NETLEY PRIMARY SCHOOL

DRAFT MINUTES AND ACTIONS here

FROM THE GOVERNING BOARD RESOURCES AND FGB MEETING ON WEDNESDAY 28TH FEBRUARY 2024 AT 1.00 p.m. IN PERSONON ZOOM

ATTENDEES:

Anthony Stoll **(Chair)**	✓
Dorothea Hackman **(Vice Chair)**	✓ *(from 1.45)*
David Auger **(Chair of Resources)**	✓
John Hayes **(Executive Headteacher)**	✓
Gareth Morris **(Head of School)**	✓
Rania Ksibi	**Absent**
Hamide Latifi	✓
Mohammad Junayd Khan	✓ *(from 2.00)*
Isabel Berwick	**APOLOGIES**
Claire Parker	✓
Ikram Hassan	✓

OTHERS PRESENT:

Jess Mahdavi-Gladwell	**APOLOGIES**
Brenda Evelyn (School Business Manager)	✓
Alison Dermody-Palmer	✓
Karen Keary (Assistant School Business Manager)	✓
Pete McGuigan (Clerk)	✓

	ITEM	ACTION
1	**Welcome and apologies for absence**	
1.1	David (DA)welcomed everyone and opened the meeting at 1.05. Apologies for absence had been received and accepted from • Isabel Berwick. • Jess Mahdavi-Gladwell. Apologies for lateness had been received and were accepted from: • Dorothea Hackman. • Mohammad Khan. Governors noted the absence of Rania Ksibi.	
2	**Declarations of Interest**	
2.1	There were no declarations of interest for the meeting and Governors noted Anthony's (AS) long standing association with Findel Education.	
3	**Previous minutes: FGB (15.11.23)**	
3.1	Governors noted that the 15.11.23 minutes had already been ratified and	

	uploaded to GHub. **Governors discussed the actions from the 15.11.23 meeting and agreed that all actions had been taken or were on the current agenda**, noting that: • AS had met with Mohammed (MK) to discuss his role, **and was yet to meet with other parent and co-opted Governors.** • **JH was yet to complete and circulate a Campus Handbook.** • **DA was yet to sign the Resources minutes on GHub.** • **JH was yet to discuss 2YO provision with Camden.** • **GM was yet to run a meeting for parents on internet safety.** • **GM agreed to upload a HoS report document to GHub in the week preceding meetings, as well has having a Google Doc version.** • **AS was yet to sign previous CONFIDENTIAL minutes on GHub.**	**AS** **JH** **DA** **JH** **GM** **GM** **AS**
4	**School Business Manager's Report**	

4.1	Brenda (BE) presented the circulated finance documents. Governors noted that:
	• over the course of the year (from Q2 to Q3), the forecast in-year deficit had dropped from c. £700k to c. £200k, leading to a projected carry-forward surplus into 2024-25 of £891k (BE noted that the final surplus was likely to be significantly higher than this, including Afghan pupil funding yet to come).
	• although this was an improvement, if the in-year overspend continued at this level in the long-term, it would quickly erase the surplus. John (JH) noted that if the current level of in-year overspend continued, it could be used to recruit much-needed staff over several years – GM noted that an Early Years / Y1 SENDCO would contribute significantly to raising standards. AS noted that in the benchmarking data, NPS spent less on staffing than similar schools (although more on agency staff).
	• in recent years, NPS had built a high level of reserve (c. £1.1m going into the current year), despite setting deficit budgets. Governors noted that the surplus had increased significantly during the Covid crisis.
	• it was not clear why the forecast in-year deficit had been so inaccurate, and Governors noted that Camden was also scrutinising the NPS budget. BE referred to some changes from Q2 to Q3m, including additional SEND funding.
	• DA noted that:
	  ○ as staff experience increased, salary levels would rise as well – not always to the benefit of pupils. Governors discussed the use of agency staff and fixed term contracts, to lessen the financial liability of employing more staff.
	  ○ the complexity of Woodlands funding and potential cross-	

	subsidy with NPS was yet to resolved, and this could potentially put unexpected strains on the NPS budget. • although the number on roll (NOR) had unexpectedly increased recently (and therefore income), there was no guarantee that this would continue. **Governors agreed for JH and GM to:** • **discuss and agreed a new draft staffing structure SLT.** • **work with BE to construct a budget over the next few years that would support the new staffing structure** • **present the draft structure and budget for discussion and approval at a special FGB meeting (later agreed as 26.3.24 at 4.00 p.m., replacing the planned FGB for 19.3.24). PM noted that he was unable to make that meeting and agreed to ask Owen Rees to provide another clerk).** *Dorothea (DH) arrived at the end of this item at 1.45.*	**JH GM BE** **PM**
4.2	Governors discussed Woodlands funding. JH reported that: • there had been a Woodlands overspend of £57k. • JH had met with the Heads of Kentish Town (KT) and Primrose Hill (PH) to discuss how the ongoing stalemate with Camden over SLA funding and ARP provision could be resolved – currently NPS and KT had refused to sign the SLA agreement. PH had signed, but no school had received any funding. • there now appeared to be a more responsive SEND leadership team in Camden, and JH had met with the Head of service and been assured that they too wanted to break the deadlock, so that funding could be provided. JH noted that there was £60k outstanding, and when that was provided, Woodlands would not require any NPS funding to support it. DA noted that there were also community concerns over Woodlands funding. • the current funding model for Woodlands often entailed overspend, which was then reimbursed by Camden. JH thought that a commissioned model would be more efficient and effective– NPS and Woodlands would calculate the provision costs accurately, and then charge Camden the full cost, noting that for several children, the current 2:1 pupil teacher ratio was not sufficient– they required 1:1. Governors considered separating Woodlands from NPS, for it to be: • a separate school, with a separate name, budget and DfE number. This would help with differentiating the schools - currently some parents applied for NPS, thinking it would provide a Special School level of provision, only to be disappointed when their children received mainstream provision. Partly this had led to the unusually high level of SEND in the current Reception year group.	

	BE noted that some overhead costs for Woodlands, were currently in the NPS budget. • part of a hard federation with NPS, Robson House and Gospel Oak, with Governance arrangements to be agreed. Governors noted that widely-reported national and local LA funding shortages could affect this plan. *Mohammed (MK) arrived after this item at 2.00 p.m.*	
4.3	Governors discussed the circulated NOR data, and highlighted: • there were 382 currently on roll, with 12 more expected. • the 2023 October census count was 333, which was lower than in 2022. GM noted that the high level of mobility in some year groups resulted from out of borough movement, rather children leaving to go to other local schools. • there were 47 first choice applications for Reception 2024, which was 10 fewer than in 2023. • although GM and JH had discussed SEND provision with Camden' for the current Reception cohort when they transferred to Y1, there had been no resolution to it. However, Camden had suggested holding 3-weekly meetings to keep it under review. • it was not yet clear whether the 2024 Reception cohort would have similarly high levels of SEND, and JH noted that with places still available, they would not be able to refuse any applications. • that GM was honest with prospective parents over the mainstream level of provision available at NPS. GM was most encouraging to local families, rather than those travelling from long distances. **Governors agreed for AS to sign and send the circulated SFVS document,** noting that it was difficult to balance the 3 year budget plan.	**AS**
5	**FGB meeting**	
5.1	AS started the FGB meeting formally at 2.15 and welcomed everyone, noting that Aly (ADP) was attending as an observer. **Governors agreed for ADP to become the LA Governor if approved by Camden.**	
5.2	**Governors agreed the accuracy of the circulated 6.12.23 curriculum / FGB minutes and noted that all actions had been taken, or were on the agenda, of the current meeting.** **PM to upload agreed minutes from 6.12.23 on GHub.**	**PM**
6	**Head of School report**	

6.1	GM presented the HoS report and highlighted: • **the code of conduct policy would be presented to the next FGB meeting.** • **DH would visit to scrutinise Safeguarding and report to the next FGB meeting.** • staff had been reminded of the dangers of children accessing inappropriate internet sites, including TikTok. • there had been no data breaches since the previous FGB meeting. • Persistent Absence (PA) was currently 23%, which was above the national average (16%), with PA for children with EHCPs running at 51% (compared to 19% for non-EHCP children). • overall, NPS attendance was 93%, which was lower than national (94%), and Reception data had been sent to the Health Protection Board, for them to determine whether a programme of vaccination was needed at NPS. • GM had been clamping down on unauthorised absence, including through recommending Fixed Penalty Notices. If repeated, these could be escalated to be heard in court. • unauthorised holiday absence was high at NPS, which was partly intake specific, with many families of overseas origin and partly through a range of childhood illnesses. Governors discussed whether it would possible or appropriate to target specific communities (Bangladeshi and Somalian) at NPS, to improve attendance - **GM agreed to consider this.** • GM noted that Camden data had shown that there was a statistical correlation between high attendance, good progress and attainment through educational life, leading to better paid jobs in adulthood. • the development of a community library at NPS involving volunteers and support staff, with a 'soft launch' on World Book Day and a formal launch after Easter, to include a toy library. • British Land was supporting the design and construction of a playground canopy, plus the possibility of improving playground markings. • the recent Health and Safety audit had gone well • shortlisting from 12 tenders for a new cleaning contract would take place the following week, to be agreed and in place for May. • the project group was going well, but Governors noted that not all staff knew about its work. **GM agreed to consider ways of improving communication with staff.** • to raise standards, teaching writing in Y1 for had recently been changed – moving away from mixed ability groups, to groups of similar ability (setting), with more structured teaching based on need. **GM agreed to report further on this in May.**	**GM FGB agenda** **DH** **GM** **GM** **GM**

7	**Committee reports**	
7.1	Governors agreed that committee work had been considered as part of the wider meeting. AS reminded **Governors to complete visit reports after visits.**	**All**
8	**Governors' workplan**	
8.1	Governors discussed holding an away day – **GM and JH agreed to consider organising part of a day (8.30 – 10.30 a.m.), with time for observations, for the beginning of the summer term.**	**GM JH**
9	**Any Other Business**	
9.1	**Governors agreed to change the date and focus of the next Curriculum / FGB meeting, moving from 19.3.24 (now cancelled) to 26.3.24, starting at 4.00 p.m. for Curriculum, FGB and the Budget.** GM reported that Ofsted was likely to visit very soon.	

There being no further matters to discuss, the Chair thanked everyone, and closed the meeting at 3.00 p.m.

TO BE AGREED AT THE 26.3.24 MEETING AND TO BE SIGNED ONLINE BY Anthony Stoll, Chair of Governors, Netley Primary School.

	ACTIONSFROM THE 28.2.24 RESROUCES / FGB MEETING	STATUS
3.1	a. AS to meet with other parent and co-opted Governors to discuss their roles.	**??**
	b. JH to complete and circulate a Campus Handbook.	**??**
	c. DA to sign the Resources minutes on GHub.	**??**
	d. JH to discuss 2YO provision with Camden.	**??**
	e. GM to run a meeting for parents on internet safety.	**??**
	f. GM to upload a HoS report document to GHub in the week preceding meetings, as well has having a Google Doc version.	**??**
	g. AS to sign previous CONFIDENTIAL minutes on GHub.	**Done**
4.1	a. JH and GM to discuss and agreed a new draft staffing structure SLT.	**??**
	b. JH and GM to work with BE to construct a budget over the next few years that would support the new staffing structure	**??**
	c. JH and GM to present the draft structure and budget for discussion and approval at the 26.3.24 FGB	**JH GM FGB agenda**
	d. PM to request another clerk for the 26.3.24 FGB meeting from Owen Rees.	**Done**
4.3	AS to sign and send the SFVS document.	**??**
5.2	PM to upload agreed minutes from 6.12.23 to GHub.	**Done**
6.1	a. GM to present the code of conduct policy to the next FGB meeting.	**GM FGB agenda**
	b. DH to scrutinise Safeguarding and report to the next FGB meeting.	**DH FGB agenda**
	c. GM to consider targeting Bangladeshi and Somalian parents over unauthorised absence.	**??**
	d. GM to consider ways of improving communication with staff over the Project Group work.	**??**
	e. GM to report on changes to Y1 teaching of writing at the 1.5.24 FGB meeting.	**GM FGB agenda**
7.1	Governors to complete visit reports after visits.	**??**
8.1	GM and JH to consider organising a Governors' day (8.30 – 10.30 a.m.), with time for observations, for the beginning of the summer term.	**??**