

Alphington Primary School Local Governing Board

Minutes of the Local Governing Board meeting for Alphington Primary School held at the school on Tuesday 21st November 2023 at 6pm.

Invited Participants:

Governors: Peter Phillips (PP) Chair, Anjumn Kanani (AK), *Caroline Ellis, Emma Oakley (EO), Sharon Tarr (ST) Headteacher, Vicky Stables (VS) Deputy Headteacher,

Other Participants: Pauline Woodbridge (PW) CFO, *Amelia List (DR) Governance Professional
*Serena Freeman (SF) Governance Professional Observer, Becky Stannard, SENCO *part*

*Indicates remote attendance via Microsoft Teams

Item	Details of Discussion	Decision or Action
1.	Welcome, Apologies and Consent Apologies were received from Jackie Gott (JG) Vice Chair and Nicky Lewis (NL). Governors consented to these absences.	
2.	Declarations of Interest None to note.	
3.	Local Governing Board Matters Local Governing Board Matters: to include. <u>Governing Body Membership</u> Jenifer Pulsford (JP) had been appointed as a community governor. JP gave governors a history of her background and noted that she was looking forward to working with the other governors and the school. PP reported that he had met with a potential new governor who he had shown around the school and was waiting to hear whether he wanted to proceed with the appointment process. There was also another potential governor who was interested in joining the LGB.	
4.	Minutes of the previous meeting 3rd October 2023 The minutes of 3rd October 2023 were approved as a true record of the meeting. <u>Matters Arising:</u> Item 3 A meeting had taken place and PP had uploaded the minutes to GH. Item 4 Vision governor to meet with SLT before the next meeting – Pending	Decision: Minutes 3.10.23 approved

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	Item 5 Governors to send questions that required a deep dive in advance of the next LGB meeting. The questions would then be discussed during the course of the meeting. JG was hoping to be able to do scrutinise the staff turnover data but was not in attendance. ST and JG to meet to discuss and look at data. Could JP get involved with this? ST agreed that this would be a good idea. Safeguarding update – Outstanding Item 8 – The Admissions Policy had been submitted to Devon – this was completed on the 4th November. Item 10 – PP noted that governors needed to be responsible for their own training. Governors should look at National College and Devon Education to see which training they would like to book onto (KCSiE and Safeguarding were compulsory). Kelvyn Bond had shared the links for the GDPR refresher training and governors must complete this. Why do we have to do GDPR every year? It's one of the areas that need refreshing every year.	Action ST & JG to meet to review staff turnover data
5.	SEN presentation by Becky Stannard Becky's presentation can be viewed by clicking the link:- https://app.governorhub.com/document/655cea99320248c11ed958e7/view Do you keep a record of pupil voice? All evidence is collated and is kept on record when we capture pupil voices. It can be used when parents have asked us a question and we have been able to refer to what the child has said. When subject leads carry out pupil voice, they have to include children on the SEN register. The SEN children enjoyed the indoor led PE more than the outdoor PE sessions so the PE sessions were being adapted in response to this. The SEN children are automatically included in everything we do alongside the PP children. Governors thanked BS for the informative presentation. <i>BS left the meeting at 18.45pm</i>	
6.	Financial Update and Review ELAT DRAFT FINANCE REPORT - PW PW had shared the draft ELAT Summary 2022/23 Year End Finance Report: ELAT Summary Draft 2022 23 Year End Finance Report REVENUE SURPLUS at 31/8/23 The draft revenue surplus carries forward 31/8/23 is estimated as £800K against a budgeted surplus of £873k. The surplus carry forward will be confirmed post external audit and transfers to fixed assets. INCOME ELAT received Additional Restricted income of £ 415.7k was received in year:	

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- GAG additional grants £245k – to support the increases in Teacher pay and pension contributions/ Employers NI and utility price increase.
- Additional £136.8k High Needs, £16.3k LP – CIC funding, and £17.6k Pupil premium

EXPENDITURE STAFFING ELAT staffing, including supply costs, overspent by £320k. This was offset by £192k additional income: £40k staff absence insurance claims, the saving in the Pension Deficit cost of £16k and the £136k additional High Needs funding. The Teacher pay award was budgeted between 4 and 8.9% for the main pay scale and 3% for Leadership, UPS scales and allowances. The actual pay awards were 5% for Leadership, UPS scales and allowances. The main pay scale was broadly in line with budget. The Support staff pay award was budgeted 2%, the actual pay award was £1925 per FTE which equated to an increase of 4-10.5% dependant on grade.

Up to the 31/3/23 the employers support staff pension was charged at 17.6% plus an annual lump sum of £41k. From April 2023 the employers support staff pension was increased to 21.9% with no further lump sum payment. The effect of this change is an additional £9K cost in 2022/23 Support staff pension % increased from 1/4/23 – offset by the £16k saving in PENDF.

OTHER EXPENDITURE In total ELAT schools overspent by £408.8k. £84k of this was for day and residential visits which are offset by additional income, Due to the cost-of-living situation most contracts increased in year by 6 to 10%.

- Norse contract cleaning and catering attracted increased costs of £24k.
- gas and electric utility charges an additional cost of £51k.
- ELAT school contributed £ 93.8k towards capital projects.
- £36k was spent on pupil premium and external support for pupils,
- £21k was spent on additional repairs to buildings, £15k on IT and the telephone system was replaced at a cost of £16.5k.
- the clerking service is now outsourced at a cost of £210k per annum.

RESERVES The Draft ELAT total reserves at the 31/8/23 are £816.9k. As previously forecast all schools with the exception of Ide ended the year with a surplus:

As a MAT it is acceptable to have reserves of four weeks operating costs, which in the 2022/23 draft Finance Reports equates to £593K. ELAT received £5,333 GAG and £245K GAG additional grant funding. The minimum reserve to be held is 5% GAG which in 2022/23 equates to £279K. Following the CIF bid award £77k of building and IT projects were put in hold. These projects will be reevaluated, and the 5 Year maintenance plan updated accordingly. Details of the projects in Appendix 1 ELAT has submitted two CIF bids in 2023/24, if these bids are successful ELAT will be committed to a contribution of approximately £73.9k.

Reserves are utilised throughout ELAT to support schools in the most appropriate manner.

EXTERNAL AUDIT The External Audit is coming to a conclusion, the verbal audit feedback highlighted; the need to have purchase orders prior to the procurement of goods and services; and the recruitment of Members.

Alphington ended the year with an in-year Revenue overspend of £29k, against a budgeted in year overspend of £0.4K. Giving a Gross estimated surplus carry forward of

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	£381k. Alphington has received additional ESFA grants of £59k to offset the pay awards and the increased utility costs. A further £20 High needs funding was received in July 2023. Works to install LED lighting were carried out in the summer holidays for the additional DFC grant £18.7 ring fenced for energy efficiency. Works not completed in 2022/23 £3.7k on pool works, £3k sign in system, the office refurbishment has been postponed due to rising costs, are postponed to 2023/24. Alphington secured the Fire Security CIF bid -works in the summer holidays, the total cost of the bid is £178k, Alphington's contribution is £55.2k. The new telephone system was installed in the summer holidays. The contribution to the Central shared Services has been reduced by £27k to support the Head Teachers school improvement release. The Revised forecast estimated at June was a surplus of £346k. The surplus increased to £380k due to an additional £20k High Needs funding received in July, savings of £3.8k in supply and TA £5k forecasts and the pool works £3.7k had to be postponed until 2023/24 Looking at pupil numbers for 24/25 they look quite low? Pupil numbers are our biggest challenge at the moment. It was impossible to predict what the intake would likely be. Alphington have the capacity to take 60 children per year group. The data we get is from Devon and is based on birth rates in the area. We don't know the effects of the new build in the area, currently we are above PAN as when people are moving into the area, they are coming to us under the fair access regulations. There have been another three requests today to join us. It has been announced this week that teachers pensions were being raised, would this be another deficit? It would have to be built into the budgets. Alphington was a school where all teachers were MPS 1 or 2 and would receive the same level of funding as a school that had all UPS teachers.	
7.	Safeguarding Update ST reported that she had met with CE to look at Safeguarding, procedures and general policies and how safeguarding was recorded in school. ST and CE would be meeting again to look at Safeguarding and pupil voice. Monitoring and Filtering was a new priority in the KCSiE guidance and CE had agreed to monitor this. This would also link to the priority of digital parenting and CE would also be monitoring this. Last year digital parenting workshops had taken place but only 6 parents had attended. Raising awareness on digital parenting would continue. Do you report to the parents if the child is found to be looking at certain things? It would depend on the circumstances. Children in Years 5 and 6 are allowed phones but they have to be turned off on site and handed in.	

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	In terms of nationally there was an increase in HSB (sexually harming other children). Beky had completed some training as part of the Safeguarding team and this would be disseminated to all staff. CE noted that there was large increase in the number of younger children using TikTok and this was considered to be the next big concern. There was also a trend of children rating each other self-harming. Governors needed to be mindful that these safeguarding concerns can take place in all schools, including Alphington and it was important to raise awareness so that staff know what to look out for. CE noted that she would be attending the AI training and would share any feedback.	
8	Premises Review and Update Completed Works since last report: • Drainage has been replaced from staff WC's through to Foundation court yard. • New flooring in staff WC's, Disabled WC, School reception corridor, & Foundation area following drainage works. • New fire alarm system has been installed • Fire doors have been replaced/upgraded throughout the school. • 2 Foundation classes have been redecorated complete with new flooring. • Set of double doors have been installed to separate the foundation classes when needed. • Nursery Entrance gate has been replace for a new metal gate. • 2 year 1 class rooms have been redecorated complete with new flooring • New flooring in Parent support office • New keypad access installed on front entrance, this is in preparation of the new signing in system all staff now enter the school via the front door. • Phone system has been upgraded • LED lighting has been completed in all vital areas Class rooms, Corridors etc. • New fencing installed at front of Foundation outside area. • Concrete slab has been installed in preparation for alternative provision building. • Following the last tree inspection some remedial works were required this has now been completed. • Speakers for lock down warning system have now been installed. Future projects: • New Office layout and refurbishment, due to the amount of works being carried out over the summer holidays it was decided to put this on hold until next year. • New fire exit door for front entrance awaiting install date. • Visitor/staff signing in system • Replacement fire exit doors for foundation entrance these have been ordered awaiting an install date Health & Safety:	

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	• All compliance checks are currently up to date or have been booked in to be completed. • All staff have access to Parago to enable them to raise tickets for any works or health and safety concerns. • A school lock down policy will now be required. • Staff training for pool maintenance and life guarding will be required before the swimming pool can reopen • Health & Safety walk to take place in November. GDPR: • Reminders have now been sent to all staff with outstanding GDPR training and the Headteacher is now chasing these staff as they need to be completed by the end of term. • Can I please ask that all Governors who haven't completed their GDPR training do so before the end of this term. • A refresher course will be sent to all staff who require it. PP noted that he had undertaken a premises walk round with KB and noted that there was a FOI (freedom of information) with Pearl's land and the pond. ST noted that the old pond was unsafe so children were not able to access it so the decision had been made to fill in the pond, create a wildlife corridor and put down a concrete base for the new outdoor learning provision. The area was donated to the school for it to be used for outdoor learning. Devon wildlife Trust had also written a statement to explain the renovation of Pearl's land. Any plans for building control would be shared be parents. Can the land be used during the winter? yes, they use it all year round. We have put in an application to build an Alternative Provision for the Trust. The build is taking a long time so the provision has been opened for Mondays currently and 5 children across the Trust attended yesterday and spent the day outside.	
9	Pupil and Staff Wellbeing JG and ST to meet and discuss and add to next agenda. Do you look at pupil voice? Yes, we collate data and look at it, some questions would include are they happy at school, do they feel safe and do they have an adult that they trust. Over the course of the year all groups of children would be represented.	Action: JG and St to meet – feedback at next meeting
10.	Policy Review Policy Review (school-based policies) • Accessibility Plan – agreed. How will the policy be monitored? It would be picked up in different ways and the actions will be reviewed. Is there an annual review of the accessibility plan? It's usually around two years but it will be looked at on a regular basis and adapted where it needs to be. JP noted that she would be able to help with accessibility monitoring. • Health and Safety Report – PP ST and KB had undertaken a walk around today and the report would be shared on governor hub.	Decision: Policy approval as noted

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11.	Links with parents and community ST reported that the Trust would be looking at a policy for parents conduct towards staff. JG to write a governor update for parents to go into the school newsletter. It was important that parents know who the governors are and to raise the profile of the LGB. Could PP write news from the Chair? Do you do any questionnaires for the parents? Yes, we try and get parent voice through surveys. We try and keep things helpful rather than just being generic i.e. homework, residential etc.	Action JG to write governor update for newsletter
12.	Governor Monitoring CE had carried out Safeguarding monitoring with ST. She had looked at the Safeguarding complaints process and noted that it was very difficult to access CAMHS due to demand and the threshold being so high. The school would look at early help and other ways to support families in need. PW noted that children who had been looked after but had returned to their parents were no longer eligible for further funding. This had been raised with the ESFA and they would be looking at their policy regarding this. ST was keen to develop links with secondary schools to see what their safeguarding concerns were. CE noted that they had recently trained up an ELSA who would be able to offer support to those children who required a higher level of support. Anjumn Kanani (AK) had met with Becky Stannard to look at SEND. It had been a very positive visit. They had looked at the implementation of the SDP and the SEND area of the website. ST noted that there were more children with complex needs coming into the school and they needed to have their needs met. Unfortunately, there was no more funding available for extra adults, they had to be more creative on how they used the funding and how the adults were deployed. AK noted that the SEND report needed to be updated. AK would return in the spring term to meet with Becky again to look at SEND in the pre-school.	Action Update SEND report on website BS
13.	Communication with Trust Board PP reported that a Chairs meeting had taken place, the minutes had been uploaded to governor hub. <i>PW left the meeting at 19.57pm</i>	
14.	Any Other Business <u>Governor Roles</u> Curriculum – NL Pupil wellbeing – JG and AK Pupil Premium – JP Safeguarding CE and JP	

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	Filtering and Monitoring CE Staff wellbeing JG and VS After school clubs AK	
15.	Date of Next Meeting 2024 – 30 Jan (School Development focus), 12 March, 21 May, 2 July	

Meeting closed at 20.03PM