provision to cover PPA. Headteacher and SBM have planned the 3-year budget with all of this in mind.</p> <p>The board felt that careful monitoring of the budget would be required, and with that in mind Head Teacher had already requested 3 monthly reports, and Resources Committee would monitor NOR</p> <p>The 2024/25 budget was approved subject to JK agreement. This needs to be completed by 24/5/24 The Board thanked the SBM for the immense amount of work she has done since starting to produce this budget and 3-year plan.</p>	
6	<p>Head Teacher's Report – verbal Staff Update</p> <ul style="list-style-type: none"> The new premises manager has now started which is relieving pressure on SLT for gate duty. The additional Assistant Head role has been filled. There had been 13 applicants and a short list of 6 interviewees on the day. The successful candidate is currently an AHT, so comes with experience. There are currently adverts out for KS1 and EYFS Leads, as explained in the finance report, The Admin Assistant post vacancy is also being advertised as this member of staff had resigned last week with immediate effect. 31st May is the deadline for teaching staff resignations for a September start in a new post.2 resignations have been received to date, but a replacement for one role has been appointed this week. AF will consider employing newly qualified ECTs to help with the budget. <p><u>Curriculum</u> Swimming has now started. AF and MG have completed more Walk Thru observations, with a focus on English. There have been booster groups in Year 6 and meetings with staff regarding pupil progress.</p> <p><u>SEND / Behaviour</u> Zones of Regulation training had been received by teaching and support staff, as well as training on SEND Barriers to Learning</p> <p><u>Leadership</u> AF had met with National Leader for Education, which had been challenging. He has branched out from focussing on behaviour, SEND and curriculum and suggested changes to our website including an OFSTED page. During his visit they had been on learning walks, looked at books and considered the data around pupil predictions and the implementation of PIXL. Using this he had reassessed Year 6 predicted SATS results. He encouraged AF to aim high, and increased the predicted overall percentage of children working at the expected level or above from 26% to 56%. The original prediction was low due to the size of the cohort and the number of children with SEND. There are a number of children who will not sit the paper but they are included in the calculations. RF queried whether OFSTED would comment on unrealistic targets It was confirmed that they wouldn't. More details of the strategies used to reach these targets would be explained in the next Curriculum committee meeting.</p> <p><u>Safeguarding</u> The following statement had been sent to parents on 10th May 2024 <i>Dear Parents & Carers</i> <i>I am writing to make you aware of an incident that involves our children.</i> <i>Outside of school, a Yr6 online chat group for SATs was created by a Year 6 pupil, with the very best intentions, in order to support the learning of their peers. This app allowed several chats to be created.</i> <i>Subsequently, we learnt that one pupil in particular was subjected to online bullying within one of the chats. On another separate chat, indecent images were shared.</i> <i>All appropriate stakeholders have been informed, and appropriate support has been put in place for the school community.</i> <i>Please be assured that we take "duty of care" towards our pupils very seriously, even when it is an incident that has occurred outside of school, and keeping everyone safe is our priority</i></p> <p>Further details are recorded in Part II minutes</p>	
7	<p>Chair's Report JK had provided notes for BB.</p> <ul style="list-style-type: none"> The board were reminded that they need to complete skills audit, succession plan, Governor survey and Governing Body Appraisal and return to the Clerk by 7th June 2024. Also, please consider that you will need to allow ½ a day in school for a subject deep dive – possibly a Tuesday after half-term. <i>AF to draft a timetable.</i> The Headteacher's appraisal has been completed. There had been no formal complaints received since the last meeting. 	AF

	<ul style="list-style-type: none"> A policy for Unreasonable and Serial Complaints is required as gov.uk has two separate documents and WPS only has a Complaints Policy. 	
8	Committee Chairs' Report <ul style="list-style-type: none"> Curriculum The next Curriculum meeting is tomorrow Wednesday 15th May, so details will be available on Teams once the minutes are published Resources Covered earlier in the meeting 	
9	Safeguarding Covered in Headteacher's Report	
10	Clerk's Report Brief due to time. <ul style="list-style-type: none"> Reminder that most recent Leadership Update is available on Teams. Nothing specific to read, but some interesting links. There is a Governor induction 4 training session on 5th June. This covers Safeguarding, so if any Governors have not attended yet, or in the last 2 years, please attend. JH can make bookings if required. 	
11	AOB None	
12	Date and Time for Next Meeting: Tuesday 9 th July 2024 – 6:30pm The meeting closed at 8:30pm	

Actions from 12th March 2024

Ref	Action	Lead	Status
3.1	Check whether MG can be co-opted to Staff Governor role. Add to agenda of the next leadership meeting	JH/JK	Done
5.1	Investigate Air conditioning Survey	AW	Outstanding
5.2	Investigate grants available from Heathrow for 'green' initiatives	RL	Ongoing

Actions from 23rd January 2024

Ref	Action	Lead	Status
8.1	Governor biographies to be updated – DH outstanding	JH	Ongoing

Actions from 18th May 2023

Ref	Action	Lead	Status
5.4	Create a table or record of areas covered (Governor CPD), when / if it has happened and the outcome.	JH	Report to FGB- Jan, May & July