Kingsbury Episcopi Primary School Full Governing Body Meeting Tuesday 3rd December 2024, 18:30 D R A F T	
FGBM	**Item**
1	**Welcome & Introductions** **Present:** **In Attendance:** Simon Faull (SF) Chair Fiona Guest (FG) David Harris (DH) Barbara Teale (BT) Mike Gulliver (MG) Elodie Carson (EC) via Teams Neil Burn (NB) **Also in attendance:** Alison Buckland (AB) – temporary Clerk Karen Keal – LA Finance via Teams John Abbot - CEO Richard Huish Trust via Teams
2	**Apologies Accepted:** Charlotte England, Jon Loxston, Melanie Lawson
3	**Declarations of Interest/ Register of Business Interests** There were none.
4	**Minutes of previous meeting – 8th October 2024** The Chair asked if there were any matters of accuracy regarding the minutes. Page 4. Item 16 This should read that data in all reports should be anonymous and does not refer to whole school maths reports particularly (remove action for LM). **Action: Clerk to rectify** The board agreed that the minutes of the meeting held on 8th October 2024 were subject to this amendment. All action were completed except ML's which was unable to be confirmed.
5	**Matters Arising** There were none.
6	**Actions (See appendix A)** There were none.
7	**Matters of urgency** There were none.

New Items	
8	**Month 5 Financial Report** This was circulated before the meeting and presented by Karen from LA finance via Teams. ML has requested an interim financial report for the Spring term, Karen has been asked to complete a full report by the LA and suggested the school could see the same report, the governors agreed this was a good idea. Karen confirmed the funding per pupil is £3,534 based on role at the October census. She drew attention to the Core Schools Budget Grant which has helped cover unbudgeted cost, for example staff pay awards. DFCG has a £ 5,733 unallocated balance and there is an Energy Efficiency grant of £13, 210 giving a total of approximately £19,000 which needs to be allocated before the end of the financial year. It was suggested governors put forward ideas for capital expenditure. See item 10 below for further discussion. Karen highlighted the projected drop in revenue next year linked to dropping pupil numbers (forecast to be 20 pupils). Governors queried whether the telephone system had been ordered as shown in the report. Karen said she would be visiting pre -school the next day to support them with finance and an imminent grant revenue application which would change their figures. The Chair asked when the new figures would be available. Karen left the meeting 7:00 pm
9	**John Abbot, CEO Richard Huish Trust** joined via Teams at 7:00pm JA spoke to governors about the Trust and how it might work with the school. JA left the meeting at 7.30pm Governors continued discussing the possibilities of joining the trust. MG asked if ML was in favour of investigating working with the Trust, SF said he thought she was. FG has had good experience with MAT's and felt staying still was not an option. DH has a colleague who worked with RH trust and has a good experience with them. NB was interested to know what the RH MAT gained and how that impacted KEPS. SF has met the Headteachers of the Primary schools in the Trust - they were all very positive and bore out what JA had said. SF spoke about the LA – which is struggling to meet it's statutory duties. **Governors unanimously agreed that they would like to further explore a relationship with the Richard Huish Trust.**

10	**Energy Efficiency Grant £ 13,210** MG said this grant can be put towards any capital project and suggested it could be used to offset some of the capital overspend which has already happened. Improving the lighting in the huts would tick the energy efficiency box. EC said improving the toilets would be high on the agenda – even if it could only be partly done. Governors agreed to get quotes for the lighting and for improvements to the toilets. **Action: MG**
11	**Fencing Quotes** Only one quote has been received so far and it was uncertain what is needed. This was carried forward. **Action: SF**
12	**Replacement of telephone system due to analogue being discontinued.** Need to check whether this has been actioned already. Governors discussed how many phones were needed in the school. **Action:**
12a	**Report from Pay Committee Meeting** There was a Pay Committee meeting they agreed a request to raise the payscales of two members of staff after appraising reports from the Headteacher.
14	**Extra-ordinary meeting date** There will be one agenda item: to consider a report from HT invoking the redundancy process - 22th January 2024 at 6.30pm
15	**Whole School Maths** This will be carried forward to the next meeting.
16	**Year 2 and Year 6 Data** This will be carried forward to the next meeting.
Standing Items	
19	**Headteacher Report** This was circulated before the meeting. ML was unwell and not there to answer questions. FG reported a member of pre school staff has resigned and another resignation is possible. One of them is the SEN representative. FG wondered how this would link with possible redundancies and does not think we should continue with external recruitment when there might be internal capacity. Also noted was the need to look forward to staffing in September (we already know SEN staff are likely to be required for a preschool pupil joining reception).

	MG was very keen that we not overspend on non-staff costs (for example, telephone) when redundancies are possible and staffing cost is crucial. FG has reviewed the Pre school fees policy, the fees are currently less than our competitors and LA guidelines. Governors discussed raising the fees. **Governors agreed to raise Pre School fees to £5.48 per hour for 3 year olds and £6.00 per hour for 2 year olds from the 2nd half of Spring Term.**
20	**Policies for review:** The following policies had been reviewed and were adopted: • LA model Teacher Capability, Pay and Appraisal policies (ML) • Offsite Visits & Activities (ML) • Behaviour (adopted with amendments) • Arson (JL) • Data Protection including Freedom of Information & Freedom of Information Publication Scheme. (DH) • Accessibility Policy & Plan (FG) • CCTV (CE) • Health & Safety (BT) - adopted with amendments • Online Safety (DH) • Charging and Remissions (MG) model policy adopted with addition of recharging parents for damage. Policies carried forward for review: • Attendance • Equalities (NB) • Continuing Personal Development **Action: Clerk/Chair**
20	**Safeguarding** There was none.
21	**Health & Safety:** Tree Survey undertaken, awaiting report from LA .
22	**SEF** Carried forward.
23	**Complaints:** There were none.
24	**Governor training/roles/visits** Carried forward.
25	**Any Other business**

	Meeting closed at 20.29pm
	Date of next meetings: Wednesday 22nd January 2025 (EFGB) Tuesday 4th February 2025 Tuesday 25th March 2025 (Budget) Tuesday 20th May 2025 Tuesday 8th July 2025

Appendix A	Please inform the Clerk once actions have been completed	Completed
4	Amend minutes 8th October 2024 (Clerk)	
10	Request quotes for lighting and toilets (MG)	
11	Chase fencing quotes (SF)	
19	Notify parents of increase in Pre school Fees from February half-term within stipulated notice period (ML)	
20	Publish policies on School website (Clerk)	
20	Signpost policies for review at next meeting (Clerk/Chair)	