

GREAT SANKEY PRIMARY SCHOOL Autumn Term 2023

Minutes of the meeting of the Local Governing Board: Business, Finance and Premises Focus

Date: Monday the 4th of December 2023

Time: 5.04pm – 6.41pm

Venue: Great Sankey Primary School

Name	Category	Term Ends	Attendance	Apology
Peter Astley (PA)	Vice Chair, Co-opted Governor	15.03.2024	Present	
John Barlow (JB)	Co-opted Governor	04.12.2026	Present from 5.45pm	
Will Chapman (WC)	Co-opted Governor	12.12.2025	Present	
James Gartland (JG)	Parent Governor	21.03.2026	Absent	Apologies received and accepted
Jane Hardman (JH)	Co-opted Governor	27.09.2025	Present	
Stuart Johnson (SJ)	Staff Governor	22.05.2027	Present	
Leanne Keavey (LK)	Co-opted Governor	10.03.2027	Present	
Phil McEwan (PM)	Chair, Co-opted Governor	31.08.2027	Present	
Sonal Patel Murdan (SPM)	Parent Governor	25.07.2027	Present from 5.09pm	
Toby Tyas (TT)	Co-opted Governor	15.03.2024	Present	
Lisa Wilding (LW)	Headteacher, Ex-officio Governor	N/A	Present	
Also in Attendance				
Tom Gawne (TG)	Deputy Headteacher	N/A	Present	
Laura Atherton (LA)	TCAT Cluster Finance Manager	N/A	Present until 5.29pm	
Laura Fletcher (LF)	TCAT Business Support Officer	N/A	Present until 5.10pm	
Kim Rainford (KR)	Entrust Clerk	N/A	Present	
Kerry Moss (KM)	Shadow Clerk	N/A	Present	

Documents Circulated Prior to the Meeting

Agenda Great Sankey Primary LGB – 04.12.23
 Final Minutes Great Sankey Primary LGB 25.09.23
 Headteacher Executive Summary Report Part 1 Autumn Term 2
 TCAT Schools Pay Policy 2023
 Confidential Agenda 04.12.23
 Confidential Part Two Governor Report November 2023
 Final Confidential Appendix Great Sankey Primary LGB 25.09.23

Notes

The meeting was quorate with more than half of Governors in post present.
 The meeting opened at 5.04pm.



Documents for the meeting were held on GovernorHub, Governors confirmed that they had reviewed them prior to the meeting.

Agenda Item

1	<p>Welcome</p> <p>The Chair opened the meeting and welcomed all present.</p>
2	<p>Absence and apologies</p> <p>Resolved: Apologies for absence were received and accepted from JG, which had been received in advance of the meeting.</p>
3	<p>Declaration of personal interests for any item on this agenda</p> <p>No declarations were made in relation to any item on the agenda.</p> <p>LF provided Governors with a demonstration on updating their register of business interests on GovernorHub.</p> <p>Action: All Governors to update their register of business interests within GovernorHub as soon as possible.</p> <p><i>5.09pm: SPM joined the meeting at this point.</i></p> <p><i>5.10pm: LF left the meeting at this point.</i></p>
4	<p>Chair's emergency decisions</p> <p>None</p>
5	<p>Items for any other business (AOB)</p> <p>There were confidential items that would be discussed in part two of the meeting and recorded in the Confidential Appendix.</p> <p>There was one item of AOB to be discussed.</p>
6	<p>Local Governing Board Matters</p> <p style="padding-left: 40px;">a) Membership</p> <p>PA confirmed that he was standing down as a Governor after the meeting.</p> <p>PA was thanked for his term as a Co-opted Governor and Vice Chair.</p> <p style="padding-left: 40px;">b) Code of Conduct</p> <p>Governors were reminded to confirm their acceptance to the Code of Conduct for 2023-2024 on GovernorHub.</p> <p>Action: Governors to action the confirmation within GovernorHub relating to the Code of Conduct as soon as possible.</p>
7	<p>End of Year Accounts</p>



LA provided Governors with the following update:

- There was an in-year surplus of £88,000, with an estimate of £400,000 surplus in reserves. LW commented that this money would be utilised to furnish the expansion if it went ahead.
- The school had spent £85,000 the previous year so the children did not go without. The surplus could not be spent on staffing.

A Governor sought clarification as to how much of the reserves was earmarked for the extension. LW advised that they did not have the final figures but estimated that it would be at least £150,000. The school did not want a large sum of money being built up and not spent on the children, so it was important to ensure that funds were assigned.

- There was no requirement for the amount of reserves a school should have. The amount showed that the school had been quite adept and had applied for funding elsewhere to support.
- Staff had been supported in development rather than bringing in more experienced staff. LW noted that the staff were expensive as a lot of them had been there for a long time.

A Governor asked if the school was staffed appropriately. LW advised that the school was comfortably within the parameters, but the staffing costs were expensive.

- The additional teacher pay was an extra £24,000 in the budget and the central charge increased so this also had to be factored in.
- Income and expenditure were both slightly below where they should be for the time of the year.
- Regarding the Recovery Grant, the school was getting £300 more than expected to be added to pupil premium spend. The school had to set a budget of expected pupil premium funding which was based on the funding pack. However, the amount received was below where the school would expect it to be, LA was going to investigate this.
- An adjustment was needed to be made for childcare as more parents were paying for the nursery.
- An adjustment had been required for teachers' back pay. Support staff had also been awarded a pay increase which had been back dated to April.

A Governor asked if the pay awards were funded. LA advised that they were funded for teachers but not support staff.

- The school received a bill every year from Cheshire Pensions which had to be paid. Last year this was £350 this year it was £900.
- Water charges were in credit. This was because the quality of the water had not been very good, so the water company had decided to credit all the accounts.
- The school was also being credited back from the cleaning services as there had not been a cleaner since March. The school was owed quite a lot of hours but the contract could not be fulfilled so the money was being refunded.



	<p>LA was thanked for the update.</p> <p><i>5.29om: LA left the meeting at this point.</i></p>																						
8	<p>Previous LGB minutes of 25th September 2023</p> <p>a) Minutes of the meeting held 25th September 2023</p> <p>Resolved: The minutes of the meeting held on 25th September 2023 were approved as a true record of the meeting, to be signed by the Chair, archived, and displayed as required.</p> <p>b) Action Log of the meeting held 25th September 2023 (as below)</p> <table border="1"> <thead> <tr> <th>Minute Reference</th> <th>Action to be taken</th> <th>By Whom</th> <th>Comment at 4.12.23</th> </tr> </thead> <tbody> <tr> <td>3b</td> <td>Governors will elect a Vice Chair at the next meeting 04.12.2023, as PAs two-year term as Vice Chair will end 12.12.2023.</td> <td>Governors</td> <td> <p>LW asked for nominations for the position of Vice Chair. LK agreed to nominate herself. No other nominations were received.</p> <p><i>5.30pm: LK left the room for a vote to take place.</i></p> <p>Resolved: LK was unanimously voted to take up the position of Vice Chair for a term of two years.</p> <p><i>5.31pm: LK returned to the meeting at this point.</i></p> </td> </tr> <tr> <td>3d</td> <td>Governors will action confirmations within GovernorHub relating to Code of Conduct, KCSiE (Keeping Children Safe in Education) and Declarations of Interest before the next meeting 04.12.2023.</td> <td>Governors</td> <td>Complete</td> </tr> <tr> <td>3e</td> <td>Governors will update their register of business interests within GovernorHub before the next meeting 04.12.2023.</td> <td>Governors</td> <td>Ongoing</td> </tr> <tr> <td>4c</td> <td>Governors will use 'gsp.tcat' Outlook email accounts from September. Any problems, Governors will email l.bolan@greatsankeyprimary.tcat.co.uk or support@abtec.net Update 25.09.2023: Governors will advise the Headteacher of any ongoing issues.</td> <td>Governors</td> <td>Ongoing</td> </tr> </tbody> </table>			Minute Reference	Action to be taken	By Whom	Comment at 4.12.23	3b	Governors will elect a Vice Chair at the next meeting 04.12.2023, as PAs two-year term as Vice Chair will end 12.12.2023.	Governors	<p>LW asked for nominations for the position of Vice Chair. LK agreed to nominate herself. No other nominations were received.</p> <p><i>5.30pm: LK left the room for a vote to take place.</i></p> <p>Resolved: LK was unanimously voted to take up the position of Vice Chair for a term of two years.</p> <p><i>5.31pm: LK returned to the meeting at this point.</i></p>	3d	Governors will action confirmations within GovernorHub relating to Code of Conduct, KCSiE (Keeping Children Safe in Education) and Declarations of Interest before the next meeting 04.12.2023.	Governors	Complete	3e	Governors will update their register of business interests within GovernorHub before the next meeting 04.12.2023.	Governors	Ongoing	4c	Governors will use 'gsp.tcat' Outlook email accounts from September. Any problems, Governors will email l.bolan@greatsankeyprimary.tcat.co.uk or support@abtec.net Update 25.09.2023: Governors will advise the Headteacher of any ongoing issues.	Governors	Ongoing
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	5b	Governors not in attendance 25.09.2023 will confirm their continuation in Link roles.	PA, WC, LK	Complete The Chair had updated this and would share it.
	5b	Governors will consider the vacant Link roles against their skill set.	Governors	Complete
	5b	PM will review Scheme of Delegation to understand responsibilities accountabilities for a Finance Link Governor role.	PM	The role of finance governor was discussed, and it was agreed that it would be best practice to fill this role. Action: Chair to email Governors regarding the Finance Link Governor position.
	5b	Link Governors will arrange to come into school and meet with Link staff and teams.	Governors	Ongoing <i>5.45pm: JB joined the meeting at this point.</i>
	11	Governors will complete the distributed Skills Audit before the next meeting 04.12.2023, which will be reviewed to identify the skill set of the LGB and training needs.	Governors	Complete Action: LW to chase Louise for the outcome of the skills audit.
	13	Governors will complete Safeguarding training before the next meeting 04.12.2023.	Governors	Complete
9	Academies Financial Handbook It was advised that this was a government document and could be accessed online.			
10	Health and Safety LW advised Governors of the following points: <ul style="list-style-type: none"> • A fire safety audit had been carried out and there had been nothing to report. • There was new legislation around smoke doors and the school would have another fire door assessment. LW advised that the school may need to replace some of the fire doors. • The role shutter in the kitchen needed to be motorised, the school could apply for funding for these issues. • The Chair had visited the school to discuss safeguarding and potential school trips. Action: Chair to upload his report following his Health and Safety visit to the school. <ul style="list-style-type: none"> • JH had visited the school to see the Special Educational Needs and Disabilities (SEND) register and confirmed that there had been a lot of referrals. JH was 			



	<p>confident that the Special Educational Needs Co-ordinator (SENCO) knew the children and the support they required. JH noted that the SENCO did not have a lot of time to complete all of the administration tasks associated with the role. LW responded by stating that 2/5 days per week were given as designated non-contact time to the SENCO to support her in carrying out SEND work. These set days were also supplemented by additional hours of non-contact at the request of the SENCO when there was an increase in demand of paperwork etc. The school's SEND number was below national averages.</p>
<p>11</p>	<p>Head Teacher's Report, including:</p> <p>The Headteacher's executive summary report had been circulated to Governors prior to the meeting. LW highlighted the following points:</p> <ul style="list-style-type: none"> • A teaching and learning review had taken place by TCAT. Areas of development had been highlighted which leaders agreed with. It had been a positive experience. • Science, Technology, Engineering and Maths (STEM) was a big focus. TCAT came in to review science which had been very positive. The children loved science and the teachers enjoyed teaching it. Areas of development would be looked at and included in the Continuing Professional Development (CPD) plan. • The Bewilderwood trip had been a very positive experience. • Regarding admissions the school had three hundred and nineteen pupils. There was an appeal taking place for a Year 5 pupil. One child had joined Year 2 since the last meeting. The school had had thirteen requests for places this academic year but had only been able to admit one. <p>A Governor queried whether children swapping schools mid-year involved a lot of administrative work for leaders. LW advised that it was a lot of work, and it also had a financial impact. LW had to submit a lot of data and information about the school and staff. If an application went to a panel, it cost the school £150.</p> <ul style="list-style-type: none"> • Attendance was above the national average but there was a lot of sickness at that time as well as unauthorised holidays. The school had implemented a lot of strategies and processes to boost attendance. • A draft Education Health and Carer Plan (EHCP) had just been received for a child in Year 1 and the school had to respond to it. This would bring the total of children with an EHCP to four. <p>A Governor asked if LW could use the surplus for funding for EHCP children. LW advised that this was not allowed as the funds were not sustainable so could not be used for staffing. The school had a healthy SEND budget so any resources the children required were provided.</p> <ul style="list-style-type: none"> • There were no significant behaviour reports or suspensions. • One issue of online bullying had been dealt with in Year 6. <p>A Governor queried what the response from parents had been. LW advised that the response had been good, and parents had been supportive.</p> <p>A Governor asked how the child that had been bullied was. LW advised that she was OK. LW had spoken to her parents about the situation. The child was vulnerable so staff always</p>



	<p>had an eye on her. LW had spoken to all of the parents involved and asked them to check their children’s devices.</p> <ul style="list-style-type: none"> • TG would update Governors in the Spring meeting in relation to interventions for Pupil Premium children. • LW had met with the Year 6, Early Years Foundation Stage (EYFS) and phonics leads to look at targets. Assessments would be taking place in January. <p>A Governor sought clarification as to the basis of the targets. LW advised that the Year 6 children were in Year 2 during Covid-19. The Fisher Family Trust targets and attainment bands were considered as well as previous results of each child and teacher assessments to determine the targets.</p> <ul style="list-style-type: none"> • LW highlighted the health and safety report which provided updates on projects and compliance works. The school was only waiting for one report for the extractor fan in the kitchen which was being chased. • Regarding parental engagement, the school had had the Christmas fair and stay and learn workshop. Parents were very engaged in relation to how they could help their children learn. There had been two official opening events for Reception 2024 which had been very well attended. • In relation to wellbeing, LW confirmed that the school aligns with the TCAT policy and staff were encouraged to attend the TCAT wellbeing event and make use of the support that was offered. <p>PM thanked LW for her comprehensive report.</p>
<p>12</p>	<p>Business Scorecard and PAP</p> <p>It was agreed that this update would be confidential and recorded in the Confidential Appendix.</p>
<p>13</p>	<p>Appraisal Recommendations</p> <p>LW advised that all teachers had had successful appraisals which the Pay Committee had approved. The appraisals were ongoing in relation to support staff and needed to be complete by the end of December.</p> <p>LW’s performance management meeting had taken place two weeks prior to the meeting</p>
<p>14</p>	<p>Strategic Overview Calendar</p> <p>Action: Governors to email LW to arrange Link Governor visits to the school.</p>
<p>15</p>	<p>Policy Review</p> <ul style="list-style-type: none"> • TCAT Staff Pay Policy November 2023 <p>LW advised that the pay scale range had been added for senior leaders which had gone through TCAT.</p> <p>Resolved: The TCAT Staff Pay Policy November 2023 was adopted.</p>
<p>16</p>	<p>Committee Reports</p>



	None
17	<p>Governor Training</p> <p>LW asked if Governors wanted any training or any further information from staff linked to the school's priorities they were to let LW know.</p> <p>A Governor asked if it would be beneficial for authors to visit school. LW advised that authors were very expensive. The school had had authors send resources and letters via staff connections, but staff would look into this as writing was a priority.</p> <p>Action: TG to update Governors about writing in January. This would take place at 4.30pm with the meeting following at 5.00pm.</p>
18	<p>Future meeting dates</p> <p>The full LGB Meeting dates were confirmed as follows:</p> <ul style="list-style-type: none"> • 29th January 2024 at 5.00pm in school • 25th March 2024 at 5.00pm in school • 13th June 2024 at 5.00pm in school • 8th July 2024 at 5.00pm in school
19	<p>Any other business</p> <p>A Governor noted that there had been an influx of people moving to the area from Hong Kong and many drove to school. There had been a few near misses in the car park and surrounding roads involving the more inexperienced drivers. LW agreed but this was an issue across Warrington. A group of children within the school had the role of junior police officers to support LW in making sure the road was safe. Governors discussed the children developing their own parking tickets.</p> <p>It was difficult for the school to police, LW advised that she had told the neighbours who complained about the traffic issues to ring the police.</p> <p>There were also language barriers and so some of the issues could be due to a lack of understanding but there were other people who chose not to follow the rules.</p> <p>The Meeting closed at 6.41pm following discussion of the confidential items.</p>

Action Log

Ref	Action	By Whom?	Deadline
3	All Governors to update their register of business interests within GovernorHub as soon as possible.	All Governors	ASAP
6b)	Governors will action the confirmation within GovernorHub relating to the Code of Conduct as soon as possible.	All Governors	ASAP
9b)	Chair to email Governors regarding the Finance Link Governor position.	PM	ASAP
9b)	LW to chase Louise for the outcome of the skills audit.	LW	ASAP
12	Chair to upload his report following his Health and Safety visit to the school.	PM	ASAP
16	Governors to email LW to arrange Link Governor visits to the school.	All Governors	ASAP
18	TG to update Governors about writing in January. This would take place at 4.30pm with the meeting following at 5.00pm	TG	29.01.24