



THE CHALLENGE ACADEMY TRUST



## MEADOWSIDE COMMUNITY PRIMARY SCHOOL & NURSERY

### Minutes of the Local Governing Board Meeting (Business Focus) held on Thursday 16<sup>th</sup> May 2024

**Time:** 16.04pm – 17.48pm.

**Venue:** School

**Chair:** Phil Calrow

**Clerk:** Debbie Walsh

#### Local Governing Board Membership

Name	Category	Term Ends	Attendance
Adrian Burrows (AB)	Co-opted Governor	06.04.2026	Yes
Phil Calrow (PC)	Chair, Co-opted Governor	14.10.2024	Yes
Claire Curtis (CC)	Headteacher	N/A	Yes
Sarah Dixon (SD)	Co-opted Governor	12.10.2026	No
Jenny Gill (JG)	Co-opted Governor Vice Chair	07.07.2025	Yes
Nicola Whyte (NW)	Co-opted Governor	06.04.2026	Yes
Kerry Woods (KWo)	Staff Governor	12.10.2024	Yes
Alan Manuel	Co-opted Governor	16.02.2026	Yes
Vacancy	1 x Co-opted Governor		
Vacancy	1 x Parent Governor		

#### In Attendance

Name	Role
Sarah Messenger (SM)	TCAT Finance Manager
Debbie Walsh (DW)	Entrust Clerk

#### Documents Shared Ahead of the Meeting

AGENDA Meadowside Primary LGB Business Focus 16.5.24 Final Asthma Policy Draft Minutes 14.3.24 Meadowside LGB (Business Focus) meeting First Aid Policy April 2024 Administration of Medicines Policy
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Date.....



- Governor Training Summer 2024
- HSA Report for Meadowside Community Primary and Nursery School working document
- HT Report Part One Summer 2024 MEA
- Link Governor Report May 2024
- MEA Final Outturn Report 2223
- Physical Restraint Policy
- Intimate Care Policy
- Spring Draft 2 Confidential Appendix Meadowside LGB 8 February 2024v2
- Spring Headteacher Report 2023 Part Two CONFIDENTIAL MEA
- Summer Headteacher Report 2024 Part Two Confidential MEA
- MEA Draft Budget 2024-25 gov's
- MEA Monthly Budget Report – P8

Documents for the meeting were held on GovernorHub. Governors confirmed that they had reviewed the documents prior to the meeting.  
 The meeting was quorate.  
 There were confidential matters discussed that are recorded in Confidential Appendix A.

<b>1</b>	<p><b>Welcome and Introductions</b></p> <p>The meeting began at 16.04pm. PC opened the meeting and welcomed all in attendance.</p> <p>There were confidential items to be recorded in Confidential Appendix A.</p>
<b>2</b>	<p><b>Apologies and Absence</b></p> <p>Apologies for absence had been received from SD.</p> <p><b>Resolved:</b> Apologies for absence were received and accepted from SD</p>
<b>3</b>	<p><b>Declarations of Interest in relation to Items on the Agenda</b></p> <p>No declarations were made in relation to any items on the agenda.</p>
<b>4</b>	<p><b>Governing Board Matters</b></p> <p style="padding-left: 20px;"><b>a) Membership</b></p> <p>DW advised the membership table had been updated to correspond with roles and term of office dates on Get to Know Your School (GIAS) <a href="https://www.gov.uk/get-information-schools-service">Meadowside Community Primary and Nursery School - GOV.UK (get-information-schools.service.gov.uk)</a> Governors agreed the information should be compared to the information on both GovernorHub and the school website. The constitution section of GovernorHub should also be compared to the Instrument of Government. Historic minutes could be checked to confirm accuracy of terms of office and roles.</p>

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	<p><b>ACTION:</b> Membership table to be compared to GovernorHub and the school website.</p> <p><b>ACTION:</b> The constitution section of GovernorHub to be compared to the Instrument of Government.</p> <p><b>Governor Training</b></p> <p>KW had placed details of summer term training on GovernorHub. Governors were reminded to update GovernorHub when they had completed training.</p>															
<p><b>5</b></p>	<p><b>Minutes of the LGB Meeting held on 14<sup>th</sup> March 2024</b></p> <p><b>Acceptance of the minutes</b></p> <p>The minutes of the LGB Meeting, held on 14<sup>th</sup> March 2024, were approved as an accurate record of the meeting, to be signed by the Chair, archived, and displayed as required.</p> <p><b>Matters Arising</b></p> <p>There were no matters arising.</p> <p><b>Review of Action Log</b></p> <p><b>Action Log 14<sup>th</sup> March 2024</b></p> <table border="1" data-bbox="233 1093 1402 1771"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Responsible</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>Chase final out turn report for the next governing board meeting. School needs to find 28k from reserves to fund playground</td> <td>Complete</td> </tr> <tr> <td>12</td> <td>Find out whether the safeguarding SLA includes education support.</td> <td>Complete - the Safeguarding Team will answer questions when contacted. TCAT forward relevant safeguarding information to school.</td> </tr> <tr> <td>10</td> <td>PC to look at TCAT policy at the next meeting</td> <td>PC – ongoing</td> </tr> <tr> <td>12</td> <td>Find out more information around Meditrack and consider if this would be useful. Also, enquire about the other TCAT schools – what are they using to report first aid incidents.</td> <td>Complete – school had decided to keep systems as they are for the time being.</td> </tr> </tbody> </table>	Item	Action	Responsible	8	Chase final out turn report for the next governing board meeting. School needs to find 28k from reserves to fund playground	Complete	12	Find out whether the safeguarding SLA includes education support.	Complete - the Safeguarding Team will answer questions when contacted. TCAT forward relevant safeguarding information to school.	10	PC to look at TCAT policy at the next meeting	PC – ongoing	12	Find out more information around Meditrack and consider if this would be useful. Also, enquire about the other TCAT schools – what are they using to report first aid incidents.	Complete – school had decided to keep systems as they are for the time being.
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<p><b>6</b></p>	<p><b>Headteacher’s Report</b></p> <p>Governors had received the Headteacher’s Report prior to the meeting.</p> <p>The main points discussed were:</p> <p><b>Attendance</b></p>															

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	<p>Attendance data had improved. CC reported there had been significant absence after the return from the Easter holiday. It was thought this had been due to returning mid-week. Persistent absence had reduced to 11.9%. Incentives to improve attendance were being considered. School understood who poor attendees were and had been able to target them. All children had attended for their SATs.</p> <p><b>Behaviour</b></p> <p>The school followed the Behaviour Policy. Pupil suspension continued to be the last resort.</p> <p><b>Resolved:</b> Governors accepted the Headteacher's Report.</p>
7	<p><b>Safeguarding</b></p> <p>TCAT had asked all Trust schools to use the same categories when recording incidents on CPOMS. The school had begun to do this but had added several of their own categories.</p>
8	<p><b>Finance and Premises</b></p> <p><b>Finance Report to Governors – Monthly Management Accounts - Budget Review Period 8</b></p> <p>At end of April 2024, £88,607 surplus was forecast. The surplus would not be used to set next year's budget and would be held in reserves.</p> <p>Support staff balances included accruals of 3.5% for a pay increase for support staff in years 2024 and 2025. A pay increase of 3.5% for teaching staff had been applied from September 2024.</p> <p>Pupil Premium income was being monitored as was funding for Looked After Children (LAC). LAC funding should be spent on the child it relates to and carry forwards were avoided where possible.</p> <p>Damage insurance monies remained unallocated and would be spent on new tables and chairs for the classrooms. A best value exercise had been carried out. All staff had been consulted on the type of chairs they would like in their classrooms.</p> <p>There were no areas of concern in relation to the budget.</p> <p>Governors thanked SM for the information and explanation she had provided.</p> <p><b>Draft budget 2024-25</b></p> <p>SM was thanked for her work on the budget for the next financial year.</p> <p>The main points discussed were:</p> <ul style="list-style-type: none"> <li>• ESFA income had increased due to an increase in Designated Provision places.</li> <li>• PE and Sports Grant funding amounts had not been released and the same figure as used 2023/24 had been allocated.</li> <li>• Recovery Premium funding had ended.</li> <li>• School Led Tutoring funding had ended.</li> <li>• Main Schools Additional Grant (MSAG) was now part of core funding.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Teachers' Pension Grant would need to be topped up by school and this would be an additional cost of approximately £500.</li> <li>• High needs income related to two pupils in receipt of an Educational Healthcare Plans (EHCP).</li> <li>• Universal Infant Free School Meals (UIFSM) funding had been based on this year's allocation as the funding amount was not yet known.</li> <li>• Lettings income had been reduced due to the impending end of a lettings contract with an external organisation.</li> <li>• Paid Nursery places income had been based on an estimated number as admission numbers were unknown at present.</li> <li>• Wraparound budget had been based on current costs and a profit and loss exercise was being carried out.</li> <li>• A conservative estimate had been made in relation to Nursery income as the funding was dependant on applications made.</li> <li>• Nursery free school meal funding had been based on this year's income figure.</li> <li>• From September 2024, a charge of £1 per week, would be made for Nursery snack. Income received would be used to offset the cost of school activities e.g. educational visits.</li> <li>• Staffing expenditure had been based on known staff, but changes were expected due to the recruitment process currently underway.</li> <li>• Agency supply expenditure had been reduced. This is an area that required careful monitoring in the next financial year as costs had been high in the current financial year.</li> <li>• There was a saving on educational support staff due to a maternity leave.</li> <li>• A 5% increase had been applied to 'Other Expenditure' areas.</li> <li>• TCAT central charges had remained at 3.75% per annum.</li> <li>• The amount allocated to learning resources had been reduced.</li> <li>• Staff absence insurance had been shown as an expenditure. Income received had not been forecast as it would be dependent on claims made.</li> <li>• Library service had been included but would be reviewed to ensure it was providing value for money.</li> <li>• Five percent increase had been applied to utility costs.</li> <li>• Furniture and equipment allocation had been reduced to £2,000 as significant replacement programme had taken place this year.</li> <li>• IT allocation had reduced to £15,000 for software licences and small consumables.</li> </ul>
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	<p>The anticipated outturn at the end of 2024/25 was forecast to be £6,144 surplus.</p> <p>Governors agreed to approve the budget with the understanding that final figures would be shared once the recruitment of new staff had been completed. If the surplus dropped below £6,144 Governors would be contacted as further discussion would be required.</p> <p><b>Resolved:</b> Governors agreed to accept the budget for 2024/25 with the understanding that the predicted outturn remained £6,144 surplus (or increased above this figure) once final staffing information had been applied.</p> <p><i>SM left the meeting at 16.55pm.</i></p>
<p><b>9</b></p>	<p><b>Premises, Health &amp; Safety</b></p> <p>CC advised window cleaning was required. The Site Manager had been seeking quotes. Quotes had ranged from £1,000 to £3,000. The school was considering buying window cleaning equipment to reduce costs going forward.</p> <p><b>Resolved:</b> Governors agreed to fund the window cleaning.</p> <p><b>Hire of School Buildings</b></p> <p>The school had rented classrooms and the school hall to a local organisation. There had been issues with the organisation using the school e.g. data protection, damaged equipment, furniture being moved, and classrooms had required more cleaning. Governors agreed that whilst the hire of the building generated income, the issues seen were costly to the school both financially and in resources.</p> <p><b>Resolved:</b> Governors agreed not to hire the building to the organisation next academic year.</p> <p><b>Premises: Update on premises development</b></p> <ul style="list-style-type: none"> <li>• The Front door had been repaired. Additional security measures were needed, and further information would be provided at the next meeting.</li> <li>• A fire door inspection had taken place, and the report would be shared at the next meeting.</li> <li>• Three fire doors needed to be replaced.</li> <li>• External doors were scheduled for a service.</li> <li>• Electric car charges were to be installed. The work had been arranged by TCAT.</li> </ul> <p><b>H&amp;S: Audits and Action Plan progress</b></p> <p>A Health and Safety Audit would take place in July 2024. Governors had been provided with the previous audit for information purposes.</p> <p>Two fire safety audits had been carried out. The reports had not yet been received.</p> <p>The Lockdown Policy and Evacuation Policy would be reviewed in the summer term.</p> <p><b>Link Governor Report</b></p> <p>KW had met with the new Site Manager to consider the three-year Premises Action Plan. The main points shared were:</p>

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	<ul style="list-style-type: none"> <li>• Quotes had been received for plastering, internal decoration, and replacement of the kitchen fire door.</li> <li>• There was a leak in Year Two boys’ toilets and the school had made a bid for capital funding to refurbish.</li> <li>• The school was waiting for the outcome of other capital bids placed. If the capital bids were unsuccessful reserves may need to be used to fund the work.</li> <li>• Mag lock doors had been repaired as part of a staged scheme.</li> </ul> <p>CC informed Governors that the next phase of decarbonisation work would be carried out in July 2024. The work included the erection of a new substation at the end of the school path.</p> <p>The Site Manager had been very proactive, and the school had been previously 68% compliant and was now 100% compliant.</p> <p>A Governor had recently attended Health and Safety training and it had been highlighted that screen bolts become loose over time.</p>
<p><b>10</b></p>	<p><b>Staffing and HR</b></p> <p>A part time maintenance officer had been appointed on a contract working 7 am – 10 am, Monday to Friday. The employee had been working very well with the Premises Manager.</p>
<p><b>11</b></p>	<p><b>Progress on Governing Board objectives</b></p> <p>This item was not discussed at the meeting.</p>
<p><b>12</b></p>	<p><b>Policies</b></p> <p>The following policies had been reviewed by Governors and were approved:</p> <ul style="list-style-type: none"> <li>• Asthma Policy</li> <li>• First Aid Policy April 2024</li> <li>• Administration of Medicines Policy</li> <li>• Physical Restraint Policy</li> <li>• Intimate Care Policy</li> </ul> <p><b>Resolved:</b> Governors approved the policies listed above.</p>
<p><b>13</b></p>	<p><b>Reflection</b></p> <p>Governors agreed the appointment of the new site manager would improve the school facilities. This would benefit both pupils and staff.</p>
<p><b>14</b></p>	<p><b>Any Other Business</b></p> <p>There was no other business.</p>
<p><b>15</b></p>	<p><b>Date and time of next meeting</b></p>

Signed.....

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	<p>All meetings take place at 16:00pm in school.</p> <ul style="list-style-type: none"> <li>Thursday 18<sup>th</sup> July 2024</li> </ul> <p><i>KW and AM left the meeting at 17.25pm.</i></p>
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The meeting closed at 17.48pm.

**Action Log 14<sup>th</sup> March 2024**

Item	Action	Responsible
10	PC to look at TCAT policy at the next meeting	PC – ongoing

**Action Log 16<sup>th</sup> May 2024**

Item	Action	Responsible
4	Membership table to be compared to GovernoHub and the school website.	CC
4	The constitution section of GovernorHub to be compared to the Instrument of Government.	CC

Signed.....

Date.....