



THE CHALLENGE ACADEMY TRUST



GREAT SANKEY PRIMARY SCHOOL Spring Term 2024

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

Date: Monday 25th March 2024

Time: 4.54pm – 6.42pm

Venue: Great Sankey Primary School

Name	Category	Term Ends	Attendance	Apology
John Barlow (JB)	Co-opted Governor	04.12.2026	Present	
Will Chapman (WC)	Co-opted Governor	12.12.2025	Present	
Laura Fletcher (LF)	Co-opted Governor	29.01.2028	Present	
James Gartland (JG)	Parent Governor	21.03.2026	Present	
Jane Hardman (JH)	Co-opted Governor	27.09.2025	Present	
Stuart Johnson (SJ)	Staff Governor	22.05.2027	Present	
Leanne Keavey (LK)	Vice-Chair, 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	Absent	Received
Toby Tyas (TT)	Co-opted Governor	24.03.2028	Present – arrived at 6.05pm	
Lisa Wilding (LW)	Headteacher, Ex-officio Governor	N/A	Present	
Also in Attendance				
Laura Atherton (LA)	TCAT Cluster Finance Manager	N/A	Absent	Received
Tom Gawne (TG)	Deputy Headteacher	N/A	Present	
Debbie Walsh (DW)	Entrust Clerk	N/A	Present	

Documents Circulated Prior to the Meeting
Great Sankey Primary LGB Agenda – 25.3.24 Great Sankey Primary School 877 2403 LEC minutes 29.1.24 Final Draft Headteacher Executive Summary Report Part 1 Spring Term 2 Term Dates for 2025-2026 Draft Confidential Part Two Governor Report Spring 2 Great Sankey Primary School 877 2403 LEC Confidential Minutes 29.1.24 Final Draft

Notes
The meeting was quorate with more than half of Governors in post present. The meeting opened at 4.54pm. Documents for the meeting were held on GovernorHub, Governors confirmed that they had reviewed them prior to the meeting.

Agenda Item
1 Welcome

Signed.....
Chair – Phil McEwan

Date.....



	<p>PM welcomed members to the meeting. The meeting opened at 4.54pm. The meeting was quorate.</p>
<p>2</p>	<p>Attendance and apologies Resolved: Apologies were received and accepted from SPM and LA.</p>
<p>3</p>	<p>Items for Any Other Business There were confidential items that would be discussed in part two of the meeting and recorded in the Confidential Appendix. Term dates for 2025-26 to be agreed.</p>
<p>4</p>	<p>Finance In the absence of LA, LW gave an overview of budget headlines. The previous financial year accounts had been finalised and the outturn had been a surplus of £30,233. Period accounts (January 2024) indicated a predicted surplus of £31,300. Areas of concern in the 2023-24 financial year are electricity and catering. Uncertainty around both of these areas remain for the 2024-25 financial year. Electricity The electricity tariff is expected to drop in April. It had, however, been difficult to predict costs when setting the budget. Electricity was purchased via Crown Commercial Services (CCS) through a Trust deal. To avoid being locked into a high fixed rate, TCAT had not chosen a fixed tariff. CCS had advised rates would reduce but rates had not been clarified yet. LW explained school had been working hard to reduce electricity costs where possible. Catering LW advised catering had been taken over by TCAT in 2022. The previous provider had been Warrington Borough Council (WBC). Catering costs had resulted in a £7,000 deficit in the previous financial year. The current forecast indicated a £13,000 deficit in the current financial year. Work was being undertaken at Trust level, considering service providers and related costs. The parental fee for a school meal is £2.40 per meal, and the WBC rate is £2.60 per meal. The impact of a price per meal increase was being investigated. Rising food costs were the main contributing factor in creating the deficit. A trial was being carried out at Broomfields looking at ways to reduce costs. LW explained the quality of provision at school was excellent and school meals were popular, but costs do need to be looked at. A Governor asked ‘Is the free school meal recharge at the appropriate level?’ LW replied Universal Infant Free School Meals were taken by most children in Reception, Year One and Year Two. The funding is £2.53 per meal. Following the increase in costs of delivering a meal, the surplus funding had reduced to £12,200. Despite this surplus the overall catering budget remained in deficit. A Governor questioned ‘Do all school have the same caterer?’ LW responded no, some schools used WBC and other schools used the TCAT led service provided by Fresh Markets. The school’s catering supervisor led an excellent team of catering staff. The current service provided quality food with flexibility. LW explained the school did not know if WBC previously ran the catering for the school at a loss. A Governor queried ‘Are the other primaries running at a loss?’ LF confirmed they were. Governors agreed a common menu across all schools could be more effective. LW advised the Trust are recruiting for a catering lead to oversee the service and ensure consistency</p>



	<p>across schools. TCAT wished to offer a service that meets the needs of each school's demographic and the likes and dislikes (in relation to menu choices) can differ across schools. A result of this being a common menu may not be viable.</p> <p>Governors agreed increasing costs in future may reduce meals taken and therefore careful consideration needs to be given to the amount of any increase applied. LW confirmed further discussion would be needed with the Trust.</p> <p>A Governor asked 'Does children having the choice of meal at the time of eating result in waste? Would pre-ordering be a better option?' LW agreed this could be considered.</p> <p>A Governor queried 'Why are lunches not available to Nursery children?' LW said historically Nursery children had brought packed lunches. There could be an impact on the time taken to choose and eat a school meal for Nursery children, but the offer could be considered.</p> <p>A Governor enquired 'Has there been an increase in free school meal applications?' TG advised there had not been an increase but communication with parents enabled applications to be made if children were eligible.</p> <p>LW asked Governors to agree the revised budget forecast.</p> <p>Resolved: Governors agreed to the revised budget.</p> <p>Staff Absence Insurance LW explained TCAT had sourced a good price on staff absence insurance. After day three of absence, the school was able to make a claim. The policy began in February 2024 and was an annual cost to the school of £8,200 per annum. The school are in the position to make two claims so far in the current policy period.</p> <p>Budget 2025-2026 The draft budget was being prepared for 2025-2026, with a pay award of 3% being applied for teaching and support staff.</p> <p>A Governor asked 'Are there plans for the school's reserves?' LW confirmed IT equipment required updating and furniture may be required moving forward. Governors were reminded of the restrictions over what reserves can be used to fund.</p> <p>LW advised that TCAT had made investment in the school, for example the installation of new astro turf. This investment had helped the school's budget remain healthy.</p>
<p>5</p>	<p>Local Governing Board (LGB) Matters</p> <p>a) Membership TT's term of office ended on 15th March 2024. TT had confirmed at the previous meeting he was happy to continue in his role. Governors agreed to re-appoint TT as a co-opted Governor. TT term of office would be 26th March 24 – 25th March 2028.</p> <p>b) Confidentiality The Chair reminded Governors that their discussions should remain confidential until such time as the minutes of the meeting are approved and published.</p> <p>c) Declaration of Interest in respect of items on the agenda There were no declarations of interest in respect of items on the agenda.</p> <p>d) Code of Conduct PM reminded all present of the Code of Conduct.</p>
<p>5</p>	<p>Minutes of the previous meeting – 29th January 2024</p>



a) To approve the minutes
Governors agreed that the minutes were a true record of the meeting.

b) Matters arising not on this agenda
There were no matters arising.

c) To review actions from the previous meeting

Action Log

Ref	Action	By Whom?	Deadline
5	LW to chase Louise for the outcome of the skills audit.	LW	LF to complete skills audit. LW to liaise with LF to review outstanding skills audits. Completed. LW advised an updated audit had been received. ACTION: LW to place link on GovernorHub so the document is live.
5	Governors to email LW to arrange Link Governor visits to the school.	All Governors	Key dates available on GovernorHub. Governors to arrange visits ASAP. Ongoing
6	JH to upload SEND visit report to GovernorHub	JH	ASAP Ongoing
12	Details of Effective Leadership of Governing Bodies seminar to be held at TCAT to be shared.	PM	ASAP Completed

6 Reports
a) Chair's and Vice Chair's actions
There were no official Chair and Vice Chair actions.



	<p>b) Committee/Panel reports There were no reports to share.</p> <p>c) Link Governor reports PM had completed a Safeguarding Review with LW.</p> <p>ACTION: Safeguarding Review Report to be uploaded to GovernorHub.</p> <p>ACTION: LW to share TCAT Safeguarding Report.</p> <p>LW confirmed actions on the report related to CPOMS and software on IT equipment used to support E-Safety. The report had been positive.</p>
7	<p>Headteacher’s report Including H&S, Buildings & Premises, Safeguarding & Welfare, Staffing & HR, Behaviour & Attitudes</p> <p>A copy of the report had been shared prior to the meeting. The following was noted:</p> <p>School Events LW explained it had been a short term and lots of events had taken place. Reading week had been highly successful. The Scholastic book fayre had also been very successful and raised £740 to be used to purchase free books.</p> <p>Monitoring Lots of monitoring had taken place. Consistency in the use of core skills in the morning and phonics in Year One had been the focus. Fluency in timetables had been looked at and initiatives in place were working well. Writing and PHSE both showed positive outcomes. There had been very pleasing work in children’s books. Writing moderation with TCAT showed real improvements in the Autumn term. The scheme used had generated more opportunities for writing.</p> <p>School is taking part in a Local Authority initiative ‘Unleashing Greatness.’ LW advised the school would take from the initiative what was considered right for the school. There had been a huge shift in teachers’ pedagogy which was consistent across school.</p> <p>Admissions There was one space in school currently. There remains a high number of requests for places, mainly from overseas families. The school worked hard on marketing and had a positive reputation in the community. Nursery sessions were predicted to be full in September 2024.</p> <p>Attendance Attendance remained above national. School worked hard with families. Families received emails for children with attendance below 95%. Children below 90% attendance received a letter from LW.</p> <p>Pupil Progress Meetings Pupil progress meetings were held at end of last half term. The meetings had been positive, and data had been analysed. The additional adults in school were well utilised supporting pupils out of class and delivering interventions.</p> <p>TCAT Compliance Checks Compliance checks had taken place in relation to Health and Safety, IT, Data Protection, Website Compliance, Governor Compliance, and the Single Central Record. Reports were being formulated. Initial reports showed minor actions. Links were in the Headteacher’s Report to enable Governors to read the reports.</p> <p>Parental Engagement</p>



	<p>Stay and learn sessions had taken place. Design technology had been the focus for Key Stage One. Parents had enjoyed the session. Key Stage Two sessions had focused on science. Parents worked in class and took part in activities. Feedback had been good from parents.</p> <p>Personal Development The school had developed a 'Whole School Community Pledge' as part of personal development. The pledge linked to Tidy Up Britain. The community had supplied bags and litter picking equipment and all children took part in picking litter both on and off site. Children understood this was a way they had been able to give back to the community.</p> <p>Continuing Professional Development An overview was shared in the report.</p> <p>Staff wellbeing and workload A staff survey had been shared with Governors. Governors agreed the survey results had been very positive. LW explained that a response is always provided to issues raised in any survey.</p> <p>Pupil Premium (PP) <i>A Governor enquired 'How do you prioritise PP expenditure?'</i> TG replied the biggest priority would always be quality first teaching. Use of additional adults, children attending school and removing barriers for children, such as educational visits and providing uniform, were also priority areas.</p> <p>Resolved: Governors accepted the Headteacher's Report.</p>
8	<p>Business Scorecard & PAP</p> <p>The Business Scorecard and PAP were available to Governors via the link in Headteacher's Report.</p>
9	<p>Policies</p> <p>There were no policies to review. LW advised the Charging and Remissions Policy was being reviewed and will be shared at a later date.</p>
10	<p>Governor Training</p> <p>PM had sent emails regarding Governor training.</p> <p>ACTION: LW to update Governor training on GovernorHub.</p>
11	<p>Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school?</p> <p>Governors had considered the catering service and how adjustments to the current service could improve the school's financial position.</p> <p>Governors had enjoyed the presentation given by the TCAT Parliament prior to the start of the meeting. LW was asked to pass on their thanks.</p> <p>Governors reflected on how popular the school is in the local community.</p>
12	<p>Any Other Business</p> <p>Term dates for 2025-26 had been shared. LW explained the dates were broadly in line with Warrington apart from the school having two-week holidays at Whit and October as opposed to one. Governors agreed this enabled parents to plan holidays in school holiday time.</p>



	Resolved: Governors agreed to accept the holiday dates.
13	Information to be shared with or from Trust Boards PM had attended TCAT Trust Board. Two new academies were to join, and due diligence is underway. The Trust was looking to purchase a residential centre in Anglesey. PM reminded Governors they are welcome to observe TCAT meetings if they wish.
14	Future meeting dates The full LGB Meeting dates were confirmed as follows: <ul style="list-style-type: none"> • 13th May 2024 at 5.00pm in school - PHSE / Personal Development presentation prior to start of meeting • 8th July 2024 at 5.00pm in school

The meeting ended at 6.42pm.

Action Log – 29th January 2024

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5	Governors to email LW to arrange Link Governor visits to the school.	All Governors	Key dates available on GovernorHub. Governors to arrange visits ASAP. Ongoing
6	JH to upload SEND visit report to GovernorHub	JH	ASAP Ongoing

Action Log – 25th March 2024

Ref	Action	By Whom?	Deadline
5	LW to place link on GovernorHub so the skills audit is a live document	LW	ASAP
6	Safeguarding Review Report to be uploaded to GovernorHub	PM	ASAP
6	TCAT Safeguarding Report to be uploaded to GovernorHub	LW	ASAP
10	Update governor training on GH	LW	ASAP